

# Keytesville R-III School District



**2018 – 2019**

## **Student / Parent Handbook**

The Keytesville R-III School District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies;

Mr. Josh Shoemaker, Superintendent

**Keytesville R-III School District**  
27247 Highway 5  
Keytesville, Missouri 65621  
School Office Phone: (660) 288-3767  
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# 2018 – 2019 KEYTESVILLE R-3 STUDENT/PARENT HANDBOOK

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# 2018–2019 KEYTESVILLE R-3 STUDENT/PARENT HANDBOOK

## WELCOME

Dear Students:

This handbook contains adopted policies and guidelines for all students as approved by the Keytesville R-III Board of Education and should serve as a guide to district expectations. If at any time you have questions please do not hesitate to ask either administrator or any faculty member. All of us are here to assist you in any way that we can.

As a Keytesville R-III student, you have the opportunity to mold your own educational destiny. Recognize the responsibility you have to yourself and understand you also serve as role models and mentors to the younger students. The District strives to provide positive opportunities for each student and in return, we expect that by following the policies and expectations in this handbook, you as the student will recognize and appreciate those efforts.

You are appreciated for what you do and are our greatest asset as a society; always remember that, and conduct yourself in the Keytesville Tiger way.

Sincerely,

Josh Shoemaker, Superintendent

Chad Hall, Principal

## MISSION STATEMENT

The Mission of the Keytesville R-III School District is to be a community working together to

*Teach, Involve, Guide and Empower Responsible Students. (TIGERS)*  
(Adopted 2010)

## SCHOOL HISTORY

Most of Chariton County school records dated before 1866 were destroyed by the Civil War. Since then, a few facts have been found in the *History of Howard and Chariton Counties*. The first public school of Keytesville was organized after the Civil War. Sometime during 1891, a new school was built on the present location of the old Keytesville R-III Grade School. In 1901, school textbooks were adopted. To qualify as a first-class high school, the school had to be in session nine months, offer 16 units of credit, and employ three secondary teachers. In 1909, Keytesville became a first-class high school.

In 1948, schools in the county were divided into districts. In 1949, Keytesville reorganized to include twenty-three (23) rural districts and one (1) high school district. Five (5) elementary schools and one (1) central high school were maintained. The official name of the school became Keytesville Reorganized School District No. 3.

Further reorganization and integration brought new school construction. Several new high schools were built in the county, including our own Keytesville High School in 1959. The elementary school was added to the high school in 1967. In 1974, the Keytesville R-III School met the standards set by the State Department of Education necessary to receive an AA rating. In 1994, the Keytesville R-III School District was accorded full academic accreditation under the auspices of the Missouri School Improvement Program and met the standards set by the State Department of Education to maintain an AA rating.

The Missouri Department of Elementary and Secondary Education recognized Keytesville R-III School District for Distinction in Performance through the Missouri School Improvement Program for the 2004-2005, 2006-2007, 2008-2009 and 2009-2010 school years, at which time the Missouri Department of Education stopped giving that prestigious award. Since 2011 Keytesville R-3 has continued to move forward in educational advancement and keep learning a priority for our students and our community! The education of our children is the future of this country!

## SCHOOL SPIRIT

<b>Colors</b>	<b>Black and Yellow</b>
<b>Mascot</b>	<b>The Tiger</b>
<b>Yearbook</b>	<b>Regit</b>
<b>Conference</b>	<b>Carroll/Livingston Activities Association (CLAA)</b>

Keytesville, Breckenridge, Bosworth, Brunswick, Hale,  
Hardin-Central, Norborne, Northwestern, Southwest, Tina-Avalon

## SCHOOL SONG

*Black and gold her colors;  
Keytesville is her name.  
There in grandeur proud she stands:  
And we will fight to keep her fame.  
Loyalty, allegiance,  
Her name will never die.  
We will love thee,  
Serve thee forever,  
Keytesville High!*

(Words and arrangement by Mary Traughber Fidler in 1943)

## 2018-2019 KEYTESVILLE R-3 FACULTY & STAFF & ADMINISTRATION

Mrs. Lisa Hofstetter	Business
Mr. John Blackwell	Bus Driver
Mrs. Tonya Blackwell	Cook
Mrs. Debbie Bachtel	Math
Mrs. Sherri Burris	Classroom Aide
Mrs. Marlo Callahan	Sixth Grade
Miss Cynthia Cloyd	Preschool
Mrs. Allison Dady	Third Grade
Mrs. Christin Dowell	Fourth Grade
Miss Connie Dowis	Library Media Specialist
Mrs. Jenny Fessler	Parent As Teacher Educator
Mr. Michael Draper	Athletic Director/Physical Education
Mrs. Lena Fisher	District Bookkeeper/Board of Education Treasurer/Food Service Coordinator
Mr. Chad Hall	Principal
Mrs. Cloe Billington	Science
Mrs. Camille Fuemmeler	Social Sciences
Mr. Rick Hall	Bus Driver
Mrs. Kristi Varner	English Language Arts
Mrs. Kim Huckabey	Second Grade
Mrs. Kimberly Kahn	First Grade
	Special Services Director
Mrs. Caila Linneman	Art
Miss Maegan Maag	Special Services
Mrs. Brittany McFadden	Fifth Grade
Mrs. Delinda Meyer	Pre-School Aid
Mr. Jim Meyer	Maintenance/Custodian
Mrs. Rhonda Monnig	Title I

Mr. John Critchlow	Music
Mrs. Carol Neidholdt	Bus Driver
Mr. Daniel Neil	Agriculture
Ms. Megan Hubbard	Central Office Clerk
Mr. Darrell Phillips	Transportation Director/Bus Mechanic/Grounds Maintenance
Ms. Kaylee Duncan	Family and Consumer Sciences
Mrs. Melody Potter	School Counselor
Mrs. Lindsay Price	Kindergarten
Mrs. June Shannon	Custodian
Mrs. Kim Shannon	Food Service Manager/Cook
Mr. Josh Shoemaker	Superintendent
Mrs. Ann Weimer	Speech Implementer
Mrs. Pamela Weimer	Foreign Language/Elementary Physical Education

**BOARD OF EDUCATION**

Mr. Jason Wilhoit	President
Mr. Scottie McKenzie	Vice-President
Mr. Holly Keiser	Secretary
Mr. Shawn Bartholomew	Member
Mr. Gayle Pearman	Member
Mr. Chris Calvert	Member
Mrs. Melanie Leasure	Member
Mrs. Lena Fisher	Treasure

**KEYTESVILLE COACHES/SPONSORS/CONTRACTED RESOURCES**

**Athletics**

HS Baseball	Mr. Chad Hall
HS Basketball Boys	Mr. Michael Draper
JH Basketball Boys	Mr. Michael Draper
HS Basketball Girls	
JH Basketball Girls	
HS Cheerleading	Mrs. Delinda Meyer
JH Cheerleading	Mrs. Delinda Meyer
HS Softball	Mr. Randy Jones (Head Coach) & Mrs. Kristi Varner (Assistant)
HS Track	Mrs. Pam Weimer
JH Track	Mr. Pam Weimer

**Clubs/Organizations**

Drama/Theater Arts	Mrs. Camille Fuemmeler
Family, Career and Community Leaders of America (FCCLA)	Ms. Kaylee Duncan
Future Business Leaders of America (FBLA)	Mrs. Lisa Hofstetter
Future Farmers of America (FFA)	Mr. Daniel Neil
Letterman's Club	Mr. Michael Draper
Music Director	Mr. John Critchlow
National Honor Society	Mrs. Pamela Weimer
Regit Yearbook	Mrs. Caila Linneman
Scholar Quiz Bowl (HS & JH)	Mrs. Marlo Callahan
Science Club	Mrs. Cloe Billington
Spanish Club	Mrs. Pamela Weimer
Student Council	Mrs. Kristi Varner
KMAD	Ms. Beverly Plymell

Life Smarts  
Veterans Assembly  
**Class Sponsors**  
Seniors - Class of 2019  
Juniors - Class of 2020  
Sophomores - Class of 2021  
Freshmen - Class of 2022  
Eighth Grade - Class of 2023  
Seventh Grade - Class of 2024

Ms. Beverly Plymell  
Ms. Beverly Plymell

Mrs. Camille Fuemmeler  
Mrs. Caila Linneman, Mrs. Kristi Varner  
Mrs. Cloe Billington  
Mrs. Pamela Weimer  
Mr. John Critchlow  
Mrs. Lisa Hofstetter

**Contracted Resources**

Officer Josh Boegar  
Mrs. Suzanne Enyeart  
Mrs. Kathy Naylor, R.N.  
Mrs. Hillary Weimer  
Mrs. Sheila Wooldridge

School Resource Officer  
School Nurse  
School Nurse  
Occupational Therapist  
Physical Therapist

**ALL THINGS ACADEMIC AT KEYTESVILLE R-3 SCHOOL DISTRICT**

**Academics + Attendance = Achievement!**

We live in the greatest country in the world! One that defends and insures that every single child is provided a best possible quality education each community can offer. We are fortunate to have the means to take care of those learning needs of our Keytesville students, faculty, and staff. In order to make the most of those freedoms and opportunities, students must ATTEND to ACHIEVE that education! The Keytesville R-3 School District expects all students/faculty/staff to be present and actively involved in learning at least 95% of all school days! The following information will help you see that “Academics + Attendance = Achievement!” Review them carefully, accept them fully and rise to the opportunity to be great!

**Senior Awards/Scholarship Night**

This night will be set aside to recognize those who were on the honor roll maintaining a cumulative grade point average of 3.6 or above with a grade no lower than a C after a minimum of three semesters. Senior scholarships will also be presented the same evening.

**Local Assessments**

In the case of individual students, standardized tests, in combination with other criteria, can provide an indication of student achievement. The purposes of the district-wide assessment program are to facilitate and provide information for the following: Student achievement, Student counseling, Instructional and curriculum change, and school and district evaluation. For more information see the Keytesville District Assessment plan.

**State Assessments (Policy 6440)**

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

**District Report Card**

The district Report Card has a link on the school web site <http://keytesville.k12.mo.us> or by going to [http://mcds.dese.mo.gov/quickfacts/SitePages/DistrictInfo.aspx?ID=\\_\\_bk8100030023001300130053000300](http://mcds.dese.mo.gov/quickfacts/SitePages/DistrictInfo.aspx?ID=__bk8100030023001300130053000300)

**Grade Cards**

Grade cards are issued on a quarterly basis. A student will receive a grade for each class in which he/she is enrolled. The grade card for the last grading period will be available for parents to pick up at the office approximately two weeks from the last day of school. Grade cards will be held in the office for any students that owe fines or have items that need to be returned. Because the

last day of the second quarter is also the last day of school before winter break, second quarter grade cards will not be available until school resumes following winter break.

### **Grading System**

The following is a rating scale, which will be used for the assignment of grades:

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

The Keytesville R-III School District utilizes a 4.0 grading system.

The End of Course Exam (EOC) grade is 10% of the second semester final grade.

Grade Point Average Calculations and Implementation in 2018-2019

### **Homework**

Incomplete or missing homework not turned in is one of the major contributors to the failure of a child in school. Homework is an essential part of educational growth. Students, it is essential that you complete your daily assignments and parents/guardians need to check on a regular basis to see that it is being done.

Students who miss class for field trips or extracurricular trips will have one day for each day missed to makeup homework or complete tests that were missed. Students who know that they will be gone for a school activity will contact the teacher **AT LEAST ONE DAY PRIOR** to being absent to request homework.

### **JH/HS Late Work Policy**

All late work will be accepted for a 25% reduction in credit. Any student who has not turned in their assignment on time will go on the Missing Assignment list and will serve lunch detentions until the assignment has been completed and turned in. Once the assignment has been completed and turned in the teacher will remove the student from the missing assignment list. Partially done late work will not be accepted. Poorly done work will be returned to the student to re-do at the teachers discretion.

### **Honor Roll**

1. This is strictly an academic honor roll and does not take into consideration extra-curricular activities.
2. The Superintendent's Honor Roll will recognize students with an A- (3.75) or above average.
3. The Principal's Honor Roll is for all students who maintain a B- (3.00) average or above in all subjects.
4. A grade of D-, D, D+, F, or NC automatically excludes a student from the honor roll.

### **National Honor Society (TO BE ELIGIBLE FOR MEMBERSHIP A CANDIDATE):**

1. Must be a third quarter sophomore, a junior or a senior class member.
2. Must have a cumulative scholastic average of 3.0 or above on a 4 point scale.
3. Upon meeting the academic qualifications, the potential members will be evaluated for leadership, service and character.
4. The faculty council will evaluate each candidate.
  - a. Each candidate shall complete an application and return it to the advisor. Candidates missing deadlines will not be considered.
  - b. The faculty council will conduct an interview with each candidate.
  - c. Thirty (30) possible points will be awarded in each area of leadership, service and character with a total of 90 possible points from these three areas.
  - d. Attendance will be taken into consideration using the following formula based on the last two (2) years of the candidate's high school record.

ABSENCES	POINTS AWARDED	ABSENCES	POINTS AWARDED
4	10	24	5
8	9	28	4
12	8	32	3
16	7	36	2
20	6	40	1

Extenuating circumstances involving prolonged absences will be taken into consideration if deemed necessary by the faculty council.

- e. A candidate must have at least 85 of the total 100 possible points awarded from at least 3 of the 5 faculty members

- to be selected for induction into the Keytesville Chapter of the National Honor Society.
- f. The faculty council members are appointed by the advisor with approval of the administration.

### **Commercial Academic Excellence Recognition Programs**

Taken from: NASSP Advisory List of National Contest and Activities 1982-1983 Prepared by: The Committee on National Contest and Activated of the National Association of Secondary School Principals.

The Committee does not list organizations or programs that claim to honor outstanding students through publication of student names in volumes usually titled “who’s who,” “outstanding,” “distinguished,” and that derive their revenue from the sale of these publications to students. The Committee views any recognition accorded to students through mere inclusion in such a publication as of little or no tangible value. Furthermore, such recognition is unlikely to provide any future educational or personal benefit to students.

The selection criteria used by most commercial recognition programs are often ambiguous and flimsy. Even when stated the organization is unlikely to be able to verify that students actually measure up to the selection criteria since nominations ordinarily come from a number of sources. These may include staff members associated with a school or individuals in the community at large.

Most of the organizations sponsoring these programs and known to the Committee are profit motivated and are not related to educational, philanthropic or professional associations. The organizations often solicit students and their families to purchase the publication or some other type of “award.” The source of the income is usually the recognition program itself.

### **Parent/Teacher Conferences**

Fall semester Parent/Teacher Conferences will begin during the week of October 25th, 2018. Teachers will discuss grade level expectations and goals for your children. Prior to this time, you and your child’s teacher should be having conversations about academic growth and advancement for your child. Your involvement, participation, and attendance are critical for the success of your child’s school. Elementary teachers will be contacting their student’s parents and setting up individual meetings that can be held during the week. Those conferences will be taking place in each teacher’s classroom. Junior School and High School teachers will be contacting their students’ parents and will be taking place in the KHS gymnasium on Thursday October 25<sup>th</sup>, 2018 from 4:00 to 7:00PM. There will be a second Parent/Teacher Conference on March 14th from 4:00-7:00 p.m.

### **Progress Reports and Grade Checks**

Progress reports with all grades will be sent out weeks 3 and 6 every quarter. Eligibility checks will be done every two weeks.

### **Retention and Promotion Policy for Elementary**

**Promotion:** Students who have mastered the minimum basic skills will be assigned the next grade level. Students who have mastered the minimum basic skills in reading and math, but are having difficulty mastering the skills in other curriculum areas may be assigned the next grade level. If after consultation with parents, the teacher and other professional staff judge the student will be able to make satisfactory progress in the next assigned grade level. *Students who have met the reading and math criteria for Keytesville R-III School District will be assigned to the next grade level.*

**Retention:** The teacher and other staff members will evaluate a student who has not mastered the minimum basic skills in reading and math. If it is determined that the student will continue having difficulty mastering the minimum basic skills, the student will not be assigned to the next grade level.

A student who was promoted the previous year with deficiencies in any curriculum area may be retained if the student is unable to demonstrate continuing progress in all basic skills required up through the grade level in which the student is assigned. The teacher and other staff members will base this determination on an evaluation.

A student who has been retained previously may be retained again if he/she has not mastered the minimum basic skills. If the student is served by special programs (LD or EMR), he/she will be assigned on an individual basis.

**Homework:** One of the major contributors to the failure of a child is homework not done or incomplete. Homework is an essential part of the educational growth of a child. It is important for a parent to check with his/her child on a regular basis to see that he/she is completing it.

### **Retention and Promotion Policy for Junior High**

In order to be promoted to the next grade, a seventh or eighth grade student must meet the following requirements:

1. Pass six of the eight semesters in the core curriculum.
2. Pass ten of twelve quarters in the areas of Fine Arts, Practical Arts, and Physical Education (Semester). Any deviation from these requirements can only be granted by the school administration when extenuating circumstances exist or when it is judged that the educational growth of the child would be impaired due to retention

## **ATTENDANCE**

### ***Attendance Elementary (Pre-K – 12<sup>th</sup>)***

Good attendance is imperative. Regardless of the reason, excessive absences are a cause of student failure. A complete record is kept of each student's absences and tardies that become a part of his/her permanent record.

Attendance concern letters will be sent to parents or guardians after the following number of absences/tardies: 3 days, 5 days, 7 days and 10 days. On the 5<sup>th</sup> absences/tardy a copy of the "concern letter" will be forwarded to the School Resource Officer. Should attendance/tardy issues continue to go unresolved, per Section **167.031**, RSMo, the Chariton County of Children's Youth Services and Juvenile Office will be notified and Keytesville R-3 will treat the matter as Educational Neglect.

All absentees, upon return to school, shall report to the office with a written excuse stating the specific reason for the absence, dates, times of the absence and signed by a parent. If a child goes to a medical facility for any reason, he/she should ask for an excuse from the doctor. Deaths in the family are unlimited.

"When a child is absent, for any reason, five (5) days in any quarter or 8 days in a semester, or has ten (10) tardies for the year, the school district shall notify the local Juvenile Office. If additional information is required, the Juvenile Officer will request same or make their own investigation."

Students being checked out early will be called to the office and signed out by a parent or guardian.

### ***Attendance Junior High/High School Students (7<sup>th</sup> – 12<sup>th</sup>)***

A student shall be allowed maximum of (8) absences from any class during a semester. Students who accumulate in **excess** of (8) days in any class are subject to loss of credit for any assignment, homework, test, quiz, project, and finals. After the 8th absence the students will begin to lose a percentage of credit for each additional day they are absent. An attendance letter will be sent out after the 5th absence in any given period.

The teacher on an individual class basis will keep attendance. The office will also maintain attendance records. Parents may feel free to call and ask for an attendance printout to be mailed if they have questions about their student's attendance or the number of class periods missed. Any student who is ten (10) minutes late or later to any class (for example 8:10 A.M. for 1<sup>st</sup> hour beginning at 8:00 A.M.) is considered absent that period.

Any absence from class as a result of a school-sanctioned activity is not recorded as an absence for purposes of this policy. Example: field trip, athletic event, student activity, etc. It is the student's responsibility to remind all of his/her teachers following a school-sanctioned absence to use the attendance correction form if he/she was reported absent inadvertently.

A student who is absent from school due to an Out Of School Suspension (OSS) will have those suspension days counted toward the number of days absent permitted by semester. Days of In School Suspension (ISS) are not counted as days absent for purposes of this policy. When unusual or extreme circumstances occur, exceptions to this stated policy will be made only by administrative discretion on an individual basis.

The terms "excused" and "unexcused" are not used. A student may accumulate up to eight absences per class semester. Parents and students should be aware that the eight absences per semester are intended for personal illness, professional appointments, personal or family business, and other unforeseen circumstances.

Attendance concern letters will be sent to parents or guardians after the following number of absences/tardies: 3 days, 5 days, 7 days and 10 days. On the 5<sup>th</sup> absences/tardy a copy of the "concern letter" will be forwarded to the School Resource Officer. Should attendance/tardy issues continue to go unresolved, per Section **167.031**, RSMo, the Chariton County of Children's Youth Services and Juvenile Office will be notified and Keytesville R-3 will treat the matter as Educational Neglect.

*Any Student who exceeds 5 absences in any quarter or 8 absences in a semester will not be able to attend extracurricular events unless an attendance appeal is granted by the attendance committee or the next quarter/semester begins.*

*Grade and attendance checks will be conducted every two weeks. Students who have an F will be ineligible until the following grade check. Students who are below 90% attendance will be ineligible until the following grade check unless granted an appeal by the attendance committee for extenuating circumstances*

**CONSEQUENCES FOR VIOLATIONS**

*Students will be expected to make up all assignments from missed classes. Attendance and participation are part of a successful learning experience. Except in certain situations with foster care children in accordance with law, students with more than eight absences in any class in a semester will be issued an academic penalty in the form of grade reductions as follows:*

<i>Absences (Quarter Classes)</i>	<i>Absences (Semester Classes)</i>	<i>Grade Reduction</i>
<i>6</i>	<i>9 and 10</i>	<i>2%</i>
<i>7</i>	<i>11</i>	<i>4%</i>
<i>8</i>	<i>12</i>	<i>8%</i>
<i>9</i>	<i>13</i>	<i>16%</i>
<i>10</i>	<i>14</i>	<i>32%</i>
<i>11</i>	<i>15+</i>	<i>50%</i>

*Any student will reduce accrued absences by attending make-up study or counseling sessions scheduled by the principal during non-instructional times. The students must notify the principal that he or she wishes to make up attendance days, and the principal will provide the student information on the next available session. Make-up sessions do not match the educational value of actual class attendance, so no student will be allowed to make up more than five (5) absences by attending make-up sessions. Three (3) hours of make-up time will equal one (1) day absence. Students must complete their make up time in order for the grade reduction to not go into effect, even if the student has medical reasons for missing. There will be no attendance appeal process.*

**Before and After School Drop-Off and Pick-Up**

Supervision of students is provided beginning at 7:35 a.m. each morning at Keytesville R-3. Students must not arrive before that time. Keytesville R-3 provides Bus Transportation that meets the needs of all students. If the drop off time is such that parents must make other plans, it does become the responsibility of the parent/guardian to do so. All students are to enter the building through the main doors, located in the center of the building (Entrance #100). Parents dropping off students should never park in the bus lane to prevent delays in loading/unloading busses.

Students are to report to the cafeteria and hopefully will eat breakfast! A good breakfast is an important first meal of the day and for positive brain and learning skills for the rest of the morning! We encourage all students and staff members to eat breakfast, either at home before you come to school or take advantage of our Keytesville home grown food service program!

After school dismissal and pick-up procedures are designed to provide the greatest safety for every student. Your cooperation is greatly appreciated. The busses will line up in front of the building around 2:50 p.m. Starting at 2:55 p.m. the youngest grades will begin loading the busses. Teachers will walk bus riders out to the buses and all other students will report to the elementary entrance for parent pick-up. This area will be clearly designated and supervised. Parents and students are reminded to drive carefully and follow the pick-up procedures. Parents picking up students will be responsible for buckling their students and maintaining a single file line during pick up to ensure

the safety of all students being picked up. Elementary parents may wait for their students along the edge of the east parking lot. JH/HS parents may park along the south end of the building to pick up students after dismissal.

All students are to be picked up no later than 20-minutes after the release bell, which is 3:05 p.m. If for some reason you are going to be later than 3:25 p.m. picking up your child (ren) you must notify the school well in advance. It is understood that from time to time-uncontrollable situations happen, but the district's duties of supervision for your children does have a beginning and ending time. Parental duties are yours to take care of at all times. Please make the appropriate plans to have your children picked up after school by 3:25 p.m. Should there be ongoing issues SRO Officer Boegar will be notified.

**1. Students are not to be let off at the school before 7:35 a.m.**

**2. All students should report to their homeroom at 7:55 a.m.**

**3. School begins at 8:00 a.m.**

**4. School ends at 3:05 p.m.**

**5. School will begin loading buses approximately at 3:00 p.m.**

**6. High School student parking release begins after the final bus leaves the parking lot.**

***The District will not be responsible for supervising students outside the stated times unless student is involved in an after school activity. Please do not leave your child at school during unsupervised periods.***

#### **Certification Of Chronic Illness (Absence Policy)**

- During an appeal for reinstatement of credit, the Appeals Board may request confirmation from a doctor to explain specific and frequent absences, which occurred due to medical reasons.
- Students and parents are advised to monitor the number of absences, which have accumulated because of medical reasons.
- When absences for medical reasons are frequent, it may be advisable to seek documentation from a doctor that a chronic illness exists.
- Presentation of verified information regarding chronic illness and specific dates of absence will strengthen a student's case in an appeal for reinstatement of credit.
- Just as with parent notes, doctor's notes need to specifically address dates of absences, and may not be "blanket excuses" for all absences, which have occurred over a period a time. ***Such information must be presented on going and not at the end of a course/semester.***

#### **Educational Neglect Laws – Parent's Need To Understand**

Educational neglect is the failure by the person responsible for the care, custody, and control of the child to provide an appropriate education and to promote school attendance as required by Missouri Law. Section 167.031 RSMo., requires all children ages 7 up to age 17 to attend school, except that any child who has successfully completed 16 credits toward high school graduation is not required to attend, therefore does not meet the criteria for educational neglect. Children ages 5 and 6 are required to attend school, when they have been enrolled in a public school by their parent or guardian.

#### **Leaving School During the School Day**

A student requesting early dismissal must have a note from his/her parents/guardian. If a student leaves school without obtaining permission, he/she will be considered truant.

#### **Missing School and Participating in Activities**

A student must be in attendance for at least four class periods to participate in or attend a school activity that day. Exception to this policy will be those students that have an appointment with a doctor or dentist, **a death in the family**, or some other item for which the appointment cannot be scheduled at any other time. Work will not be an exception. The principal must be personally advised in advance of these appointments for tentative prior approval. A student must be in attendance for four (4) hours on Friday to participate in a Saturday activity.

#### **Missouri DESE Attendance Law**

The Law, the State Department of Education, and the local Board of Education require many attendance policies. All regulations listed are for the purpose of meeting these policies and at the same time, helping each student secure the finest education possible. Success in school cannot be achieved without excellent attendance.

Section **167.031**, RSMo, states that any parent, guardian or other person having custody or control of a child between the ages of

seven (7) and the compulsory attendance age for the district, must ensure that the child is enrolled in and regularly attends public, private, parochial, home school or a combination of schools for the full term of the school year.

**Perfect Attendance**

A student will be granted a perfect attendance certificate only if he/she has been in attendance every period of every day.

**School Resource Officer (SRO)**

Beginning with the 2016-17 academic year, the Keytesville R-III School District has partnered with all other Chariton County Schools as well as the Chariton County Sheriff’s Department in order to bring a resource office on-site and into our building. The officer will be committed to a certain number of hours and assignments per each specific district needs and desires. In our building the officer will be responsible, but not limited to, the following items:

<ul style="list-style-type: none"> <li>● Safety Coordinator</li> <li>● Morning breakfast supervision</li> <li>● Hourly hall supervision</li> <li>● Student tardy referrals to law enforcement</li> <li>● Parking Lot and building supervision</li> </ul>	<ul style="list-style-type: none"> <li>● Home visits in regards to truancy and/or undocumented absences</li> <li>● DARE</li> <li>● Hunter Safety Coursework</li> <li>● Evacuation and Crisis Plan reviews</li> </ul>
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It is the goal and desire of the Keytesville R-III District to be as proactive as possible and strives to provide the safest environment possible for student learning to take place. With this addition, the district feels as though we are headed down a path to help achieve that goal.

**Tardy Policy**

Students are expected to be in class with appropriate materials before the bell sounds. Habitual tardiness will not be tolerated. **After the first ten minutes of class the student will be counted as absent and will be counted as an absence.** School work missed because of an unexcused tardy is not allowed to be made up. STUDENTS ARE EXPECTED TO REPORT TO CLASS FOR ROLL PRIOR TO ANY MEETINGS OR THEY WILL BE CONSIDERED TARDY. Students who arrive tardy must be signed in at the office before going to class. Five tardies to school in a quarter will result in a phone conference between the principal and the parent. Repeated failure to be on time to class will result in disciplinary action.

The tardy policy to be used by all teachers is as follows:

<b>HIGH SCHOOL TARDY POLICY PER QUARTER</b>	
1 <sup>st</sup> offense	Warning from teacher
2 <sup>nd</sup> offense	Parent phone call/letter
3 <sup>rd</sup> offense	1 Detention
4 <sup>th</sup> offense +	2 detentions for each additional tardy
<b>5 Or More Tardies Per Semester</b>	<b>Loss of Parking/Driving On School Grounds</b>

**PAWS**

Each month your elementary child has the opportunity to earn the PAWS Award by meeting the following requirements: 1) 90% attendance for that quarter (albeit “excused or unexcused;”) 2) NO Discipline issues, this includes all classes and bus; and 3) No late assignments. If requirements are met, students will earn an incentive. If a student receives the award all 4 quarters , a special award will be given at the awards assembly at the end of the school year.

**BELL SCHEDULES**

<p><b><u>JH/HS Instructional Bell Schedule</u></b>  <b>Breakfast</b> 7:35AM – 8:00AM  <b>1<sup>st</sup> Hour</b> 8:00AM – 8:47AM  <b>2<sup>nd</sup> Hour</b> 8:50AM – 9:37AM  <b>3<sup>rd</sup> Hour</b> 9:40AM – 10:27AM  <b>4<sup>th</sup> Hour</b> 10:30AM – 11:17AM  <b>(JH/HS Lunch)</b> 11:20AM – 11:45AM  <b>5<sup>th</sup> Hour</b> 11:48AM – 12:35PM</p>	<p><b><u>Early Release JH/HS Instructional Bell Schedule</u></b>  <b>Early Release JH/HS Instructional Bell Schedule</b>  <b>1<sup>st</sup>/5th Hour</b> 8:00AM – 8:47AM  <b>2<sup>nd</sup>/6th Hour</b> 8:50AM – 9:37AM  <b>3<sup>rd</sup>/7th Hour</b> 9:40AM – 10:27AM  <b>4<sup>th</sup>/8th Hour</b> 10:30AM – 11:17AM</p>
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6 <sup>th</sup> Hour 12:38PM – 1:25PM 7 <sup>th</sup> Hour 1:28-2:15 8 <sup>th</sup> Hour 2:18-3:05	(7 <sup>th</sup> & 8 <sup>th</sup> Grade Lunch) 11:20 AM – 11:35AM (9 <sup>th</sup> – 12 <sup>th</sup> Grade Lunch) 11:23AM – 11:40AM
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## COMMUNICATION

### Announcements

A weekly bulletin is issued on Monday morning for the next upcoming weeks activities. These will also be posted on the website and released via the Parent Email contact program. These will be posted in all classrooms The Pledge of Allegiance will be recited by a student during the first day of the week during first hour. The teachers will read the daily bulletin during second hour. Tiger Tracks will be posted on the school website in an electronic version only.

### Backpack Letters

When needed, these letters are sent home with elementary and middle school students—to keep parents informed about news at an individual school—by administrators and classroom teachers. Backpack letters may also be sent by e-mail.

### Cancellation of School

In the event that school may be cancelled due to inclement weather, emergency or other crises, listen to the following radio stations: Carrollton (KMZU) 100.7 FM, Marshall (KMMO) 102.9 FM, Moberly (KRES) 104.7 FM (99.9 and AM 1230), or KZBK 96.9 in Brookfield. Channel 8 (KOMU), in Columbia will also be notified in the event of inclement weather, every effort will be made to cancel school by 6:15 A.M. Text Messages will be sent through the remind app. If you would like to sign up, simply text “@819bh” to the number 81010.

### Chain of Command

The procedure for students/parents/guardians to register complaints and/or discuss pertinent school issues shall follow the chain of command in the following order: Teacher, Principal, Superintendent, and Board of Education. If a problem is with a teacher, he/she should be contacted first.

### Contacting The School (Students, Parents, Teachers)

- If it is necessary for your child to contact you, they may certainly use the office phone to do so. They will be asked to use it respectfully and not to leave the classroom or lose instructional time to make such calls.
- If it is necessary for a message to be delivered to your child, we ask that you get that message to us with plenty of time to do so before the end of the day. Last minute messages, especially right at dismissal time, place everybody at risk. Please call as early as possible.
- If you need to contact a teacher or staff member, once you get your child’s teacher’s schedule, you will be able to contact them during their plan period. All faculty/staff are to check their email daily and respond within 24-hours.

### District Website

*The Keytesville District Website can be found at <http://keytesville.k12.mo.us> and has a lot of very useful information and resources for students and parents. Be watching and check often for positive new changes and take advantage of these new communication tools!*

### Early Dismissals / Teacher Professional Development Days

*Throughout the school year students will be dismissed early on Friday’s at 11:40AM. Students will have all classes and will be served Breakfast and Lunch. They are expected to be on time and attend school. Homework, assignments, instruction, teaching, and learning will still be taking place at Keytesville R-3. The early dismissals allow us, as a smaller school district to collaborate together in the afternoon with nearby school districts and improve our teaching skills. This in turn helps us help students!*

*Students involved in athletics, clubs, and co-curricular organizations must be in full attendance if they are involved in any activities in the evening or during the weekend. Please do not use Friday’s as a time to schedule appointments or to miss school. Thank you for supporting education and keeping your children in school and involved in learning! Check the Master*

***Calendar for all the Professional Development dates!***

**Parent Portal Information**

Parents will have access to the Tyler SISK12 parent portal. This means that parents/guardian, will be able to view their child's academic progress, attendance, lunch accounts and discipline history via the internet. Parents/guardians will only be able to view their child(s) information. Once the parent/guardian has been given their username and password, they, not the Keytesville School District will be responsible/liable for that information.

**Visiting Classrooms and School Facility**

Keytesville R-3 School has developed guidelines for parent visitation, pick-up procedures, and classroom visitation. Keytesville R-3 School District does not have policies or procedures that would discourage a parent from visiting a school. Parents are encouraged to maintain a presence when visiting their child's building or classroom that allows for the educational environment to be positive and uninterrupted. Parent input and questions are welcomed by the school district. The appropriate personnel are available to parents if a meeting is scheduled. (See School-Parent Compact).

**DRESS CODE**

Keytesville R-III School District maintains a "no tolerance" policy regarding gang-related attire. Because it is impossible to anticipate all dress or grooming situations that might be considered improper for school wear, the school administration will have the exclusive right and authority to correct any questionable or improper dress deemed detrimental to the students or the school program or disruptive to the educational process. **Students in violation will be required to change into other clothing. If students do not have alternate clothing, they will be sent home until the acceptable attire is worn.**

Realizing that the school's main objective is the education of the students entrusted to it and that an environment free from distracting and demoralizing factors is conducive to the educational atmosphere, the following rules should be observed by students in regards to the dress code. Faculty members in charge of extra-curricular activities have the right to set standards of dress and grooming for students participating in such activities.

1. Neatness, cleanliness, modesty, well groomed and trimmed will be expected during all regular school hours and at all scheduled extra-curricular activities.
2. Footwear is required and blankets are prohibited unless discussed with administration.
3. The torso and back area of students shall be clothed, and excessively torn/open clothing will not be allowed which includes open sided shirts with sports bra showing. Formal attire should be modest and tactful, not offensive.
4. Articles of clothing that cause excessive maintenance problems (such as cleats or boots, shoes that scratch floors, and trousers with metal rivets that scratch furniture) are unacceptable.
5. Suggestive or offensive clothing will not be allowed. This will include; underclothes worn as outer clothes, pajama pants, house shoes, short waist shirts, bicycle shorts, short shorts (for shorts to be acceptable attire the length is to be such that the fingertips and shorts are to meet), pants with cuts, tears above the knee, etc.
6. Clothing may not advertise alcohol, tobacco, drug products, or have inappropriate language or suggestions.
7. Caps or hats are not permitted to be worn in the school building during regular school hours. The ONLY exception(s) will be if SCHOOL SPONSORED SPIRIT WEEKS have been approved and are being held by clubs or organizations that might include Cap/Hat Days! Otherwise, upon entering the school, students are students will remove their caps or hats.
8. Earphones, sunglasses, and headbands are not to be worn inside the building during regular school hours.
9. Wallet chains are not permitted.
10. Clothing must be worn appropriately. Pants worn in a "sagging" fashion will not be allowed.
11. Clothing that is too small or too short and creates exposure problems, including shirts, shorts, skirts etc.
12. Anyone who violates any of these rules could be asked to change or cover up their clothing. If he/she is not able to do so, they may be asked to leave school and not return until he/she can meet the standards set up in this policy.
13. Shirts should have straps at least one inch wide

**EMERGENCY DISASTER PLANS**

Keytesville R-III School District has a crisis plan in force that would be announced on the radio stations listed under cancellation of school as well as texted through the remind app.

**Earthquake**

The fire alarm shall be given by the ringing of the bells or hand-held air horn. The signal will be a continuous blast. In other buildings, a messenger shall give the warning. Immediately when shaking ceases check for injuries, shut windows, students, faculty and others in the building shall evacuate the building while shutting the doors behind via the prearranged evacuation route posted in the room.

**Fire**

The fire alarm shall be given by the ringing of the bells or hand-held air horn. The signal will be a continuous blast. In other buildings, a messenger shall give the warning. Immediately upon hearing this signal shut windows, students, faculty and others in the building shall evacuate the building while shutting doors behind via the prearranged evacuation route posted in the room.

**Intruder**

The Keytesville R-III faculty and staff have participated in active intruder training. The details of that training are not disclosed to the public in order to secure safety for students and staff.

**Tornado**

The tornado warning shall be given by the ringing of the bells or a hand-held air horn. The signal will be a series of short blasts. All are to go immediately to assigned locations, which should be posted in each room. In other buildings the warning shall be given by various means including messengers. When leaving rooms, the windows and doors shall be kept as is. The important thing is to get to the designated area as quickly as possible.

**GUIDANCE & COUNSELING SERVICES**

**Counselors**

Keytesville R-3 is fortunate to have an experienced Guidance Counselor. The guidance office offers a specialized service for each student as he/she meets the many and varied experiences received in working through his/her educational program and in planning for his/her future. Students, teachers and parents are urged to take advantage of the assistance offered by the counselor.

**College Visits /Technical/Trade/Career Visit Days (NEW CRITERIA IN 2018-2019)**

- Seniors – 3 Visits (Parent MUST have accompanied at least ONE time previous years)*
- Juniors – 2 Parent MUST Accompany On At Least ONE Of The Trips*
- Sophomore – 1 Parent MUST Accompany On Trip*
- Freshman – 1 Parent MUST Accompany On Trip*

*Students must meet the following criteria:*

*Complete all correct paperwork at least one week ahead of time and submit to Guidance Department; Return Completed paperwork to Guidance Department when returning who will follow up with phone calls; Have 95% Attendance during application semester; Be in good standing academically, if at risk, student must be willing to have ZERO missing assignments and teachers have final say in approving absence*

**Course Changes (HS) (New)**

Each student will be given three (3) days at the beginning of each semester to drop or add a class with prior approval of the parents, principal, counselor, and teachers. Students will begin this process by contacting their counselor. Any course changes for second semester must be completed by January 7th, 2019.

**Graduation Requirements**

Communication Arts	4 units
Social Studies	3 units
Mathematics	3 units
Science	3 units
Fine Arts	1 unit
Practical Arts	1 unit
Physical Education	1 unit

Health Education	½ unit
Personal Finance	½ unit
<u>Electives</u>	<u>11 units</u>
Total	28 units

The District accepts courses offered through Missouri’s K12 Virtual Instructional Program (MoVIP) as units of credit meeting state and local graduation requirements provided the quantity and quality of completed student works meets standards applicable to the District’s traditional program. (See Policy 6190 Virtual Instruction Program).

**Graduation Requirement Course Information**

1. Language Arts I, II, III will be required of all 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup> grade students. Twelfth grade students will be required to take a fourth Language Arts credit. Language Arts I would be prerequisite to any other course taken in the Language Arts area.
2. American History will be required of all 9<sup>th</sup> grade students. The 10<sup>th</sup> grade students will take the required World History course. The 11<sup>th</sup> grade students will take American Government in which they will study and pass a test over the United States and Missouri Constitutions.
3. All students will take one year of general physical education. It may be taken during the 9<sup>th</sup> through 12<sup>th</sup> grade years.
4. Ninth grade students are required to take Physical Science and either Algebra A or Algebra I. In the 10<sup>th</sup>, 11<sup>th</sup> or 12<sup>th</sup> grade, two other math and two other science are required.
5. One fine arts credit and one practical arts credit must be taken during high school. These credits may be taken as electives in any of these four years (9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup>).
6. The required class load for a student will be seven units (meeting five days a week) per day. This is based on an eight period academic day. Allowances are made, if necessary, for career ed students, and on an individual basis (case-by-case).
7. To be a sophomore, a student needs seven or more credits at the end of the freshman year; to be a junior, twelve or more credits at the end of the sophomore year are needed; and to be a senior, seventeen or more credits at the end of the junior year are needed.
8. In cases of failure, the principal, as long as the requirements for graduation for the State of Missouri are followed, may allow substitution for various courses. The principal may also allow a substitution of classes for students who maintain a B+ grade average. This substitution will only be allowed by having written permission of the parents. Adjustments will be allowed for students who transfer in from other schools and cannot meet the district’s requirements, as per the State of Missouri guidelines.
9. Graduation requirements for Special Education students are listed under Board Policy 2530.

**Scholarship Opportunities**

The following is a partial list of honors and awards that students may receive at Keytesville R-III School. Each student should check with the counselor or principal if he/she has questions in regard to any of the honors and awards.

Outstanding Senior Female Athlete Award	Krager Memorial Scholarship
Lions Club Scholarship	CTA Scholarship
Outstanding Senior Musician	Joe W. Ingram Scholarship Award
Outstanding Senior Boy	Class of 1977 Award
Outstanding Senior Girl	MFA Scholarship
National Honor Society Scholarship	Warren Masonic Lodge #74
Barnes Farm Scholarship	Pearson Scholarship
Gary McCloud Outstanding Senior Athlete Award	FCCLA Scholarship
Brunswick Nursing Home Scholarship	Pearson Scholarship
Hughes Scholarship	

**Withdrawing From School**

The following procedures should be followed when withdrawing from school:

The student will:

1. Notify the principal of his/her intent to leave the school and receive a checkout sheet.
2. Return all books and equipment owned by the school.
3. Pay all fees, fines, or dues outstanding against him/her.

### Weighted Classes

As a means of encouraging more students to take advanced courses in mathematics, science, language arts, and history, some classes will be weighted when determining the student's grade point average. The weight of 1.175 will be given to the following weighted classes: Spanish II, algebra II, physics, chemistry, anatomy, and MOREnet (ITV) dual-credit classes.

## **CARROLLTON AREA CAREER CENTER**

Keytesville R-3 has an outstanding educational relationship working with the CACC facility in Carrollton, MO. The programs are open to Juniors and Seniors and students must apply and be accepted into those programs. Attendance to school and attention to grades are important and taken into consideration. For more information regarding the CACC programs go to <https://sites.google.com/a/trojans.k12.mo.us/cacc/about/director-s-message>

### CACC Rules and Regulations

#### **CAREER-TECHNICAL EDUCATION STUDENTS**

If there is a special need for use of a vehicle by a student, the student must: 1) have a written request from the career ed teacher indicating a need to drive a vehicle; 2) have administrative approval; and 3) must agree not to transport other students without parents' permission.

#### **CAREER-TECHNICAL EDUCATION STUDENT ATTENDANCE**

Attendance is a crucial part of all educational learning. Students who attend Vo-Tech school must be in school regularly to qualify and stay in the Vo-Tech program. The Vo-Tech program is a privilege, not a right. The Keytesville R-III School District pays the tuition for our Vo-Tech students and, therefore, will require regular attendance. Subject to Principal and Superintendent review, any student who has three (3) unexcused absences in a semester will be removed from the Vo-Tech Program and placed back into the regular school day.

#### **CAREER-TECHNICAL GUIDELINES**

The following procedures will be used each year in selecting those sophomore and junior students who wish to attend Career-Technical school the following year:

1. Each student must submit an application to attend prior to March 1 of the current school year.
2. Each Career Ed applicant should have taken the following standardized test and discussed his/her career plans with the guidance counselor: A general interest survey
3. Each student must have the necessary grades and credits to graduate on time.
4. Each student must have regular school attendance.
5. Each student's past disciplinary problems will be considered.
6. Each student must have definite career plans and must show how Career Ed enhances these plans.
7. Career-Technical selection will be made by a committee comprised of the Superintendent, Principal and Counselor.

Changes and adjustments may be made, if necessary, at the discretion of the administration.

## **HEALTH SERVICES**

### Accidents and Illness

No student will be sent home unless a responsible adult has been notified and permission from the office has been given. It is vital that school authorities have an up-to-date emergency phone number on file in case of need. When an accident occurs, it must be reported at once to the teacher in charge, who will then report it to the Principal's Office and any other necessary authorities.

### Accident Prevention and Eye Protection

Each student, teacher, and visitor is required to wear industrial quality eye protective devices when participating in or observing the following activities in any class:

1. Exposure to molten materials.
2. Milling, sawing, turning, shaping, cutting, grinding or stamping of any solid materials.
3. Heat treatment, tempering or kiln firing of any materials.
4. Gas, electric arc or other forms of welding.
5. Repairing or servicing of any vehicle.
6. Exposure to or laboratory use of caustic or explosive materials, hot liquids or solids, injurious radiation or other similar

hazards.

### **Emergency Medication**

Written standing orders will be obtained annually for the administration of emergency medication.

### **EXCEPTION FOR POTENTIALLY HARMFUL ADMINISTRATION**

It shall be the policy of this District that the District will not knowingly administer any medication to a student if the District's registered professional school nurse believes, in his/her professional judgment, that such administration could cause harm to the student, other students, or the District itself. Such cases may include, but are not necessarily limited to, situations in which the District is being asked to administer medication in a dosage that exceeds the highest recommended dosage listed in the current annual volume of the Physician's Desk Reference or other recognized medical or pharmaceutical text.

#### **Emergencies**

- A. In case of an accident the teacher or person in charge of the student(s) will check the emergency procedure card immediately for name of doctor.
  - 1) Contact parent/guardian.
  - 2) Contact doctor directly if parent cannot be located immediately.
- B. Dental Emergencies
  - 1) Contact parent/guardian.
  - 2) Contact dentist directly if unable to locate parent.
  - 3) If a tooth is completely removed by accident, wrap in wet gauze until the child can see his/her dentist.
- C. Someone is designated in each section of the building to give first-aid if an emergency arises. Keytesville employees who are CPR certified are: Ms. Beverly Plymell, Ms. Kaylee Duncan, Mrs. Pam Weimer, Mr. Chad Hall Mr. Michael Draper, Mrs. Delinda Meyer, Mrs. Kristi Varner, Mrs. Allison Dady.

#### **Communicable Disease Control - Students**

- A. The school shall work with teachers and parents/guardians for prevention and control.
- B. The teacher or other school personnel never makes a diagnosis.
- C. A student may be excluded from school until diagnosed by a doctor.

#### **Immunizations**

- A. As per state law a student will not be allowed to enter school until his/her immunizations are current. If not, the school will urge the parents/guardians to have this done by the family physician or The Chariton County Health Center.

#### **Health Records**

- A. Will be maintained on each student.
- B. A list of students with health disorders will be distributed to the staff on an annual basis.

### **Health and Accident Procedures**

Health services shall be provided within the framework of policies and guidelines as follows: (Policy 2870)

It shall be the policy of the Board of Education that the giving of medicine to students during school hours be discouraged and restricted to medication that cannot be given on an alternative schedule. The Board of Education recognizes that some students may require medication for chronic or short-term illness/injury during the school day to enable them to remain in school and participate in their education.

### **Over-The-Counter Medication**

For over the counter medication (OTC), the student's parent/guardian shall provide a written request that the student be given medication during school hours. The request shall state the name of the student, name of drug, dosage, frequency of administration, and route of administration. All over the counter medication must be in the original container. OTC drugs will not be dispensed in excess of the manufacturer's recommended dosage. The registered nurse in charge of medication administration will use his/her professional judgment regarding the administration of these drugs. A parent/guardian will provide a written request that the District comply with the authorized prescriber's request to give medication. \*Please be advised that all other prescription medications must follow the above guidelines.

### **PARENT/GUARDIAN ADMINISTRATION**

In situations where the above requirements are not met, or any time the parent/guardian chooses, the parent/guardian may come to school to administer medicine to his/her student.

### **Prescription Medication**

Every effort should be made to schedule medication dosages to occur outside of school hours. However, there are times when medication may be prescribed that must be taken at school. Before a student can receive any prescription medication at school there must be a doctor's order on file at school. To receive medication at school, either the physician may complete and sign the medication order form or the prescription label may serve as physician order . Any changes in the type of medication, dosage, time given, or procedure requires the physician to complete a new form and be on file at the school. A new form must be completed each new school year even if no changes are needed. The medication must be in the original pharmacy container (ask pharmacy for a school bottle) and appropriately labeled with the student's name, medication, dosage, method of administration, date of prescription and physician's name.

### **Self-Administration of Medication**

Students with asthma or any potentially life threatening respiratory illness may carry with them for self-administration metered dose inhalers containing "rescue" medication. Possession and self-administration of these prescription medications must comply with the Missouri Safe Schools Act, 1996. The directives of this Act will be given to each parent/guardian who requests that his/her student be permitted to carry and self-administer such medication. A permission form for self-administration (Form 2870) is required.

### **Storage and Administration of Medication**

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

The administration of medication, including over-the-counter medications, is a nursing activity, governed by the State of Missouri Nursing Practice Act. The registered professional school nurse must perform it. The nurse may delegate and supervise the administration of medication by unlicensed personnel who are qualified by education, knowledge and skill to do so. The registered nurse must provide and document the requisite education, training, and competency verification. The nurse is also empowered to contact the prescriber or pharmacist filling the prescription to discuss the prescription if the nurse has questions regarding the administration of such medication.

Asthma: If the school nurse determines it is safe and appropriate, students with asthma may be allowed to carry their asthma rescue inhalers. Parents must complete an asthma health history and medication permit.

Medication must be transported by the parent/guardian to the school unless other arrangements have been made with the school nurse or administration.

## **LIBRARY**

### **Library General Rules**

1. All books/materials entering or leaving the library must be checked in and checked out by the librarian or librarian's assistant.
2. Each student is responsible for any book/material he/she has signed for until it has been properly checked in. If the book is lost, damaged or defaced, the student will be held responsible for repair or replacement charges.
3. Grade cards will be held at the end of the school year for books/materials lost, damaged or destroyed.
4. Check-out privileges may be suspended until restitution is made for lost or damaged items.
5. Payment for lost or damaged books/materials will be reimbursed to students upon return/replacement of lost or damaged books/materials.
6. Using the library is a privilege. If a student abuses this privilege, she/he will be denied the use of the library.

## **LUNCH/BREAKFAST PROGRAM**

### **Important Information...Please Read Carefully!**

Please review the following prices carefully. Students must have "brainpower" to work hard and long and to retain what they learn! Eating two full meals (Breakfast and Lunch) are so important. Please do all that you can to make sure your child(ren) are taken care of nutritionally. Of all the programs our country offers, the National School Lunch Program, started and passed by Harry S. Truman in 1946 makes more sense than any other. As you plan your personal budgets for the upcoming school year, please keep in mind the needs of your children for School Meals! Thank you for taking care of their needs and paying your

accounts in a timely manner. That allows the Keytesville R-3 School District to improve our menus and our service to children!

**High School Full Price Meals**

Daily	Breakfast \$ 1.70	Lunch \$ 2.50	Both \$ 4.20
Weekly	Breakfast \$ 8.50	Lunch \$12.50	Both \$21.00
Month	Breakfast \$37.40	Lunch \$55.00	Both \$92.40

**Elementary Full Price Meals**

Daily	Breakfast \$ 1.70	Lunch \$ 2.25	Both \$ 3.95
Weekly	Breakfast \$ 8.50	Lunch \$11.25	Both \$19.75
Month	Breakfast \$37.40	Lunch \$49.50	Both \$86.90

**Elementary Reduced Price Meals**

Daily	Breakfast \$ .30	Lunch \$ .40	Both \$ .70
Weekly	Breakfast \$ 1.50	Lunch \$ 2.00	Both \$ 3.50
Month	Breakfast \$ 6.60	Lunch \$ 8.80	Both \$15.40

**Milk Price (Milk is included in all meals, this is just for purchasing extra milk during breakfast/lunch.) Preschool-1st Grade may purchase classroom milk tickets.**

\$0.35 per carton                      \$1.75 per week

**Payments**

Payments will be accepted in the office in the mornings. Payments may be made in the form of checks or cash and are turned into Ms. Megan Hubbard. Breakfast and lunch payments will be accepted at the office in the morning before classes. **Students may not charge a-la-carte “seconds” items.** Correct change **ONLY** will be accepted for “seconds” during lunch.

***In 2018-2019 students will be allowed to charge a maximum of \$15.*** Students reaching the \$15 maximum will not be allowed to charge again until the previous charges have been paid. They must either have payment in hand for current school provided meal OR have other arrangements for lunch (bring sack meal from home) OR they will be served a tuna sandwich and milk for lunch and a piece of toast and milk for breakfast.

The school administration and office staff should not have to monitor your child’s lunch account. Please pay your lunch accounts in a timely manner. Seniors must have all fee/fines/accounts cleared to participate in graduation. Students must have ALL lunch/breakfast charges paid at the end of each school year, or they will not be allowed to charge at the beginning of the next school year. At times throughout the school year, special events such as Exam Exemption, Dances, Free Bowling Nights, etc...will be linked to good citizenship. Students should not be held in bad light because parents are not paying lunch bills. All parents have to do is notify the school and make arrangements to take care of lunch accounts. The Keytesville R-3 School District will certainly work with you, please be willing to work with us and take care of things in a timely and responsible manner.

**Lunch Cards and Pins**

Elementary students will be issued a lunch card, Junior High and High School Students will be issued a unique lunch pin. It is the responsibility of the student to maintain the security of their lunch pin. Each student will eat lunch in the cafeteria. No lunch trays are to be removed from the cafeteria without permission from the administration.

**Cafeteria Expectations and Rules**

The following cafeteria regulations are applicable to all students:

1. Stay at assigned table.
2. Keep orderly lines. Do not “give” or “take” cuts in line. Wait your turn.
3. Use a quiet speaking voice, say “please” and “thank you” and be grateful for the kindness of others.
4. Throwing of food or other items will not be tolerated.
5. Wait to be dismissed by the supervising teacher or principal when finished eating.
6. Help clean up spills.
7. Deposit all trash in designated area.
8. Return all trays and utensils to the proper area.

9. Take no food or drink from the cafeteria.
10. No sharing of food.
11. May not order and have meals delivered to school during the school day without prior administration approval; however, students may bring a sack lunch.
12. Elementary students may not bring soda or energy drinks. Violation of this policy will result in confiscation and disposal of the beverage.

## POLICY & PUBLIC NOTICE

### **Asbestos Notice**

The Keytesville R-III School District observes an up-to-date asbestos management program. A copy of this program is available for inspection in the superintendent's office.

### **Commitment to Compliance under the Americans with Disabilities Act**

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the District will not discriminate on the basis of disability against qualified individuals with a disability with respect to its services, programs or activities.

**EMPLOYMENT:** The District does not discriminate on the basis of disability in its hiring or employment practices. The District complies with the federal regulations under Title I of the ADA (which governs the application of the ADA in the hiring and employment setting).

**EFFECTIVE COMMUNICATION:** The District will comply with the ADA with respect to providing auxiliary aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in its programs, services, and activities. These aids and services are designed to make information and communications accessible to people who have impairments, in areas such as speech, hearing, and vision. The District will not place a surcharge on a qualified individual with a disability, or any group of qualified individuals with disabilities, to cover the cost of providing auxiliary aids/services or reasonable modifications of policy (for example, retrieving items from locations that are open to the public but inaccessible to users of wheelchairs).

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a service, program, or activity of the District should contact the Compliance Coordinator, whose contact information is listed in the District's Notice of Discrimination. Such contact should be made as soon as possible, but not later than 48 hours before the scheduled event (and preferably, at least five (5) business days before the event).

**MODIFICATIONS TO POLICIES AND PROCEDURES:** The District will make reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy its services, programs, and activities. However, the ADA does not require the District to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Complaints that a District service, program, or activity is not accessible to persons with a disability may be directed to the District's Compliance Coordinator (**Mr. Josh Shoemaker 27247 Highway 5 Keytesville, MO 65261 (660)288-3767**). In addition, as stated in the District's Notice of Nondiscrimination, a person who is unable to resolve a problem or grievance arising under Title II of the ADA may contact the United States Department of Education's Office of Civil Rights, Region VII, Petticoat Lane, 1010 Walnut Street, Suite 320, Kansas City, MO 64106; phone (816) 268-0550.

### **Family Education Rights and Privacy Act (FERPA)**

The Keytesville School District complies fully with Family Educational Rights and Privacy Act ("FERPA"), which affords parents/guardians ("parents") and students who are at least 18 ("eligible students") the following rights:

**RIGHT TO INSPECT:** Parents or eligible students have the right to inspect and review the student's "educational records," as the term is defined under FERPA, within 45 days of the date upon which the District receives a request for access. Parents or eligible students must submit to the Principal a written request identifying the records to be inspected.

**RIGHT TO PREVENT DISCLOSURE:** Parents or eligible students have the right to prevent disclosure of educational records to third parties with the certain limited exceptions. The District will attempt to limit the disclosure of information contained in educational records to those instances when prior written consent has been given for the disclosure. However, upon request, the District will disclose information to officials other schools, which a student seeks or intends to enroll. The District may also disclose information under the provisions of FERPA that allow disclosure without prior written consent, as well as directory information (unless you have refused to permit such disclosure of directory

information), in accordance with FERPA regulations. The District will disclose educational records to school officials who have a legitimate educational interest in the records. Officials include those persons employed by the District, whether paid or unpaid, as an administrator, supervisor, instructor, or support staff member, including health or medical staff; persons retained by or under contract to the District to perform a special task, such as an attorney, auditor, etc.; or persons who are employed by the District's law enforcement unit. School officials have a legitimate educational interest if the officials are: performing a task related to a student's education; performing a task related to the discipline of a student; providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid; or maintaining the safety and security of the campus.

### **General Authority Statement**

- \*Instructors will be in charge of their rooms, halls outside their rooms, and will make all assignments they feel necessary for good conduct in their rooms.
- \*The instructions of all teachers are to be followed in the halls as well as in the classrooms.
- \*A teacher has the discretion to make changes in procedures when needed as related to his/her individual classroom.
- \*The administration has the discretion to make changes in procedures when needed as related to individual circumstances, actions or behavior.

### **General School Policies (FAPE)**

Public Notice 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 (20), 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.

The public school assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri's First Steps Program.

All public schools are required to provide parents the right to inspect and review personally identifiable information collected and used or maintained by the district relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA). You may contact your local district if you wish to review the requirements provided in FERPA.

The public school has developed a Local Compliance Plan for Implementation of Special Education. This Plan is available for public review during regular school hours on days school is in session in the Office of the Superintendent of Schools. The Local Compliance Plan is a written narrative, which describes the district's plan for compliance with the requirements for identifying and serving all students with disabilities. Included in this plan are the policies and procedures which the district must follow regarding storage, disclosure to third parties, retention, and the destruction of personally identifiable information. The plan also describes the assurances that services are provided in compliance with the requirements 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 (20) who reside in the district or whose parent/legal guardian resides in the district. This census is compiled as of May 1 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. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact your school district.

Pursuant to the requirements of State Law 162.997-99 RSMo, the State Board of Education is required to appoint a surrogate parent at such time as it becomes evident that a child with a disability does not have a parent or person acting as a parent to participate in matters dealing with the provision of special education. For purposes of surrogate parent appointment "parent" is defined as a biological parent, a guardian, or a person acting as a parent of a child including, but not limited to, a grandparent, a stepparent, or a 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 persons serving as surrogate parents will be provided by the Missouri Department of Elementary and Secondary Education and the district.

If you are interested in volunteering to serve as a surrogate parent, more information can be obtained from the person responsible for the district's

special education program.

This notice can be provided in languages such as Chinese, Spanish, Arabic, and Vietnamese or any other language as may be necessary. Additional information can be found in the appendix.

Your school district's special education contact person is Dawn Litchenberg ; Keytesville R-III School; 27247 Hwy 5, Keytesville, MO 65261-2401; (660) 288-3787.

**Instruction for Migrant Students (Policy 6274)**

The Superintendent will develop appropriate means to identify migrant students and to develop plans to meet the educational needs of these children. Migrant students will be provided the full range of education and related services provided to other District students.

**Instruction for Homeless Students (Policy 6273)**

The Board of Education is committed to providing access to educational opportunities to eligible homeless students. Services will be provided consistent with federal law and with Missouri's state plan for the education of homeless children.(For more information see Regulation 6273 ) (For admission and withdrawal of Homeless Students see Policy and Regulation 2260)

**Private, State and Federal Programs Administration (Policy 1621)**

**Title I**

**Parent Involvement**

The Board recognizes the importance of parental involvement with the Title I program and will provide a variety of opportunities for parents to be involved in policy design and in the planning, implementation and review of Title I programs.

**Staff Qualifications**

Title I teachers and paraprofessionals must meet the qualifications outlined in Regulation 1621.

**Reporting Requirements**

Pursuant to the provisions of the No Child Left Behind Act of 2001, the District will submit its Federal Title I LEA Plan, describing the District's Title I services. (For more information see Regulation 1621)

**Nondiscrimination and Student Rights (Policy 2130)**

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

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

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

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

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

**Notice for Directory Information**

Each school year the Keytesville R-III School District, in conformance with the U.S. General Education Provisions Act, declares

the following as “directory information.” As provided in that act, this information concerning students may be made public:

- 1) student’s name, address, telephone listing, electronic mail address, student ID;
- 2) date and place of birth;
- 3) pictures;
- 4) participation in officially recognized activities;
- 5) weight and height of members of athletic teams;
- 6) dates of attendance, grade level; and
- 7) honors and awards received.

Any student who is 18 years of age or older and/or any parent of the Keytesville R-III School District who does not wish any of the above information to be released must notify Keytesville R-III in writing. Each year the school will notify students and parents of their right to withhold “directory information” in the handbook. (See appendix)

### **Notice of Nondiscrimination**

Applicants for admission or employment, students, parents of elementary and secondary school students, employees with the District are hereby notified that the District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. In addition, the District provides equal access to the Boy Scouts of America and other designated youth groups.

Any person having inquiries concerning the District’s compliance with the laws and regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination Act, Section 504 of the Rehabilitation Act of 1973 (Section 504), Title II of the Americans with Disabilities Act of 1990 (ADA) or the Boy Scouts of America Equal Access Act, is directed to the Compliance Coordinator listed below, who oversees the District’s efforts to comply with the laws and regulations implementing the laws and regulations cited above.

The District has established grievance procedures for persons unable to resolve problems arising under the statutes above. The District’s Compliance Coordinator will provide information regarding those procedures upon Request.

Any person who is unable to resolve a problem or grievance arising under any of the laws and regulation cited above may contact the United States Department of Education’s Office of Civil Rights, Region VII, 1 Petticoat Lane, 1010 Walnut Street, Suite 320, Kansas City, MO 64106; phone (816)268-0550. **The District’s Compliance Coordinator is: Mr. Josh Shoemaker 27247 Highway 5 Keytesville, MO 65261 (660) 288-3767**

### **Notification of Rights under (FERPA)**

The Keytesville School District complies fully with Family Educational Rights and Privacy Act (“FERPA”), which affords parents/guardians (“parents”) and students who are at least 18 (“eligible students”) the following rights:

**RIGHT TO INSPECT:** Parents or eligible students have the right to inspect and review the student’s “educational records,” as the term is defined under FERPA, within 45 days of the date upon which the District receives a request for access. Parents or eligible students must submit to the Principal a written request identifying the records to be inspected.

**RIGHT TO PREVENT DISCLOSURE:** Parents or eligible students have the right to prevent disclosure of educational records to third parties with the certain limited exceptions. The District will attempt to limit the disclosure of information contained in educational records to those instances when prior written consent has been given for the disclosure. However, upon request, the District will disclose information to officials other schools, which a student seeks or intends to enroll. The District may also disclose information under the provisions of FERPA that allow disclosure without prior written consent, as well as directory information (unless you have refused to permit such disclosure of directory information), in accordance with FERPA regulations. The District will disclose educational records to school officials who have a legitimate educational interest in the records. Officials include those persons employed by the District, whether paid or unpaid, as an administrator, supervisor, instructor, or support staff member, including health or medical staff; persons retained by or under contract to the District to perform a special task, such as an attorney, auditor, etc.; or persons who are employed by the District’s law enforcement unit. School officials have a legitimate educational interest if the officials are: performing a task related to a student’s education; performing a task related to the discipline of a student; providing a service or benefit relating to the student or student’s family, such as health care, counseling, job placement, or financial aid; or maintaining the safety and security of the campus

**DESIGNATION OF DIRECTORY INFORMATION:** In Board Policy, the District has designated certain information contained in the educational records of its students as directory information for purposes of FERPA. The District considers the following to be directory information

**[Please see Keytesville R-III School Board Policy and Regulation 2400]**

Keytesville School Board Policy and Regulation 2400 dictates that the district may disclose directory information in its discretion without the consent of a parent of a student or an eligible student. Parents of students and eligible students have the right, however, to refuse to permit the designation of any or all of the above information as directory information. In that case, the information will not be disclosed except with consent of a parent or student, or as otherwise allowed by FERPA. Any parent or student refusing to have any or all of the designated directory information disclosed must file written notification to this effect with the Principal of the school which the student attends. In this event a notification of refusal is not filed, the District assumes that neither a parent of a student or an eligible student objects to the release of directory information designated.

**MILITARY RECRUITER ACCESS/STUDENT RECRUITING INFORMATION:** Upon request of military recruiters, the District is required by law to provide access to secondary students' names, addresses, and telephone listings. The District is also required to provide military recruiters with the same access to secondary students as is provided generally to post-secondary educational institutions or to prospective employers. However, any secondary student or parent of a secondary student may request that the student's name, address, and telephone listing not be released without prior written consent of the parent. Requests that a student's name, address, and telephone listing not be released to military recruiters must be submitted, in writing, to the principal of the school which the student attends.

**RIGHT TO REQUEST AMENDMENT:** Parents or eligible students have the right to request that the District correct any parts of an educational record believed to be inaccurate, misleading or otherwise in violation of their rights. The request by the Parents or eligible students must identify, in writing, the part of the record sought to be corrected and specify why it is inaccurate/misleading. If the District decides not to amend the record, it will notify the parents or eligible student and provide information on the right to a hearing to present evidence that the record should be changed.

**RIGHT TO COMPLAIN TO FERPA OFFICE:** Parents or eligible students have the right to file an external complaint regarding the District's implementation of FERPA, and such complaint may be filed with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202.

**SURVEYS UNDER PROTECTION OF PUPIL RIGHTS AMENDMENT**  
**Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information**

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

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

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

If you **DO NOT** want Keytesville R-III School District to disclose directory information from our child's education records with your prior written consent, you must notify the District in writing by September 1. The Keytesville R-III School District has designated the following information as directory information:

-Student's name  
 -Address  
 -Telephone listings  
 -Electronic mail address  
 -Photographs

-Date and Place of birth  
 -Major field of study  
 -Dates of attendance

-Participation in officially recognized activities and sports  
 -Weight and height of members of athletic teams  
 -Degrees, honors and awards received  
 -The most recent educational agency or institution attended  
 -Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a: PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)  
 -Grade level

### **NOTIFICATION of RIGHTS UNDER the PROTECTION of PUPIL RIGHTS AMENDMENT (PPRA)**

The federal Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

**Consent** before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education: Political affiliations or beliefs of the student or student's parent; Mental or psychological problems of the student or student's family; Sex behavior or attitudes; illegal, anti-social, self-incriminating, or demeaning behavior; Critical appraisals of others with whom respondents have close family relationships; Legally recognized privileged relationships, such as with lawyers, doctors, or ministers; Religious practices, affiliations, or beliefs of the student or parents; or Income, other than as required by law to determine program eligibility.

**Receive notice and an opportunity to opt a student out of:** any other protected information survey, regardless of funding; any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the District or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

**Inspect,** upon request and before administration or use; Protected information survey of students; Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or emancipated minor under State law. The District adopted these policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or distribution purposes. The District will notify parents of these policies at least annually at the start of each school year and after any substantive changes. The District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or survey noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of specific activities and surveys covered under this requirement: Collection, disclosure, or use of personal information for marketing, sales or other distribution; Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education; Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights under PPRA have been violated may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920

### **SEARCHES – REASONABLE SUSPICION**

School lockers and desks are the property of the Board of Education and are provided for the convenience of students, and as such, are subject to periodic inspection without notice, without student consent, and without a search warrant. The lockers and desks may be searched by school administrators or staff who have a reasonable suspicion that the lockers or desks contain drugs, alcohol, material of a disruptive nature, stolen properties, weapons, items posing a danger to the health or safety of students and school employees, or evidence of a violation of school policy. In addition, the Board of Education authorizes the use of trained dogs to sniff lockers or other school property to assist in the detection of the presence of drugs, explosives, and other contraband.

Students or student property may be searched based on reasonable suspicion of a violation of District rules, policy or state law. Reasonable suspicion must be based on facts known to the administration, credible information provided or reasonable inference drawn from such facts or information. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses, if such witnesses are available. Students may be asked to empty pockets, remove jackets, coats, shoes and other articles of exterior clothing for examination if reasonable under the circumstances. However, no strip searches are to be conducted.

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

Law enforcement officials shall be contacted if the search produces a controlled substance, drug paraphernalia, weapons, stolen goods or evidence of a crime, in any case involving a violation of law when a student refuses to allow a search, or where the search cannot safely be conducted. Parents may also be contacted. School officials may appropriately discipline a student who refuses to submit to a search.

## **SEXUAL HARASSMENT POLICY (Policy 2130)**

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

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

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

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

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

**Definition of Sexual Harassment.** Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature when:

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress.
2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student.
3. The conduct has the purpose or effect of having a negative impact on the student's academic or work performance, or of creating an intimidating, hostile or offensive educational or work environment for a student or Keytesville R-III School District Employee.
4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs or activities available at or through the schools.

**Examples of conduct:** which may constitute sexual harassment and would therefore be prohibited include:

1. Unwelcome leering, staring, sexual flirtations or propositions;
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions;
3. Unwelcome graphic verbal comments about an individual's body or overly personal conversation;
4. Unwelcome sexual jokes, stories, drawings, pictures or gestures;
5. Unwelcome spreading of sexual rumors;
6. Unwelcome teasing or sexual remarks about students enrolled in a predominantly single-sex class;
7. Unwelcome touching of an individual's body or clothes in a sexual way;
8. Purposefully limiting of a sexual nature of a student's access to educational tools;
9. Conditioning academic and/or student activity privileges on submission to unwanted sexual conduct from students or staff;
10. Cornering or blocking of a sexual nature of normal movements; and/or
11. Displaying sexually suggestive objects in the educational environment.

**Nature of Sexual Harassment**

Sexual harassment may occur in any of the following manners:

- |                     |  |                   |                                  |
|---------------------|--|-------------------|----------------------------------|
| *Student to Student | *Student to Staff<br>*Female to Female | *Staff to Student | *Staff to Staff<br>*Male to Male |
|---------------------|--|-------------------|----------------------------------|

**Discipline/Consequences**

1. Any student who engages in the sexual harassment of anyone in the school setting may be subject to disciplinary action up to and including expulsion.
2. Any employee who permits or engages in sexual harassment of students may be subject to disciplinary action up to and including dismissal.
3. Any employee who receives a complaint of sexual harassment from a student and who does not act promptly to forward that complaint to the principal shall be disciplined appropriately.
4. False charges of sexual harassment will be treated seriously and will be disciplined accordingly.

**Reporting Procedure/Investigation**

1. The Board of Education encourages and expects students to immediately report incidents of sexual harassment to any teacher, counselor, or administrator at the school site.
2. Any teacher, counselor, or administrator who has received a report, verbally or in writing, from any student regarding sexual harassment of that student or another student by a student or adult on the educational setting must forward that report to the Title IX Compliance Coordinator, Superintendent of Schools within twenty-four hours or within a reasonable extension of time thereafter for good cause. The Title IX compliance coordinator can be contacted at Keytesville R-III School District, 27247 Highway 5, Keytesville, MO, 65261-2401 or phone (660) 288-3787.
3. All complaints of sexual harassment will be investigated promptly and resolved. Results may be indeterminate. If so, the matter will be recorded as unresolved. A written record of the investigation will be maintained by the Keytesville R-III School District separate and apart from any student or personnel file.
4. Upon receipt of an allegation of sexual harassment, the principal will designate an investigator who will initiate an investigation into the complaint within forty-eight hours.
5. The individual complaining and the person receiving the complaint must submit a signed written report.
6. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned to the extent permitted by law and to the extent practical and appropriate under the circumstances.
7. The complaint investigator will put his/her findings in writing and will forward a copy to the principal within one week or a reasonable extension of time thereafter for good cause, after concluding the investigation.
8. Complaints by students of sexual harassment by staff will be handled in accordance with Keytesville R-III School District Policy.
9. The investigator will communicate his/her findings to the complainant and the alleged harassed as expeditiously as possible.

The above reporting/investigation procedures apply to internal investigation of complaints by the Keytesville R-III School District. Nothing in this reporting procedure shall relieve any employee of the Keytesville R-III School District from the reporting obligation imposed under the child abuse reporting acts.

**Retaliation Prohibited: The Keytesville R-III School District prohibits retaliatory behavior against any complainant or any participant in the complaint process. The initiation of a complaint of sexual harassment will not reflect negatively on the student(s) who initiate the complaint nor will it affect the student's academic standing, rights or privileges.**

**Enforcement:** The administration has the responsibility of maintaining a work environment and/or educational environment free of sexual harassment. The principal shall take appropriate actions to reinforce the Keytesville R-III School District's sexual harassment policy. These actions will include:

- \*Prompt removal of vulgar or sexually offensive graffiti.
- \*Providing annual in-service for staff members within the first week of school each year.
- \*Providing student instruction about sexual harassment annually by the end of September to all students in Grades 6-12. Age appropriate instruction will be presented by Pre-K-5 students.
- \*Taking appropriate disciplinary action as needed.
- \*All homeroom teachers shall discuss, this policy during the first week of the school year. Written copies of the policy shall be given to each student as part of these discussions. Discussions shall be carried on age-appropriate ways and should assure students that they need not endure any form of sexual harassment.
- \*In addition, all teachers, counselors, and administrators shall instruct students on procedures for reporting sexual harassment within the educational setting on an as needed basis.

**Notifications:** A copy of this sexual harassment policy shall:

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year.
2. Be provided as part of any orientation program conducted for new students in grades 6-12.
3. Appear in any school or Keytesville R-III School District's publication that sets forth the school or school district's comprehensive rules, regulations, procedures and standards of conduct.

### **STANDARD COMPLAINT RESOLUTION PROCEDURE (NCLB)**

This complaint resolution procedure applies to all programs administered by the Missouri Department of Elementary and Secondary Education under the Left Behind Act (NCLB).

A complaint is a formal allegation that a specific federal or state law or regulations has been violated, misapplied, or misinterpreted by school district personnel or by Department of Education personnel.

Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

The written, signed complaint must be filed and the resolution pursued in accordance with local district policy:

The following steps are to be followed by parents/guardians or public when questions or complaints arise regarding the operation of the school district or federal programs administered by the Department of Elementary and Secondary Education (DESE) that cannot be addressed through other established procedures:

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

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

The Board considers it the obligation of the professional and support staff of the district to field questions of parents/guardians or the public. Accordingly, the district will inform patrons of this complaint procedure and its availability. Complaints regarding district compliance with nondiscrimination laws will be processed according to the grievance procedure established for that purpose. Employee grievances will be processed in accordance with the established employee grievance procedure or as otherwise required by law. All other grievances for which there are a specific policy procedure will be addressed pursuant to that policy or procedure.

If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is not evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.

Any persons directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplied, or misinterpreted by the Department itself.

Anyone wishing more information about this procedure or how complaints are resolved may contact local district or Department personnel.

In accordance with Policy 1310; Policy 1480 and Regulation 1310.

### **TITLE IX**

Keytesville R-III is in compliance with Title IX of the Federal Education Amendment which provides that "no person shall, on

the basis of sex, be excluded from participation in, or denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.

## WELLNESS PROGRAM

The district promotes healthy schools, by supporting wellness, good nutrition, and regular physical activity as part of the total learning environment. The district supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. Schools contribute to the basic health status of children by facilitating learning through the support and promotion of good nutrition and physical activity. Improved health optimizes student performance potential. The goals of the district's wellness policy are as follows:

- 1. Provide a comprehensive learning environment for developing and practicing lifelong wellness behaviors.**  
The entire school environment, not just the classroom, shall be aligned with healthy school goals to positively influence a student's understanding, beliefs, and habits as they relate to good nutrition and regular physical activity. A healthy school environment should not be sacrificed because of a dependence on revenue from high-added fat, high-added sugar, and low nutrient foods to support school programs.
- 2. Support and promote proper dietary habits contributing to student's health status and academic performance.**  
All foods available on school grounds and at school-sponsored activities during the instructional day should meet or exceed the district nutrition standards. Emphasis should be placed on foods that are nutrient dense per calorie. To ensure high quality, nutritious meals, foods should be served with consideration toward variety, appeal, taste, safety, and packaging.
- 3. Provide more opportunities for students to engage in physical activity.**  
A quality physical education program is an essential component for all students to learn about and participate in physical activity. Physical activity should be included in a school's daily education program for grades Pre-kindergarten through 12. Physical activity should include regular instructional physical education, co-curricular activities, and recess. A goal of 150 minutes per week for elementary students, one semester of physical education for junior high school students per year, and one unit for senior high school students during their high school years will be obtained.
- 4. The District is committed to improve academic performance.**  
Educators, administrators, parents, health practitioners, and the community should consider the critical role student health plays in academic stamina and performance and adapt the school environment to ensure students' basic nourishment and activity needs are met. To ensure widespread understanding of the benefits to school environments where nutritious foods are provided and where students have an opportunity for physical activity, a public awareness campaign that highlights research demonstrating the positive relationship between good nutrition, physical activity, and capacity of students to develop and learn should be conducted.
- 5. Establish and maintain a district-wide Nutrition and Physical Activity Advisory Council with the purposes of:**
  - Developing guidance to this policy.
  - Monitoring the implementation of the policy.
  - Evaluating policy progress.
  - Serving as a resource to school sites.
  - Revising policy as necessary.

### General Information concerning the Wellness Program

- 1. Advisory Committee** The district-wide Nutrition and Physical Activity Advisory Committee will be established. The committee will meet a minimum of two times annually. Any existing School Health Advisory Council will serve as the nucleus for the committee. The committee will include members as specified by law. Responsibility of the Nutrition and Physical Activity Advisory Council may include, but not be limited to, overseeing of the following:
  - Implementation of district nutrition and physical activity standards
  - Integration of nutrition and physical activity in the overall curriculum
  - Assurance that staff professional development includes nutrition and physical activity issues
  - Assurance that students receive nutrition education and engage in vigorous physical activity

The Nutrition and Physical Activity Advisory Committee will be responsible for preparing an annual summary report that includes; a baseline of assessed indicators, impact of the policy change on those indicators, a report of progress, steps for moving

to the next priority, work plans for the next year, and recommended policy revisions. The report will be provided to the Board of Education

## **2. Student Nutrition**

### **The School Breakfast/Lunch Program**

- The full meal school breakfast and lunch programs will continue to follow the USDA Requirements for Federal School Meals Programs.
- The School Food Service Program will follow the District's Nutrition Standards when determining the items in a la carte and "competitive foods" sales.
- The Food Service Director must work closely with the Nutrition and Physical Activity Advisory Committee.
- The district will provide a menu of a typical week for review by the Wellness Committee on a quarterly basis.
- The Food Service Director will attend the annual conference for School Food Service Workers.

### **Cafeteria Environment:**

- A cafeteria environment that provides students with a relaxed, enjoyable climate shall be developed.
- Students will not be permitted to take food or beverages out of the cafeteria unless authorized by the administration.
- Students will not be allowed to share food during meals.
- The cafeteria will be a place where students have:
  - ❖ Adequate space to eat in clean, pleasant surroundings.
  - ❖ Adequate time to eat meals.
  - ❖ Convenient access to handwashing or hand sanitizing facilities before meals.
  - ❖ When possible, recess time will be provided for elementary students before lunch.

### **Fundraising:**

- Both school and non-school organizations shall not sell candy or other food items during school hours.
- When possible, fundraising that involves edible food items will be delivered at the end of the school day.

### **Concessions**

- All organizations will be encouraged to offer at least two healthy choices on their menu with other items.

### **Parties and Rewards in the Classroom**

- Classroom snacks, birthday parties, and holidays: Parents and guardians will be encouraged to send nutritional snacks to the classroom. Food brought for parties or snacks must be store bought.

**3. Student Nutrition Education:** The district has a comprehensive approach to nutrition in Pre-kindergarten through 12th grade. All Pre-K-12 instructional staff will be encouraged to integrate nutritional themes into daily lessons when appropriate. The health benefits of good nutrition should be emphasized. Lessons will focus on skills and positive aspects of healthy eating. The district nutrition policy reinforces nutrition education to help students practice these themes in a supportive school environment.

**4. Parent Nutrition Education:** Nutrition education may be provided in the form of handouts, postings on the district website, articles and information provided in district or school newsletters, presentations that focus on nutritional value and healthy lifestyle, and through any other appropriate means available for reaching parents.

**5. Staff Nutrition and Physical Activity Education:** Nutrition and physical activity education opportunities will be provided to all school staff at the elementary, middle, and high school levels. These educational opportunities may include, but not be limited to, the distribution of educational and informational materials and the arrangement of presentations and workshops that focus on nutritional and healthy lifestyles, health assessments, fitness activities, and other appropriate nutrition and physical activity-related topics.

**6. District Nutrition Standards:** The district strongly encourages the sale or distribution of nutrient dense foods for all school functions and activities. Nutrient dense foods are those foods that provide students with calories rich in the nutrient content needed to be healthy. In an effort to support the consumption of nutrient dense foods in the school setting, the district has adopted the following nutrition guidelines governing the sale of food, beverage, and candy on school grounds.

The school will follow the [Missouri Eat Smart Guidelines](http://www.dhss.mo.gov/Obesity/MOEatSmartGuidelines2ndEd.pdf) for grades Pre-kindergarten through 12<sup>th</sup> grade. Initially following the minimum level of intervention but advancing to the intermediate level by 2010/2011. (The [Missouri Eat Smart Guidelines](http://www.dhss.mo.gov/Obesity/MOEatSmartGuidelines2ndEd.pdf) are on file in the school office, or may be viewed at <http://www.dhss.mo.gov/Obesity/MOEatSmartGuidelines2ndEd.pdf>).

**7. Beverages:** Beverages sold in the school during the instructional day will be limited to the following: water, carbonated water, flavored and unflavored milk.

- 8. Student Physical Activity - District Physical Activity Goal:** The district shall provide physical activity and physical education opportunities that provides students with the knowledge and skills to lead a physically active lifestyle. The district shall utilize the following implementation strategies:
- a) Physical education classes and physical activity opportunities will be available to all students.
  - b) Physical activity opportunities shall be offered daily before school, during school, or after school
  - c) As recommended by the National Association of Sports and Physical Education (NASPE), school leaders of physical activity and physical education shall guide students through a process that will enable them to achieve and maintain a high level of personal fitness through the following:
    - ❖ Expose students to a wide variety of physical activities
    - ❖ Teach physical skills to help maintain a lifetime of health and fitness
    - ❖ Encourage self-monitoring so students can see how active they are and set their own goals
    - ❖ Individualize intensity of activities
    - ❖ Focus feedback on process of doing your best rather than on product
    - ❖ Be active role models
  - d) Introduce developmentally appropriate components of a health-related assessment to the students at an early age to prepare them for future assessments.
  - e) Physical education classes shall be sequential, building from year to year, and content will include movement, personal fitness, and personal and social responsibility. Students should be able to demonstrate competency through application of knowledge, skill, and practice.
  - f) Physical activity will include regular instructional physical education, co-curricular activities, and recess. A goal of 150 minutes per week for elementary students, one semester physical education for junior high school students per year, and one unit for senior high school students during high school years will be obtained
  - g) Each elementary classroom teacher is encouraged to have the students do at least five minutes a day of stretching or standing exercises. In addition, the elementary teacher will encourage students during recess to engage in physical activity (i.e. running, jumping).
- 9. Oversight and Evaluation of Policy:** During the initial development of the district's wellness-related policies and procedures, a baseline assessment of the school's existing nutrition and physical activity program and practices will be established. The committee will then use the following indicators to measure the impact of the district wellness program:
- The result of the state review of the school lunch program
  - The School Health Index will be repeated as necessary, but not less than every five years. Findings from the School Health Index will be reviewed and goals created.
  - Physical fitness reports on 5th and 9th grades annually
  - Weight status or body mass index (BMI) of students for grades Pre-K through 6th and even grades of junior high and senior high school (8,10,12)
  - Student Absenteeism
  - List of training related to student and staff wellness and number of attendees
  - Measure of nutrition and physical fitness education in the classroom as measured by the electronic alignment tool S
- 10. Policy Review:** The Advisory Committee will provide policy revision recommendations to the Board of Education based on the analysis of the compliance indicators as part of the annual report.

## **STUDENT CONDUCT, DISCIPLINE AND EXPECTATIONS**

### **Student Conduct Expectations**

So that Keytesville R-III Schools can maintain the best learning environment possible, the administration and faculty have expectations of the students.

These expectations are:

1. Appropriate school behavior: Classroom behavior that assures the right of every student to learn and the right of every teacher to teach. Appropriate out-of-classroom behavior demonstrates respect for the personal and property rights of other students, faculty, and staff.
2. Arrival at school and class on time.
3. Daily school and class attendance.
4. Appropriate use and care of the buildings and facilities of the school.
5. Cooperation with the school staff as they attempt to meet the varied educational needs of all students.

6. Adherence to acceptable standards of courtesy, decency, and morality and compliance with provisions of civil law.
7. Follow bus rules.
8. Student book bags and other non essential items will not be allowed into the classroom. They will need to be stored in their lockers or on the bookshelf in the high school hallway

Failure to meet the above expectations will result in specified consequences for various infractions.

### **Discipline Consequence Terms**

#### **Warning:**

A warning will be assigned for the first unexcused tardy and/or late arrival to school.

#### **Make Up Time**

Could be assigned as make-up time for individual teachers as classroom policies may specify, or for missed days and class periods.

#### **Detention (Before School and/or After School)**

The provisions of the detention program for student violations of policies, rules and regulations shall provide the principal with an additional alternative for dealing with disciplinary problems that occur in the schools. Detention is an assigned before school and/or after school period during which student activity is closely monitored and severely restricted. Students are expected to be quiet during the entire detention period and to work exclusively on assigned tasks.

#### **Rules for detention**

1. Each student is to:
  - a. Report for detention on time. The door will close at 3:15. No student will be admitted after that time.
  - b. Bring all books, materials, supplies, and library books.
  - c. Not talk or make disruptive noise.
  - d. Not have candy, food, drink, or gum.
  - e. Stay in his/her assigned seat.
  - f. Not sleep.
  - g. Serve his/her full time. Absences must be made up.
2. There will be no restroom or drink breaks.
3. Violation of these rules will result in the next step of the discipline plan.

#### **Academic Reassignment (AR)(Similar to ISS a.k.a. In-School-Suspension)**

In-school suspension is a structured disciplinary action in which a student is isolated or removed from regular classroom activities, but is not dismissed from the school setting. The principal/designee may assign students to the in-school suspension program for a reasonable and specified period of time.

#### **Rules for Academic Reassignment**

Student's assigned Academic Reassignment (AR/ISS) will report to the building principal and follow the rules listed below. Failure to do so will result in additional day(s) OR may result in Out-of-School Suspension (OSS).

1. The student must report to academic reassignment immediately upon arrival at the school campus. The student may not loiter anywhere in the vicinity of the school.
2. The student will be allowed to eat breakfast after the remaining student body reports to class.
3. The student will have materials, paper, pencil, pen and books only. No radios, tape recorders of any type or audio/video device will be allowed in the academic reassignment room.
4. Talking to anyone other than teachers or administrators is prohibited.
5. Moving around the room without permission is prohibited.
6. The student will face his/her desk and will not sleep.
7. The student will be allowed one bathroom break in the morning and one in the afternoon, but not when classes are changing.
8. Absolutely no eating, except lunch, while on academic reassignment will be allowed. No candy or gum will be allowed. The student may bring or be served lunch.
9. The student will work on his/her assigned work.
10. The student's work area must be clean and free of marks before he/she leaves. The student should report marks immediately upon entering.
11. The student is to complete academic work as assigned; the student will receive a grade for his/her academic work when on academic reassignment.
12. The student serving academic reassignment will not be allowed to participate in extracurricular activities.
13. Students will be required to turn their cell phone to administration (or designee) while in AR (phone will be returned at the end of the to the student).

**Suspension**

Students will not be allowed to make up daily work missed during their suspension. They will be allowed to make up tests and long-term projects. Junior and Senior High Students will not be allowed to participate in any type of activity for a length of time. The chart below will be used to determine that length of time. The chart refers to calendar days.

1 day of OSS	5 days of no participation
2 days of OSS	10 days of no participation
3 days of OSS	15 days of no participation

**Reinstatement after suspension:** The student must return at the end of suspension with one or both parents who reinstate him/her in school through the principal or superintendent.

**Expulsion**

This type of suspension is defined as removal of the student from school premises for disciplinary purposes for an indefinite period of time from the District schools. All credit for work ceases immediately. This action requires that the principal suspend the student for ten (10) school days. The principal may recommend to the Superintendent/ designee that the student is expelled and the Superintendent/ designee may then make a recommendation to the Board that such action be taken. The Superintendent/designee may also make a recommendation to the Board for expulsion without the principal's recommendation. The Board must act on this recommendation, but the student has a right to a hearing before the Board if requested.

**Discipline Offensive Definitions**

(1)	<b>Alcohol</b>	Possession of or presence under the influence alcohol regardless of whether the student is on school premises.
(2)	<b>Arson</b>	Intentionally causing or attempting to cause a fire or explosion (including fireworks).
(3)	<b>Assault 1</b>	Use of physical force with the intent to do bodily harm.
(4)	<b>Assault 2</b>	Attempting to kill or cause serious physical injury to another.
(5)	<b>Bullying</b>	Intentional intimidation or infliction of physical, emotional, or mental harm.
(6)	<b>Careless Driving</b>	Careless driving on school property or without appropriate caution, endangering persons or damaging property or grounds.
(7)	<b>Cheating/Plagiarism</b>	Copying from another student or willingly allowing another student to copy work, using or possessing a "cheat sheet" or looking in a book during a closed book test. Also, included in this violation will be plagiarizing an assignment or project.
(8)	<b>Classroom Violation</b>	Student sent to office by teacher after classroom discipline has not solved the issue.
(9)	<b>Defiance of Authority</b>	Refusal to obey directions or defiance of staff authority.
(10)	<b>Defiance of Administration</b>	Refusing to follow a direct order given by an administrator when the Administrator has notified the student that refusing to follow those directions will result in at least 3 days OSS.
(11)	<b>Demeaning Language or Conduct</b>	Use of hate language to demean other persons due to race, gender disability, natural origin, or religious beliefs. This also includes conduct, verbal, written or symbolic speech.
(12)	<b>Disrespectful</b>	Disrespectful verbal, written or symbolic language or gesture, which is inappropriate to public settings, directed at a staff member or student.
(13)	<b>Disruptive Behavior</b>	Conduct or verbal, written or symbolic language, which has the intentional effect of disturbing classroom work, school activities or school functions or the safe transportation of students.
(14)	<b>Drugs/Controlled Substance</b>	Possession or presence under the influence of a controlled substance or Substance represented to be a controlled substance while at school, on the School playground, on the school parking lot, a school bus or at a school activity whether on or off of school property.
(15)	<b>Drugs/Controlled Substance</b>	Sale of a controlled substance or substance represented to be a controlled substance while at school, on the school playground, on the school parking lot, a school bus or at a school activity whether on or off of school property.
(16)	<b>Electronic Device</b>	Cell phones, games, PDA's, etc.
(17)	<b>Extortion</b>	Verbal threats or physical conduct designed to obtain money or other valuables.

(18)	<b>False Alarms</b>	Tampering with emergency equipment, setting off false alarms, making false reports.
(19)	<b>Fighting-Class A</b>	Physically striking another in a mutual contact as differentiated from an assault.
(20)	<b>Fighting-Class B</b>	Minor physical altercations in which <i>one or</i> both parties have contributed by physical contact (pushing/shoving).
(21)	<b>Forgery</b>	Intentionally falsifying another person's identity.
(22)	<b>Improper Display of Affection</b>	Consensual kissing, fondling or embracing.
(23)	<b>Improper Language/Threatening Language</b>	Use of verbal, physical or written threats to do bodily harm to person or personal property.
(24)	<b>Improper Language/Threatening Language to Staff</b>	Use of verbal, physical or written threats to do bodily harm to person or personal property
(25)	<b>Improper Language/use of obscene or Vulgar Language</b>	Language which depicts sexual acts, human waste and blasphemous language.
(26)	<b>Improper Language/Use of Obscene or Vulgar Language to Staff</b>	Language which depicts sexual acts, human waste and blasphemous language.
(27)	<b>Inappropriate Sexual Conduct</b>	Physical touching of another student in the area of the breasts, buttock or genitals.
(28)	<b>Inappropriate Sexual Conduct</b>	Use of sexually intimidating language, objects or pictures.
(29)	<b>Inappropriate Sexual Conduct</b>	Indecent Exposure- Includes display of breasts, buttocks and genitals in a public location.
(30)	<b>Lunchroom Conduct</b>	Inappropriate conduct/language in cafeteria
(31)	<b>Lying</b>	Purposefully lying to authority.
(32)	<b>Out of School Area</b>	Anytime a student is not in his/her scheduled class.
(33)	<b>Prescription Medication</b>	Possession of a prescription medication without a valid prescription for such medication on school premises or on a school bus.
(34)	<b>Distribution of Prescription Medication</b>	Distribution of prescription medication to any individual who does not have a valid prescription for such medication on school premises or on a school bus.
(35)	<b>School Disturbance</b>	Loud arguments, or non-physical verbal fight.
(36)	<b>Theft</b>	Theft, attempted theft or willful possession of stolen property.
(37)	<b>Tobacco - 1</b>	Possession of any tobacco products, E-Cigarettes, or any substance represented to be tobacco, on school grounds, bus or at any school activity.
(38)	<b>Tobacco - 2</b>	Use of any tobacco products, E-Cigarettes, or any substance represented to be tobacco, on school grounds, bus or any school activity.
(39)	<b>Tobacco Paraphernalia</b>	The possession or use of any item that is customarily used with tobacco products. (Examples, but not limited to, Lighters, matches, snuff cans.)
(40)	<b>Truancy</b>	Absence from class or classes without authorization (policy and regulation 2340).
(41)	<b>Vandalism</b>	Intentional damage or the attempt to cause damage belonging to the District, staff, or student.
(42)	<b>Weapons-Firearms</b>	Possession or use of a firearm as defined in 18 U.S.C. 921 or any instrument or device defined in 571.010, RSMo. Policy and Regulation 2620
(43)	<b>Weapons-Other</b>	Possession or use of any instrument or device, other than those defined in 18 U.S.C.921 or 571.010, RSMo, which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person .Policy and Regulation 2620.

**KEYTESVILLE R-III SCHOOL DISTRICT CODE OF STUDENT CONDUCT CHART**

Grades K-2nd Grade will use the following chart:

	<b>OFFENSE</b>	<b>FIRST</b>	<b>SECOND</b>	<b>THIRD</b>	<b>FOURTH</b>	<b>FIFTH</b>
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(1)	Arson	5 days OSS*	10 days OSS	Superintendent Referral***		
(2)	Assault -1	1 day AR	2 days AR	1 day OSS	3 days OSS	5 days OSS
(3)	Assault - 2	7 days OSS*	Superintendent referral***			
(4)	Bullying	Conference	½ day time out	1 day AR	2 days AR	
(5)	Cheating/Plagiarism	20 min. time out	1 hour time out	½ day time out	1 day AR	
(6)	Classroom Violation	1 Detention	2 Detentions	1 day AR	2 days AR	1 day OSS
(7)	Defiance of Authority	1 Detention	2 Detentions	1 day AR	2 days AR	1 day OSS
(8)	Defiance of Administration	½ Day of AR	1 Day of AR	2 days AR	1 day OSS	3 days OSS
(9)	Demeaning Lang/Conduct	20 min. time out	1 hour time out	½ day time out	1 day AR	
(10)	Disobedience to Faculty or Staff	1 Detention	2 Detentions	1 day AR	2 days AR	1 day OSS
(11)	Disrespectful	½ day AR	1 day AR	1 ½ day AR	2 days AR	1 day OSS
(12)	Disruptive Behavior	1 Detention	2 Detentions	1 day AR	2 days AR	1 day OSS
(13)	Drugs, Possession	1 Days OSS* /Conference	5 Days OSS			
(14)	Electronic Devices	Conference	½ day time out	1 day AR	2 days AR	Conference
(15)	False Alarms	Conference	½ day time out	1 day AR	2 days AR	
(16)	Fighting Class A	2 Detentions	½ day time out	1 day AR	1 day OSS	3 day OSS
(17)	Fighting Class B	Conference	1 detention	2 detentions	1 day AR	1 day OSS
(18)	Forgery	Conference	½ day time out	1 day AR	2 days AR	
(19)	Improper Display of Affection	Conference	½ day time out	1 day AR	2 days AR	
(20)	Improper Language /Threatening Language	Conference	½ day time out	1 day AR	2 days AR	
(21)	Improper Language /Threatening Language to Staff	Conference	½ day time out	1 day AR	2 days AR	
(22)	Improper Language/use of obscene or Vulgar	Conference	½ day time out	1 day AR	2 days AR	
(23)	Improper Language/use of obscene or Vulgar Language-directed toward a student	Conference	½ day time out	1 day AR	2 days AR	
(24)	Improper Language/use of obscene or Vulgar Language to Staff	Conference	½ day time out	1 day AR	2 days AR	
(25)	Inappropriate Sexual conduct/touching	Conference	½ day time out	1 day AR	2 days AR	10 days OSS*
(26)	Inappropriate Sexual conduct/language, objects and/or pictures	Conference	½ day time out	1 day AR	2 days AR	10 days OSS*
(27)	Inappropriate Sexual conduct/exposure	Conference	½ day time out	1 day AR	2 days AR	10 days OSS*
(28)	Lunchroom conduct	Assigned Seating	Conference with parents	Detention		
(31)	Lying	1 Detention	2 Detentions	3 Detentions	½ day AR	1 day AR

(32)	Out of school area-on school property	Conference	1 day AR	1 day OSS	3 days OSS*	5 days OSS*
(31)	School Disturbance	3 days OSS*	5 days OSS*	7 days OSS*	10 days OSS *	Superintendent Referral *
(32)	Theft	Conference	1 day AR	1 day OSS	3 days OSS*	5 days OSS*
(33)	Truancy	Conference	1 day AR	1 day OSS	3 days OSS*	5 days OSS*
(34)	Vandalism (Restitution Required)	Conference	1 day AR	1 day OSS	3 days OSS*	5 days OSS*
(35)	Weapon: Firearm	10 days OSS*	Sup. Ref. ***			
(36)	Weapon: Other	10 days OSS*	Sup. Ref. ***			

\* Referral to Juvenile Officer

\*\* Note: Two referrals in one day will result in at least AR  
Three referrals in one day will result in at least OSS

\*\*\* Automatic review by Board of Education

ISS day is any day as needed

Consequences are minimum.

Consequences for infractions:

- a. Warning: A warning will be assigned for the first unexcused tardy and/or late arrival to school.
- b. Make up time/detention: Could be assigned as make-up time for individual teachers as classroom policies may specify, or for missed days and class periods.

***KEYTESVILLE R-III SCHOOL DISTRICT CODE OF STUDENT CONDUCT CHART***

Grades 3-12 will use the following chart:

	OFFENSE	FIRST	SECOND	THIRD	FOURTH	FIFTH
(1)	Alcohol	3 days OSS*	10 days OSS*			
(2)	Arson	10 days OSS*	Expulsion			
(3)	Assault -1	3 days OSS*	10 days OSS*	11 days OSS*		
(4)	Assault - 2	Expulsion				
(5)	Bullying	1 day AR	3 days OSS*	5 days OSS*	7 days OSS*	10 days OSS*
(6)	Careless Driving	Warning	2 detentions	1 day AR	1 day OSS	NO Permit
(7)	Cheating/Plagiarism	0 credit	1 day AR	1 day AR	2 days AR	Superintendent Referral ***
(8)	Classroom Violation	1 Detention	1 Day AR	2 days of AR	3 days of AR	1 day OSS
(9)	Defiance of Authority	2 days of AR	3 days AR	1 day OSS	3 days OSS*	
(10)	Defiance of Administration	3 days OSS*	5 days OSS*	7 days OSS*	10 days OSS*	
(11)	Demeaning Lang/Conduct	1 day of AR	2 days of AR	3 days AR	2 days OSS*	
	Disobedience to Faculty or Staff	1 day of AR	2 days AR	1 day OSS	3 days OSS*	
(12)	Disrespectful	1 day of AR	2 days AR	1 day OSS	3 days OSS*	
(13)	Disruptive Behavior	1 detention	2 detentions	1 day AR	2 days AR	1 day OSS
(14)	Drugs, possession	10 days OSS*				
(15)	Drugs, Sale	Superintendent Referral***				
(16)	Electronic Devices	Device taken and returned at end of day	Parents must pick up device	1 day AR/Detention*		
(17)	Extortion	10 days OSS*	Superintendent			

(18)	False Alarms	10 days OSS*	Superintendent Referral ***			
(19)	Fighting Class A	3 days OSS*	5 days OSS*	7 days OSS*	10 days OSS*	Superintendent Referral ***
(20)	Fighting Class B	1 day AR	2 days AR	1 day OSS	3 days OSS	5 days OSS
(21)	Forgery	1 Detention	2 detentions	1 day ISS	2 days ISS	1 day OSS
(22)	Improper Display of Affection	Warning	1 Detention	2 Detentions	1 day AR	1 Day OSS
(23)	Improper Language/Threatening Language	1 day AR	3 days AR	1 day OSS	3 days OSS*	5 days OSS*
(24)	Improper Language/Threatening Language to Staff	3 days OSS*	5 days OSS*	10 days OSS*	Superintendent Referral ***	
	Improper Language/Use of Obscene or Vulgar	Warning	1 Detention	2 Detentions	1 day AR	2 days AR
(25)	Improper Language/Use of Obscene or Vulgar Language-Directed Toward a Student	2 Detentions	3 Detentions	1 day AR	2 days AR	1 day OSS*
(26)	Improper Language/Use of Obscene or Vulgar Language to Staff	3 days OSS*	5 days OSS*	7 days OSS*	10 days OSS*	Superintendent Referral***
(27)	Inappropriate Sexual Conduct/Touching	1 day AR	3 days OSS*	5 days OSS*	7 days OSS*	10 days OSS*
(28)	Inappropriate Sexual Conduct/Language, Objects and/or Pictures	1 day AR	2 days AR	1 day OSS	3 days OSS*	5 days OSS*
(29)	Inappropriate Sexual Conduct/Exposure	1 day AR	3 days OSS*	5 days OSS*	7 days OSS*	10 days OSS*
(30)	Lunchroom Conduct	1 assigned seat	Eat In Office	2 days EIO	1 week EIO	2 week EIO
(31)	Lying	1 detentions	2 detentions	½ day AR	1 day AR	2 days AR
(32)	Out of School Area-On School Property	Conference	1 Detention	1 Detention	1 day AR	2 days AR
(33)	Prescription Medication/Possession	10 days OSS*				
(34)	Prescription Medication/Distribution	Superintendent Referral***				
(35)	School Disturbance	2 days AR	3 days AR	3 days OSS	5 days OSS	10 days OSS
(36)	Theft	1 day AR	1 day OSS	3 days OSS*	5 days OSS*	10 days OSS*
(37)	Tobacco/E-Cigarette Possession	1 day AR	3 days AR	3 days OSS*	5 days OSS*	10 days OSS*
(38)	Tobacco/E-Cigarette Use	3 days OSS*	5 days OSS*	7 days OSS*	10 days OSS*	Superintendent Referral***
(39)	Tobacco Paraphernalia	Warning	1 day OSS	3 days OSS*	5 days OSS*	7 days OSS*
(40)	Truancy	2 days AR*	3 days AR*	5 days AR*	10 days AR*	
(41)	Vandalism (Restitution Required)	1 day AR	10 days OSS*	Expulsion		

(42)	Weapon: Firearm	One calendar year suspension or expulsion				
(43)	Weapon: Other	10 days OSS*	Superintendent Referral ***			

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, which may result in the use of disciplinary action. However, it is the purpose of this code to list certain offenses, which, if committed by a student will result in the imposition of certain disciplinary action. Any conduct not included herein, or an aggravated circumstance of any offense or action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education.

The normal progression for suspensions is 1 day OSS, 3 days OSS, 5 days OSS, 7 days OSS- 10 days OSS, referral to the Superintendent for up to 180 days OSS.

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

**BULLYING (Policy 2655)**

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

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

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

Students who are being bullied or witness bullying should fill out a bullying form with the principal so that the matter can be investigated.

**STUDENT RIGHTS AND RESPONSIBILITIES**

The Board of Education believes that students have rights, which should be recognized and respected. It also believes that every right carries with it certain responsibilities. Among these student’s rights and responsibilities are the following:

1. The right to attend public schools; the responsibility to attend school regularly and to observe school policies, rules, and regulations deemed essential for permitting others to learn at school.
2. The right to a quality education; the responsibility to put forth the best efforts during the educational process. (Policy 2100 Keytesville R-III Board of Education.)
3. Civil Rights - including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others. (Policy 2100 Keytesville R-III Board of Education)
4. The right to due process of law with respect to suspension, expulsion, and decisions, which the student believes, injures his rights. (Policy 2671 Keytesville R-III Board of Education.)
5. The right to privacy, which includes privacy in respect to the student’s school records. (Policy 2400 Keytesville R-III Board of Education.)

It is the Board of Education’s belief that as part of the educational process, students should be made aware of their legal rights and of the legal authority of the Board of Education to make and delegate authority to its staff and to make rules and regulations regarding the orderly operation of the district’s school. If the policy guidelines adopted by the Board of Education are to be successful, it must be understood that school officials and teachers have the authority to interpret and apply in a given situation.

Students must obey any such interpretation, subject to an appeal.

Schools must be a place where students are encouraged to learn. Standards of conduct are established by the Keytesville R-III Board of Education to create an environment in which each student's right to learn is protected.

Students and their parents/guardians will be notified of their rights and responsibilities, including standards of conduct, through handbooks distributed annually. When the rights and responsibilities of individuals are clearly understood, the elements of respect and cooperation will result in the harmonious and constructive education of the student.

#### **Keytesville R-3 Due Process**

All students will be afforded due process as guaranteed by constitutional provisions. The process will be in accordance with state law, as well as with the provisions outlined in the Board's policies and regulations on student suspension and student expulsion. In any disciplinary situation the rights of the student will be considered. Any student who is suspended from school shall be notified, in writing, as to the reasons for the suspension. The suspension may be appealed to the Superintendent of Schools and/or the Board of Education.

#### **Electronic Devices, Cell Phones, Smart Watches (Policy 2656)**

Developments in cell phone technology in recent years have resulted in enhanced communication opportunities. However, the use of cell phones and other smart devices in schools poses increasing risks of school disruptions, bullying, criminal activity, and academic dishonesty. The use of student cell phones and smart devices, digital cameras and similar electronic devices will be banned upon entrance to the school building for the instructional day, as well as, in dressing areas during extracurricular activities. If seen by faculty, they will be confiscated and turned into the principal's office. This also includes text messages, photos, games, etc.

The first time a student is in violation of the cell phone policy, they will have their phone taken away. He/she may pick up his/her phone at the office after school is dismissed. The second time a student is in violation, an adult family member over the age of 18 (not a student), will have to pick up the phone.

Each subsequent time a student is in violation of the electronic device policy, his/her device will be taken, and given one (1) detention or day of AR. While in AR or any detention, school administration and or office personnel may ask for the phone while the AR or detention is being served. It will be necessary for the student's parents to pick up the phone at the office.

Parents may apply to the building principal to obtain a hardship exception. In such cases, the student's cell phone must be retained in central office. Students granted a hardship may visit the office to use their cell phone for approved purposes.

Telephones are also available in school offices for parents to contact their student for legitimate reasons.

Teachers can request that cellphones be allowed for class activities including apps like poll everywhere or kahoot. Teachers will make such requests to the building principal in advance of the lesson. Use of cell phones in class should be closely monitored. Extra-curricular activities may have additional regulations.

## **TECHNOLOGY, INTERNET, E-MAIL GUIDELINES, and COMPUTER ETHICS**

#### **Access/Availability**

Internet access is available to students and faculty at Keytesville R-III School District. The access is offered through technology grants and the DESE Project. The KeyNet offers vast, diverse and unique resources to both students and teachers. The goal in providing this service is to promote educational excellence in the Keytesville Schools by facilitating resource sharing, innovation, and communication. Teachers and students must have an AUP contract for computer/Internet use. One must be on file at the office before computer use may begin. **The agreement form must be signed on a yearly basis and will stay in effect until the Tuesday of the following Labor Day of the next school year.**

#### **Personal Responsibility**

Access to electronic research requires students and employees to maintain consistently high levels of personal responsibility. The existing rules found in the District's Behavioral Expectations policy (Board Policy/Regulation 2610) as well as employee handbooks clearly apply to students and employees conducting electronic research or communication.

One fundamental need for acceptable student and employee use of District electronic resources is respect for, and protection of, password/account code security, as well as restricted databases files, and information banks. Personal passwords/account codes may be created to protect students and employees utilizing electronic resources to conduct research or complete work.

These passwords/account codes shall not be shared with others; nor shall students or employees use another party's password except in the authorized maintenance and monitoring of the network. The maintenance of strict control of passwords/account codes protects employees and students from wrongful accusation of misuse of electronic resources or violation of District policy, state or federal law. Students or employees who misuse electronic resources or who violate laws will be disciplined at a level appropriate to the seriousness of the misuse.

#### **Acceptable Use**

The use of the District technology and electronic resources is a privilege, which may be revoked at any time. Staff and students are only allowed to conduct electronic network-based activities which are classroom or workplace related. Behaviors which shall result in revocation of access shall include, but will not be limited to: damage to or theft of system hardware or software; alteration of system hardware or software; placement of unlawful information, computer viruses or harmful programs on, or through the computer system; entry into restricted information on systems or network files in violation of password/account code restrictions; violation of other users' rights to privacy; unauthorized disclosure, use or dissemination of personal information regarding minors; using another person's name/password/account to send or receive messages on the network; sending or receiving personal messages on the network; and use of the network for personal gain, commercial purposes, or to engage in political activity.

Students and employees may not claim personal copyright privileges over files, data or materials developed in the scope of their employment, nor may students or employees use copyrighted materials without the permission of the copyright holder. The Internet allows access to a wide variety of media. Even though it is possible to download most of these materials, students and staff shall not create or maintain archival copies of these materials unless the source indicates that the materials are in the public domain.

Access to electronic mail (E-mail) is a privilege and designed to assist students and employees in the acquisition of knowledge and in efficiently communicating with others. The District E-mail system is designed solely for educational and work related purposes. ***E-mail files are subject to review by District and school personnel.*** Chain letters, "chat rooms" or Multiple User Dimensions (MUDs) are not allowed, with the exception of those bulletin boards or "chat" groups that are created by teachers for specific instructional purposes or employees for specific work related communication.

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

To the maximum extent permitted by law, students and employees are not permitted to obtain, download, view or otherwise gain access to "inappropriate matter" which includes materials that may be deemed inappropriate to minors, unlawful, abusive, obscene, pornographic, descriptive of destructive devices, or otherwise objectionable under current District policy or legal definitions. The District and school administration reserve the right to remove files, limit or deny access, and refer staff or students violating the Board policy to appropriate authorities or for other disciplinary action.

#### **Privileges**

The use of District technology and electronic resources is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. All staff members and students who receive a password/account code will participate in an orientation or training course regarding proper behavior and use of the network. The password/account code may be suspended or closed upon the finding of user misuse of the technology system or its resources.

#### **Network Etiquette and Privacy**

Students and employees are expected to abide by the generally accepted rules of electronic network etiquette. These include, but are not limited to, the following:

1. System users are expected to be polite. They may not send abusive, insulting, harassing, or threatening messages to others.
2. System users are expected to use appropriate language; language that uses vulgarities or obscenities, libels others, or uses other inappropriate references is prohibited.
3. System users may not reveal their personal addresses, their telephone numbers or the addresses or telephone numbers of students, employees, or other individuals during E-mail transmissions.
4. System users may not use the District's electronic network in such a manner that would damage, disrupt, or prohibit the use of the network by other users.
5. Users should assume that all communications and information is public when transmitted via the network and may be viewed by other users. The system administrators may access and read E-mail on a random basis.
6. Use of the District's electronic network for unlawful purposes will not be tolerated and is prohibited.
7. Any attempt to secure a higher level of privilege on the technology resources without authorizations are prohibited.
8. Accessing proxy servers to bypass the network's security system for any reason is prohibited. Accessing proxy servers can allow spyware and viruses to slip through the district firewall, causing severe, expensive damage to the network. Damages to the technology resources may be charged to the user.

**The following rules and responsibilities will be followed by all users of the district technology resources:**

1. Applying for a user ID under false pretenses is prohibited.
2. Using another person's user ID and/or password is prohibited.
3. Sharing one's user ID and/or password with any other person is prohibited.
4. A user will be responsible for actions taken by any person using the ID or password assigned to the user.
5. Deleting, examining, copying or modifying of files and/or data belonging to other users without their prior consent is prohibited.
6. Mass consumption of technology resources that inhibits use by others is prohibited.
7. Unless authorized by the district, non-educational Internet usage is prohibited.
8. Using district technology for soliciting, advertising, fund-raising, commercial purposes or for financial gain is prohibited, unless authorized by the district.
9. Accessing fee services without permission from an administrator is prohibited. A user who accesses such services without permission is solely responsible for all charges incurred.
10. Users are required to obey all laws, including criminal, copyright, privacy, defamation and obscenity laws. The school district will render all reasonable assistance to local, state or federal officials for the investigation and prosecution of persons using district technology in violation of any law.
11. Accessing, viewing or disseminating information using district resources, including e-mail or Internet access, that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, pervasively indecent or vulgar, or advertising any product or service not permitted to minors is prohibited.
12. Accessing, viewing or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of district staff for curriculum related purposes.
13. Accessing, viewing or disseminating information using district resources, including e-mail or Internet access, that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g. threats of violence, defamation of character or of a person's race, religion or ethnic origin); presents a clear and present likelihood that, because of their content or their manner of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful school regulations is prohibited.
14. Any use which has the purpose or effect of discriminating or harassing any person or persons on the basis of race, color, religion, sex, national origin, ancestry, disability, age, pregnancy, or use of leave protected by the Family and Medical Leave Act or the violation of any person's rights under applicable laws is prohibited.
14. Any unauthorized, deliberate, or negligent action, which damages or disrupts technology, alters its normal performance, or causes it to malfunction is prohibited, regardless of the location or the duration of the disruption.

15. Repairing or attempting to solve major technology breakdown/repairs is prohibited. All breakdown/repairs should be reported to the technology coordinator so that proper steps may be completed. Upon proof of knowledge, additional repair privileges may be granted to specific staff members by the superintendent or his designee.
16. Authorized Users may only install and use **properly** licensed software, audio or video media purchased by the district or approved for use by the district (this includes “freeware” or “shareware” programs as well as regular commercial versions). All users will adhere to the limitations of the district’s technology licenses. Copying for home use is prohibited unless permitted by the district’s license, and approved by the district.
17. At no time will district technology or software be removed from the district premises, unless authorized by the district.
18. All users will use the district’s property as it was intended. Technology or technology hardware will not be lifted, moved or relocated without permission from an administrator or technology coordinator. All users may be held accountable for any damage they cause to district technology resources.
19. All damages incurred due to the misuse of the district’s technology will be charged to the user. The district will hold all users accountable for the damage incurred and will seek both criminal and civil remedies, as necessary.
20. Printing should be kept to a minimum. Technology users are encouraged to proofread from the monitor and to copy/paste in a word processing program while doing Internet research. Anyone desiring to print items for personal use will be charged the set district fee.
21. Any attempt to secure a higher level of privilege on the technology resources without authorizations are prohibited.
22. Accessing proxy servers to bypass the network’s security system for any reason is prohibited. Accessing proxy servers can allow spyware and viruses to slip through the district firewall, causing severe, expensive damage to the network. Damages to the technology resources may be charged to the user.

### **Service**

While the District is providing access to electronic resources, it makes no warranties, whether expressed or implied, for these services. The District may not be held responsible for any damages including loss of data as a result of delays, non-delivery or service interruptions caused by the information system or the user’s errors or omissions. The use or distribution of any information that is obtained through the information system is at the user’s own risk. The District specifically denies any responsibility for the accuracy of information obtained through Internet services.

### **Security**

The Board recognizes that security on the District’s electronic network is an extremely high priority. Security poses challenges for collective and individual users. Any intrusion into secure areas by those not permitted such privileges creates a risk for all users of the information system.

The account codes/passwords provided to each user are intended for the exclusive use of that person. Any problems, which arise from the user sharing his/her account code/password, are the responsibility of the account holder. Any misuse may result in the suspension or revocation of account privileges. The use of an account by someone other than the registered holder will be grounds for loss of access privileges to the information system. Users are required to report immediately any abnormality in the system as soon as they observe it. Abnormalities should be reported to the classroom teacher or system administrator.

The District shall use filtering, blocking or other technology to protect students and staff from accessing internet sites that contain visual depictions that are obscene, child pornography or harmful to minors. The District shall comply with the applicable provisions of the Children’s Internet Protection Act (CIPA), and the Neighborhood Internet Protection Act (NCIPA).

### **Vandalism of the Electronic Network or Technology System**

Vandalism is defined as any malicious attempt to alter, harm, or destroy equipment or data of another user, the District information service, or the other networks that are connected to the Internet. This includes, but is not limited to the uploading or the creation of computer viruses, the alteration of data, or the theft of restricted information. Any vandalism of the District electronic network or technology system will result in the immediate loss of computer service, disciplinary action and, if appropriate, referral to law enforcement officials.

### **Consequences**

The administration may use disciplinary measures to enforce district policy, regulations and procedures. Students may be suspended or expelled for violating the district’s policies, regulations and procedures. Employees may be disciplined or terminated for violating the district’s policies, regulations and procedures. Any attempted violation of district policy, regulations or procedures, regardless of

the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation. If a student user violates the acceptable use policy (AUP), the following consequences will occur:

**Use Code of Conduct/Rules**

<b>COMPUTER/INTERNET</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
Acceptable Use Policy	10 days without computer, tech. Probation for remainder of school year and notify all teachers	Lose all technology privileges for one month and notify all teachers	Loss of Technology Privileges for the year

**TEXTBOOKS AND SUPPLIES**

It is expected that students shall return textbooks to the school in good condition except for ordinary wear. Students shall be assessed fines for lost, damaged or defaced books (including those checked out from the library), materials or equipment. The fines will be for the amount of the loss. In computing a fine, 20 percent of the original cost of a book will be deducted for each year it has been used.

First year – 100% of the cost of the book  
 Second year – 80% of the cost of the book  
 Third year – 60% of the cost of the book  
 Fourth year – 40% of the cost of the book  
 Fifth year – 20% of the cost of the book. If the district has made a reasonable effort to obtain payment for the lost or damaged textbooks to no avail, the district may then withhold the diploma, transcript or grades of any student who fails to return or replace such textbooks at the end of the semester or school year. If a student is graduating, the district may deny the privilege of participation in the graduation ceremony if the student has failed to return or replace a textbook by the date of the ceremony. Alternative payment methods, such as installment plans or school service, shall apply to students who are unable to pay. Indigent student, as determined in accordance with district guidelines, shall not be required to pay a textbook rental fee or damage deposit. A student shall not be refused use of textbooks based on failure to pay the required fees.

All textbooks (digital and otherwise), reading workbooks, etc., which are required by the school are furnished free of charge. Pupils should remember that they are using the books for one year and that someone else will have to use them next year.

All textbooks (digital and otherwise) and workbooks are property of the Keytesville R-3 School District. Pupils should take good care of the books and return them in good condition at the end of the school year or when they transfer from the school. Students will be charged for damage to textbooks and lost textbooks. The replacement cost, amount of damage, and the age of the book will determine the charge for lost or damaged books.

The following suggestions will help the child to care for his/her book:

1. Never touch a book unless your hands are clean and dry.
2. Never turn down a corner of a page.
3. Never turn an open book on its face.
4. Never leave a book in the sunlight or on a dusty shelf or desk.
5. Do not mark in books.
6. Keep books away from heat or dampness.
7. Do not sit on textbooks or leave them on the floor under your desk.

School supplies (paper, pencils, pens, and erasers) are sold at the school at a reasonable cost. Band instruments: If a band instrument is not obtained within three weeks, the child will be dropped from band.

**TRANSPORTATION**

**Bus Rules and Behavior**

1. Students are considered to be under the jurisdiction of the school from the time they board the bus in the morning until they are discharged from the bus in the evening. **THE DRIVER IS IN COMPLETE CHARGE OF THE PASSENGERS.** Students are responsible for following all district rules and regulations while using district transportation. Failure to do so will result in the loss of the privilege to ride.
2. To maintain an accurate schedule, students should be on time to board the bus. The driver will wait one minute unless he/she is already substantially behind his/her schedule.

3. Students should wait until the bus has come to a full and complete stop before leaving his/her seat.
4. Never crowd toward the door when preparing to board the bus.
5. Wait until the bus has come to a full and complete stop before moving toward it.
6. Observe same conduct as in the classroom.
7. Be courteous & cooperate with the driver.
8. Keep the bus clean. There will be no eating or drinking on the bus without permission.
9. Remain seated at all times.
10. Keep head, hands and feet inside the bus. They should ask permission from the driver before lowering any windows.
11. Do not use profane language. Unnecessary loud, profane or disturbing conversation or noise will not be permitted.
12. No use of tobacco products, alcohol or drugs. PL101-226
13. Do not be destructive.
14. Bus driver is authorized to assign seats.
15. Students are to be seated at all times when the bus is moving.
16. Upon leaving the bus, the student will look left and right several times before crossing a lane of traffic and should always cross in front of the bus. The driver will not set his/her bus in motion until he/she is certain the students have crossed the highway safely.
17. Scuffling or horseplay will not be tolerated. This causes the driver to take his eyes from the road and may cause a collision.
18. Please do not ask the driver to stop at an unscheduled stop. The driver will not discharge a student at places other than the regular bus stop.
19. Vocational students who are suspended from the bus will not be permitted to attend vocational school during their bus suspension. Students will serve ISS during this period of time.
20. 7-12 students must have a bus pass if they are going to ride a different bus home from school. Parents will need to call the office, or send a note to school. The note must be given to the building secretary or a school administrator and the student must present the bus pass to the bus driver. Failure to provide a bus could mean dropping the student off at home, or bringing them back to school.
21. If the bus returns to school because of a student's behavior, the student will be suspended from the bus for a minimum of three days. This shall be in effect once the bus sets in motion from school.
22. Because of confusion, we will only drop off students at points that have been designated as regular drop-off points. We are unable to make changes in bus schedules on a day-to-day basis.

Bus drivers will refer students who do not follow bus rules to the principal using a "School Bus Incident Report."

**Rules for riding busses to and from extracurricular activities**

1. Girls and boys will be seated separately on the bus.
2. If a student rides to the activity on the bus, he/she will ride home on the bus unless leaving with a listed guardian. In emergency situations, other arrangements can be made with administrative approval. **No student will be allowed to ride home with another student.** They may ride home only with listed guardians. Exceptions, special circumstances, and emergencies: notes delivered to the administration by the parents/guardian during the school day.
3. All team members and cheerleaders will ride the bus to the event unless prior approval from the administration has been obtained.
4. When the weather is inclement, participants should come a little earlier than usual to board the bus.
5. Students will park in the front parking lot and not behind the school, as the bus will be loading at the front entrance.

**THE SAFETY OF A BUSLOAD OF STUDENTS CANNOT BE SACRIFICED BECAUSE A PERSON OR PERSONS FAIL TO ABIDE BY THE RULES. ANY STUDENT WHO DISOBEYS ANY OF THE ABOVE RULES MAY HAVE HIS/HER RIDING PRIVILEGES SUSPENDED FOR A PERIOD OF TIME.**

	<b>Number of Bus Misconducts</b>	<b>Discipline Consequence</b>
<b>(A)</b>	1st Offense	Driver warning; mail warning and bus rules to parents
<b>(B)</b>	2nd Offense	Conference with principal and contact parent
<b>(C)</b>	3rd Offense OR Driver of Bus Returns Immediately To School	3 days bus suspension; Conference with parent, student, driver and principal
<b>(D)</b>	4th Offense	5 days bus suspension; Conference with parent, student, driver

		and principal
(E)	5th Offense	10 days bus suspension; Referral to superintendent for bus suspension remainder of the year

**Student Driving / Parking / Riding On Campus OR To and From School Sponsored Activities**

Any student who has a valid operator's license and a driving permit issued by the school may drive his/her car on the school grounds if he/she upholds the regulations and stipulations established by the KHS administration and enters the random drug testing under school policy. The student operating/driving the vehicle is in complete **CHARGE AND IS RESPONSIBLE AT ALL TIMES!** Make sure you and your passengers are following the rules of the road! An application for a driving permit will be available at the office.

Any deviation of the following rules may result in the administration: 1) issuing a warning; 2) assigning a 60 minute after school detention; 3) assigning in-school suspension; 4) suspending a student for one (1) or more school days as determined by the severity of the offense; and 4) forfeiture of a permit:

1. Any showing of careless, reckless, or imprudent driving.
2. Vehicles are to be parked in an area to be designated by the administration (south and east parking lots).
3. Any student who drives any motor vehicle to school or school activities without a student permit will be subject to discipline. A student will not be allowed to drive a car to school if his/her school permit is suspended or revoked; thirty days must elapse after revocation before a new application is made.

**2018-2019 SCHOOL CALENDAR**

Aug. 6.....	First Practice Date Fall Sports
Aug. 15.....	New Teacher Workshop
Aug. 16.....	All Staff Workshop
Aug. 16.....	Open House & Preschool Open House 7:00PM – 8:00PM
Aug. 20.....	First Day of School
Aug. 31.....	Early Dismissal 11:43
Sept. 3.....	No School, Labor Day
Sept. 5.....	Early Dismissal 11:43/Teacher In-Service
Sept. 14.....	No School
Sept. 14.....	Progress Reports Due
Sept. 19.....	Progress Reports Mailed
Oct. 5.....	Progress Reports Due
Oct. 5.....	Early Dismissal/Teacher In-Service
Oct. 10.....	Progress Reports Mailed
Oct. 17.....	End of 1st Quarter
Oct. 25.....	Early Dismissal 11:43 Parent/Teacher Conference 4:00–7:00 pm
Oct. 26.....	No School
Nov. 7.....	Progress Reports Due
Nov. 9.....	Progress Reports Mailed
Nov. 9.....	Early Dismissal at 11:43/Teacher In-Service
Nov. 21-23.....	No School/Thanksgiving Break
Nov. 30.....	Progress Reports Mailed
Dec. 5.....	Progress Reports Due
Dec. 9.....	Progress Reports Mailed
Dec. 17th.....	Final Exams (1, 3, 5, 7 Hours)
Dec. 18 <sup>th</sup> .....	Final Exams (2nd, 4th, 6th, & 8th Hours)
Dec. 19th.....	Make-up Finals
Dec.20.....	Early Dismissal 11:43 End of 2 <sup>nd</sup> Quarter, 1st Semester
Dec. 21-Jan. 2.....	Winter Break
Jan. 3.....	Classes Resume
Jan. 21.....	No School, MLK Jr. Day (Make-up Day 1)
Jan. 25.....	Progress Reports Due
Jan. 29.....	Progress Reports Mailed
Feb. 8.....	Teacher In-Service Early Dismissal 11:43
Feb. 19.....	Progress Reports Due
Feb. 18.....	No School, Presidents' Day (Make-up Day #2)
Feb. 22.....	Progress Reports Mailed
Mar. 12.....	End of 3rd Quarter
Mar. 14.....	Early Dismissal 11:43 (Open Conferences 4:00 – 7:00)
Mar. 15.....	No School
Apr. 8.....	Progress Reports Due
Apr. 12.....	Progress Reports Mailed
Apr. 5.....	Early Dismissal at 11:43/Teacher Inservice
Apr. 17.....	Early Dismissal at 11:43
Apr. 18.....	No School/Makeup Day # 2
Apr. 19-Apr. 22.....	No School/Spring Break
May 3.....	Progress Reports Due
May 7.....	Progress Reports Mailed
May 7.....	Senior Finals (1, 3, 5, 7 Hours)
May 8.....	Senior Finals (2, 4, 6, 8 Hours)
May 9.....	Senior Finals Make-up Finals Grades Due To Office
May 8.....	Baccalaureate 7:00 pm
May 10.....	Graduation Practice & Pictures
May 10.....	Graduation 7:00 pm
May 17.....	Last Day of School Early Dismissal 11:40 End of 4 <sup>th</sup> Quarter, 2nd Semester
May 20, 21.....	(If Used As Makeup Days 3 & 4)
June 1.....	Grade Cards May Be Picked Up At The Office

**KEYTESVILLE R-III SCHOOL DISTRICT  
2018-2019 7th-12th DRUG TESTING CONSENT FORM**

I have read and completely understand the district's policy and procedures regarding the Keytesville R-III School District's Student Drug Testing Program.

I hereby give consent for my child to participate in the drug-testing program in the Keytesville R-III School District. I understand that my child will be placed in the pool for random drug testing and that the Keytesville School District will pay for all random drug tests if my child is selected.

I understand that if a student wishes to drop out of the drug pool he/she must first have his/her parent/guardian come to the school and meet with the Athletic Director, Principal, or Superintendent. The student and parent/guardian must sign a release form stating that they no longer wish to participate in the random drug testing pool. If the student is 18 years of age and living on his/her own, he/she still needs to come in and meet with the Athletic Director, Principal, or Superintendent to drop out of the testing pool. Once a student enters the pool, he/she must remain in the pool for the remainder of that school year to be eligible to participate in co-curricular and/or extra-curricular activities as well as student parking privileges.

**Student's Name (Printed)** \_\_\_\_\_

**Student's Name (Signature)** \_\_\_\_\_

**Parent's/Guardian's Name (Printed)** \_\_\_\_\_

**Parent's/Guardian's (Signature)** \_\_\_\_\_

**Date** \_\_\_\_\_

**Forms must be completed before a student can participate in any co-curricular, extra-curricular activity as well as student parking privileges. This consent form is good for one school year and must be renewed annually.**

**Form Due Date: Tuesday, September 4th, 2018**

**KEYTESVILLE R-III SCHOOL DISTRICT  
REFUSAL TO PARTICIPATE IN A  
2018-2019 RANDOM DRUG SAMPLING PROGRAM**

By signing this form your child is automatically ineligible to participate in any co-curricular, extra-curricular activities and will not have any student parking privileges. If at some point your child decides to change his/her mind, the student and parent will have to sign the Drug Testing Consent Form.

**Student's Name (Printed)** \_\_\_\_\_

**Student's Name (Signature)** \_\_\_\_\_

**Parent's/Guardian's Name (Printed)** \_\_\_\_\_

**Parent's/Guardian's (Signature)** \_\_\_\_\_

**Keytesville Administration(Printed)** \_\_\_\_\_

**Keytesville Administration (Signature)** \_\_\_\_\_

**Date Of Refusal** \_\_\_\_\_

*Note: The reader is encouraged to review administrative procedures and/or forms for related information in support of this policy area.*

**Form 6320 B**

**KEYTESVILLE R-III SCHOOL DISTRICT  
2018-2019 TECHNOLOGY  
(Student/Community Member User Agreement)**

The following agreement **MUST BE** signed on a yearly basis and will stay in effect until at least Tuesday, following Labor Day of the following school year OR until a new agreement is on file.

**Last Name:** \_\_\_\_\_ **First Name:** \_\_\_\_\_

**Child's/Ward's Grade in School (2018-2019):** \_\_\_\_\_

I have read the Keytesville R-III School District's Technology Usage policy, administrative regulations, and netiquette guidelines and agree to abide by their provisions. I understand that violation of these provisions may result in disciplinary action taken against me, including but not limited to suspension or revocation of my access to district technology, and suspension or expulsion from school.

I understand that my use of the district's technology is not private and that the school district may monitor my use of district technology, including but not limited to accessing browser logs, e-mail logs, and any other history of use. I consent to district interception of or access to all communications I send, receive or store using the district's technology resources, pursuant to state and federal law, even if the district's technology resources are accessed remotely.

**Signature of Student** \_\_\_\_\_

**Date** \_\_\_\_\_

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

**KEYTESVILLE R-III SCHOOL DISTRICT**  
**2018-2019 STUDENT PERMISSION TO PUBLISH ON THE INTERNET**  
*(Form Due First Tuesday After Labor Day of New School Year)*

**Consent**

I hereby give Keytesville R-III School District the right to use my (Please check all that apply)

\_\_\_\_\_ First Name (last name will not be used; however a last name initial may need to be used to identify students with the same first name)

\_\_\_\_\_ Photograph (student will not be identified in photograph as he/she is in the newspaper; a picture only will be used. If a caption is used, it will be generic in nature; such as: members of the fourth grade class dressed in famous Missourian costumes)

\_\_\_\_\_ Published Project (web pages, written work/assignments which would include poems, letters to Santa Claus, what I liked best about ..., essays, etc.)

for reproduction on the Internet.

**Student's Name (Printed)** \_\_\_\_\_

**Student's Name (Signature)** \_\_\_\_\_

**Date** \_\_\_\_\_

**Parent/Guardian's Consent** (If student is under 18 years of age)

I am the parent/legal guardian of the above-named minor and hereby approve the foregoing and consent to use the name, photograph, and published project to the pursuant terms mentioned above. I affirm that I have the legal right to issue such consent.

**Parent's/Guardian's Name (Printed)** \_\_\_\_\_

**Parent/Guardian's Address (Printed)** \_\_\_\_\_  
\_\_\_\_\_

**Parent's/Guardian's (Signature)** \_\_\_\_\_

*Failure to return this form or providing refusal of consent in writing releases the school from any liability in publishing student information and is granting consent. Consent may be withdrawn at any time by contacting the Keytesville R-III School District through written request.*

**Form Due Date: Tuesday, September 4th, 2018**

**KEYTESVILLE R-III SCHOOL DISTRICT**  
**2018-2019 FIELD TRIP PARTICIPATION & TRAVEL FORM**  
*(Form Due First Tuesday After Labor Day of New School Year)*

Dear Parent(s)/Guardian(s) and Student(s);

During the 2018-2019 year students may be taking various trips, which will involve leaving school property. In order for your child to participate you will need to sign the following form and return it to the school as soon as possible.

\_\_\_\_\_ has my permission to participate in school field trips. I will not hold the Keytesville R-III School responsible in case of an accident. In the case of a medical emergency, I give the authorized sponsor permission to take whatever action would be deemed necessary for the Health, Safety, and Welfare of my child.

All school rules and regulations will be followed and enforced during all travel to and from Field Trips and during the Field Trip event. At all times Keytesville R-3 will be represented with Dignity, Pride, and Sportsmanship by the students, employees, and parents. Students will be expected to ride the bus to the events and we will sit in gender assigned seating, per district-approved rules. After the event is over rules regarding riding home with “registered ADULTS” will be followed. These will be covered at the mandatory Activity Meeting held in August. I also understand that the departure for Field Trips/Events will be followed and it is important that students be on time and have all equipment with them. When the event is over and the bus returns to school, parents are to be at school to pick up their children when the bus arrives.

**Student’s Name (Printed)** \_\_\_\_\_

**Student’s Name (Signature)** \_\_\_\_\_

**Date** \_\_\_\_\_

My child has my permission to attend and participate on all school sponsored field trips. I have reviewed all the rules and have discussed them with my child.

**Parent’s/Guardian’s Name (Printed)** \_\_\_\_\_

**Parent/Guardian’s Address (Printed)** \_\_\_\_\_

**Parent’s/Guardian’s (Signature)** \_\_\_\_\_

**Date** \_\_\_\_\_

**Form Due Date: Tuesday, September 4th, 2018**

**KEYTESVILLE R-III SCHOOL DISTRICT**  
**2018-2019 STUDENT & PARENT HANDBOOK SIGNATURE FORM**  
*(Form Due First Tuesday After Labor Day of New School Year)*

Dear Parent(s) and/or Guardian(s), and Student(s),

Please review the Parent/Student Handbook with your child(ren). When you are done and you have discussed it with them, both you and your children (grades 3rd grade and older) should sign the bottom portion of this form. Your signature represents that you have read the handbook and understand it has been approved and adopted by the Keytesville R-3 School District Board of Education and it will be followed and enforced.

Sincerely,

Chad Hall, Principal

**Student's Grade:** \_\_\_\_\_

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student's Grade:** \_\_\_\_\_

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student's Grade:** \_\_\_\_\_

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent's/Guardian's Name (Printed)** \_\_\_\_\_

**Parent/Guardian's Address (Printed)** \_\_\_\_\_

\_\_\_\_\_

**Parent's/Guardian's (Signature)** \_\_\_\_\_

**Date** \_\_\_\_\_

**Parent's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Form Due Date: Tuesday, September 4th, 2018**