



The Mission of the Albany R-III School District is to develop independent and successful learners.

ALBANY R-III SCHOOL DISTRICT

2016-2017 Parent/Student Handbook

Albany R-III School District
101 W. Jefferson Street
Albany MO 64402

Mission Statement

The Mission of the Albany R-III School District is to develop independent and successful learners.

Vision

It is the Vision of the Albany R-III School District that

- Teachers engage in student-centered collaboration on the District level, working in each building, to create a unified team.
- Students and staff collaborate to set goals to improve learning and increase school spirit by focusing on each child's talents.
- Students take ownership of their future and become self-competitors
- Students, staff, and the Albany community ensure a safe environment for all students.

Values

The Faculty of the Albany R-III School District Values:

- Knowing and feeling responsible for all students.
- Assisting our student's transition through each stage of the school system.
- Opportunities for meaningful collaboration.

Disclaimer

The School Handbook has been written to provide important information concerning specific rules, policies, and procedures related to the safety and operation of the Albany R-III School District. In order for the Albany R-III School District to operate safely and efficiently, you and your student(s) must be familiar with and abide by the expectations, procedures and rules outlined in this handbook.

The student handbook summarizes district policy and contains general guidelines and information. Refer to official policy and regulation documents for specific information.

This handbook's content may be changed throughout the **2016-2017** school year. An up-to-date version will be maintained online at www.albany.k12.mo.us. The Albany R-III School District will provide notice of those changes through email or campus mail; these changes will have effect once that notification is given, regardless of whether a student or parent actually read the particular notice received.

If you have any questions regarding this handbook, please contact your student's building principal.

Board of Education:

- Mrs. Jeni Doolittle, President
- Mr. Duane Williams, Vice-President
- Mrs. Jamie Worrell, Treasurer
- Mr. Kris Hansel, MSBA Delegate
- Mr. Brent Cline, MSBA Delegate Alternate
- Mr. Curt Wilmes, Member
- Mr. Johnnie Williams, Member
- Mrs. Erin Oligschlaeger, Superintendent
- Mrs. Marilyn Arnold, Board of Education Secretary

Board of Education meetings are held in the Superintendent's office at Albany High/Middle School, 101 W. Jefferson St. The public is encouraged to attend. Scheduled meetings and agendas are posted on the Albany R-III School District website at www.albany.k12.mo.us and in the Superintendent's office.

Albany R-III School District Website

All Board of Education policies and administrative regulations for the Albany R-III School District are available in the principal's offices and posted on the district's website, which can be accessed at www.albany.k12.mo.us.

Communication in the District:

District Office: (660)-726-3911

Superintendent: Mrs. Erin Oligschlaeger, erino@albany.k12.mo.us

Administrative Assistant: Ms. Susan Ruckman, sruckman@albany.k12.mo.us

Director of Technology: Mr. Dan Bush, dbush@albany.k12.mo.us

Director of Food Service: Mrs. Kris Putz, kputz@albany.k12.mo.us

Virginia E. George Elementary: (660)-726-5621

Elementary Principal: Mrs. Beth Findley, bfindley@albany.k12.mo.us

Administrative Assistant: Mrs. Teri Gardner, tgardner@albany.k12.mo.us

Child Care Director: Mrs. Valerie Anthony, vanthony@albany.k12.mo.us

Head Custodian: Mr. Terry Earixson, tearixson@albany.k12.mo.us

High/Middle School: (660)-726-3911

High/Middle School Principal: Mrs. Sarah Barmann-Smith, sbarmannsmith@albany.k12.mo.us

Administrative Assistant: Mrs. Carrie Dannar, cdannar@albany.k12.mo.us

Activities Director: Mr. Kurtis Cox, kcox@albany.k12.mo.us

Head Custodian: Mr. Larry Richardson, custodian@albany.k12.mo.us

Table of Contents

General Information.....7-13

- AHERA Management Plan
- Cancellation and Emergency Closing
- Change of Address/Telephone
- Civility
- Communication in the District
- Human Rights Statement
- Notice of Nondiscrimination
- Open House
- Parent-Teacher Conferences
- Parent Organizations
- Parent Portal
- Public Notice: Public Education for Students with Disabilities (Special Education)
- Public Notice: Public Education for Students with Disabilities (Section 504)
- Reporting Concerns Regarding School Safety
- Release of Student Information
- School Office Hours
- Student Contact Hours
- Student Insurance Program
- Tobacco-Free Policy
- Visitors to the Building
- Volunteering

Student Information.....14-26

- Arrival at School
- Assembly Conduct
- Attendance and Absences
- Attendance Guidelines
- Authority of Teachers
- Breakfast/Lunch Program
- Care of School Property
- Dismissal Procedures
- Counseling Services
- Delivers to School
- Electronic Devices
- Emergency Drills
- Enrollment Requirements
- Excused Participation from Physical Education Classes
- Fliers and Informational Brochures

- Field trips
- Fundraising Activities
- Gift Giving
- Health Services
- Homebound Instruction
- Image/Contact Information Opt-Out Designation
- Lost and Found
- Lunchroom Procedures
- Make-up Work
- Personal Property
- Public Displays of Affection
- Riding Bikes and/or Walking
- Reports to Parents
- Sale of Personal Property
- Standards of Dress
- Students on Premises After School
- Substance Abuse Prevention
- Title I Programs
- Transportation
- Use of School Cameras
- Withdrawal from School

Elementary School Information.....28-33

- Arrival/Dismissal
- Child Care Programs
- Classroom Treats
- Homework
- Parents as Teachers
- Parties
- Preschool Program
- Recess
- Title I
- Yearbook

High/Middle School Information.....34-50

- Academic Letter
- Advisory- Warrior Time
- Bell Schedule
- Books, Bags and Backpacks
- Cell Phones
- Changing Schedules
- Classification of Students

- Classroom Conduct
- Credit Recovery
- Driving to School and Parking Lot rules and Procedures
- Drug Testing
- Dual Sports
- Early Graduation
- Extracurricular and Co-curricular Activities
- Fees and Fines
- Food and Beverage
- Graduation Event Participation
- Graduation Requirements
- Grading Scale
- Hall and PE Lockers
- Hall Passes
- Late Start/Early Dismissal
- Late Work
- National Honor Society
- North Central Area Vo-Tech
- Repeated Courses
- Report Cards
- School Dances
- Student Council
- Valedictorian Selection
- Transcripts

Discipline Information.....51-68

- Student Discipline
- Board of Education Student Discipline Policy
- Definitions of Disciplinary Actions
- Guidelines for Consequences for Violation of the Student Discipline Policy
- Student Assaults, Fighting, Bullying, Threats by Word or Deed and/or Other Acts of Violence
- Alcohol/Drug Use, Abuse, Dependency
- Weapons in School
- Technology Usage

Parent and Student Acknowledgement.....69

Albany R-III School District

Home of the Warriors

Our mission is to develop independent
and successful learners.

Mrs. Erin Oligschlaeger
Superintendent

Mrs. Barmann-Smith
Middle School/High School Principal

Mrs. Beth Findley
Virginia E. George Elementary Principal



ANNUAL AHERA MANAGEMENT PLAN ANNOUNCEMENT

Under the AHERA (Asbestos Hazard Emergency Response Act) and in compliance with Federal Rules and Regulations 40 CFR Part 763 (Asbestos Containing Materials in Schools), the Albany R-III School District Board of Education maintains a complete updated copy of an “AHERA Management Plan” for each facility under its administrative control.

In addition, schools “shall make management plans available for inspection to representatives of EPA, the State, and the public, including parents, teachers, and other school personnel within 5 working days after receiving a request for inspection” (763.93(g)(3)). Furthermore, “the local education agency shall notify in writing parent, teacher, and employee organizations of the availability of management plans and shall include in the management plan a description of steps to notify such organizations, and a dated copy of the notification. In the absence of any such written notice to that relevant group of the availability of management plans and shall include in the management plan a description of the steps taken to notify such groups and a dated copy of the notification” (763.93(g)(4)). The AHERA Management Plan is available for review in the Administrative offices of each building during normal school hours.

Mrs. Erin Oligschlaeger, in her capacity as a Designated Person, and Roth Environmental Consultants, Inc. as Inspector, Management Planner, Engineer and Consultant to the Albany R-III School District/Board of Education, has advised the Board that it is in compliance with AHERA regulations and meets the General Local Education Agency responsibilities as outlined in Section 763.84 of CFR 40 Part 763.

06/02/2016

General Information

Cancellations and Emergency Closings

In case of inclement weather or emergency situations, an official announcement will be issued through the news media. Parents should monitor local media outlets (KAAN, KFEQ, and KMA) to determine if school will be cancelled, start late or closed early. If school is closed, there will be no activities in the building until such times as the weather would permit school to be in session. Whenever possible, the district will also utilize the “Warrior Alerts” notification system to alert community members. To sign up for “Warrior Alerts” notification visit the district website at www.albany.k12.mo.us.

Change of Address/Telephone Number

Please notify your student’s school immediately if you have a change of mailing address, email address or telephone number (home, work, mobile).

Civility

The Albany R-III School District will not tolerate any behavior (whether by students, parents, staff or members of the public), which is physically or verbally threatening, coercive, intimidating, violent or harassing, or other behavior which is otherwise out of control. Furthermore, the district will not tolerate the use of profanity, personally insulting remarks, attacks regarding a person’s race, gender, nationality, religion, disabling condition and other characteristics protected by law. Students in violation may be disciplined. Parents in violation may be restricted from being present on school district property, or have restrictions placed on their communications with district personnel.

Communication in the District

If you have a question concerning your child, please follow the chain of command below:

1. Teacher
2. Building Administrator
3. Superintendent
4. Board of Education

The majority of questions can be addressed at the building level.

Human Rights Statements

The Albany R-III School District is committed to maintaining an environment that promotes a positive school climate. Any behavior, verbal or physical, that stigmatizes or victimizes an individual on the basis of race, ethnicity, religion, sex, sexual orientation, gender identity, creed, national origin, ancestry, age, marital status, disability or genetic information is considered inappropriate. Behavior that involves an expressed or implied threat to an individual’s academic efforts, employment, participation in school-sponsored extra-curricular activities or personal safety will not be tolerated. Any violation of human rights should be reported to an administrator.

Notice of Nondiscrimination

The Albany R-III School District does not discriminate on the basis of race, color, religion, national origin, sex, ancestry, disability, age, genetic information, or any other characteristic protected by law, in its

programs and activities. Further, in accordance with federal law, the district provides equal access to its facilities to the Boy Scouts and other designated youth groups. Albany R-III School District board policies and grievance forms AC, AC-R, AC-AF1, AC-AF2, AC-AF3, AC-AF4, AC-AF5 and AC-AF6 are available in all of the administrative offices of the school district.

Inquires related to discrimination and/or harassment at the Albany R-III School District may be directed to the building principal.

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

Inquires related to Albany R-III employment practices may be directed to the Board Secretary, Albany R-III School District, 101 W. Jefferson Street, Albany, Missouri, 64402; telephone number 660-726-3911.

Open House

Each building will have an open house on **August 9, 2016**. Other open house events may be scheduled throughout the school year. Specific information regarding these open house events will be communicated by your child's school.

Parent-Teacher Conferences

Parent-teacher conferences are held on **October 17th and February 27th** for grades K-12. Parents are encouraged to attend conferences with their child's teacher(s) during parent-teacher conferences. Additional individual conferences may be held to communicate information about a child's progress and behavior. These conferences can be initiated by either the parent or the teacher. Parents who wish to schedule a conference with their child's teacher should contact the teacher to schedule an appointment.

Parent Organizations

Warrior Tribe Unite is the Albany R-III School District's parent organization that provides an important link between home and school. This association sponsors a number of activities to improve and support education and build school community. All parents are encouraged to join and support Warrior Tribe Unite. For more information, please contact your child's school.

Parent Portal

Important User Access Responsibilities: The student access information you have been provided has been done so with the understanding that you are the education decision maker by law for this student. IF YOU ARE NOT the legal education decision maker or custodial parent for this student, then you are not allowed to lawfully access this student's information regardless of the fact that you have information that gives you access to this information. If you have received this access information in error then please contact your school officials. It is your responsibility to use access to your student's information within the parameters allowed by law. You are strongly encouraged not to give your access information to any other person as the portal system tracks all accesses to the portal and its applications. The access information given will only allow one person access to the system at any time. If a user is logged in and the same access information is used by another person to login to the system, the current user logged in

will be logged out of the system.

(Note: You will be asked to accept the responsibilities outlined above before access through the portal will be given.)

Once you are successfully logged into the system, you will have access to information provided for your use as well as to the specific student information for your student identified on this notification.

Public Notice: Public Education for Students with Disabilities (Special Education)

Local school districts in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age 21 that reside in the district. This census must be compiled by December 1 of each year. This information is treated as confidential and must include: name of the child; parent or legal guardian's name and address; birthdate and age of the child; the child's disability; and the services provided to the child. If you have a child with a disability or know of a child with a disability who is not attending public school, please contact this district at (660)-726-3911. Students with certain disabilities who are in need of special education and related services are entitled to a Free Appropriate Education (FAPE) as defined by federal and Missouri law and interpreted by courts and hearing officers. These rights are ensured under state law, federal law, and district policy and are further explained by the procedural safeguards, which are available through the district's Special Services Office or online at: <http://dese.mo.gov/special-education/compliance>.

Parents or teachers may refer to the principal those students who demonstrate learning and other problems. The principal and a school support team will make recommendations to the regular classroom teacher for alternative intervention strategies prior to referral for a special education evaluation. Placement in special education programs is based on evaluations results, the development of an Individualized Education Program (IEP) and parental consent. The student's parent or guardian has access to the results of the evaluation and may participate in the development of the IEP. Parents and guardians maintain the right to inspect education records and to appeal the accuracy of such information as allowed by law or policy.

The Albany R-III School District has developed a Local Compliance Plan for the implementation of the Individuals with Disabilities Education Act (IDEA). This plan may be reviewed at the Albany R-III School District Office on Tuesday through Friday during regular office hours. This notice will be provided in native languages as appropriate.

Parents and adult students have the right to an impartial due process hearing if disagreements relating to special education cannot otherwise be resolved. Questions concerning services for disabled students may be directed to the principal, counselors, or the district Special Services Office at (660)726-3911.

Public Notice: Public Education for Students with Disabilities (Section 504)

The Albany R-III School District does not discriminate on the basis of disability, race, color, national origin, sex or age in providing educational services to its students. The Albany R-III School District also does not discriminate on the basis of disability, race, color, national origin, sex or age in its hiring or employment practices. Under Section 504 of the Rehabilitation Act of 1973, the Albany R-III School District, as a recipient of federal financial assistance from the United States Department of Education and as an operator of a public elementary or secondary education program and/or activity, is required to undertake to identify and locate every qualified person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parents or guardians of the district's duties under Section 504.

The Albany R-III School District assures that it will, pursuant to Section 504 of the Rehabilitation Act of 1973, provide a free appropriate public education to each qualified disabled person in the district's jurisdiction regardless of the nature or severity of the person's disability. For purposes of Section 504 of the Rehabilitation Act of 1973, the provision of an appropriate education is the provision of regular or special and related aids and services that (i) are designed to meet individual educational needs of disabled persons as adequately as the needs of non-disabled persons are met and (ii) are based on adherence to procedures that satisfy the requirements of Section 504 and its implementing federal regulations.

This notice is provided as required by the Individuals with Disabilities Education Act, Title II of the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. Questions, complaints, or requests for additional information regarding the ADA and Section 504 may be forwarded to the designated ADA and Section 504 coordinator.

Reporting Concerns regarding School Safety

Students, parents, and staff members are highly encouraged to report all dangerous and potentially dangerous situations directly to an administrator. Such situations include, but are not limited to: threats, harassment, bullying, acts of violence, drug activity, or the possession of weapons on school property.

Release of Student Information

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

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

The school district designates the following items as directory information.

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

Student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in

electronic systems as long as that information alone cannot be used to access protected educational records; participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

Limited Directory Information: In addition to general directory information, the following information the district maintains about a personally identifiable student may be disclosed to: school officials with a legitimate educational interest; parent groups or booster clubs that are recognized by the Board and are created solely to work with the district, its staff, students and parents and to raise funds for district activities; parents of other students enrolled in the same school as the student whose information is released; students enrolled in the same school as the student whose information is released; 13 governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services:

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

School Office Hours

School office hours are from 7:30 am until 4:00 pm during any student attendance day.

Student Contact Hours

Classes begin at 7:55 am and dismiss at 3:45 pm Tuesday thru Friday. Please refer to **2016-2017** school calendar for days in attendance which is located on the district website at www.albany.k12.mo.us.

Student Insurance Program

The Albany Board of Education recommends that all students have accident insurance for their own protection and for their parents' and/or guardians' protection. Arranging for such insurance is the responsibility of the student and parents and or guardians.

Students participating in interscholastic athletics will be required to have insurance coverage. The by-laws of the Missouri State High School Activities Association (MSHSAA), of which the district is a member, require that a student be covered through athletic insurance before being allowed to practice or compete for a school team. The student will not be allowed to participate in practice until a letter signed by the student athlete and parent, which indicates that the student has accident insurance, is received in the principal's office.

Tobacco-Free Policy

Students, staff members and visitors are prohibited from possessing or using tobacco, tobacco products, and smoking-related products (including but not limited to e-cigarettes) in accordance with Board policy AH. This includes, but is not limited to, all district buildings, on or about district grounds, on school buses, in district vehicles, and at all Albany R-III School District activities. No student may leave the school campus during the school day to engage in the activities prohibited by this paragraph.

Visitors to the Building

All visitors must check in at the front office of each building. The principal has the discretion to set reasonable parameters on school visits (length of stay, number of visitors, etc.). The building principal reserves the right to limit or deny visitors. Visitors should limit their visit to the area(s) of the building they have indicated upon check-in with the office. Unruly or disruptive conduct by visitors which interferes with the educational environment or with extracurricular activities may result in limited access or revocation of visitor privileges to school property or functions.

Volunteering in Albany

The Albany R-III School District's volunteers make valuable contributions to our schools. In order to keep students safe, we will screen all volunteers who might ever serve with students unsupervised by district staff.

Student Information

Arrival at School

Students may arrive at school up to 15 minutes before the start of the school day and are to report to assigned areas. All students are to be in class by the school's designated start time.

Assembly Conduct

Several times during the year we have the opportunity to present special people with special talents for your education and enjoyment. These people presenting the program are our guest and should always be respected with our best manners. Teachers should sit among students at assemblies.

Everyone is expected to be courteous and respectful at all assemblies. Disruptive behavior by students during assemblies will result in disciplinary action including loss of the privilege of attending assemblies. Attending activities is a privilege and can be revoked

Attendance and Absences

Albany R-III School District is committed to the philosophy that every student should attend every class, every period, every day. Daily attendance and promptness are expected in all classes and are essential for success in school.

Since attendance represents a critical component in the overall success of each student, when a student's absenteeism is excessive, the school will send a letter to the student's parents which sets out the total number of student absences and the importance of school attendance. If the student's attendance does not improve, the school will take additional steps to ensure the parent is aware of the student's poor attendance. The school may also make a referral for educational neglect to the Missouri Children's Division or to the Gentry County Prosecutor, in accordance with Missouri law.

Attendance Guidelines:

1. Daily Absence Reporting:

- a. Parents/guardians should notify the school each day a student is absent. If the parent/guardian fails to notify the school, the school will attempt to contact the parent/guardian.
- b. Students who are absent without a parent's excuse may be considered truant.
- c. All absences, including those approved in advance by parents or school officials, except those for school-sponsored activities, will count against a student's attendance.
- d. The school encourages parents to schedule doctor and dental appointments after school hours or when school is not in session.
- e. Excessive absences may affect a student's academic achievement.

2. **Requests to Leave School:** Parents must notify the attendance office should their child need to leave for an appointment. Students must check out through the attendance office for their absence to be considered excused. Students who leave school without prior parental consent and without checking through the office will be considered truant.

3. **School Activities:** Students represent their schools in a variety of athletic and academic activities. When a student serves as an authorized representative of his/her school, the student is not considered absent (except in summer school). Students who choose to participate in extra-curricular activities are to make-up all assignments missed when classes are missed. Students must be in attendance at least 4 class periods on the day of an extracurricular activity in order to be eligible for participation.

4. **Tardiness:** A student is tardy if she or he is not present at the start of class. A student arriving late to class after ten minutes without proper authorization is considered truant. A student arriving late to school must report to the office for a tardy pass to his or her first class. Students who are frequently tardy, either at the beginning of the day or to classes during the day, may be subject to disciplinary measures.

5. **Truancy:** Students who are absent from school without consent of their parent/guardians and the administration shall be considered truant. Under ordinary circumstances, if no telephone or written explanation is provided by the student's parent/guardian within 48 hours of an all-day absence, the student will be considered truant. Truancy is a violation of state statutes as well as school regulations and may result in suspension or other disciplinary action.

6. **Upon arrival to school grounds:** Once arriving at school, students must remain on school grounds and in the building until dismissal.

Authority of Teachers

Teachers and principals stand in the place of the parent during such time as pupils are under their supervision. Teachers shall have the responsibility and authority to maintain proper discipline in classrooms and the school at large as well as in specific areas of duty assigned by principals.

Time of supervision shall be continuous from the opening of school in the morning until dismissed in the afternoon and at night activities.

A teacher who sees any act(s) of sub-standard or improper conduct on the part of any student(s) is expected to correct the student(s) involved immediately. The student is expected to accept the direction from the teacher, and make whatever amends or apologies the teacher deems necessary.

Teachers do not have the authority to send students from the school grounds for the purpose of running errands, going to town, or returning to their homes. Students wishing to leave school should check in at the office and get permission from the principal.

Breakfast/Lunch Program

All schools offer a state and federally approved breakfast and lunch program. Menus can be found on the district website at www.albany.k12.mo.us

Students are encouraged to purchase meals in advance in lieu of carrying cash daily. We recommend all breakfast/lunch payments be made with a personal check. Students may also bring lunch. Please label lunch boxes with your child's name. Soda and fast food lunches are discouraged.

Cost of Food

| School Breakfast | | | |
|------------------|-------------------------|--------|--------|
| Students | Students (Reduced Rate) | Milk | Adults |
| \$1.20 | \$0.30 | \$0.30 | \$1.20 |

| School Lunch | | | |
|-------------------------|-------------------------|--------|--------|
| Students | Students (Reduced Rate) | Milk | Adult |
| \$2.00-VEG/\$2.15 MS/HS | \$0.40 | \$0.30 | \$2.90 |

Students will be notified when their account balance is low. Students account balance will also be on progress reports. A student in the Albany R-III School District will not be allowed to charge a meal if their account balance is below negative fifteen dollars (\$-15). Students with a balance below negative fifteen dollars (\$-15) must have money for that day's meal or they will be offered a peanut butter sandwich and water.

Closed Lunch Policy: The Albany R-III School District has a closed lunch policy that prohibits students from leaving the building for lunch. Students who leave the building for lunch, or have not received permission to report to other areas of the building, will be considered truant.

Free and Reduced Lunch: Students may be eligible for free or reduced price breakfast and lunch based on federal income guidelines. Forms are available in the school office and on the district website at www.albany.k12.mo.us. Applications may be submitted at any time during the school year, should the need arise. In accordance with federal law, these applications, and a student's receipt of free or reduced price meals, shall be kept strictly confidential.

HEALTHY HUNGER FREE ACT

The healthy hunger free act is a federal law enacted to promote healthy eating and address the issue of hunger among children.

Requirements for breakfast are as follows:

Grades K-12

1 oz of whole grain

1 cup of fruit, ½ of which can be juice, ½ must be fruit

8 oz milk

Students are required to take a fruit with the meal to count it as a reimbursable meal.

They also must have 3 of 4 items to count it as a full meal.

Example: 1 oz cereal

½ cup peaches

8 oz milk

There will be reduction in serving sizes and grains offered for breakfast in order to meet the requirements of the Healthy Hunger Free Act

Requirements for lunch are as follows

Grades 6-8

1 oz protein

1 oz grain

¾ cup vegetables
½ cup fruit
8 oz milk

Grades 9-12

2 oz protein
2 oz grain
1 cup vegetables
1 cup fruit
8 oz milk

Students are required to take at least ½ cup fruit or vegetable for lunch to count it as a reimbursable meal. They also must have 3 out of the 5 food items to count as a full lunch.

Example:

Chicken Nuggets=protein & grain
½ cup green beans=vegetable
8 oz milk=dairy/milk

If they tray does not meet the requirements the student will be asked to go back and get the required items or be charged individual price for every item on their tray.

The healthy hunger free act also puts limits on calories, sodium, fats. It also has requirements for different vegetable groups to be offered daily.

Peanut butter sandwiches will no longer be a part of the lunch meal as it adds to many calories to a reimbursable meal. It will be offered for sale for an extra charge. For example we currently charge extra if a student takes 2 milks or wants an extra entrée with their meal.

Care of School Property

Students will be held responsible for the proper care of all books, supplies or equipment furnished them by the district. Students who deface, damage, or lose school property shall be required to pay for the damage or loss.

All textbooks and instructional resources (including student planners) are furnished by the school and are the student's responsibility. The school is not responsible for textbooks or resources which are either lost or stolen from a student. If a student does not return a textbook or resource, the student who was issued the resource is responsible for its replacement cost. The teacher and student will note condition of books before checking them out. Students are then responsible for the condition of the books until they are returned to the teacher. If a book is damaged, the student will be assessed the cost of repair or replacement of the text. Students with outstanding fines may incur consequences in the form of loss of privileges as determined by school on a case-by-case basis.

Dismissal Procedures

Safe dismissal procedures will be established at the building site. Students should be picked up at dismissal time. If a student is not picked up and the parent cannot be contacted, the police department may be called.

Counseling Services

The Albany R-III School District's Counseling and Guidance program implements a comprehensive counseling and guidance program that supports the academic, career, and personal/social development. The following program components, as delineated by DESE and ASCA (American School Counseling Association), organize the work of Professional School Counselors into direct and indirect services to collaborate with students, parents, and staff members. Direct services include counseling and guidance curriculum, individual planning and responsive services. Indirect services include system support of the guidance program, as well as the Building School Improvement Plan.

- Guidance curriculum supports academic, career, and personal/social development through classroom and group activities.
- Individual plan includes counseling activities that assist students to plan, monitor and manage their own learning.
- Responsive services include counseling or referral activities to meet the immediate needs and concerns of students.
- System support includes indirect guidance services that manage and promote the academic developmental needs of students.

Deliveries to School

Delivery of flowers, balloon or other gift items is discouraged at school. All items will be held in the office until the end of the day.

Electronic Devices

The possession of laser pointers and other unsafe electronic items is prohibited in the school buildings. All other electronic devices, such as, but not limited to, cell phones, tablets, e-readers, head phones, iPods/MP3 players may be in the student's possession as long as they are not disruptive to the educational process or in violation of building site guidelines. The school district will not be responsible for lost or stolen items.

Emergency Drills

Students will be informed of the appropriate action to take in an emergency. Drills for fire, weather, and other emergencies shall be conducted each school year in accordance with the requirements of counties, municipalities, or fire protection districts in which school buildings are located. Students in grades K-6 will participate in two bus evacuation drills per year (one per semester).

Enrollment Requirements

Residents of the Albany R-III School District who wish to enroll their children must bring the following items to the school:

- Immunization records
- Birth certificate
- Proof of residency*
- Unofficial transcript (for high school students only)
- Any specialized instruction information including IEP or Section 504 documentation

**Proof of residency includes a lease agreement, mortgage or mortgage statement and an original, current home utility bill (gas, water, or electric) on which the name and address are provided.*

Students may also expect to take placement exams if needed to determine correct level of placement. Students entering without one or more of the necessary items listed above may be asked to sign a waiver based upon verbal information given to the receiving counselor.

Entrance Age: State law requires children to be five years old before August 1 of the year they enter kindergarten. Virginia E George Elementary School hosts Kindergarten Round-up in the spring.

Excused Participation from Physical Education Classes

If your child is to be excused from activity participation in physical education classes for health reasons, a written doctor's recommendation is required. Students will be required to attend the classes for the instructional component and observation, and complete an alternative assignment or the class activities missed when physically able to participate.

Fliers and Informational Brochures

Fliers and informational brochures from agencies or individuals outside of the school district must be approved by the building administrator, prior to distribution of students. Typically, approved brochures are not sent home with students, but rather are made available for student pick up in the office.

Distribution of Noncurricular Student Publications: The school district provides a limited open forum and therefore allows students to distribute, at reasonable times and places, unofficial material, including but not limited to petitions, buttons, badges or other insignia. If the district allows students to use its technology resources for non-curricular purposes, any exchange of unofficial material which is delivered or accessed using district technology resources is also subject to this policy.

However, students cannot distribute materials which:

1. Are obscene.
2. Are libelous.
3. Contain indecent or vulgar language or content.
4. Advertise any product or service not permitted to minors by law.
5. Constitute insulting or fighting words, the very expression of which injure or harass other people (e.g., threats of violence, defamation of character or of a student's race, religion or ethnic origin).
6. Present a substantial likelihood that, either because of their content or their manner of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, the commission of unlawful acts or the violation of lawful school procedures.

Field Trips

All field trips will be taken as extensions of classroom learning activities. Supervision is the responsibility of certified staff member(s) sponsoring the activity. The Albany R-III School District will only endorse field trips that are directly related to the instructional program and designated as a segment of the division or grade level's ongoing curriculum program. Considerations regarding participation will be given to students with disabilities. No students will be denied the privilege of participating due to limited

financial circumstances. The disciplinary rules pertaining to students on the school campus also pertain to students during school field trips. Students who engage in inappropriate behavior on field trips may be required to be escorted by a parent/guardian for future field trips or may be subject to loss of field trip privileges. Visits to gift shops are not allowed during field trips.

Fundraising Activities

All school fundraising must be approved by building administration. Fundraising must have a designated purpose prior to the beginning of sales. The projects must be planned and carried out in cooperation with building administration and follow Board policy IGDF.

Gift Giving

The Albany Board of Education discourages the exchange of gifts among students, parents, and staff. The term “gifts” does not include nominal items provided to all students. Class gifts must be presented from the entire class, regardless of whether all students were able to contribute.

Health Services

The purpose of the Albany R-III School District student health services program is to help each student attend school in optimum health and benefit from the school experience.

Health Condition(s) Information: The following guidelines should be followed concerning any students with special health conditions/concerns:

1. The Emergency Contact and Confidential Health Information form should be completed by parent/guardian at time of enrollment and updated annually.
2. Parent/guardian should notify the school nurse or Principal of any health concern that could require emergency services, interfere with the student’s education process or require interventions throughout the school day.
3. Students requiring medical accommodations throughout the school day (including, but not limited to physical education, dietary conditions, physical limitations, and/or medical interventions) must submit a statement from their licensed medical provider stating the need for such accommodations each school year.
4. It is strongly encouraged that parents/guardians follow a pattern of having regular medical and dental screenings for their child.

Immunizations/Enrollment: Missouri law requires all students to have on file evidence of required immunizations prior to attending school (See Policy JHCB). Parents/guardians should bring immunization records or proof of exemption at time of enrollment and obtain additional immunizations as required by state law.

- **Medical exemptions:** A child shall be exempt from the immunization requirements upon certification by a licensed physician that either such immunization would seriously endanger the child’s health or life or that the child has documentation of laboratory evidence of immunity to the disease. A medical immunization exemption card, signed by a physician, must be on file with

the school immunization health record. The medical immunization exemption card need not be renewed annually.

- **Religious exemption:** A child shall be exempt from immunization requirements if a parent/guardian objects on the basis the immunization violates his/her religious belief. All exemption cards must be obtained and processed through the Gentry County Health Department. The religious immunization exemption card need not be renewed annually.
- The State of Missouri Department of Health guidelines are used in determining the length of time a child should be absent for specific diseases (e.g. chicken pox). In compliance with state laws, unimmunized students may be excluded from school during a disease outbreak.

Head Lice

Children who have head lice will be removed from class and parents will be contacted immediately to pick their child up through the health office.

The head louse is a parasitic insect that lays eggs in the human hair and scalp. Head lice infestations occur frequently in the school population. While lice infestations are not life-threatening, the bites can cause severe itching and in extreme cases may cause secondary infections. When a number of head lice occur in a school, it takes a significant amount of time away from the educational program. If children are not properly treated, reinfestation may occur. This results in repeated exposure to the pesticidal shampoo/cream rinse and a great deal of anger and frustration

When students found to have evidence of live head lice infestation they will be excluded from school attendance until treated. Parents will be given written materials that explain the reasons for exclusion, methods to treat the infestation on the hair, and in the home. There are several products on the market for treating head lice. As long as children are treated and returned to school with the approval of the school nurse, they will not be required to see a physician. The child will be examined at school by the health nurse to re-enter school. The parent **MUST** accompany the child to the nurse for such examination. A log will be kept and those children who have been excluded and returned to school will be re-examined in 10 days to ensure that they remain free of infestation.

If you have any questions, please contact the school nurse.

Homebound Instruction

A program of homebound instruction will be made available to all Albany R-III School District students, who, because of medical/psychological problems, are unable to attend school. Inability to attend school must be verified by a physician's report and such program will be made available in a manner consistent with the rules and regulations of the Missouri Department of Elementary and Secondary Education governing such a program. Applications for homebound instruction can be made with the building Principal at (660)726-3911.

Human Sexuality

The Albany R-III School District recognizes that parents/guardians are the primary source of human sexuality education for their children. The district also recognizes that effective human sexuality education, taught in concert with parents/guardians, helps students avoid risks to their health and

academic success and prepares them to make informed decisions as adults. In alignment with Board adopted policy IGAEB, the following information provides additional information as to this instruction. Albany human sexuality lessons were created using reliable sources such as Health, Let's Just Talk, and WebMD in consultation with district school nurses, teachers, and parents.

Image and Contact Information Opt-Out Designation

Throughout the school year, the district or school might take pictures or video and release personal information about students for promotion. Examples might include but are not limited to:

- A special event or program at a school might be covered by a newspaper or television station, resulting in student interviews and pictures.
- Award-winning students might have their names and photos published in a local newspaper, or in a school newsletter.
- The district or school might post pictures of school activities on webpages and social media.

If you do not want your child's image or information used, see your school's office.

Lost and Found

Please put name labels on students' personal belongings. Our lost and found collection grows quickly when there are no names in the garments. Please do not allow your child to bring extra money, valuable items, toys, etc... unless prior approval has been given by the child's teacher. Albany R-III School District will not assume responsibility for the security of such items. If your child loses an item, please encourage him/her to check the lost and found area. At the end of each month, clothing and other unclaimed items are donated to The Lord's Warehouse.

Lunchroom Procedures

The eating area is generally limited to the cafeteria. Eating in the cafeteria is a privilege and students may be assigned an alternate location for lunch in the event they are unable to follow the lunchroom expectations. Lunch may be purchased or brought from home. Lunch will be enjoyable and pleasant if everyone remembers the following procedures:

Students are expected to:

- Take their place in line without pushing or crowding in front of others.
- Ask friends to wait their turn in line and buy their own food.
- Move to the eating area quickly after purchasing food instead of waiting for friends at the exit.
- Bring their own money and not borrow from others.
- Use their best manners.
- Clean up after themselves by picking up all food and by putting all papers in the trash can.

In most cases, parents are allowed to visit school and eat with their child. The school, however, reserves the right to limit lunch visits in appropriate circumstances. Parents planning to eat lunch with their child are encouraged to notify the school office one day in advance. Bringing outside restaurant or fast food is discouraged. Only a parent/guardian may bring in lunch for a student.

Make-up Work

Make-up work is permitted and given full credit for all absences. It is the student's responsibility to check with his/her teacher(s) as to work missed during any absence. A student shall have one day to complete assignments for each day missed.

Make-up work for truancy and during out-of-school suspension is allowed, but is the responsibility of the student to secure. Students who are out-of-school suspended should contact the building attendance office and/or communicate with their teachers via email to secure work from their teachers.

Students should be prepared to hand in assignments and take any missed or assigned tests immediately upon returning to school. Students who have major assignments (i.e. final projects, research papers) due on the day of an out-of-school suspension must make arrangements for those assignments to be turned in on or before that day.

Personal Property

The Albany R-III School District is not responsible for recovery, reimbursement, or replacement of lost, stolen, or damaged personal property brought to school by students and strongly recommends that valuable personal property remain at home. Personal property should never be left unattended and where provided, should be secured in a locker at all times. Students should notify the Front Office of lockers needing repair. Examples of personal property include but are not limited to: purses, wallets, watches, jewelry, band instruments, electronic devices, credit cards, cash, checks, books, notebooks and book bags.

Public Displays of Affection (PDA) The Albany R-III School District strives to maintain an educational atmosphere conducive to responsible and appropriate behavior. Public displays of affection are not appropriate to the environment we promote for Albany R-III School District students. Such behavior is not permitted. A student's failure to comply with a staff or an administrator's request can be subject to disciplinary action.

Riding Bikes and Walking

The Albany R-III School District asks that parents and students plan a safe route to and from school for students riding bikes and or walking. Due to safety concerns, skates (including shoes with rolling wheels such as "wheelies") and scooters are not allowed on school property before, during or after school. A bicycle rider must obey the same rules as a motorist and it is recommended a safety helmet be worn. Students should dismount and walk their bicycles to the approved school site for bicycle parking. It is recommended students use bike locks during school hours. The district is not responsible for the theft of or damage to a bicycle parked on school property.

Reports to Parents

Report cards will be issued following the completion of each semester. Report cards will be given to the students at the designated time. Progress reports will be sent to parents or guardians every three weeks or at any other time warranted by the student's performance, either exceptional or deficient. These progress reports will be sent home with the student or can be sent electronically by e-mail. If you wish to receive progress reports by e-mail please keep the school current on your e-mail account. This can be done during registration before school starts. Grade cards may be withheld if the student has a financial obligation to the school.

Sale of Personal Property

Students are not allowed to sell non-district fundraising items of clothing, candy, personal property or other goods while at school. Students who violate this rule will be subject to disciplinary action, including possible suspension from school.

Standards of Dress

It is our philosophy that student dress and grooming are the responsibility of parents and students. However, when in the judgment of the Principal, or his/her designee, a student's appearance or mode of dress disrupts the educational process, constitutes a threat to health or safety, or is otherwise contrary to the school's objective to maintain a work/school environment which is free of offensive and hostile conduct, the student may be required to make modifications.

Student dress should be in good taste. Dress that is detrimental or distracting to the learning process or working environment is not permissible.

- Shoes must be worn in the building.
- Hats, wave caps, fabric headbands, bandanas, non-prescription sunglasses and other headgear are not to be worn in the building at any time nor carried during school hours. These items should be kept in a locker or vehicle for the duration of the school day.
- Clothing must be worn according to the original design of the garment.
- Shorts or skirts must be of sufficient length.
- No cutoff shirts are to be worn.
- Tools, such as pliers, are not to be worn in the building.
- Clothing and accessories that refer to sexual connotations or products dealing with alcohol, tobacco and drugs will not be permitted.
- Clothing with printed slogans or designs that are disruptive or detrimental to the education process or working environment is not permitted.
- Heavy or lengthy chains are not to be worn at any time.
- Clothing which exposes a bare midriff or back is not permitted.
- Clothing which exposes a student's undergarments is not permitted.
- Halter-tops, tube tops, spaghetti strap tops or any clothing which exposes a bare midriff or back, or is otherwise revealing, are prohibited.
- Students may not wear hoods over their head while inside the school building during school hours.

Students who wear inappropriate clothing or accessories, or wear clothing or accessories inappropriately to school, will be required to make modifications to that clothing or will be required to change into acceptable clothing. Failure to comply may result in disciplinary action.

Students on Premises after School

All students must vacate the premises at the end of the school day unless participating in an approved extra-curricular activity, receiving after-school tutoring, or participating in other activities properly scheduled in advance. All students must be under the direct supervision of a staff member. Students

should have transportation available within 15 minutes after all student activities and are to wait in the designated area.

Substance Abuse Prevention

All students will receive comprehensive substance abuse prevention education in grades K-12 through the District Life Education and Health curriculum. Substance abuse prevention is more than factual and pharmaceutical information. The development of wholesome, positive self-concepts and decision-making skills is an important deterrent to drug or alcohol experimentation. Students and/or parents may obtain a list of local resources for substance abuse counseling and treatment from the school counselor, social worker, or school nurse.

Title I Program

The district and parents of children participating in the Title I Program will jointly develop and agree upon a written parent involvement policy that will describe how the district will:

1. Involve parents in the point development of the Title I program plan and in the process of reviewing the implementation of the plan and suggesting improvements.
2. Provide the coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.
3. Build the schools' and parents' capacity for strong parental involvement.
4. Coordinate and integrate Title I parental involvement strategies with those of other educational programs.
5. Conduct, with the involvement of parents, an annual evaluation of the content of the parental involvement policy and its effectiveness in improving the academic quality of the schools served. This will include identifying barriers to greater participation by parents in activities authorized by law, particularly by parents who are economically disadvantaged, have disabilities, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background. The district will use the findings of such evaluation to design strategies for more effective parental involvement and to revise, if necessary, the parental involvement policies.
6. Involve parents in the activities of the schools served.

Each school receiving Title I funds will jointly develop with and distribute to parents of children participating in the Title I program a written parental involvement policy agreed upon by such parents in accordance with the requirements of federal law:

1. The policy must be made available to the local community and updated periodically to meet the changing needs of parents and the school.
2. The policy shall contain a school-parent compact that outlines how parents, the entire school staff and students will share the responsibility of improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children.
3. Each school participating in the Title I program will convene a meeting annually to inform parents about Title I and to involve parents in the planning, review and improvements of Title I programs, including the planning, review and improvement of the school parental involvement policy.

Transportation

The school bus is considered an extension of the school, and students will be under school authority from the time they get on the bus in the morning until they get off the bus at the end of the school day.

The bus driver is responsible for students and has a delegated responsibility for maintaining discipline on the bus. Students are subject to disciplinary action for misconduct on school buses, as set forth more fully in Board Policies JG, JFCB and JG-R.

Students who have disciplinary problems on the bus will be given conduct notices and referred to the school principal or designee for counseling and corrective action. Each bus is equipped with a camera system. Parents will be notified of disciplinary problems and may become responsible for transportation of children who lose their bus privileges.

Students must ride their assigned buses and get on and off at their regular assigned stop. In unusual or emergency situations, a parent may make a written request to have their student(s) temporarily depart at a stop other than their regular stop or ride a bus other than their assigned bus. The school principal or designee must approve the parent's request prior to the student using alternate services. Parents must contact the school before 3:00 pm if there are any changes to their child's bus transportation.

In all cases where a child is not going to be transported his/her usual way from school, a note must be sent to the teacher explaining where the child is going. The rule of safety is NO NOTE-NO GO. Parents need to contact the bus driver if their child does not plan to ride the bus. The bus barn number is (660)726-3023.

Bus Conduct

The following rules have been established in order to ensure the safety of all students who ride the buses.

- Drivers are in charge of the students and bus- Bus drivers and Teachers will work collaboratively on field trips.
- Be on time. The bus will not wait past its scheduled time
- Obey and respect the driver and monitors
- Classroom conduct is expected while on the bus
- Hands, feet and head stay inside the bus
- Remain seated and facing forward
- Observe directions of bus driver while entering and exiting the bus
- Report any damage to bus driver immediately

Each time a student misbehaves, a written conduct notice will be given to the student to take home. The parent or guardian must sign the notice and the student must return the signed notice to the bus driver to continue riding. The student that misbehaves will be called to the principal's office for a conference each time. After three notices, the student will lose bus-riding privileges for four days (one school week). After four notices, the student will lose bus-riding privileges for the remainder of the school year. All conduct notices could be given as the result of one incident and the student removed from the bus if deemed necessary. Riding a school bus is a privilege and, to have that privilege, students must be obedient to the rules that apply.

Use of School Cameras

There are school cameras in use in a number of locations throughout the Albany R-III School District. The cameras are intended to be used for supervision and safety purposes. Information obtained via a school camera may also be used in the course of disciplinary procedures.

Withdrawal from School

Parents of children who are leaving the District should notify the school a few days prior to the last day of attendance. Library materials, texts and other school property must be returned before transfer is complete. Failure to follow these procedures may make it difficult for a student to be enrolled and classified properly in another school. He or she will also be required to pay for books or other equipment that is lost or damaged.

Elementary School

Arrival/Dismissal

The instructional day is from 7:55 a.m. to 3:45 p.m. The Early Birds program operates from 6:15 a.m. to 7:30 a.m. and Adventure Club operates from 3:45 p.m. to 5:30 p.m. Children should not arrive before 7:30 a.m. Students arriving before 7:30 a.m. will go to the Early Birds program, which is a paid program.

Morning announcements begin at 7:55 a.m. Any child that arrives after 8:00 a.m. will be counted tardy and must have a parent sign them in at the office. Please make every effort to have your child(ren) at school on time.

Child Care Programs: Early Birds and Adventure Club

Students must be registered before attending before or after school programs. Call the office for a registration packet. Educational activities such as crafts, computers, homework help, and field trips are provided. The program operates during school vacations and on Mondays.

Early Birds is a before school child care program with operation hours from 6:15 a.m. to 7:30 a.m. Early Birds per hour fee is \$2.50. There is no sibling rate for Early Birds.

Adventure Club is an after school child care program with operation hours from 3:45 p.m. to 5:30 p.m. Adventure Club per hour fee is \$2.50 per hour up to \$16 per day. The sibling rate is \$1.00 per hour up to \$12.50 per day. This fee covers snacks, field trips, and supplies.

Classroom Treats

All treats for parties must be individually packaged by commercial means or by a professional bakery.

Homework

Homework is an important part of a student's learning experience. It provides opportunities for students to practice skills and improve their understanding. It also provides additional time for students to complete work, conduct follow-up studies, and develop good study habits. Teachers assign homework to achieve the following objectives:

- Provide independent practice of learned concepts and/or skills.
- Assist students in developing good independent work/study habits.
- Promote student responsibility, time management, and self-discipline.
- Encourage independent research skills.
- Promote positive interaction between students and parents.

To promote homework as an extension of classroom experiences, the following guidelines have been developed to assist those working with students.

Student Responsibilities

- Records, completes and returns assigned work on time.
- Assumes responsibility for completing work when absent from school.

- Establishes a time and location at home for work to be done.
- Communicates homework assignments with parents/guardians.
- Strives to complete work to the best of his/her ability.

Parent/Guardian Responsibilities

- Works with the student to develop an appropriate time and location to complete work.
- Provides an environment conducive to completion of homework.
- Encourages and motivates the student but does not do the student's homework.
- Communicates with the teachers if concerns arise.
- Holds student accountable for completing work.

Teacher Responsibilities

- Provides meaningful tasks that support work introduced during class time.
- Acknowledges the activities and responsibilities of students outside of school and accepts that extenuating circumstances could arise that prevent students from completing work.
- Communicates with parents.
- Monitors homework assignments and provides feedback to students.
- Coordinates homework with other teachers/teams to avoid excessive homework on particular nights.
- Differentiates homework based on individual needs when appropriate.

Parents as Teachers

Parents as Teachers is offered at no cost to all interested parents in the Albany R-III School District. Parents as Teachers provides personalized home visits by a certified parent educator, specially trained in child development. Members can also attend group meetings with other parents in order to share experiences and gain insights about raising a child. Parents as Teachers offers developmental screenings to ensure that your child has no undetected learning problems. To enroll please contact Mrs. Beth Martz at 726.5621.

Parties

Parents are encouraged to volunteer for classroom parties throughout the school year to enjoy spending time with your child in their school setting. Teachers will have a volunteer signup sheet at Back to School Night for different roles throughout the school year or you can contact your child's teacher for more information.

Parents are welcome to join their child(ren) for lunch on any school day. Please call before 9 a.m. to make arrangements. We ask that parents either purchase a lunch from school or bring a bag lunch from home. We discourage fast food items. Carbonated beverages are prohibited.

Throughout the year we will sponsor family events such as B&G with DAD, Morning with Mom, grandparent's luncheon, and literacy & leadership nights. These events will be advertised in our newsletter, website, and note home in student folders.

Preschool Program

Albany R-III offers preschool services to children that turn four before August 1. Please contact the school office for more information and to receive a registration packet. Our preschool is licensed and accredited by the state of Missouri. Our preschool program uses Project Construct curriculum.

Recess

The Albany R-III School District wants to ensure the safety of all student. Physical activity is important to the development of students however there are certain instances where weather will alter student recess activity. Specific guidelines have been put in place for such occurrences:

Winter

- 32 degrees to 90 degrees- safe for children to go out indefinitely
- 20-32 degrees-children can stay out 10 - 15 minutes
- 10-20 degrees-children can stay out 5 minutes
- 10 degrees and lower-children should not go outside
- **The above temperatures should include wind chill factor

Summer

- Up to 90 degrees- safe for children to go out indefinitely
- 90-100 children should use sun screen and drink plenty of water
- 100 degrees or above- children should not go out.

**Please access computer website to get weather condition updates.

This policy has been enacted to help maintain universal usage during winter and summer months by teachers for our students.

Title I Program

Virginia E. George is a School-Wide Title I School. The purpose of the Title I School-Wide classification is to provide the enriched and accelerated learning experiences necessary for ALL students to reach high standards. School Wide Title classification is based on the student free/reduced lunch population. Title I is a federal program that was implemented to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education.

The V.E.G. Title I programs include:

- 90 minutes of uninterrupted communication arts from a scientifically research based reading program.
- Additional instruction based on individual need with 30-60 minutes of additional instruction daily.
- 30 minute intervention period daily for all grades.
- Literacy and Leadership nights to increase parent involvement.
- Professional development for all teachers to ensure quality instruction by highly qualified teachers.
- Parent/Student/Teacher Compact. See below.

Virginia E. George Elementary School-Parent Compact

Effective schools are a result of families and school staff working together to ensure that children are successful in school. A compact is a voluntary agreement between these groups that firmly unites them. You are invited to be involved in this partnership.

| Shared Responsibilities for: | School Staff | Parent | Student |
|--|--|--|---|
| High Achievement Expectations | <p>As a school, we expect all students to meet or exceed the Missouri State Standards. We will:</p> <ul style="list-style-type: none"> *Review assessment results to determine strengths and needs of students *Plan instruction that helps to improve students' academic success *Give students many opportunities to show what they know *Give students timely feedback <p>Help students succeed in all academic areas</p> | <p>As a parent, I will support education and believe that my child can reach high goals.</p> <p>I will:</p> <ul style="list-style-type: none"> *Talk to my child about what is happening in school and about the importance of working hard in school *Make sure my child goes to school every day *Make sure my child does homework and schoolwork regularly *Make sure my child gets to school on time | <p>As a student, I will do my best. I will:</p> <ul style="list-style-type: none"> *Work hard *Come to school on time *Have books and materials that I need *Pay attention in class *Make sure I understand my assignments *Complete my class work and my homework *Follow the rules of the school |
| Good Instruction that Works for Children (Providing and supporting sound instruction) | <p>As a school, we will:</p> <ul style="list-style-type: none"> *Teach the Albany R-III curriculum *Support each student's learning *Assist parents in learning about ways they can help their children with homework and learning | <p>As a parent, I will:</p> <ul style="list-style-type: none"> *Attend meetings about what my child is learning *Know what my child is learning *Check homework and look at schoolwork *Ask questions about how I can help my child at home | <p>As a student, I will:</p> <ul style="list-style-type: none"> *Know what is expected of me in all of my subjects *Ask questions |
| Communicating | <p>As a school, we will:</p> <ul style="list-style-type: none"> *Communicate with families about high academic standards, student progress and the school's overall performance | <p>As a parent, I will:</p> <ul style="list-style-type: none"> *Attend back-to-school events, parent-teacher conferences and class programs and other school-sponsored programs | <p>As a student, I will:</p> <ul style="list-style-type: none"> *Talk to my family about things I like at school *Talk to my family about things I am learning in school |

| | | | |
|--|---|---|--|
| <p align="center">Communicating</p> | <p>*Communicate with families in a language that they can understand, when possible</p> <p>*Make the school a friendly place for parents to meet, talk, and learn about their child's education</p> | <p>*Tell the school about anything that might affect my child's learning</p> <p>*Tell the teacher or school when I do not understand something that is sent home</p> | <p>*Ask my teacher for help when I have problems with my schoolwork/homework</p> |
| <p align="center">Learning New Skills through Volunteering and Training</p> | <p>As a school, we will:</p> <p>*Encourage all families to volunteer and be involved in the school</p> <p>*Show parents ways they can help their children with homework and learning at home</p> | <p>As a parent, I will:</p> <p>*Volunteer for at least one activity during the school year (helping in the classroom, supporting special activities)</p> <p>*Attend Warrior Tribe Unite meetings, parent trainings, and other special activities</p> <p>*Join school committees</p> | <p>As a student, I will:</p> <p>*Help other students</p> <p>*Get involved in projects that will help my school and community</p> |

Dear Parent/Guardian,

At Virginia E. George Elementary we are very proud of our teachers and feel they are ready for the coming school year and are prepared to give your child a high-quality education. As a Title I school, we must meet federal rules related to teacher qualifications as defined in No Child Left Behind. These rules allow you to learn more about your child's teachers' training and credentials. We are happy to provide this information to you. At any time, you may ask:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications.

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled. If you have any questions about your child's assignment to a teacher or paraprofessional, please contact me at 660-726-5621.

Sincerely,
 Beth Findley
 Elementary Principal

Standard Complaint Resolution Procedure for No Child Left Behind Programs

This complaint resolution procedure applies to all programs administered by the Missouri Department of Elementary and Secondary Education under the No Child Left Behind Act (NCLB).

A complaint is a formal allegation that a specific federal or state law or regulation 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 written, signed complaint must be submitted to the superintendent or the secretary of the Board.

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, misapplies, 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.

Student Name _____

Student Signature _____ Date _____

Parent/Guardian Name _____

Parent/Guardian Signature _____ Date _____

High/Middle School

Academic Recognition

In order to be eligible for academic recognition a student must have a minimum grade point average of 3.20 figured in all courses and shall have no grade below a "C" in any courses for the semester. A certificate will be given after this quality of work has been maintained one semester and will be awarded at the end of each successful semester.

An academic letter will be awarded after two consecutive semesters at this level. The letter will include an emblem signifying outstanding academic achievement and one gold bar.

Students who receive a grade of C- or lower in a class may choose to repeat the class in the following years to get skills necessary for competence in the class. Grades received for the class from both years will be entered on the report card for the purpose of figuring grade point average. Taking the class as a repeat will not give the student any additional credit toward graduation. Students may not receive any more than one credit for taking the same class.

First Honor Roll

To be eligible for this honor roll, a student must have at least a 3.50 and no grade below a "B-".

Second Honor Roll

To be eligible for this honor roll, a student must have at least a 3.0 and no grade below a "C".

Advisory- Warrior Time

The purpose of Warrior time is to provide students a resource, collaborative in nature, built into the school day for academic awareness, intervention, enrichment, college/career planning, and goal setting. This advisory period will be daily after the 3rd hour of the day for 27 minutes and will be recorded on the student's report card.

Bell Schedules

| Period | Start | End | Minutes |
|--------------|-------|-------|---------|
| 1st | 7:55 | 8:52 | 57 |
| 2nd | 8:55 | 9:52 | 57 |
| 3rd | 9:55 | 10:52 | 57 |
| Warrior Time | 10:55 | 11:22 | 27 |
| 4th | 11:25 | 12:45 | 80 |
| A | 11:25 | 11:48 | 23 |
| B | 11:54 | 12:17 | 23 |
| C | 12:22 | 12:45 | 23 |
| 5th | 12:48 | 1:45 | 57 |
| 6th | 1:48 | 2:45 | 57 |
| 7th | 2:48 | 3:45 | 57 |

Books, Bags, and Backpacks

Students are allowed to carry backpacks to assist with their school supplies during the school day. Every student is assigned a locker and is encouraged to use their locker for their school supplies. Contents of a student's backpack are subject to search by an administrator if there is reasonable suspicion of a violation of Board Policy.

Cell Phone Policy

In order to address the growing parental concerns about student safety while traveling to and from school, and the teachers' concerns for cheating and distraction during classes, the Albany R-III Schools will allow students to possess cell phones provided the following rules are strictly adhered to:

Items such as cell phones and electronic devices should not be seen, heard, or used in the school building during instructional time or without permission. Failure to comply will result in graduated consequences that will include cell phone or electronic device being confiscated. The cell phone or electronic device must immediately be relinquished (completely assembled) by the student when a violation has occurred. Failure to relinquish the cell phone or electronic device will be deemed refusal to comply with a reasonable request. Albany R-III High School and the Albany R-III School District are not responsible for recovery, reimbursement, or replacement of lost, stolen, or damaged cell phones or electronic devices. No camera or video-capable electronic device may be used in locker rooms, restrooms, or any classroom at any time. Photo, Video, and/or audio recording without explicit written permission of subjects will result in disciplinary action.

Classification of Students

Recognized class standing at Albany R-III High School will be based on the number of successfully completed credits that a student completes. Class standing will dictate the student's class meeting assignment, fundraising assignments and responsibilities, eligibility for the junior/senior prom, and inclusion in class picture composites. Any additional controversies involving class rank will be settled by the administration. Credit completion for seniors will be reassessed at the end of the first semester of their senior year. Students must be registered for at least six classes per semester unless they have been granted permission for a school-to-work program, homebound student, or have been granted status by the school board as a part-time student. An additional exception is made if an exemption is necessary due to the terms and conditions of a student's I.E.P.

Freshmen Students - those students who have been promoted from eighth grade and who are enrolled in a minimum of three high school classes (must be enrolled in at least six total classes) or students who have passed fewer than three classes during the time they have been enrolled in high school classes.

Sophomore Students - those students who enter a new school year having passed 4 high school credits.

Junior Students - those students who enter a new school year having passed 11 high school credits.

Senior Students - Any student who has not completed at least 17 units of credit or who is not enrolled in enough classes to complete 24 units of credit at the end of eight semesters of enrollment will not be considered a student with senior status and is not entitled to take part in senior class activities. These activities include senior pictures, graduation practice or exercises, or any other senior activities that may arise.

To be considered for valedictorian or salutatorian honors, a student must be enrolled in the Albany R-III School District at the beginning of the student's senior year and must be in attendance for the entire year.

If at any time during the student's 7th or 8th semester, it becomes apparent that the student will not complete the necessary requirements for graduation, that student will not be allowed to take part in any future senior class activities.

Classroom Conduct

Students will be expected to participate in class activities and complete all class assignments to the best of their ability. Students will be held accountable for appropriate and respectful behavior. Teachers will work with students, parents, and administrators when behavioral expectations are not met.

Credit Recovery

Students may recover credit for a course in which an F was earned by enrolling in our Credit Recovery Program. Students taking Credit Recovery for EOC tested courses must pass the EOC for that course with a score of Basic or above in order to receive credit, which will be transcribed as a P for Pass. Please note our current Credit Recovery courses do not meet the NCAA guidelines. Students who need to recover credit, but are concerned about NCAA eligibility are advised to repeat the course. Please contact the counselor with further questions.

Driving to School and Parking Lot rules and Procedures

Driving to school is a privilege for qualified seniors, juniors, and sophomores. Qualifying and maintaining eligibility for a parking permit is based upon regular punctuality and attendance, no outstanding fines, and good citizenship. While the school will seek to maintain the safety of the car and its contents, authorized students must understand that they are fully responsible for their vehicle.

Students are never permitted to park in the faculty (north side of the building and first two rows in the south parking lot) or in our visitor (east parking lot by the commons) lots from 7:00 a.m. to 4:00 p.m.

All vehicles parked on a school campus must be registered and have a parking permit. Vehicles without a valid parking permit may be fined, detained, or towed without additional notice.

The individual driver is responsible for:

- All items located inside the vehicle.
- Accurately registering his or her vehicle with the school.
- Notifying the front office whenever there is a change in the registered vehicle information.
- Knowing and observing the school's parking policies.
- Relinquishing the parking permit at the request of an administrator.
- Driving safely and with regard for the safety of others.
- Entering, parking, and leaving the parking lot promptly.
- Locking his/her vehicle.
- Having a valid pass signed by an administrator to go to his or her vehicle during the school day.
- Returning sticker to front office when changing vehicles.
- Always having a temporary sticker or permanent sticker when parked on campus.

Only students who have been approved by the front office to park on campus may do so. Approval to park is made through a current registration of the driver's vehicle and the purchase of a current student parking permit.

Please be aware of the following parking stipulations:

- Parking lots may be checked daily.
- Vehicles parked on campus without a valid school permit may be ticketed by the school or police department and are subject to tow at the owner's expense.
- Excessive absences/tardies will result in the loss of the parking permit.
- Driving over curbs, on grassy areas, or other unsafe types of driving can result in the loss of the parking permit.
- Bumper stickers and other items adhered to the vehicle must not violate school policies, including the prohibitions of harassment, discrimination, profanity, and the promotion of drugs, alcohol and other illegal substances.

Vehicles parked in violation of the parking policy shall include but are not limited to:

- Using more than one parking spot
- Parked outside designated parking spaces
- Driven by a student who does not have a parking permit which is registered to that vehicle
- Any car parked in handicapped areas, fire lanes, faculty/staff/visitors parking areas, loading zones, along curbs, in aisles, or at the end of a row outside a designated space.

School Safety and Driver Responsibility: A vehicle parked on District property is subject to exterior inspection by police dogs trained to detect illegal drugs or weapons, and may be subject to search if school officials have reasonable suspicion to believe that a violation of Board Policy or state or federal laws has been committed. Students who are allowed to park on campus recognize that safety of all is a priority. Reminder: Students are responsible for all items within their vehicle and may be subject to suspension and/or expulsion for violating school rules and/or policy. Students are responsible for knowing and abiding by all building rules and district policies.

Failure to assume responsibility for these policies as well as all school rules will lead to loss of parking privileges and further disciplinary action. Students who choose to drive to school will fall under the substance abuse testing policy of the school.

Drug Testing

The Albany R-III School District is committed to proactively protecting the health and safety of all students participating in interscholastic athletics, competitive extracurricular activities, and on campus parking. The School District shall conduct random drug and alcohol testing of students in grades 6-12 as a condition of participation in interscholastic athletics, competitive extracurricular activities, and on campus parking. Eligible athletics and activities shall include those activities regulated by the Missouri State High School Activities Association ("MSHSAA"), excluding all activities for which students receive an academic grade for participation. Random drug and alcohol testing shall be performed in accordance with the Policies and Procedures contained in Board Policy [File: JFCI](#).

The principal retains the authority to alter the discipline policy if the severity of the offense would warrant a harsher punishment. Incidents not covered by the discipline policy will be left up to the administration to remediate.

All policies are subject to change to revisions passed by the Missouri School Board Association.

Dual Sports Participation

ALBANY HIGH SCHOOL ACTIVITIES DEPARTMENT

DUAL PARTICIPATION AGREEMENT

Name: _____

Season: _____

Activities: (Primary) _____

(Secondary) _____

1. Mutual agreement among all parties is required. This includes student/parents, coach/sponsors of the two activities and the Activities Director.
2. If all parties listed above are not in complete agreement, then dual participation will not occur. It is the student's responsibility to initiate discussions with coaches/sponsors.
3. A plan must be formulated **before** dual participation begins, outlining practice and contest participation to avoid as many conflicts as possible. Changes may be made with the agreement of all parties mentioned.
4. Any disciplinary action taken by either coach/sponsor shall apply equally and concurrently in both programs.
5. If a student is unable to accommodate dual participation, he/she will be able to withdraw from either program. The following must be met prior to termination:
 - a. The student must personally inform the coach/sponsor of the program from which he/she is withdrawing before the activity is dropped. Failure to fulfill these requirements by the student will cause the student to be dropped from both programs.
 - b. If a student is going to drop one activity, both coach/sponsors and student must meet to finalize any obligations incurred by the student.
6. Primary and secondary activities need to be chosen by the student **two weeks** before the start of the season of each activity unless extenuating circumstances arise. Secondary activities will work around primary activities schedules and practices.

Sponsors will clearly state expectations in writing and provide copies of the agreement to all parties. Contract will be kept on file with the Activities Director. It is expected that coaches/sponsors will work with the student and other coaches/sponsors to do what is best for kids.

Signatures below are required of all parties involved in agreement.

| | |
|-----------------|------------|
| Student _____ | Date _____ |
| Parent(s) _____ | Date _____ |
| Sponsor _____ | Date _____ |
| Sponsor _____ | Date _____ |
| AD _____ | Date _____ |
| Principal _____ | Date _____ |

Conflicts will be decided by the following priorities:

Team Sports will take precedence over individual sports.

Student Athletes must attend the team sport unless they are competing in a District event to advance to the next level.

Team Sports: Softball, Football, Basketball

Individual Sports: Golf, Track, Wrestling, Cheerleading

Early Graduation

It is the policy of the Albany R-III Board of Education, in accordance with the guidelines set forth by the Missouri State Department of Education concerning early graduation from high school, that in order to graduate from the Albany R-III Schools after the sixth or seventh semester of high school students shall meet the following conditions:

- A. They shall have met the regular requirements for graduation plus two additional units, making a total of 29 units of credit.
- B. They shall have submitted a written plan to the school counselor and/or administration during the semester prior to their senior year. Such plan should include a program for two years of study for the college bound student and two years of planned work experience for the student going into a vocational trade.

Extracurricular and Co-curricular Activities

The district's extracurricular activities program is intended to provide opportunities for student participation in activities designed to meet leisure, recreational, social and emotional interests and needs. Extracurricular activities will be those district-recognized and supervised activities that primarily involve students, occur outside academic class time, and for which no grades or units of academic credit are awarded. These activities shall provide for individual, small group and/or student body participation. All extracurricular activities must have a duly appointed sponsor, supervisor, or coach.

The district also provides the opportunity for students to engage in co-curricular activities. Co-curricular activities are part of the educational curriculum of the Albany School District, but often include activities outside the classroom and beyond traditional classroom instruction. Students receive grades and academic credit for their performance in courses associated with co-curricular activities (e.g. band program, vocal music, newspaper and yearbook). A certified teacher/advisor will be assigned to each co-curricular activity.

Participation in both extracurricular and interscholastic activities is a privilege, not a right. As a result, participation can be restricted, revoked, or permitted pursuant to specific district guidelines including, but not limited to, the following Eligibility Rules and Requirements:

Academic Requirement for Participation

- Every three weeks grades will be checked to determine eligibility.
- If a student is failing a class at the end of any three week grading period then they will be ineligible to participate in extra-curricular activities. **Ineligibility will begin and end on the Tuesday following the grade check.**
- Students will regain eligibility at the end of any **weekly** grading period when they are again passing all classes. (D- and above)
- At the end of the school year, the student's eligibility will revert back to MSHSAA standards to determine eligibility for the next year. Thus, the student's eligibility will not carry over into the summer and the student will get a fresh start each year unless he or she is ineligible according to MSHSAA standards.

- Parents or students may appeal the ruling of ineligibility or ask for a clarification of the grade received, but the student will be ineligible to participate until or unless the outcome of the appeal is ruled in their favor.
- The student will be allowed to continue to practice during the period of ineligibility to remain in touch with any changes made by the sponsor, coach or teacher and to remain in physical condition so that the chance of injury is lessened upon the return of the student. (The latter stipulation is included in the case of athletics.) For students with an I.E.P., "passing" will be determined by satisfactory progress as outlined by the I.E.P.
- Students in grades 9-12 must have earned, in their preceding semester of attendance, a minimum of **3.5** units of credit. Summer school courses may count toward maintaining academic eligibility provided the credit earned for each course is placed on the school transcript. Summer school courses must count toward meeting graduation requirements and must meet a specific requirement for graduation (English, history, fine arts, etc.) and summer classes taken for elective credit will not count as consideration for eligibility. No more than one credit earned in summer school shall count toward maintaining academic eligibility.

Students represent our district at a variety of venues. All students must be in good academic standing to represent the district. Activities affected by this policy include all athletic activities, all academic activities, and any other activities conducted outside of the regular school day (e.g. field trips, dances, prom, school sponsored parties, parades, assemblies, homecoming activities).

Activities and Athletics Participation Citizenship Guidelines

Extracurricular activities offered by the Albany R-III School District are designed to supplement the student's educational process and aid in developing good citizenship in our students. Since participation in these activities is a privilege, students must meet certain academic, citizenship, and attendance standards to be eligible to participate.

Eligibility Requirements for Participation in Albany R-III Activities or Athletics

Grades will be checked every three weeks to determine ineligibility. If a student is failing a class at the end of any three week grading period then they will be ineligible to participate in extracurricular activities until the end of the next **weekly** grading period.

Students will regain eligibility at the end of any **weekly** grading period when they are again passing all classes. (D- and above) Students' parents are strongly encouraged to make contact with teachers to identify problems and to work out solutions.

To participate in AHS activities governed by MSHSAA, a student must be currently enrolled in courses that will allow the student to obtain three units of credit per semester and must have earned three units of credit in his/her last semester of attendance. Students must also meet the academic requirements of the Albany R-III District that are outlined in the student handbook. Summer school courses may allow the student an additional unit of credit. Students are also required to be in attendance at least FOUR periods of the school day on the day of an activity to be able to participate unless special arrangements have been made with the principal.

*NOTE: Effective July 1, 2009, the minimum academic standard will be increased to 3.0 units of credit or 80% of the maximum allowable credits which may be earned, whichever is greater.

Competitive Participation

Participation in interscholastic activities is competitive and, while participation is open to everyone, the amount of participation is by no means guaranteed to be equal for all students. Evaluations by coaches and sponsors based on performances in practices and games, adherence to team and school rules, and attendance at practice will determine how much an individual will get to participate. Students who start a season with a team and who want to change to a different sport offered during the same season may do so only by mutual agreement of both coaches. Students wishing to change sports within a season must do so before competitive contests begin for either team.

Citizenship Guidelines for Extracurricular Activities Participation

Students representing their school in activities must be credible citizens and issues involving that credibility will be judged by the proper school authorities. Students should conduct themselves in a manner reflecting positively on themselves, their family, their school, and their community and should be in accordance with standards of good discipline. Students involved in losing eligibility for inappropriate behavior may also be subject to disciplinary consequences listed in the student handbook. "Hazing" of fellow students will not be tolerated and perpetrators of these types of incidents may be subject to disciplinary action by coaches, administration, and/or legal authorities. Questions regarding citizenship eligibility cases will be handled on an individual basis although system-wide guidelines are used in attempting a uniform handling of these cases.

Consequences/MSHSAA Rules

Students under arrest: if a student is arrested for a misdemeanor or a felony, the student will be allowed to represent the school after the following have been met.

Students who represent a school in interscholastic activities must be creditable citizens and judged so by the proper authority. Those students whose character or conduct is such as to reflect discredit upon themselves or their schools are not considered "creditable citizens." Conduct shall be satisfactory in accord with the standards of good discipline.

Law Enforcement: A student who commits an act for which charges may be or have been filed by law enforcement authorities under any municipal ordinance, misdemeanor or felony statute shall not be eligible until all proceedings with the legal system have been concluded and any penalty (i.e. jail time, fine, court costs, etc.) or special condition of probation (i.e. restitution, community service, counseling, etc.) has been satisfied. If law enforcement authorities determine that charges will not be filed, eligibility will be contingent upon local school policies. Minor moving traffic offenses shall not affect eligibility, unless they involve drugs, alcohol, accidents or injuries. After a student has completed all court appearances and penalties, and has satisfied all special conditions of probation and remains under general probation only, local school authorities shall determine eligibility.

Student Responsibility: Each student is responsible to notify the school of any and all situations that would affect his/her eligibility under the above standards. If the student does not notify the school of the situation prior to the school's discovery, then the student shall be ineligible for up to 365 days from discovery, pending review by the MSHSAA Board of Directors.

Local School:

1. A student who violates a local school policy is ineligible until completion of the prescribed school penalties.
2. The eligibility of a student who is serving detention or in-school suspension shall be determined by local school authorities.
3. A student shall not be considered eligible while serving an out-of-school suspension.

If the School feels there is a concern for the safety of others the School may restrict the student from participation. Parents and students will be informed of any problem by a meeting, by letter, or by phone call. Decisions involving punishment will be made jointly by the administration and activity sponsor. Penalties for violations are:

Misdemeanor (excluding minor traffic violations)-up to six months restriction from participation.

Felony-up to permanent suspension from activity or sports participation.

1. **Use or possession of alcohol and tobacco:** Students shall not use alcohol or tobacco. If a student violates this regulation, the sponsor and the administration will review his/her violation. Following this review, the student and his/her parent or guardian will be notified of the decision and the student will be subject to the following:

1st offense-Restriction from participation in the sport or activity for two weeks of competition.

2nd offense-Restriction from participation in the sport or activity for the rest of the season or for a significant period of time. Restrictions may extend into the following sports season/year.

3rd offense-Possible restriction from participation in activities or athletics for the remainder of the student high school eligibility period.

2. **Use of or possession of non-prescribed drugs or controlled substances:**

1st offense-Restriction from participation in the sport or activity for the rest of the season or for a significant period of time. Restrictions may extend to the following season or school year.

2nd offense-Possible restriction from participation in activities or sports for the remainder of the student's high school eligibility period.

3. **Students involved in misconduct while at school:** After a review by the sponsor and the administration, the student will be notified of the results. Student's assigned out-of-school suspension will be ineligible to participate during the suspension. The sponsor of the activity may assign the student additional punishment. If the student receives a second out-of-school suspension, he/she will be removed from participation in extracurricular activities. If a student receives an in-school suspension, he/she may be subject to additional punishment from the sponsor. A second offense will result in missing the next activity or contest. A third offense will result in the removal of the student from the team or activity. The succession of penalties will start over with the beginning of each new sports season.
4. **Unsportsmanlike acts by participants:** Such acts during a contest which result in ejection will result in the participant being restricted from participation for at least the next contest. A

participant, who commits such an act, but is not ejected, may still be subject to at least a one-game suspension. Each case of this type will be reviewed by the sponsor and administration before a final decision is made.

5. **Due process:** Students will have an opportunity to express their side of any incident in which they may be involved. Parents and other appropriate representatives may be involved with students during the due process hearings. If the student is dissatisfied with any decision, he/she has the right to appeal through the following channels: a) superintendent b) school board. Any incidents which occur that are not covered by these guidelines will be reviewed on an individual basis and decisions related to penalties will be made jointly by the sponsor and the administration.

Out of-town trips

Students are expected to accompany the group on all out-of-town trips using the mode of transportation arranged by the school. Any deviation from this policy requires the following:

- A) Request by the parent/guardian made in advance in writing and approved by the principal.
- B) Emergency conditions will be left to the sponsor to his/her best judgment in approving any requests.
- C) In case of doubt about circumstances involving such a case, the student is to remain with the group.

Requests of this nature should be rare. Groups should go and return as a group. Misconduct on out-of-town trips will result in disciplinary measures being taken. Violations of the policy on trips may result in removal from the squad.

Final Exams

Finals will be given in all classes each semester and all students will take finals in the **2016-2017** school year. Finals will constitute 10% of the final grade in each class for the semester.

Held Harmless: Students who are absent a total of 14 class periods (2 days) or less each semester and who receive an 80% or high in a course and maintain a 3.0 GPA qualify for held harmless status. Students who meet this qualification will be required to take their semester finals, however, the score on the final will only be included in the student's grade if it helps or does no harm to their grade. Any absence, for any reason, will be counted for the purposes of this policy.

Fees and Fines

Bills and fees are to be paid in full before the end of each school year. Before any student may graduate, transfer, or leave the school, all fees and bills must be paid in full. This includes all individual obligations such as shop, art or lab fees, library fines, bills for caps and gowns, and class assessments. Transcripts of credits or grade cards will be withheld until the student takes care of all obligations.

Food and Beverage

All food and beverages are to remain in the cafeteria except for water that may be consumed without disrupting the school environment. Students are not to bring any food or drink items to be stored in an individual classroom or their lockers in to the building. If students wish to bring their lunch they may contact the Kitchen Staff to make arrangements.

Graduation Event Participation

Participation in the graduation ceremony itself is a privilege and not a right. Students must meet all requirements and be in good standing to participate. Although the ceremony is an important event, participation or nonparticipation does not alter the significance or value of the diploma. The graduation ceremony is like any other extra-curricular activity to which school rules and board policies regarding student conduct apply.

We will enforce a standard of dress appropriate for graduation attire and may prohibit students who violate the standard of dress from participating in the ceremony. Participating graduates should wear appropriate dress attire. Casual clothes such as jeans, shorts, tennis shoes, sandals, etc., are not appropriate graduation attire. The cap and gown must be worn and their appearance may not be altered.

The graduation ceremony is the time to show respect toward parents and toward the ceremony. Any misconduct related to the graduation ceremony will result in removal from the ceremony, loss of the privilege to participate in the graduation exercises, and further disciplinary consequences prior to receipt of the diploma.

Graduation Requirements

Effective for the graduating class of 2010 and thereafter, the state minimum high school graduation requirements comprise twenty-four (24) units of credit that must be earned between grades nine (9) and twelve (12).

Albany R-III High School Graduation Requirements Class of 2017

| Course | Units of Credit | College Preparatory Studies Certificate |
|--------------------|-----------------|---|
| Communication Arts | 4.0 | 4.0 |
| Social Studies | 3.0 | 3.0 |
| Mathematics* | 3.0 | 4.0 |
| Science | 3.0 | 3.0 |
| Fine Arts | 1.0 | 1.0 |
| Practical Arts** | 1.0 | 1.0 |
| Physical Education | 1.0 | 1.0 |
| Health | 0.5 | 0.5 |
| Personal Finance | 0.5 | 0.5 |
| Electives | 10.0 | 8.0 |
| Foreign Language | | 2.0 |
| Total Credits | 27.0 | 28.0 |
| | | Cumulative GPA 3.25 or Higher |
| | | Cumulative Attendance 95% or Higher |

*All mathematic credits counted towards graduation must be Algebra I or Higher

**Local requirement. All freshman are required to take Computer Applications which will count as 0.5 credits towards their practical art requirement.

Class of 2018

| Course | Units of Credit | College Preparatory Studies Certificate |
|----------------------|-----------------|---|
| Communication Arts | 4.0 | 4.0 |
| Social Studies | 3.0 | 3.0 |
| Mathematics* | 3.0 | 4.0 |
| Science | 3.0 | 3.0 |
| Fine Arts | 1.0 | 1.0 |
| Practical Arts** | 1.0 | 1.0 |
| Physical Education | 1.0 | 1.0 |
| Health | 0.5 | 0.5 |
| Personal Finance | 0.5 | 0.5 |
| Electives | 9.0 | 7.0 |
| Foreign Language | | 2.0 |
| Total Credits | 26.0 | 27.0 |

**Cumulative GPA 3.25 or Higher
Cumulative Attendance 95% or Higher**

*All mathematic credits counted towards graduation must be Algebra I or Higher

**Local requirement. All freshman are required to take Computer Applications which will count as 0.5 credits towards their practical art requirement.

Class of 2019 and Beyond

| Course | Units of Credit | College Preparatory Studies Certificate |
|----------------------|-----------------|---|
| Communication Arts | 4.0 | 4.0 |
| Social Studies | 3.0 | 3.0 |
| Mathematics* | 3.0 | 4.0 |
| Science | 3.0 | 3.0 |
| Fine Arts | 1.0 | 1.0 |
| Practical Arts** | 1.0 | 1.0 |
| Physical Education | 1.0 | 1.0 |
| Health | 0.5 | 0.5 |
| Personal Finance | 0.5 | 0.5 |
| Electives | 8.0 | 6.0 |
| Foreign Language | | 2.0 |
| Total Credits | 25.0 | 26.0 |

**Cumulative GPA 3.25 or Higher
Cumulative Attendance 95% or Higher**

*All mathematic credits counted towards graduation must be Algebra I or Higher

**Local requirement. All freshman are required to take Computer Applications which will count as 0.5 credits towards their practical art requirement.

Grading Scale

Albany R-III District Grading Scale

| <u>Grade</u> | <u>Percentage</u> | <u>GPA Point</u> |
|--------------|-------------------|------------------|
| A | 100%-95% | 4.0 |
| A- | 94%-90% | 4.0 |
| B+ | 89%-87% | 3.0 |
| B | 86%-83% | 3.0 |
| B- | 82%-80% | 3.0 |
| C+ | 79%-77% | 2.0 |
| C | 76%-73% | 2.0 |
| C- | 72%-70% | 2.0 |
| D+ | 69%-67% | 1.0 |
| D | 66%-63% | 1.0 |
| D- | 62%-60% | 1.0 |
| F | Below 60% | 0 |

Hall and PE Lockers

Lockers are school property. The use of lockers is a privilege and if students are unable to use their lockers properly, other arrangements will be made. The administration reserves the right to inspect lockers at any time deemed necessary. Students are discouraged from bringing valuable personal possessions to school. Valuables are not to be left in lockers.

Lockers are provided as a convenience to students for storing necessary school supplies; valuables should not be kept in lockers. The school is not responsible for any textbooks/belongings stolen or lost from a student locker. Lockers shall not be banged, kicked, defaced or otherwise damaged.. Adhesives may not be used to attach any decorations on the inside of a locker. In addition, interior locker decorations may not be disruptive to or inconsistent with the educational environment and may not otherwise violate the rights of others in the school setting.

Lockers are school property and the administration reserves the right to inspect lockers at any time deemed necessary. Anything found in lockers that may be detrimental to the well-being of the student body (i.e., firearms, drugs, alcohol, etc.) or that is otherwise in violation of Board Policy, will result in disciplinary action. Report to the office or custodians immediately any locker that is not working properly.

Locker Expectations:

- Use only your assigned locker.
- Keep locker clean, especially over extended breaks.
- No inappropriate posters, pictures, or photos are permitted.

Hall Passes

To ensure a safe and secure learning environment, students who need to travel outside the classroom should have permission from the teacher as well as the appropriate hall pass and required identification. Failure to comply with building expectations may result in disciplinary action.

Late Start/Early Dismissals

Currently there are no late start/early dismissals built into our school calendar. In the event of inclement weather or other unexpected circumstance there is a chance we would schedule a late start or early dismissal. If this occurs, students and parents will be notified via textcaster, radio, and it will be posted on our website.

Late Work

All students can earn full credit if work is submitted by the assignment "Due Date," which is determined by the teacher. If an assignment is turned in late, the teacher will deduct 10% from the grade. Late work can be submitted (with a 10% deduction) until the assignment "Deadline," which is also determined by the teacher. If a student does not make the "Deadline" it will be a zero, and they will not be allowed to make it up for credit.

National Honor Society

Selection to the Fielding Wilson Chapter of the National Honor Society is a three-phase process involving both objective and subjective standards for admission in accordance with the constitution of the National Honor Society. The selection process is initiated at the close of the first semester during a student's sophomore and/or junior year.

Phase I (GPA)

Students must have a 3.20 cumulative grade point average on the 4.0 scale for initial consideration.

Phase II (Service & Leadership)

Students must turn in evidence of service and/or leadership to the sponsor of the National Honor Society using student activity forms provided by that sponsor to all students who have met the minimum standard for grade point average required for admission.

Service is generally considered to be those actions undertaken by the student which are done with or on behalf of others without direct or material compensation to the individual performing the service. Students must be able to document and have verified at least ten hours of a service project. Students who are able to complete the documentation and verification of service hours should meet the standard of service for the National Honor Society.

Leadership is interpreted in terms of offices a student has held in school or community organizations or in less objective terms of effective participation in school or non-school activities. If a student does not have any elective office in his/her background, the student is not to be automatically excluded from consideration.

A ballot will be given to each faculty member asking them to vote on each candidate's leadership characteristics.

To meet the leadership requirement, students must:

1. Have an 80% approval by the faculty, **or**
2. Have a 60% approval by the faculty and the majority approval of the five member faculty council, **or**

3. Have documented and verified on the student activity form that he/she has served in some capacity to demonstrate the qualifications of leadership.

Phase III (Character)

A student of character demonstrates six qualities: respect, responsibility, trustworthiness, fairness, caring, and citizenship.

A ballot will be given to faculty members asking them to vote that a candidate is or is not of sufficient character given the standards on the ballot. Faculty is given the chance to decline to vote if they do not feel able to cast a qualified and unbiased vote.

To meet the character requirement for admission, students must:

1. Have an 80% approval by the faculty, **or**
2. Have a 60% approval of the faculty and the majority approval of the five member faculty council.

North Central Area Vo-Tech

Qualifications for Attendance:

1. Students must be a junior or senior with at least twelve credits to enroll in any program other than vocational preparation. Sophomores may be enrolled in vocational preparation with the recommendation of the counselor and resource room instructors.
2. Students must have a genuine interest in a vocational career. This determination may be made through the student's course of study, throughout the ninth grade aptitude testing program or through conversations of interest with the guidance counselor.
3. Second-year vo-tech students will have priority over first-year students in the event that the Albany School District needs to restrict the number of students to be sent to the vo-tech school assuming that all other circumstances are equal. In the event that restrictions need to be made student attendance and school citizenship will be primary among the factors used in determining who will be allowed to go.

Regulations for Attendance:

1. Students are expected to ride the bus to and from the vo-tech school. Driver permits should be used sparingly and are to be obtained from the vo-tech school.
2. Students who miss the bus to vo-tech school are not to drive to the vo-tech school and should not plan to attend unless transported by the student's parents or other source of transportation in agreement with the student's parents.
3. Students who drive to the vo-tech school are not to transport any other Albany students unless the student's parents have made prior arrangements.
4. Students attending the vo-tech school will be evaluated at the end of each semester to determine if continued attendance should be allowed.

5. Circumstances under which students may be removed from the vo-tech program include, but are not limited to:
 - Students receiving a failing grade at semester;
 - Students in violation of the rules of the vo-tech school or the bus driver;
 - Students absent in excess of eight days per semester. Obviously, extenuating circumstances may create an exception to this rule;
 - Additional circumstances not listed will be left to the administration to arbitrate.
6. Students removed from the vo-tech school after two weeks of the semester has elapsed may not return to the high school as full-time students until the start of the next semester. Students under the age of 16 are exempt from this rule.

Repeated Courses

Students may repeat courses for which grades of Ds or Fs are earned. The grade earned in the second attempt will be transcribed and included in the students GPA. The grade earned from the first attempt will be replaced with an “R” on the transcript (indicating the course was retaken). Note: Any student receiving the designation of “R” on his or her transcript will be removed from consideration for valedictorian status.

Report Cards

Parents/guardians may access student grades and attendance through the online Lumen student information system. Evaluation reports of a student’s progress are available throughout the semester. The student shall receive an individual report for each class in which he/she is enrolled. The final grade card of the semester and year will be mailed to the parents/guardians. The report communicates the following information to the student and parents/guardians. A grade mark indicates the performance and achievement level of the student. Questions and comments related to grades should be directed to the teacher(s) and counselor of the student.

| A | B | C | D | F |
|--|--|--|--|---|
| Signifies that the student is doing excellent work and is making outstanding progress. | Signifies that the student is doing very good work and is making commendable progress. | Signifies that the student is doing average work, and is making moderate progress. | Signifies that the student is doing inferior work, but is making minimum growth. | Signifies that the student is making little or no progress. |

School Dances

The high/middle school hosts a number of student dances each year. Students who plan to bring a student not currently enrolled in their particular high school to a school dance must register their guest in advance with school administration or designee by completing the “Visitor Permission Form for School Event” and presenting a valid picture id the night of the dance. This form must be completed and submitted to the proper school personnel prior to the purchase of a ticket for that particular dance. Guests for the school dance must be enrolled in a high school or must be at least 15 years and less than 21 years of age. Middle school students will not be permitted to attend high school dances. Student

dance must be non-offensive and in good taste. Proms and other formal dances are covered by this policy.

Student Council

Student Council serves as an organization to promote and coordinate student activities. Student Council also serves to build harmony among and between students, faculty, and community while representing the suggestions and concerns of students. Students who are interested in participating on the Student Council will go through a selection process and some positions are elected. See your high school's Student Council Advisor for further questions regarding the organization.

Valedictorian Selection

The student who has earned the highest grade point average (GPA) and completed the requirements for graduation will be honored as Valedictorian. If a tie exists between two or more individuals earning the highest GPA, all students with that average will be declared to be Valedictorians. Students graduating early are not eligible for valedictorian.

Note: Any student receiving the designation of "R" on his or her transcript will be removed from consideration for valedictorian status.

Transcripts

A \$1.00 fee will be charged to all people who have graduated or who have terminated their education. REF:SBP/JO-R

Discipline

Student Discipline

All rules relating to discipline are established by Albany R-III School District board policies and regulations, and are based on the authority granted to the Albany R-III School District under Missouri Statutes and other applicable laws. Violations of these discipline rules may also constitute violations of the law and create legal liability for students, parents, or guardians. Board policy JG, Student Discipline, and guidelines for consequences of policy JG are provided in this section. Other policies accompanying policy JG can be viewed online at www.albany.k12.mo.us.

The Safe Schools Act (160.261, RSMo) allows the area around the school to be controlled. The district will impose a 1000 ft. area around all school property as well as 1000 ft. around any area where activities are taking place.

Students are subject to the school regulations in these areas and the school policy will be imposed the same as if they were on school property.

This is being done to insure the health and safety of all students. School officials have the authority to enforce these regulations within the 1000 ft. area of the Safe Schools zone.

Furthermore any student suspended for any offenses listed in the school policy handbook shall not be allowed within this area of school grounds or activities or transportation to and from said activities.

This 1000 ft. area will also apply to all disciplinary actions that may be enforced by the school.

Board of Education Discipline Policy

It is essential that the Albany R-III School District maintain a classroom environment that allows teachers to communicate effectively with all students in the class and allows all students in the class to learn. To assist district staff in maintaining the necessary classroom environment, the Albany Board of Education has created discipline policies and regulations that addresses the consequences, including suspension or expulsion, for students whose conduct is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of other students.

The comprehensive written code of conduct of the district is composed of this policy and includes, but is not limited to, the following policies, procedures and regulations: JG-R, JGA, JGB, JGD, JGE and JGF. A copy of the district's comprehensive written code of conduct will be distributed to every student and the parents/guardians of every student at the beginning of each school year and will be available in the superintendent's office during normal business hours.

Application: These policies, regulations and procedures will apply to all students in attendance in district instructional and support programs as well as at school-sponsored activities. Off-campus misconduct that adversely affects the educational climate will also be subject to these policies, regulations and procedures. Students who have been charged, convicted or pled guilty in a court of general jurisdiction for commission of a felony may be suspended in accordance with law.

The Board authorizes the immediate removal of a student upon a finding by a principal or superintendent that the student poses a threat of harm to self or others, as evidenced by the prior

conduct of such student. Any such removal will be subject to the appropriate due process procedures and in accordance with law.

No student may be confined in an unattended locked space except in an emergency situation while awaiting the arrival of law enforcement personnel. For the purpose of this policy, a student is unattended if no person has visual contact with the student, and a locked space is a space that the student cannot reasonably exit without assistance.

Enforcement: Building principals are responsible for the development of additional guidelines and procedures regarding student conduct needed to maintain proper behavior in schools under their supervision. All such guidelines and procedures shall be consistent with Board-adopted discipline policies. Teachers have the authority and responsibility to make and enforce necessary rules for internal governance in the classroom, subject to review by the building principal. The Board expects each teacher to maintain a satisfactory standard of conduct in the classroom. All district staff are required to enforce district policies, regulations and procedures in a manner that is fair and developmentally appropriate and that considers the student and the individual circumstances involved.

All employees of the district shall annually receive instruction related to the specific contents of the district's discipline policy and any interpretations necessary to implement the provisions of the policy in the course of their duties including, but not limited to, approved methods of dealing with acts of school violence, disciplining students with disabilities and instruction in the necessity and requirements for confidentiality.

Definitions of Disciplinary Actions

Loss of Privileges: There are many privileges for students who attend the Albany R-III School District. These privileges are earned through appropriate behavior and attendance and these privileges may increase as a student matures. When a student is issued a loss of privilege, he/she will be unable to utilize some or all of the privileges that are available. These privileges may include, but are not limited to, student parking, enrichment rewards, and attendance at, and/or participation in, extracurricular activities. Students who do not comply appropriately with a loss of privilege may be given additional consequences.

Detentions: Detentions assigned may be served in the morning or after school. Failure to serve detentions may result in further consequences.

Monday School: An administrator may assign a student to attend a four (4) hour Monday School. Failure to serve this detention can result in suspension. The student will be expected to engage in academic work during this time. Four (4)-hour Monday Schools are held on Mondays from 8:00 a.m.- Noon.

In-School Suspension: A student is removed from the student's daily class schedule but his/her work will be provided to him/her in a school setting during school hours. An administrator may assign one (1) to ten (10) school days as an in-school suspension. Students will be supervised on campus in the in-school suspension classroom. For in-school suspensions, should school be cancelled for any reason, any unserved suspension days will automatically be assigned to the first day school is again in session.

Out-of-School Suspension: Students are not allowed to attend or participate in district events or to otherwise be on school property throughout the duration of an out-of-school suspension. A student found to be on school property during an out-of-school suspension will be considered trespassing and will face further disciplinary action, as well as possible criminal prosecution. For short-term out-of-school suspensions (defined as 10 or fewer school days), should school be cancelled for any reason, any unserved suspension days will automatically be assigned to the first day school is again in session.

Make-up work during an out-of-school suspension is allowed and expected, but it is the responsibility of the student and parent/guardian to secure the assignments. The work for suspended students is due immediately upon the student's return to school. Students should be prepared to take any missed or assigned test immediately upon returning to school. Students who have major assignments (i.e. final projects, research papers) due on the day when they are serving of an out-of-school suspension must make arrangements to turn in the assignments on or before their due date.

Suspension and Expulsion of Students: Students may be suspended or expelled from the Albany R-III Schools for conduct which is prejudicial to good order and discipline in the schools or which tends to impair the morale or good conduct of the students. Conditions warranting suspension may include, but are not limited to, insubordination, irregular attendance, tardiness, truancy, viciousness, or habitually failing to give proper observance to the requirements of schools. Authorization is given to the Principals by the Albany R-III Board of Education for the summary suspension of students for a period not to exceed ten (10) days as provided for in Missouri School Law, section 167.171. The Superintendent is authorized by the R-III Board of Education to summarily suspend students for a period not to exceed 180 school days. Any suspension by a Principal shall be immediately reported to the Superintendent of Schools who may revoke the suspension at any time. REF:SBP/JGD/JGE

Procedures for suspension:

1. The Principal shall inform the student of the reasons for suspension directly and state the length of the suspension.
2. The student may accept the suspension or appeal it directly to the Superintendent who may (a) uphold the suspension, or (b) revoke the suspension.
3. If the suspension is upheld the student may appeal the suspension in accordance with Missouri School Law.

Expulsion of Students:

1. The Albany R-III Board of Education has the sole authority to expel a student for conduct which is prejudicial to good order and discipline in the schools or which tends to impair the moral or good conduct of the students.
2. The Board of Education may grant a hearing to the parties involved and shall consider the evidence and statements that the parties present and may provide by general rule inconsistent with the policy outlined for hearings involving the suspension of students as per Missouri School Law, Section 167.161. REF:SBP/JGD/JGE

Guidelines for Consequences for Violation of Student Discipline Policy

Set forth below are guidelines for consequences which may arise as a result of a violation of the Student Discipline Policy. The "level" of the offense (e.g. first, second or third) will generally be based upon the total number of discipline referrals accumulated by a student for a particular type of conduct during the

current school year. However, offenses involving drugs, weapons, or other acts of physical violence will accumulate throughout secondary school (grades 6-12).

The following guidelines are published for your information, and may be modified at the discretion of the building principal or assistant principals, after review of all of the circumstances on a case-by-case basis. The principal or assistant principal has the authority to impose more discipline than set forth in the guidelines if, in his/her judgment, the totality of the circumstances warrants such action. In addition, if appropriate under the circumstances, the principal or assistant principal may impose more severe disciplinary action if, in a short period of time or in a single event, a student engages in multiple acts which violate the discipline rules. Finally, the principal or assistant principal may use discretion in the imposition of discipline when a student engages in a pattern of unacceptable conduct or otherwise displays a persistent refusal to comply with school rules. The Superintendent or his/her designee has the discretion to modify these guidelines if deemed necessary under all of the circumstances.

1. **Alcohol/Drugs:** See Board of Education Policy JFCH. Offenses in categories 1A, 1B, 1C, and 1D are cumulative throughout secondary school (grades 6-12). Law Enforcement Referral Required. Emergency medical services will be called, as necessary, if it is determined that the student’s behavior may be endangering himself/herself or others.

A. Being under the influence of alcohol or other drugs (e.g., narcotics, chemicals or controlled substances), or possession of drug paraphernalia (e.g., bong, bowls, pipes, rolling papers, clips)

| Disciplinary Guidelines | | | |
|--------------------------------|---|--|--|
| Offense | Elementary School | Middle School | High School |
| 1st | One (1) to five (5) day in-school or out-of-school suspension | Ten (10) day out-of-school suspension. No participation in extracurricular activities while suspended | Ten (10) day out-of-school suspension, no participation in extracurricular activities while suspended, revocation of parking sticker |
| Subsequent Offenses | One (1) to ten (10) day out-of-school suspension with possible recommendation for long-term suspension or expulsion to the superintendent | Ten (10) day out-of-school suspension with recommendation for long-term suspension or expulsion to the superintendent; withdrawal from all extracurricular activities for the remainder of the school year | Ten (10) day out-of-school suspension with recommendation for long-term suspension or expulsion to the superintendent; withdrawal from all extracurricular activities for the remainder of the school year and revocation of parking sticker |

B. Possession or use of alcohol/drugs/chemicals

| Disciplinary Guidelines | | | |
|--------------------------------|---|--|--|
| Offense | Elementary School | Middle School | High School |
| Any Offense | One (1) to ten (10) day of in-school or out-of-school suspension with possible recommendation for long-term suspension or expulsion to the superintendent | Ten (10) day out-of-school suspension with recommendation for long-term suspension or expulsion to the superintendent; withdrawal from all extracurricular activities for the remainder of the school year | Ten (10) day out-of-school suspension with recommendation for long-term suspension or expulsion to the superintendent; withdrawal from all extracurricular activities for the remainder of the school year and revocation of parking sticker |

C. Distributing, selling, purchasing, transmitting, transferring, or obtaining alcohol or drugs

| Disciplinary Guidelines | | | |
|--------------------------------|---|--|--|
| Offense | Elementary School | Middle School | High School |
| Any Offense | One (1) to ten (10) day of in-school or out-of-school suspension with possible recommendation for long-term suspension or expulsion to the superintendent | Ten (10) day out-of-school suspension with recommendation for long-term suspension or expulsion to the superintendent; withdrawal from all extracurricular activities for the remainder of the school year | Ten (10) day out-of-school suspension with recommendation for long-term suspension or expulsion to the superintendent; withdrawal from all extracurricular activities for the remainder of the school year and revocation of parking sticker |

D. Possessing, using, distributing, selling, purchasing, transmitting, transferring, obtaining, or consumption of a substance intended to give the appearance of a substance or likeness of drugs, narcotics, or drug paraphernalia.

| Disciplinary Guidelines | | | |
|--------------------------------|---|--|---|
| Offense | Elementary School | Middle School | High School |
| 1st | One (1) to five (5) day in-school or out-of-school suspension | Five (5) day out-of-school suspension. No participation in extracurricular activities while suspended | Five (5) day out-of-school suspension, no participation in extracurricular activities while suspended, revocation of parking sticker |
| 2nd | One (1) to five (5) day in-school or out-of-school suspension | Ten (10) day out-of-school suspension. No participation in extracurricular activities while suspended | Ten (10) day out-of-school suspension, no participation in extracurricular activities while suspended, revocation of parking sticker |
| 3rd | One (1) to ten (10) day out-of-school suspension with possible recommendation for long-term suspension or expulsion to the superintendent | Ten (10) day out-of-school suspension with recommendation for long-term suspension or expulsion to the superintendent; withdrawal from all extracurricular activities for the remainder of the school year | Ten (10) day out-of-school suspension with recommendation for long-term suspension or expulsion to the superintendent; withdrawal from all extracurricular activities for the remainder of the school year, revocation of parking sticker |

E. Distributing, selling, purchasing, transmitting, transferring, or obtaining non-prescription (over-the-counter) drugs.

| Disciplinary Guidelines | | | |
|--------------------------------|---|--|--|
| Offense | Elementary School | Middle School | High School |
| Any Offense | Consequence determined by site, scope, and sequence*. | Consequence determined by site, scope, and sequence. | Consequence determined by site, scope, and sequence. |

*For purposes of this handbook, “site” means the location of the offense, “scope” means the severity of the offense, and “sequence” means the number of similar incidents in which the student has been involved. The determination of these factors is left to the discretion of the administrator.

2. Student Assaults, Fighting, Bullying, Threats by Word or Deed and/or Other Acts of Violence:

Offenses in categories 2A and 2B cumulative throughout secondary school (grades 6-12). Law Enforcement Referral Required for offenses in categories 2A, 2B, 2C, and 2D.

A. Physical fighting/assault

| Disciplinary Guidelines | | | |
|--------------------------------|--|---|--|
| Offense | Elementary School | Middle School | High School |
| 1st | One (1) to three (3) days of in-school or out-of-school suspension | Three (3) day out-of-school suspension and no participation in extracurricular activities during the suspension period | Three (3) day out-of-school suspension, no participation in extracurricular activities during the suspension period, possible revocation of parking sticker |
| 2nd | Three (3) day out-of-school suspension | Five (5) day out-of-school suspension and no participation in extracurricular activities during the suspension period | Five (5) day out-of-school suspension, no participation in extracurricular activities during the suspension period, possible revocation of parking sticker |
| 3rd | Five (5) to ten (10) day out-of-school suspension with possible recommendation for long-term suspension or expulsion to the superintendent | Ten (10) day out-of-school suspension with recommendation for long-term suspension or expulsion to the superintendent and no participation in extracurricular activities during the suspension period | Ten (10) day out-of-school suspension with recommendation for long-term suspension or expulsion to the superintendent, no participation in extracurricular activities during the suspension period, and possible revocation of parking sticker |

B. Assault or threat of violence to a staff member

| Disciplinary Guidelines | | | |
|--------------------------------|--|---|---|
| Offense | Elementary School | Middle School | High School |
| Any Offense | One (1) to ten (10) day out-of-school suspension with <i>possible</i> recommendation for long-term suspension or expulsion to the superintendent | Ten (10) day out-of-school suspension with recommendation for long-term suspension or expulsion to the superintendent and no participation in extracurricular activities during the suspension period | Ten (10) days out-of-school suspension with recommendation for long-term suspension or expulsion to the superintendent, no participation in extracurricular activities during the suspension period, and possible revocation of parking sticker |

C. Threat by word or deed

| Disciplinary Guidelines | | | |
|--------------------------------|---|---|---|
| Offense | Elementary School | Middle School | High School |
| Any Offense | One (1) to ten (10) day in-school or out-of-school suspension | One (1) to ten (10) day in-school or out-of-school suspension with <i>possible</i> recommendation for long-term suspension or expulsion to the superintendent | One (1) to ten (10) day in-school or out-of-school suspension with <i>possible</i> recommendation for long-term suspension or expulsion to the superintendent |

D. Verbal/physical confrontation with another student

| Disciplinary Guidelines | | | |
|--------------------------------|--|--|--|
| Offense | Elementary School | Middle School | High School |
| Any Offense | Possible loss of privileges, detention(s) and/or in-school or out-of-school suspension | Possible loss of privileges, detention(s) and/or in-school or out-of-school suspension | Two (2) to four (4) day in-school or out-of-school suspension, detention(s), and/or loss of privileges |

E. Bullying, demeaning, or taunting others: Bullying occurs when one or more persons (1) expose(s) other person to negative action, aggression, intimidation and/or harassment, (2) the negative action, aggression, intimidation and/or harassment occurs(s) repeatedly over time and cause(s) a reasonable person to fear for his or her physical safety, property, or emotional well-being, and (3) the victim of the behavior has difficulty defending himself or herself (for example, due to the imbalance of power or strength). Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name calling, put-downs, extortion, or threats; or threats of retaliation for reporting such acts. Bullying may also include cyber bullying or cyber threats. Cyber bullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyber threats are online materials that threaten or raise concerns about violence against others, suicide or self-harm.

| Disciplinary Guidelines | | | |
|--------------------------------|---|---|---|
| Offense | Elementary School | Middle School | High School |
| Any Offense | Possible loss of privileges, detention(s) and/or in-school or out-of-school suspension, possible law enforcement referral | Possible loss of privileges, detention(s) and/or in-school or out-of-school suspension, possible law enforcement referral | Possible loss of privileges, detention(s) and/or in-school or out-of-school suspension, possible law enforcement referral |

F. Encouraging a fight/assault

| Disciplinary Guidelines | | | |
|--------------------------------|---|---|---|
| Offense | Elementary School | Middle School | High School |
| Any Offense | Possible loss of privileges, detention(s) and/or in-school or out-of-school suspension, possible law enforcement referral | Possible loss of privileges, detention(s) and/or in-school or out-of-school suspension, possible law enforcement referral | Possible loss of privileges, detention(s) and/or in-school or out-of-school suspension, possible law enforcement referral |

3. Possessing, using, distributing, selling, purchasing, transmitting, transferring or obtaining a firearm/weapon

See Board of Education Policy JFCJ. Law enforcement referral required. Any student who brings a weapon onto school property, onto a school bus, or to a school activity (regardless of whether the activity is on or off school property) shall be suspended for one calendar year, unless the Superintendent elects to modify the length of the suspension. See Policy JFCJ for the definition of a “weapon,” which includes firearms, blackjacks, gas guns, knives, knuckles, projectile weapons, or explosive weapons.

| Disciplinary Guidelines | | | |
|--------------------------------|---|--|--|
| Offense | Elementary School | Middle School | High School |
| Reportable Offense | One (1) to ten (10) day out-of-school suspension with possible recommendation for long-term suspension or expulsion to the superintendent | Ten (10) day of out-of-school suspension with recommendation for long-term suspension or expulsion to the superintendent and no participation in extracurricular activities during the suspension period | Ten (10) day of out-of-school suspension with recommendation for long-term suspension or expulsion to the superintendent, no participation in extracurricular activities during the suspension period, and revocation of parking sticker |
| | | | |

| Disciplinary Guidelines | | | |
|--------------------------------|---|---|---|
| Offense | Elementary School | Middle School | High School |
| Any Other Offense | One (1) to ten (10) day out-of-school suspension with possible recommendation for long-term suspension or expulsion to the superintendent | One (1) to ten (10) day out-of-school suspension with possible recommendation for long-term suspension or expulsion to the superintendent | One (1) to ten (10) day out-of-school suspension with possible recommendation for long-term suspension or expulsion to the superintendent, no participation in extracurricular activities during the suspension period, and revocation of parking sticker |

4. Attendance: Student has exceeded seven (7) days for the semester. Students will be required to make up each day beyond seven (7) days.

| Disciplinary Guidelines | | | |
|--------------------------------|--|---|---|
| Offense | Elementary School | Middle School | High School |
| Any Offense | Consequence determined by site, scope, and sequence. | Monday School and loss of privileges until served | Monday School and loss of privileges until served |

*Failure to make up days missed beyond the established seven day limit will result in a student not receiving credit for their classes during that semester.

5. Truancy: Defined as a student's absence from school without the knowledge and consent of their parents/guardians and the administration, or when the student leaves school during the school day without the consent of an administrator. Under ordinary circumstances, if no telephone or written explanation is provided by the student's parent/guardian within forty-eight (48) hours of an absence, the student will be considered truant until the parent/guardian contacts administration. School administration will determine whether the student's absence is excused or unexcused.

| Disciplinary Guidelines | | | |
|--------------------------------|--|--|--|
| Offense | Elementary School | Middle School | High School |
| 1st | Consequence determined by site, scope, and sequence. | Monday School and loss of privileges until served | Monday School and loss of privileges until served |
| 2nd | Consequence determined by site, scope, and sequence. | 2 Monday Schools and loss of privileges until served | 2 Monday Schools and loss of privileges until served |
| Subsequent Offenses | Consequence determined by site, scope, and sequence. | One (1) to three (3) day in-school suspension, or out of school suspension, loss of privileges, and possible referral to the juvenile office | One (1) to three (3) day in-school suspension, or out of school suspension, loss of privileges, and possible referral to the juvenile office |

6. Tardiness: Law enforcement referral not required. Tardies will reset each quarter (every 9 weeks)

| Disciplinary Guidelines | | | |
|--|--|---|--|
| Offense | Elementary School | Middle School | High School |
| 1st 6th Tardy | Consequence determined by site, scope, and sequence. | Detention(s) and/or loss of privileges | Detention(s) and/or loss of privileges |
| 2nd 9th Tardy | Consequence determined by site, scope, and sequence. | Monday School and loss of privileges until served | Monday School and loss of privileges until served |
| Subsequent Offenses | Consequence determined by site, scope, and sequence. | One (1) to three (3) day in-school suspension or out of school suspension, loss of privileges, possible referral to the juvenile office | One (1) to three (3) day in-school suspension, or out of school suspension, loss of privileges, and possible referral to the juvenile office |

7. Academic Dishonesty: Law enforcement referral not required.

A. Exams, quizzes, major assignments

| Disciplinary Guidelines | | | |
|----------------------------|--|---|---|
| Offense | Elementary School | Middle School | High School |
| 1st | Consequences determined by site, scope, and sequence | Two (2) day in-school suspension, parent/guardian conference, loss of academic credit, possible loss of privileges | Two (2) day in-school suspension, parent/guardian conference, loss of academic credit, possible loss of privileges |
| Subsequent Offenses | | Two (2) to ten (10) day in-school or out-of-school suspension, loss of academic credit, possible loss of privileges | Two (2) to ten (10) day in-school or out-of-school suspension, loss of academic credit, possible loss of privileges |

B. Other assignments

| Disciplinary Guidelines | | | |
|----------------------------|--|---|---|
| Offense | Elementary School | Middle School | High School |
| 1st | Consequences determined by site, scope, and sequence | Possible detention(s), conference with parent/guardian, loss of academic credit, loss of privileges. | Possible detention(s), conference with parent/guardian, loss of academic credit, loss of privileges. |
| Subsequent Offenses | | One (1) to ten (10) day in-school or out-of-school suspension, loss of academic credit, possible loss of privileges | One (1) to ten (10) day in-school or out-of-school suspension, loss of academic credit, possible loss of privileges |

8. Destruction of Property/Vandalism: Destruction of Property/Vandalism is defined as conduct which destroys, mutilates, vandalizes or defaces objects, buildings, materials or property belonging to the School District or school personnel wherever the property is located.

A. Class I Destruction of Property/Vandalism Offense: Law enforcement referral not required. Defined as conduct which involves destruction of property/vandalism where the property destroyed/vandalized has a market value, replacement, clean-up, or repair cost less than one-hundred dollars (\$100) as determined by the Albany R-III School District.

| Disciplinary Guidelines | | | |
|-------------------------|--|--|--|
| Offense | Elementary School | Middle School | High School |
| Any Offense | One (1) to three (3) day in-school or out-of-school suspension, restitution for damage/vandalism, and possible referral to law enforcement | One (1) to ten (10) day in-school or out-of-school suspension , restitution for damage/vandalism, and possible referral to law enforcement | One (1) to ten (10) day in-school or out-of-school suspension , restitution for damage/vandalism, and possible referral to law enforcement |

B. Class II Destruction of Property/Vandalism Offense: Law enforcement referral required. Defined as conduct which involves destruction of property/vandalism where the property destroyed/vandalized has a market value, replacement, clean-up, or repair cost more than one-hundred dollars (\$100) as determined by the Albany R-III School District.

| Disciplinary Guidelines | | | |
|-------------------------|---|---|---|
| Offense | Elementary School | Middle School | High School |
| Any Offense | One (1) to five (5) day out-of-school suspension and restitution for damaged/vandalized property. | One (1) to ten (10) day in-school or out-of-school suspension with <i>possible</i> recommendation for long-term suspension or expulsion to the superintendent and restitution for damaged/vandalized property | One (1) to ten (10) day in-school or out-of-school suspension with <i>possible</i> recommendation for long-term suspension or expulsion to the superintendent and restitution for damaged/vandalized property |

9. Falsification of Information: Falsification of Information or Records

A. Giving False Information or Forging School Documents/Records or Falsifying School

Notification by Phone: Law enforcement referral not required. Defined as falsely altering any record maintained by the School District; or filing, processing or using false information with the intent to deceive School District personnel.

| Disciplinary Guidelines | | | |
|--------------------------------|---|--|--|
| Offense | Elementary School | Middle School | High School |
| 1st | Possible loss of privileges | One (1) day in-school suspension and/or loss of privileges | Two (2) to ten (10) day in-school suspension and/or loss of privileges |
| Subsequent Offenses | One (1) day in-school suspension and/or loss of privileges. | One (1) to three (3) day in-school suspension and/or loss of privileges. | Two (2) to ten (10) day in-school suspension or out-of-school suspension and/or loss of privilege. |

10. Harassment: See Board of Education Policy AC. Harassment is defined as occurring when the school environment becomes permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive enough that it unreasonably alters the educational environment. Harassment has been divided into two categories for purposes of determining consequences should a violation of policy occur.

A. Inappropriate non-physical harassment: Law enforcement referral required. Defined as harassment which is inappropriate verbal, written, or non-physical conduct such as, but not limited to demeaning comments or jokes concerning a person’s race, color, religion, sex, national origin, ancestry, disability, age, genetic information; or requests for sexual favors, sexual advances or other non-physical conduct of a sexual nature.

| Disciplinary Guidelines | | | |
|--------------------------------|--|---|---|
| Offense | Elementary School | Middle School | High School |
| 1st | One (1) to three (3) day in-school suspension and/or loss of privileges | One (1) to three (3) day in-school or out-of school suspension and/or loss of privileges | One (1) to three (3) day in-school or out-of school suspension and/or loss of privileges |
| 2nd | One (1) to three (3) day out-of-school suspension and/or loss of privileges | Three (3) to five (5) day out-of school suspension and loss of privileges | Three (3) to five (5) day out-of school suspension and loss of privileges |
| Subsequent Offenses | Five (5) to ten (10) day out-of-school suspension with possible recommendation for long-term suspension or expulsion to the superintendent | Ten (10) day out-of-school suspension with recommendation for long-term suspension or expulsion to the superintendent and no participation in extracurricular activities during the suspension period | Ten (10) day out-of-school suspension with recommendation for long-term suspension or expulsion to the superintendent and no participation in extracurricular activities during the suspension period |

B. Inappropriate Physical Harassment: Law enforcement required. Defined as harassment which is physical in nature including hazing or physical tormenting of a person because of the person’s race, color, religion, sex, national origin, ancestry, disability, age, genetic information; or conduct such as de-panting or sexual advances or other physical conducts of a sexual nature which does not constitute sexual misconduct.

| Disciplinary Guidelines | | | |
|-------------------------|---|--|--|
| Offense | Elementary School | Middle School | High School |
| Any Offense | One (1) to five (5) day out-of-school suspension and loss of privileges | One (1) to ten (10) day in-school or out-of-school suspension with <i>possible</i> recommendation for long-term suspension or expulsion to the superintendent and loss of privileges | One (1) to ten (10) day in-school or out-of-school suspension with <i>possible</i> recommendation for long-term suspension or expulsion to the superintendent and loss of privileges |

11. Profanity, Cursing or Inappropriate Language: The use of profanity, cursing, or inappropriate language is divided into three categories.

A. Profanity, cursing or inappropriate language directed at an adult

| Disciplinary Guidelines | | | |
|-------------------------|---|--|--|
| Offense | Elementary School | Middle School | High School |
| Any Offense | One (1) day in-school or out-of-school suspension and/or loss of privileges | Three (3) to ten (10) day out-of-school suspension and/or loss of privileges | Three (3) to ten (10) day out-of-school suspension and/or loss of privileges |

B. Profanity, cursing or inappropriate language used in conversation

| Disciplinary Guidelines | | | |
|-------------------------|--|--|--|
| Offense | Elementary School | Middle School | High School |
| Any Offense | Loss of privileges, detention(s), and/or in-school or out-of-school suspension | Loss of privileges, detention(s), and/or in-school or out-of-school suspension | Loss of privileges, detention(s), and/or in-school or out-of-school suspension |

C. Use of profanity, cursing or other language deemed in violation of the district’s anti-discrimination/harassment policy. Possible referral to district compliance officer and/or law enforcement.

| Disciplinary Guidelines | | | |
|----------------------------|--|--|--|
| Offense | Elementary School | Middle School | High School |
| 1st | One (1) to three (3) day in-school suspension and/or loss of privileges | Two (2) to three (3) day in-school suspension and/or loss of privileges | Three (3) to ten (10) day out-of-school suspension and/or loss of privileges |
| Subsequent Offenses | One (1) to three (3) day in-school or out-of-school suspension and/or loss of privileges | Three (3) to ten (10) day out-of-school suspension and/or loss of privileges | Three (3) to ten (10) day out-of-school suspension and/or loss of privileges |

12. Theft: Theft is defined as taking property or receiving property of the School District or others without permission or authorization.

A. Theft Offense: Law enforcement referral required. Defined as conduct which involves a theft of property which has a market value of replacement.

| Disciplinary Guidelines | | | |
|-------------------------|---|---|---|
| Offense | Elementary School | Middle School | High School |
| Any Offense | Loss of privileges and/or in-school or out-of-school suspension | Two (2) to ten (10) day in-school or out-of-school suspension and/or loss of privileges | Two (2) to ten (10) day in-school or out-of-school suspension and/or loss of privileges |

B. Receiving Stolen Property: Law enforcement referral required. Defined as conduct which involves receiving, retaining or disposing of property of another person, for the purpose of, or having the effect of depriving the person of the property and with the knowledge or belief that the property was stolen.

| Disciplinary Guidelines | | | |
|-------------------------|---|---|---|
| Offense | Elementary School | Middle School | High School |
| Any Offense | Loss of privileges and/or in-school or out-of-school suspension | Two (2) to ten (10) day in-school or out-of-school suspension and/or loss of privileges | Two (2) to ten (10) day in-school or out-of-school suspension and/or loss of privileges |

13. Tobacco: Law enforcement referral required for students under 18 years of age.

A. Smoking, chewing or possession of tobacco, or possession of lighters or matches. This includes, but is not limited to, the possession and use of cigarettes, cigars, pipe tobacco, chewing tobacco, smokeless pouches, snuff, as well as the use of an electronic cigarette or any other device intended to simulate smoking and/or the use of smokeless tobacco.

| Disciplinary Guidelines | | | |
|----------------------------|--|---|---|
| Offense | Elementary School | Middle School | High School |
| 1st | Loss of privileges and/or in-school or out-of-school suspension | Two (2) day out of school suspension and/or loss of privileges | Two (2) day out of school suspension and/or loss of privileges |
| Subsequent Offenses | Two (2) day in-school or out-of-school suspension and loss of privileges | Four (4) day out-of-school suspension and/or loss of privileges | Four (4) day out-of-school suspension and/or loss of privileges |

14. Unruly Conduct, Classroom Disruption, Failure to Obey, Disruptive Behavior, Defiant or Disrespect: Behavior that interferes with the academic setting or learning environment

| Disciplinary Guidelines | | | |
|-------------------------|--|--|--|
| Offense | Elementary School | Middle School | High School |
| Any Offense | Consequence determined by site, scope, and sequence. | Consequence determined by site, scope, and sequence. | Consequence determined by site, scope, and sequence. |

15. Failure to Serve Assigned Discipline

| Disciplinary Guidelines | | | |
|-------------------------|--|--|--|
| Offense | Elementary School | Middle School | High School |
| 1st | Consequence determined by site, scope, and sequence. | Consequence determined by site, scope, and sequence. | Consequence determined by site, scope, and sequence. |

16. Computer/Electronic Devices, Unauthorized Use: See Board of Education Policy EHB. Law enforcement may be notified based upon the infraction. The unauthorized use of a computer is defined as the following:

A. Use of district issued device or technology resource or personal device on any district property, school bus, or at a school-related event to download or review data or other materials from a database, computer network or computer system, with or without authorization, when accessing or downloading such data is prohibited, is pornographic, advocates violence or civil disobedience, or will cause the commission of unlawful acts or the violation of lawful district policies and procedures; or

B. Use of any district technology resource to access, view, disseminate, or create information or digital media/material 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, they 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 district policies and procedures; or

C. Use of district issued device, mobile device, or any technology resource to do, or attempt to do, any of the following items is prohibited (whether or not they are blocked by the district web filter):

1. Access unauthorized files from district servers
2. Access a proxy server
3. Access, view, disseminate, or create information or material/digit media that is pornographic, obscene, child pornography, harmful, obscene, libelous, or pervasively indecent or vulgar
4. Access fee services without permission from an administrator
5. Attempt to read, delete, copy or modify electronic messages of other users
6. Bypass the district web filter
7. Download or install unlicensed or unauthorized executable file, software, and audio or video media files on district servers or computer without authorization
8. Send unsolicited mass email or other electronic messages
9. Use of another users ID or password
10. Use of any district technology resource for individual profit or gain (e.g. product advertisement, political activities, or excessive personal use)
11. Engage in a pattern of unacceptable tech-related behavior which violates school rules and/or district policy, to include but not limited to use of district technology resources to access non-academic content without prior authorization

| Disciplinary Guidelines | | | |
|--------------------------------|--|--|---|
| Offense | Elementary School | Middle School | High School |
| Any Offense | Possible loss of privileges, detention(s), and/or One (1) to five (5) day in-school or out-of-school suspension. | Possible loss of privileges, detention(s), and/or one (1) to ten (10) day in-school or out-of-school suspension with <i>possible</i> recommendation for long-term suspension or expulsion to the superintendent. | Possible loss of privileges, detention(s), and/or one (1) to ten (10) day in-school or out-of-school suspension with <i>possible</i> recommendation for long-term suspension or expulsion to the superintendent . |

17. Tampering with Computer Equipment or Data: See Board of Education Policy EHB. The district prohibits any unauthorized intentional or negligent action that damages or disrupts technology, alters its normal performance or causes it to malfunction. The district will hold users responsible for such damage and will seek both criminal and civil remedies, as necessary. Law enforcement may be notified based upon the infraction.

A. The modification or destruction of data, programs, or supporting documentation that resides or exists internal or external to a district computer, device, computer system or computer network; or,

B. Disclose, take, or copy data, programs or supporting documentation that resides or exists internal or external to a district computer, device, computer system or computer network; or,

C. Entry into a district computer, device, computer system or computer network in an attempt to gain or gaining unauthorized access to any technology system or files of another person; or,

D. The introduction of computer virus, hacking tools, or other disruptive or destructive programs into a district computer, device, network, or any external networks is prohibited.

| Disciplinary Guidelines | | | |
|-------------------------|--|--|--|
| Offense | Elementary School | Middle School | High School |
| Any Offense | Possible loss of privileges, detention(s), and/or One (1) to five (5) day in-school or out-of-school suspension. | Possible loss of privileges, detention(s), and/or one (1) to ten (10) day in-school or out-of-school suspension with <i>possible</i> recommendation for long-term suspension or expulsion to the superintendent. | Possible loss of privileges, detention(s), and/or one (1) to ten (10) day in-school or out-of-school suspension with <i>possible</i> recommendation for long-term suspension or expulsion to the superintendent. . |

18. Use of Electronic Device to Record, Publish or Display Confidential Materials: See Board of Education Policy EHB. Defined as the act of using an electronic device to record, publish or display audio or visual images of district staff, or other students on district property, school bus, or at a school-related event without authorization. The prohibited conduct includes such things as audio or visual recordings of district staff in the classroom without authorization; acts of violence; disruptions to the school environment; or, other acts prohibited by the district’s student discipline guidelines.

The use of an electronic device to record, publish, or display audio visual images of district staff, students or other person taken in a location where the person has a reasonable expectation of privacy, such as a restroom, locker room or other location in or around school premises is strictly prohibited in accordance with Policy KKB.

| Disciplinary Guidelines | | | |
|-------------------------|--|--|--|
| Offense | Elementary School | Middle School | High School |
| Any Offense | Possible loss of privileges, detention(s), and/or One (1) to five (5) day in-school or out-of-school suspension. | Possible loss of privileges, detention(s), and/or one (1) to ten (10) day in-school or out-of-school suspension with <i>possible</i> recommendation for long-term suspension or expulsion to the superintendent. | Possible loss of privileges, detention(s), and/or one (1) to ten (10) day in-school or out-of-school suspension with <i>possible</i> recommendation for long-term suspension or expulsion to the superintendent. . |

Technology Usage Policy (policy EHB) The Albany R-III School District's technology exists for the purpose of enhancing the educational opportunities and achievement of district students. Research shows that students who have access to technology improve achievement. In addition, technology assists with the professional enrichment of the staff and Board and increases engagement of students' families and other patrons of the district, all of which positively impact student achievement. The district will periodically conduct a technology census to ensure that instructional resources and equipment that support and extend the curriculum are readily available to teachers and students.

The purpose of this policy is to facilitate access to district technology and to create a safe environment in which to use that technology. Because technology changes rapidly and employees and students need immediate guidance, the superintendent or designee is directed to create procedures to implement this policy and to regularly review those procedures to ensure they are current.

Definitions

For the purposes of this policy and related procedures and forms, the following terms are defined:

Technology Resources: Technologies, devices and services used to access, process, store or communicate information. This definition includes, but is not limited to: mobile phones, computers, modems, printers, scanners, fax machines and transmissions, telephonic equipment, audio-visual equipment, Internet, electronic mail, electronic communications devices and services, including wireless access, multi-media resources, hardware and software. Technology resources may include technologies, devices and services provided to the district by a third party.

User: Any person who is permitted by the district to utilize any portion of the district's technology resources including, but not limited to, students, employees, School Board members and agents of the school district.

User Identification (ID): Any identifier that would allow a user access to the district's technology resources or to any program including, but not limited to, e-mail and Internet access.

Password: A unique word, phrase or combination of alphabetic, numeric and non-alphanumeric characters used to authenticate a user ID as belonging to a user.

Authorized Users

The district's technology resources may be used by authorized students, employees, School Board members and other persons approved by the Superintendent or designee, such as consultants, legal counsel and independent contractors. All users must agree to follow the district's policies and procedures and sign or electronically consent to the District's User Agreement prior to accessing or using district technology resources, unless excused by the Superintendent or designee.

Use of the district's technology resources is a privilege, not a right. No potential user will be given an ID, password or other access to district technology if he or she is considered a security risk by the Superintendent or designee.

User Privacy

A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the district's technology resources, including, but limited to, voicemail, telecommunications, e-mail and access to the Internet or network drives. By using the district's network

and technology resources, all users are consenting to having their electronic communications and all other use monitored by the district. A user ID with e-mail access will only be provided to authorized users on condition that the user consents to interception of or access to all communications accessed, sent, received or stored using district technology.

Electronic communications, downloaded material and all data stored on the district's technology resources, including files deleted from a user's account, may be intercepted, accessed, monitored or searched by district administrator's or their designees at any time in the regular course of business. Such access may include, but is not limited to, verifying that users are complying with district policies and rules and investigation potential misconduct. Any such search, access or interception shall comply with all applicable laws. Users are required to return district technology resources to the district upon demand including, but not limited to, mobile phones, laptops and tablets.

Technology Administration

The Board directs the Superintendent or designee to assign trained personnel to maintain the district's technology in a manner that will protect the district from liability and will protect confidential student and employee information retained on or accessible through district technology resources. Administrators of district technology resources may suspend access to and/or availability of the district's technology resources to diagnose and investigate network problems or potential violations of the law or district policies and procedures. All district technology resources are considered district property. The district may remove, change or exchange hardware or other technology between buildings, classrooms or users at any time without prior notice. Authorized district personnel may install or remove programs or information, install equipment, upgrade any system or enter any system at any time.

Content Filtering and Monitoring

The district will monitor the online activities of users and operate a technology protection measure (content filter) on the network and district technology with Internet access, as required by law. In accordance with law, the content filter will be used to protect against access to visual depictions that are obscene or harmful to minors or are child pornography. Content filters are not foolproof, and the district cannot guarantee that users will never be able to access offensive materials using district equipment. Evading or disabling, or attempting to evade or disable, a content filter installed by the district is prohibited.

The Superintendent, designee or the district's technology administrator may fully or partially disable the district's content filter to enable access for an adult for bona fide research or for other lawful purposes. In making decisions to fully or partially disable the district's content filter, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit the district.

Online Safety, Security and Confidentiality

In addition to the use of a content filter, the district will take measures to prevent minors from using district technology to access inappropriate matter or materials harmful to minors on the Internet. Such measures shall include, but are not limited to, supervising and monitoring student technology use, careful planning when using technology in the curriculum, and instruction on appropriate materials. The Superintendent, designee and/or the district's technology administrator will develop procedures to provide users guidance on which materials and uses are inappropriate, including network etiquette guidelines.

All minor students will be instructed on safety and security issues, including instruction on the dangers of sharing personal information about themselves or others when using e-mail, social media, chat rooms or other forms of direct electronic communication. Instruction will also address cyber bullying awareness and response and appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms.

The instruction will occur in the district's computer courses, courses in which students are introduced to the computer and the Internet, or courses that use the Internet in instruction. Students are required to follow all district rules when using district technology resources and are prohibited from sharing personal information online unless authorized by the district.

All district employees must abide by state and federal law and Board policies and procedures when using district technology resources to communicate information about personally identifiable students to prevent unlawful disclosure of student information or records.

All users are prohibited from using district technology to gain unauthorized access to a technology system or information; connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize technology; secure higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/ destructive programs onto district technology; or evade or disable a content filter.

Closed Forum

The district's technology resources are not a public forum for expression of any kind and are to be considered a closed forum to the extent allowed by law. The district's webpage will provide information about the school district, but will not be used as an open forum.

All expressive activities involving district technology resources that students, parents/guardians and members of the public might reasonably perceive to bear the imprimatur of the district and that are designed to impart particular knowledge or skills to student participants and audiences are considered curricular publications. All curricular publications are subject to reasonable prior restraint, editing and deletion on behalf of the school district for legitimate pedagogical reasons. All other expressive activities involving the district's technology are subject to reasonable prior restraint and subject matter restrictions as allowed by law and Board policies.

Records Retention

Trained personnel shall establish a retention schedule for the regular archiving or deletion of data stored on district technology resources. The retention schedule must comply with the Public School District Records Retention Manual as well as the General Records Retention Manual published by the Missouri Secretary of State.

In the case of pending or threatened litigation, the district's attorney may issue a litigation hold directive to the Superintendent or designee. The litigation hold directive will override any records retention schedule that may have otherwise called for the transfer, disposal or destruction of relevant documents until the hold has been lifted by the district's attorney. E-mail and other technology accounts of separated employees that have been placed on a litigation hold will be maintained by the district's information technology department until the hold is released. No employee who has been so notified of a litigation hold may alter or delete any electronic record that falls within the scope of the hold. Violation of the hold may subject the individual to disciplinary actions, up to and including termination

of employment, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

Violations of Technology Usage Policies and Procedures

A consistently high level of personal responsibility is expected of all users granted access to the district's technology resources. Use of the district's technology resources in a disruptive, manifestly inappropriate or illegal manner shall not be tolerated.

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

Employees may be disciplined or terminated, and students suspended or expelled, for violating the district's technology policies and procedures. Any attempted violation of the district's technology policies 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.

Damages

All damages incurred by the district due to a user's intentional or negligent misuse of the district's technology resources, including loss of property and staff time, may be charged to the user. The Superintendent and designee have the authority to contact legal authorities in regard to damage to district technology.

No Warranty/No Endorsement

The district makes no warranties of any kind, whether expressed or implied, for the services, products or access it provides. The district's technology resources are available on an "as is, as available" basis.

The district is not responsible for loss of data, delays, non-deliveries, mis-deliveries or service interruptions. The district does not endorse the content nor guarantee the accuracy or quality of information obtained using the district's technology resources.

ACKNOWLEDGEMENT OF RECEIPT OF
STUDENT/PARENT HANDBOOK

Student _____

Grade Level _____

Teacher _____

Dear Parent/Guardian:

Your positive participation in your child's education at Albany R-III School District is important to us. Only through our work together can the education of your child be complete. One way we can work together is to share the same expectations while your child is enrolled in the Albany R-III School District.

After reading through and discussing this handbook with your child, please sign and return this page to your child's teacher or the front office. Your signature indicates that you have read and understand the District's expectations.

The District designates the following student information as directory information (student yearbook, newspaper, newsletters, etc...) that may be made public at its discretion: name, participation, and grade level of students in officially recognized activities and sports, and photographs and videos relating to student participation in school activities open to the public. If you object to the release of any or all of this information please contact the school within ten school days of the time you receive this notice.

We look forward to working with you during this school year.

Sincerely,

Mrs. Erin Oligschlaeger, Superintendent
Mrs. Sarah Barmann-Smith, High/Middle School Principal
Mrs. Beth Findley, Virginia E. George Elementary Principal

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____