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Information will be distributed annually to employees, parents/guardians and students as well as to newly enrolled students and newly hired employees.

**Golden City R-III High School
High School Handbook
2019-2020**

District Mission Statement

Golden City Schools are dedicated to educating students in an atmosphere where they can develop and use their abilities to the fullest extent possible.

The district enters into a partnership with parents and the community to help the students it serves become productive individuals in society.

Board of Education

- Mr. Chet Parker President
- Mr. Chris Peterson Vice-President
- Mr. Brian Banta Treasurer
- Mr. Ryan Seela Member
- Mr. Brad Beerly Member
- Mr. Gabe Reed Member
- Mr. Sterling Moore Member

Administration

- Mr. Keith Rook Superintendent
- Ms. Kelsey Fessler K-12 Principal
- Mr. Adam Grant Athletic Director

STAFF

- Mrs. Jamie Baker District Bookkeeper
- Mrs. Cathy Daniel High School Secretary
- Mrs. Brenda Stalker Elementary Secretary
- Mrs. Jessica Manke Head Cook
- Mr. Travis Roby Maintenance
- Mrs. Lisa Roby Maintenance
- Bus Driver
- Ben Fizette Bus Driver
- Bus Driver

School Information

- School Mascot Eagle
- School Colors Gold and White

School Song

*Amid these stately hills that nourish our land,
For honest labor and for learning we stand,
And unto thee we lift our hearts and hands,
Dear Alma Mater, Golden High*

*Fling out that dear old flag of gold and white,
We'll sing and for thy name we always fight,
Like men of old, we're giants holding high,
The lasting fame of Golden High*

HIGH SCHOOL/MIDDLE SCHOOL FACULTY

Mrs. Nancy Trotter..... Librarian
 Mr. Mark Stefan..... Business, Yearbook, FBLA
 Mr. Derek Judd Special Education, Girls Basketball
 Mr. Ryan Pate..... Physical Education, Archery, Baseball
 Mr. Adam Grant..... Science
 Mrs. Vina Kahre..... Speech Therapy
 Mrs. Melissa McKarus Art, Art Club
 Mrs. Kimberly Otto.....Guidance/Counseling
 Ms. Miranda Blanchard.....Math
 Mrs. Tiffany Gee.....Social Studies, Scholars Bowl
 Mrs. Kaitlyn Welch.....Family and Consumer Science, FCCLA
 Mr. Caleb RussellAgriculture, FFA
 Mrs. Sherry St. John.....English, NHS
 Ms. Kristen Skelton.....Vocal/Instrumental Music, Drama, Library
 Mr. Bryan ReevesInterventions

School Calendar 2019-2020

August 7-13	Teacher In-service
August 14	First Day of School
September 2	No School — Labor Day
September 27	No School—All Staff Prof. Development Day
October 15	End of 1st Quarter
October 24	Students Dismiss @ 12:30 pm Parent/Teacher conferences 1:00-8:00
October 25	No School Fall Break
November 28-30	No School — Thanksgiving Break
December 19	End of 2nd Quarter/1st Semester (Dismiss 12:30 pm)
December 20	No School-Teacher Work Day
Dec 20-Jan 2	No School — Christmas Break
January 2	<u>Make up day #1</u>
January 3	School Resumes
January 6-11	Golden City Tournament
January 20	MLK Day-No School <u>Make up day #2</u>
February 17	President’s Day-No School <u>Make up day #3</u>
March 6	End of 3rd Quarter
March 9-13	No School — Spring Break
April 10	No School - Good Friday
April 13	No School <u>Make up Day #4</u>
May 12	Last Day of School (Dismiss 12:30 pm)
May 13-14	All Staff Prof. Development/Work Day

Potential Make-up days; January 2, January 20, February 17, April 13

GRADUATION REQUIREMENTS

To graduate from Golden City High School a student must successfully complete a minimum of 26 units of credit during grades nine through twelve during a minimum of eight semesters of full-time attendance, in a program cooperatively planned by the student, parents, and the school.

Credits required for graduation include the following:

English.....	4 units, including: English I, II, a Junior, and a Senior English course
Social Studies	3 units, including American History, World History, and American Government
Mathematics.....	3 units, including Algebra I or Algebra II
Science	3 units
Law and You	1/2 unit
Personal Finance.....	1/2 unit
Physical Education	1 unit
Fine Arts (Music or Art).....	1 unit
Practical Arts	1 unit <i>(Business, Family and Consumer Science, Agriculture)</i>
Health	1/2 unit
Computer Applications	1/2 unit
Career Exploration.....	1/2 unit
Family Living	1/2 unit
Electives	7 units
TOTAL REQUIRERMENTS	26 units

Students who took Algebra I as an 8th grader will be required to take Algebra II to graduate.

CLASS CHANGES

Class changes between first and second semester will only be allowed for semester classes, or to meet graduation requirements. Once a semester has begun, class changes will only be allowed for **three** days. To make changes to a schedule the student will need to sign the form and get the necessary paperwork in the office. After completion of the class transfer paperwork the student will meet with Mrs. Otto. Please Note: Not all transfers will be allowed.

SEVENTH AND EIGHTH GRADE COURSE STUDIES

Seventh and eighth grade students are part of the middle school grades and are assigned to the high school principal. The middle school is a period of transition from elementary school to high school. Students are required to take the following courses:

Language Arts	Math
Advisory	Science
Social Studies	Physical Education (1 sem)
Music(1 sem)	Keyboarding (1 sem)
Vocational Agriculture (1 sem)	
Family & Consumer Science (1 sem)	
Art(1 sem)	

Band is an exploratory course for interested students and is not a requirement for middle school students.

HIGH SCHOOL GRADE LEVEL CLASSIFICATION

Students should expect to graduate from high school in four years. In their first year of high school students will be classified as freshmen. As a student earns credits for passing classes the student moves up in classification.

All parents and students should understand that not all students will automatically get a diploma after four years of high school. Students must complete all state and local graduation requirements, and attend school for eight semesters.

If a student must repeat a class due to failure they should assume their schedule will become difficult to complete. If a student fails a course required for graduation, it could cause the student to fail to graduate on time.

RECOMMENDED FRESHMAN COURSE SEQUENCE

English I (1 unit).....	Graduation Requirement
American History (1 unit).....	Graduation Requirement
Math Course (1 unit).Pre-Algebra, Algebra I (Graduation Requirement)	
Science Course (1 unit).....	Physical Science
Fine Art (1 unit).....	Art or Music
Practical Art (1 unit)	Business, Agriculture, or Family and Consumer Science
Health (1/2 unit).....	Graduation Requirement
Keyboarding, Computer Apps (1/2 unit)	Graduation Requirement
Physical Education (1 unit).....	Graduation Requirement

It is recommended that freshmen take at least one fine art and one practical art course.

Please note that scheduling conflicts may prevent a student from attending vo-tech as a junior or senior if they haven't taken the required math, science, P.E., and fine arts credits.

RECOMMENDED SOPHOMORE COURSE SEQUENCE

English II (1 unit).....	Graduation Requirement
World History (1 unit)	Graduation Requirement
Math Course (1 unit).....	Geometry
Science Course (1 unit).....	Biology I
Fine Art (1 unit).....	Art or Music
Practical Art (1 unit)	Business, Ag, FACS
Career Exploration (1/2 unit)	Graduation Requirement
Family Living (1/2 unit).....	Graduation Requirement Agriculture, or Family and Consumer Science (1 unit)

It is recommended that sophomores choose one science and one math course, and choose at least one fine art and one practical art course. All students completing their sophomore year should have earned the necessary science, math, physical education, health, applied communication, and fine arts credits necessary to be eligible to attend the Lamar Area Vo-Tech School as a junior and senior.

RECOMMENDED JUNIOR COURSE SEQUENCE

English course (1 unit).....	Graduation Requirement
Chosen from: Applied Communication III or Novels.	
American Government (1 unit)	Graduation Requirement
Math Course (1 unit)	Algebra II, Geometry, Applied Math
Science Course (1 unit).....	Anatomy & Physiology, Chemistry,
	Biology II, Ecology
Fine Art (1 unit).....	Art or Music
Practical Art (1 unit).....	Business
	Agriculture, or Family and Consumer Science
Vo-Tech Courses (3 units).....	Optional for 11th/12th grade students

It is recommended that one unit of science and one unit of math be taken during the junior year, in addition to the required social studies and English courses. If the student has completed all requirements of his/her freshmen and sophomore years, a number of electives are available.

The student also has the option of enrolling in the vocational-technical school at Lamar in the mornings to learn a specific technical skill if they desire, provided that all freshman and sophomore level requirements have been met. Three units of credit may be earned in a vo-tech program each year.

RECOMMENDED SENIOR COURSE SEQUENCE

English course (1 unit).....	Graduation Requirement
Chosen from: Applied Communications IV, World Literature, Dual Credit College Composition I & II, or two sections of Dual	
Math course (1 unit)	Enrollment College Literature
Science course	From: Chemistry, Anatomy & Physiology, Bio. II, Ecology
Law and You (1/2 unit)	Graduation Requirement
Personal Finance (1/2 unit).....	Graduation Requirement
Fine Art Music or Art.....	Any elective
Practical Art.....	Business
	Agriculture, Family and Consumer Science
Physical Education	Life Sports
Vo-Tech courses.....	Optional for 11th/12th grade students

Courses for dual enrollment -- both high school and college -- will also be available to students with high GPA's as juniors and seniors. Course offerings will depend on the needs of students and the availability of courses.

DUAL ENROLLMENT COURSES

In an effort to assist students preparing to go to college, Golden City High School will attempt to make some entry-level college courses available to our top juniors and seniors each year. Students will be required to have an overall GPA of 6.875 or higher.

Students will be responsible to pay for all tuition, fees, and books necessary for all dual enrollment course enrollments. Students who successfully complete these courses will be granted high school credit, as well as earning college hours.

Courses may be offered by correspondence with the assistance of a teacher as facilitator, by satellite, by interactive television, or by other distance learning modes. Generally, courses will be basic, freshman level, liberal arts subjects that would apply to any college program. Golden City High School can not guarantee that any college will accept dual enrollment courses. The decision to accept transfer credits is made by each individual college, however we will attempt to help any student determine what the policy is at any college that they wish to attend.

STUDENT EXPECTATIONS

There are guidelines that the school expects from its students:

1. Attend school and be on time for each class.
2. Be prepared, including all materials for class. Complete coursework on time.
3. Expect to come in before and after school to make up work, get help, or complete assignments.
4. Follow the instructions of all teachers and staff while at school.
5. Expect curriculum and grading standards to hold students to high levels of performance.
6. Be respectful to others and their property.
7. Water must be in a clear container, other food and drink is at the discretion of the teacher or administration.

EXTENDED SCHOOL DAY (ESD)

The Extended School Day program is a tool that can be used by teachers for minor disciplinary issues or late/missing class work. ESD will run from 7:45-8:07 a.m. and from 3:20-3:45p.m. Monday-Friday. The purposes of the extended school day sessions are to allow students to obtain additional assistance with assignments before or after the school day and to curb inappropriate student behaviors.

- * If a student is assigned an ESD and they fail to show up or do the work for the ESD the teacher will contact the parent for assistance and if that is not successful, the student will be referred to the office for further consequences.
- * ESD will be used or not used at the discretion of the teacher.

LATE WORK POLICY

- 1 Day Late—25% off
- 2 Days Late—50% off
- 3 Days Late—0% received for the grade/test/assignment

- * If a student misses an assignment and is assigned an ESD, the work done in the ESD will be done for 50% credit. (75% credit can be earned if made up within the first day of being late).
- * Work done in a detention for missing an ESD will be for a 0.
- * Failure to work and follow ESD or detention rules will result in further discipline.

PROGRESS REPORTS

A semester grade, which is the average of two quarter grades, will be recorded on the permanent record of each student. Grade cards will be issued each quarter. After the third and sixth week of each quarter progress grades will be sent home.

Interim progress reports requested by parents for any reason at other times, will be the sole responsibility of the student to gather information from teachers. This must be done in a manner which will not disrupt classes in progress.

Student athletes may have eligibility reports sent around by the athletic department on a regular basis. At the discretion of the coaching staff, these reports may be sent home to parents.

For any activity or reward trips or events, grades will be checked at 10:00 am, Monday morning to determine eligibility for the week. (See page 41 for definition of Activity vs. Reward Trips).

LUMEN STUDENT MANAGEMENT SYSTEM

Golden City Schools uses the Lumen system to record a wide variety of student information. Parents can access attendance, tardies, lunch information, grades, and discipline reports for their child. Parents will need to contact the high school office (537-8311) to get password information as this is a secure site for each child. Parents can also email teachers with questions or concerns using this system. Student grades are updated each Monday by 10:00 am. Attendance, tardies and lunch information is updated daily and discipline reports are recorded as they occur. The district anticipates adding more features to this system so more information can be made available through this means of communication.

GRADING SYSTEM

Each student is encouraged to achieve the highest grades that their ability allows. Your permanent record is used by college officials, prospective employers, and others. Work to be proud of it!

The following system is used by all teachers for high school students:

A	95-100	A-	90-94	B+	87-89
B	83-86	B-	80-82	C+	77-79
C	73-76	C-	70-72	D+	67-69
D	63-66	D-	60-62	F	59 or below

GRADE POINT AVERAGE

Student GPA's will be figured using an eleven point scale. Points are awarded for each course passed on the following basis:

A=11	A-=10	B+=9
B=8	B-=7	C+=6
C=5	C-=4	D+=3
D=2	D-=1	F=0

Valedictorian and salutatorian will be chosen by the cumulative GPA at the end of the 3rd quarter of the senior year. The student with the highest GPA will be named valedictorian; the student with the second highest GPA will be named salutatorian. Class rank for graduation exercises will also be compiled at the end of the 3rd quarter. Please note that **final** class rankings will be compiled based on cumulative GPA at the end of the 4th quarter. These final rankings will have no affect upon previously awarded scholarships.

Students who take any of the weighted courses for juniors/seniors will have an additional two grade points added for that course when figuring GPA, if they have earned a C- or better in the course. For example, an "A" would be given 13 points, instead of 11. See the next section for details on weighted courses.

WEIGHTED GRADES POLICY

The Board of Education has approved giving two additional grade points for grades of C- or higher in four high school courses. In addition, any courses offered for dual credit in high school and college will also be weighted. The purpose of weighting these courses is to encourage students to take more challenging courses, rather than avoid them in an effort to keep their GPA higher.

Those courses that have been weighted, and will result in two additional grade points for a grade of C- or higher are: Physics Chemistry Ag Business Calculus/Trigonometry Spanish II or higher

Any courses offered for dual enrollment in high school and college

HONOR ROLL

There are three honor rolls figured from a student's GPA. The honor roll will be determined and posted each quarter. Students can not have a grade of C- or below to be on the honor roll. Weighted grades will be used in figuring the honor roll for all students who are enrolled in those courses.

Principal's Honor Roll - Any students with a perfect 11.00 GPA for the quarter.

High Honor Roll - Any students with 10.00 to 10.99 GPA for the quarter.

Honor Roll - Any students with 8.00 to 9.99 GPA for the quarter.

All students who make the honor roll for the entire year will be honored with a certificate at the awards assembly.

ACADEMIC LETTERING POLICY

To promote academic success and reward those students who reach a high level of achievement, Golden City R-III High School will honor all students who meet the following guidelines with an Academic Letter.

1. Students must maintain a 9.75 GPA (out of a possible 11) for four consecutive quarters.
2. Students must be enrolled in at least seven graded, for-credit courses each quarter to be eligible.
3. The grading periods used each year will be: fourth quarter of the preceding school year and the first three quarters of the current school year. This will allow academic letters to be presented at the annual awards assembly.
4. Students would be eligible to earn an Academic Letter all four years of high school. Only one actual letter would be presented, with a bar being presented in any subsequent years.
5. Students who earn an Academic Letter, a Music Letter, and an Athletic Letter all in the same year will be specially honored for this high accomplishment with the presentation of an All-School Letter.

NATIONAL HONOR SOCIETY

The Golden Eagle Chapter of the National Honor Society was established in April 1984. To be eligible for consideration in regard to NHS membership, a student must meet the following criteria.

1. The student will be a junior or senior in good standing.
2. The student will have a cumulative grade point average of 9.75 on an 11.0 scale.
3. The students will be evaluated by teachers and organizational sponsors in the areas of leadership, character, and service.

If the student has met all of the requirements for consideration, they will then be further evaluated by a confidential executive committee and needs only a simple majority to be named as a candidate for induction into the Golden Eagle Chapter of National Honor Society.

INCOMPLETE GRADE POLICY

Incomplete grades will not be assigned at the end of any grading period (i.e. quarter or semester) unless a student was absent the last week of the grading period due to illness or other extenuating circumstances. In these cases a student may be assigned an incomplete grade. However, the assigned work must be completed and a grade assigned no later than two weeks after the grading period ends or the student returns to school.

ACADEMIC HONESTY

Golden City High School expects and demands high standards of honesty from its students. Those high standards demand that dishonest work be rejected and that those students engaging in such work bear the consequences, which may include zero credit on assignments, detentions, in school suspension, and/or out of school suspension.

Plagiarism, or academic theft, is presenting the words or ideas of someone else as one's own in an assignment without giving them due credit as the originator of those words or ideas. A student is guilty of plagiarism if he or she submits as his or her own work, a written or spoken assignment that contains words or ideas copied from another person's book, article, manuscript, notes, Internet site, calculations, computer programs, or any other source. Obviously, turning in another student's assignment or paper totally taken from someone else's work is plagiarism. But it is also plagiarism to reword or summarize the words or ideas of another author and present them as part of one's assignment unless one gives the author credit. Plagiarism occurs when a student uses a sequence of words or ideas without having integrated and reorganized the author's words in his or her own work and without acknowledgement in the assignment.

Similarly, a student is an accomplice in plagiarism and equally guilty (1) if he allows his own words in outline or finished form to be copied and submitted as the work of another or (2) if he prepares an assignment for another student and allows it to be submitted as that other student's work.

WITHDRAWALS AND TRANSFERS

When a student transfers in to Golden City High School verification that the student and their parents/legal guardian are living in our school district, that the student is not currently suspended or expelled from another school, and that the student is not currently charged with, or convicted of, any serious crime must be provided by the parent or legal guardian of the student as required by the Safe Schools Act of 1996.

A transfer or withdrawal form must be obtained from the high school office when a student is leaving school. All books and any other items belonging to the school must be returned, fees paid, and transfer or withdrawal form signed by all assigned teachers. Your locker must also be emptied and cleaned.

Vocational Education Student Policy

Golden City R-III students who are Juniors or Seniors have the option of enrolling in the Lamar Career and Technical Center in the mornings to train in a specific technical field including the following: Business and Marketing, Auto Mechanics, Health Occupations, Welding Technology, Carpentry, Industrial Technology, Machine Tool Technology, Agriculture and Graphic Design

1. To be eligible for participation in classes at the Lamar Career and Technical School, a student must:
 - Maintain a "C" average
 - Maintain good school attendance
 - Maintain good school behavior
 - Display motivation, work ethic and a plan for a future in vocational technical fields of work.
 - Be on track to graduate from High School
2. It should also be noted that the staff at Lamar Vo-Tech are looking for students with educational records that show class work pertaining to the desired program as well as items in #1 above.
3. EMBEDDED CREDIT: An embedded credit for English is available to Vo-Tech students. Students must attend two full years of Vo-Tech and complete the embedded credit requirements to the satisfaction of Golden City R-III administration, as well as the administration and staff of Lamar Career and Technical Center. Students participating in this program will continue to be required to take English at Golden City each of the four years enrolled at Golden City R-III School; failure of the embedded credit and/or English courses at Golden City could result in failure to graduate.
4. All students who plan to attend the Lamar Career and Technical Center cannot drive without prior signed permission from parents, Vo-Tech Director and the Golden City principal.
5. The bus will pick up Vo-tech students at the main HS door and will arrive at approximately 8:15.
6. Students participating in the Vo-tech program can earn three credits per school year towards graduation.
7. All students who plan to participate in the Vo-tech program must plan their schedules so that all required courses for Freshmen and Sophomores (see Curriculum in this handbook) are concluded by the end of their Sophomore year.
8. Students who enroll in Vo-tech should be aware that they are making a commitment to complete a two-year program.
9. Golden City dress code, discipline code, and attendance code applies to students who attend Vo-Tech.
10. Attendance is of particular importance as missing over five absences will result in removal from the program.
11. Sometimes, Lamar School District has a different start date, end date or vacation days; Vo-Tech students will adhere to the schedule of Lamar for the purposes of articulation and earning embedded credit.

TRANSFERS FROM A NON-ACCREDITED OR HOME SCHOOL

Students who transfer to Golden City High School from a non-accredited school or from a home school situation will be assigned to a grade and classes in accordance with the following board policy:

"Course work accomplished outside Golden City High School will be considered for credit, but grades will not be transferred. On the student's Golden City High School record the word "credit" (or appropriate abbreviation) will be entered instead of a letter grade for each class accepted for transfer. Classes will only be accepted for transfer after a semester final from Golden City High School in that subject has been taken, and indicates mastery of the subject. "

Tests will be given in each class to determine if the student has mastered the material. The student will demonstrate 60% mastery on each semester final to receive each 1/2 unit of credit per semester. Testing must be completed BEFORE students are placed in classes or assigned to a grade level.

Students transferring into Golden City High School from a non-accredited school or from home schooling must attend at least two semesters immediately preceding graduation to be eligible for a Golden City High School diploma. Students attending less than four semesters will not be included in class rank, but will be assigned a GPA on work from Golden City High School.

STUDENT RECORDS

All student information kept in a student's permanent file is confidential and will not be released to anyone other than the student or the student's parents without their permission, unless the student transfers to another school and a records request is received from that school. Access is granted to school personnel for educational purposes only.

Information on file with the office regarding student addresses and telephone numbers must be current at all times. If a student moves during the school year, changes telephone numbers, or if parents/guardian change employment making the emergency information file obsolete, new information needs to be given to the high school secretary to update the student records.

TRANSCRIPTS

Official student transcripts will be kept on file in the office. A student, or a student's parents (until the student has graduated), may request that his/her transcript be sent to another school in the case of transfer, or to colleges of his/her choice. A form is available in the office and must be completed for these requests to be honored. Final transcripts will be released upon the completion of all coursework and payment of all outstanding fees and debts.

LIBRARY / MEDIA CENTER/MAKER SPACE

By arrangement with the librarian, classes may occupy the library or computer lab for orientation or research when accompanied by their teacher.

All books and other resources are to be checked out by the librarian or a library assistant. Reference materials must be used in the library unless the librarian grants special permission for them to be used elsewhere.

LOCKERS

Students will be issued a locker during registration for school in August. **Students are encouraged to place a lock on their locker.** **The school will not be responsible for items stolen from lockers.** Students using locks must provide a key, or the combination, to the office. Some students may have to share lockers with another student if lockers are unavailable.

All lockers, in the halls, locker rooms, and classroom areas, are the property of Golden City R-III High School and may be searched or inspected by authorized school personnel at any time. The lockers will also be subject to periodic search by law enforcement canine units.

Lockers are to be kept neat and orderly. They are not to be abused in anyway, including but not limited to, kicking, hitting, slamming, scratching, etc. Undesirable or lewd advertisements, posters, etc. will not be allowed on the inside or outside of the lockers and will be confiscated by school personnel. Students should also refrain from storing food and drinks in their locker. The principal reserves the right to clean lockers of stored food and drink.

TARDIES

No tardy is acceptable or will be allowed during the school day. Each teacher will be responsible for keeping track of tardies, and reporting them in Lumen with their attendance reports.

Chronic tardiness will result in stiffer penalties. Teachers will track tardies on an individual basis. The following will be the consequences;

- ◇ 3rd offense— Office will contact parents
- ◇ 4th offense—Warning
- ◇ 5th and After— Office referral for consequences

MIDDLE SCHOOL ATTENDANCE POLICY

Attendance is required by law and expected by our students. If your child is sick or otherwise unable to attend school call the **office by 10:00 am** Teachers will prepare work for your child when absences occur. A student will have one day for each day absent to hand in make up work. **If it is necessary for a student to miss school the parent guardian of the student must inform the principal's office of the absence.** This can be done by a phone call on the morning of the absence, or by sending a note of explanation with the student upon their return to school.

****Students without any record of parent permission for an absence will be considered truant, will not be allowed to make up their work, and will be reported to juvenile authorities if a pattern of absences develops.****

HIGH SCHOOL ATTENDANCE POLICY

Regular attendance at school is necessary for students to gain all the benefits of their classes. Believing that it is important for students to make regular attendance a habit, the Board of Education has established the following policy regarding attendance of high school students:

1. Regular attendance is the responsibility of the student and the student's parents.
2. A student may not miss more than 5 days per class, per semester. Absences 6-8 will result in the lowering of the semester grade by 2% per absence. Students will lose credit when accumulating 9 absences in a single class. (See guidelines below and the waiver policy.) ALL absences, regardless of the reason, count toward the limit.

Following 8 absences the student's attendance record will be forwarded to the Barton County Sheriff's Department and the Juvenile authorities.

- At absence #5 the school, the parents, and the student will meet and sign a contract laying out a plan to finish out the semester in an attempt for the student to not lose credit.

3. Time served in the at-risk program will not count toward the 5 allowed absences. School sponsored activities during the school day (including college days, limited to two) which causes a student to miss class will not count toward the 5 allowed absences.
4. Out-of-school suspension time **will** count toward the 5 allowed absences, and no missed assignments may be made up for credit.
5. If a student is more than 15 minutes late to a class, or leaves more than 15 minutes before the end of a class, then an absence will be recorded in that class. Arriving after 8:25 will be counted as absent to first hour.
6. **If it is necessary for a student to miss school the parent/guardian of the student must inform the principal's office of the absence.** This can be done by a phone call on the morning of the absence, or by sending a note of explanation with the student upon their return to school. A student will have one day for each day absent to hand in make up work. Students without any record of parent permission for an absence will be considered truant, will not be allowed to make up their work, and will be reported to juvenile authorities if a pattern of absences develops. **Students that miss 3 consecutive days will be required to have a doctor's note upon their return or have preapproval by the administration before the absences occur.**
7. In severe cases of chronic illness or extended hospitalization, please refer to the wavier policy (pg 24) and the appeals process (pg 24). Each request will be reviewed to determine whether an exemption to the policy should be made. Students may appeal this decision to the Board of Education.

**** An absence will be unexcused until the office receives a call from the parent or guardian. Students will not be allowed to make up work from an unexcused absence.**

*** An absence that has been excused by the parent or guardian will not be waived unless there is proper documentation (ex. Dr. note for a doctors appointment.) Students are allowed to make up work from an excused absence.**

A student will have to get an admit slip from the office before returning to class.

WAVIER POLICY

When students know in advance that they will be absent from school they may file for a waiver of the attendance requirements because of extenuating circumstances, which may include.

1. Periodic medical or dental treatment.
2. Extended illness and/or hospitalization
3. Trips which are educational in nature.
4. Student disability
5. Religious or military observance

To have an absence waived a student must present documentation of the above listed conditions within **Five** school days of the absence. Final authority to waive absences lies with the administration.

APPEALS PROCESS

If a student should lose credit under the attendance policy guidelines, the student has the right to appeal for reinstatement of lost credit. A faculty committee will review each appeal received quarterly. The appeal must be in writing and be given to the principal before the end of the semester in question. This committee will consist of the teachers of classes in which the student is enrolled, the principal and the counselor. The student and his or her parent may be asked to meet with this committee to present their reasoning for reinstating credit. They will be asked to provide necessary documentation to support their case. The following order will be followed in the due process procedure.

1. Attendance Committee
2. Superintendent
3. Board of Education.

STUDENT PLANNER (Hall/Nurses pass)

A student must have his/her school planner signed by the classroom teacher in order to be allowed out of the classroom. A yearbook student will be required to wear a yearbook pass in lieu of a planner. A student who does not have his/her OWN planner will not be allowed out of the classroom for any reason. In case of an emergency the student may be allowed to leave the class but will be charged with a tardy. A student is responsible for having his/her planner at all times. Abuse of the privilege will result in the student not being allowed to leave the room.

DRESS CODE

Student General Appearance must be clean, modest, and appropriate for the school setting, avoiding extremes. Specific Guidelines in some areas are listed below, however **any clothing or personal appearance that is disruptive to the educational process or is deemed to be inappropriate for the school setting will not be allowed**. The final decision on clothing lies with administration

1. Shorts, skirts, and dresses should not be shorter than five inches above the knee all the way around.
2. All clothing should be modest
 - No spaghetti straps or cut-off t-shirts.
 - No undergarments should be visible.
 - All clothing should be free from holes that expose areas that the dress code requires to be covered.
 - No skin should be visible from tops to bottoms.
 - Tops that expose cleavage are not to be worn.
3. Practice attire should be appropriate for the school setting. Coaches may have additional requirements for practice and games.
4. Garments that promote cigarettes, alcohol, profanity, double meanings, or other actions that are deemed inappropriate in the educational facility will not be allowed.
5. Footwear must be worn at all times.
6. Hair should be neat and clean at all times. Students who participate in athletics or other school activities are subject to their coach or sponsor's requirements for grooming.
7. Body piercings should not present a safety risk or create a disturbance to the educational process.
8. The following cannot be worn inside the building; bandanas, hoods, hats, headphones, or sunglasses.

Any object or clothing that the administration determines to be disruptive or detrimental will not be allowed.

Violations of the dress code will result in: 1st time - A warning and a change, 2nd time - Notification of parents and a change, 3rd time - A Change and an After School Detention

MOTOR VEHICLE REGULATIONS

Students 16 years of age, possessing a valid drivers' license, will be allowed to drive a personal vehicle onto school grounds for classes and school activities. To insure safe operation and parking of all vehicles the following regulations should be followed:

1. All students should park on the north side of the elementary building against the fence on the north side of the parking lot, or up against the playground asphalt on the west side of the parking lot. During the school day no one may park in the middle area of the parking lot to insure adequate space for delivery and disposal trucks to maneuver. No student should park west of the school building along the sidewalk. This is for buses only.
2. Vehicles should be parked in an orderly manner, straight in the line with all others.
3. Students are not to go to their cars during the school day, except with permission from the school office.
4. Once a car is parked on school grounds it is not to be moved during the school day, except with permission from the school office.
5. Cars shall remain parked after school until all buses have left the parking lot.
6. Violations of these regulations could result in loss of parking privileges. (See page 34 Section 3B-Student Driving Violations)

* On Friday afternoon the gate to the parking lot will be locked. Any vehicle left in the student parking lot will be locked in until Monday morning when the gates reopen. If a vehicle will need to be picked up after the gates are to be locked, arrangements will need to be made to have the vehicle removed before the gates are shut.

DISCIPLINE POLICY

The Board of Education, administration, and faculty realize the responsibility of insuring an environment for learning. Our objective will be for students to accept responsibility for their own behavior, and to be productive school citizens.

The following code of conduct will be the basis for all student behavior at school.

Code of School Conduct ***Be Respectful, Be Responsible, and*** ***Be a Prepared Learner***

1. Students are responsible to come to class prepared; possessing all necessary materials for class.
2. Students are expected to address all staff members with respect in tone and words.
3. Students are expected to follow all directions given by any school staff member when they are asked to do so.
4. Students are to use passing time between classes to prepare for the next class, get a drink of water, and use the restroom. You should not expect to be allowed to do these things during class.
5. Students are expected to be attentive to all classroom activities, and participate in the learning process.

In order to enable each student to learn and each teacher to teach, certain policies, procedures, and rules must be set forth for the school and for individual classrooms. If a student does not choose to follow these guidelines then teachers may assign classroom discipline measures and/or the following discipline code will be implemented.

Recognizing that there are different degrees of offenses, some of the discipline decisions will be left up to the discretion of the administration. Severe violations of school policies or rules in any of the following areas can result in discipline measures up to, and including, expulsion from school.

The Golden City R-III Schools maintains a close working relationship with area law enforcement agencies, including juvenile authorities, and will refer students to appropriate agencies if violations of the law occur.

OFFICE DISCIPLINARY PROCEDURES

It is the belief at Golden City High School that education is our major priority. The expectations listed in this handbook provide the basis for determining acceptable behavior. The office will implement the following when a student is sent for a disciplinary problem:

AFTER SCHOOL DETENTION (ASD)

Students may be assigned to serve after school detention by the administration for minor infractions of school rules.

- Parents will be contacted if their child has been assigned a detention.
- Detention times are from 3:15 pm to 4:15 pm or 3:15 pm to 5:15pm.
- During detention, students must be working on assignments given and NOT be disruptive in any way, or asleep, if so they will be sent out and the detention will be un-served.
- **After school detention will be held once a week.**

IF A DETENTION IS NOT SERVED BY THE DEADLINE, THE STUDENT WILL BE ASSIGNED A HARSHER CONSEQUENCE. STUDENTS WHO CHRONICALLY FAIL TO SERVE DETENTIONS WILL BE SUBJECT TO OUT OF SCHOOL SUSPENSION.

NOT BEING PREPARED FOR CLASS

Students are expected bring their book, paper, notebook, pencil/pen, and anything else required by the teacher in class every day.

CONSEQUENCES for violations:

- Students not prepared for class will be considered tardy. If they are not in class and ready after 10 minutes they will be considered absent.

The principal reserves the right to change or modify the discipline assigned.

1. DISRUPTION OF TEACHING AND LEARNING:

Any behavior that disturbs the process of teaching and learning for the teacher and/or students in the classroom. The following list of offenses includes some of the more frequent disruptions, but is not meant to be viewed as inclusive.

- A. Disruptive Speech or Conduct - Conduct or speech, be it verbal, written, or symbolic, which materially or substantially disrupts teaching and/or learning at school, or at school functions.
Violation of any of the standards listed in the Code of School Conduct. **Cussing is an automatic day in ISS.**
- B. Disrespect to Staff - Disrespectful language or actions toward any school staff member.
- C. Defiance of Authority - Any action or inaction by a student to intentionally disregard or limit the authority of any school staff member. Refusal to obey directives that are reasonable.
- D. Obscene Language/Behavior - Words, gestures, or behavior which describe sexual conduct or are vulgar in nature, and are offensive to community standards, and which do not have a serious literary, artistic, political, or scientific value.
- E. Disparaging or Demeaning Language - Words which are spoken to harass, intimidate, or injure other people is not allowed. Leaving School Without Permission - Skipping any part of the school day. Leaving school at any time during the school day without the permission of the principal and the student's parents.
- F. Harassment of Others - Verbal aggression or harassment of another person at school or school events.
- H. Academic Dishonesty - Any action by a student to cheat on class assignments or tests, or any action by a student to allow others to cheat on class assignments or tests.
- I. Nuisance Objects - No fidgets, toys, laser pointers, other electronic devices, or other nuisance objects will be allowed.
- J. Cell Phones:
 - 7th-12th graders may use their cell phones at lunch only
 - Any cell phone that is seen or heard in a class room will be confiscated
 - Teachers may request administration permission to use cell phones within the classroom on certain occasions.
 - **Consequences: If a cell phone (or music device) is confiscated, it will be taken and placed in the office until:**
 - **First Offense: Student can pick up at the end of the day**
 - **Subsequent Offenses: The students parent/guardian is able to physically pick the item up from the office. This item will not be returned to the student for any reason.**

CONSEQUENCES for violations:

Students who are sent from class for behavioral and class disruption reasons will be governed by the following procedures.

1. On the first offense, the student will have a conference with the principal. He/she will remain out of class for the remainder of that class period. He/she will have a minimum of one detention.
2. On the second offense, parents will be notified and the student will be assigned a minimum of two detentions.
3. On the third offense, the student will be either assigned to the At-Risk room for in-school suspension or suspended from school. The severity of the offense will determine the length of the suspension or assignment to At-Risk.
4. On the fourth offense, steps will be taken for a long-term suspension, usually for the remainder of the semester.

In all discipline cases, each case will be treated individually. Problems, such as malicious vandalism, verbal or physical abuse to staff members or students, use of alcohol or drugs on school property etc., could result in immediate suspension from school.

2. BEHAVIOR ENDANGERING SELF AND/OR OTHERS:

Any behaviors, actions, or indications that the student is engaging in destructive behaviors, toward self or others, in a manner that effects the school community.

PERSONAL OFFENSES:

- A. Fighting - Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.
- B. Physical Assault - Acts of physical aggression toward another student or a staff member of the school without reprisal from the victim.
- C. Threats of Aggression - Language or actions that includes a threat to personal or property safety of another student, a staff member, or to the school.
- D. Threats of Self Harm—Every instance of students threatening self harm will be thoroughly investigated and referred to parents and proper authorities.
- E. Unsafe Environment or Play— Behavior by student that is unsafe or dangerous.

CONSEQUENCES for Violations:

- Office Referral:
 - Level 1 - Suspension from school for 1 to 5 days.
 - Level 2 - Suspension from school for 6 to 10 days.
 - Level 3 - Suspension from school for 10 days with a recommendation to the superintendent for a 90 day suspension or expulsion.

Assault while on school property, penalty.

565.075. 1. A person commits the crime of assault while on school property if the person:

- (1) Knowingly causes physical injury to another person; or
 - (2) With criminal negligence, causes physical injury to another person by means of a deadly weapon; or
 - (3) Recklessly engages in conduct which creates a grave risk of death or serious physical injury to another person; and the act described under subdivision (1), (2) or (3) of this subsection occurred on school or school district property, or in a vehicle that at the time of the act was in the service of a school or school district, or arose as a result of a school or school district-sponsored activity.
2. Assault while on school property is a class D felony.

WEAPONS OFFENSE:

- D. Weapons Possession - Possession or use of a weapon on school property or at school activities. A weapon is defined in the **Safe Schools Act of 1996** as: firearms, including but not limited to concealable firearms, firearm silencers, gas guns, machine guns, rifles, shot guns, and spring guns; black-jacks, explosive weapons, knives (including switchblades), knuckles, any projectile weapon, or any other item used as a weapon.

CONSEQUENCES for Violations:

- Office Referral: Level 1 - Suspension from school for one calendar year, and possible expulsion. Referral to law enforcement

NOTE: The superintendent may recommend to the Board of Education that this punishment be modified due to extenuating circumstances.

DRUG-RELATED OFFENSES:

- E. Possession of a Controlled Substance - Possession, use or attendance under the influence of alcohol, illegal drugs, or substances represented as such at school or school related activities. Also including misuse of prescription or over-the-counter drugs.
- F. Sale or Distribution of a Controlled Substance - Any sale, attempted sale, or other distribution of alcohol, illegal drugs, substances represented as such, or prescription drugs (distributed to someone other than the prescription holder) at school or school related activities.

CONSEQUENCES for Violations:

- Office Referral:
 - Level 1 - 10 day suspension from school and referral to law enforcement. May also carry a recommendation for expulsion.
 - Level 2 - 10 day suspension from school with a recommendation for expulsion, and referral to law enforcement.

TOBACCO OFFENSES:

- G. Possession of Tobacco or Tobacco Alternatives - Possession or use of tobacco or tobacco alternatives at school or school activities.

CONSEQUENCES for Violations:

- Office Referral:
 - Level 1 - 1 to 3 days assignment to the At-Risk Room.
 - Level 2 - 4 to 7 days assignment to the At-Risk Room.
 - Level 3 - 8 to 10 days assignment to the At-Risk Room.
 - Level 4 - 10 day suspension from school, or long-term at-risk assignment.

PROPERTY OFFENSES:

- H. Theft and/or Extortion - Taking property that does not belong to you whether by deception, intimidation, simple theft, or other means.
- I. Vandalism (Willful Damage) - Vandalism or destruction of property of the school or others.

CONSEQUENCES for Violations:

- Office Referral:
 - Level 1 - Restitution (if appropriate) and from a four day assignment to the At-Risk Room up to expulsion, depending upon the severity of the incident.
 - Level 2 - Restitution (if appropriate) and a minimum of 10 days assignment to the At-Risk Room up to expulsion, depending upon the severity of the incident.

BUS AND MOTOR VEHICLE REGULATIONS:

Any behaviors or actions while driving on school property or while riding on a district-owned or contracted vehicle which endanger self or others, directly or indirectly.

- A. **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 school. Misconduct will be treated the same as school building misconduct. In addition, it should be known that bus riding is a privilege which may be denied due to misbehavior.
- B. **Student Driving Violations** - Any driving or parking decisions that are careless or imprudent so as to endanger persons or property may result in loss of driving privileges on school grounds.
- C. **There will be no food or drink allowed on the busses.** (Exception) At the drivers discretion, only during the morning pickup, early riders may have a few minutes to finish a breakfast snack that they are in the progress of eating, however no un-opened snacks may be opened on the bus.

BUS CONSEQUENCES for Violations:

- Office Referral:
 - Level 1 - 1 to 3 days removal from the bus
 - Level 2 - 3 to 5 days removal from the bus
 - Level 3 - 5 to 7 days removal from the bus
 - Level 4 - 7 to 10 days removal from the bus
 - Level 5—Removal from the bus for the remainder of the Semester.

AT-RISK PROGRAM

Recognizing that there are students in our school that are at-risk of not graduating from high school, the Golden City R-III School District has implemented an At-Risk Program for students in grades K-12. High school students might be referred to the program in one of two ways: 1) by the Intervention Team and/or school counselor, due to destructive behaviors or lack of academic progress, or 2) by the Principal due to violations of the discipline policy.

Students having academic difficulties may be referred to the at-risk room for assistance during a class period, on a regular basis.

After students return to the regular classroom, change in their behaviors will be expected. If this has not occurred, then the student will face suspension from school, or possibly referral back to the at-risk program for a longer time.

Parental contact will be made by the counselor, principal, or the at-risk instructor each time a student is referred to the at-risk program.

While assigned to the at-risk program, students will be expected to:

1. Follow all school rules.
2. Continue working on all course assignments.
3. Work with the at-risk staff, principal, and school counselor to identify ways to change their current behaviors.
4. Work on assignments related to the reason for their referral.
5. Be isolated from their peers; eating and working by themselves .
6. Will write the school rules each hour they are assigned to the At-risk room.

CONSEQUENCES for violations of rules in the At-Risk Room

Students who have to be removed from the At-Risk room could face out of school suspension.

PHYSICAL EDUCATION

Fitness and wellness instruction and physical activity are necessary for healthy living, and are an integral part of the Golden City R-III Schools mission. All students must take and pass one high school physical education course (1 unit of credit) to graduate from high school. To allow P.E. classes to run smoothly, the following standards have been set:

1. All students will participate in class.
2. All students are expected to dress out for class activities. Not dressing out does not remove the student's obligation to participate. Students not dressed out will not receive daily participation points.
3. Attire for physical education should follow the school dress code.
4. The only acceptable excuse for non-participation is for a medical reason that is verified by a doctor's note before the non-participation occurs.

WEIGHT TRAINING PARTICIPATION

1. All students will be expected to sign a waiver stating that if they do not follow the rules and guidelines of the program and the instructor they will be removed from the weight room and placed in physical education.
2. All students will participate in class.
3. All students are expected to dress out for class activities. Not dressing out does not remove the student's obligation to participate. Students not dressed out will not receive daily participation points.
4. The only acceptable excuse for non-participation is for a medical reason that is verified by a doctor's note before the non-participation occurs.

SOCIAL RELATIONSHIPS

The Board of Education and the administration feel that school is not the proper place for affection to be shown by one student to another. Therefore the following policy will apply:

1. Holding hands will be the only allowable show of affection.
2. Hugging, Embracing, kissing, etc will not be allowed.
2. Students violating this rule will be given one warning to refrain from this type of behavior at school.
3. A second offense will lead to a detention being assigned and parents will be contacted.
4. Any further repeated offenses could lead to referral to the at-risk program for 1-3 days and parents will be contacted.
5. School property includes buses, on incentive trips and senior trip.
5. Future offenses will result in 4-7 day assignment to the at-risk room, and parents will be contacted. Future incidents could result in possible suspension from school for up to 3 days.

ORGANIZATIONS

Golden City High School has a wide variety of school-sponsored curriculum-related organizations. These groups would include the Art Club, FBLA, FFA, FCCLA, Student Council, Chess Club, Scholars Bowl, Math League, National Honor Society, and any other clubs that might be started that are related to the curricular goals of the school.

Other, non-curricular clubs have, from time to time, been active at Golden City High School as well. Examples of non-curricular clubs would include FCA, or any other group that meets exclusively with GCHS students, but lacks a direct link to the curricular goals of the school. These clubs are allowed to meet with students in the school facility, but are not school sponsored or supported.

ORGANIZATION AND CLASS MEETINGS

Organization and class meetings will be held monthly. The date will be selected and assigned to the comprehensive calendar. Requests and agendas for meetings must be turned in to the principal's office in advance of the meeting day. Schedules will be announced in the daily bulletin. Any and all student-originated pep rallies, parties, etc. are prohibited unless approved by the principal in advance. Furthermore, any signs, announcements, posters, etc. should always be cleared in the office before posting.

A+ PROGRAM

The A+ Schools program was established in 1993 as part of the Outstanding Schools Act by the Missouri State Legislature to enhance educational opportunities for high school students. According to the Missouri Department of Elementary and Secondary Education, the primary goal of the A+ Schools program is to ensure that all students who graduate from Missouri high schools are well prepared to pursue advanced education and employment.

The Golden City A+ goals are:

- All Golden City students will graduate from high school.
- All students will complete a selection of high school studies that is rigorous.
- Golden City High School students will proceed from high school to college; post-secondary, vocational, or technical school; or a high-wage job with the skills necessary to succeed.

Golden City High School received A+ designation in April of 2013.

Golden City High School graduates who meet specific A+ criteria will be eligible to receive **reimbursement for tuition and general fees** to attend any public community college or vocational or technical school in the state of Missouri for two years (up to six semesters) beginning with the graduating class of 2015. A+ standards are rigorous and mandated by the State of Missouri. Please see A+ Handbook for complete details.

**MSHSAA CITIZENSHIP STANDARDS FOR ALL
INTERSCHOLASTIC ACTIVITIES**

Golden City R-III will follow these guidelines for citizenship in athletics and activities programs.

Each individual coach/sponsor has the authority to set more restrictive requirements.

MSHSAA By-Law 2.2.1 states that :

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

MSHSAA By-Law 2.2.2 regarding Law Enforcement says:

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

DISCIPLINE REFERRALS – According to MSHSAA By-Law 2.2.3 a student:

- a) Shall not be considered eligible on any type of suspension.
- b) May not represent the school (practice or games) while they are on either in school or out of school suspension.
- c) Accumulating excessive disciplinary referrals will be reviewed and will result in some form of restriction or suspension from the coach/sponsor/office.

MSHSAA Bylaw 2.2.5 Student Responsibility: Each student is responsible to notify the school of any and all situations that would affect his/her eligibility under the above standards. If the student does not notify the school of the situation prior to the schools discovery, then the student shall be ineligible for up to 365 days from discovery, pending review by the Board of Directors.

These rules and regulations apply 365 days a year, in school and out of school. Any violation of these Standards or MSHSAA standards during the entire year (365 days) will result in consequences handed down by MSHSAA and/or Golden City R-III School District. If the violation occurs during the "off-season" for the student, then the consequences will carry over to the next season in which the student will participate.

**STUDENT PARTICIPATION IN EXTRA-CURRICULAR
ACTIVITIES INCLUDING ATHLETICS
Golden City R-III Requirements**

A student may only participate in extra-curricular activities if he/she has passed all courses during the preceding quarterly grading period.

1. **Athletes will be ineligible to participate in any sport if they received a failing grade on their quarter grade prior to the beginning of the season.**
 - Any F at the end of 1st quarter makes the student ineligible for the 2nd quarter.
 - Any F at the end of 2nd quarter makes the student ineligible for the 3rd quarter.
 - Any F at the end of 3rd quarter makes the student ineligible for the 4th quarter.
 - Any F at the end of 4th quarter makes the student ineligible for the 1st quarter of the following year.
 - As football is played in a cooperative agreement Lockwood's eligibility requirements will be used at the end of the first quarter.
2. A student receiving an F in any fourth quarter class may become eligible under our local policy by attending a corresponding summer school class and receiving a passing grade, provided that all other state eligibility requirements are met. (Administrative approval must be obtained prior to the class to assure the class will be accepted).
3. By Missouri State High School (MSHAA) standards any student with two F's is ineligible and summer school cannot override that ineligibility.
4. Student members of clubs and organizations who receive a failing quarter grade will be ineligible for the following quarter's activities.
5. The above eligibility policy for athletes also applies to non-curriculum related activity trips. Only if a trip or activity relates directly to classroom instruction will an ineligible student be allowed to participate. (See activity trip policy on page 42)
6. **ATTENDANCE** – MSHSAA By-Law 2.2.3d requires that:
 - a) A student that misses any class time on a day where they will be participating in an activity without prior approval from the office be considered ineligible to participate in the activity that day.
 - b) Furthermore, the student cannot be certified eligible to participate on any date following the absence until the student attends a full day of classes.
 - c) Students must notify and obtain approval from the principal that they will be missing classes prior to the morning of absence.
 - d) If a student does not notify the principal by this time, the student will be ineligible for the activity that day. Call 417-537-4900 to obtain this approval
 - e) Golden City R-III will follow the above guidelines for attendance for athletics and activities.
7. Students may participate in school activities during the school day, but may not miss class for an activity if a test is scheduled unless prior arrangements have been made. It will be the responsibility of the students to make up any work missed because of participation in extra-curricular activities.
Eligibility will be determined on the grade check each Monday morning at 10:00 am. (For students who are eligible for sports or activities in accordance with the above MSHSAA and Golden City guidelines).

Illegal Discrimination and Harassment

The Golden City R-III School District Board of Education is committed to maintaining a workplace and educational environment that is free from illegal discrimination or harassment in admission or access to, or treatment or employment in, its programs, activities and facilities.

Discrimination or harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law is strictly prohibited in accordance with law. Board Policy AC, Adopted June 25, 2007.

There are designated grievance officers in the district and forms are available in the superintendent's office for grievance procedures.

This discipline code applies to ALL STUDENTS. The only exception to this policy will be for students who are identified as having special needs and who have an Individual Education Program (I.E.P.) who are given special consideration under Federal Law.

TRANSFER STUDENT ELIGIBILITY POLICY

Transfer students will be eligible if they were eligible at the last school they attended. If the student has any failing grades, he/she will be on probation until the next regular grade check. At the end of that time, if the student still has any failing grades, he/she is then ineligible. At this point the student will be under this school's eligibility policy. **MSHSAA guidelines will determine ultimate eligibility for all interscholastic activities.**

ALCOHOL AND DRUG USE BY ATHLETES

No possession, distribution, or use of alcohol, tobacco, or illegal drugs by athletes at Golden City High School will be tolerated.

PENALTIES:

1st Offense - The athlete is suspended for 25% of the contests for the season, effective immediately, and will not be considered for post-season honors. If the athlete is still serving this suspension when the season ends, they will not be eligible for lettering in that sport.

2nd Offense - The athlete is removed from the team for the remainder of the season, effective immediately. The athlete will not be eligible for lettering or post-season honors.

PROOF:

For an athlete to be subject to these penalties proof of possession, distribution, and/or use of alcohol, tobacco, or illegal drugs must be positive. Association with individuals engaging in one of these activities will also be judged to be positive proof. The administrators and coaches, together, would determine if there is proof of a violation.

Proof could be established by: 1) a report from a law enforcement agency or officer, 2) a report from a teacher who witnessed the violation, 3) confession of the athlete, or 4) a positive drug test.

INFORMING STUDENTS AND PARENTS

This is official notification of the alcohol, tobacco, and drug policy of the Golden City R-III Schools athletic programs. Students and parents will be asked to sign a copy of this policy before students begin practicing with a team, indicating that they are aware of the policy and their intention to abide by this policy.

ACTIVITY TRIPS POLICY

Extra-curricular trips often require students to be transported to and from the activity by use of a bus or other vehicle driven by school employees. Students riding the bus or a private vehicle driven by a school employee are under the jurisdiction of the sponsor and/or driver. They are expected to obey these people, and failure to comply with the rules will lead to suspension from extra-curricular events and bus riding privileges in the future. Students are expected to ride the bus to school events, and are also expected to ride the bus back home from those events. The bus driver/sponsor shall not permit a student to exit the bus until he/she has arrived at their destination. **Failure to secure permission from the sponsor to return with your parents will cause you to lose the privilege of riding the bus and participating in extra-curricular activities in the future.**

There are two types of trips within the Golden City R-3

1. Academic Trips
 - Principal makes decision on any student with an F
2. Reward Trips
 - No one with an F gets to go.
 - Principal and sponsors will clarify whether each trip is an academic or reward trip at the time of scheduling the trip.

SCHOOL DANCE REGULATIONS

All dances will last no longer than four hours and no later than 11:30 pm. Admission cannot exceed \$3 for individuals. Maximum age is 20 years old and no one below freshmen year will be allowed. Non-Golden City dates must be registered in the office at least one week prior to the event. All out of school dates must be enrolled in an accredited high school or have graduated from high school to attend. In the case of Barnwarming, non-FFA dates must be registered as well. All out of school dates must come with their date and enter the dance together. FFA might also approve a donation not to exceed \$3 in lieu of an entrance fee for dances. For Prom, all out of school dates and underclassmen must come with their date and enter the dance together. Chaperones have full authority and may ask anyone to leave the dance if deemed necessary.

- * Age — Freshmen to 20 years of age
- * Dress Code — School dress code applies at all dances
- * Drop-outs may not attend school dances
- * Cost — \$3 for individual

SENIOR TRIP

Before a senior may go on the senior trip he/she must:

1. Be currently enrolled during the semester in which the trip is scheduled.
2. Have completed all graduation requirements, be in good standing with the school (which means the student did not lose credit or percentages off their grades first semester and will not second semester), passed all classes for third quarter, and be passing all classes during fourth quarter.
*The final grade check to determine eligibility will be on Monday the week of the trip. Those eligible will be checked again the day before to make sure they still qualify.
3. Have all bills to the school, class, and organizations paid.
4. Have participated in the senior class fund-raising activities.
5. Sign the senior participation form at the beginning of the year or when student enrolls.
6. Students must be in attendance the day before the trip leaves.
7. Sign and maintain the guidelines that are established by the current year senior sponsors and administration.
8. Not have received OSS.
9. Have served no more than 24 hours in ISS during their senior school year, for any reason, including tardies.

INCENTIVE TRIPS

1. Be in good standing with the school (which means the student did not lose credit or percentages off their grades for the semester), and be passing all classes for the quarter.
2. Have served no more than 8 hours in ISS during quarter for any reason, including tardies.
3. Not have received OSS.

The end of the year trip requirements will be the same as the Senior Trip requirements.

FOREIGN EXCHANGE STUDENT PROGRAM

Students that enroll in Golden City R-III School District under the Foreign Exchange Student Program will need to verify academic placement with the districts administration prior to enrollment. Enrollment will be conditioned upon approval of the superintendent and in accordance with the procedures set forth by the board of education.

CLASS ELECTIONS

Each year all classes will conduct their elections for the next year in the following manner:

1. Any student wishing to run for a class office must pick up an application from the student council sponsor during a time frame set by the current student council. Upon its return to the student council sponsor, the student's name will be eligible to be placed on the ballot, if they are otherwise eligible for extra-curricular activities.
2. Candidates for student body president will give a speech regarding their qualifications for office and their agenda if elected.
3. Elections will take place during a class meeting, and will continue until candidates are elected with a majority vote of those students in attendance.
4. Must have a "C" grade or better in all courses. Students cannot have a "D" or "F" at the time of application and cannot have a "D" or "F" in any class the quarter prior to applying.
5. Must be a good school citizen and show good school spirit.

REWARD TRIPS

Reward Trip qualifications will change throughout the year. You will be made aware of the requirements at the beginning of the quarter. General standards may include but are not limited to;

- | | |
|-------------------------------|---------------------------------|
| * No F's for the quarter | * No office Referrals |
| * No suspensions (ISS or OSS) | * Not more than two days absent |

BREAKFAST & LUNCH PROGRAM

All students are able to have a school breakfast and lunch each day. Parents will be notified of the cost at the beginning of each school year. Extra meat, dessert, and milk are available at a small additional cost. Money should be placed in an envelope and marked with the student's name and amount paid. This should be turned into the office at the beginning of the school day. Lunch money will not be accepted in the lunch room. **Students will not be allowed to charge meals at any time. Students will be provided, for a limited time, with a sandwich and milk, but will not be served a full lunch until the account has money.** Students and their families should apply for Free/Reduced Price Lunches at the beginning of the school year.

CAFETERIA

The cafeteria, besides being a lunch room, is also a place where good human relations can be developed. Here each student is expected to practice the general rules of good manners which one should find in the home. Some simple rules of courteous behavior which should be followed are:

1. Observe good dining room standards at the table.
2. Leave the table and surrounding area clean and orderly.
3. Finish eating all food while in the cafeteria.
4. There will be no yelling allowed. Please use your inside voice.
5. Do not throw anything in the cafeteria – trash, food, utensils
6. No cutting in line. If you cut in line you will wait until everyone else has been served and then you may get your food.
7. Follow all requests made by teachers, administrators, staff, or cafeteria staff.

CONSEQUENCES for violations

- 1st Offense – Lunch will be eaten in the At Risk room (or other assigned room) for two days.
- 2nd Offense – Lunch will be eaten in the At Risk room (or other assigned room) for one week.
- 3rd Offense – Lunch will be eaten in the At Risk room (or other assigned room) for one week.
- 4th + Offenses – Lunch will be eaten in the At Risk room (or other assigned room) for one week and one week of before or after school detention will be served.

CLOSED CAMPUS

Students shall **not** call for lunch to be delivered. If lunch is brought, it must be kept by the student and consumed in the cafeteria during the assigned lunch shift. Our school operates under closed campus rules, which simply means that students are not free to come and go as they please. Students are not permitted to leave campus to eat lunch.

Students must have a note from home, or have a parent call the school office, in order to leave school grounds at any time, and they must check out through the high school office.

School doors will open at 7:30 am and students should not arrive prior to that time unless attending a school sponsored activity or assigned detention. Likewise, the school building closes at 3:45 pm and students should not be in the building after that time without a coach/sponsor present.

TEXTBOOKS

Textbooks are furnished free of charge. However, if a book is returned in damaged condition, or is not returned, then a fee will be charged for the book. Students are expected to take care of the books that are checked out to them for their use. Grade cards, diplomas, and transcripts will not be issued until all fees have been paid.

FEES

There will be no fees charged for enrollment in any high school level class. However, students will be required to pay for all materials purchased from the school. All vocational agriculture and industrial arts projects must be paid for before students will be allowed to take them home. Those materials ordered by a student that are ordered especially for a practical project - special orders, sizes, etc. - that are not normally stocked and used by the school are to be paid for in advance by the student. If a student is building a project to take home, the student and the instructor will fill out a bill of material on the project to be built and 1/3 of the cost should be paid before the project is started. Grade cards, diplomas, and transcripts will not be issued until all fees have been paid.

TELEPHONE

All incoming calls for students should be placed through the principal's office. A student will only be called out of class to take a telephone call in case of any emergency. Other calls or messages will be taken by office personnel and forwarded to the student.

The office and room phones are business phones and are not for normal student use. Only in emergencies will students be allowed to use the office phone. Phone use will not be a valid reason for tardiness to class, except in extreme emergencies which will be indicated by a note from the office.

BUSES

All students living more than one mile from the school will be eligible to ride a bus to and from school. Student conduct on the buses should be just like it is in the classroom. The bus driver has the same authority on the bus as a teacher has in the classroom, and the driver will expect good behavior. If student behavior is inappropriate, you may lose the privilege of riding the bus. Buses leave the school grounds promptly at 3:15 pm every school day.

VISITORS

Visitors must check in at the school office before entering any other areas of the school. No visitors will be permitted to accompany high school students to classes on a regularly scheduled school day, except for parents or guardian.

PICK UP PROCEDURES

Parents needing to pick up their child before the end of the school day must check in at the office upon arriving at school. Students will be called to the office and parents will meet them there. If someone besides a parent is to pick the child up, the parent needs to contact the office with this information.

TORNADO DRILL

In case of a tornado or a tornado drill, ONE LONG BELL WILL BE SOUNDED. The basement classrooms and the music room will be used as shelter. Students will leave their rooms in single file, and remain in an orderly line until they have reached the shelter. In the event that advance warning is not possible, the offices will announce "DUCK AND COVER". Upon hearing this command, students should move quickly to the identified Hallway SAFE ZONES. When you reach shelter, please stay in one group so your instructor can check roll. Three short bells will be sounded for the all-clear. You will then go back to your rooms in an orderly fashion. **Diagrams indicating tornado shelter routes and hallway safe zones, are posted in all classrooms.**

FIRE DRILL

In case of fire or fire drill, SIX SHORT BELLS WILL BE SOUNDED. Students should leave the rooms in single file and leave the building in an orderly manner.

The school will be evacuated through these designated exits:

- Cafeteria - west gym lobby doors
- Gymnasium - south gym doors
- Industrial Arts - east or west doors
- Vocational Agriculture - east classroom door or west shop door
- English and Social Studies - southwest hall door to Industrial Arts
- Math and Science- southwest hall door to Industrial Arts
- Art, Music, Business, Special Education Room, Library, and F.A.C.S. Room - high school front door
- ITV Room - west hallway doors
- Basement, Weight Room- West stairwell door in weight room

One long bell will be sounded for students to return to the school building when the conditions are safe. Diagrams indicating fire evacuation routes are posted in all classrooms.

MEDICATIONS AT SCHOOL

1. Students requiring medication to be taken at school must give it to the nurse to dispense.
2. The medication must be in the original bottle and clearly marked for dosage and time. It is kept in a locked cabinet.
3. Ibuprofen can only be dispensed to students whose parents have signed the consent on the emergency information cards.

STUDENT ILLNESS AT SCHOOL

If a student becomes sick at school, parents will be notified immediately so they can pick their child up. If a student goes to the nurse's office not feeling well and has a temperature over 100 degrees, parents will be contacted to come as well. If the fever is less than 100 degrees but the nurse determines the child is in discomfort, parents will be contacted.

STATE SCHOOL VIOLENCE HOTLINE

Reports of school violence can now be submitted to the state hotline by either calling toll free to 866-748-7047 or sending an email from the new hotline website, <http://www.schoolviolencehotline.com>.

ACCEPTABLE USE POLICY - FILTERING POLICY

The Golden City R-III Board of Education has adopted an Acceptable Use Policy (AUP) with regard to computers, computer networks, and the internet. Parents must annually sign the AUP in order for their child to be eligible to use any district computer resources. A copy of the AUP is available for review in the District Library.

The Golden City R-III Board of Education has adopted an internet filtering policy in accordance with Federal requirements. The filtering product used by the school does not in any way imply that students are exempt from the AUP. The filtering product will NOT prevent all objectionable sites from being viewed. It is designed to limit access to sites generally deemed inappropriate. Students are still expected to use good judgment while using the internet. The following guidelines have been developed to guide student computer use.

1. All students will have access to the internet/computers through classrooms and the computer labs.
2. Students must be supervised by school personnel.
3. No disks from home may be used on a school computer.
4. Only school authorized CD-ROMS and DVDS are to be used in the school setting.
5. School personnel has the right to view any material stored in student data files and may edit, remove, or report any material considered objectionable.
6. Students will only have access to e-mail under their under their teacher's direct supervision using a classroom account.
7. The use of "chat lines", "chat rooms", or "instant messaging" will not be allowed unless required for class and supervised by a teacher.
8. Impersonation or pseudonyms are not permitted.
9. Student projects on the web must be approved by a teacher.
10. Students may not install or download programs or other configurations onto computer hard drives without direct authorization and supervision
11. Students shall not damage computers, computer systems, computer networks or data.
12. Students will not attempt to gain unauthorized access to the district's system or go beyond their authorized access.
13. Students will not tamper with other people's data or gain unauthorized access to data on the internet/computers.

CONSEQUENCES for violations:

First offense: Student will have a conference with the principal, teacher, librarian, and/or the network coordinator. Parents will be notified. A temporary suspension of computer privileges will be determined. Students may also be assigned detention or suspension in accordance with the school discipline policy.

Second Offense: Permanent suspension of internet/computer privileges for the remainder of the academic year. Punishment for students enrolled in business classes will be at the discretion of the adult committee. Students may also be assigned detention or suspension in accordance with the school discipline policy.

Parents not wanting their child to use the internet/computers at the school must contact the school office indicating their wishes.

COMMUNICABLE DISEASE

School districts share the responsibility for communicable disease control with parents and community health officials. Schools also share the responsibility for educating parents and children about the value of immunization, good health practices, and communicable disease control.

1. The district will maintain an individual health record for students in the district, including immunization history supplied by the parent and/or guardian.
2. A complete immunization history will be required upon entrance to school. Satisfactory evidence of immunization is a statement, certificate or record from a physician or health facility which verifies the type of vaccine and month and year of administration. In some cases, a complete date (month, day, year) is necessary to determine compliance with the immunization age requirements. Parents will be informed that any needed immunizations must be obtained, or the child will be excluded from school. Parents will be informed that any needed immunizations must be obtained, or the child will be excluded from school.
3. In certain situations, exemption statements may be needed -- If the parent objects to immunizations for religious or other personal reasons, an exemption may be signed by a parent or guardian. This exemption must be renewed annually and it should be stressed that protection is desirable for the sake of the child.

4. In the event of an outbreak, children who are exempted from immunizations will be excluded from school for their own protection and that of other students in accordance with State Rule 13CSR 50-101.041. The only exception will be children exempted by a physician because they have already had the disease.
5. The district will notify a parent or guardian if a child will require any additional doses of a vaccine, giving the date by which the vaccine must be given to remain in compliance with the law.
6. The district will prepare the immunization report (CD31) for the Missouri Department of Health by the specified date. Any deficiencies will receive follow-up as recommended. Every effort will be made to return excluded children to school as soon as possible. Parents will be advised of resources available to obtain needed protection. Parents who do not make an effort to comply with the law in order to return children to school within ten days may be reported to the local authority responsible for enforcing the truancy law.
 Department of Health
 PO Box 570
 Jefferson City, MO 65102
 (September 1985)
7. An on-going review of immunization records will be made to ensure that entering transfer student and those needing TD boosters during the school year have adequate protection. These students are to be excluded if they are not in compliance with state law. On going records review can be easily accomplished by a system of flagging the records of incoming students and those due for boosters, or by maintaining a separate file of these students.
8. Children who are excluded from school for a communicable disease may return without physician approval, after the number of days specified in "Prevention and Control of Communicable Diseases - A Guide for School Administrators" MCH 16 (Rev. 10/83). If that period of time has not lapsed, or the child needs laboratory proof regarding non-communicable disease status, a physician should submit his/her approval in writing before readmission.
9. Any outbreak of communicable disease will be reported to the local health authority immediately, including even a single case of vaccine-preventable disease. Anyone suffering from a reportable disease or liable to transmit a reportable disease must be excluded from school. Appropriate outbreak control measures will be implemented after consultations with local health authorities and medical care providers, in accordance with the state laws and rules governing disease control (RSMo. 167.181 and 167.191; 13 CRS 50-101.010 - 101.090, and 50-110.010)

CHRONIC INFECTIOUS DISEASE

(AIDS, Herpes, or Cytomegalovirus)

1. Since the risk of transmission of these diseases in the school setting is quite low, the child should be permitted to attend school in the least restrictive environment. The decision should be made by the child's physician, public health personnel, the child's parent/guardian, and the personnel involved in the child's care. The child's physician may also recommend exclusion of the child when infectious diseases are present in the building that put the child at risk.
2. Although the organisms have been isolated from blood, semen, saliva, and tears, transmission has only been documented through blood and semen. The child could attend school, in a regular classroom setting using simple precautions with body fluids or blood. In certain situations: a) a child is not toilet trained, b) a child has abnormal behaviors that include biting or mouthing of objects, or c) a child has lesions that cannot be covered, a decision may be made the place the child in an educational setting that would minimize exposure of others to blood and body fluids.
3. Persons involved in the care and education of children with these chronic infections should respect the child's right to privacy, including maintaining confidential records. Only the persons who have a need to know (in order to assure proper care and to detect potential for disease transmission) should be advised.

STUDENT ALCOHOL/DRUG ABUSE

The Board recognizes its share of responsibility for the health, welfare, and safety of the students who attend the Golden City R-III School District. Therefore, the use, sale, transfer, possession, or being under the influences of alcoholic beverages or controlled substances on any school property, on any school-owned vehicle or in any other school approved vehicle used to transport students to and from school activities; or off school property at school sponsored or school approved activities, events, or functions such as a field trip or athletic event, where student are under the jurisdiction of the school district, is prohibited. Student use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.

For the purpose of this policy a controlled substance shall include any controlled substance, counterfeit substance, or imitation controlled substance as defined in the Narcotic Drug Act, Section 195.015, RSMo.

All medications prescribed by a physician, as well as all non-prescription medications, will be cleared with the school authorities before being taken. In the absence of a physician's instructions, parental permission in writing is required for any student medication to be possessed or taken by the student while under the jurisdiction of the district.

The school administration or teachers shall have the right to conduct searches, with are reasonable in scope, of persons reasonably suspected to be in violation of this policy during or after school hours, on school property, or at any school events, whether at the school or at some alternate location. Such searches shall be conducted in accordance with Board Policy JFG.

Any student who, after being given an opportunity to present his or her version of the incident, is found by the administration and/or staff to be in violation of this policy shall be subject to disciplinary action up to and including suspension, expulsion, or other discipline as provided in the district's discipline policy, and referral for prosecution. Strict compliance is mandatory. All controlled substances shall be turned over to the local law enforcement agency.

The district, pursuant to the requirements of the 1989 amendments to the Drug Free Schools and Communities Act, and for the purpose of preventing the use of illicit drugs and alcohol by students, shall provide age-appropriate developmentally based drug and alcohol education and prevention programs to all students in all grades from early childhood level through grade 12.

Such programs shall a) address the legal, social, and health consequences of drug and alcohol use, and b) provide information about effective techniques for resisting peer pressure to use illicit drugs and alcohol.

The district shall provide information about any alcohol and drug 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 and students shall annually be provided with a copy of this policy.

The district shall certify 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 U.S. Department of Education. The district shall conduct a biennial review of such program to determine its effectiveness, to implement necessary changes, and to ensure that the disciplinary sanctions are consistently enforced.

Adopted: November 17, 1993

Cross-references: GBEB, Drug-free Workplace; JFG, Interrogations and searches; JGD, Student suspension and expulsion; JHCD,

Administering medicines to students

Legal References: RSMo. 167.161, 167.171, 195.010, P.L. 101-226

SEXUAL HARASSMENT OF STUDENTS

Sexual harassment of students by either sex by employees or other students of the same or opposite sex is strictly prohibited in the Golden City School District. For purposes of sexual harassment and sexual discrimination policies only, an employee includes any person employed by the district, and any student teacher, intern, or school volunteer. A student is any person enrolled in the school district or in district instructional programs. Sexual harassment is defined as unwelcome sexual advances, requests of sexual favors, or other verbal or physical conduct of a sexual nature made by a member of the school staff to a student, or when made by any student to another student when:

- submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic status or progress, or
- submission to or rejection of such conduct by a student is used as the basis for evaluating the student's performance within a course of study or other school related activity, or
- such conduct has the purpose or effect of unreasonably interfering with a student's educational performance or creating an intimidating, hostile, or offensive educational environment.

Whether a student voluntarily submits to sexual advances or requests is irrelevant for the purposes of this policy. Sexual harassment of a student by an employee or another student may include such things as sexually oriented jokes, remarks, cartoons, pictures, or letters; pressure of sexual activity whether written, verbal, or through physical gestures; and physical contact such as patting or pinching.

Students who believe they have been a victim of or have witnessed sexual harassment should report the incident(s) to any teacher, guidance counselor, or school administrator. The staff member who receives the complaint shall promptly inform the administrator who is designated to investigate such reports, or the next level administrator who is not the subject of the complaint. There will be no adverse action taken against a person for making a complaint of sexual harassment when the complainant honestly believes sexual harassment has occurred or is occurring, or for participating in or cooperating with an investigation. Adverse action would include any form of intimidation, reprisal, or harassment such as suspension, expulsion, termination, change of educational conditions, loss of privileges or benefits, or other disciplinary action. Any individual who retaliates against an employee or student who reports, testifies, assists, or participates in an investigation or hearing related to sexual harassment complaint will be subject to discipline.

The appropriate administrator shall provide for a thorough, prompt investigation of the incident, and the investigation and written report shall be completed within a reasonable period of time. The district shall take disciplinary action where appropriate, up to and including suspension and/or expulsion of the student or suspension and/or termination of the employee, in order to ensure that further sexual harassment does not occur. No person who is the subject of a complaint shall participate in such an investigation. If the superintendent is the subject of the complaint, an investigation will be conducted by the Board president. Any student found to have violated this policy by committing an act of sexual harassment or retaliating against a complainant or participant in an investigation shall be subject to disciplinary action including, but not limited to, suspension and expulsion. Confidentiality will be preserved consistent with applicable laws and the responsibility to investigate and address such complaints. If investigation of a student complaint results in reasonable cause to suspect that the student has been subjected to abuse or neglect, the matter will be reported in accordance with policy JHG, Reporting Child Abuse. Students who believe that their complaint has not been satisfactorily resolved may utilize grievance procedure ACG at the appropriate level.

Publications disseminated to employees and students will inform them of this policy.

Adopted: May 16, 1995

Cross-references: ACAA, Sexual Harassment; ACG, Resolution of Discrimination Complaints; JB, Equal Educational Opportunities

Legal References: Title VII of the Civil Rights Act of 1964, 42 U.S.C. 200 E-2, 29 C.F.R. 1604.11.

HAZING AND BULLYING—MSBA:JFCF

General

In order to promote a safe learning environment for all students, the Golden City R-III School District prohibits all forms of hazing, bullying and student intimidation. Students participating in or encouraging inappropriate conduct will be disciplined in accordance with JG-R. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. Students who have been subjected to hazing or bullying are instructed to promptly report such incidents to a school official.

In addition, district staff, coaches, sponsors and volunteers shall not permit, condone or tolerate any form of hazing or bullying or plan, direct, encourage, assist, engage or participate in any activity that involves hazing or bullying. District staff will report incidents of hazing and bullying to the building principal. The principal shall promptly investigate all complaints of hazing and bullying and shall administer appropriate discipline to all individuals who violate this policy. District staff who violate this policy may be disciplined or terminated.

The superintendent will provide for appropriate training designed to assist staff, coaches, sponsors and volunteers in identifying, preventing and responding to incidents of hazing and bullying.

The District shall annually inform students, parents, district staff and volunteers that hazing and bullying is prohibited. The notification may occur through the distribution of the written policy, publication in handbooks, presentations at assemblies or verbal instructions by the coach or sponsor at the start of the season or program.

Definitions

Hazing-For purposes of this policy, hazing is defined as any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school sponsored activity.

Hazing may include those actions that subject a student to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity, or other stress-inducing activities. Hazing may also include, but not limited to: acts of physical brutality; whipping; beating; branding; exposing to the elements; forcing consumption of ANY food, liquor, drug or other substance; forcing inhalation or ingestion of tobacco products; or any other forced physical activity that could adversely affect the physical health or safety of an individual.

Hazing may occur even when all students involved are willing participants. Hazing does not occur when a student is required to audition or try out for an organization when the criteria are reasonable, approved by the district and legitimately related to the purpose of the organization.

Bullying-For purposes of this policy, bullying is defined as intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; or threats of retaliation for reporting such acts. Bullying may also include cyber bullying or cyber threats. Cyber bullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyber threats are online materials that threaten or raise concerns about violence against others, suicide or self-harm.

Reporting - In the case that there is a bullying or hazing incident, the student should immediately report the offense to the adult present. Then the student should report to the principal where they will fill out the bullying reporting form. Within two (2) days of the report the principal will begin an investigation into the claims. The investigation will be completed within ten (10) school days, unless good cause exists to extend the investigation.

PUBLIC NOTICE

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 by are attending a private school within the district, highly mobile children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Golden City 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 Golden City 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 Golden City R-III School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Golden City 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 Superintendent's office during regular school hours.

This notice will be provided in native languages as appropriate.

Rev. August 15, 2013

Public schools in the state of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty who reside in the district or whose parent/legal guardian resides in the district. This census is compiled as of May 1 of each year. This information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes: name of each child, parent/legal guardian's name/address; birth date and age of each child; and each child's disability or suspected disability. Should the district fail to submit an annual census, the State Board of Education may withhold state aid until the census is submitted. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact your school district.

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

- * A playbill, showing your student's role in a drama production;
- * The annual yearbook;
- * Honor roll or other recognition lists;
- * Graduation programs; and
- * Sports activity sheets, such as for wrestling, showing weights 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 Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. (1)

If you do not want Golden City R-III to disclose directory information from your child's educational records without your prior written consent, you must notify the District in writing by August 25, 2019. Golden City R-III has designated the following information disclosed as directory information: [Note: an LEA may, but does not have to, include all the information listed below.]

- * Student's name
- * Participation in officially recognized activities and sports
- * Address
- * Telephone listing
- * Weight and height of members of athletic teams
- * Electronic mail address
- * Photograph
- * Degrees, honors, and awards received
- * Date and place of birth
- * Major field of study
- * Dates of attendance
- * Grade level
- * The most recent educational agency or institution attended

Footnotes:

(1) These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for the Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the nation's armed forces.

**NOTIFICATION OF RIGHTS
UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- (1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorities disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.
 - A school official is a person employed by the school 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 has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
 - 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.
 - Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

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

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

**Consent* before students are required to submit a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey 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’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 lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the students or parents; or
8. Income, other than reported 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 hearing, vision, or scoliosis screenings, or physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use-

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or
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.

Golden City School district has adopted policies regarding these rights, as well as arrangements to protect student privacy in the administration of protected information on surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Golden City School will directly notify parents of these policies at least annually at the start of each school year and after and substantive changes. Golden City School 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. Golden City School will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of activities or surveys at this time. For surveys and activities scheduled after the school year starts, parents will provided reasonable notification of the planned activities and surveys listed below and be provided and 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 requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or 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. 20202-5920

NOTICE OF NONDISCRIMINATION

Applicants for admissions or employment, students, parents of elementary and secondary school students, employees, sources for referral and applicants for employment, and all professional organizations that have entered into agreements with Golden City R-III School District are hereby notified that our school does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities.

Any person having inquiries concerning Golden City R-III School District's compliance with the laws and regulations implementing Title VI of the Civil Rights Act 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination Act of 1975, Section 504 of the Rehabilitation Act of 1973 (Section 504) or Title II and III of the Americans with Disabilities Act of 1990 (ADA) is directed to the Compliance Coordinator below, who has been designated by our school district to coordinate our school district's efforts to comply with the laws and regulations implementing Title VI, Title IX, the Age Act, Section 504, and the ADA.

Golden City R-III School District has established grievance procedures for persons unable to resolve problems arising under the statutes above. The Compliance Coordinator for the applicable law, whose name is listed below, will provide information regarding those procedures upon request.

Any person who is unable to resolve a problem or grievance arising under the laws and regulations cited above may contact the Office of Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114.

Compliance Coordinator for the laws listed in this notice:

Superintendent
Golden City R-III School District
1208 Walnut Street
Golden City MO, 64748
417-537-4900

NOTICE OF GRIEVANCE PROCEDURES

Golden City R-III School District does not discriminate on the basis of race, color, national origin, sex, age or disability in admission or access to, or treatment or employment in, its programs and activities.

Any person needing information or forms regarding Golden City R-III School district's grievance procedures may request them from the district's compliance coordinator listed below.

Compliance Coordinator for the Golden City R-III School District:

Superintendent
Golden City R-III School District
1208 Walnut Street
Golden City, MO 64748
417-537-4900

PROHIBITION AGAINST ILLEGAL DISCRIMINATION AND HARASSMENT

The Golden City R-III School Board of Education is committed to maintaining a workplace and educational environment that is free from illegal discrimination or harassment in admission or access to, or treatment or employment in, its programs, activities, and facilities. Discrimination or harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law is strictly prohibited in accordance with law.

Reference Board policy AC.

There are designated grievance officers in the district.

Forms to follow grievance procedure are available in the superintendent's office.

Compliance Officer

The Board designates the following individual to act as the district's compliance officer:

Superintendent

1208 Walnut Street, Golden City, MO 64748

Phone: 417-537-4900 FAX: 417-537-8717

The compliance officer will:

1. Coordinate district compliance with this policy and the law.
2. Receive all grievances regarding discrimination and harassment in the Golden City R-III School District.
3. Serve as the district's designated Title IX, Section 504 and Americans with Disabilities Act (ADA) coordinator, as well as the contact person for compliance with other discrimination laws.
4. Investigate or assign persons to investigate grievances; monitor the status of grievances; and recommend consequences.
5. Seek legal advice when necessary to enforce this policy.
6. Report to the superintendent and Board aggregate information regarding the number and frequency of grievances and compliance with this policy.
7. Make recommendations regarding the implementation of this policy.
8. Coordinate and institute training programs for district staff and supervision as necessary to meet the goals of this policy, including instruction in recognizing behavior that constitutes discrimination and harassment.
9. Perform other duties as assigned by the superintendent.

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

High School Principal

1208 Walnut Street, Golden City, MO 64748

Phone: 417-537-8311 FAX 417-537-8717

Reporting

All persons must report incidents that might constitute illegal discrimination or harassment directly to the compliance officer or acting compliance officer. All district employees will direct all persons seeking to make a grievance directly to the compliance officer. Even if the potential victim of discrimination or harassment does not file a grievance, district employees are required to report to the compliance officer any observation, rumors or other information regarding discrimination or harassment prohibited by this policy. If a verbal grievance is made, the person shall be asked to submit a written complaint to the compliance officer or acting compliance officer. If a person refuses or is unable to submit a written complaint, the compliance officer will summarize the verbal complaint in writing. A grievance is not needed for the district to take action upon finding a violation of law, district policy or district expectations.

Students, employees and others may address concerns directly with the person alleged to have caused harassment or discrimination in an attempt to resolve the issue but are not expected or required to do so.

Student-on-Student Harassment

Building-level administrators are in a unique position to identify and address discrimination and harassment between students, particularly when behaviors are reported through the normal disciplinary process and not through a grievance. The administrator has the ability to immediately discipline a student for any behavior that otherwise would lead to disciplinary action in accordance with the district's discipline policy. The administrator will report all incidents of harassment and discrimination to the compliance officer and will direct the parent/guardian and student to the compliance officer for further assistance. The compliance officer may determine that the incident has been appropriately addressed or recommend additional action. When a grievance is filed, the investigation and complaint process detailed below will be used.

Investigation

The district will immediately investigate all grievances. All persons are required to cooperate fully in the investigation. The district compliance officer or other designated investigator may utilize an attorney or other professionals to conduct the investigation.

In determining whether an alleged conduct constitutes discrimination or harassment, the district will consider the surrounding circumstances, the nature of the behavior, the relationship between the parties involved, past incidents, the context in which the alleged incidents occurred and all other relevant information.

Whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. If, after investigation, school officials determine that it is more likely than not that discrimination, harassment or other prohibited behavior has occurred, the district will take immediate action.

Grievance Process Overview

1. If a person designated to hear a grievance or appeal is the subject of the grievance, the next highest step in the grievance process will be used.
2. Investigation and reporting deadlines are not mandatory upon the district when more time might be necessary to adequately conduct an investigation and to render a decision. When extended, the person filing the complaint will be notified. If more than twice the allotted time has expired without a response, the appeal may be taken to the next level.
3. Failure of the person filing the grievance to appeal within the timelines given will be considered an acceptance of the findings and remedial action taken.
4. The district will investigate all grievances, even if an outside enforcing agency such as the Office for Civil Rights, law enforcement or the CD is also investigating a complaint arising from the same circumstances.
5. The district will only share information regarding an individually identifiable student or employee with the person filing the grievance or other persons if allowed by law and in accordance with Board policy.
6. Upon receiving a grievance, district administration or supervisors, after consultation with the compliance officer, will take immediate action if necessary to present further potential discrimination or harassment during the pending investigation.

Grievance Process

1. Level I – A grievance is filed with the district's compliance officer. The compliance officer may, at his or her discretion, assign a school principal or other appropriate supervisor to conduct the investigation when appropriate.

Regardless of who investigates the grievance, an investigation will commence immediately, but no later than ten (10) working days after the compliance officer receives the grievance that 1) summarizes the facts; 2) makes conclusions on whether the facts constitute a violation of this policy; and 3) if a violation of this policy is found, recommends corrective action to the superintendent. If someone other than the compliance officer conducts the investigation, the compliance officer or acting compliance officer will review and sign the report.

The person who filed the grievance will be notified in writing, in accordance with the law and district policy, regarding whether the policy has been violated.

2. Level II – With five (5) working days after receiving the Level I decision, the person filing the grievance may appeal the compliance officer's decision to the superintendent by notifying the superintendent in writing. The superintendent may, at his or her discretion, designate another person (other than the compliance officer) to review the matter when appropriate. Within ten (10) working days, the superintendent will complete a written decision on the appeal, stating whether a violation of this policy is found and, if so, stating what corrective actions will be implemented. If someone other than the superintendent conducts the appeal, the superintendent will review and sign the report before it is given to the person appealing. A copy of the appeal and decision will be given to the compliance officer or acting compliance officer. The person who filed the grievance will be notified in writing, in accordance with the law and district policy, regarding whether the policy has been violated.

3. Level III – Within five (5) working days after receiving the Level II decision, the person filing the grievance may appeal the superintendent's decision to the Board by notifying the Board secretary in writing. The person filing the grievance will be allowed to address the Board, and the Board may call for the presence of such other persons deemed necessary. The Board will issue a decision within 30 working days for implementation by the administration. The Board's decision and any actions taken are final. The Board secretary will give the compliance officer or acting compliance officer a copy of the appeal and decision. The person who filed the grievance will be notified in writing, in accordance with the law and district policy, regarding whether the policy has been violated.

Confidentiality and Records

To the extent permitted by law and in accordance with Board policy, the district will keep confidential the identity of the person filing a grievance and any grievance or other document that is generated or received pertaining to grievances. Information may be disclosed if necessary to further the investigation, appeal or resolution of a grievance, or if necessary to carry out discipline measures. The district will disclose information to the district's attorney, law enforcement, the CD and others when necessary to enforce this policy or when required by law.

In implementing this policy, the district will comply with state and federal laws regarding the confidentiality of student and employee records. Information regarding any resulting employee or student disciplinary action will be maintained.

The above text is taken from Board Policy AC. The entire policy is available in the district's administrative offices.

Addendum sent out November 5, 2008.

Missouri Department of Elementary & Secondary Education

NCLB COMPLAINT PROCEDURES

The Federal No Child Left Behind Act of 2001 (NCLB), Title IX Part C. Sec. 9304(a)(3)(C) requires the Missouri Department of Elementary & Secondary Education (DESE) to adopt procedures for resolving complaints regarding operations of programs authorized under the Act, including Title I, Title II, Title III, Title IV (Part A), Title V, Title VI, and Title VII and Title IX, part C.

Who May File a Complaint

Any local education agency (LEA), consortium of LEAs, organization, parent, teacher, or member of the public may file a complaint.

Definition of a Complaint

There are both formal and informal complaint procedures.

A formal complaint must be a written, signed statement that includes:

1. an allegation that a federal statute or regulation applicable to the state educational agency (SEA) or a local education agency (LEA) program has been violated,
2. facts, including documentary evidence that supports the allegation, and
3. the specific requirement, statute, or regulation being violated.

Alternatives for Filing Complaints

It is federal and state intent that complaints are resolved at a level nearest the LEA as possible. As described below, formal complaints filed with the SEA will be forwarded to the appropriate LEA for investigation and resolution. Informal complaints made to the SEA will be subject of an initial investigation by the SEA, but will be forwarded to the LEA if a formal complaint evolves. Precise processes in both instances are described below.

Informal and Formal Complaints Received by the Local Education Agency Informal and formal complaints filed with the LEA concerning NCLB program operations in that LEA are to be investigated and resolved by the LEA according to locally developed procedures, when at all possible. Such procedures will provide for:

1. Disseminating procedures to the LEA school board,
2. Central filing of procedures within the district,
3. Addressing informal complaints in a prompt and courteous manner,
4. Notifying the SEA within 15 days of receipt of written complaints,
5. Timely investigating and processing of complaints within 30 days, with an additional 30 days if exceptional conditions exist,
6. Disseminating complaint findings and resolutions to all parties to the complaint and the LEA school board. Such findings and resolutions also shall be available to parents, teachers and other members of the general public, provided by the LEA, free of charge, if requested, and
7. Appealing to the Missouri Department of Elementary & Secondary Education within 15 days

Appeals to the Missouri Department of Elementary & Secondary Education will be processed according to the procedures outlined in sections below.

Informal Complaints Received by the SEA Office

Informal complaints (i.e., verbal and/or anonymous) to the SEA by individuals (who may ask not to be identified to the LEA) concerning program operations in an LEA will be investigated by the SEA, according to procedures deemed most appropriate by the SEA, within 10 days of receipt of the complaint. Findings of this investigation shall be reported to the complainant within 10 additional days. In the event that the complainant requests further investigation or a hearing, the complainant must file a signed written complaint. This formal complaint will be processed according to procedures outlined in sections below.

Formal Complaints Initially Received by the SEA Office

1. Record. Upon receipt of a written complaint, a record of the source and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based, will be initiated. filed with the SEA. Upon receipt of the communication, the LEA will initiate its complaint procedures as set forth above.
2. Notification of LEA. Within 15 days of receipt of the complaint, a written communication will notify the district superintendent and the district NCLB coordinator of the complaint

3. Report by LEA. Within 20 days of receipt of the complaint, the LEA will advise the SEA of the status of the complaint resolution proceedings and, at the end of 30 days, will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
4. Verification. Within ten days of receipt of the written summary of a complaint resolution, the DESE office will verify the resolution of the complaint through an on-site visit, letter or telephone call(s). Verification will include direct contact with the complainant.

Appeals

Appeal to the SEA

1. Record. Upon receipt of a written appeal to a complaint unresolved at the LEA level, a record of the source and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based, will be initiated.
2. Investigation. The SEA will initiate an investigation within 10 days, which will be concluded within 30 days from receipt of the appeal. Such investigation may include a site visit if the SEA determines that an on-site investigation is necessary. By stipulation of all concerned, this investigation may be continued beyond the 30-day limit.
3. Hearing. If required by the SEA, or formally requested by parties to the complaint, this investigation will include an evidentiary hearing) before an SEA Division Director acting as chairperson and designated staff personnel. Conduct of such hearings will follow the procedures outlined in state rules.

The hearing proceedings shall be tape recorded and the recording preserved for preparation of any transcript required on appeal.

Decision

Within 10 days of conclusion of the investigation and/or evidentiary hearing), the SEA will render a decision detailing the reasons for its decision and transmitting this decision to the LEA, the complainant, and the district school board. Recommendations and details of the decision are to be implemented within 15 days of the decision being given to the LEA. This 15-day implementation period may be extended at the discretion of the SEA Division Director. The complainant or the LEA may appeal the decision of the SEA.

Formal LEA Complaints Against SEA

1. Record. The SEA will record the source, and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based.
2. Decision. The SEA decision will be rendered within 15 days of the complaint receipt. The LEA will be promptly notified of the SEA's decision.
3. Appeal. The LEA may appeal the decision of the SEA to the SEA review board within 30 days of receipt of the decision. Procedures under the "Appeal to the State Agency Review Board" section will be followed.
4. Second Appeal. An applicant has the right to appeal the decision of the SEA Review Board to the U.S. Secretary of Education. The applicant shall file written notice of the appeal with the Secretary within 20 days after the applicant has been notified by the SEA of its decision.

Complaints Against LEAs Received from the United States Department of Education

1. Complaints against LEAs received from the U.S. Department of Education will be processed as though they had been received initially at the SEA.
2. A report of final disposition of the complaint will be filed with the U.S. Department of Education.
3. These procedures shall not prevent the SEA from partially or wholly interrupting funding of any LEA IASA program or taking any other action it deems appropriate.

Procedure Dissemination

1. This procedure will be disseminated to all interested parties through the agency webpage at <http://dese.mo.gov> and to subscribers to the Federal Programs listserv.
2. This guidance will be distributed through regional and statewide meetings with Federal Programs Coordinators. LEAs are asked to incorporate the elements of the complaint procedure into their own policies and procedures.
3. DESE will also keep records of any complaints filed through this policy.

STUDENT COMPLAINTS AND GRIEVANCES

Alleged acts of unfairness or any decision made by school personnel, except as otherwise provided for under student suspension and expulsion, which students and/ or parents/ guardians believe to be unjust or in violation of pertinent policies of the Board or individual school rules, may be appealed to the school principal or a designated representative.

The following guidelines are established for the presentation of student complaints and grievances:

- The principal shall schedule a conference with the student and any staff members involved to attempt to resolve the problem. Parents/Guardians may be involved in the conference, or a later conference for parents/guardians may be scheduled at the discretion of the principal.
- If the problem is not resolved to the satisfaction of the student and/ or parents/guardians, a request may be submitted for a conference with the superintendent of schools. The superintendent shall arrange a conference to consider the problem, and to inform participants of the action that will be taken.
- If the student and/ or parents/guardians are not satisfied with the action of the superintendent, they may submit a written request to appear before the Board of Education. Unless required by law, a hearing will be at the discretion of the Board. The decision of the Board shall be final.

All persons are assured that they may utilize this procedure without reprisal.

Please sign and return this page only
to your child's first hour teacher!

By signing this page, I grant my permission for my child
_____ to attend community events
requiring school transportation during school hours throughout the
year. I grant permission for my child to be photographed; such photos
can be sent to the newspaper, yearbook, or placed on a school affiliat-
ed website.

In case of emergency I give permission for my child to receive medi-
cal treatment.

I have read and understand the guidelines in this handbook.

Student Signature

Date

Parent Signature

Date

