

RETURN THIS SIGNATURE SHEET BY FRIDAY, SEPTEMBER 9, 2022

REQUIRED SIGNATURES:

STUDENT/PARENT/GUARDIAN

I have read and am familiar with the contents of the 2022-2023 Student Handbook. I have read the Computer/Internet Acceptable Use Agreement and understand that computer and Internet access is designed for educational purposes. I understand that it is impossible for the Worth County R-III School District to restrict access to all controversial materials, and I will not hold the District responsible for materials acquired on the network. Students are to abide by the provisions and conditions of the computer contract. They are to understand that any violations of the contract will result in disciplinary action, the revoking of their user account, and/or appropriate legal action. I also agree to report any misuse of the information system to the District system administrator. Misuse can come in many forms, but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language and other issues described above. All rules of conduct described in the Student Handbook apply.

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Parent/Guardian Mailing Address _____

Parent/Guardian 911 Address _____

Parent/Guardian Contact Number _____

Student Cellular Phone Number (optional) _____

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

(A copy of the Notice of Designation of Directory Information accompanies this page. Notify the district in writing by September 9, 2022, if directory information should be withheld.)

Worth County R-III is fully accredited by the Missouri State Department of Elementary & Secondary Education.

DISTRICT MISSION STATEMENT

THE MISSION OF THE WORTH COUNTY R-III SCHOOLS IS TO PRODUCE STUDENTS WITH THE CHARACTER TRAITS AND ACADEMIC SKILLS TO BE PRODUCTIVE, PROBLEM-SOLVING ADULTS IN OUR GLOBAL SOCIETY.

NOTICE OF DESIGNATION OF DIRECTORY INFORMATION

Dear Parents and Guardians:

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

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

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

If you do not want Worth County R-III School District to disclose directory information from your child's educational records without your prior written consent, you must notify the District in writing by September 9, 2022. Worth County R-III School District has designated the following information as directory information:

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

Worth County R-III School District

SECONDARY STUDENT HANDBOOK 2022-2023



WORTH COUNTY R-III

WELCOME TO THE WORTH COUNTY R-III HIGH SCHOOL

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

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

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

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

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

TABLE OF CONTENTS

1. Daily Expectations of students
 - a. Bell schedules/Lunch Shift Times (5)
 - b. Attendance (5-7)
 - c. Parking (7)
 - d. Bus Expectations (8)
 - e. Walking Street (8)
 - f. Lockers (8)
 - g. Breakfast / Lunch (8-9)
 - h. Dress Code (9)
 - i. Library (10)
 - j. Saturday School (10)
 - k. Leaving School Grounds (10)
 - l. Lost and Found (10)
 - m. Cell Phones/Phone Use (10)
 - n. Yondr Pouches (10)
 - o. Personal Computers (10)
 - p. Physical Education (11)
 - q. Health Office (11)
 - r. Human Development Education (11)
 - s. Release of Records (11)
 - t. Unpaid Bills (12)
 - u. Book Fines (12)
 - v. Visitors (12)
 - w. Work Permit (12)
2. School Counseling
 - a. College Visits (12)
 - b. Job Shadowing (12)
 - c. Schedule Changes (13)
 - d. Referrals (13)
 - e. Services Directory/ Hotline Numbers (13)
 - f. Testing Programs (14)
3. Grades
 - a. Grade Scale (15)
 - b. Weighted Classes (15)
 - c. Dual Enrollment (15)
 - d. Honor Roll (16)
 - e. National Honor Society (16)
 - f. MO Options Programs (16-17)
 - g. Missouri Virtual Instruction Program (17)
 - h. Commencement Exercises (17)
 - i. Student Classification (17)
 - j. Graduation Requirements (17-18)
 - k. Jr. High Promotion (18)
 - l. Permanent Records (19)
4. Citizenship/Activities/Eligibility
 - a. Class Activities (19)
 - b. Class Parties (19)
 - c. Student Conduct (19-20)
 - d. Eligibility Requirements (21-22)
 - e. Citizenship Expectations (22-23)
5. Discipline
 - a. Statement of Philosophy (23-24)
 - b. Corporal Punishment (24)
 - c. Discipline Introduction (24-25)
 - d. Excellence in Education Act of 1985 (25)
 - e. Safe Schools Violations (25-26)
 - f. Bullying (26)
 - g. Sexual Harassment (26-27)
 - h. Suspension and Expulsion (27-28)
 - i. Rules of Conduct (28-30)
 - j. Teacher Issued Discipline (30)
6. District Policies
 - a. FERPA (30-31)
 - b. Non-Discrimination/ Title IX (31-32)
 - c. Directory Information (32-33)
 - d. IDEA: PL 94-142 / Equal Opportunity (33-34)
 - e. Equal Educational Opportunities (Policy 2110) (34)
 - f. Equal Opportunities (Form 1300) (34-35)
 - g. Drug Free Schools (Policy 2641) (35)
 - h. Parent Notification of Teacher Qualifications (35-36)
 - i. Parent/Family Involvement (36)
 - j. Communication (Employee to Student (36-37)
 - k. Technology Usage Agreement (37)
 - l. Homeless Students (38)
 - m. Migrant Students (38)
 - n. Nondiscrimination Student Rights (38)
 - o. Harassment (38-39)
 - p. Student Welfare Wellness (Policy 2750) (39-41)
 - q. Wellness Policy (39-40)
7. Appendices
 - a. USDA Nondiscrimination (41-42)
 - b. Public Insurance (44)
 - c. School Calendar (45)
 - d. School Map w/teacher assignments (46)
 - e. Fire Escape / Earthquake Routes (47)
 - f. Tornado Drill Procedure (48)
 - g. Staff Email (49)

REGULAR BELL SCHEDULE

1st Bell	8:12 A.M.
Period 1	8:15 - 9:03
Period 2	9:06 - 9:54
Period 3	9:57 - 10:45
Seminar	10:48 - 11:13
Period 4	11:16 - 12:32
Period 5	12:35 - 1:23
Period 6	1:26 - 2:14
Period 7	2:17 - 3:05

LUNCH SHIFT SCHEDULE

1st Secondary Shift	11:16 - 11:39
2nd Secondary Shift	11:39 - 12:04
3rd Secondary Shift	12:06 - 12:32

EARLY OUT (1:00 DISMISSAL) BELL SCHEDULE (NO SEMINAR)

1st Bell	8:12 A.M.
Period 1	8:15 - 8:45
Period 2	8:48 - 9:19
Period 3	9:22 - 9:53
Period 5	9:56 - 10:27
Period 6	10:30 - 11:00
Period 7	11:03 - 11:33
Period 4	11:33 - 1:00

ATTENDANCE (Regulation 2310)

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

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

A student should not be readmitted to a class, from which they were absent, until they have their absence excused or unexcused from the High School office. If the reason for absence is valid and essential, and if the parent contacts the principal's office promptly the absence will be considered excused. If the absence is excused, students will be permitted to make up work lost by such absence. Remember that it is your responsibility, as a student, to check with your instructors

regarding make-up work. When a student knows in advance that they are going to be absent, the office and teacher should be contacted prior to the absence and all work is to be turned in before leaving. (This applies to school or personal absences). Dental and doctor appointments should be arranged as much as possible after school hours, Saturdays and on teacher professional development days (check school calendar).

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

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

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

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

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

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

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

Teacher Responsibilities: At each confirmed unexcused absence from a class, as determined by the administration and as related to the teacher, the teacher will – (a) inform the student that his/her grade for the day will be a "0". (b) As a student reaches both the third and sixth of the

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

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

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

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

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

PARKING

All students will park their cars on the east or south parking lot (back row student spots only when room permits), and not on the grass or in an inappropriate manner. Students will park in rows such as not to block driveways or dumpsters, and are not to park parallel to the drive east of the gymnasium. Once a student brings their car to school, they are not to be in it until school is out or they leave school with principal/teacher permission. A sign-out sheet will be used for any student leaving the school to get items from the parking lot or to check out prior to leaving school. Students check in upon their return. All students are encouraged to exit the parking lot by the north exit past the bus barn after the busses have exited. During times of bad weather students may use the safest exit off school grounds. All students should be aware that it is a privilege not a right to drive and park on school grounds therefore if privileges are abused students will not be allowed to drive or park on school grounds. All vehicles are subject to inspection while on school grounds.

BUS EXPECTATIONS:

Be respectful to self, others and property

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

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

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

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

Drivers may assign seating.

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

Be responsible in actions and attitudes

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

Do not deface or mark on the bus.

No food or drink is allowed on the bus.

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

Be safe

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

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

Remain in your seat while the bus is in motion.

Keep all body parts inside the bus.

Do not smoke or light matches on the bus.

WALKING STREET

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

LOCKERS

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

LUNCH/BREAKFAST

Individual lunch/breakfasts are to be purchased (deposit money in account) during the morning in the main office. Lunches will cost \$2.50 per day. Breakfast will cost \$1.85 per day. Each student will be issued a laminated card. The card will be scanned when one goes through the line. Should a student lose or damage the card, they will pay for a replacement card (\$5.00). (One will be

issued one lunch card free of charge between grades 7-12). Those without a lunch card will be sent to the end of the line and sign the book. Junior High Students will be allowed to charge up to \$10.00. After this maximum has been met, no additional charges will be accepted. HIGH SCHOOL STUDENTS will be allowed to charge one meal, after which the student will no longer be allowed to charge. Parents/Guardians of students with negative balances will be contacted electronically, by correspondence, by phone call from the building principal's office. On May 15 annually all charging will be cut off. Parents/guardians will be sent written request for payment in full. All charges not paid before the end of the school year will be carried forward into the next school year. Graduating seniors must pay all charges in full. Failure to do so may result in the delinquent student being denied participation in graduation ceremonies.

Those who purchase a meal may share with others who purchase a meal, but are restricted from sharing with those who did not purchase a meal. Families may purchase meals for all members of their family by the week or month by writing one check. The secondary lunch shifts are during the fourth class period. Students are to go to and remain in the lunchroom until the end of their lunch shift, whether they eat lunch or not. PARENTS AND STUDENTS NEED TO REMEMBER WORTH COUNTY HAS CLOSED LUNCH SHIFTS. THIS MEANS, STUDENTS MAY NOT LEAVE FOR LUNCH – EVEN IF THEY HAVE A PARENT'S PERMISSION. RESTAURANT FOOD CAN NOT BE DELIVERED TO THE SCHOOL FOR STUDENTS DURING THE SCHOOL DAY. STUDENTS MAY BRING A SACK LUNCH TO SCHOOL WITH THEM IN THE MORNING. If food is required for a classroom activity, this will be cleared in advance by the classroom teacher. If parents feel the student qualifies for free or reduced meals, the attached lunch form must be completed and returned to the office.

DRESS CODE

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

Clothing:

All students must be fully clothed.

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

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

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

LIBRARY

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

SATURDAY SCHOOL

Students will be assigned Saturday School for excessive tardies and/or absences. If a student fails to attend an assigned Saturday School it will result in disciplinary action. Students will be notified by conference with either the principal or counselor.

LEAVING THE GROUNDS

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

LOST AND FOUND

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

PERSONAL COMPUTERS

Each student will be issued a school chrome book for school use. Student's personal laptops/chrome books are not allowed on the school network and not allowed to be used during school. Personal hotspots are not allowed at school and are to be powered off at the beginning of school, along with your cell phones.

PHONE USAGE

The office phones are for school business only and may not be used by students except in an emergency. If approved by the administration, students may use their cell phone in the front office. If a student does get in trouble with their phone, it will be confiscated for a minimum of 3 days and a maximum of 5 days depending if the 3rd day falls on the weekend. The phone does not have to be picked up by a parent. It will be returned directly to the student. A student with excessive requests for the use of a cell phone or who doesn't follow adult etiquette may have limitations placed upon them. iPods, MP3 players and other electronic devices are at the discretion of each teacher. If approved for usage, students should use adult etiquette and refrain from using them while participating in contests, concerts, games, etc. Usage of cell phones and other electronic or communication devices when not approved will result in disciplinary actions.

YONDR POUCHES

Each student will be issued a Yondr Pouch to put their phone in during school hours. It is the students responsibility to put their phone in and lock their pouch before classes begin. Pouches are the students responsibility to keep in good shape. A \$30 fee will be charged for damaged or lost pouches. Pouches will be housed in the school bins when not in use. Students may gain permission to use their phone in the front office. If a parent needs to contact their child, please call the front office and we will relay the message and/or have the student return your call.

PHYSICAL EDUCATION EXCUSES

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

HEALTH AIDE

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

HUMAN DEVELOPMENT EDUCATION

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

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

RELEASE OF RECORDS Request for student records

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

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

The following guidelines will be followed:

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

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

Final transcripts will be issued at no cost for graduating seniors. Parents may request educational records as long as a student is enrolled. However, after a student becomes 18, the student also must initiate the request. When a student, 18 and over, is no longer enrolled in school, the student must make the request.

UNPAID BILLS

Grade cards will be mailed/mailed to parents/guardians even when a bill is owed. Equipment, uniforms, supplies or privileges may be withheld to students who have not paid for previous equipment, uniforms, supplies or fines. Students constructing projects valued at \$500 or more must pay one half the material and supply cost prior to beginning the project.

BOOK FINES

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

VISITORS

All persons visiting the school must check through the Main Office and receive a visitor pass before going to the various classroom areas. Parents and others designated by school staff may request approval to speak with students. Students are restricted from having peer visitors with them in classrooms.

WORK PERMIT

If you are under 16 years of age and planning on being employed, you will need a work permit issued from the office. This must be done to meet State Law Requirements.

SCHOOL COUNSELING OFFICE

COLLEGE VISIT DAYS

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

JOB SHADOWING

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

CHANGE OF SCHEDULE

Schedule changes must be completed during the first five (5) days of school. Students desiring a schedule change should contact the School Counselor as early in the first week as possible. Changes will be discussed with parents and teachers involved, before the second semester, only after conferring with the teacher and counselor, then receiving permission from the principal. Courses dropped after the designated time will carry a failing grade on the student's permanent record, unless special approval has been acquired from the principal.

REFERRALS

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

SPECIAL SERVICES DIRECTORY

AIDS/STD's Services:

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

Counseling Services:

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

Services for Substance Abuse:

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

Psychiatric Services:

Psychiatric Consultation Hotline	1-800-243-5437
----------------------------------	----------------

Miscellaneous Services:

Adult Basic Education	564-2655
Community Services	564-2182
Division of Family Services	564-3711
Parent Link	1-800-552-8522
Vocational Rehabilitation	1-877-703-9876

TESTING PROGRAMS

MISSOURI ASSESSMENT PROGRAM

GRADES 7 & 8 (MAP - Grade Level Assessment)

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

Grade 7 – Communication Arts, Math

Grade 8 – Communication Arts, Math and Science

GRADES 9-12

End of course tests will be given in Algebra 1, American Government, English 2, and Biology. Other subjects may be given as the state of Missouri requirements.

CAREER CLUSTER INVENTORY

GRADE 8:

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

GRADE 11:

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

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

COLLEGE ENTRANCE EXAMS

GRADES 11 & 12

College-bound Juniors and Seniors should see the counselor about college entrance exams.

ARMED SERVICES VOCATIONAL APTITUDE BATTERY (ASVAB)

GRADE 11 & 12:

The ASVAB will be administered to all juniors and will be made available to any senior who requests this multiple aptitude battery. Seniors should tell the counselor before October 3, if they want to take the test.

GRADES

GRADING SYSTEM

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

The following scale will be utilized when computing grades:

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

WEIGHTED CLASSES

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

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

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

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

DUAL ENROLLMENT COURSES

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

with the colleges for tuition payment.

HONOR ROLL

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

NATIONAL HONOR SOCIETY

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

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

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

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

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

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

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

MISSOURI OPTION PROGRAM

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

Missouri Course Access and Virtual School Program (MOCAP)

The Missouri Course Access and Virtual School Program (MOCAP) has developed a catalog of virtual online courses for students. Beginning with the 2019-2020 school year, students will be able to take an entire course from any Internet-connected computer, available 24 hours a day, seven days a week. MOCAP's mission is to offer Missouri students equal access to a wide range of high quality courses, flexibility in scheduling, and interactive online learning. Please contact the school counselor for more information.

COMMENCEMENT EXERCISES

A student must complete all requirements (including attendance, academic credits, etc.) to participate in commencement exercises. All financial obligations must be completed before a student's diploma is signed and information is sent to any requesting outside sources. Should a student have an in-school or out-of-school suspension, they will not participate in commencement activities unless approved for special circumstances by the school board.

STUDENT CLASSIFICATION

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

GRADUATION REQUIREMENTS

LANGUAGE ARTS: 4 UNITS

9th grade - English I

10th grade - English II

10th - 12th grade - Language Arts Elective (2 units)

SOCIAL STUDIES: 3 UNITS

9th - American History (1 unit)

11th grade - American Government (1 unit)

Must pass US Constitution Test, Missouri

Constitution Test and Naturalization Exam

9th – 11th grade – Social Studies Elective (1 unit)

MATH: 3 UNITS

9th grade – Algebra I or Pre-Algebra

10th grade – Geometry, Algebra I

11th - 12th grade - Math Elective (Algebra II, Geometry, Algebra, College Algebra, Statistics, Pre-Calculus, Trigonometry)

SCIENCE: 3 UNITS

9th grade - Physical Science

10th grade – Biology

11th grade – Science Elective (Biology 2, Ag Sciences, Chemistry, Anatomy, Earth Science)

HEALTH / PHYSICAL EDUCATION: 1 ½ UNITS

9th - 12th grade - Physical Education

10th grade - Health (1/2 unit)

Must complete 30 minutes CPR / First Aid Training

FINE ARTS: 1 UNIT

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

PRACTICAL ARTS: 1 UNIT

9th – 12th grade – Agriculture

F.A.C.S. - Business Voc.

Tech. - Comp. Sci.

PERSONAL FINANCE: 1/2 UNIT

Requirements	17
Electives	8
Total	25

ATTENDANCE:

Eight semesters of attendance are required to enable a student to participate in graduation ceremonies. Special exception may be made by the Board based on the following: Students must have completed at least 7 semesters in regular attendance with 25 units of credit earned, including all above mentioned graduation requirements

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

Students must attend graduation practice as scheduled by building principal.

JR. HIGH PROMOTION

Academic achievement plays a vital role in every individual's school career. In order to achieve one's potential in high school a solid base must be established in the Elementary and Jr. High programs.

With this principle in mind the following rule has been established: "Any student who fails any seventh or eighth grade subject for the year will be required to attend summer school."

PERMANENT RECORDS

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

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

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

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

CITIZENSHIP/ACTIVITIES/ELIGIBILITY

CLASS ACTIVITIES

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

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

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

CLASS PARTIES

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

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

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

Appropriate student behavior while at school or any school function shall be based upon modesty and decency. NO HOLDING HANDS WILL BE ALLOWED. Hugging, caressing, and/or kissing will be considered unacceptable behavior and will not be tolerated at any time while at school or at any activity or function representing Worth County R3

ACTIVITIES CALENDAR

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

ACTIVITY TRIPS

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

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

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

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

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

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

PARTICIPATION IN EXTRA-CURRICULAR SCHOOL ACTIVITIES

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

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

disciplinary activity is completed.

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

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

ELIGIBILITY REGULATIONS

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

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

TO BE ELIGIBLE:

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

A student in grades 9-12 must currently be enrolled in courses that offer 3.00 units of credits a semester, and must have earned 3.00 units of credits the preceding semester of attendance or a student must be enrolled in a full course at their level in a special education program for the handicapped approved by the State Department of Education which, though ungraded, enrolls pupils of equivalent age, and that student must have made standard progress for their level the preceding semester. Students must be making satisfactory progress toward graduation to remain eligible.

Example: A senior must have attained 19 ½ units of credit or be currently enrolled in sufficient courses to earn 26 ½ units to be eligible the first semester of their senior year. Specific eligibility requirements of the Missouri State High School Activities Association are also in effect, such as the eight consecutive semesters of maximum eligibility in high school. A student who was academically ineligible the preceding semester but meets the academic standard at the close of that semester becomes eligible the first day classes are attended in the succeeding semester.

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

This section shall not apply to students promoted from the sixth grade and entering the seventh

grade for the first time.

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

This policy will make any student in grades 7-12 ineligible for any activity (dances, clubs, sports, fine arts, etc.)

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

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

CITIZENSHIP POLICY FOR SCHOOL ACTIVITIES RATIONALE:

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

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

RULES:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

This policy will make any student in grades 7-12 ineligible for any activity (dances, clubs, sports, fine arts, etc.)

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

OTHER RULES:

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

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

DISCIPLINE

STATEMENT OF PHILOSOPHY

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

The discipline code set out in this student handbook is intended to be illustrative but not an exclusive listing of acts of misconduct and the consequences for each. Misconduct which is not specifically listed in these rules may be deemed to warrant discipline up to and including expulsion following provision of all due process procedures.

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

Board of Education regulations, and this policy.

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

- A. Detention: Detaining a student before or after school. It can range from 30 to 60 minutes as necessary, up to 5 days per disciplinary problem. Students must provide their own transportation home if given 24 hours notice. Teachers may assign their own detention and failure to serve the detention or be late will result in further disciplinary action.
- B. Suspension:
 - 1. In school suspension: 1 to 5 days
 - 2. Out of school suspension: 1 to 180 days
 - 3. Expulsion: imposed by the Board of Education (Permanent exclusion)
- C. Assignment of satisfactorily completed labor or projects which are a result of infractions of school rules.
- D. Social probation: Removal of offices held, participation in school activities, and etc. by activity sponsors and/or administration.

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

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

CORPORAL PUNISHMENT

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

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

DISCIPLINE POLICY INTRODUCTION

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

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

To ensure a safe and orderly environment for learning.

The policy will provide for all affected a clear statement of the expectations this school district has for its students and consequences, which will follow when deviations from the expectations occur. School wide rules affect the classrooms, hallways, lunchroom, locker rooms, busses, school activities and any place or time when students gather on school property. The school wide rules

are:

Be respectful to self, others, and property

Be responsible in actions and attitudes

Be safe and orderly

EXCELLENCE IN EDUCATION ACT OF 1985, SECTION 5

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

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

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

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

SAFE SCHOOLS ACT

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

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

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

The following School Board policies apply to the secondary school.

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

BULLYING

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

Bullying occurs when a student:

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

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

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

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

SEXUAL HARASSMENT PROHIBITED

NOTICE TO ALL EMPLOYEES AND STUDENTS REGARDING SEXUAL HARASSMENT

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

Sexual harassment includes but is not limited to:

- sexual slurs, threats, verbal abuse and sexually degrading

- descriptions graphic verbal comments about an individual's body
- sexual jokes, notes, stories, drawing, pictures or gesture spreading sexual rumors
- touching an individual's body or clothes in a sexual way displaying sexually suggestive objects
- covering or blocking of normal movements unwelcomed sexual flirtation or propositions
- acts of retaliation against a person who reports sexual harassment.
- Inquiries, complaints or grievances from students and their parents and employees regarding sexual harassment or compliance with Title IX may be directed to the Superintendent of Schools, to the District's Title IX Coordinator or the Director of the Office of Civil Rights, Department of Education, Washington, D.C.

The District's Title IX Coordinator is
 Mr. Chris Healy, Superintendent
 510 East Avenue, Grant City, MO
 64456 660-564-3389

STUDENT SUSPENSION AND EXPULSION

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

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

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

- The student shall be given oral or written notice of the charges against him/her; and
- If the student denies the charge, he/she shall be given an oral or written explanation of the facts which form the basis of the proposed suspension; and
- The student shall be given an opportunity to present his/her version of the incident before judgment is rendered. A student has the right to bring forward witnesses on his/her behalf.
- Prompt notification will be given to the student, of the administrator's action and the reasons for such action.

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

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

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

No credit will be assigned for completed work while on out of school suspension, unless the work was assigned prior to the suspension, is a major project for the course, or is a major test for the course.

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

RULES OF CONDUCT:

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

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

Disrespectful language or action to a staff member.

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

Physical contact that is sexually harassing

Violations against public decency and good order -

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

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

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

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

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

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

Violations against school administration -

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

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

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

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

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

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

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

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

Violations against public health and safety - Drugs and/or alcohol - (Illegal use, possession, or attendance under the influence of alcohol, unauthorized prescription drugs, narcotic substance, counterfeit drugs or drug related paraphernalia by students on school property or at school sponsored activities is wrong and harmful and is strictly forbidden. Students found guilty of the

above will be suspended from school and will be referred to law enforcement officials for proper actions and documentation in student's discipline record. Disciplinary action may be reduced in lieu of counseling.)

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

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

Violations against property -

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

False alarm.

Bomb threat.

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

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

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

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

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

TEACHER ISSUED DISCIPLINE

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

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

DISTRICT POLICIES

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

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

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

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

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

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

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

NOTICE OF NONDISCRIMINATION (POLICY 1310)

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

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

Questions, complaints or requests for additional information regarding these laws may be forwarded to: Name/Title: Mr. Chris Healy, Superintendent of Schools Address: 510 East Avenue, Grant City,

MO 64456 Phone Number: (660) 564-3389

This notice is available in additional alternative formats upon request.

NOTICIA DE NO DISCRIMINACION (VERSION DE ESPANOL)

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

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

Nombre/Titulo: Mr. Chris Healy, Superintendente Dirreccion
de Oficina: 510 East Avenue, Grant City, MO 64456 Numero
Telefono: (660) 564-3389

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

TITLE IX

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

DIRECTORY INFORMATION

According to school policy section 2400, the superintendent may release student rosters to colleges, universities, the military services and similar organization if the release of this information will benefit the student. This information will include the names of the students in a class, their address, and their home telephone numbers. Any student who DOES NOT want his/her name on the roster should notify the principal or the counselor by September 3, 2021.

NOTICE OF DESIGNATION OF DIRECTORY INFORMATION FERPA Notice of Designation of Directory Information (Policy 2400)

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

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;

- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

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

If you do not want Worth County R-III School District to disclose directory information from your child's educational records without your prior written consent, you must notify the District in writing by September 3, 2021. Worth County R-III School District has designated the following information as directory information:

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

PUBLIC NOTICE ON IDEA (Public Law 94-142)

Public Law 94-142 guarantees that Worth County R-III will provide free and appropriate educational services to ALL handicapped students, ages 3 through 20, who reside within the district. Services are provided to hearing impaired, learning disabled, mentally retarded, physical/health impaired, deaf, blind, speech disordered, language disordered, visually impaired, behavior disordered/emotionally disturbed, multi-handicapped, autistic, traumatic brain injured, and early childhood special education students. If more information is desired on handicapping conditions and services, contact either the elementary or secondary school office.

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, 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 Worth County R-III School District assures that it will provide 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, intellectual disability, 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 Worth County R-III School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Worth County R-III School 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 at the District Office during school hours.

This notice will be provided in native languages as appropriate.

EQUAL EDUCATIONAL OPPORTUNITY (POLICY 2110)

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

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

GENERAL ADMINISTRATION

Form 1300

Equal Opportunity

Notice of Nondiscrimination

The District does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

District Compliance Officer: Mr. Chris Healy, Superintendent

510 East Avenue

Grant City, MO 64456

(660) 564-3389

The District's policy and procedures detailing the District's Prohibition Against Harassment, Discrimination, and Retaliation are set forth in Board of Education Policy & Regulation 1300. District Board of Education Policies can be found on the District's website and/or available in the District's Central Office.

For further information about anti-discrimination laws and regulations, or to contact the Office for Civil Rights in the U.S. Department of Education (OCR) regarding the District's compliance with anti-discrimination laws and regulations, please contact OCR at One Petticoat Lane, 1010 Walnut Street, Kansas City, Suite 320, Missouri 64106, (816) 268-0550 (voice), or (877) 521-2172 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

January 2018, Copyright © 2018 Missouri Consultants for Education, LLC

DRUG FREE SCHOOLS (Policy 2641)

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

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

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

PARENT NOTIFICATION OF TEACHER QUALIFICATIONS - NO CHILD LEFT BEHIND ACT OF 2001

At the beginning of each school year, the District will notify the parents of each student attending any school receiving Title I funds that they may request information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following: Our district is required to inform you of certain information that you, according to The No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know. Upon your request, our district is required to provide to you in a timely manner, the following information:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- What baccalaureate degree major the teacher has and any other graduate certification of degree held by the teacher, and the field of discipline of the certification.

In addition to the information that parents may request, districts must provide to each individual parent-

- information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and
- timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

Requests by parents for this information must be provided in a timely manner.

PARENT/FAMILY INVOLVEMENT IN EDUCATION (LEA PLAN)

In order to implement the Board's commitment to parent/family involvement in students' education, the District has implemented an educational involvement plan with the following features:

Regular two way communication between school and parents/families. Such communication will include but not be limited to scheduled parent visits to school, electronic communication, use of translators, parent volunteers, and other programs recommended by the Parent/Family Involvement Committee.

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

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

Involve parents in meaningful activities to enhance student learning.

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

Affirmatively involve parents in school decisions which affect their children.

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

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

COMMUNICATIONS BETWEEN EMPLOYEES AND STUDENTS

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

matters.

School appropriate usage should be followed at all times when using the internet for school projects. Failure to use good judgment will result in loss of internet privileges. (See acceptable use policy for technology.)

Acceptable Use Policy for Technology/Internet/Electronic Resources

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

Students using a school computer are expected to abide by the following rules: I have read the Technology Usage policy and procedure and agree to abide by their provisions. I understand that violation of these provisions may result in disciplinary action taken against me including, but not limited to, suspension or revocation of my access to district technology and suspension or expulsion from school. The rules include, but are not limited to:

- Do not use computers or any other technology to harm other people or their work.
- Do not damage computers, the network, or other form of technology in any way.
- Do not interfere with the operation of the network by installing software.
- Do not violate copyright laws.
- Do not access, keep, or send material or email that would not be appropriate for teachers or parents to see.
- Do not share your password with another person or allow anyone else to use your logon.
- Do not trespass in anyone else's files, or email.
- Do notify an adult immediately, if by accident, you encounter materials, which violate the rules of appropriate use.
- Do not store any file that is not school related including music, games, etc. on district assigned drives.
- Do logoff when leaving your computer to prevent others from using your logon.
- Do not use school equipment for any project that is not school related.
- Use of district technology to threaten or harass another person or to violate any state or federal law could result in prosecution.
- BE PREPARED to be held accountable for your actions and for the loss of privileges if the Usage Agreement is violated.

I understand that my use of the district's technology resources is not private and that the school district may monitor my electronic communications and all other use of district technology resources. I consent to district interception of or access to all of my electronic communications using district technology resources as well as downloaded material and all data I store on the district's technology resources, including deleted files, pursuant to state and federal law, even if the district's technology resources are accessed remotely. I understand that this form will be effective for the duration of my attendance in the district unless revoked or changed by the district or me.

Please sign on signature sheet.

HOMELESS STUDENTS (POLICY 2260)

The Board of Education is committed to providing equal access for all eligible homeless students to

a free, appropriate education in the same manner as is provided to other District students. In carrying out this commitment, the District will identify and assess the needs of the District's homeless

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

MIGRANT STUDENTS (POLICY 2270)

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

NONDISCRIMINATION AND STUDENT RIGHTS (POLICY 2100)

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

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

HARASSMENT – NONDISCRIMINATION AND STUDENT RIGHTS (POLICY 2130)

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

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

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

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

The school system and District officials, including administrators, teachers, and other staff

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

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

STUDENT WELFARE: WELLNESS (POLICY 2750)

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

Provide a comprehensive learning environment for developing and practicing lifelong wellness behaviors.

The entire school environment, not just the classroom, shall be aligned with healthy school goals to positively influence a student's understanding, beliefs, and habits as they relate to good nutrition and regular physical activity. A healthy school environment should not be sacrificed because of a dependence on revenue from high added fat, high added sugar, and low nutrient foods to support school programs.

Support and promote proper dietary habits contributing to student's health status and academic performance.

All foods available on school grounds and at school-sponsored activities during the instructional day should meet or exceed the district nutrition standards. Emphasis should be placed on foods that are nutrient dense per calorie. To ensure high quality, nutritious meals, foods should be served with consideration toward variety, appeal, taste, safety, and packaging.

Provide more opportunities for students to engage in physical activity.

A quality physical education program is an essential component for all students to learn about and participate in physical activity. Physical activity should be included in a school's daily education program from grades K through 12. Physical activity should include regular instructional physical education, co-curricular activities, and recess. A goal of 150 minutes per week for elementary students, 225 minutes per week for middle school students, and 2 units for high school students during high school years.

The District is committed to improve academic performance.

Educators, administrators, parents, health practitioners, and communities should consider the critical role student health plays in academic stamina and performance and adapt the school environment to ensure students' basic nourishment and activity needs are met. To ensure widespread understanding of the benefits to school environments where nutritious foods are provided and where students have an opportunity for physical activity, a public awareness campaign that highlights research demonstrating the positive relationship between good nutrition, physical activity, and capacity of students to develop and learn should be conducted.

WELLNESS (NUTRITION & PHYSICAL ACTIVITY) ADVISORY COMMITTEE

The Worth County R-III Board of Education has established a district-wide Nutrition & Physical Activity Advisory Committee that meet a minimum of two times annually. Any stakeholder (parent, community member, or student) interested in participating in the work of this committee should contact the Superintendent of Schools.

Community members will work with the school district staff to give the Board of Education oversight of the following:

- Implementation of district nutrition and physical activity standards
- Integration of nutrition and physical activity in the overall curriculum
- Assurance that staff professional development includes nutrition and physical activity issues
- Assurance that students receive nutrition education and engage in vigorous physical activity

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–
 1. Political affiliations or beliefs of the student or student's parent;
 2. Mental or psychological problems of the student or student's family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or student's parent; or
 8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of*–
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This

does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

- *Inspect*, upon request and before administration or use –
 1. Protected information surveys of students and surveys created by a third party;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The Worth County R-III School District has policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Worth County R-III School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The Worth County R-III School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The Worth County R-III School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

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

NONDISCRIMINATION STATEMENT REGARDING USDA

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, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

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 responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or 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 discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html 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:

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

USDA is an equal opportunity provider, employer, and lender.

SCHOOL DISTRICT ANNUAL REPORT

The School Accountability Report shall be available in the district office and is also available on the Missouri Department of Elementary and Secondary Education website.

MISSOURI PARENT INFORMATION RESOURCE CENTER

The Missouri PIRC (<http://www.Missouri-pirc.org>) serves parents, schools, and community organizations throughout the state by providing a wide range of information, training, technical assistance, and resources to help parents promote their children's achievement in school. The Missouri PIRC disseminates parent-related information to parents in all areas of the state. On another level, the Missouri PIRC partners provide intensive services targeted to parents in urban and rural communities in Missouri with children attending low-performing schools. During this three-year project, more parents will receive information and training to help them better understand Missouri's accountability system, their options and choices, and ways to improve their ability to help their children succeed in school.

The goals of the Missouri PIRC are:

- to improve parents' ability to support their child's academic achievement
- to expand and strengthen partnerships among parents, schools, and community organizations
- to coordinate a statewide comprehensive approach to improve student learning through parental involvement.

The law states, in plain English, that districts must assess the reading ability of 3rd graders. Most students will be reading at the 3rd grade level – some a little above and some a little below. The assessment will help schools identify children reading below 2nd grade level. Schools will create a

“Reading Improvement Plan” for students reading below 2nd grade level at the end of third grade. Part of each plan will be 30 hours of additional reading instruction or reading practice outside the regular school day. The 30 hours can take place during the 4th grade year or over the summer between 3rd and 4th grade.

Then, at the end of the 4th grade year, those who received the special help are assessed again. Many will have improved their reading significantly – and for them – it is business as usual. However, 4th graders still reading below 3rd grade level will attend Summer School for more reading instruction. At the end of Summer School, they will be assessed again. Students still reading below 3rd grade level will not be promoted to 5th grade. According to the law, mandatory retention may only be imposed once.

SEARCHES BY SCHOOL PERSONNEL (POLICY 2150)

School lockers and desks are the property of the Board of Education and are provided for the convenience of students, and as such, are subject to periodic inspection without notice, without student consent, and without a search warrant. The lockers and desks may be searched by school administrators or staff who have a reasonable suspicion that the lockers or desks contain drugs, alcohol, material of a disruptive nature, stolen properties, weapons, items posing a danger to the health or safety of students and school employees, or evidence of a violation of school policy. In addition, the Board of Education authorizes the use of trained dogs to sniff lockers or other school property to assist in the detection of the presence of drugs, explosives, and other contraband. Students or student property may be searched based on reasonable suspicion of a violation of District rules, policy or state law. Reasonable suspicion must be based on facts known to the administration, credible information provided or reasonable inference drawn from such facts or information. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses, if such witnesses are available. Students may be asked to empty pockets, remove jackets, coats, shoes and other articles of exterior clothing for examination if reasonable under the circumstances.

No employee shall perform a strip search of any student. The exception to this would be if a school administrator reasonably believes that a student possesses a weapon, explosive, or substance that poses an imminent threat of physical harm to himself or herself or another person, and if a commissioned law enforcement officer is not immediately available. Strip searches may be conducted by, or under the authority of, a commissioned law enforcement officer.

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

PARENT/GUARDIAN NOTIFICATION TO ACCESS PUBLIC INSURANCE

Dear Parents/Guardians:

For a number of years, Missouri has participated in a federal program called Medicaid School-Based Services. the program helps school districts by providing partial reimbursement for some medically related services listed on a student's individualized educational program (IEP). Under the Individuals with Disabilities Education Act (IDEA), school districts are

permitted to seek payment from public insurance programs such as Medicaid (called MO HealthNet in Missouri) for some IEP services provided at school.

In 2013, the requirements under the IDEA changed to be less burdensome for parents/guardians and schools. Before a school district may access your public insurance for the first time and every year thereafter, school districts must provide parents/guardians with written notification. so what does that mean?

What will you be asked to do?

You will be asked to give your consent in writing one time to release information from your child's education records including information about the services your child receives through the IEP. This information is being released for the purpose of billing MO HealthNet and seeking partial payment for some medically related IEP services under the IDEA.

What type of information will be in the consent form?

The consent form must tell you the personally identifiable information that may be disclosed, such as your child's name, date of birth, social Security number (if provided), Medicaid number or other identification, disability type, IEP and evaluations, types of services, times and dates of service and progress notes. The consent form must also tell you the purpose of the disclosure (e.g., payment from MO HealthNet) and the agency that will get the information.

What does it mean if you give your consent?

By consenting, you state you understand and agree that your MO HealthNet Insurance will be billed to partially pay the cost of IEP services and that the necessary information about your child and the IEP services may be shared with the MO HealthNet Division, a contracted billing agent, and/or a physician to obtain necessary supporting documentation (e.g., physician scripts, referrals) in order to access your MO HealthNet benefits.

Can you be required to enroll with the MO HealthNet Division (MHD) for public insurance?

You cannot be required to sign up for or enroll in public insurance for our child to receive a free appropriate public education, including IEP services.

Will your consent affect your family's MO HealthNet benefits?

No. Reimbursed services provided by your school district do not limit coverage, change eligibility, affect benefits or count against visit or funding limits in MO HealthNet programs.

What if you change your mind?

You have the right to withdraw consent to disclose your child's personally identifiable information to the MO HealthNet Division for billing purposes at any time.

Will your consent or refusal to give consent affect your child's IEP services?

No Your school district must provide all required IEP services to your child at no cost to you, whether you give consent or refuse to give consent for purposes of the school accessing your MO HealthNet benefits.

What if you have a question?

Please call your school district's Special Education Department with questions or concerns.

First Reading 1-20-22

Adopted 2/17/22

Second Reading 2-17-22

Worth County R-III School District

2022-2023 School Year Calendar

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

7/31-8/7 - MSHSAA Dead Period

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

8/8 - MSHSAA Fall Sports Season

8/10 - New Teacher Orientation

8/16 - District Wide Registration Day

8/17, 8/18, 8/22 - Staff Development Days

8/18 - Back to School Night

8/23 - First Day of School

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

9/5 - Labor Day - No School - District Closed

9/26 - Staff Development - No Classes

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

10/14 - 1st Quarter Ends - 37 Days

10/20 - P/T Conferences - Early Dismissal

10/21 - No Classes

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

11/7 - Staff Development - No Classes

11/23-11/25 - Thanksgiving Break

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

12/21 - Early Dismissal

12/21 - 2nd Quarter Ends - 43 days

12/21 - 1st Semester Ends - 80 Days

12/22-1/3 Christmas Vacation

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

1/4 - Staff Development - No Classes

1/5 - 2nd Semester Begins

1/16 - MLK Day - District Closed

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

2/6 - Staff Development - No Classes

2/20 - Presidents' Day - District Closed

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

3/10 - Third Quarter Ends - 44 Days

3/16 - P/T Conferences - Early Dismissal

3/17 - No Classes

3/20 - Staff Development - No Classes

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

4/6- 4/10 - Spring Break - District Closed

4/18 - Tiger Relays - Early Dismissal

Student Attendance Days - 166

Staff Attendance Days - 175

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

5/14 - Graduation

5/16 - Early Dismissal

5/16 - 4th Quarter Ends - 42 days

5/16 - 2nd Semester Ends - 86 days

5/17 - Staff Development

5/18 - Summer School Starts

5/29 - Memorial Day - District Closed

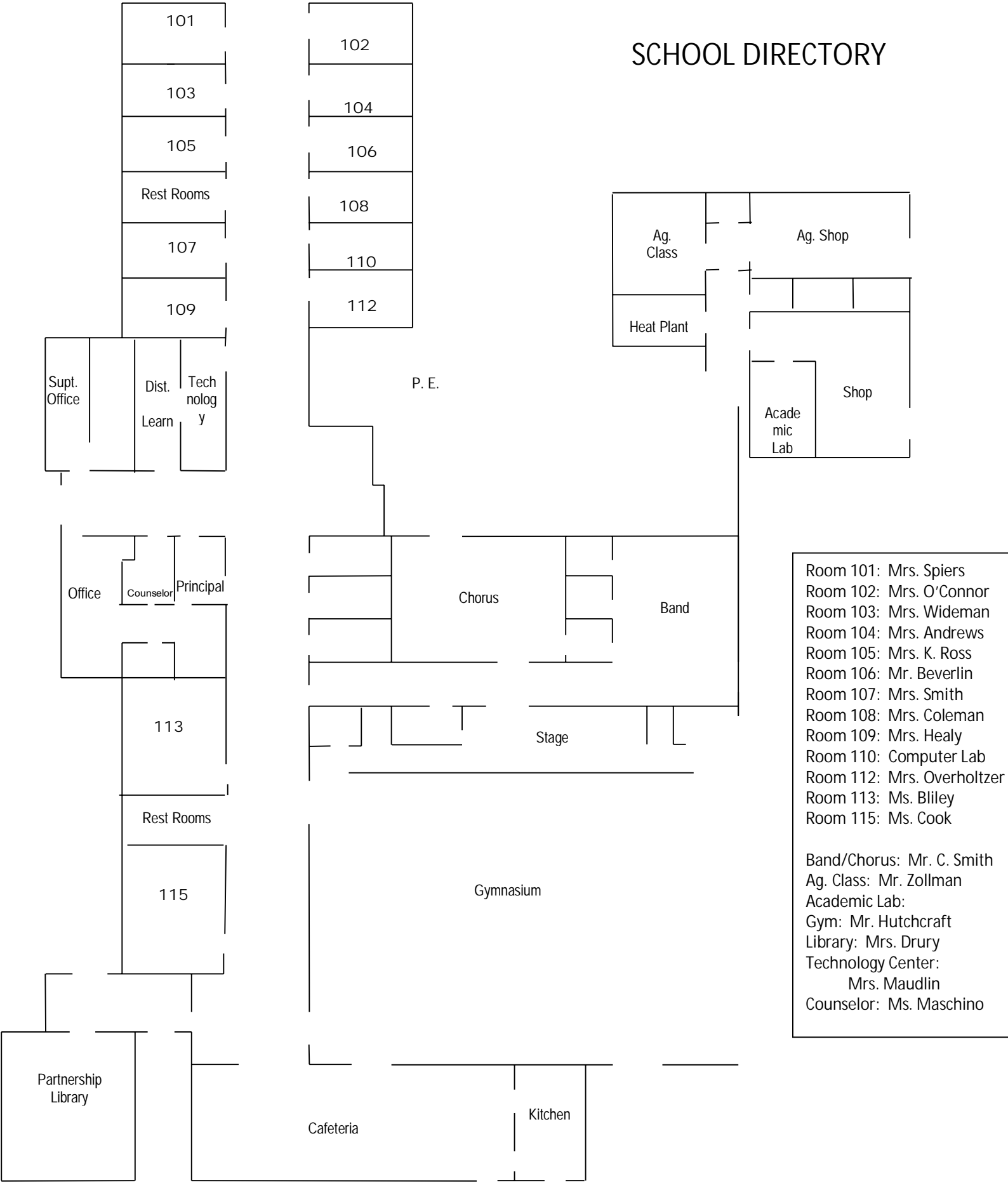
June						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

6/1 - Summer School Ends

Possible Make Up Days

5/17/2023	5/22/2023
5/18/2023	5/23/2023
5/19/2023	5/24/2023

SCHOOL DIRECTORY

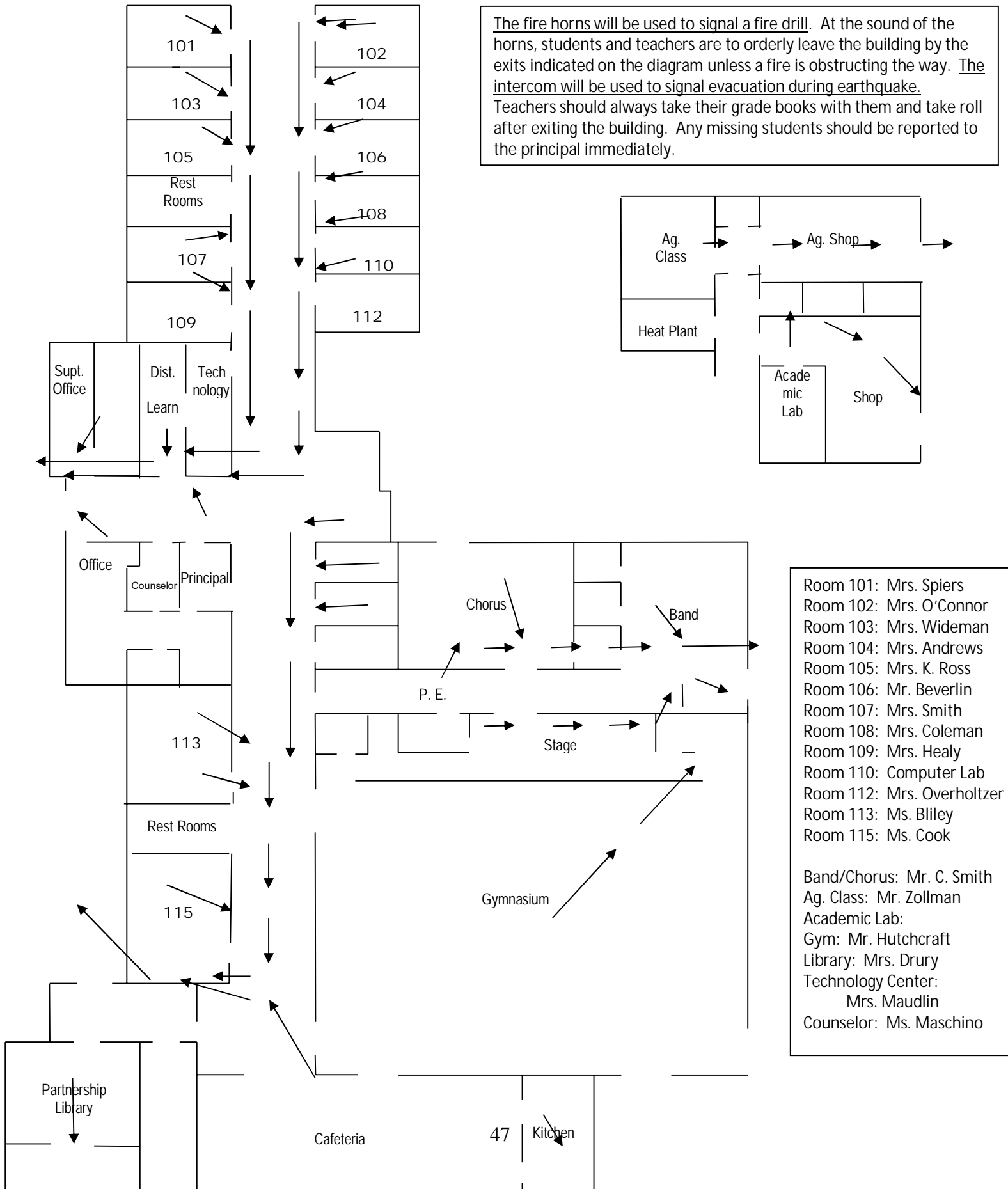


- Room 101: Mrs. Spiers
- Room 102: Mrs. O'Connor
- Room 103: Mrs. Wideman
- Room 104: Mrs. Andrews
- Room 105: Mrs. K. Ross
- Room 106: Mr. Beverlin
- Room 107: Mrs. Smith
- Room 108: Mrs. Coleman
- Room 109: Mrs. Healy
- Room 110: Computer Lab
- Room 112: Mrs. Overholtzer
- Room 113: Ms. Bliley
- Room 115: Ms. Cook

- Band/Chorus: Mr. C. Smith
- Ag. Class: Mr. Zollman
- Academic Lab:
- Gym: Mr. Hutchcraft
- Library: Mrs. Drury
- Technology Center:
Mrs. Maudlin
- Counselor: Ms. Maschino

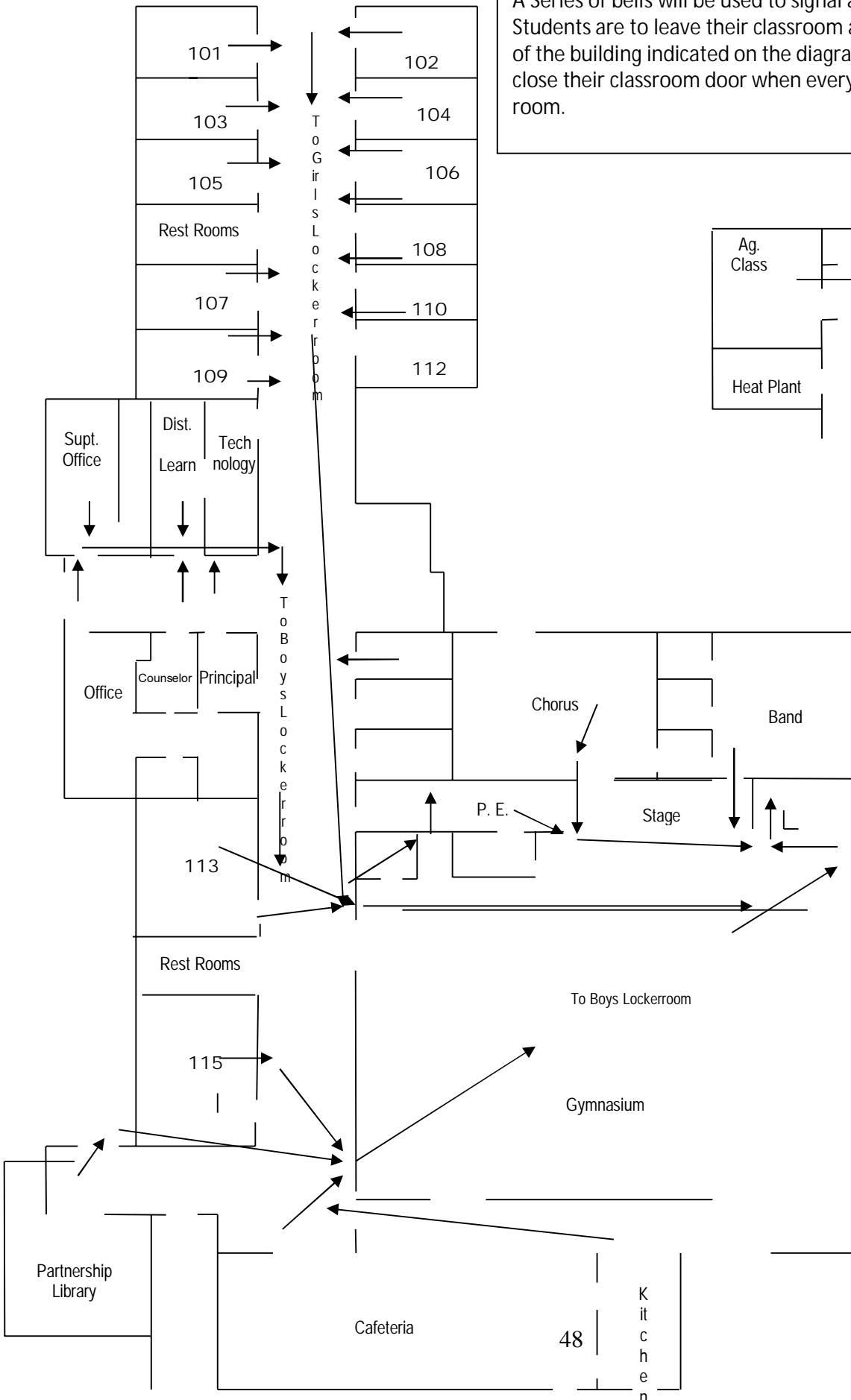
EVACUATION OF SECONDARY BUILDING DURING FIRE DRILL AND EARTHQUAKE

The fire horns will be used to signal a fire drill. At the sound of the horns, students and teachers are to orderly leave the building by the exits indicated on the diagram unless a fire is obstructing the way. The intercom will be used to signal evacuation during earthquake. Teachers should always take their grade books with them and take roll after exiting the building. Any missing students should be reported to the principal immediately.



SECONDARY SCHOOL TORNADO DRILL PROCEDURES

A Series of bells will be used to signal a tornado drill. Students are to leave their classroom and proceed to the part of the building indicated on the diagram. Teachers are to close their classroom door when everyone has exited their room.



- Room 101: Mrs. Spiers
- Room 102: Mrs. O'Connor
- Room 103: Mrs. Wideman
- Room 104: Mrs. Andrews
- Room 105: Mrs. K. Ross
- Room 106: Mr. Beverlin
- Room 107: Mrs. Smith
- Room 108: Mrs. Coleman
- Room 109: Mrs. Healy
- Room 110: Computer Lab
- Room 112: Mrs. Overholtzer
- Room 113: Ms. Bliley
- Room 115: Ms. Cook

- Band/Chorus: Mr. C. Smith
- Ag. Class: Mr. Zollman
- Academic Lab:
- Gym: Mr. Hutchcraft
- Library: Mrs. Drury
- Technology Center: Mrs. Maudlin
- Counselor: Ms. Maschino

APPENDICES

OPEN COMMUNICATION

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

STAFF E-MAIL

Adwell, Jon jadwell@wc.k12.mo.us	Humphrey, Megan mhumphrey@wc.k12.mo.us	Richardson, Larry noodle@wc.k12.mo.us
Andrews, Karen kandrews@wc.k12.mo.us	Hutchcraft, Ryan rhutchcraft@wc.k12.mo.us	Richardson, Peggy prichardson@wc.k12.mo.us
Beverlin, Cree cbeverlin@wc.k12.mo.us	Jackson, Jina jjackson@2c.k12.mo.us	Ridge, Baylee barends@wc.k12.mo.us
Bliley, Tiffany tbliley@wc.k12.mo.us	Jackson, Loren lojackson@wc.k12.mo.us	Ross, Kelley kmross@wc.k12.mo.us
Borey, Chuck cborey@wc.k12.mo.us	Lewis, Ashton alewis@wc.k12.mo.us	Runde, Rachel rrunde@wc.k12.mo.us
Briner, Ashley abriner@wc.k12.mo.us	Lischer, Patty plischer@wc.k12.mo.us	Rush, Allie alrush@wc.k12.mo.us
Campbell, Amanda acampbell@wc.k12.mo.us	McClellan, Anita amcclellan@wc.k12.mo.us	Sawyer, Codey csawyer@wc.k12.mo.us
Carlson, Mindy mcarlson@wc.k12.mo.us	Maschino, Jessica jmaschino@wc.k12.mo.us	Schlapia, Brittany bschlapia@wc.k12.mo.us
Coleman, Tera tcoleman@wc.k12.mo.us	Maudlin, Emiley emaudlin@wc.k12.mo.us	Sherer, Keely ksherer@wc.k12.mo.us
Degase, Jamie jdegase@wc.k12.mo.us	Meek, Harlee Jo hmeek@wc.k12.mo.us	Smith, Caleb csmith@wc.k12.mo.us
Dowis, Frances fdowis@wc.k12.mo.us	Moellenberndt, Malori mmollenberndt@wc.k12.mo.us	Smith, Josh joshsmith@wc.k12.mo.us
Drury, Nanci ndrury@wc.k12.mo.us	New, Rebecca rnew@wc.k12.mo.us	Smith, Sarah ssmith@wc.k12.mo.us
Findley, Jackie jfindley@wc.k12.mo.us	Nonneman, Connie cnonneman@wc.k12.mo.us	Snead, Carrisa csnead@wc.k12.mo.us
Fletcher, Jeannie jfletcher@wc.k12.mo.us	O'Connor, Selina soconnor@wc.k12.mo.us	Spiers, Merry mnspiers@wc.k12.mo.us
Hawk, Amber ahawk@wc.k12.mo.us	Overholtzer, Mary K moverholtzer@wc.k12.mo.us	Stalder, Jamie jstalder@wc.k12.mo.us
Healy, April ahealy@wc.k12.mo.us	Parman, Pam pparman@wc.k12.mo.us	Steele, Beth bethsteele@wc.k12.mo.us
Healy, Chris chealy@wc.k12.mo.us	Petersen, David dpetersen@wc.k12.mo.us	Wideman, Julia jwideman@wc.k12.mo.us
Hern, Abby ahern@wc.k12.mo.us	Phipps, Linda lhipps@wc.k12.mo.us	Zollman, Reese rzollman@wc.k12.mo.us
Hightshoe, Leena lhightshoe@wc.k12.mo.us	Pottorff, Amanda apottorff@wc.k12.mo.us	