Orrick R-XI School District

100 Kirkham Street
Orrick, MO 64077

(816) 770-0094

Student/Parent Handbook

2021-2022

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Mission
The mission of the Orrick R-XI School District is:

DEDICATED TO EVERY STUDENT EVERY DAY.

Vision Statement
All students will acquire knowledge and skills through authentic and engaging learning experiences that will help them become successful and independent learners.

School Board Members

Art Endsley, President
Jeremy Greer, Vice-President
Jennifer Jennings, Treasurer
Holly Vassmer, Board Member
Jenny Duncan, Board Member
Tim O'Dell, Board Member
Mandy Floyd, Board Member

The role of the District's Board is to govern the community's public schools by making the major decisions for the District as a whole. The Board collectively makes these decisions and individual Board members do not have the power to speak or act for the Board. The Board as a whole, by working with the Superintendent to make decisions that will best serve the District's students, will govern the community's schools. Accordingly, complaints or concerns made to Board members will be referred to the appropriate District point of contact for resolution.

School building information and contact information

Orrick R-XI District website: www.orrick.k12.mo.us
Facebook and Instagram: Orrick R-XI School District
100 Kirkham Street, Orrick MO, 64077

Elementary School
Phone: (816) 770-3922

High School
Phone: (816) 770-3327

Superintendent information

Dr. Scott Archibald, Superintendent of Schools
(16) 770-0094
sarchibald@orrick.k12.mo.us

Welcome Letter

Welcome Back!

On behalf of the Orrick R-XI Board of Education, allow me to welcome each student and family to the 2021-2022 school year! We hope you had a wonderful summer. I know school always comes around quickly! Our school district and staff are committed to providing each child a wonderful educational experience. It takes a positive partnership with each family to make this positive experience thrive. We will continue to work with each family and communicate effectively during the journey each child is about to take in our district. If you are new to our district, welcome to Bearcat Country! If you are a returning student and family, welcome back!

We are all very excited to embark on another opportunity to succeed in our district's mission: FOCUSING ON STUDENT SUCCESS! It is vital as a school, organization, community, family etc. to remember our mission. All the decisions that we make and the steps we take to improve, ultimately center on that mission. Regardless of the department or job title, teacher, parent, principal or secretary, the true reason we are all here is to help our children reach their fullest potential academically and socially.

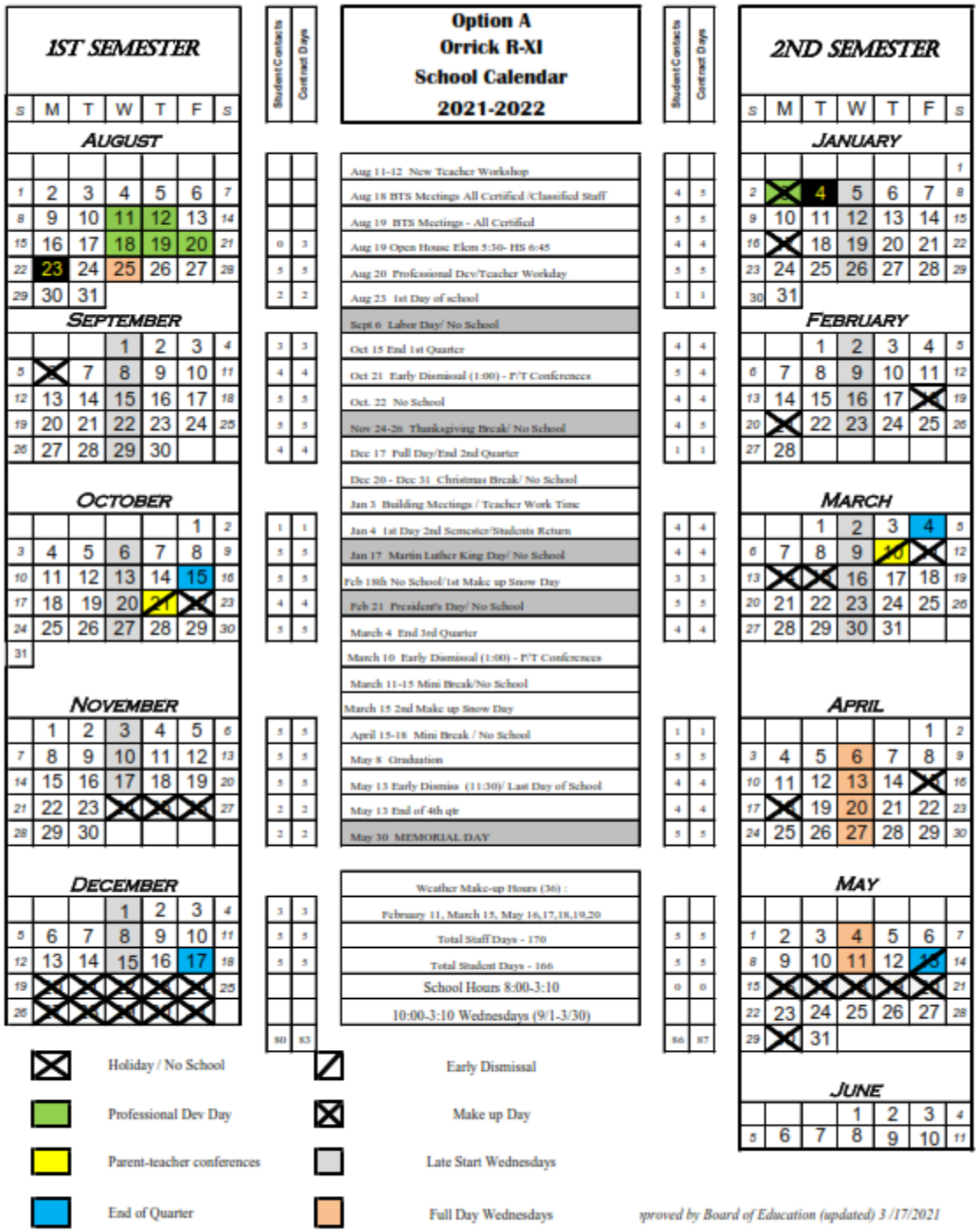
To that end, our staff has been busily working in support of our future success. The administrators, custodians, and support staff are tirelessly doing the essential tasks… that we do not always see or appreciate. The deep cleaning of our buildings, managing of staff, alignment of schedules, rolling over of student records, upgrading of technology, etc. - all of these tasks are invisible to most, but truly allow us to produce the successful opening of schools necessary for a triumphant school year! So to all, we say “Thank you!”

In closing, know that it is my pleasure to serve as your Superintendent. I feel a renewed sense of excitement for the start of this school year because of the energy our students, staff, parents and community bring to our school community and all the possibilities that working together provide. Our school district excels because of the collective effort, focus and commitment. I look forward to the work we will accomplish this year!

Sincerely,

Dr. Scott Archibald, Superintendent

Academic Calendar I-100-S



Attendance and Absence Procedures S-115-S

Expectations for Attendance
Attendance is essential for learning. By law, all children must attend school from the age of 7 until the age of 17. Parents/guardians are accountable for the attendance of their child. The District will inform parents/guardians of their student's absence and support families when attendance becomes a concern. It is the responsibility of the student to make up work due to an absence. The administration makes the final determination regarding whether an absence is verified or unverified. It is the expectation of the District that parents will verify a student's absence. It is important to verify absences in case they reach the level requiring review for loss of academic credit; however, both verified and unverified absences will be counted toward a student's absence total.

> Preschool: All children are expected to attend preschool on a regular basis. Parents are requested to call the teacher or elementary office whenever a child will be absent.
>
> Elementary and High School: All students are expected to attend school regularly and be on time for classes in order to benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. Research has shown that good attendance is essential for effective learning to take place.

Verified Absences
Parents or students must provide proper notification and documentation to the school showing the absence was unavoidable for an absence to be verified. Parents are encouraged to schedule routine appointments during non-school days. The school will attempt to contact parents who do not report a student's absence by the designated time.

Unverified Absences
When a parent does not provide proper notification and documentation to the school showing the absence was unavoidable, the absence will be considered unverified.

Tardies
A tardy is defined as arriving in a classroom after the tardy bell has rung. Doors will be locked at 8:00; students arriving after 8:00 will need to report to the main office for entrance. Students are expected to arrive at each class before the tardy bell. If students feel they do not have time between classes to use the restroom, etc. they need to go to class FIRST and ask for permission to leave from there. Students will be considered tardy if arriving after the tardy bell has rung unless they present their teacher with a note from another teacher, the principal, counselor, or other staff member.
High School: Tardy reports will be run in the high school office every week. Five tardies in a semester will result in a referral to the office. Parents will be notified if a student accumulates 7 tardies in a semester. Students will receive 2 days ISS if they exceed 10 tardies in a semester and will recieve one day of ISS for every tardy thereafter.

Procedures for Reporting an Absence
Parents need to notify the school when the students are going to be absent. Please notify the office **by 8:30 a.m**. if your child is going to be absent. If a call is not received by this time, then the office will make every effort to contact a parent regarding that student's absence. The secretary will keep the principal updated on repeat absences/tardies. An attendance letter will be mailed out to parents/guardians if there are attendance concerns. If there are continued absences or tardies, the principal will contact parents by phone or visit the home. Truancy (which is defined as being absent from school without parental knowledge or consent) will be considered a violation of the student code of conduct and disciplinary consequences will result. The school is responsible for reporting educational neglect to juvenile authorities. Children's Division is contacted if students are continually absent or tardy and parents make no effort to rectify the situation.

Checking Out Early
Parents are encouraged not to check students out early if at all possible. This is a disruption to the educational process of all students in the class. (Checking out will count against outstanding attendance awards.) If it is necessary, students will need to be signed out by a parent or parent appointed adult in the office. When a student is released early from school to a parent or guardian, it constitutes an absence. In general, prior notification is required when a student is dismissed early and the student must be checked out through the office.

Activities
Students must be in attendance for at least half of the day of that school day to participate in or attend any school sponsored event, unless the Principal has approved the absence based on special circumstances in advance. Students must be in attendance for at least half of the day on Friday to participate in or attend any school sponsored weekend activities, unless the Principal has approved the absence based on special circumstances in advance.

Make-Up Work

A student will be allowed two days per day absent, to make up their work. (*Therefore, if a student misses one day, they have two days to make up late work.)* In the event that a student should be absent for an extended period of time, a conference between the classroom teacher, principal, student, and parent will be arranged to discuss the appropriate length of time the student will need to finish late work. For an extended absence the teacher may grant a longer period of time. If a student is absent more than eight days in a semester, he/she will not be allowed to make up any work beyond the eighth day. The purpose of these eight days is for illness, doctor or orthodontist appointments, and other emergencies. In the event of extended illness or injury, a parent may request an extension through the principal. The principal may grant an extension if the reason for the absence is unavoidable. (Example: In the hospital, serious accident, etc.) The parent and the student, if necessary, may be asked to meet with a

committee made up of the principal and the student's teachers to determine if an extension is to be granted and with what stipulations. (Example: Doctors' verification, make up time, etc.) Parents may request an accounting of days absent at any time. The school will notify parents of absences quarterly.

Students absent from school due to school activities are responsible for making up any missed schoolwork either before or after the activity.

Elementary Students: When a student has an absence, the parent/guardian may request a student's homework for that day. It will be prepared and ready for **pick up after 3 p.m.** that day. It will be the responsibility of the student to make up the missed work in order to receive credit.

High School: When a student is absent, a zero will be recorded for that day. It will then be the responsibility of the student to make up missed work in order to remove the grade. An absence is defined as missing a whole class period, or missing **ten** minutes of class at the beginning or end of class. **Leaving during lunch will still count as time missed during that class period. (Students who are gone for more than 10 minutes during lunch will be counted absent for the hour.)**

If parent calls by noon to request homework for that day, it will be ready to pick up by 3:30 pm that same day. If parent calls after noon, then it will be ready to pick up by noon the following day.

Students will be able to make up work missed when absent with the following exceptions:

- Out-of-school suspension (OSS): Students who are on OSS may not be in the building at any time and may not attend school functions nor participate in extracurricular activities on days that are suspended. Students will not be allowed to make up work.
- Truancy (absent without prior knowledge or consent of parent or guardian): Students will not be allowed to make up work.

In-school suspension (ISS): Students serving ISS will be allowed to receive 100% of credit while in ISS.

High school students who are denied credit under this provision are entitled to appeal any loss of credit to the building principal and, if not satisfied with the outcome, appeal the building principal's decision to the superintendent, whose decision will be final.

Part Time Attendance

Students enrolling part-time are required to be in attendance at school at least 3.5 hours. Part-time students may NOT participate in any MSHSAA sponsored sports or activities. Part-time students MAY participate in other school sponsored activities as long as they meet the eligibility requirements of the school and activity. Each student must have the consent of their parent and the high school principal. Unless the student needs to meet with district staff, a student will not be on school grounds more than five

(5) minutes prior to the beginning of or five (5) minutes after the end of any class in which they are enrolled. Students must wait in the office if their transportation has not arrived.

Returning to School
Upon returning to school after being absent, students must stop by the office for an admittance slip which is to be presented to the student's teacher/s. These absences will either be verified or truant based upon previous information. Notes are discouraged. If for some reason a parent cannot call, the note may be accepted and later verified with a phone call.

Enrollment Procedures
New students to the Orrick School District may enroll during the two-week period prior to the first day of school. Pre-enrollment for Preschool and Kindergarten will take place each spring. If you would like to enroll your 3- or 4-year-old in our preschool program, please call or stop by the office to be placed on the list. We often have a waiting list for our Orrick Preschool. First time kindergarten students must reach the age of five before August 1st of the year of enrollment. Preschoolers must be three years old before August 1st of the year of enrollment to be eligible.

Before attendance in school will be allowed, the following items must be made available to the Orrick school officials before enrolling or transferring a student**.**
1. Birth certificate
2. Current immunization records
3. Social Security card
4. Up-to-date transcript from previous school
5. Most current grade card
6. Proof of residency
Orrick will honor the suspension and/or the expulsion set forth by other schools.

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

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

1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.

2. Children and youths who have a primary nighttime residence that is a public or private place not designated for , or ordinarily used as , a regular sleeping accommodation for human beings.
3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings.
4. Migratory children who meet one (1) of the above-described circumstances.

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

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

The district must provide a written explanation, including a statement regarding the right to appeal, to the homeless student's parent or guardian, or to the homeless student if unaccompanied, if the district sends him/her to a school other than the school of origin or other than a school requested by the parent or guardian.

If a dispute arises over school selection or enrollment in a school, the homeless student shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute. The homeless student, parent or guardian, shall be referred to the district homeless coordinator who will carry out the dispute resolution process as expeditiously as possible.

For these purposes, "school of origin", is defined as the school that the student attended when permanently housed or the school in which the student was last enrolled.

Each homeless student shall be provided services comparable to services offered to other students in the district, including but not limited to, transportation services, educational services for which the student meets the eligibility criteria, such as educational programs for disadvantaged students, students with disabilities and gifted students, vocational programs and technical education, school meals programs, preschool programs, before and after school care programs, and programs for students with limited English proficiency. Homeless students will not be segregated in a separate

school or in a separate program within a school based on the student's status as homeless.

If the homeless students school of origin and temporary housing are located in the Orrick R-XI School District, the district will provide transportation to and from the school of origin at the request of the parent, guardian or homeless coordinator, provided it is in the best interest of the student. If the homeless students' school of origin and temporary housing are located in two different school districts, the districts will equally share the responsibility and costs for transporting the student. If there are further questions please contact the high school principal who is the homeless coordinator for the district.

Change of Information

The parent or guardian should notify the school immediately of any changes in telephone numbers, work number, address or person to notify in case of emergency. We need up-to-date information in case an emergency or illness should arise. Please notify the school of any changes in transportation to or from school. A note is necessary indicating where your child is to be dropped off if it's different from their regular routine.

Communication

Building and office contact information are listed at the front of this handbook. Teachers will not be called out of the classroom to take a phone call. All calls during the school day will be transferred to voicemail. Should there be an emergency; the office will call the student down to take the call. You can communicate with your child's teacher through their voicemail and email. **All phone calls that teachers receive during the school day will be forwarded to their voicemail.** We do this is to cut down on daily classroom disruptions. Students and parents are urged to make plans before school. Students must have teacher authorization prior to using their iPads or personal cell phones to contact parents/guardians within the school day.

Supply Lists

District school supply lists are posted on the District website and in local Wal-Mart stores.

Dress Code S-180-S

The purpose of a dress code is to contribute to a safe, healthy environment that protects students and maintains a focus on learning. The dress code included in this handbook provides guidance to students and parents as to what constitutes appropriate attire for school and school activities. District administrators have the discretion to determine whether a garment or manner of dress not specifically described below is appropriate attire for school and school activities and/or causes a disruption to the educational environment. Administrators have the authority to take action to address dress code matters as they arise. The following District guidelines should be observed:

Dress Code Expectations
Shirts and shoes must be worn. No house shoes or slippers are allowed. Pajamas are not permitted. Clothing should be properly fitted (not overly restrictive or loose). Coverage of the body is expected. Therefore, the following garments are not permitted: see-through garments; tops that are backless, strapless, low-cut, bare-midriff, have overly-large arm openings; or spaghetti straps; clothing that does not cover undergarments when a student is sitting or standing; undergarments worn as outer wear; clothing that does not reach to mid-thigh; holes in pants that are above mid-thigh unless patched.

Dress Code Prohibitions
Clothing or accessories with any of the following are not permitted:

1. Profane, obscene, or otherwise inappropriate language;
2. Words, symbols or images that promote illegal, sexual, or violent behavior;
3. Advertisements or promotion of alcohol, tobacco, or drugs;
4. Language or symbols that promote gangs.
5. Hats; hoods (hooded sweatshirts worn up); do-rags; sunglasses; face paint; overly-dramatic make-up; or other wear that restricts the line of sight of a student's face and/or facial recognition may not be worn, although exceptions will be made by the principal for head coverings that have religious significance, are worn for medical reasons, or are for a specific, school-sponsored event. No blankets shall be carried or worn as coats or wraps while in the building. No pillows are permitted. No heavy or loose chains, or straps that create a safety risk are allowed.

Additional Dress Code Information
Courses and/or class activities that require observance of specific safety requirements may require adjustments of a student's clothing, accessories, or hair style for the duration of the class (e.g., hair pulled back and/or hair nets for culinary classes or other safety wear, etc.). Other dress code requirements may be articulated for students participating in certain extra-curricular activities.

Violations of the District dress code will be addressed with remedial actions and/or consequences.

Preschool Dress Code Information
Since children are being placed in a creative environment, they are bound to get messy. Please dress children in clothes that can be easily washed. Some of our activities will include, paint, sand, water, play-doh etc. Try to provide clothes that are not difficult to get in and out of to encourage independence. Soft soled shoes, like tennis shoes are best for active play and days we have P.E. class. We will also be going outside (when weather

permits), so please dress children in clothing that is appropriate for weather conditions. Please also send a complete set of clothes in a gallon size baggie or plastic bag with their name on it. This will stay in your child's backpack.

REQUIRED DRESS TO COMPETITIONS AND PERFORMANCES (athletic & academic)

- Matching warm-ups/uniforms OR
- A combination of slacks, khaki pants, skirts, dresses, blouses, polo's or other dress clothes.

The above dress code will be worn in connection with basketball, volleyball, and all academic and math contests, music performance/contests, and speech and drama contests. The dress code shall apply to local as well as away events.

Food Service Program F-285-S

Lunch, Breakfast, & Milk Prices for 2020-2021 School Year

	Breakfast	Lunch	Extra Milk	
Grades PK-6	$1.55	$2.20	$0.40	Adults: Breakfast - $1.85 Lunch - $2.60 Extra Milk - $0.40
Grades 7-12	$1.85	$2.30	$0.40	

Breakfast and lunch calendars may be accessed via the school Parentlink App or the Elementary School Website at orrick.k12.mo.us.

Preschool Meals

The cost of breakfast and lunch is not included in the tuition and will be charged separately. Breakfast will be served from 8:10 – 8:30 a.m. For children eating breakfast they should be at school by 8:10 a.m. because we eat breakfast as a class. Students who arrive after 8:10 will not be allowed breakfast. Students are NOT required to purchase a school breakfast.

Breakfast

Breakfast is available starting at 7:40 in the cafeteria on Monday, Tuesday, Thursday and Friday; on late start Wednesday breakfast will be served at 9:30. No elementary students will be allowed a second breakfast without parental consent. Students must arrive prior to 8:00 to receive breakfast.

Elementary Lunch Schedule

10:55 – 11:15 Kingergarten
11:00 – 11:20 2nd Grade

11:05 – 11:25	4th Grade
11:10 – 11:30	5th Grade
11:20 – 11:40	1st Grade
11:30 – 11:50	6th Grade
11:35 – 11:55	3rd Grade
11:40 – 12:00	PreK

High School Lunch Schedule
1st Lunch Shift: 12:07-12:27
2nd Lunch Shift: 12:31-12:55

All students scheduled to eat during a specified shift are required to go to the cafeteria during that scheduled lunch time regardless of whether or not they plan to eat. If a student must go home to eat for health reasons, a doctor's statement must be on file. Leaving school grounds during lunch, with parental/school approval, will not be an approved absence unless a doctor's statement is provided.

The cafeteria will offer three meal choices for school lunch for elementary students. Choice A lunch is offered to all students, preschool through 6th grade. Choice B lunch and the Choice C (salad tray) will be offered only to 4th through 6th grade students. Students in 3rd through 6th grade may purchase a la-carte items only if their student lunch account has a positive balance. Elementary students will not be allowed to use a microwave during lunch. High School students are allowed 2 full lunch choices, a salad main, and a la-carte items, if their lunch account has a positive balance. An alternate lunch will be provided for students with a negative $20 or more lunch balance. High School students will be allowed to use the microwave in the cafeteria or commons, but they must be kept clean or the privilege will be removed.

Students are not to share or exchange their food. Meals are designed for healthy diets for one child only. Students not wanting to drink their milk may give it to another student, or to the supervisor to give to another student. We must serve milk with every meal per the lunch agreement with the government.

Students may bring in water to keep on their desk but it must be in a closed container. Open cans, bottles, etc. may not be taken from the cafeteria to the classroom unless enclosed in a lunchbox or sack. Cans or bottles of pop may not be taken to recess or classroom.

High School: The drink machine is a privilege. Students are responsible for cleaning up spills immediately. Neglecting this responsibility may result in the loss of the pop machine for a period of time. Students are only allowed to use the pop machine in the HS hallway and in-between class (Not during).

The office microwave is off limits to high school students. Students wishing to use a microwave will have to either use the cafeteria or the new microwaves in the commons area. These microwaves can only be used in-between classes (Not During). Students will <u>not</u> be excused from tardies due to using the microwaves. Students are expected to keep these microwaves clean and all trash needs to be thrown away. If the commons area is not kept cleaned and microwaves taken care of they will be removed from use. This also includes the tables and chairs in the commons and hallways.

Only students who are NOT on the D/F list will be allowed to use the commons area during lunch and during Seminar for purchasing items at Common Grounds. If a student is allowed to eat lunch in the commons area they will remain there until lunch is over. Students will not be allowed to go back and forth from the commons to the cafeteria.

Snacks and drinks are permitted in the hallways as long as cleanliness of the hallways and lockers is respected. An excess of trash and messes from food and drink in the hall and/or lockers will result in a loss of this privilege. Snacks and drinks in the classrooms are allowed at the discretion of individual teachers.

Payment for Meals

The Orrick School uses a computerized lunch program. Each student has an account and a personal ID number. We ask that students keep a POSITIVE BALANCE in their account. Students who exceed a negative balance of $20.00 or more will be denied service and will be offered an alternative lunch until the account is paid. Parents must pay weekly, monthly, or quarterly. Daily charges are not accepted.

Students are asked to bring money or checks in an envelope with their full name and amount on it. One envelope per family is acceptable. Elementary school students can deposit their money in the drop box located in the office. We are not able to make change therefore, all the money paid into the lunch account will be deposited. At the end of the year, should a positive balance remain, we will carry over the money to the next school year or refund it after the request has been made. Students with a negative account will be issued a debit statement weekly. We ask your immediate attention to the payment of these accounts. If you have questions regarding your account, please call the school and the information regarding the accounts can be made available to you, or visit the parent portal site at Orrick.k12.mo.us.

THE ORRICK SCHOOL DISTRICT IS A NUT/PEANUT PRODUCT FREE SCHOOL. PLEASE DO NOT SEND ANY NUT PRODUCTS WITH YOUR CHILD TO SCHOOL. THANK YOU FOR YOUR COOPERATION

Free and Reduced Lunch Application
Applications are available on the District website, are included in enrollment paperwork, and are also available upon request at any building office in the District. The accounts of students on free meals will be automatically credited to maintain required confidentiality. Students on reduced meals will be required to maintain their co-pay portion in their account the same way as the full price students in order to eat.

Adult Visitors for Lunch
Elementary students are permitted to have adult guests join them for school lunch. Guests should report to the office in order to sign in and follow general visitor procedures.

Due to safety concerns: Only family members of current OHS students and former OHS graduates will be allowed to come to the lunch room. If a family member or former graduate would like to come to lunch to visit a student, you will need to contact the high school office by 9:00 am that day to get approval.

Allergy Prevention and Response S-145-S
The District is required to ensure students with allergies are safe at school through planned prevention and response to a student's allergic reaction. For purposes of District policy and related procedures, an allergic reaction occurs when the immune system overreacts to a typically harmless substance and may be mild to life-threatening. Allergy prevention and response protocols apply to all school locations, including nonacademic, school-sponsored activities and transportation provided by the District. The Board authorizes the Superintendent or designee to develop and implement procedures to protect the health and well-being of students with significant allergies.

Building-Wide and Classroom Approaches

Peanuts, tree nuts, and peanut products or tree nut products are prohibited in the school, including before or after-school activities. This applies to all foods, including those provided for celebrations at school. Students and teachers that violate this policy will be asked to dispose of the prohibited item(s) and may be disciplined.

Parents/guardians should provide, at the time of enrollment, information on any allergies the student may have. The school nurse may request written permission from the parents/guardians to communicate with a student's health care provider as needed. Staff members are trained annually on risk reduction strategies, symptom recognition, and response procedures. The school nurse has an emergency kit available and accessible in all school buildings containing prefilled auto syringes of epinephrine as allowed by District rules.

The District will provide age-appropriate education for students, consistent with state learning standards, including potential causes of allergic reactions, information on avoiding allergens, symptoms of allergic reactions, and simple steps a student can take to keep classmates safe.

All processed foods, including food sold in vending machines, are labeled with a complete list of ingredients on each individual package. Ingredient lists will be created for all food provided through the District's nutrition program, including before- and after-school programs, which are available upon request. This also applies to items sold as part of concessions, fundraisers, and classroom activities.

Individual Approaches

The District will evaluate and determine whether a student's allergies rises to the level of a disability that require accommodations through the provisions of an Individual Education Plan (IEP) or Section 504 Plan (504). For those students who have allergies that do not rise to the level of disability, a designated team may develop an Individual Health Plan (IHP) and/or Emergency Action Plan (EAP). Staff who have a need to know about a student's allergies and plan will be informed and trained, and all staff members will follow any IEP, 504 Plan, IHP, and/or EAP.

A student's health information and individualized plan will be kept confidential and not shared with those who do not have a need to know unless authorized by the parent/guardian or as allowed by the Family Educational Rights and Privacy Act (FERPA). The District will communicate and collaborate at least annually with parents/guardians regarding the student's allergies, medications, restrictions/precautions, emergency contacts and any other relevant information to keep the student safe.

Health Services S-215-S

Health services are provided under the direction of a school nurse. Although the nurse may be not physically present at all times in the building, the nurse is always on call and there are trained employees in the building to provide first aid, dispense medication, and support the needs presented in the health office.

Illnesses/Injuries

Parents/guardians have the responsibility of keeping a student home if he/she has had any symptoms of sickness within the previous 24 hours.

If a student becomes ill (fever of 100+, vomiting, diarrhea, severe cough, any suspicion of communicable disease, etc.) or injured during the school day, the parent/guardian will be notified and must come and pick up their student. The school nurse has the discretion to determine if a student is experiencing symptoms that require removal from school/pick up by a parent. This is why it is so important to have current emergency

contacts. Please list several numbers including cell phones, pagers, grandparents, etc. Students should not return until symptom free for 24 hours.

The Telehealth Clinic will continue to be available to students through a partnership with Health Care Collaborative of Rural Missouri. If you wish for your student to have access to the Telehealth doctor, there will be additional forms and parent permission that will need to be filled out to use the telehealth system. You can get the forms from the school nurse.

Health Screenings
The health program for the district is aided by the Ray Co. Health Dept. It includes a variety of services for our school. Some of the general services are:
1. Vision test for grades K-4, 5
2. Hearing test for grades K-4, 5
3. 4th and 6th grade growth-development program
4. Dental Awareness Week, etc.

Health Office
If you have any questions, please contact Jami Penny at 816-770-0094 ext. 170.

Administration of Medication S-135-S
All medication is kept in the health office and no medication will be dispensed without written parental permission, including over-the-counter medication. Many medications can be given at home before or after school. When this is not possible, medication should be brought directly to the health office and must be accompanied by the following information, which will be maintained in a notebook in the health office along with a record of when medication is dispensed to a student:

> *Non-Prescription Medication* – A written authorization from the parent/guardian with the student's name, reason for the medication, the time the medication is to be given, the dosage prescribed, and the number of days the medication is to be administered at school. These medications include, but are not limited to, allergy medication, decongestants, cough syrup, ibuprofen (Advil), acetaminophen (Tylenol), cough drops, or other. All medication must be age-appropriate in the discretion of the school nurse, and will be maintained in the health office. The District maintains certain over-the-counter medications that may be provided to a student, only with the pre-authorization of a parent.
>
> *Prescription Medication* – Prescription medication must be sent to school in the original prescription container with a signed parental authorization. The prescription label will serve as the written permission from the physician. If the doctor has given samples of medication, then a written note from the physician is necessary and should include the name of the student, the medication, and the

dosage prescribed. The nurse may need to clarify prescription orders with the provider.

When a medication container is empty, it will be sent home with the student. Any remainder medication not dispensed will be sealed and sent home at the end of the school year or can be picked up by the parent.

When a student has a health condition which needs accommodation or may necessitate emergency care, it is important that the school nurse be informed. Examples of a health condition that would need to be shared with the school nurse include severe allergies, asthma, diabetes, hearing loss, seizure disorder, etc. This would include situations when a physician recommends a student assume responsibility for self-medication. The nurse may request a release of information from the student's health care provider and the information may be shared with necessary District staff members on a need to know basis. Please contact the school nurse.

Communicable Diseases F-245-S

Parents/guardians must notify the District if their student has a communicable disease. Parents/guardians will be required to provide written approval from the student's treating physician in order for their student to attend school. The District reserves the right to prevent student attendance until clarification or implementation of precautionary measures are in place. Parents/guardians are required to notify the District if they are enrolling or have a student attending school who is HIV positive.

Medical information of students is highly confidential, and the District will take necessary steps to protect the medical information of students and ensure that such information is released only to those with a need-to-know and/or individuals and entities who are required by law to be notified of certain health and medical information.

Students with a communicable disease who exhibit behaviors that increase the chances of their condition being spread to other individuals, may be subject to discipline in accordance with the discipline code, and state and federal law.

Immunizations and Vaccinations

It is unlawful for any student to attend school unless the student has been immunized according to Missouri School Immunization Law or unless a signed statement of medical or religious exemption is on file at the school, which is described in all enrollment information. Parents/guardians should bring immunization records at the time of enrollment and obtain additional immunizations as required by state law.

Student Insurance S-140-S

The District recommends student accident insurance for the protection of a student and parents/guardians. It is the responsibility of the parents/guardians to arrange insurance coverage as the District does not assume financial responsibility for student injuries. The District does, however, make an optional student accident group plan

available for students, for which a carrier is named and rates established annually. Families and/or students must deal directly with the insurance carrier to obtain information about available coverage and policies.

Students participating in interscholastic athletics are required to have insurance coverage. This may be in the form of either family coverage or the coverage offered through the District. Missouri State High School Activities Association (MSHSAA), requires that a student be covered through insurance before being allowed to practice or compete for a school team. The student will not be allowed to participate in interscholastic practices or competitions until proof of insurance is provided.

The District also provides information about MO HealthNet for Kids (MHK), Missouri's Medicaid program, to qualifying families who enroll students in the District. Parents who complete an application for free and reduced-priced meals (FRL), and who indicate on the application form a child does not have insurance, will be notified by the District that the MHK program is available. Forms for MHK may be accessed at: https://dese.mo.gov/sites/default/files/FNS-FreeandReduced-DirectCertbooklet2018-19.pdf.

Student Records S-125-S

Access to and Release of Student Information

All parents/guardians may inspect and review their student's education records, seek amendments, consent to disclosures and file complaints regarding the records as allowed by law. The parents'/guardians' rights relating to the education records transfer to the student once the student becomes an eligible student; however, parents/guardians maintain some rights to inspect student records even after a student turns 18. The District allows access to records to either parent, regardless of divorce, custody or visitation rights, unless the District is provided with legal documents that the parent's rights to inspect records have been modified.

Directory Information

Directory information is information about a student that generally is not 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 may release this information without obtaining consent from a parent or eligible student unless a parent or eligible student notifies the District in writing. 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 by law. For example, the District may require students to disclose their names, District email addresses in classes in which they are enrolled, or students may be required to wear or display a student

identification card that exhibits information designated as directory information. The District designates the following items as directory information:

> *General Directory Information*: The following personally identifiable information about a student may be disclosed by the District 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; athletic performance data; 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, a student's address, telephone number and email address; and the parents' addresses, telephone numbers and email addresses may be disclosed to: school officials with a legitimate educational interest; parent groups or booster clubs that are recognized by the Board and are created solely to work with the District, its staff, students and parents and to raise funds for District activities; parents of other students enrolled in the same school as the student whose information is released; students enrolled in the same school as the student whose information is released; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services.

Military and Higher Education Access
The District will disclose the names, addresses and telephone numbers of secondary school students to military recruiters or institutions of higher education as required by law. However, if a parent or a secondary school student who is at least 18 submits a written request, the District will not release the information without first obtaining written consent from the parent of the student/eligible student.

Release
Parents or guardians may designate additional adult(s) to have access to their student's records by requesting a Family Educational Rights and Privacy Act (FERPA) release form from the building administrative assistant.

Notice
Parents/Guardians and/or eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with

the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Transfer of Education Records
The district will respond to a request for records from another school district enrolling a student within (5) business days of receiving the request. However, if the student's record has been marked pursuant to notification by the highway patrol that the student has been classified as a missing child, the record shall not be forwarded to the requesting district and the district will notify the missing persons unit of the highway patrol of the record request.

Visitor Procedures C-155-S
For student purposes, all visitors MUST use the main entrance, report to the office, and sign in and out upon arrival and departure. No one will be allowed to enter the hallways or classrooms without permission from the office and without a visitor's pass. If you need to pick up your child before the end of the school day, come to the office and your child will be called to the office.

The District requires that all visitors to check into the office to receive a visitor's badge. All offices, throughout the building, have these passes available. Any visitor, other than everyday school staff seen in the building, will be asked to check into the office. This is for the benefit, well-being, and safety of our students. Parents will not be allowed to attend recess with students. Students are encouraged to run and play with peers during this time. Parents are asked to wait by the office, not by classrooms, for students to be dismissed at the end of the day or for an early dismissal. The administration retains the right to allow or not allow such a visit.

Volunteer Background Checks
To ensure the safety of the students and confidentiality of student information the district will utilize background checks on volunteers who work may be left alone with students and volunteers who participate in field trips. This process is relatively simple but it does take a considerable amount of time to receive the results of the screening. Because of the time delay in the screening process please have the background check completed well in advance of the date you would like to volunteer. The school district will pay the processing fee for each screening. The background check once completed is good for five years. If you have already completed a background check you will not need to repeat the screening process until your five-year term has expired. If you are interested in helping as a volunteer or have any questions, please contact the superintendent's office at 816-770-0094.

Audio and Visual Recording by Visitors
The District prohibits the use of video or audio recording equipment on District property or at district activities by outside entities without permission from the superintendent or designee unless otherwise authorized by law. This prohibition shall not apply to performances or activities to which the general public is invited such as athletic competitions, concerts and plays. If you have questions about this rule, please contact the Superintendent.

Transportation Services F-260-S
Students are expected to abide by the Student Code of Conduct on bus rides and will receive discipline measures if expected conduct is not received. Bus schedules are available in the Superintendent's office. Schedule changes are made by this office only.

Preschool
There will be bus service for preschool students within certain boundaries for morning pick-up and afternoon drop-off subject to availability and space on the buses. Bus seats for K-12 students will be filled first before we can offer to our preschool students. Students on a half-day schedule will only be eligible for one of the bus times. Please speak with the office secretary to set up bus services and also notify the teacher if your child will be riding the bus.

School Cancellations and/or Early Dismissal
School will be closed when weather conditions are such that buses are unable to run safely. A broadcast will be made utilizing the Orrick R-XI App/Orrick App to notify students and parents/guardians. Announcements will also be made on local television and radio stations, via Textcaster and the District's Facebook page. Please do not call the administration or radio/TV stations for this information.

At times, school may dismiss early during the day. In the event such a closing should occur, a broadcast will be made and media notified. Information should be given to your child as to what s/he should do if this situation arises. Please keep a watch on the weather, especially in the winter months. If the school needs to send your student to another destination or phone someone to pick her/him, please have this information on file in the office. Time is short in emergency situations and every effort will be made to keep students safe.

Arrival and Dismissal Procedures
Parents should notify the teacher by note or phone if there is to be a change in the normal routine. The note should include the child's first and last name, the date, your signature, and the specific instructions. Although a note is the preferred method, we understand that plans may change during the day. Please call and notify us before 2:00 p.m. if a student is to be picked up in a different way than usual at the end of the school day.

Student Dismissal Precautions
Students will not be excused before the end of the school day without a request for early dismissal by the student's parent/guardian. Telephone requests for early dismissal will be honored only if the caller can be positively identified as the student's parent/guardian. When parents dismiss a student, they must leave school grounds. Students will not be allowed to leave school regularly unless approved by the principal.

Students may be released to parents, legal guardians and those designated by a parent or legal guardian as an emergency contact. The District will not enforce parenting plans or interpret custody orders. Parents should agree on a plan for pick-up and drop-off of students and mediate any disagreements independently. In the event of a termination of parental rights or the existence of a child order of protection, parents/legal guardians should provide that information immediately in order for the school to be aware of a change in parental rights to access a student.

Preschool

Full Day Preschool: 8:00 a.m. to 3:10 p.m. Monday through Friday.

Elementary Students
When students arrive at school, they should report to the cafeteria for breakfast (opens at 7:40), or go to the main elementary hallway prior to 8:00 a.m. Students arriving between 7:40 and 8:00 will have an assigned place to stand and wait inside the elementary front door. Students must be in their classroom ready to begin their day with the tardy bell at 8:00. AFTER 8:00 the student is tardy, and the parent must sign them in. Students are not to be in the school building after 3:10 unless directly supervised by an adult.

Any student that is eating breakfast will need to be in the cafeteria no later than 7:50 to ensure time to eat and not be tardy to class. Students who arrive after 8:00 may not receive a breakfast from the cafeteria. Eating breakfast is NOT an acceptable excuse for being tardy to class. A tardy from breakfast will count against their tardies and will be reflected on their grade card.

Parents who pick their children up at school should drive into the "car line" on the one-way street at the entrance of our elementary school. Your child will be escorted to your vehicle in the order that you are lined up. This procedure is for your child's safety.

Parents are to pick their child up at the south doors by the elementary principal's office. Parents are to wait by the office. Please do not go to your child's classroom door and wait for the end of the school day. Everyone needs to be cautious of all students walking home while parking and leaving at the end of the school day.

High School Students

When students arrive at school, they should report to the cafeteria for breakfast (opens at 7:40 a.m.), or go directly to the classrooms. Students must be in their classroom ready

to begin their day with the tardy bell at 8:00. AFTER 8:00 the student is tardy and the parent must sign them in at the office. Students are not to be in the school building after 3:10 p.m. unless directly supervised by an adult.

Any student that is eating breakfast will need to be in the cafeteria no later than 7:50 a.m. to ensure time to eat and not be tardy to class. Students who arrive after 7:50 may not receive breakfast from the cafeteria. Eating breakfast is NOT an acceptable excuse for being tardy to class. A tardy from breakfast will count against their tardies and will be reflected on their grade card.

Students are only allowed in the building from 7:40 a.m. to 3:10 p.m. unless they are being supervised by the principal, the counselor, a teacher, or a coach. The District is not responsible for supervising students outside the stated time period unless previously arranged with a certified staff member. Parents are not to drop off or leave children at the school during unsupervised periods. Students who do not follow the acceptable locations before and after school may be referred to the principal for disciplinary action.

ACCEPTABLE LOCATIONS BEFORE SCHOOL

- The High School hallway from Mr. Mace's room to the commons area.
- A High School classroom with a teacher present
- The cafeteria, if eating breakfast

UNACCEPTABLE LOCATIONS BEFORE SCHOOL

- Outside the school building
- The nurse's office, unless delivering medication
- The elementary hallways
- Classrooms without teachers present
- The gym, playing (without teacher supervision)

BEFORE-SCHOOL BEHAVIOR

- There is a certain amount of freedom allowed to students between 7:40-8:00 a.m.. Seventh and Eighth Graders who cannot conduct themselves with proper behavior either by remaining in acceptable areas listed in this handbook or by running, shouting, horsing around, etc.,will be contained in a classroom supervised by a teacher during that period of time until they have earned the privilege back.

ACCEPTABLE LOCATIONS AFTER SCHOOL

- A practice, tutoring session, or other supervised activity.

There are cameras in the building and there is a possibility that you may be recorded.

CHECKING OUT OF SCHOOL

Once a student has been counted present at school he/she may not leave without signing out through the office. A student may only sign out by presenting a legitimate note from a parent or guardian or through phone contact from a parent or guardian. Leaving without signing out, skipping class, or skipping school is considered truancy and disciplinary measures will take place according to the district policy. When parents excuse their children to be dismissed from school, they must leave the building and school grounds. Students are discouraged from leaving school regularly on a day-to-day basis by the hour.

Student Parking
Students are permitted to park on school premises as a matter of privilege, not of right. The school retains the authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on school premises may be searched if the school authority has reasonable suspicion to believe that such a search will turn up evidence that the student has violated or is violating either the law or the rules of the school.

Class Schedules/Bell Schedules
School hours for grades PreK-6 are from 8:00 am to 3:10 pm on Monday, Tuesday, Wednesday, Thursday, and Friday. **Please note the LATE START Wednesday dates indicated in the District's Academic Calendar at the beginning of this handbook**.

Late start Wednesdays:
The faculty at the Orrick School District truly appreciates the support we continue to receive in our designated Late Start Wednesdays Professional Learning Community time. During this time, our teachers participate in collaborative, highly engaging professional development.

School begins at 10:00 a.m. on designated Wednesdays and buses run approximately one and a half hours later than normal. We will offer a "holding tank" in the high school gym for students who need supervision beginning at 7:40. If you are using this service for your children on Wednesday mornings, please take them to the high school doors and into the gym. Breakfast will be served beginning at 9:30 on Wednesdays. Students who come to school after 9:45 on Wednesdays will not be served breakfast.

TEACHER	1ST PERIOD 8:00-8:51 (M.T.R.F) 10:00-10:40 (W)	2ND PERIOD 8:54-9:45 (M.T.R.F) 10:43-11:23 (W)	3RD PERIOD 9:48-10:39 (M.T.R.F) 11:26-12:06 (W)	4TH - SEMINAR 10:42-11:10 (M.T.R.F) NO SEMINAR (W)	5TH PERIOD 11:13-12:04 (M.T.R.F) 12:09-1:13 (W)	6TH PERIOD 12:07-1:22 (M.T.R.F) 1:16-1:52 (W)	7TH PERIOD 1:25-2:16 (M.T.R.F) 1:55-2:31 (W)	8TH PERIOD 2:19-3:10 (M.T.R.F) 2:34-3:10 (W)
AREA SCHOOL					CAREER CTR	CAREER CTR	CAREER CTR	
BUNCH	English II	PLAN	Fantasy & Horror	1st Lunch 12:07-12:27	English IV	Word Study/ Creative Writing	English II	Word Study/ Creative Writing
LAURITZEN	PLAN	Comm Arts 8A Comm Arts 7B	Exploring Literature	Wednesday 12:09-12:29	English I	Comm Arts. 8B Comm Arts 7A	English I	SIT/A+/DC
BRIGGS	Geometry	Applied Geometry	Algebra II	2nd Lunch 12:34-12:54	PLAN	Algebra II	College Algebra	Integrated Math
NIEMEIER	Applied Algebra I	SIT TEAM	PLAN	Wednesday 12:33-12:53	Math 8B Math 7A	Math 7B Math 8A	Algebra I	Math 6
PETERS	HS Chemistry	PLAN	Env. Science Earth Science		ACT Prep	Biology	HAP*	Biology
SWIGERT	Physical Science	Science 8B Science 7A	PLAN		SIT/SEM/LIT	Physical Science	Science 6	Science 7A Science 8B
PIERCE	US Government	Am. History	PLAN		World History	US Gov	Am. History	World History
THACKER	Current Events	SIT TEAM	Social Studies 8B Social Studies 7A		Social Studies 7B Social Studies 8A	Success 101 Success 101	PLAN	Current Events
HONEYCUTT	Ag.Construction Ag. Structures	ADV. Livestock ADV. Greenhouse	Ag II		PLAN	Ag 1	JH Ag I JH Ag II	D.C. Nat. Resources Management
SMITH	JH ART I JH ART II	PLAN	Intro. to Art Intro. to Art		ART I ART I	Elementary	Elementary	Studio Art
MACE	Video Tech	Comp/Apps Multimedia	Graphic Design		Entrepreneurship	Comp. Apps Web Design	Beginning Drawing	PLAN
MOLL	Band I	Band II	JH Chorus JH Music		Chorus	5/6 Band/Music	JH Chorus JH Music	PLAN
BROWNSBERGER	Weight Training	9-12 PE	Health Health		AD Hour	PLAN	PE 7B PE 8A	PE 8B PE 7A
COMSTOCK					PE 7	DC / PE		
McGill	JH Comp Lit JH Comp Lit					JH Comp Lit JH Comp Lit		
iTV								

iTV (spring semester only)								

WeMET Online Courses: See WeMet (Handbook (all dual credit, all weighted)
MWSU Courses See MWSU Handbook (Handbook (all dual credit, all weighted)
7th 8th 9th 10th 11th 12th

Student Discipline S-170-S

Student Code of Conduct
The District believes students deserve the right to participate and learn in a safe environment which allows teachers to focus on instruction that accelerates achievement. To ensure that school is a quality atmosphere for all students at all times, the code of conduct and discipline policies outline consequences for misconduct that occurs at school, during a school activity whether on- or off-campus, on District transportation, or misconduct that involves the use of District technology. All District personnel are responsible to supervise and hold students accountable for violations of discipline rules.

Failure to obey standards of conduct may result in, yet is not limited to, verbal warning, community service, confiscation of property, principal/student conference, parent contact, loss of credit, grade reduction, course failure, removal from extracurricular activities, revocation of privileges including transportation, parking and technology privileges, detention, in- or out-of-school suspension, work detail, expulsion, and report to law enforcement. For offenses involving academic integrity, the student may also be subject to a loss of credit for work, a grade reduction, and/or course failure. The Board authorizes the immediate removal of a student who poses a threat to self or others as determined by the principal, Superintendent, or the Board.

Any student who is suspended for any serious violation of the District's Student Discipline policy shall not be allowed while suspended to be within 1,000 feet of any school property or any activity of the District, regardless of where the activity takes place, unless:

(1) Such student is under the direct supervision of the student's parent, legal guardian, or custodian and the Superintendent or the Superintendent's designee has authorized the student to be on school property;
(2) Such student is under the direct supervision of another adult designated by the student's parent, legal guardian, or custodian, in advance, in writing, to the principal of the school which suspended the student and the Superintendent or the Superintendent's designee has authorized the student to be on school property;

(3) Such student is enrolled in and attending an alternative school that is located within one thousand feet of a public school in the District where such student attended school; or

(4) Such student resides within one thousand feet of any public school in the District where such student attended school in which case such student may be on the property of his or her residence without direct adult supervision.

If a student engages in an act of violence, a school administrator will report the information to teachers and other District employees who are responsible for the student's education or otherwise interact with the student on a professional basis while acting within the scope of their assigned duties. Additionally, school administrators will report to the appropriate law enforcement agencies any crimes as required by law.

Corporal punishment is strictly prohibited as a method of discipline. Reasonable force may be used, when necessary, for the protection of a student or others and property. The District prohibits confining a student in an unattended, locked space except for an emergency situation while awaiting the arrival of law enforcement personnel.

Students with disabilities will be disciplined in compliance with state and federal laws per the Individuals with Disabilities Act (IDEA), Section 504 of the Rehabilitation Plan, and any regulations and state and local compliance plans, which includes due process rights as afforded to all students. Additionally, a student's Individual Education Plan (IEP), including any portion that is related to past or potentially future violent behavior, will be provided to appropriate staff members with a need to know.

Information regarding a student's misconduct and discipline is confidential and only shared with those who have a need to know. Teachers and other authorized District personnel shall not be civilly liable when acting in conformity with District policies, including the discipline policy, or when reporting acts of school violence to a supervisor or other person as mandated by law.

The District discipline policy and procedures will be provided to every student at the beginning of each year, be published on the District website, and made available in the office of the Superintendent during normal business hours.

This code applies to all misbehavior committed by a student on District property, at any school-sponsored activity or event whether on- or off-campus, and District transportation. Additionally, the District may use its authority to address behavior that occurs off-campus if it interferes with the operation of the school or endangers the safety of students or staff.

Standards of Conduct and Consequences

No document can identify every possible offense that could potentially result in disciplinary action. This code identifies most offenses constituting a failure to obey the standards of conduct set by the Board. However, when circumstances warrant, the

principal, Superintendent, and/or Board may impose consequences for misconduct not specifically outlined in this document.

District Policy for Discipline

Definitions

Act of violence or violent behavior - The exertion of physical force with the intent to do serious physical injury while on school property, including District-transportation and school activities.

Corporal Punishment – The intentional infliction of physical punishment, usually in the form of spanking, as a method of student discipline.

Detention – A form of student discipline that requires students to attend a before and/or after school setting which monitors and restricts student activity. Detention may also include lunch detention.

Expulsion – A form of student discipline which removes and excludes a student from school for an indefinite period of time. Students who are expelled are entitled to due process rights.

In-school suspension – A form of student discipline which consists of removing the student from normal classes during the day and assigning the student to an in-school suspension program or class for a specified period of time.

Need to know – A requirement to report acts of school violence to school personnel who are directly responsible for a student's education and who otherwise interact with the student on a professional basis while acting within the scope of their assigned duties.

Out-of-school suspension – A form of student discipline which removes and excludes a student from school for a defined period of time. Students who are suspended are entitled to due process rights.

Physical Restraint – The use of person to person physical contact to restrict the free movement of all or a portion of a student's body. It does not include briefly holding a student without undue force for instructional or other purposes, briefly holding a student to calm the student, taking a student's hand to transport him or her for safety purposes, physical escort, or intervening in a fight.

Restitution – The requirement of a student to return or pay for stolen goods or damaged property.

Serious violation of the District's Student Discipline Policy — Any act of violence or violent behavior, any drug-related activity, any offense listed in Section 160.261.2, RSMo, or any other violation of the District's Student Discipline Policy resulting in the suspension of a student for more than 10 school days.

Prohibited Conduct	Definition
Academic Dishonesty	Any type of cheating that occurs in relation to an academic exercise or assignment. It may include plagiarism, fabrication of information or citations, cheating, falsification of work or excuses for work, disrupting or destroying another person's work, failure to contribute to a team project, or other misconduct related to academic work.
Arson	Starting or attempting to start a fire or causing or attempting to cause an explosion.
Assault, First or Second Degree	Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes criminal assault in the first or second degree.
Assault, Third or Fourth Degree	Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree.
Automobile/Vehicle Misuse	Discourteous or unsafe driving on or around District property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on District property.
Bullying and Cyberbullying	Intimidation, unwanted aggressive behavior or harassment (including criminal harassment under the Safe Schools Act), that is repetitive or is substantially likely to be repeated and causes a reasonable student to

	fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral communication, cyberbullying, electronic or written communication, and any threat of retaliation for reporting of such acts. "Cyberbullying" means bullying through the transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. Students will not be disciplined for speech in situations where the speech is protected by law.
Bus or Transportation Misconduct	Any misconduct committed by a student on transportation provided by or through the District.
Dishonesty	Any act of lying, whether verbal or written, including forgery.
Disrespectful or Disruptive Conduct or Speech	Conduct that interferes with an orderly education process such as disobedience or defiance to an adult's direction, use of vulgar or offensive language or graphics, any rude language or gesture directed toward another person. Discriminatory or harassing conduct may be addressed under the District's policy regarding this conduct.
Drugs/Alcohol/Tobacco/E-Cigarettes	The use, sale, transfer, distribution, possession, or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, or counterfeit substances on any District property, vehicles, or at District-sponsored events.
Extortion	Threatening or intimidating any person for the purpose of obtaining money or anything of value.
False Alarms or Reports	Intentionally tampering with alarm equipment for the purpose of setting off an alarm, making false reports for the purpose of scaring or disrupting the school environment.

Fighting	A conflict: verbal, physical, or both, between two or more people.
Firearms	Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2).
Fireworks or Incendiary Devices	Possessing, displaying, or using fireworks, matches, lighters, or other devices to start fires or other unsanctioned actions. This does not include educational activities designed and supervised by District employees.
Gambling	Betting something of value upon the outcome of a contest, event, assignment, or game of chance.
Harassment, including Sexual Harassment	Conduct that annoys, threatens, intimidates another person based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Harassment, including sexual harassment, is unwanted and unwelcomed conduct that causes another person extreme unease or fear. Examples include, but are not limited to, derogatory comments or slurs, lewd propositions, blocking movement, offensive touching, or offensive posters or graphics.
Hazing	The imposition of strenuous, humiliating, and/or dangerous tasks as part of an initiation, admission, or affiliation to a group, even when all parties willingly participate.
Nuisance Items	Displaying or using items that create distractions and could be lost, stolen, or broken such as toys, collectible items, or other possessions not approved for educational purposes.
Property Damage or Loss of School Property	Damage to or loss of school property such as, but not limited to, books, electronic devices, calculators, uniforms, equipment, or facilities, etc.
Public Display of Affection	Physical intimacy in view of others that is inappropriate for an educational setting, such as but not limited to, kissing, groping, fondling, cuddling.

Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material	Possessing, displaying, or generating sexually explicit, vulgar, or violent material, such as but not limited to, pornography, nudity, violence or explicit death or injury. Students will not be disciplined for speech in situations where it is permissible by law. This restriction does not apply to curricular material vetted and approved by District employees for educational purposes.
Sexual Activity	Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.
Tardiness or Truancy	A student arriving after the class period has begun is marked tardy. Truancy is when a student is absent from school without permission from the parents/guardians or school official. Truancy includes, but is not limited to skipping classes, falsifying the reason for an absence, or absences that have not been pre-arranged and pre-approved as excused.
Technology Misconduct	Gaining or attempting to gain unauthorized access to or interfering with a technology system or information, using any type of electronic device without permission, or recording audio or visual information without express permission for educational purposes and as allowed by District rules, or using technology in a manner inconsistent with the terms of the Technology Usage Agreement; Cell phone violations.
Theft	Taking or attempting to take the property of others without consent or knowingly taking possession of stolen property.
Threats or Verbal Assault	Verbal, written, graphics, or gestures in a convincing manner that causes another person to fear for the safety of themselves or property.
Unauthorized Entry	Entering a District facility, office, locker or other area that is locked or assisting someone to enter District property who is not authorized or through an unauthorized entrance.
Vandalism	Deliberate destruction of or damage to property belonging to the District, employees, or students.

Violation of Imposed Disciplinary Consequences	The failure to comply with the discipline consequences assigned. This includes appearing on District property or at a school-sponsored event while serving a suspension or expulsion.
Weapons (Other than Firearms)	Possession or use of any weapon as defined in District rules, other than those defined by 18 U.S.C. § 921, 18 U.S.C. § 921(g)(2) or § 571.010, RSMo.

Bullying, Hazing, and Cyberbullying S-185-S

The District strictly prohibits bullying, including hazing, and cyberbullying on school grounds, at any school function, or on District transportation.

Definitions

Bullying – Intimidation, unwanted aggressive behavior or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting such acts.

Cyberbullying – Bullying as defined above through the transmission of a communication including, but not limited to a telephone, wireless telephone, or other wireless communication device, computer, or pager. The District has jurisdiction to prohibit cyberbullying that originates on a school campus, or at a District activity if the communication was made using District technological resources, if there is sufficient nexus to the educational environment, or if the electronic communication was made on the school's campus or at a District activity using the student's own person technological resource.

Anti-bullying Coordinator – The Superintendent will ensure an individual at each school is designated to serve as the anti-bullying coordinator. All anti-bullying coordinators will be teacher-level or above and a list of coordinators will be kept on file at the District administration office and updated annually. Additionally, a District anti-bullying coordinator will be designated. The building anti-bullying coordinators are the building principals within the District:

Ms. Angela Bright, Elementary School Principal: (816)770-3922
Dr. Michelle Wityk, High School Principal: (816) 770-3327

School Day – A day on the District calendar when students are required to attend school.

Reporting Bullying or Cyberbullying
District employees are required to report any instance of bullying of which the employee has firsthand knowledge. Any employee, substitute, or volunteer who witnesses an incident of bullying must report the incident to the building anti-bullying coordinator within two (2) school days of witnessing the incident. If the anti-bullying coordinator is unavailable or is the subject of the report, the employee should contact the District's Compliance Officer. In addition, all District employees, substitutes, or volunteers must direct all persons seeking to report an incident of bullying to the building anti-bullying coordinator.

Any individual making a verbal report of bullying will be asked to submit a written complaint to the anti-bullying coordinator. If the person refuses or is unable to submit a written complaint, the anti-bullying coordinator will summarize the verbal complaint in writing.

When an anti-bullying coordinator is informed about a possible bullying or cyberbullying incident, verbal, written, or otherwise, the District will conduct a prompt, impartial, and thorough investigation to determine whether misconduct, including unlawful conduct, occurred. The District will implement interim measures as necessary. When it is determined that bullying or cyberbullying occurred, the District will take appropriate action for violations of District expectations and rules.

Investigation
Within two (2) school days of receipt of a report of bullying or cyberbullying, the anti-bullying coordinator or designee will initiate an investigation of the incident. The school principal may appoint other school staff to assist with the investigation. The investigation will be completed within ten (10) school days from the date of the written report unless good cause exists to extend the investigation. A copy of the written report of the investigation and results will be sent to the District anti-bullying coordinator and included in the files of the victim and the alleged or actual perpetrator of bullying or cyberbullying. All reports are confidential in accordance with law and District rules.

Retaliation
The District prohibits reprisal or retaliation against any person who reports an act of bullying or cyberbullying, testifies, or participates in any manner with an investigation proceeding, or hearing. The District will take appropriate remedial action for any student, teacher, administrator, or other school personnel who retaliates.

Consequences of Bullying, Cyberbullying, or Retaliation
When the District receives a report of bullying, cyberbullying, or retaliation, interim measures to protect the victim(s) will be taken. If an investigation determines that bullying, cyberbullying, or retaliation occurred, the District will act to end the bullying, cyberbullying or retaliation.

Students who are determined to have participated in bullying, cyberbullying, or retaliation will be disciplined in accordance with the District discipline policy. Consequences may include, but are not limited to, loss of privileges, detention, in- or out-of-school suspension, expulsion, and referral to law enforcement. Any determination of consequences will consider factors such as the age of the student(s), developmental level of the student(s), degree of harm, severity of behavior, disciplinary history, and other educationally relevant factors.

District employees and substitutes who violate this policy will be disciplined, up to and including termination. Volunteers, visitors, patrons, or others who violate this policy may be prohibited from District property or activities, or other remedial action.

Public Notice
The District will:

1. Provide information and appropriate training to District staff who have significant contact with students regarding the policy.
2. Provide education and information to students regarding bullying, including information regarding the District policy prohibiting bullying, the harmful effects of bullying, and applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, cyberbullying, and/or retaliation against any person who reports an act of bullying.
3. Instruct school counselors, school and licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for overcoming bullying's negative effects. Techniques will include, but are not limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend himself/herself assertively and effectively; helping the student develop social skills; and/or encouraging the student to develop an internal locus of control.
4. Implement programs and other initiatives to address and respond to bullying in a manner that does not stigmatize the victim and makes resources or referrals available to victims of bullying.

Complaints alleging unlawful discrimination, harassment, or retaliation in violation of District policy will be referred for investigation to the District Compliance Officer.

Report Form
Report forms are available in the counselor's office and next to the office by the lunch money drop-box.

Equal Opportunity and Prohibition against Harassment, Discrimination, and Retaliation C-130-S

The District is committed to providing equal opportunity in all areas of admission, recruiting, hiring, employment, retention, promotion, contracted services, and access to programs, services, activities, and facilities. The District strictly prohibits any unlawful discrimination or harassment against any person because of race, color, religion, disability, age, sex, gender, national origin, or any other characteristic protected by law. The District also prohibits retaliatory action, harassment, or discrimination against individuals who make complaints of, report, or otherwise participate in the investigation of any such unlawful discrimination, harassment, or retaliation. The District is an equal opportunity employer.

Anyone who believes that they have been discriminated, harassed, and/or retaliated against in violation of this policy should report the alleged discrimination, harassment and/or retaliation to the District's Compliance Officer. The District designates the following individual to act as the District's Compliance Officer:

Name: Dr. Michelle Wityk, High School Principal
Phone #: (816) 770-3327, ext. 102
Email: mwityk@orrick.k12.mo.us

In the event the Compliance Officer is unavailable or is the subject of a report that would otherwise be made to the Compliance Officer, reports should instead be directed to the alternative Compliance Officer:

Name: Ms. Angela Bright, Elementary Principal
Phone #: (816) 770-3922
Email: abright@orrick.k12.mo.us

All employees, students, and visitors who have witnessed any incident or behavior that could constitute discrimination, harassment, or retaliation under this policy must immediately report such incident or behavior to the District's Compliance Officer for investigation.

All complaints of violation of this policy will be promptly investigated by the District, and appropriate action will be taken.

Title IX C-131-P

The District does not discriminate on the basis of sex in the education program or activity that it operates and is required by Title IX not to discriminate in such a manner. The requirement not to discriminate in the education program or activity extends to admissions and employment. Inquiries about the application of Title IX to the District may be referred to the Title IX Coordinator or Assistant Secretary for Civil Rights of the Department of Education, or both.

The District designates the following individual to serve as the District's Title IX Coordinator:

Name:	Mrs. Angela Bright
Address:	100 Kirkham St., Orrick, MO 64077
Email Address:	abright@orrick.k12.mo.us
Phone #:	(816) 770-3922

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator.

All employees, students, and visitors who have witnessed, heard about, or received a report about any incident or behavior that could constitute sexual harassment under this policy must immediately report such incident or behavior to the District's Title IX Coordinator for investigation. If the allegations are against the District's Title IX Coordinator, it must be immediately reported to the Superintendent, unless the Superintendent is also the Title IX Coordinator, then to the President of the Board of Education.

All complaints of violation of this policy will be promptly investigated by the District, and appropriate action will be taken.

Public Notice

The Superintendent or designee will publicize this policy and will disseminate information about this policy to employees, parents/guardians, students, newly-enrolled students, newly-hired employees, and all unions or professional organizations holding collective bargaining or professional agreements with the District.

Lockers and Cubbies

Preschool

Your child will be provided with a cubby at preschool. This cubby should be used to store items brought from home. Coats, hats, backpacks, etc. may be hung on the coat hooks. It is strongly encouraged to leave toys, especially expensive or treasured toys, at home. The preschool is not responsible for lost, stolen, or broken items that are brought to school. At no time are children allowed to bring toys associated with violence including toy guns, knives, swords, etc.

Elementary and High School
Students in grades 4 and 6 may be assigned lockers. All students in grades 7 through 12 students will be provided with a hall locker. These lockers must be kept clean. Nothing is to be pasted, glued, or written on the outside of the locker. Lockers should be cleaned out monthly. Students may be assigned lockers in the District's locker rooms, and if students wish to bring their own lock for those lockers, will need to be prepared to remove the lock at the direction of a District employee. If a student is not available or refuses to open a locker upon request, the District will cut the lock.

Student Searches S-220-S
Desks, lockers, and other District property provided for student use are subject to periodic and random inspections without notice.

Student property may be searched based upon reasonable suspicion of a violation of school rules or law and an examination facts, credible information, or reasonable inferences based upon the facts and circumstances. Searches will be conducted in the presence of an adult witness.

Students are allowed the privilege of parking on school premises. The District has the authority to monitor vehicles and the parking lots of its campus. The interior of a student's vehicle may be searched if the administration has reasonable suspicion that the search will reveal evidence that the student has or is violating school rules and/or the law.

Law enforcement will be contacted if a search produces a controlled substance, drug paraphernalia, weapons, stolen goods, or evidence of a crime.

Student Alcohol/Drug Abuse S-195-S
The District takes measures to foster a safe and drug-free learning environment that supports student engagement and development. Therefore, educational programs are provided to help students cultivate healthy lifestyles and age-appropriate drug awareness. All use, sale, transfer, distribution, possession, or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, or counterfeit substances on any District property, vehicles, or at District-sponsored events is strictly prohibited. Suspected or known violations of the District policy should be immediately reported to a school authorities. Any incidents that violate this policy are subject to disciplinary action and notification to law enforcement. Any confiscated substances will be turned over to law enforcement.

In cases where it is necessary for a student to take prescription or over-the-counter medications during the school day, the medication must be documented by the nurse's office in accordance with written label directions and parental permission in compliance with District rules. (*See* the Handbook's section on Administration of Medication for more information.)

Any drug/alcohol offense may result in one or more of the following: Administrator/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension or expulsion, restitution if appropriate, loss of privileges including, but not limited to: confiscation of the contraband item, loss of parking privileges, loss of technology privileges, and referral to law enforcement. (*See* the Handbook's section on Student Discipline for more information.)

Student Alcohol and Drug Testing S-196-S

The District has adopted a random drug testing program for middle school and high school students who wish to be eligible to participate in extracurricular activities and certain co-curricular activities in which the student will be representing the District. Parents are permitted to sign their student up for this program regardless of the student's plans or desire to participate in activities. The goal of the program is not to levy discipline, but rather to aid in the discovery and prevention of possible drug-related problems. This policy can be accessed in its entirety at the middle school and high school offices, the District's Central Office, and on the District's website. Portions of the policy are provided below.

Definitions

Activities – Any school sponsored extracurricular or co-curricular activity and/or performance in which a student represents the District, in the opinion of the District's Administration. Activities include all Missouri State High School Activities Association ("MSHSAA") regulated activities and events such as athletics, band, choir, cheerleading, academic competition, FFA, DECA, FBLA, drama, and FCCLA.

Activity Season – The period of time specified by the Missouri State High School Activities Association, the District, or some other governing body, as the time during which the Activities may be conducted. This time period shall be further defined to begin with the first scheduled competition/performance and end with the last scheduled competition/performance and shall not include training time which is allowed prior to the first competition/performance.

Consent Form – The Parent/Guardian Drug Testing Consent Form which is adopted by the District's Administration.

Contests/Performances – The scheduled games, matches, contests, or performances (including District, Sectional and State contests) for any Activity.

Controlled Substance – Any substance listed in Section 195.010, RSMo and Schedules I through V of Chapter 195, RSMo. Examples of such substances include, but are not limited to, marijuana, hashish, cocaine, crack, amphetamines, methamphetamine, barbiturates, opium, and heroin.

Deadline Date – The third Friday following the first day of classes in the District each school year or by the date of the first contest in an activity which the Participant participates, whichever comes first.

Drug – means any controlled substance or other drug which requires a prescription which the Participant does not possess.

Drug Test – A validated method to test for the presence of controlled substances and drugs in a person's urine.

Participant –Any student in grades seven through twelve who participates (or desires to participate) in Activities and/or signs up for such Activities.

Procedures for Testing - Consent Form
In order to be eligible participate in Activities, a Participant must provide the District with a signed Consent Form. Once a Consent Form has been signed, a student will remain in the Program unless there is a request to be removed from the Program submitted in writing. The Consent Form will be distributed at the beginning of the school year and must be signed and returned no later than the Deadline Date, regardless of when the student will participate in the Activities. The Consent Form will be provided to students who enroll after the first day of classes of the school year. Students must submit the signed Consent Form within two weeks following his/her enrollment date. These Participants may also be subjected to immediate random Drug Testing. Any student who fails to return a signed Consent Form by the Deadline Date will be prohibited from participating in any Activity during the school year, or, should the student choose to sign the Consent Form after the Deadline Date, the student would be required to serve a suspension equal to one-third of the Activity Season.

Procedures for Testing – Random Selection
Each Participant who has returned a signed Consent Form will be assigned a random number for testing purposes. The Participant's Drug Testing number will be used by the laboratory which conducts the Drug Tests to refer to the Participant. In order to assure privacy, the name of any student who is tested shall be known to District Administrators only on a "need to know" basis. The selection procedure shall be performed by the laboratory testing personnel who are used by the District. Selection of the Participants for each Drug Test shall be accomplished by random sample of all Participants.

Procedures for Testing – Drug Test and Test Result Reporting
Participants who are selected by random sample will be asked to provide a urine specimen. In order to assure privacy, the specimen shall be collected in a private restroom facility behind a closed stall. The process will be supervised by trained personnel who will remain outside the stall. If the test is positive, the designated laboratory personnel will notify the designated District Administrators that a positive result was obtained. The designated District Administrator will contact the parent or guardian of any Participant who has a positive test result. If the student/parents assert that the positive test was caused by something other than the consumption of a Drug, the student/parents will have 72 hours to produce evidence to the laboratory's medical review officer. This evidence should include a list of all substances, along with the appropriate prescriptions that the student may have taken prior to testing.

Consequences

A Participant who tests positive on a Drug Test administered under this Policy shall be subjected to the following penalties:

1. First Positive Result – The Participant will receive a citizenship suspension for one-half of the Contests/Performances during the Activity Season in which the Participant was participating at the time of the Drug Test or the next Activity Season in which the Participant intends to participate, whichever comes first. If the positive result comes after more than one-half of the Contests have been completed, the remainder of the suspension will be applied during the next Activity Season in which the Participant is engaged. The length of this suspension may be reduced to one-third of the Contests/performances if the Participant voluntarily seeks a minimum of five (5) hours of licensed counseling that specifically addresses alcohol and/or drug abuse. Parents of the Participant are responsible for the costs of the licensed counseling, as well as providing documentation to the building principal concerning successful completion of the required hours of counseling. The Participant may also be removed from any elective or appointive office he/she holds in school, school club, or activity/performance. If, because of the suspension, the Participant is unable to participate in an Activity which constitutes a portion of the Participant's grade, the points available for the particular Activity that the Participant cannot participate in will be removed from the total number of points available for the class, and the Participant's grade for the class will be determined using the new total number of points available for the class.

2. Second Positive Result – In the event the Participant receives a second positive test result at any time following the first positive result, the Participant will receive a citizenship suspension from all Activities for three hundred sixty-five (365) days. The length of this suspension may be reduced to 180 days if the Participant voluntarily seeks a minimum of fifteen (15) hours of licensed counseling that specifically addresses alcohol and/or drug abuse. Parents/Guardians of the Participant will be responsible for the costs of the licensed counseling, as well as providing documentation to the building level principal concerning successful completion of the required hours of counseling. If, because of the suspension, the Participant is unable to participate in an Activity which constitutes a portion of the Participant's grade, the points available for the particular Activity that the Participant cannot participate in will be removed from the total number of points available for the class, and the Participant's grade for the class will be determined using the new total number of points available for the class.

3. Third Positive Result – The Participant will be permanently suspended from all Activities for the remainder of his/her time in the District. If, because of the suspension, the Participant is unable to participate in an Activity which constitutes a portion of the Participant's grade, the points available for the particular Activity that the Participant cannot participate in will be removed from the total number of points available for the class, and the Participant's grade for

the class will be determined using the new total number of points available for the class.

Any student who has been suspended may continue to participate in practice only if there is a possibility of returning to that in-season Activity.

Each Participant who is suspended from Activities because of a positive Drug Test will be required to pass a Drug Test administered by the District' s testing service prior to being reinstated to Activities. After passing a Drug Test and being reinstated, the Participant will be placed back in the testing pool and will be eligible for random testing.

All Participants are expected to cooperatively participate in the procedures set forth in this Policy. A Participant, who refuses by word or actions, to cooperate with a Drug Test conducted under this Policy, in the opinion of the personnel conducting the Drug Test, shall be treated as if he/she had a positive test result of a Drug Test and will be subjected to the consequences described above. A Participant who engages in conduct which gives the District or personnel conducting the Drug Test the reasonable belief that the Participant has (or has attempted to) alter, adulterate, modify or change any specimen, Drug Test or Drug Test record, shall be treated as if he/she had a positive test result of a Drug Test and will be subject to the consequences described above.

Appeal Procedure
If a Participant receives a suspension from Activities pursuant to this Policy, the Participant may appeal the decision in writing to the Superintendent. The Participant' s written appeal shall be reviewed and a decision shall be rendered within five (5) working days following the date the written appeal was received by the Superintendent. Following the decision by the Superintendent, the Participant may appeal in writing to the Board of Education. During the appeal process, the Participant remains suspended from all Activities.

Weapons in School S-200-S
The District strictly prohibits unauthorized possession or use of weapons on District property, at District-sponsored activities, either on- or off-campus, and District transportation. Weapons will be confiscated and reported to law enforcement authorities.

Examples of prohibited weapons may include, but are not limited to, blackjack, concealable firearm, explosive weapon, firearm, firearm silencer, gas gun, knife, machine gun, knuckles, projectile weapon, rifle, shotgun, spring gun, switchblade or any knife, mace spray, or any other items customarily used, or which can be used, to inflict injury upon another person or property.

By law, a student who brings a weapon prohibited by law on school property will be expelled or suspended from school for at least one calendar year and referred to law enforcement. The expulsion or suspension may be modified on a case-by-case basis upon the recommendation of the Superintendent to the Board. Other provisions of the

discipline code related to the offense may be applied in addition to or separate from consequences required by law. Students with disabilities who violate this policy will be reviewed under the provisions of the Individuals with Disabilities Act (IDEA) and/or Section 504 of the Rehabilitation Act.

Instruction

Course Changes

High School students will be allowed to make class changes the first three days of each semester. They will need to sign up with the counselor and may have to have parent permission to switch classes.

A+ Program S-130-S

A+ Program Description

The District is a proud participant of the Missouri A+ Program. As a designated school, the District graduates are eligible for the A+ designation, which qualifies them to receive A+ monies from the state to be used for tuition to any public community college or public vocational technical school in Missouri. Several four-year colleges and universities accept A+ credentials and funding as well. Some private, career/technical schools are also A+ eligible. In addition, more four- year institutions are offering incentives for students who meet the A+ criteria.

A+ Program Requirements

To participate in the A+ program, a student must meet all requirements. The student must be a U.S. citizen or permanent resident and have attended an A+ designated high school for two (2) consecutive years prior to graduation. The student must graduate with a non-weighted, non-cumulative GPA of at least 2.5 on a 4.0 scale and have maintained at least a 95% attendance record in grades 9-12. In addition, the student must have performed 50 hours of unpaid mentoring and/or tutoring at a District school under District supervision coordinated through the A+ office. Up to 25% (12.5 hours) may include job shadowing prior to graduation. Good citizenship and the avoidance of unlawful use of alcohol and drugs is required. A score of proficient or advanced on the Algebra I end of course exam or a higher level DESE approved end-of-course mathematics exam must be achieved. Finally, the student must apply for non-payback scholarships by completing a FAFSA (free application for federal student aid) form.

More information about the A+ program may be accessed by downloading the A+ Handbook from the District website available here: https://sarchibald.wixsite.com/orrickhighschool, or by contacting the District A+ Coordinator, the High School Counselor.

Assessment Program I-195-S

All students will participate in the required, statewide screening and assessment program or an alternative assessment as determined by a student's Individual Education Plan (IEP). The District will comply with all assessment requirements for students with disabilities. The District has a written assessment plan, which is updated and posted

annually on the District's website. The assessment plan is located on the District's website, under the counselor's page for both the High School and Elementary School.

Teaching About Human Sexuality I-120-S
Students will be provided instruction regarding human sexuality that is appropriate for students' age and gender. District Policy provides information about the requirements related to content. Parents/guardians have the right to remove their student from any part of human sexuality instruction. All curriculum materials used in the District's human sexuality instruction are available for review prior to its use in instruction. Prior to any human sexuality instructional material being presented to students, parents will be provided notice and information on how to opt their student out.

Suicide Prevention
Starting no later than 5th grade, students will receive age-appropriate information and instruction on suicide awareness and prevention. Information and instruction may be offered in health education, by counseling staff or in other curricula as may be appropriate.

Virtual Courses (MoCAP)

- The District will pay for virtual courses taken on-site, during the normal school day, but not beyond the equivalent of full-time enrollment.
- The District will provide supervision for students who take virtual courses in district facilities.
- Students taking virtual courses are subject to district policies, procedures, and rules applicable to students enrolled in traditional courses.
- Enrollment shall be conducted no earlier than one full month prior to the
- semester in which the student shall take the virtual course. Example: Open enrollment for semester beginning on January 4th shall begin no earlier than December 4 th.
- Registration deadline shall be no later than the third day of a semester. Example: If a semester starts on a Thursday, the final day of registration shall be at the end of the school day on the following Monday.
- The District may refuse student enrollment in a virtual course for good cause. Considerations that could be good cause to deny enrollment are:
    - The District offers the same course in a traditional setting that is taught by a properly certified teacher, the student's ability to work independently, operate technology, the student's attendance, and prior virtual course success.
    - Enrollment in a virtual course requires consultation with the school's counselor and parental authorization.
    - Only the attendance credit earned in virtual courses paid for by the District or another public school district will count toward early graduation.
    - Other factors that may indicate, in the District's discretion, that enrollment in a MoCAP course is not in the student's best educational interest.

High School Seminar
Students will be assigned a HOME seminar teacher. If a student needs help from another teacher, they may go to the assisting teacher for a pass before school or in between classes (first through third periods) to get a permission slip/pass prior to the beginning of seminar. The student must turn in the pass to the HOME seminar teacher so that they are not counted as absent. All HOME seminar teachers must collect and keep the used seminar passes throughout the year as an attendance record and so that they are not reused by the student. Students will be required to bring something to work on or be disciplined according to policy!

Grading and Reporting System

Homework policy: Students' ultimate responsibility is learning. Teachers assign a variety of work in order to foster that learning. Students are expected to take a vested interest in their education by completing those assignments by the deadline given.
Conferences/Meetings
We will have parent teacher conferences twice during the year. Parents and teachers may request a meeting anytime during the year. School personnel may terminate any conference immediately that becomes unruly or uncivil in tone or action by any participant. The conference may be rescheduled at a later date if necessary.

At-Risk Policy
It is the goal of the District is to ensure that all high school graduates are college- or career-ready. In furtherance of that goal, the superintendent or designee will implement K–12 programs designed to identify students who are not performing to their potential and assist those students in graduating with their peers with the skills and knowledge necessary to be successful in college or a career upon graduation.

Grades K – 6: Progress Report-Leveled Mastery Scale
We utilize a leveled mastery scale for reporting to students and parents on the proficiency level on the individual learning standards.
4 - understand and can teach to someone
3 - I understand
2 - I understand but need support
1 - I do not understand

High School Grading
Grades will be kept on a semester basis. There will be midterm grade progress reports in October for 1st semester and a midterm progress report in March for 2nd semester. There will also be progress checks sent home approximately every 4 weeks. Teachers will make academic grade reports to parents four times per year, 1 at each mid-term and 1 at the end of each semester. Grade cards will include letter grades and attendance. The grading system can be interpreted as follows: A-Excellent, B-Superior, C-Average, D-Inferior and F-Failure.

Grades are available online through SIS or for a hard copy contact the high school office

The following is the point system for grades:

A	4.00	100%-95%	C+	2.34	79%-77%	D-	.67	62%-60%
A-	3.67	94%-90%	C	2.00	76%-73%	F	.00	Below 60%
B+	3.34	89%-87%	C-	1.67	72%-70%			
B	3.00	86%-83%	D+	1.34	69%-67%			
B-	2.67	82%-80%	D	1.00	66%-63%			

Weighted Classes:
Weighted classes are those determined by a committee to be more advanced than a typical high school course. As such, students in these classes will receive more credit toward their GPA on grade cards. For example, if a student gets a B (3.0) in chemistry for each semester, his/her GPA will be 4.0 instead of 3.0 for the year because for each weighted class .5 of a point will be added for each class, each semester. To receive weighted credit, the course must be completed. A student must receive a final grade of at least a C (2.0) to be eligible for the weighted credit. The courses eligible for weighted credit can be located by visiting the District's High School counselor's webpage.

Other Dual Credit Classes/Weighted Classes offered through UCM. See the following link: WeMet Course Offerings

Other Dual Credit Classes/Weighted Classes offered through MO West. See the following link: http://tinyurl.com/y8h579tk

Honor Roll: The two Honor Rolls at Orrick High School will be as follows:

- A Honor Roll-All A's on a semester grade card
- B Honor Roll-All A's and B's on a semester grade card

Late Work for High School Students:
There is no credit for late work unless it is through the reassessment process. Our goal at OHS is to ensure every student is college or career ready when they graduate. We want to strive for every student to be proficient learners so they will be prepared for a global society. Below is the REASSESSMENT POLICY for students in grades 7-8 and 9-12:

Reassessment Policy

Grades 7-8

Purpose: The grading policy states that a student's grade will be subdivided into two parts: assessments worth 60% and competencies worth 40%. The purpose and intent of this policy is to provide each student with an additional opportunity to show proficiency of course content. In the event that a student chooses to reassess, the student will have one opportunity to earn up to an 80% on the given assessment.

What qualifies for this policy?
Any assignment categorized as an assessment in SIS, on which a student earned less than an 80%, qualifies for the reassessment policy. Such as projects, labs, essays, long term assignments,or traditional tests. Teachers will notify students when an assignment is assigned if it is eligible for the reassessment policy.

The following will apply to this student initiated process:

1. Students have a ten school day window to:
    a. Meet with the teacher within three school days to approve activities to be completed after teacher provides student with form notifying him/her of a 79% or below on an assessment. Teacher will sign Request to Reassess Form.
    b. Parent signature of Request to Reassessment form.
    c. Complete the approved activities and turn into the teacher.
    d. Schedule reassessment with teacher.
    For example: If an assessment score is released on Monday the 1st, a student will
    have until Thursday the 4th to attain approval on the Reassessment Form. The student will now have until Friday the 12th to complete the approved activities. If they are not completed by this time, the student forfeits the reassessment privilege. Once the approved activities are complete, the student should schedule his or her reassessment for the next available Wednesday when testing is offered with the principal or make arrangements with the course's teacher.
    Please note: Absence does not extend this timeline. It is the student's responsibility to check SIS and or eBackpack for information regarding released assessment grades.
2. Reassessment will be of similar length and subject matter as the original assessment, but may be given in a different format.
3. Reassessments will be given after school on the 1st and 3rd Wednesdays of the month. Student should report to the office for reassessment, unless the reassessment has been scheduled with the teacher.
4. The student is expected to complete two or more of the following activities prior to reassessment as determined by the teacher and student: tutoring (required), test corrections, completion of missing work, and/or additional assignments to show readiness for assessment.
5. Missing work done for reassessment will be given a maximum of 50% credit. This is work posted as practice in SIS.
6. If a student is caught cheating on an assessment, then he or she may not request a reassessment for that assessment. Plagiarism is considered cheating.
7. If you have missed more than eight days of school, you may not request a reassessment for a test missed on an additional day of absence (*for example, a student's ninth day of absence on which a test was missed*), **unless you have had an extended illness or injury, a parent may request an extension through the high school principal. The principal may grant an extension if the reason for the absence is unavoidable (example: In the hospital, serious accident, etc.)** Any classwork assignments that were

due on a day of an absence, beyond eight days, may not be made up for 50% credit and will remain a 0%, as stated in the Attendance Policy.

8. The maximum grade received for a reassessment will be 80%. *For example, if a student fails an assessment with a 55% and earns a 62% on the reassessment, the the final grade is a 62%. If a student earns a 82% on the reassessment, the final grade is an 80%.*
9. All semester final exams are ineligible for a reassessment. The final date for reassessments first semester is December 1st and second semester May 1st.
10. Any class taken by a student that qualifies as a high school credit is subject to the 9-12 Reassessment Policy. *For example, taking Algebra I as an 8th grade student.*

Students who abuse the reassessment policy will be subject to administrative review. This review will be initiated by the teacher and referred to the principal.

Reassessment Policy

Grades 9-12

Purpose: The grading policy states that a student's grade will be subdivided into two parts: assessments worth 70% and competencies worth 30%. The purpose and intent of this policy is to provide each student with an additional opportunity to show proficiency of course content. In the event that a student chooses to reassess, the student will have one opportunity to earn up to an 80% on the given assessment.

What qualifies for this policy?

Any assignment categorized as an assessment in SIS, on which a student earned less than an 80%, qualifies for the reassessment policy. This may include projects, labs, essays, long term assignments, or traditional tests. Teachers will notify students when an assignment is assigned if it is eligible for the reassessment policy.

The following will apply to this student initiated process:

1. Students have a <u>ten</u> school day window from the day grades for assessments are released to:
    a. Meet with the teacher within <u>three</u> school days to approve activities to be completed. When approved, the form will be signed by the teacher.
    b. Parent signature of Request for Reassessment
    c. Complete the approved activities and turn into the teacher
    d. Schedule reassessment with teacher
    For example: If an assessment score is released on Monday the 1st, a student will have until Thursday the 4th to attain approval on the Reassessment Form. The student will now have until Friday the 12th to complete the approved activities. If they are not completed by this time, the student forfeits the reassessment privilege. Once the approved activities are complete, the student should schedule his or her reassessment for the next available Wednesday when testing is offered with the principal or make arrangements with the course's teacher.

Please note: Absence does not extend this timeline. It is the student's responsibility to check SIS and or eBackpack for information regarding released assessment grades.

2. Reassessment will be of similar length and subject matter as the original assessment, but may be given in a different format.
3. Reassessments will be given after school on the 1st and 3rd Wednesdays of the month. The student should report to the office for reassessment, unless the reassessment has been scheduled with the teacher.
4. The student is expected to complete two or more of the following activities prior to reassessment as determined by the teacher and student: tutoring (required), test corrections, completion of missing work, and/or additional assignments to show readiness for assessment.
5. Missing work done for reassessment will be given a maximum of 50% credit. This is work posted as practice in SIS.
6. If a student is caught cheating on an assessment, then he or she may not request a reassessment for that assessment. Plagiarism is considered cheating.
7. If you have missed more than eight days of school, you may not request a reassessment for a test missed on an additional day of absence (*for example, a student's ninth day of absence on which a test was missed*), **unless you have had an extended illness or injury, a parent may request an extension through the high school principal. The principal may grant an extension if the reason for the absence is unavoidable (example: In the hospital, serious accident, etc.)** Any classwork assignments that were due on a day of an absence, beyond eight days, may not be made up for 50% credit and will remain a 0%, as stated in the Attendance Policy.
8. The maximum grade received for a reassessment will be 80%. *For example, if a student fails an assessment with a 55% and earns a 62% on the reassessment, the the final grade is a 62%. If a student earns a 82% on the reassessment, the final grade is an 80%.*
9. All semester final exams are ineligible for reassessment. The final date for reassessments first semester is December 1st and second semester is May 1st.
10. Dual credit, college, AP, or weighted classes do not qualify for the reassessment policy.

Students who abuse the reassessment policy will be subject to administrative review. This review will be initiated by the teacher and referred to the principal.

* A copy of the HS Reassessment policy and Form can be found on the high school website or in resources on the school district app*.

Specific Scholastic Requirements

For a student to be considered a senior and purchase senior announcements, he must,at the beginning of the senior year, have enough credits to graduate in two semesters. Juniors and sophomores will be determined by the amount of credits they have received and must have to graduate. The following are the amount of credits needed to be classified in the following classes:

Senior: At least 19 credits at the beginning of senior year.

Juniors: At least 12 credits at the beginning of junior year.
Sophomore: At least 5 credits at the beginning of sophomore year.

High School Summer School

Students may attend summer school to make up no more than one (1) full credit. This credit may be done for two semesters of the same class or one semester of two different classes.

Credit Recovery

Students who failed a semester with less than 50% are discouraged from summer school credit recovery with the fear that they will not have enough knowledge to be able to complete the assigned work. ATTENDANCE AT SUMMER SCHOOL DOES NOT AUTOMATICALLY ENSURE CREDIT RECOVERY. Satisfactory work must be completed in order to earn class credit. No letter grade higher than a D can be earned. (ex. If a student receives an F in either semester they will only be able to receive a D in that class in summer school.)

Grade Improvement

Students receiving a letter grade less than a C in a semester may attend summer school to raise their grade. ATTENDANCE AT SUMMER SCHOOL DOES NOT AUTOMATICALLY ENSURE A HIGHER GRADE. Work done at summer school will reflect the grade earned. No letter grade higher than a C can be earned at summer school. (ex. If a student receives a D in either semester they will only be able to receive a C in that class for summer school.)

Students are allowed to miss 7 hours of summer school without penalty. After 7 hours, credit recovery is not possible without special circumstances and principal approval.

Junior High Summer School

A 7th or 8th grade student shall pass five (5) of eight (8) semesters of possible junior high core subjects, which shall be Social Studies, Science, Math and English. A student will be allowed to raise a maximum of two (2) semester grades during summer school sessions. Students passing five (5) of eight (8) semesters of the core classes at the end of summer school shall have met on (1) of the two (2) criteria to advance to the next grade.

ATTENDANCE AT SUMMER SCHOOL DOES NOT AUTOMATICALLY ENSURE CREDIT RECOVERY. Satisfactory work must be completed in order to earn class credit. No letter grade higher than a D can be earned.(see example above)

Students are allowed to miss 7 hours of summer school without penalty. After 7 hours, credit recovery is not possible without special circumstances and principal approval.

High School Finals Policy

All classes will have a final semester comprehensive exam in each class which will be administered according to the finals schedule per the building principal. All students are required to attend classes and take the final exam. For students that meet all the exemptions listed below, the final exam score will only improve the overall grade, not reduce it.

1. Two days or less absent (cumulative by hours through the end of the semester).
2. NO office referrals for the semester.
3. An 80% or higher cumulative grade for the semester.
4. No more than 3 total tardies.

Absentee Final Exam: Although failure to attend a final test is highly discouraged, a student will only be allowed to take finals (an alternative exam) early under special (case by case) circumstances. Special arrangements must be made with the principal and teacher for the student to take finals early. The parent and student will be required to contact the principal at least two weeks in advance.

Promotion/Retention of Students

We will send notices to all possible retention candidates at the end of the second quarter and will then be monitoring them for the remainder of the year. A determination of promotion will be determined at the end of the year.

Junior High: A 7th or 8th grade student shall pass five (5) of eight (8) semesters of possible junior high core subjects, which shall be Social Studies, Science, Math and English. A student will be allowed to raise a maximum of two (2) semester grades during summer school sessions. Students passing five (5) of eight (8) semesters of the core classes at the end of summer school shall have met on (1) of the two (2) criteria to advance to the next grade.

In the event a student in the 7th or 8th grade is required to attend summer school in order to be promoted to the next grade but chooses not to attend or fails to make satisfactory progress, that student will be retained.

A Jr. High retention committee shall be able to determine retention of any Jr. High student based on the good of the student and the rest of the student body.

Graduation Requirements I-190-S

A student must meet the following requirements in order to graduate from the Orrick R-XI School District, unless the stated exceptions apply. The student must:

1. Complete a total of 26 credits, including credits required by the State Board of Education. The educational program shall consist of at least the minimum units of credit in the following areas:

   Minimum requirements for graduation

Communication Arts	4 units
Social Studies	3 units
Mathematics	3 units
Science	3 units*
Fine Arts	1 unit
Physical Education	1 unit**
Health	1/2 unit
Electives	9 1/2 units
Practical Arts	1 units

26 units is the minimum required for graduation

Required Classes:

- Communication Arts: English I, English II, a Literature class
- Mathematics: Algebra I, Geometry(starting for class of 2016)
- Science: Biology
- Social Studies: American History, Government
- Practical Arts: Personal Finance
- Physical Education: Physical Education, Health

*One science credit will be waived if the student earns at least 3 credits of agriculture credits.
**There will be only 1 PE class allowed per semester.

2. Pass proficiency exams concerning American History, American Institutions, and the Missouri and the U. S. Constitutions.
3. Satisfactorily complete a course of instruction at least one semester in length, in the institutions, branches, and functions of government of the state of Missouri, including local governments, and of the government of the United States, and in the electoral process.
4. Have received 30 minutes of cardiopulmonary resusicitation instruction and training int he proper performance of the Heimlich maneuver or other first aid for choking.
5. Have taken all required end-of-course assessments.

The District shall waive specific course requirements for those students enrolled in the special education program. The special education team and school officials shall determine the curriculum for the students enrolled in this program. The course program shall be planned on an individual basis. Additionally, some requirements may be waived for certain students transfering from outside the state in accordance with the law.

Eight semesters of full time attendance and satisfactory progress shall be the requirements for graduation. To receive credit in a class, a student must be in attendance in the class. The only exception is with prior approval of the High School Principal.

Graduation Ceremonies
Students may only participate in graduation ceremonies if they have successfully completed all graduation requirements (26 credits) or a certificate of attendance in accordance with the Missouri Department of Elementary and Secondary Education's (DESE) Graduation Guidance. Students seeking to apply credits earned through other accredited schools toward graduation requirements must provide the district with verified documentation of the completion of these courses ten (10) working days prior to the graduation ceremony in order to participate in the ceremony. Up to 7 credits earned outside of the regular educational setting may be counted toward District graduation requirements. Any student who has otherwise met all requirements for graduation will be granted a diploma, regardless of whether he or she participates in graduation exercises. Participation in the graduation ceremony is a privilege and not a right. A student must be in good standing in order to participate in graduation exercises and follow extra-curricular activity guidelines in regard to appropriate dress **(dress shoes, dress pants and collared shirts)**. Cap and gown (**must be solid black**) must be worn and their appearance may not be altered in order for a graduating senior to walk in the graduation ceremony.

The graduation ceremony is a 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 privilege to participate in graduation exercises, and further disciplinary consequences prior to receipt of the diploma.

Graduation for Students Eligible for Services under the IDEA
Students eligible for services under the Individuals with Disabilities Education Act (IDEA) who will have completed four years of high school at the end of a school year may participate in the graduation ceremony and all related activities of the student's graduating class if:

1. The student's Individualized Education Program (IEP) prescribes special education, transition planning, transition services or related services beyond the student's four years of high school, and
2. The student's IEP team determines the student is making progress toward the completion of the IEP and that participation in the graduation ceremony is appropriate.

The student and the student's parent/guardian will be provided written notice of this policy at the annual IEP meeting prior to or during the student's fourth year of high school.

Student athletes are responsible for knowing NCAA requirements and can obtain information on the NCAA Clearinghouse website (www.NCAA clearinghouse.net).

Non-Traditional Instruction
The following policy applies to all nontraditional courses accepted by Orrick R-XI School District as credit toward graduation requirements:

- A maximum of seven units of credit from alternative courses may count toward graduation requirements.

- Credit will only be accepted for nontraditional courses pre-approved by the high school principal.
- Nontraditional courses, with the exception of MOCAP, will be designated on the student's transcript as "pass" or "fail" and will not be computed into the student's GPA.
- Expenses related to nontraditional classes will be paid by the student unless the district chooses to incur the expense.
- Transfer of credit, with the exception of MOCAP, from nontraditional courses upon transfer into the district's high school will be accepted on a case-by-case basis after a course analysis by the principal and counselor.
- Final grades for nontraditional courses need to be received by the High school office by May 1 if the student expects to participate in the graduation ceremony.

Latin Honor System
In an effort to recognize more students, keep a level playing field, and stay consistent with colleges and universities, Orrick High School will be transitioning to the Latin Honor System over the next two years.

- 4.0 or higher: Summa Cum Laude *(with highest honor)*
- 3.667-3.999: Magna Cum Laude *(with great honor)*
- 3.5-3.666: Cum Laude *(with honor)*

- *Class rank or percentile will only be reported directly to college/scholarship in the highly unlikely event that it must be reported in order for the student to be considered. Other than those unique circumstances, class rank information will not be available to colleges, scholarships, students or families.*
- *Orrick College Preparatory Certificate and Valedictorian and Salutatorian will no longer be recognized.*

Early Graduation
Students who wish to graduate following 1st semester of their senior year will be required to meet with the guidance counselor and submit written notification to the principal. Students must have completed 26 credits to qualify. Each request will be handled on a case-by-case basis.

The guidance counselor will notify the student's parents or guardians of the student's decision if the student is a dependent. The student will receive a diploma in May if the student has met the Orrick R-XI School District's graduation requirements.

The student who chooses early graduation will be allowed to participate in the spring graduation ceremonies if he or she is a student in good standing but will be considered an alumni for all other activities.

New Career and Technical Education Certificate For Students
The State Board of Education approved requirements for a career and technical education (CTE) certificate that students can earn in addition to a high school diploma. The requirements were developed in consultation with the state's CTE advisory council. Students must meet all of the requirements in order to earn the certificate.

Students entering high school in 2017-18 or thereafter will be eligible to earn a CTE certificate by meeting the following criteria:

- Meet all graduation requirements
- Qualify as a CTE concentrator
- Maintain a 3.0 grade-point average (on a 4.0 scale) in the CTE area of
- Concentration
- Have no more than 3 total tardies per semester
- Pass an approved Technical Skills Assessment and/or earn an approved Industry
- Recognized Credential or Certificate
- Complete at least 50 hours of work-based learning aligned with the CTE area of
- concentration
- Maintain at least a 95 percent attendance record overall for grades 9-12
- Demonstrate soft skills/business skills
- Achieve a score at or above the state standard on any DESE-approved measure of
- college and career readiness

Orrick High School Alternative School Requirements
Students who complete the required 24 credits for graduation through the program will receive an Orrick R-XI Alternative School Diploma signed by the Superintendent and Board President and may not participate in the graduation ceremony following their course completion.

<u>Transfer Students</u>
When transfer students are unable to meet state and local high school requirements, the Orrick Board of Education may make necessary exceptions to specific requirements that would permit said students to graduate if:

- Satisfactory work has been done since date of transfer.
- They have been unable to meet specific requirements due to conditions beyond their control.
- They would have graduated from their former school had they not transferred.

The following information must be available to the Orrick School officials prior to enrolling:

- Up to date transcript from previous school
- Current and up-to-date immunization records
- Contact with the Juvenile office of the county that student is moving from must be made.

- Meet residency requirements (proof of residency is required)

Career Center Students/Area School Students

Students will be required to attend Career Center on days that the Excelsior Springs School District and Lex-La-Ray is in session. This includes the days that the Orrick R-XI School District is not in session or is released early. Students that fail to attend during this time will be required to make up those hours of attendance before or after school hours. When the Orrick R-XI School District is in session and the Excelsior Springs School District and Lex-La-Ray is not, students may be released with a note or phone call from their parent. Students who have a scheduled 8th period class will be required to return to school for that period.

Any area school student who misses 10 days in a semester will not be allowed to return to the Career Center the following semester. If the 10 days occur during the second semester, the student will not be allowed to return the following year. Any student who receives a letter grade below a C– for the semester will not be allowed to return the following semester.

College/Job Shadow Days

Students with junior status may take 2 college or job shadow days during the school year. Students with senior status are allowed 3. The proper procedures must be followed in order for students to take these days.

The high school counselor is available to assist students or parents with college days by providing phone numbers or websites to colleges and universities if necessary. The high school counselor is also available to assist students in researching possible job shadow opportunities. However, it is the responsibility of students and/or parents to schedule the college day or job shadow, as well as complete and submit appropriate paperwork to the high school counselor. Students must have a parent permission slip signed and turned in to the high school counselor ***PRIOR*** *to* the job shadow or college day. Upon returning to school, students must also turn in signed verification of job shadow or college day before the absence will be excused. The verification form is the bottom portion of the permission slip. If a student forgets the verification form when attending college day or job shadow, a written/or typed document from the college or business will be sufficient. If the permission slip and the verification form are not turned in, the absence will be unexcused and will go against a student's attendance. Both forms must be turned in before the absence is excused. The permission slips are available in the hanging file folder outside the high school counselor's office.

Students that are on the F list will not be eligible to go on a college day or job shadow. Once they are no longer on the F list they will be eligible to attend.

Section 504 I-125-S

The District is required to undertake measures to identify and locate every qualified disabled person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parent or guardians of the District's duty.

The District will provide free appropriate public education (FAPE) 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 are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and are based on adherence to procedures that satisfy the requirements of the Section 504 federal regulations.

The District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed in the office of the 504 Coordinator,

Becca Davis,
100 Kirkham Street,
Orrick, MO 64077;
(816) 770-3922;
bdavis@orrick.k12.mo.us. Alternative times are available by request.

This notice will be provided in native languages as appropriate.

Special Education I-125-S

The District is required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the District, regardless of the severity of the disability, including children attending private schools, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The District provides a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

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

Parents/guardians may inspect or review personally identifiable information collected, used, or maintained by the District for the purposes of identification, evaluation,

placement or provision of FAPE of children with disabilities. Parents/guardians may request an amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents/guardians may file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the District to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA).

This plan may be reviewed during regular school hours on days that school is in session according to the academic calendar located at the front of this handbook, in the office of the Special Education Coordinator,

Tracy Llewellyn,
100 Kirkham Street,
Orrick, MO 64077;
(816) 770-3922;
tllewellyn@orrick.k12.mo.us.

Alternative times are available by request.

This notice will be provided in native languages as appropriate.

Virtual/Online Courses I-160-S

The District offers online classes for students for acceleration, credit recovery, and options for students who need flexible schedules. The courses are taught by Missouri teachers, are aligned with the Missouri State Learning Standards, and follow the same semester calendar as face-to-face classes. The requirements for the enrollment and approval process are outlined in District Policy. Students whose educational interests are best served through on-line options may take up to six credits per semester.

For more information regarding online courses, consult the secondary course catalog and/or speak with your school counselor. Additional information about resources and processes may be accessed on the District's website at https://aa949ad6-07e4-45e8-9a06-4d65074f4234.filesusr.com/ugd/41d87e_92f70bd5357948b48a405ea40551fae7.pdf

Technology F-265-S

Cell Phone Guidelines

Pagers, cell phones, personal digital assistants, iPod's, laptop, tablets, MP3 players or any other electronic devices may be used by students during the regular school day

outside of classroom. School Issued iPads will be the only device allowed during instructional time for instructional purposes specific to the classroom lesson. The Orrick School District accepts no responsibility for personal property brought to the school by students. Students who choose to bring a technology device to school assume total responsibility for the technology device. Students should take all reasonable measure to protect against the theft or damage of their personal technology device. Students are reminded that usage of electronic devices in schools poses increasing risks of misuse, such as school disruptions, bullying, criminal activity, and academic dishonesty. Student misuse of an electronic device that leads to a disruption of the educational setting will not be tolerated. If an electronic communication device is used during class time without the teachers or administrators permission, it will be considered a discipline offense and the following consequence will occur:

First Offense: The device may be confiscated and turned in to the office, it may be returned to the student at the end of the school day or the District may require that a parent retrieve the device, depending upon the circumstances assocaited with the offense.
Second Offense: The device will be confiscated and turned in to the principal. It will be returned to the student upon scheduling a detention with the principal.
Third Offense: The device will be confiscated and the student will receive 2 after school detentions.
Subsequent Offenses Continued disregard for the District's cell phone guidelines will result in consequences in the District's Student Code of Conduct.

The use of electronic devices in locker rooms, restrooms, or any other dressing room area is STRICTLY prohibited at ALL times.

PHONE CALLS
Students may make phone calls from the high school office window with their teacher's permission to leave the classroom and approval from the principal or secretary. Phone calls are limited both in frequency and duration.

Technology Devices and Acceptable Use Policy
The District maintains an environment that promotes ethical and responsible conduct in all online network activities by employees and students. All authorized users are expected to acknowledge and comply with the rules and policies of technology usage and the District network.

Technology Devices
The Orrick School District considers the iPads as an essential learning tool that is an integral part of our district curriculum. It is an expectation that iPads will be used on a daily basis by staff and students. Students are reminded that iPads, computers and other technology devices are the property of the school. Any information on the iPads or hard drives is property of the school district. The school retains the right to access, monitor, view, or review items on school property at any time.

Fines for Lost or Damaged /IPADS, Blocks/Chargers
Students are responsible for District provided ipads, blocks, chargers or other technology materials. Fines will be assessed for loss or damage. Students are responsible for taking care of District-owned devices on and off of school property. *Student athletes need to make sure to take extra care and responsibility of their iPads during practice and games.

Students will be allowed to utilize computers/iPads for classes and class work. Students will be allowed to go online only after a Student Responsible Use and Technology Usage Agreement has been signed by the student and parent. These basic rules apply to all students at all times:

- Students should not download or copy information on our hard drive.
- Students must be supervised by an adult.
- Chat rooms or pornographic viewing is unacceptable.
- Food or drinks are not allowed in computer labs.

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 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. 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 or searched by district administrators or designees at any time in the regular course of business to protect users and district equipment. Electronic pictures or texts in student possession are considered the same as a hard-copy possession. Any such search, access or interception will be reasonable in inception and scope and shall comply with all applicable laws. Students choosing not to follow technology guidelines will receive discipline depending upon the misbehavior. Students may be denied computer privileges at any time.

Students may print free if related to schoolwork. Personal printing will be charged at 10 cents a page. Material that is of questionable value or does not follow other school guidelines will not be printed even for a fee.

Acceptable Use
All use of District devices and Internet usage must support educational purposes consistent with the District mission. Network accounts must be accessed only by the authorized user of the assigned account without an expectation of privacy from the District. Employee and student subscriptions to mailing lists and bulletin boards require prior approval by the system administrator. All online activity will be respectful and align with the code of conduct, discipline, and other related policies of the District. All technology of students will be monitored in compliance with the Children's Internet Protection Act (CIPA).

Unacceptable Use
Any use of the network for commercial, for-profit, political purposes or advertisement is prohibited. Excessive use of the network for personal business may be cause for disciplinary action. No use of the network may be used to disrupt the use of the network by others or to destroy, modify, or abuse the system in any manner. District resources may not be used to download software or other files unrelated to its mission. Use of the network to access or process pornographic, dangerous, or inappropriate files as determined by the administrator is prohibited. The network may not be used to download, duplicate, or distribute copyrighted materials. The network shall not be used for any unlawful purposes. Use of profanity, harassing, or other offensive or discriminatory language is prohibited.

User Agreements
Parents and, when age-appropriate, students are required to review and sign User Agreements in order to access District technology. (*See* User Agreement form in this handbook.)

Safety and Cybersecurity
The District monitors the online activities of students and operates a technology protection measure ("filtering/blocking device") on the network and/or all computers with Internet access, as required by law. The filtering/blocking device will attempt to protect against access to visual depictions that are obscene or harmful to minors or are child pornography, as required by law. Filters/blocking devices 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 filtering/blocking device installed by the District is prohibited.

Textbooks and Library Books
You are responsible for books checked out in your name. Return library books in time so as to avoid a fine. For your own protection, hand the book to the teacher to make sure that it is checked in promptly. The student to whom they were last checked out must pay for lost books. Textbooks also must be returned at the finalization of a class in the same condition as they were received or damages will be assessed.

Textbook Usage Statement
Students are financially responsible for any damaged or lost books or materials purchased by the Orrick School District. This includes, but does not limit, textbooks, library books, and guided reading books.

Learning Experiences Off-Site
We will be using off-site learning experiences to supplement and enrich the instructional program of the school. The trips are a privilege for students and discipline records may be reviewed before students are permitted to participate. Parents will be informed of the time, place, purpose, and special arrangements for such trips. Parents will need to sign permission forms by the prearranged deadline date so final arrangements can be made for the trip. Students should remember that they represent their school and their appearance and behavior should be a credit to Orrick Elementary. On all trips, school and bus rules, whether or not the trip occurs during school hours, remain in effect. When needed, parents may serve as chaperones on the off-site learning experiences, but no siblings are allowed to attend. In our elementary, students are required to ride the bus to and from the trip location during school hours. Students may ride home with their parent or guardian from Extra-curricular activities such as math contest and honor choir with the approval from the sponsor and a parent signature on a sign-out sheet. Check with the sponsor in charge for the sheet.

Parties/Celebrations
The Orrick R-XI School District recommends healthy eating habits for our students. We encourage families to choose items from the USDA Smart Snack list but will also allow other foods to be brought in with the exception of soda or energy drinks. Also, food will not be allowed as a daily reward for students in the district.

Classroom parties and birthday celebrations are held in the classroom. The classroom teacher oversees how the parties are handled. Please contact your child's teacher if there are any questions regarding parties or sending in birthday treats. HOME-BAKED ITEMS ARE NOT ALLOWED.

Peanuts, tree nuts, and peanut products or tree nut products are prohibited in the school, including before or after-school activities. These guidelines apply to foods provided for celebrations at school. Throughout the year we also have holiday parties.

Extra-curricular Activities and Clubs
Extracurricular activities sponsored by the District are part of the educational experience and opportunities for students. Clubs, sports, and other groups seek a diverse range of students and provide fair access under the law. Students are encouraged to identify activities matched to their interests and ability levels and participate in those activities. Participation in extracurricular activities is voluntary and a privilege. Therefore, students must meet certain academic standards, demonstrate acceptable citizenship and behavior, and maintain appropriate attendance in order to be eligible to participate. Unless special arrangements have been made with the principal, a student is required to attend school on the day of an activity in order to participate. All extracurricular activities are supervised by District employees and the expected code of conduct for students remains the same as during the standard school day. Additional guidelines for specific groups, including activities sanctioned by the Missouri State High

School Activities Association (MSHSAA), may be outlined at the beginning of the year and/or season. Competitive, interscholastic activities may have evaluation procedures that eliminate some students from participation. When students are not selected for participation, communication will occur in a personal and respectful way.

Missouri State High School Activities Association (MSHSAA) Activities and High School Extra-Curricular Activities

Definition & Purpose

Athletics are defined as any team recognized by the Orrick School District and under the jurisdiction of the Missouri State High School Athletic Association (MSHSAA). Extra-curricular activities are defined as those activities occurring beyond the school day or during the school day outside the school environment for which the student does not receive a grade. These activities include, but are not limited to, field trips, clubs, organizations, sporting events, and school-related contests.

The Orrick School District believes in the value of athletics and extra-curricular activities for they provide an opportunity for learning that is not available during the regular school day. The mission of the Orrick School District's extra-curricular and athletic programs is to provide opportunities and experiences for all students to develop an appreciation of one's talents and weaknesses; recognition of the value of physical, academic, and aesthetic pursuits; and an understanding of teamwork and sharing of common goals which contribute to the good of the whole. Through involvement in these activities, students will build the self-worth and integrity necessary to be able to cope with future successes and failures. Extra-curricular activities and athletics create an avenue of enrichment, entertainment, and proud association for students, parents, and community.

Athletics and extra-curricular activities are available as privileges to students at Orrick High School who are willing to work outside the school day and toward the goals of the program and abide by the rules established for these privileges as set forth by the Orrick R-XI Board of Education, Missouri State High School Activities Association (MSHSAA) and other governing bodies of the specific activities.

General Guidelines for Extra-Curricular Activities

All students participating in extracurricular activities or groups are subject to district supervision and discipline. Students must comply with all policies, eligibility requirements, rules and procedures established by the district or established by MSHSAA, when applicable.

Students may belong to and take part in all extracurricular activities or groups for which they are qualified, regardless of race, color, sex, religion, national origin, ancestry, or disability. Unless participation in a group or activity is required for a course in which the student is enrolled, participation is a privilege, not a right. Students may be excluded from these groups as a disciplinary action, as a consequence for poor performance in school, or otherwise as determined by district administration. A student and/or his or her parents/guardians are not entitled to a hearing solely because the student has been

excluded from an extracurricular activity, which is not required for a course in which the student is enrolled.

To participate in MSHSAA sponsored activities students must be considered full-time students. For any student that is considered part-time they must be in attendance at least 3.5 hours to participate in school activities that are NOT sponsored by MSHSAA.

Citizenship Guidelines

Anyone who participates in extra-curricular activities at Orrick High School must be a credible citizen. The proper school authority (Superintendent or Principal) will be the judge of a student's citizenship. A student whose character or conduct reflects discredit upon himself or his school is not such a citizen and is not eligible to participate.

a. If the terms of a student's In-School Suspension (ISS) or Out of School Suspension (OSS) fall within the time of an extra-curricular activity, the student will not be eligible to participate (Practice or Games).
b. Students who are expelled or withdraw from school because of disciplinary action are not eligible to participate for 365 days from the date of expulsion or withdrawal unless earlier admittance is approved by the Orrick Board of Education.
c. Any student representing Orrick High School shall meet the standards of dress as dictated by the student handbook or the activity. The standards for the physical appearance of students at extra-curricular activities will be determined by the sponsor of the particular activity and approved by the principal.
d. Students arrested by law enforcement agencies or officials and are (1) convicted of, (2) confess to, (3) plea bargain, or (4) indicted for a felony offense are subject to suspension from any and/or all extra-curricular activities pending further review and/or consultation with law enforcement agencies or officials. It is the students responsibility to inform the school administration.

Specific Citizenship Standards

1. Use or Possession of Alcoholic Beverages, Drugs or Tobacco

Students are expected to refrain from possession or use of tobacco, alcoholic beverages, and drugs. A student will violate the school district's citizenship standards if he or she uses, possesses, has ingested, has under his or her control, sells, manufactures, administers, dispenses, distributes or compounds:

1. Tobacco in any form.
2. Alcohol, intoxicating liquor as defined in Chapter 311, RSMo or alcoholic beverages.
3. Controlled substances, counterfeit substances or imitation drugs as defined in Chapter 195, RSMo.
4. Solvent or toluol as defined in Chapter 578, RSMo.
5. Controlled substance analogue as defined by Chapter 195, RSMo, and any substance which has a chemical makeup similar to any controlled substance, as defined above, and which when ingested or otherwise used

causes a condition such as intoxication, euphoria, dizziness, irrational behavior, stupefaction or hallucination.

6. Anabolic steroid or other similar compound which is derived from testosterone or prepared synthetically.
7. Drug paraphernalia as defined in Chapter 195, RSMo.
8. Prescription medications which are not prescribed to the student.
9. A prescription medication which is prescribed to the student, but only if the student sells, administers, dispenses or distributes the medication to others.

Possession shall be defined as visual or physical evidence which is substantiated by a school official or law enforcement officer, to the satisfaction of the administration. Violation of the tobacco/alcohol/drug rules shall cause the student to receive the following citizenship penalties:

A. Drugs and alcohol

FIRST OFFENSE: The student will be suspended from 20% of all his/her competitions or performances. The student will be expected to practice and meet all group responsibilities, as outlined by the sponsor/coach, but will not participate in the activity event.

SECOND OFFENSE: The student will be suspended from 40% of all his/her competitions or performances. The student will be expected to practice and meet all group responsibilities, as outlined by the sponsor/coach, but will not participate in the activity event.

THIRD OFFENSE: Suspension from all activities for 365 calendar days. All violations will be carried over to the following sports seasons along with the school discipline policy being enforced.

B. Tobacco

FIRST OFFENSE: The student will be suspended from 20% of all his/her competitions or performances. The student will be expected to practice and meet all group responsibilities, as outlined by the sponsor/coach, but will not participate in the activity event.

SECOND OFFENSE: The student will be suspended from 40% of all his/her competitions or performances. The student will be expected to practice and meet all group responsibilities, as outlined by the sponsor/coach, but will not participate in the activity event.

THIRD OFFENSE: Suspension from all activities for 365 calendar days. All violations will be carried over to the following sports seasons along with the school discipline policy being enforced.

After the first violation by a student, the student will be encouraged to seek alcohol/drug evaluation or rehabilitation program. Student admission, direct observation and testimony from school administrators, certified staff, law enforcement official/agencies, social service agency reports- any or all will be considered as proof of violations of this policy.

These rules are considered by the coach/sponsors to **be twelve (12) month rules** and will be treated as such. The rules in this handbook will apply to off-campus and on-campus incidents. The rules are set forth to help students participating in school-sponsored activities be responsible citizens who are accountable for their actions at all times.

MSHSAA activities affected are academic team, all sports, music, cheerleaders, dance and speech.

Non-MSHSAA activities affected are all other school sponsored activities and organizations.

Any other extracurricular activity not mentioned above will be held to the standards set forth in this handbook, including class trips.

2. <u>Acts of Theft and/or Vandalism</u>

Students are expected to refrain from acts of theft or vandalism. A student will violate the school district's citizenship standards if he or she engages in the following conduct:

1. Direct acts of theft or vandalism at school or elsewhere which are verified to the satisfaction of the administration.
2. Attempts to engage in theft of another person's property which are verified to the satisfaction of the administration.
3. Aiding or abetting another person who engages in acts of theft or vandalism at school or elsewhere which are verified to the satisfaction of the administration.
4. A violation, or alleged violation, of federal, state or local criminal law which results in a summons being issued to the student, or charges being filed in court against the student or conduct which is verified to the satisfaction of the administration.

Violation of the theft/vandalism rules shall cause the student to receive the following citizenship penalty:

CLASS I OFFENSE: Where the violation of the theft/vandalism rules constitute, or allege to involve the theft of items, or damage valued by the administration at one hundred and fifty dollars ($150.00) or more, the student shall receive a minimum 91-180 school day citizenship suspension.

CLASS II OFFENSE: Where the violation of the theft/vandalism rules constitute, or allege to involve the theft of items, or damage valued by the administration at less than one hundred and fifty dollars ($150.00), the student shall receive a minimum 1- 90 school day citizenship suspension.

3. <u>Conduct Standards</u>

Students involved in extracurricular activities are expected to conduct themselves in a positive, respectful manner at all times during the school day or school activities. Students who conduct themselves inappropriately may lose their privileges regarding extracurricular participation.

Academic Standards Of Eligibility – OHS

Students must meet or exceed the following academic standards to be and to remain eligible to participate in any extra-curricular activities as representatives of Orrick Junior-Senior High School:

1. Students may not attend field trips during or outside school hours if they are on the Orrick High School "F List."
2. Students may practice but not compete in any games or competitions while on the "F" list.
3. Students may attend club/organization meetings or practices while on the OHS "F List" unless otherwise stated in that club/organization's by-laws. However, they may not play/perform for a club/organization while on the OHS "F List."
4. Student may not participate in any homecoming or court warming activities (ex. Candidates) while on the "F" list.
5. Students may not attend dances with the exception of prom while on the F List.
6. Students **CANNOT** be signed off of the F list to participate in any extra-curricular activity. They must wait until the next grade check to see if eligible to participate.

F Lists will be generated on Mondays, beginning on the first Monday following the first three (3) weeks of the school year. A schedule for grade checks will be provided to student-athletes and parents annually. *Students CANNOT be signed off of the F list to participate in any extra-curricular activity. They must wait until the next grade check to see if eligible to participate.

Attendance at School

A student must be in attendance for at least half of a school day (3.5 clock hours on full session days, 2.25 clock hours on ½ days) on the day of any extra-curricular activity in order to participate. If the activity takes place on a day school is not in session, the student shall attend school for at least 3.5 clock hours the day before the activity (2.25 clock hours if the day before is a ½ day). Failure to follow this policy will result in loss of participation privileges.

Any student who participates in a sporting event must attend first hour the following morning to be eligible to participate in the next scheduled contest. In the event he or she is not, the following consequences will occur:

1st offense: Referral to the coach
2nd offense: Loss of playing time at next contest (time to be determined by the coach)
3rd offense: Ineligible to play in next scheduled event.

The principal reserves the right to review individual circumstances on a case-by-case basis.

Should a student be absent for any part of the day following an activity, they must have a doctor's excuse for that absence or prior approval from the Principal's office. A student will not be eligible to participate in the next activity if the stated criteria are not met.

The Principal reserves the right to review individual student circumstances on a case-by-case basis. Please stress to your children/students the importance of their regular attendance and that extracurricular activities are just that, participation in such activities is not a reason to be absent the following day. Only PRIOR approval by the principal will exempt a student from this rule.

Students absent due to school activities (sporting events, field trips, etc.), will not be counted absent, but must make up work missed when gone. It is the student's responsibility to find out what was missed, what needs to be made up, and when it's due. In the event a student does not turn in work missed when gone on a school activity, the homework policy will be followed, and the student may lose the privilege of missing school for future activities.

Attendance at Practices or Meetings

Students wanting to be a member of extra-curricular club, organization, or team are expected to attend all scheduled practices or meetings as set forth by the sponsor/coach. Any absence from a scheduled practice or meeting for a reason other than sickness, retesting or receiving special help from a teacher (with the sponsor's knowledge), school activity, or an unavoidable reason without prior approval from the sponsor, shall be counted as an unexcused absence.

Appropriate disciplinary measures may be administered by the sponsor/coach. Excessive unexcused absences from practice/meetings (as pre-determined by the sponsor/coach), will result in the student being asked to discontinue membership with that club/organization/team.

Transportation

Students are required to ride school-furnished transportation to and from extra-curricular activities unless proper procedure as outlined below has been followed. Bus times are leaving times; students should plan on being at the bus at least 10 minutes early to avoid holding up the group or missing the bus.

1. Students may ride home with their parent or guardian from extra-curricular activities with approval from the sponsor and a parent signature on the Sign-Out Sheet. Check with the sponsor in charge for the sheet.
2. Students wishing to ride home with another adult (defined as graduated and over the age of 21) must have a **written note** signed by their parent or guardian specifying who they may ride with and approved through the office by **2pm** the day of the activity. Phone calls will not be acceptable forms of permission.
3. Failure to follow approved transportation procedures may result in loss of transportation privileges to future extra-curricular activities. Any participant not riding the school-furnished transportation to the activity will not be allowed to participate unless PRIOR administrative approval was made for alternate transportation.
4. Any exceptions to these items must be granted by the principal or administrator on site.

General Athletics Guidelines

All students participating in athletic teams are subject to district supervision and discipline. Students must comply with all policies, eligibility requirements, rules and procedures established by the district and established by MSHSAA.

Students may belong to and take part in all athletic teams for which they are qualified, regardless of race, color, sex, religion, national origin, ancestry, or disability. Participation in athletic teams is a privilege, not a right. Students may be excluded from sporting events as a disciplinary action, as a consequence for poor performance in school or otherwise as determined by district administration or coaching staff.

To participate in MSHSAA sponsored activities students must be considered full-time students. For any student that is considered part-time they must be in attendance at least 3.5 hours to participate in school activities that are NOT sponsored by MSHSAA.

Athletic Teams-Membership

Team membership is open to all students who wish to participate, sign the drug-testing consent form, and meet team requirements. General requirements are:

1. Good citizenship
2. Proper attitude toward the sport, coach, and teammates
3. Promptness in reporting for all practice sessions
4. Willingness to follow instructions and to put forth enough personal effort to benefit the team as a whole
5. Personal conduct at all times that will help mold good character for the individual and build good will for the school and community
6. Students are responsible for purchasing their own clothing and shoes with the exception of the official team uniform
7. The school uniform will be worn

Tryouts

For teams requiring tryouts, the coach of the team will determine tryout dates and procedures. Parents and participants will be informed of the format of the tryout.

Citizenship Requirements

The District complies with all MSHSAA guidelines. Parents and students are required to review the following to educate themselves regarding rules, regulations and guidelines: https://www.mshsaa.org/resources/pdf/Official%20Handbook.pdf

Physical Examinations/Insurance

According to Missouri State High School Activities Association regulations, the school shall require of each student participating in athletics, cheerleading, dance, and other similar groups a certificate of an issued physical signed and authorized by a physician, advanced nurse practitioner in a written collaborative practice with a physician, or a certified physician's assistant in collaboration with a sponsoring physician stating that

the individual is physically able to participate in these activities. The medical certificate is valid for the current year if issued on or after February 1st of the previous school year.

A student shall provide proof to the school district of basic athletic insurance coverage before competing or practicing for the sports or activities outlined above.

Students shall NOT compete or practice in ANY way for the school until there is on file with the district a valid physical and proof of basic athletic insurance coverage.

Conditioning Requirements

Each athletic team must have the minimum days of practice as set forth by MSHSAA and each individual must have participated in the minimum number of school practices as set forth by MSHSAA on different days prior to the first interscholastic contest in all sports offered at Orrick High School according to Missouri State High School Activities Association regulations. This requirement shall be waived if a student has been a member of another school sports team immediately preceding the sport season and has had the minimum number of days of conditioning for that sport. Transfer to the next sport is then continuous from the preceding sport.

Sportsmanship

The Orrick R-XI Board of Education has made a commitment to good sportsmanship. It is the desire of the Board of Education, administration, staff and student body to make Orrick High School a model of good sportsmanship opponents will envy and that everyone will be proud of. To accomplish this goal, everyone: the student body, players, coaches, administration, and fans must work together in pursuit of this goal.
Many people have the misconception that the latter group, the adults, is immune from any responsibility as far as demonstrating good sportsmanship. This is not true.
The five groups mentioned can be compared to the links of a chain and if one link breaks, the chain cannot function efficiently. Activities in schools without good sportsmanship are of no value.

Athletes are expected to represent Orrick Schools in a respectful and sportsmanlike manner to their teammates and opponents. Failure to do so could result in discipline under the District's Student Code of Conduct. Athletes could also be removed from the team.

Flagrant Unsportsmanlike Penalties/Technical Fouls:

Any student who received a **flagrant** unsportsmanlike penalty/technical foul while representing Orrick High School in the course of one season will be disciplined according to the following schedule:

Note: In accordance with MSHSAA bylaw 810.c: A player who is ejected from a contest for unsportsmanlike conduct shall at a minimum be prohibited from playing in the next interscholastic context at that same level.

In addition, members of athletic teams who are disciplined for **flagrant** unsportsmanlike penalties/technical fouls should expect extra conditioning work from their coaches to be assigned to make up for what they will miss when sitting out the specified term.

The following are some basic fundamentals of good sportsmanship:

1. Show respect for the opponent at all times. The opponent should be treated as a guest; greeted cordially on arriving; given the best accommodations; and accorded the tolerance, honesty, and generosity that all human beings deserve. Good sportsmanship is the Golden Rule in action.
2. Show respect for the officials. The officials should be recognized as impartial arbitrators who are trained to do their job and who can be expected to do it to the best of their ability. Good sportsmanship implies the willingness to accept and abide by the decisions of the officials.
3. Know, understand, and appreciate the rules of the contest. A familiarity with the current rules of the game and the recognition of their necessity for a fair contest is essential. Good sportsmanship suggests the importance of conforming to the spirit as well as the letter of rules.
4. Maintain self-control at all times. A prerequisite of good sportsmanship requires one to understand his/her own bias or prejudice and the ability to prevent the desire to win from overcoming rational behavior. A proper perspective must be maintained if the potential
    a. educational values of athletic competition are to be realized. Good sportsmanship is concerned with the behavior of all involved in the game.
5. Recognize and appreciate skill in performance regardless of affiliation. Applause of an opponent's good performance is a demonstration of generosity and goodwill that should not be looked upon as treason. The ability to recognize quality in

performance and the willingness to acknowledge it without regard to team membership is one of the most highly commendable gestures of good sportsmanship. In the event an Orrick follower attending a sporting event conducts him/herself in such a way as to demonstrate repeated poor sportsmanship, he/she may be asked to leave the contest immediately and/or to appear before the Orrick R-XI Board of Education to explain why he/she should be allowed to continue to attend athletic contests.

Guidelines for Non-Traditional Students who Desire Eligibility to Participate in MSHSAA Activities / Athletics

1. Non-traditional students must enroll and attend two classes (1.0 credits) each semester. Pursuant to MSHSAA By-Law 2.3.4.c, these two classes must be seat-time classes taken within the school building.
2. Non-traditional students must reside within the Orrick School District boundaries, per school board policy JECA-1.
3. Upon initial enrollment the building principal or designee will review past classes, academic history, credits, logs, attendance, transcripts, etc. to determine "prior semester" credit earned to determine eligibility status.
4. The building principal or designee will review current semester classes enrolled in to approve and validate "outside" courses / credits are sufficient in allowing the non-traditional student to meet the 80% rule.
5. Non-traditional students will be provided clear confirmation of Orrick semester close date: this same timeline for completion of courses will also be in place for non-traditional students outside courses.
6. Non-traditional students must meet the essential eligibility standards, including the citizenship standard, semesters rule, age rule, etc. as traditional students.
7. If the non-traditional student participates in Band or Choir they must be enrolled in the associated class in order to participate in music activities.
8. All non-traditional students will be held to the same policies and standards as traditional students set forth in the Orrick R-XI student and activity handbooks.
9. Once enrolled non-traditional students must enroll in all sequential semesters to maintain eligibility.

Basic Requirements for Lettering

- All eligibility requirements of the MSHSAA, I-70 Conference and Orrick High School must be met for a student to considered eligible for consideration for an athletic letter
- The student must have displayed good sportsmanship in competition and have been regular in attendance at practice and games.
- The student must have participated the entire sports season. It will be possible to make exceptions to this rule in the case of injury or illness.
- Students meeting all requirements must receive the recommendation of the coach based on specific criteria set below.
- Players may letter with additional criteria at coach's discretion.

Basketball Lettering Requirements

- ☐ Participate in at least 50% of the available varsity quarters for the current season
- ☐ Be an active member of the team throughout the whole season
- ☐ Attend all games and practices unless excused by the coach
  OR
- ☐ Participate in one quarter of a district or regional tournament game
- ☐ Be a senior and have participated in basketball 4 consecutive years.
- ☐ Team members not meeting this requirement shall be awarded a certificate of participation

Volleyball Lettering Requirements

- ☐ Participate in at least 50% of games at the varsity level
- ☐ OR….Be a senior and have participated in volleyball 4 consecutive years.

Football Lettering Requirements

- ☐ Participate in at least half of the total quarters played by the varsity team in the total schedule
- ☐ Team members not meeting this requirement shall be awarded a certificate of participation

Track Lettering Requirements

- ☐ To receive a varsity letter, an athlete must meet at least one of the following criteria:

  - ✓ receive 15 pts. in duals, triangular and or quad meets; 1st place (3 pts.), 2nd place (2 pts.), 3rd place (1 pt.)
  - ✓ place in the top eight at three medal meets
  - ✓ qualify for the state track meet as a participant

- ☐ Team members not meeting this requirement shall be awarded a Certificate of Participation.

Cheer Lettering Requirements

- ☐ No more than 3 unexcused practices.
- ☐ Must cheer at all varsity games, pep rallies, bonfire and other events as determined by the coach.
- ☐ Uniforms worn to school on all game days.
- ☐ Must contribute to fundraising activities.

Golf Lettering Requirements

- ☐ The golfer must participate in more than 40% of the possible varsity matches during the regular season, or serve in the top 5 varsity spots for district and state competitions.
- ☐ Adhere to USGA rules, and *will not ever* be found to cheat or knowingly give a false score.
- ☐ OR….A senior that has participated in the program for more than two straight seasons.
- ☐ OR….A provisional letter winner from the previous season also finishes the following season.

Academic Team Lettering Requirements

- ☐ Participate in one-quarter of the halves of varsity contests
- ☐ Team members not meeting this requirement shall be awarded a certificate of participation.

Manager's Letter

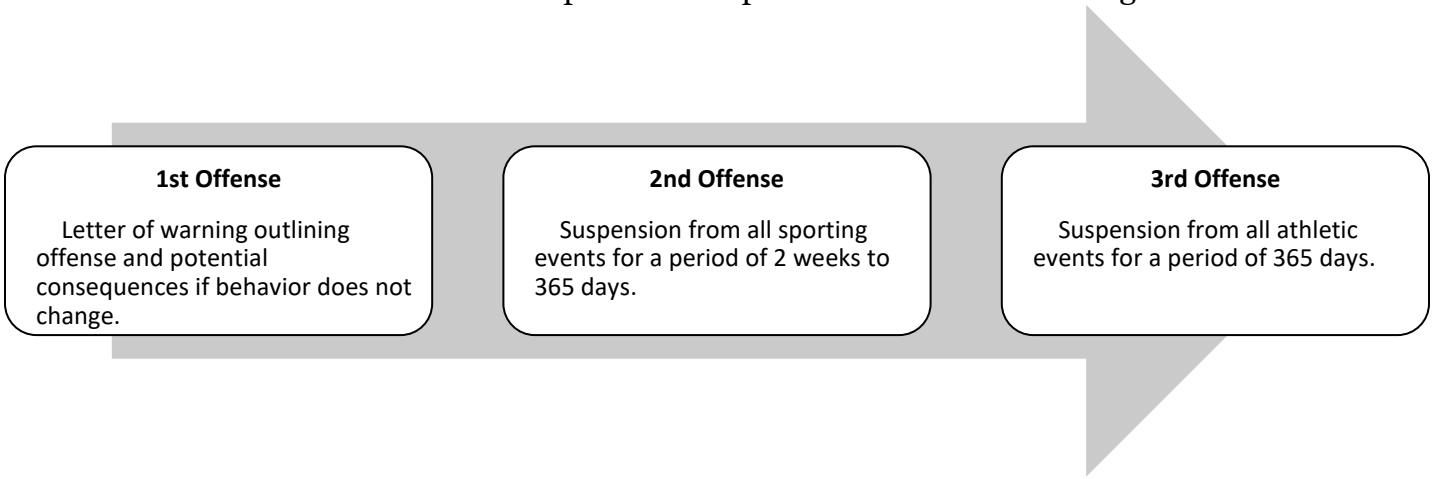
- ☐ May be awarded for a minimum of one season's service as a team manager provided his/her conduct and attendance at practice and games is satisfactory to the Coach, Principal, or Athletic Director. The manager's letter shall be the same as the regular varsity letter. A manager shall receive a manager's pin for his letter.

Parent and Fan Guidelines

Extra-curricular activities and athletics are extensions of the school day and, as such, are classroom situations. As you would not enter a classroom without permission, we ask that you do not disrupt extracurricular events or practices. Parent conferences with teachers, sponsors, and coaches should be scheduled through the coach, sponsor, or principal. Please do not attempt to argue with, detain or otherwise disrupt the sponsor or coach the night of an event or during practices or games. Anyone doing so may be subject to removal from school premises and may not be allowed to return for extended period of time.

Sporting events are times when our students may compete or perform for the enjoyment of themselves and others. Coaches work hard to prepare their players and officials are hired to make sure those events are played fairly. Although the district appreciates the previous coaching that parents may have done, coaching needs to be left to coaches hired by the school district. Coaching from the sidelines/stands is a distraction to our coaches and players and will be asked to stop. Just as we expect sportsmanship from our players, Orrick Schools expects the same from our fans. Encouragement of players from the crowd is an acceptable practice. Jeering of players, coaches, and/or officials is not. Fans may also not approach officials before, during, or after a game. If there are

problems with the officials, the head coach or administration will address it with them. Failure to maintain these standards of sportsmanship will result in the following:



School Dances

Orrick High School dances are designated for OHS students in grades 9-12 (with the exception of Prom, which is designated for OHS students in grades 11 and 12). Students must be in attendance at least 3.5 clock hours on the day of the dance (or 2 clock hours on ½ days) in order to attend. OHS students in grades 9-12 who wish to bring a guest must follow the guidelines below. Orrick Junior High School dances are designated for OJHS students in grades 7-8. OJHS students who wish to bring a guest must follow the guidelines below.

Orrick students who plan to bring a non- Orrick student to a school dance must register their guest in advance with school administration or designee by completing the Visitor Permission Form. This form must be completed and submitted to the High School office prior to the event. Guests of Orrick High School dances, including Prom, must be at least in 9th grade and less than 21 years of age. Guests out of high school may attend if they were graduates of OHS in good standing. Guests of Orrick Junior High School dances must be in grades 6-9 and less than 16 years of age. If not currently enrolled in a school to obtain a principal's signature on the Visitor Permission Form attendance will only be allowed with a signature from previous principal or through a background check done by Orrick School District.

PTO (Parent-Teacher Organization)

The Orrick Elementary PTO is a very active organization that does a lot of great things for our students. If you are interested in joining this group, please contact the school office.

Recess/Physical Education

K-6 students will be having recess and/or physical education daily; many times students will be going outdoors during colder weather. We ask that students dress appropriately for the weather and such activities. **Students who are not to participate in**

physical education class must have a note from a physician. Students that are not to go outside for recess must have a note from a parent/guardian.
GENERAL RULES FOR RECESS:

- **Be Safe**
  - Use equipment properly
  - Be aware of others
- **Be Respectful**
  - Take turns
  - Share equipment
  - Be fair
- **Be Responsible**
  - Stay on the playground
  - Take care of equipment
- **Important Notes**
  - Students are encouraged to participate in recess. Students who need to stay in are to have notes from a parent/guardian unless for disciplinary reasons
  - Students may not return to the building from the playground without permission of the playground supervisor.
  - Sporting equipment from home should not be brought to school unless approved by a faculty member.
  - Recess will be at the discretion of the playground Supervisors in cool or damp weather. Appropriate clothing and footwear must be worn during cold weather. Gloves and hats must be worn with temperatures below or near freezing temperatures.
  - Students who do not abide by the play rules are subject to discipline by the playground supervisor. If the need arises students may be taken to the Principal.
  - Parents who come and eat lunch with their students will not be on the playground or classroom with the students during recess.

Recess is not an extension of lunch for the students. Lunch food or drink shall not be consumed during recess.

District Policy Information

English Language Learners S-150-S

The District provides programs and support for students in order to provide equal educational opportunities for students with limited English proficiency (LEP).

Free language interpreting and translation is available for parents/guardians and students who require it. If you require an interpreter, please inform your student's teacher or school, and the District will arrange for an interpreter to assist at no cost to you. If we do not have an interpreter for your language, we will work to find someone who can help.

Information on District programs such as Gifted Education, AP classes, Special Education, extracurricular activities, and others can be found on the District website.

For more information about the programs for students with LEP or assistance for families, please contact:

Becca Davis, 100 Kirkham Street, Orrick, MO 64077; (816) 770-3922; bdavis@orrick.k12.mo.us

The District has developed District Policies regarding the rights of a parent/guardian to:

- Inspect all instructional materials.
- Inspect and provide prior written consent for a student to participate in certain student surveys.
- Be informed of and provide prior written consent for physical examinations or screenings that the school or agency may administer to a student.
- Be informed of the District's collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose), including arrangements to protect student privacy that are provided by the agency in the event of such collection, disclosure, or use.

If a parent/guardian would like to request the review of any of the above materials, please contact the building administrative assistant.

All District policies can be located at:
http://egs.edcounsel.law/orrick-r-xi-school-district-policies/

School Nutritional Program F-290-S
In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: How to File a Complaint, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

Mail:	U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;
Fax:	(202) 690-7442; or
Email:	program.intake@usda.gov

This institution is an equal opportunity provider.

Tobacco-Free Policy C-150-S
To promote the health of all individuals, the District prohibits all employees, students and patrons from smoking or using tobacco products, electronic cigarettes or imitation tobacco or cigarette products in all District facilities, on District transportation, on all District grounds at all times and at any District-sponsored event or activity while off campus.

Firearms and Weapons F-235-S
Possession of weapons, including concealed weapons, on District property, on District transportation or at any District function or activity sponsored by the District unless the visitor is an authorized law enforcement official or is specifically authorized by the Board.

Asbestos
The District's asbestos management plan is on file at the Superintendent's office. There is a presence of asbestos in the elementary building. Asbestos is evaluated by Orrick staff every 6 months. It is evaluated by qualified inspectors every 3 years.

Emergency Procedures
To ensure the safety of our students during an emergency, we must adhere to the District's Building Crisis Manual. Numerous simulations and drills are conducted throughout the school year.

The District may keep students after the close of a school day during severe weather emergencies. Children will not be permitted to leave until normal conditions exist or unless parents pick them up. In the event of a severe weather emergency, it's critical that we keep our phone lines open for emergency services.

Tornado:
Our warning system will be a constant bell. When the bell sounds, all staff and students immediately stop what they are doing and proceed at once to the designated storm shelter. Each room has the storm procedure posted on the wall. Become familiar with it.

Fire:
The fire alarm is a constant blare with flashing lights going off in the halls. When the alarm sounds, all staff and students immediately stop what they are doing and proceed to the nearest exit. Each room has fire exits posted on the wall. Become familiar with it.

Earthquake:

1. Drop! Cover! Hold! Earthquakes strike without warning and the immediate need is to protect students and staff by taking the best available cover. Talk calmly to students to avoid panic Get beneath a desk, table or bench Cover head with a coat, clothing or hands If no cover is available, crouch against an inside wall and cover head Stay away from outside walls, windows or expanses of glass Students and staff outside the building should move away from the building and overhead electrical wires. All doors should be left open to minimize jamming if the building shifts
2. Stay in the protective position until tremors stop and debris stops falling.
3. Be prepared to drop, cover, and hold for aftershocks.
4. Listen for an intercom announcement (bull horn if electricity is out) to be made by the building principal for further instructions or information.
5. If a fire is caused by the earthquake and the fire alarm sounds, evacuate by buddy rooms a safe distance from the building. (If electricity is out, an alternative fire alarm (bull horn) may be sounded. Some fire evacuation routes will not be suitable for earthquake evacuation due to overhead power lines, exposed gas lines, etc.) Follow the building evacuation routes posted in each room. If the primary route is blocked, the lead teacher will select an alternate route. The other teacher will follow the last student from the two classrooms, making sure doors are left open and lights are turned off. Take the attendance record book and the emergency kit with you.
6. If outside the school when the earthquake or aftershock occurs: Get clear of all buildings, trees, exposed wires, or other hazards that may fall. The safest place is in the open. Assume the drop and cover position until the quake is over.
7. When in the assembly area outside the building, and a safe distance from the building, take roll. If there are any students missing, determine when the student was last seen and the probable location of the missing student. To signal the status of your class to the individual collecting accountability data, hold up the Red front cover of the Crisis Management Plan Booklet to indicate a missing or injured student. Hold up the Green back cover of the booklet to indicate all students are accounted for and no one is injured.
8. If injuries are involved, the designated buddy room teacher may be released to their assigned response team. The other buddy room teacher assumes responsibility for supervising both classes in the assembly area. Continue checking for injuries among students and have injured students escorted to the first aid station.

9. Await further instructions. Do not return to the building until instructed to do so by the building principal, superintendent, or designee.
10. Students should not be released from school to anyone not listed on their sign-out card or get permission to leave school from anyone not listed on their sign-out card. The building principal or designee will make every effort to secure a school employee who can verify a parent, guardian, or other persons listed on the sign-out card.

Building Crisis (Code Red):
The Building Crisis procedures are found in the Building Crisis Manual.

White Out:
The Building Crisis procedures are found in the Building Crisis Manual.

Signature and Form Requirements

- *Photo/Video/Audio Release Form*
- *Email Consent/Permission Form*
- *Technology Usage Agreement Form*
- *Student/Parent Handbook Acknowledgement Form*

S-125-A

Photo/Video/Audio Release Form Form E

Throughout the school year, there may be times that the District staff, the media, or other organizations, with the approval of the school principal, may take photographs of students, audio/videotape students, or interview students for school-related stories in a manner that would individually identify a specific student. These images or interviews may appear in District publications, District-approved social media sites, in the news, or other organizations' publications.

I, Parent/Guardian of (please print) _____, provide to my child's school and to the District permission to use my child's photographs, image, and/or recordings for the purposes mentioned above. I understand and agree that the District may use these photos and/or videotaped images in subsequent school years unless I revoke this authorization by notifying the school principal in writing. Further, I consent that such photographs, images, recordings are the property of the school for District use clear of any claim on my part. I therefore agree to allow my child to be photographed, audio/videotaped, or interviewed by the news media or other organization for school related stories or articles.

Parent/Guardian Signature:

_____

Parent/Guardian Name (please print):

_____

Date:

_____

*Students 18 years of age or older may sign this release form for themselves.

Technology

Email Consent/Permission Form

The faculty of the District strives to communicate and work together with the parents and guardians of our students. Email is one tool that promotes convenient, two-way communication between families and teachers. Though the District network is secure, we cannot guarantee that an email sent from the District server will remain secure once it leaves our system. When teachers or administrators receive email from outside sources, the identity of the person cannot always be easily discerned.

Therefore, permission must be granted by the parent/guardian to allow teachers or administrators to use email for a communication. To remain compliant with the Family Educational Rights and Privacy Act (FERPA), email will not be used to send grading, attendance, discipline information of students, or other personally identifiable information without permission to do so. The District also encourages parents to access the District's parent portal, a secure measure, to check your child's school information and progress.

I, Parent/Guardian of (please print) _____, provide to my child's school and to the District permission to email academic, attendance, discipline, or other personally identifiable information to the email address(es) listed below. I understand that by giving this permission, there is no guarantee that the information will be fully secure and do not hold the District liable for any inappropriate release of student information that may violate the FERPA regulations as a result of any email communication. Should your email address change, please contact the District.

Name of Student (please print:)

_____

Email Address(es):

_____

Parent/Guardian Signature

_____

Parent/Guardian Name (please print):

_____

Date:

_____

Student Technology Usage Agreement

Students (for ages --- and above)
I have read, understand, and agree to the Technology Acceptable Use Policy when using electronic devices owned, leased, or operated by the District *or* while accessing the District Wi-Fi/Internet, even if using a personal device. Should I violate the policy, my access privileges may be revoked. I also understand that any violation of the policy is prohibited and may result in disciplinary or legal action.

Student Signature:

_____

Student Name (please print):

_____

Student ID: _____ Grade: _____ Date: _____

Parent Technology Usage Agreement Permission Form
As the parent/guardian, I have read, understand, and agree to the Technology Acceptable Use Policy when my student(s) or family are using electronic devices owned, leased, or operated by the District *or* while accessing the District Wi-Fi/Internet, even if using a personal device. Should my student(s) violate the policy, access privileges may be revoked. I also understand that any violation of the policy is prohibited and may result in disciplinary or legal consequences. I further understand that the District has taken steps to control access to the Internet, but cannot guarantee that all controversial information will be inaccessible to student users. I agree not to hold the District responsible for materials acquired on the network and accept responsibility when my student(s) uses District technology outside the school setting. I give permission for my student(s) to use District technology and network resources, including the Internet.

Parent/Guardian Signature:

_____

Parent/Guardian Name (please print):

_____

Date: _____

*Students 18 years of age or older may sign this release form for themselves.

C-105-P District Rules and Guides Form A
Student/Parent Handbook Acknowledgment

I acknowledge that I have received and reviewed the 2021-2022 Student/Parent Handbook. I understand the policies and guidelines of the District and that violations of these policies and guidelines may result in disciplinary action.

Parent/Guardian Signature

_____

Parent/Guardian Name (please print):

_____

Date: _____

*Students 18 years of age or older may sign this release form for themselves.

Adoption Date(s): September 21, 2020