**KING CITY R-I**

**JUNIOR HIGH AND HIGH SCHOOL00000003**

KING CITY JUNIOR AND SENIOR HIGH SCHOOL

King City, Missouri 64463

660-535-4319

Dear Parents,

King City R-I has optimally served the community for over a hundred years. The school’s mission is to provide opportunities for the development of each student intellectually, vocationally, physically, socially, and emotionally. We acknowledge the teacher as the prime motivator in the educational process. A student’s success is also highly dependent on parental encouragement and involvement as well as independent initiative.

King City R-I is well maintained, safe, and has an efficient facility. The staff is committed to the positive development of the student both during their high school years and as they begin their young adult lives. The students and staff continue to distinguish themselves in academic and extra-curricular activities as evidenced by the many district, state, and national awards and honors received.

This handbook provides parents and students with a quick reference to those policies and regulations that are necessary to insure an orderly and educationally conducive atmosphere. A significant amount of time and energy must be expended if a student is going to have a successful high school experience. The degree to which a student excels will be directly related to his/her involvement and participation in the many opportunities that are available. The staff and administration will be available to help all students at any time. However, each student’s success will be determined by his/her commitment.

We suggest that each student discuss the rules and regulations in this handbook with his/her parents or guardians. Keep in mind this book is a guide and is not expected to cover every incident that may occur. If you have any questions feel free to call or visit me at school at any time.

Thank You,

Dottie Stoll

**"WELCOME TO KING CITY"**

Whether you are new to King City High School or an "old timer," we hope you will find this year to be a rewarding and exciting one. This handbook is provided to help you and your parents become better acquainted with your school. It is your responsibility to become familiar with this information.

**Bell Schedule: (**7:20 A.M------------Building Open to Students)

(7:40 A.M------------Students go to Class)

7:45-8:08-------------Homeroom

8:11-8:59-------------First Hour

9:02-9:50-------------Second Hour

9:53-10:41-----------Third Hour

10:44-11:32----------Fourth Hour

(11:35-11:57)11:35-12:50--(1st Lunch) & 5th Hour

11:35-12:50-(12:28-12:50)--5th Hour & (2nd Lunch)

12:53-1:41------------Sixth Hour

1:44-2:32--------------Seventh Hour

2:35-3:00--------------Wildkat Hour

(2:55 P.M--------------Bus Students Dismissed)

(3:00 P.M--------------Remaining Students Dismissed)

The School day consists of seven hours, each approximately 48 minutes long, a Homeroom time in the morning and a Wildkat hour in the afternoon. Homeroom is utilized for RTI, student check and connect with the homeroom teacher and to make sure students are prepared for the day. Wildkat hour is used to teach the Character Strong curriculum, for a reading time, for service time, for further study and RTI time and as a reward time. The two lunch periods are scheduled for fifth hour; the first right before fifth hour and the other after fifth hour. There are three minutes between classes. When the final bell rings students are expected to be in class. Teachers should expect students to be seated at their desks when the bell rings. **Students are not to leave the school after the 7:20 A.M. bell or after their arrival without permission from the office.** After school, students must have a sponsor with them if they are going to be in the building. Doors will be locked after 4:30 p.m.

**LUNCH:** The lunch period is about 22 minutes long. Students are required to remain at school during the lunch period. Each student will be issued a lunch number that is tied solely to that student to be used to obtain a lunch. Those students qualifying for free or reduced lunch receive a number just as any other student does.

**Paying for Lunch and Breakfast:** Lunch and breakfast prices have been set at **$2.40 for lunch** and **$1.00** for breakfast.Students qualifying for reduced meal prices will need .**40¢** per lunch and .**30¢** for breakfast. Adult lunches are **$3.10** and extra milk is **$.30.** Students qualifying for free lunch will only need to pay to eat extra food and/or drink extra milk. If your child is on free and reduced yet has a negative balance, it is likely that they are purchasing extra. **NO CASH** will be taken during lunch or breakfast. Students on full pay or reduced priced meals will need to bring money to deposit in their meal account. To make sure we credit to the right account, we **insist** that money be placed in envelopes marked with the student's names, number (which you will be notified of), grade and date. Students will turn their envelopes in to the High School office before the first class begins in the morning. The school would prefer payments to be made in check. The amount paid will be added to the student’s account and money subtracted each time the student buys a meal or drink.

When money is sent to school for your student’s meals, all the money will be deposited in the student's account. No change will be given. If any money is left in your account at the end of the year it will be carried over to the next year. The only time money will be refunded is when a student leaves the district or graduates. Each student will keep the same account number from one year to the next.

Your student's number is entered each time he/she eats (whether for breakfast or lunch) and the proper amount is deducted. As long as the student has money in his/her account, the number will be accepted. When the amount of money in the account reaches a level below $4.00, a warning will appear and the student will be told that they need to bring money. If a negative balance shows up when the number is entered, the student will not be allowed to purchase extra. Parents, please arrange with your child **your** rules on buying extra items.

Information about procedures for qualifying for free and reduced lunch is distributed at the time of registration or may by obtained in the principal’s office. All lunches are to be eaten in the cafeteria whether it is a school lunch or a lunch you bring to school.

**POLICY 5550 Food Service Program; Meal Charges**

**Purpose**

The purpose of this policy is to maintain consistent meal account procedures throughout the District. Unpaid charges place a financial strain on District finances. The Food Service Department is responsible for maintaining food charge records and for notifying the District’s accounting department of outstanding balances.

**Administration**

1. Student Groups:

* Elementary students will be allowed to charge a maximum of ten ($10.00) dollars.
  + 1. These meals will include only the menu items of the reimbursable meal.
    2. After the balance exceeds ten ($10.00) dollars, the student may be given a designated menu alternate.
* Middle School students will be allowed to charge a maximum of ten ($10.00) dollars. After this maximum has been met, no additional charges will be accepted.
* High School students will be allowed to charge one meal.

1. No charges will be allowed for ala carte foods and beverages.
2. Parents/guardians of students with negative balances will be contacted electronically, by correspondence, by phone call by the District Accounting Office, or by the Food Service Department.
3. On May 15 annually all charging will be cut off.

* Parents/guardians will be sent a written request for “payment in full.”
* All charges not paid before the end of the school year will be carried forward into the next school year.
* Graduating seniors must pay all charges in full. Failure to do so may result in the delinquent student being denied participation in graduation ceremonies.

1. If a financial hardship is suspected, families will be encouraged to apply for free/reduced meals at any time during the school year.
2. Each building principal will send a letter to all parents on or before the first day of school notifying them of the requirements of this policy. This policy will also be published on the District’s website.

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**ACTIVITY BUS RIDING POLICY:**

Students who participate in co-curricular activities are under the direct supervision of the school and the activity sponsor and need to conduct themselves accordingly. Students must ride the bus unless previous arrangements, as stated below, are made with the sponsor and the principal. Ifthe student missed the bus and no arrangements were made in advance, the student will not be allowed to participate. (Exceptions will be reviewed on an individual basis.) When returning from an activity, students either ride the bus or ride with their own parents. Parents must make personal contact with the sponsor and let him/her know that they are taking their child with them. Once a student is at an activity s/he must remain at that activity unless they have special permission from the sponsor to leave. For bus riding arrangements other than the above, parents must meet in advance with the principal for approval. Any student who is in violation of the above policy is subject to disciplinary action.

**Transportation agreement for King City Students who attend**

**Hillyard’s Technical Center**

The King City R-I school district provides transportation to and from Hillyard’s Technical Center in St. Joseph, MO. Students are required to ride the bus to and from the Technical Center. In the event of a special circumstance that might require a student to drive himself or herself to the Technical Center, both a written and signed explanation note and a phone call to the office notifying the office staff of the need to drive are required at least a day ahead of time unless it is an emergency.

Special circumstances could include:

1. A Dr. appointment that the parent is unable to pick the child up for
2. A contest at the technical center that requires the student to arrive earlier than normal or stay later than normal
3. The student is in the automotive class and they are working on said student’s vehicle
4. The student has to be back earlier than normal to get on a bus for a school contest or activity
5. The student is involved in an internship that requires him/her to drive to the internship location
6. The student has employment in St. Joseph that requires him/her to stay in St. Joseph on scheduled work days.

\*In all circumstances above, a doctor’s note, a Technical Center Instructor’s note, and/or a work/internship schedule showing the work/internship days must be submitted to the office in addition to the parent note and phone call.

\*For a work/internship situation, the parent may send in one note and the student will be required to turn in a work/internship schedule that shows the days it will be necessary to drive himself or herself.

\*Special circumstances outside of those listed will be addressed on an individual/as needed basis.

**REPORT CARDS:**

Progress reports will be issued about halfway through each quarter and report cards will be issued quarterly. The following grading system will be used:

A- Excellent Work D- Inferior

B- Superior Work F- Failure (no credit)

C- Average Work I- Incomplete

**HONOR ROLL:**

Students whose grades are "B-" or higher for all classes during the quarter will be placed on the "Honor Roll” for that quarter.

**SCHOOL COUNSELING PROGRAM:**

The purpose of the program is to assist students in both academic and personal development. Students and parents are welcome in this office and are encouraged to use the available guidance services.

**HEALTH SERVICES:**

Students feeling sick should report to the office or nurse. Before any student leaves the campus, he or she must report through the office and have been seen by the school nurse, even if a parent picks up the student.

**ADMINISTERING MEDICINES TO STUDENTS (R2870)**

*Prescription Medication*

The student's authorized prescriber shall provide a written request that the student be given medication during school hours.

The District shall require that a prescription label be properly affixed to the medication in question. Said label must contain the name of the student, name of the drug, dosage, frequency of administration, route of administration, diagnosis and the prescriber's name.

A parent/guardian must request in writing that the School District comply with the authorized prescriber's request to give medication. (The District will not administer the initial dose of any new prescription except in an emergency.)

*Over-the-Counter Medication*

The student's parent’s/guardian shall provide a written request that the student be given medication during school hours.

*Storage and Administration of Medication*

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

The administration of medication, including over-the-counter medications, is a nursing activity, governed by the State of Missouri Nursing Practice Act. It must be performed by the registered professional school nurse. The nurse may delegate and supervise the administration of medication by unlicensed personnel who are qualified by education, knowledge and skill to do so.

*Self-Administration of Medication*

Students with asthma, anaphylaxis, or any potentially life-threatening respiratory illness may carry with them for self-administration metered-dose inhalers containing "rescue" medication. A permission form for self-administration is required.

*Parent/Guardian Administration-*

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

*Exception for Potentially Harmful Administration*

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

*This regulation has been modified to save space in the student handbook. You may review the full text of Regulation 2870 in the King City School District’s administrative offices.*

**PARENTS GUIDELINES FOR KEEPING CHILDREN HOME TO DUE ILLNESS**

Our school asks that you abide by the following guidelines when deciding whether your child is well enough to be in school.

1. If your child’s oral temperature exceeds 100 degrees F, or 1-2 degrees above the child’s normal temperature. A child with such a fever should remain home for 24 hours after the temperature returns to normal without taking fever reducing medications.
2. If the child vomits and continues to experience nausea and/or vomiting.
3. If your child complains of severe, persistent pain, the symptom should be referred to a physician for evaluation.
4. If your child shows signs of upper respiratory infection (cold symptoms) serious enough to interfere with the child’s ability to learn.
5. If there are signs of conjunctivitis (“pinkeye”) with matter coming from one or both eyes, itching, crusts on eyelids, the child should be evaluated by a physician.
6. If a rash is present that has not been evaluated by a physician.
7. If there are open sores that have not been evaluated by a physician.
8. If there are signs of infestation with lice (nits in hair, itchy scalp) the child should be evaluated for treatment with a pediculicide.

**IMMUNIZATIONS:**

It is unlawful for any student to attend school unless s/he has been immunized as required under the rules and regulations of the department of health, and can provide satisfactory evidence of such immunization.

**ACCIDENTS:**

Every accident that occurs that is related to the school or its activities must be reported immediately to the person in charge and to the school office.

**MEDIA CENTER/LIBRARY:**

The library provides a place for study and research. Reference materials are readily available. Books are to be checked in or out with the librarian on duty. Books may be checked out for a period of 2 weeks and renewed anytime during that time if no one else wants the book. The librarian may limit the number of books that can be checked out by an individual student at any one time. Persons with overdue books will be denied library privileges until the fines are paid.

Students will observe the following regulations when in the Library to assure the most effective use of their time:

They will refrain from talking during the period.

They will bring all necessary materials for study to the library or plan on securing them from the attendant.

At the end of the period, all magazines and newspapers shall be returned to the proper racks. Nothing is to be cut or torn from library materials.

Students on the 'Unsatisfactory Grade List" (those who received unsatisfactory notices) will be permitted to use the library only for academic purposes.

**ORGANIZATIONAL MEETINGS:**

Class and club meetings may be held at a time arranged for by the sponsors and the principal. Wildkat hour may be designated as a meeting time by the administration as necessary.

**SCHOOL SPIRIT:**

School spirit may be divided into three categories:

* + - 1. Courtesy - toward teachers, fellow students and to officials of school activities.
      2. Pride - in everything our school endeavors to accomplish and has accomplished.
      3. Sportsmanship - the ability to win and lose gracefully.

School spirit is the responsibility of every student of King City School. Wherever you might be, you represent our school. Your attitude, conduct, and appearance reflect on the entire student body. For these reasons your cooperation is required and expected as a member of the King City Junior-Senior High School student body.

**LITTERING:**

Drink machines have been placed in the high school for your convenience. Food and drink consumption is permitted in the cafeteria. Please put litter in its place. Get custodial help for spills. Pick up dropped food and dispose of properly.

**BEVERAGES AT SCHOOL:**

Beverage containers that have been opened are not to be stored in lockers, unless they have a screw cap.

**CARE OF SCHOOL PROPERTY:**

Students are responsible for the proper care of books, supplies and furniture supplied by the school. Students who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done or replace the item. Damage of a malicious nature will be considered and treated as a very serious offense.

**HALL PASSES:**

Prior to leaving a classroom during class time students shall obtain a hall pass from the teacher. The pass should be presented to the person in charge at the destination. Students must have a hall pass to be in the halls and not sent back.

**TELEPHONE:**

Students will not be called out of class for a phone call unless it is an emergency. A message will be taken and the call can be returned between classes. No long distance calls should be made from school unless approved by the office. The phone may be used only in case of emergency.

**CELL PHONES:**

Developments in cell phone technology in recent years have resulted in enhanced communication opportunities. However, the use of cell phones in schools poses increasing risks of school disruptions, bullying, criminal activity, and academic dishonesty. As a result, students will not be allowed to use cell phones, digital cameras and similar electronic devices during the instructional day unless authorized by the instructor. Cell phones should never be used in restrooms and dressing areas during the school day and during extracurricular activities. Cell phone usage may be allowed in the cafeteria during the student lunch period if approved by the administration. Violations of this policy will result in the cell phone being confiscated and returned to the student at the end of the day. Further violations may result in the cell phone only being returned to the parents and/or guardians. Multiple violations may result in the cell phones being confiscated for up to a week, in-school suspension, and/or out-of-school suspension being imposed.

Cell phones are to be kept in the student’s locker during the day with the exception of lunch time. Any student seen with his or her phone out in the halls (with the exception of lunch time) or in the classrooms will have the phone confiscated and kept in the office for the day. After two confiscations in a semester, the phone will be turned into the office every morning for a week. After a third confiscation, the phone will be turned into the office every morning for the rest of the semester.

Parents may apply to the building principal to obtain a hardship exception. In such cases, the student’s cell phone must be retained in the principal’s office. Students granted a hardship may visit the office to use their cell phone for approved purposes. Telephones are also available in school offices for parents to contact their student for legitimate reasons.

**LOCKERS:**

Each student will be assigned a corridor locker which will be for his/her exclusive use and each student is responsible for his/her own valuables. Valuables should not be stored in lockers, particularly if they do not have locks. If a student wishes to lock their locker, they may get a combination lock from the building principal. There are enough locks for all students who wish to use one. Students will not change lockers without first securing permission from the Principal.

**PHYSICAL EDUCATION LOCKERS:**

Individual lockers are provided for the storage of clothing and personal items. We recommend that students put locks on their P.E. lockers. Combination locks may be secured from the building principal for use in the locker room. It is the student's responsibility to see that all personal belongings are stored prior to participating in physical education classes. Clothing, shoes and other articles left outside of the lockers will be picked up weekly, washed and given to good will if not claimed by students.

**DAILY BULLETINS:**

Daily bulletins will normally appear on the first screen of the Infinite Campus program by second period. Teachers should read these to the students second hour and/or print them out for students to see. Announcements are to be presented by the sponsors of the activity in writing the day before and given to the secretary. New announcements will also be read in the morning during the pledge and Wildkat welcome time.

**BULLETINS:**

In addition to this handbook the school publishes bi-monthly bulletins that inform patrons, students and parents of school schedules and related information. This bulletin is mailed to parents and others who have a need to know every two weeks. If you do not receive your copy, please contact the school at 535-4319.

**INAPPROPRIATE DISPLAYS OF AFFECTION**

Consensual kissing, fondling, or embracing is considered inappropriate in the school setting. Only appropriate behavior acceptable to all of our public is welcome at school. The only acceptable way to show your affection will be holding hands.

**FIRE, TORNADO, DISASTER:**

In case of an emergency the students should follow specific instructions given by their teacher. The following general rules should be followed by all:

1. Walk at a rapid pace -do not run.

2. DO NOT TALK- teachers will have important instructions for you.

3. Do not stop in front of doors or on steps.

To keep students familiar with emergency procedures, the high school stages fire and storm drills at various times, both announced and unannounced. All students should be familiar with the following:

***Fire Drill—Fire Alarms go off in hallways***

***Storm Drill---l long bell***

**TEXTBOOKS:**

Textbooks are checked out to each student at the beginning of the course. A record is kept of the condition of the book and the book number. The student is expected to retain the same book that was checked out to him or her. Students not returning a book will be required to pay the cost for a replacement. Students returning books showing excessive damage will be assessed a charge to cover the cost of repair or replacement.

**ASSEMBLIES:**

At all times the student's behavior should be refined and courteous. An indication of the cultural level of a school is the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include inappropriate whistling, uncalled for clapping, boisterousness, and talking during a program.

**VISITORS:**

All visitors must check in with the high school office. All visitors will be given a badge if they have a need to walk through the hallways. Only parents or legal guardians will be allowed to attend classes with students if they obtain permission from the building principal.

**CLASSIFICATION OF STUDENTS:**

A student who has the appropriate number of credits will be classified as indicated:

0-6 units of credit Freshmen

7-12 units of credit Sophomores

13-17 units of credit Juniors

18 or more credits Seniors

**ACTIVITIES**

Following is a list of the various activities a student may become involved in at King City R-1. Each student and his or her parents should decide which activities are appropriate for the student. Because of the time involved and other requirements, it is probably not feasible for a student to be involved in all organizations or activities.

I. Band (Concert and Marching) VI. FFA

II. National Honor Society VII. Cheerleading

III. ATHLETICS VIII. Class Officers

a. Football (Boys) IX. School Play/Drama Club

b. Softball (Girls) X. Academic Team

c. Basketball (Boys and Girls) XI. Student Council

d. Track (Boys and Girls) XII. Future Business Leaders of American

e. Golf (Boys and Girls) XIII. Helping Hearts

f. Volleyball(Girls)

g. Baseball (boys)

IV. Mascot

V. FCCLA

**SCHOOL CLOSING**:

**If school should be closed due to hazardous conditions or for other reasons, announcements will be made** by **stations** KAAN- 95.5 (FM) 870 (AM), KKJO-105.5 (FM), KFEQ-68 (AM) and KQTV- channel 2. Please listen to these stations and do not call the school. The message will also be sent via the Textcaster program.

**REQUIREMENTS FOR THE ACADEMIC LETTER**

1. Astudent must be enrolled at King City R-1High School on the first day of the second quarter for the current school year.
2. Students in grades seven through twelve shall be eligible for consideration to receive this award.
3. A student must be enrolled in at least four classes from any of these five areas: Math, Language Arts, Social Studies, Science or Foreign Language.
4. A student must average a (A-, 10 points) GPA for all three of the quarters of the current school year. There will be no rounding. Weighted grades will be honored. An academic letter, bar and certificate will be awarded to those students eligible for an initial academic letter. A bar and certificate will be awarded for each year of eligibility thereafter.

**GRADUATION REQUIREMENTS**

The students of the King City R-I School District must meet the following criteria for a high school diploma.

The requirements are as follows:

English 4 cr Math 3 cr

Science 3 cr Social Studies 3 cr

Fine Arts 1 cr Practical Arts 1 cr

P. E. 1 cr Health ½ cr

Personal Finance ½ cr Electives 9 cr

TOTAL 26 credits

Seniors must have 26 credits. Hillyard students would be exempted .25 credits for every semester that they are at Hillyards up to 2 total credits-24 credits would be necessary for graduation if they were there for 2 full years/4 semesters. (24 credits is the minimum graduation requirement for the state of MO, so they could not drop below the 24 and still graduate)

\*Students must pass the US and MO Constitution tests.

The District will accept courses offered through Missouri’s K-12 Virtual Instruction Program (MoVIP) as units of credit meeting state and local graduation requirements; provided, however, the quantity and quality of completed student work meets standards applicable to the District’s traditional program. (See Policy Virtual Instruction Program).

Eligible students as defined in Regulation 2525 may pursue a timely graduation from high school through the School Flex Program. Eligible students participating in the School Flex Program will be considered full-time students.

**CLASS RANKING/CLASS WEIGHTING**

The ranking of each student within his/her respective class will be computed in each high school grade, 9-12, by the high school counselor. Class rankings will be assigned based on individual students’ Grade Point Averages, figured by semester according to the weighted grading scale. Class ranking will be considered when selecting King City R-I High School Valedictorian/Salutatorian honors and will be available to colleges, universities and technical/specialty schools for entrance and scholarship consideration.

*GOALS OF WEIGHTED SCALE-*

1. To encourage students to take advanced core courses in preparation for success in college
2. To show the district is attempting to improve ACT scores by encouraging students to take more advanced courses, which is also an MSIP standard
3. To help the district meet certification requirements for MSIP, by increasing the number of students in advanced core courses
4. To increase numbers of students receiving institutional scholarship awards, because students’ GPA’s and ACT scores are the criteria for these awards

*WEIGHTED SCALE PLAN-*

Selected courses for juniors and seniors are weighted as follows:

**\*WEIGHTED UNWEIGHTED**

A= 13 pts A= 11 pts

A-= 12 pts A-= 10 pts

B+= 11 pts B+= 9 pts

B= 10 pts B= 8 pts

B-= 8 pts B-= 7 pts

C+= 7 pts C+= 6 pts

C= 6 pts C= 5 pts

C-= 5 pts C-= 4 pts

D+= 3 pts D+= 3 pts

D= 2 pts D= 2 pts

D-= 1 pt D-= 1 pt

F= 0 pt F= 0 pt

The following courses will be weighted and will be designated with an \* on student transcripts:

\*English IV-DC \*Trigonometry \*Advanced Chemistry

\*Psychology \*College Algebra-DC \*Advanced Biology-DC

\*Humanities (Western Civ II) \*American History-DC

Any \*Dual Credit courses that may be offered in the future should automatically be considered a weighted course. A department desiring to add a course to the weighted list may submit the course curriculum to the Faculty Committee and School Board for consideration.

**STUDENT RIGHTS AND RESPONSIBILITIES**

The Board believes that students have rights, which should be recognized and respected. It also believes that every right carries with it certain responsibilities.

Among these rights and responsibilities are the following:

* The right to attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school.
* The right to a quality education; the responsibility to put forth the best efforts during the educational process.
* Civil rights - including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others.
* The right to free inquiry and expression; the responsibility to observe reasonable rules regarding these rights.
* The right to due process of law with respect to suspension, expulsion, and decisions which the student believes injure his or her rights.
* The right to privacy, which includes privacy in respect to the student's school records.

It is the Board's belief that as part of the educational process, students should be made aware of their legal rights and of the legal authority of the Board to make, and delegate authority to its staff to make rules regarding the orderly operation of the schools. If the policy guidelines adopted by the Board are to be successful it must be understood that school officials and teachers have the authority to interpret and apply them in a given situation. Students must obey any such interpretation subject to an appeal.

When the rights and responsibilities of individuals are clearly understood, the elements of respect and cooperation will result in the harmonious and construc­tive education of the student. Adopted: March 19, 1992

**ATTENDANCE POLICY**

All students are expected to attend school regularly and to be on time for classes. This is necessary for each student to obtain maximum benefit from the instructional program and to develop habits of punctuality, self-discipline and responsibility. There is a direct relationship between poor attendance, failure to achieve academically and dropouts. The purpose of this attendance policy is to assist in assuring that each student at King City Jr/Sr High School receives the best academic experience possible. Students who are habitually absent from school without valid reason may be reported to juvenile authorities or suspended from school. Therefore, in order to earn class credits the students must not only meet academic requirements, but also exhibit good attendance records.

1. Student absences shall be limited to seven (7) days per semester. This limit will be calculated for each hour of the day. Extended illnesses will be treated on a case by case basis. All days beyond 7 will be considered unexcused. Days not affected by this policy will be school sponsored events, pre-approved college visits/job shadows (2) by the guidance counselor per year for seniors(these must be completed before the beginning of the fourth quarter), 2 drivers’ exams per year with documentation, court appearances with documentation or funeral of an immediate family member. Suspensions will not count against the student’s seven days. All other absences will count toward the student’s 7 day limit per semester.
2. Students who are absent due to pre-arranged trips with their parents need to notify the principal’s office prior to the trip so assignments may be completed prior to their absence. These days will count towards the 7 allowable absences per semester. Additional days missed will be unexcused and may be appealed to the appeals committee.
3. Make up work for credit will not be allowed for absences beyond the 7 day limit. A student and his/her parents may appeal the unexcused absences by providing the appeals committee with a written appeal within 5 school days of the unexcused absence. Written material may include a doctor’s or dentist’s note, court summons, or letter from parents. The attendance committee consists of the principal, three teachers and the guidance counselor. Absences that occur during either semester may be appealed during that semester only.
4. Upon the 7th full day of unexcused absence in any class in a given semester, the office will make parent contact informing the parent of the absences and that the student will not be allowed to make up work for any further absences. At this time the juvenile officer and/or Division of Family Services may be contacted.
5. Written or oral communication (a phone call before 9:00 am is recommended) from parents or guardians will be required for all absences. However, after the seven day limitation all will be unexcused.
6. The accumulation of four (4) tardies first hour per semester will equal one (1) absence.
7. The administration may grant excused absences in circumstances which are not otherwise covered in this policy.
8. Students must be at school before 9:30 am to participate in extracurricular activities that day unless Doctor’s note or cleared through office prior to being absent. Students must also be at school the Friday before a Saturday extra-curricular activity to participate on Saturday unless they have prior approval to be gone from the principal.

**TARDY POLICY**

When a student is tardy to school for first hour, they must report to the office to let the secretary know they are not absent. Teachers track tardies for each hour on infinite campus. Periodically the building principal checks tardies. Three tardies in one semester equals a ½ hour detention. More than three equals an hour long detention. Four tardies to the same class constitutes an absence in that class. Excessive tardiness (more than 10 times) will constitute a day of ISS for each tardy after the 10th tardy. If a student is later than 10 minutes to first hour, it will be marked as an absence for the hour.

**STUDENT AUTOMOBILE USE**

Driving and parking on school property are privileges granted by the Board of Education to persons who have reasons to be in the schools or on school property. Just as in any public or private parking facility, acceptable courtesies and safe driving practices must be followed to assure the safety of all concerned.

1. Students are not to block driveways or other vehicles.
2. Students are not to be in their cars or move them during the school day without permission from school officials.
3. Students are to park on the north side of the high school building only. When leaving school at the end of the regular day, students are to go north on Grand Avenue or west on East Fairview.

**INTERSCHOLASTIC ACTIVITIES**

**ELIGIBILITY STANDARDS FOR EXTRA CURRICULAR ACTIVITIES**

*Missouri State High School Activities Association Eligibility Standards*

All of the schools of the Missouri State High School Activities Association have adopted the standards listed above ' Eligibility to participate in school activities is a privilege granted if a student meets these standards, it is not an inherent right. These eligibility requirements must be met by girls as well as boys who compete interscholastically.

**EXTRA-CURRICULAR ACADEMIC ELIGIBILITY STANDARDS**

***2.3.2 Grades 9-12 Requirements***: A student in Grades 9-12 must meet the following requirements in order to be academically eligible to participate in interscholastic activities:

a. Semester Prior to Participation: The student shall have earned, the preceding semester of attendance, a minimum of 3.0 units of credit or have earned credit in 80% of the maximum allowable classes in which a student can be enrolled in the semester, whichever is greater, or a student must have made standard progress for his or her level the preceding semester in a special education program for the handicapped approved by the Missouri State Department of Education which, though un-graded, enrolls pupils of equivalent age.

b. Semester of Participation: The student shall currently be enrolled in and regularly attending courses that offer 3.0 units of credit or 80% of the maximum allowable credits which may be earned, whichever is greater; or a student must be enrolled in a full course at his or her level in a special education program for the handicapped approved by the Missouri State Department of Education which, though un-graded, enrolls pupils of equivalent age.

c. Credit: The calculation of the credit requirement described in a-1 and a-2 above for all enrolled students at the school shall be based on the maximum allowable classes in which a student can be enrolled at the member school during the normal school day due to the academic system that the member school has selected (7-hour day, block schedule, etc.) Credits earned in school-sponsored “extra” classes taken beyond the normal school day may be used toward academic eligibility. Internet classes offered by and at the member school and which are completed no later than the close of the semester with credit placed on the student’s transcript can be counted toward academic eligibility. (See also By-Law 2.3.4 regarding correspondence courses.)

d. Entry into 9th Grade: A beginning 9th grade student shall have been promoted from the 8th grade to the 9th grade for first semester eligibility.

e. A student must be making satisfactory progress towards graduation as determined by local school policies.

DIAGRAM 2.3: SAMPLE HIGH SCHOOL ACADEMIC SCHEDULES

Academic Schedules Credits Earned must equal 3.0 or 80%, whichever is GREATER

Six-period day (.5 each) Must pass 6 of 6 (3.0)

Seven-period day (.5 each) Must pass 6 of 7 (3.0)

***Eight-period day (.5 each) Must pass 7 of 8 (3.5 per semester)***

Four-Block schedule (1.0 each) Must pass 4 of 4 (4.0)

Ten-Block schedule (.5 each) Must pass 8 of 10 (4.0)

***2.3.7 Grades 7 and 8 Requirements***: A 7th or 8th grade student must meet the following requirements in order to be academically eligible to participate in interscholastic activities:

a. Grading Period: A “grading period” is a period no less than six weeks and no greater than nine weeks where progress is determined and is reported to students/parents. A student must have been promoted to a higher grade or a higher level in special education at the close of the previous year. However, any such student who failed more than one scheduled subject, or failed to make standard progress in special education, shall be ineligible the following grading period regardless of promotion to the higher grade. (However, see also item c below).

b. Semester of Participation: The student shall be currently enrolled in and regularly attending the normal course for that grade or must have enrolled in a full course at his or her level in any public school special education program for the handicapped approved by the Missouri State Department of Education which, though ungraded, enrolls pupils of equivalent chronological age.

c. Entry into 7th or 9th Grade: This section shall not apply to students promoted for the first time into the 7th or into the 9th grade prior to the first day of classes.

**King City Jr./Sr. High school Academic Eligibility policy:**

All Missouri schools follow the MSHSAA academic eligibility guidelines which are put forth as a broad set of governing rules for the state. Each individual school has the right to set further academic guidelines and expectations for their students to meet academic eligibility to participate in activities and sports. Following are the extended academic eligibility guidelines King City R-I has set forth:

Weekly eligibility policy:

The principal will run a weekly grade check every Monday morning after the first two full weeks of school in August. This grade check generates a report of all students receiving below a 60% in a class. The following actions will be taken:

1. Each student whose name appears on the “F” list for the first time each quarter will be notified by their respective teachers and by the principal. Parents will receive notification for “F’s” through written communication.
2. Students will be notified by their respective teachers each week they receive an “F”. After the second “F” in the same class, a student becomes ineligible to participate in any extracurricular activity from that Monday until the next Monday’s grade check is completed. Ineligible students will not have free time before school or during the noon hour at school, and the parents will receive notification of the student’s ineligibility.
3. A list of ineligible students will be given to each teacher on Monday. Grade checks will be from Monday to Monday, or on the first day of the week school is in session.
4. Class grades will not be affected if a student cannot participate in the extra-curricular activity. A student cannot be graded on something they are unable to attend due to the ineligibility process. Any questions on this policy should be taken to the administration with due process procedures to be followed.

Quarterly eligibility policy:

Any student, grades 7-12, who receives a failing grade in more than one class for the quarter, or at semester for the semester, will not be eligible for the next quarter. For example, a student who receives six passing grades and two failing grades on their report card for the quarter would be ineligible for the next quarter. This will carry over from 4th quarter according to the semester grade. If a student receives two F’s for the semester, they will be ineligible for the first quarter of the next year regardless of what grade they are being promoted from. This will apply to 8th grade students being promoted to the 9th grade also, the only exception being that student being promoted from the 8th grade to the 9th grade will only be ineligible for a four week period, at which point a grade check will be run to determine further eligibility.

**This policy affects any students involved in an activity other than school day classes. For example, students would not be able to attend field trips, dances, pep rallies, sporting events, etc... if they are receiving an “F”.**

High School students wishing to participate in any extracurricular activity, either during or after school hours, must meet the preceding MSHSAA and local standardsand the following local requirements:

1. The student participant must have been inschool attendance on the day of the event. Students will be ineligible to participate in extracurricular activities if they are absent a portion of the day of the event. Only by special permission from the principal can the eligibility for this activity be restored for that particular day.
2. The student participant in grades 7-12 mustmaintain the appropriate academic standards. A totalgrade average of C minus mustbe achieved or a student will be ineligible for the following quarter regardless of whether the student was promoted.
3. Extracurricular activities that are included in this policyare:

Athletics FBLA FCCLA

History Day School Play NHS

FFA Mascot Math Contest

Cheerleading Science Contest

Student Council Math Olympiad

Conference & Clinic Bands

District and State Music Activities

**"RULES OF BEHAVIOR"**

**FOR PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES**

Students who represent King City School or the community by participation in extra-curricular activities are expected to be creditable citizens. Those students whose conduct is a discredit to themselves, the school or the community of King City will be considered in violation of the extra-curricular activities "Rules of Behavior."

Any student who:

Is observed by an administrator, sponsor or teacher of grades seven through twelve during the school year, and/or school sponsored summer activities or is convicted of (Includes Juvenile Officer jurisdiction.)

Any of the following acts will be considered in violation of the extra-curricular "Rules of Behavior."

1. Assault

2. Stealing

3. Vandalism

4. Use, possession or sales of alcohol, tobacco or illegal drugs.

Consequences are as follows. In all cases parents will be notified. Other authorities will be notified if deemed necessary by administration.

lst offense-The student will be suspended from all extra-curricular activities for a period of ten consecutive school days.

2nd offense-The student will be suspended from all extra-curricular activities for a period of twenty consecutive school days. The student will be required to seek help through an approved intervention program if they want to continue participation in extra-curricular activities following the twenty consecutive school days suspension.

3rd offense-The student will not be permitted to participate in any extra-curricular activities for the remainder of the school year. The student will be reqon under the following conditions:uired to seek extended counseling through an approved program if they want to participate in extra-curricular activities the following year. If the family/student chooses to seek counseling they are to request that the intervention personnel give periodic reports of the student's continued participation in the program.

Suspensions will include all activities that occur on weekends and holidays but will not count as part of the numbered days. The school principal will evaluate each incident to determine if the student may practice during their suspension.

Additional training and/or conduct rules not covered in this policy may be required by the sponsor/coach (eg. curfew). The sponsor/coach will have such rules approved by the building principal. The sponsor/coach will present the rules in writing to those students involved in their activity and require the signature of the student and their parent/guardian indicating they have received a copy of the rules.

***Appeals: Follow Due Process procedures***.

**DUAL SPORT PARTICIPATION IN SAME SEASON**

An athlete may participate in more than one sport in the same season under the following conditions:

* That the athlete chooses to participate in two sports
* That the parents approve
* That both Coaches involved approve
* That the administration is aware of the details and approve
* That the athlete designates which sport takes precedence if there is a conflict

**STUDENT DRESS CODE**

The Board expects students, dress and grooming to be neat, clean and of good taste so that each student may share in promoting a positive, healthy and safe atmosphere within the school. Good taste should be used in the selection of attire and consideration given as to the appropriateness of dress. Student dress and grooming will be the responsibility of the individual and his/her parents within the following guidelines:

1. Dress and grooming will be clean and in keeping with health, sanitary, and safety requirements.
2. All students must wear shoes, boots or other type of footwear. No bedroom or house slippers are allowed.
3. Dress and grooming will not be such as to disrupt the teaching/learning process or cause undue attention to an individual student.
   1. Wearing clothing with inappropriate language -or pictures is not permitted. Writing, drawings or emblems that are obscene, derogatory or that propagate alcoholic beverages, tobacco or drugs are not appropriate.
   2. Muscle shirts, crop tops, halter tops, fish net tops, backless clothing, spaghetti strap tops, low-cut tops, top with large armholes, or bare midriff tops are not allowed. Two piece garments must overlap sufficiently so that during normal movement and sitting, the midriff and/or lower back is not exposed. No excessively torn clothing will be allowed.
   3. Shorts and skirts should not be too short. Inappropriateness will be determined by the faculty and administration. Undergarments are to be covered.
   4. No pajama bottoms or boxer shorts
   5. Hats, caps or other headwear should be removed by students when entering the building and placed in the student locker until the end of the school day.
   6. The principal will have the final authority over what dress is considered appropriate.
4. Class activities which present a concern for student safety may require the student to adjust his hair and/or clothing during the class period in the interest of maintaining safety standards.
5. Additional dress regulations may be imposed upon students participating in certain extra-curricular activities. All groups representing King City R-I School, at home or away shall be encouraged to wear dress clothing unless conditions require otherwise.

**When, in the judgment of a principal, a student's appearance or mode of dress disrupts the educational process, or constitutes a threat to health or safety, the student may be required to make modifications in order to continue in attendance.**

**STUDENT CONDUCT ON SCHOOL BUSES**

The safety of students during their transportation to and from school is a responsibility which they and their parents share with bus drivers and school officials. The Board wants each student to know what is expected of him/her when he/she waits for and rides on a school bus.

Therefore, the rules of student conduct will be issued to every bus-riding student at the beginning of the school year.

Students who fail to observe these rules will be subject to immediate disciplinary action since their failure to do so may affect the safety of others. A student who misbehaves will be reported by the driver to the principal on the same school day if the incident occurs in the morning, or the next morning if it occurs in the afternoon. The following action will be taken:

1. The principal will determine if the offense warrants parent/guardian notification.
2. Those offenses warranting parent/guardian notification will result in:

1st offense: A warning ticket (made in triplicate) will be issued to any student who violates rules of conduct on the bus. Copy given to the rider must be signed by a parent and returned to the bus driver the next morning before he will be allowed to board the bus. A second copy will be retained by the drive and a third copy will be sent to the school office.

2nd offense: A ticket will be issued providing for a three day suspension from riding the bus.

3rd offense: A ticket will be issued for a five day suspension from riding the bus.

4th offense: A ticket will be issued providing for the suspension from riding the bus the balance of the school year.

**AUTOMATIC BUS SUSPENSION**

Fighting, property damage, willful and verbal disobedience to the Bus Driver will result in automatic bus suspension. The length of suspension will be determined by the Bus Supervisor, Principal or Superintendent. Missouri State laws that are broken will also result in an undetermined suspension. The length of suspension will be determined by the law itself or Bus Supervisor, Principal or Superintendent.

Adopted: July 21, 1997

**STANDARDS OF SCHOOL BUS CONDUCT**

1. Following are reasons for which Bus Conduct Tickets will be issued to riders:
2. Deliberate defiance - refusal to cooperate with driver.
3. Obscene and unacceptable language, gestures, remarks or signs.
4. Excessive talking and unnecessary noise-lack of courtesy and respect.
5. Throwing items of any kind in the bus or out of the windows.
6. Fighting or scuffling on the bus.
7. Deliberate delay-loading or unloading.
8. Refusal to stay seated-turning around in seats.
9. Having or using tobacco on the bus.
10. Extending hands, arms or head out windows.
11. Tampering with equipment-defacing or damaging the bus deliberate vandalism. Family of student causing damage is to pay for damage.

**Any student living on a turn-around who is not planning to ride the** **bus on the morning route, is asked to PLEASE notify the driver or** **another student who is picked up prior to that student on the route, that he or she** **is not riding. Repeated failure to comply with this rule may cause** **the bus to cease making the turn-around.**

The rules of conduct have been established solely in the interest of the children's safety. Adopted: July 21, 1997

**SEXUAL HARASSMENT (Refer to Policy 2130)**

The School District is committed to providing an environment free from intimidating, hostile or offensive behavior; unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication constitutes sexual harassment. Sexual harassment by an employee, student or other person in the district against any person is prohibited. Allegation of sexual harassment shall be investigated and, if substantiated, corrective or disciplinary action will be taken, up to and including suspension and/or expulsion of the student or suspension and/or termination of the employee. Adopted: 5/94

**STUDENTS EDUCATIONAL RECORDS (FORM 2400.1)**

Student Educational Records

FERPA Educational Rights Annual Notification

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

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

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

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

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

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

**PERSONNEL SERVICES** (Policy 4650)

Performance Evaluations

Communication with Students by Electronic Media

Employee personal communication with students, in all forms including oral and nonverbal shall be appropriate and consistent with Board policy. Personal communication shall be deemed to be inappropriate if such communication is sexual in nature; is sexually suggestive; suggests romantic activity with student or students; or is otherwise inconsistent with Board policy. Violation of this provision will result in disciplinary action up to and including dismissal.

Communications between employees and students will be primarily direct, oral or written in nature. Appropriate, school related communication with two or more students receiving the same electronic media message will be permitted.  If the communication must be made to only one student, it is highly recommended a copy of the message is sent to the principal or to the student’s parents/guardians. Such notification is not required where the communication is between the teacher and his/her children or siblings.

The District does not have sufficient staff to monitor every communication between employees and students and does not, therefore, commit to monitoring such communication. Nonetheless, where there is reason to believe that an employee has inappropriately communicated with a student(s) they may require the teacher to provide access to the specific communication in question.

The District will provide official electronic media which may be utilized by employees for communication with students for dissemination of school related information (i.e. homework, practice schedules, supplemental instructional material.)

**ACCEPTABLE USE POLICY (Adopted 05/12)**

**INTRODUCTION**

King City R-I School District recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills.

To that end, we provide access to technologies for student and staff use.

This Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally-owned devices on the school campus.

* The King City R-I School District network is intended for educational purposes.
* All activity over the network or using district technologies may be monitored and retained.
* Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children’s Internet Protection Act (CIPA).
* Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
* Misuse of school resources can result in disciplinary action.
* King City R-I School District makes a reasonable effort to ensure students’ safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
* Users of the district network or other technologies are expected to alert IT staff immediately of any concerns for safety or security.

**TECHNOLOGIES COVERED**

King City R-I School District may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more.

As new technologies emerge, King City R-I School District will attempt to provide access to them. The policies outlined in this document are intended to cover *all* available technologies, not just those specifically listed.

Usage Policies

All technologies provided by the district are intended for education purposes. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; don’t try to get around technological protection measures; use good common sense; and ask if you don’t know.

**WEB ACCESS**

King City R-I School District provides its users with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely.

Users are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it shouldn’t be, the user should follow district protocol to alert an IT staff member or submit the site for review.

**EMAIL**

King City R-I School District may provide users with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies.

If users are provided with email accounts, they should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the district policy or the teacher.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

**SOCIAL/WEB 2.0/COLLABORATIVE CONTENT**

Recognizing the benefits collaboration brings to education, King City R-I School District may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally-identifying information online.

**MOBILE DEVICES POLICY**

King City R-I School District may provide users with mobile computers or other devices to promote learning outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network. Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users should report any loss, damage, or malfunction to IT staff immediately. Users may be financially accountable for any damage resulting from negligence or misuse. Use of school-issued mobile devices off the school network may be monitored.

**PERSONALL-OWNED DEVICES POLICY**

Students should keep personally-owned devices (including laptops, tablets, smart phones, and cell phones) turned off and put away during school hours—unless in the event of an emergency or as instructed by a teacher or staff for educational purposes.

Because of security concerns, when personally-owned mobile devices are used on campus, they should not be used over the school network without express permission from IT staff. In some cases, a separate network may be provided for personally-owned devices.

**SECURITY**

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin.

If you believe a computer or mobile device you are using might be infected with a virus, please alert IT. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

**DOWNLOADS**

Users should not download or attempt to download or run .exe programs over the school network or onto school resources without express permission from IT staff.

You may be able to download other file types, such as images of videos. For the security of our network, download such files only from reputable sites, and only for education purposes.

**NETIQUETTE**

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.

Users should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet.

Users should also remember not to post anything online that they wouldn’t want parents, teachers, or future colleges or employers to see. Once something is online, it’s out there—and can sometimes be shared and spread in ways you never intended.

**PLAGIARISM**

Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they didn’t create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

**PERSONAL SAFETY**

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet someone they meet online in real life without parental permission.

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult or administrator (teacher or staff, or supervisor if you’re at school; parent if you’re using the device at home) immediately.

**CYBERBULLYING**

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyber stalking are all examples of cyberbullying. Don’t be mean. Don’t send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviors or any online activities intended to harm (physically or emotionally) another person, during school hours or activities will result in severe school disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained. Cyberbullying that occurs outside of school should be reported to proper authorities.

Examples of Acceptable Use

I will:

* Use school technologies for school-related activities.
* Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
* Treat school resources carefully, and alert staff if there is any problem with their operation.
* Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
* Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
* Use school technologies at appropriate times, in approved places, for educational pursuits.
* Cite sources when using online sites and resources for research.
* Recognize that use of school technologies is a privilege and treat it as such.
* Be cautious to protect the safety of myself and others.
* Help to protect the security of school resources.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

**Examples of Unacceptable Use**

I will **not**:

* Use school technologies in a way that could be personally or physically harmful.
* Attempt to find inappropriate images or content.
* Engage in cyberbullying, harassment, or disrespectful conduct toward others.
* Try to find ways to circumvent the school’s safety measures and filtering tools.
* Use school technologies to send spam or chain mail.
* Plagiarize content I find online.
* Post personally-identifying information, about myself or others.
* Agree to meet someone I meet online in real life.
* Use language online that would be unacceptable in the classroom.
* Use school technologies for illegal activities or to pursue information on such activities.
* Attempt to hack or access sites, servers, or content that isn’t intended for my use.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

**LIMITATION OF LIABILITY**

King City R-I School District will not be responsible for damage or harm to persons, files, data, or hardware. While King City R-I School District employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. King City R-I School District will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

**Violations of this Acceptable Use Policy**

Violations of this policy may have disciplinary repercussions, including:

* Suspension of network, technology, or computer privileges
* Notification to parents
* Detention or suspension from school and school-related activities
* Legal action and/or prosecution

The King City R-I School District is responsible for securing its network and computing systems in a reasonable and economically feasible degree against unauthorized access and/or abuse, while making them accessible for authorized and legitimate users. This responsibility includes informing users of expected standards of conduct and the punitive measures for not adhering to them. **ANY ATTEMPT TO VIOLATE THE PROVISIONS OF THIS POLICY WILL RESULT IN DISCIPLINARY ACTION IN THE FORM OF TEMPORARY AND/OR PERMANENT REVOCATION OF USER ACCOUNTS, REGARDLESS OF THE SUCCESS OR FAILURE OF THE ATTEMPT**. The King City R-I School District reserves the right to amend this document at any time.

The users of the network are responsible for respecting and adhering to local, state, and federal and international laws. Authorized personnel have the right to access information on the network and computing system. Any attempt to break those laws through the use of the network may result in litigation against the offender by the proper authorities. If such an event should occur, the King City R-I School District will fully comply with the authorities to provide any information necessary for the litigation process.

**GENERAL COMPUTING**

Once a user receives a password to be used to access the network and computer systems on that network, they are solely responsible for all actions taken while using the password. Therefore:

* Applying for a password under false pretenses is a punishable disciplinary offense.
* Sharing your password with any other person is prohibited. In the result that you do share your password with another person, you will be held responsible for the actions that the other person appropriated.
* Deletion, examination, copying, or modification of files and/or data belonging to other users without their prior consent is prohibited.
* Attempts to evade or change resource quotas are prohibited.
* Continued impedance of other users through mass consumption of system resources is prohibited.
* Use of facilities and/or services for commercial purposes is prohibited.
* Any unauthorized, deliberate action that damages or disrupts a computing system, alters its normal performance, or causes it to malfunction is a violation regardless of system location or time duration.
* Any use of the network to obtain, view, download, or otherwise gain access to objectionable materials is prohibited.
* Any unauthorized disclosure, use, and dissemination of personal information regarding minors is prohibited.
* Users may only install and use properly licensed software, audio, or video media purchased by the district or approved for use by the district. All users will adhere to the limitations of the district’s technology licenses. Copying for home use is prohibited unless approved by the district.
* All damage incurred due to misuse of the district’s technology will be charged to the user. This district will hold all users accountable for the damages incurred and will seek both criminal and civil remedies, as necessary.
* Users are required to obey all laws, including criminal, copyright, privacy, defamation, and obscenity laws. The school district render all reasonable assistance to local state or federal officials for the investigation and prosecution of persons using district technology in violation any law.

**STUDENT ACADEMIC PROMOTION & RETENTION** (Regulation 2520)

*General Promotion and Retention Requirements*

Students will be promoted to the next grade level if they are meeting grade level expectations as identified by local and State Department of Education core subject objectives.

"Double promotions," that is, acceleration beyond the normal grade placement, are approvable for students who are working at an academic level of more than a year above placement and are sufficiently mature, socially and emotionally, to work with students of the advanced grade. Parent/guardian, teachers and administrators must agree that it is in the best interest of the student under consideration.

A list of those students who are not meeting grade level objectives in reading, language arts or mathematics will be given to the building principal by the October, January and March reporting periods. With respect to any student who is reported as not meeting grade level objectives in reading, language arts or mathematics:

The teacher, principal and counselor will meet to review the student's academic record, current test scores and work samples.

The parent/guardian will be notified as soon after the review as possible that retention is being considered. A meeting with the parent/guardian will be scheduled. The parent/guardian will be informed that the student is not meeting grade level objectives and will be retained in the same grade unless there is strong and positive improvement in the student's work.

A follow-up conference for the parent/guardian will be scheduled with the principal or the principal's designee to review the student's progress.

An academic program including remediation will be offered the student.

In recommending promotion or retention, these factors will be considered:

1. Academic achievement in all subject areas, especially attainment of grade level objectives, as determined by tests, teacher assignment, and work samples.
2. Chronological age.
3. Study Habits.
4. Attendance.
5. Social and emotional maturity.
6. State-mandated retention requirements for primary/middle school students.

The decision for retention will be made by the principal and the classroom teacher in accordance with the above-referenced factors, and written notification of retention will be sent to the parent/guardian.

*READING LEVELS AND STATE-MANDATED RETENTION*

Third Grade Students

Third grade students who cannot demonstrate a reading level at or above the third grade level will be administered a reading assessment within forty-five (45) days of the end of their third grade year.

If this assessment reflects that the student is reading below the second grade level, the District will design and implement a reading improvement plan for the student's fourth grade year. The reading improvement plan must include a minimum of thirty (30) hours of additional reading instruction or practice outside the regular school day during the fourth grade year. In addition, the District may require the student to attend summer school for reading instruction as a condition of promotion to the fourth grade.

Fourth Grade Students with Reading Improvement Plans

Within forty-five (45) days of the conclusion of the fourth grade year, the District shall administer another reading assessment to those fourth grade students for whom reading improvement plans had been designed.

If this assessment reveals that the student is reading below a third grade level, the student shall be required to attend summer school to receive supplemental reading instruction. At the conclusion of summer school, the student shall be given another reading assessment. If the student is still reading below third grade level, the student shall not b promoted to fifth grade.

Students shall not be retained more than once on the basis of their inability to satisfy the third grade or fourth grade reading standards. However, the District may, at its discretion, retain any student with a reading improvement plan who has not completed summer school for supplemental reading instruction.

Fifth and Sixth Grade Students

The reading assessment process shall be repeated on a yearly basis through the end of students' sixth grade years, accompanied by a corresponding increase in the required reading level.

The reading assessment process will also be applied to students who initially enter the District in grades four, five or six and who have been determined to be reading below grade level.

The permanent record of students who are determined to be reading below the fifth grade level at the end of the sixth grade shall carry a notation stating that the student has been unable to meet the minimal reading standards. That notation will be removed from the student's record once the District determines that he or she has met the standards.

Exceptions

The following students are exempt from the reading assessments:

-Students receiving special education services under an Individualized Education Program (IEP) pursuant to §162.670, RSMo.

-Students who are receiving special education services pursuant to Section 504 whose service plan includes an element addressing reading.

-Students who have limited English proficiency.

-Students who have insufficient cognitive ability to meet the reading requirements. However, a reading improvement plan shall be provided for these students in accordance with law.

-Appeal of Retention Decisions

-Parents/guardians who wish to appeal a decision regarding a student's retention must first contact the building principal. If parents/guardians do

not accept the decision at the building level, an appeal may be made in writing to the Superintendent. All appeals must be requested within two (2) weeks after the close of school.

**Random Student Drug Testing Policy Grades 7-12 (2925)**

**Adopted February 2014**

**Background and Purpose**

The Board of Education of the King City R-I School District has a commitment to deter and prevent student drug use and to offer student activities in a safe secure drug free schools setting. The King City R-I Board of Education would like to give students another reason to say “No” to Drugs. In an effort to protect the health and safety of students from illegal drug use and abuse or injuries resulting from the use of drugs, thereby setting an example for all students of the King City R-I School District, the Board of Education adopts the following policy for drug testing of students participating in extra-curricular and/or co-curricular activities.

Participation in school sponsored extra-curricular and/or co-curricular activities at the King City R-I School District is a privilege. Accordingly, students in extra-curricular and/or co-curricular activities carry a responsibility to themselves, their fellow students, their parents and their school to set the highest possible examples of conduct, which includes avoiding the use or possession of illegal drugs.

The drug-testing program described in these materials is part of an overall drug prevention program in the King City R-I School District. The goal is not to levy discipline but rather to aid in the discovery and prevention of possible drug-related problems. The key component of this program is opening the lines of communication between students and parents about the serious matter of drug usage and abuse as well as giving students a reason to say “no” to drugs.

A student using drugs is a danger to him/herself as well as other students. All students in the King City R-I School District who choose to participate in extra‑curricular and/or co-curricular activities are entitled to do so in a drug-free environment.

**Participating in extracurricular and/or co-curricular activities are privileges, not rights. As a condition of participating in extra-curricular and/or co-curricular activities, junior high and high school students and their parents must consent to random drug testing of the students as further defined in the policy and administrative procedures.**

**Confidentiality**

Student health information derived from the results of random drug testing is a type of student record that is particularly sensitive and protected by numerous state and federal laws. Student information shall be protected from unauthorized, illegal or inappropriate disclosure by adherence to the principles of confidentiality and privacy. The information shall be protected regardless of whether the information is received orally, in writing or electronically and regardless of the type of record or method of storage. All appropriate laws and school policies will be used to enforce violation of confidentiality.

**Drug Testing Procedure**

Each student participating in extra-curricular and/or co-curricular activities shall receive copies of the “District Drug Testing Policy” and “Drug Testing Consent” form which shall be read, signed and dated by the student, parent and/or guardian.

7th-12th grade students must turn in the “Drug Testing Consent” form to the high school office by the deadline set for the school year before the student will be allowed to continue or begin practice or participation in any extra-curricular and/or co-curricular activity. If a student is 18 years of age and living with a parent/guardian, he/she still must have both student and parent/guardian signatures. If the student is 18 years of age and has established a residence on his/her own, the student’s signature is all that is required. Any student (7th-12th) who does not turn in the required forms by the established deadline will not be eligible to participate in any extra-curricular and/or co-curricular activity during the remainder of the school year.

Transfer students that intend on participating in extra-curricular and/or co-curricular activities have one week after enrolling at the King City R-I School District to complete the drug testing consent form to be placed into the drug testing pool.

The district will test as often and at what volume it deems necessary to ensure the effectiveness of the program.

This random drug testing program does not affect, and is separate from, other policies and practices of the King City R-I School District in dealing with drugs or alcohol use or possession. Consequences under this random drug testing program are the sole consequences that will result from any testing under this policy; discipline or search rights arising under other policies will not be affected by any testing under this random drug testing policy.

All students who will participate in extra-curricular or co-curricular activities during the school year and who complete and return the consent forms within the deadlines set by the superintendent or designee will be included in the testing pool and may be selected for testing as soon as the student is officially enrolled in the drug testing program, even if the extra-curricular or co-curricular activity has not yet begun.

**Definitions**

*Extracurricular or Co-curricular Activities:* Any school-sponsored extracurricular activity and/or performance in which a student represents the district, in the opinion of the district’s administration. Extracurricular activities that will be tested are all Missouri State High School Activities Association (MSHSAA) regulated activities and events including, but not limited to, athletics, band, choir, flags, dance, drumline, cheerleading, academic competition, National FFA Organization (FFA), Future Business Leaders of America (FBLA), National Honor Society (NHS), A+ Program, Fellowship of Christian Athletes (FCA), Character Plus, drama, science clubs, math clubs, dance team, library club, student councils, and yearbook staff, dances, team managers and class officers. This list is subject to change each year. The list of extracurricular activities to be tested will be published at the yearly drug-testing program informational session before school starts.

\* **WHEN AN ACTIVITY OR PERFORMANCE IS OFFERED BY THE SCHOOL, SUCH AS BAND OR CHOIR, THE STUDENT’S GRADE OR ENROLLMENT IN THE COURSE WILL NOT BE CONDITIONED UPON CONSENTING TO DRUG TESTING. HOWEVER, THE STUDENT WILL BE GIVEN AN ALTERNATIVE ASSIGNMENT IN LIEU OF THE ACTIVITY OR PERFORMANCE IF THE STUDENT AND HIS/HER PARENTS DO NOT CONSENT TO DRUG TESTING. THE STUDENTS ENROLLED IN THESE COURSES WILL BE NOTIFIED AT THE BEGINNING OF EACH SEMESTER, IF POSSIBLE, WHICH ACTIVITIES OR PERFORMANCES THEY WILL BE PRECLUDED FROM PARTICIPATING IN AND THE ALTERNATIVE ASSIGNMENTS.**

*Performances:* The scheduled games, matches, contests or performances (including district, sectional and state contests) for the activities listed above.

*Consent Form:* The parent/guardian and student random drug testing consent form, which is adopted by district administration.

*SAMSHA:* Substance Abuse Mental Safety Health Administration

**Voluntary Random Drug Testing Participation**

A mandatory prerequisite to participation in extracurricular activities or co-curricular activities is consent to the random drug testing program. District Administration also offers parents the ability to enroll voluntarily their students, who are not involved in extracurricular activities or co-curricular activities, in the random drug testing program. A consent form must be signed in order to participate. If consent is received, the student will be placed in the drug testing pool and noted as a voluntary participant. If selected and the test is non-negative, or if the student refuses to test, the parent will be notified of the non-negative test or the refusal, but the student will not be penalized through this policy or any other policy of the King City R-I School District.

**Procedures and Guidelines**

For random drug testing, each student will be assigned a number that will be maintained in the Superintendent’s office. This number will be the student’s identification number for testing and will not change. Only the Superintendent and district staff designated by the Superintendent to assist administering the drug testing program will have access to student numbers. Such random drug testing may occur at any time during the school day. The drug testing company will randomly select numbers, and the Superintendent or his designee will match the selected numbers to the master list of participants. Participants will be called for testing in the order listed until all have been identified as available for testing. Testing will occur during the school year only and regardless if that student’s activity is in season or not. Students who wish to drop out of the drug testing pool must have their parent/guardian come to the school and meet with the Superintendent or his designee. The student and parent/guardian must sign a release form stating that they no longer wish to participate in the random drug testing pool. If the student is 18 years of age and living on his/her own, he/she still needs to come in and meet with the Superintendent or his designee to drop out of the testing pool. **Once a student enters the pool, he/she must remain in the pool for the remainder of that school year to be eligible to participate in extra-curricular and/or co- curricular activities. Withdrawal from the program will result in ineligibility from extra-curricular and/or co- curricular activities for 365 days.**

**Privacy**

Any drug test required by the King City R-I School District under the terms of the policy will be administered by or at the direction of a professional laboratory chosen by the King City R-I School District using scientifically validated toxicological methods. The professional laboratory shall be required to have detailed written specifications to assure chain of custody of the specimens, proper laboratory control and scientific testing.

The testing method to be administered will be urinalysis but the District may use oral fluid testing if a sample cannot be provided within one hour of the first attempt. Appropriate steps will be taken to respect the privacy of students while, simultaneously, preventing falsification of testing. Upon receiving a notice from the administration that the student has been selected for a random drug test, the student will go to an assigned area and wait until it is his/her turn to produce a specimen. A representative of the King City R-I School Administration or School Nurse will be available during the testing procedure.

Prior to being called by the test administrator (from the pre-established drug testing company), the student will be given an identification number by a school official. When called by the test administrator (employee from drug testing company), the student will proceed to the testing site. The student will present the identification number to the test administrator, who will record that number on the tests recording form. The test administrator will then ask the student to remove hats, coats, or jackets (if any) and place the contents of the pockets on the testing table. The student will be allowed to return any non-containers to his/her person. The student will then be asked to select a collection cup and instructed to open the cup and dump the contents on the table. The test administrator will accompany the student to the restroom, where the student will be instructed to place the collection cup on a ledge or counter and then wash their hands. The test administrator will have placed dye into the toilet in the restroom and have taped off all but one sink, prior to the student testing or as the student is washing. When the student finishes drying his/her hands, the test administrator will instruct the student to step into a pre-selected stall and void into the collection cup. The student will also be asked not to flush any toilet or use any faucet. The test administrator will then step out of the restroom, or behind the restroom outer wall, until the student completes the void, comes out of the stall, and places the collection cup on a pre-arranged flat surface.

When the test administrator re-enters the restroom, they will take the collection cup and determine if there is a sufficient specimen to test, that the specimen has an appropriate temperature, and that there is no foreign color or odor to the specimen (if any of the above take place, the test administrator will reject the specimen and collect a second specimen). If the specimen is acceptable for testing, the student will be asked to again wash his/her hands and then stand by the entrance of the restroom (keeping the specimen in his/her sight). The test administrator will then open a screening test device and place it in the specimen. When the test administrator completes the screening process, the student will be permitted to leave the test area, unless the initial screen indicates the presence of a drug included on the schools testing agenda. If the screening test indicates a non-negative screen, the verification process will be implemented.

If a student is unable to produce a urine sample, the student will undergo a time limit of 3 hours in order to produce a sample. At that time if the student is still unable to produce a sample, the student must make an appointment with a doctor to see if a medical reason exists to explain the inability to produce a urine sample.

The test results will remain confidential and will only be released to the student, his/her parents or guardians, and approved school officials. Regardless of a non-negative test or not, parents will be notified through a letter that their child was randomly tested that school day. In addition, the test results will not be used for student discipline and will not become part of the student’s permanent record/transcript or communicated to any other party. All files regarding the participants in the program, as well as test results, shall be kept strictly confidential and will be kept separate from the mandatory school files required for each student. If the student tests positive, the results will only be used to determine eligibility for participation in extra-curricular activities as defined in this policy. The results will not be used to suspend or expel a student from school, will not be included in the student’s disciplinary record, and will not be communicated to any other party unless the school district is subpoenaed.

**Verification of Sample**

If the initial drug test is non-negative, the initial test result will then be subject to confirmation by a second and different test of the same specimen. In order to keep the results of the initial testing confidential, the school district may also choose a certain number of samples for a confirmation test. The second test will use gas chromatography/mass spectrometry technique. A specimen shall be reported as non-negative unless the second test utilizing the gas chromatography/mass spectrometry procedure is non-negative for the presence of an illegal drug or the metabolites thereof.

If the gas chromatography/mass spectrometry test for any student has non-negative results, the medical review officer (MRO) will confirm the non-negative result and contact the Superintendent or designated administrator with the results. Once a non-negative is determined the Superintendent or designated administrator will contact the student and the parent or guardian of the student and schedule a conference. At the conference, the Superintendent or designated administrator will solicit any explanation of the non-negative result through a MRO. If permission is not granted to work through a MRO or the parent or guardian of the student will not meet with the school official, the lab results will be accepted as positive and as the final results.

**Violations/ Consequences**

Any student who tests positive in a drug use test under this procedure shall be subject to the following restrictions:

1. For the first offense, the student shall be suspended from participation in all in-season or off‑season extra-curricular and/or co-curricular activities for 30 days. **This suspension can be reduced to zero if the parent/guardian obtain, at the parent/guardians expense, a substance abuse evaluation and education/counseling for the student deemed appropriate by the evaluation.** Students enrolled in a class that involves co-curricular activities will remain in the class during the suspension period and will participate in the classroom activities. If a participant in an extra-curricular or co-curricular activity is suspended from participation the participant will be expected to fulfill all team responsibilities including attendance at practices, meetings, competitions and other expectations.

In order for the student to be reinstated following suspension from extracurricular activities or co-curricular activities at the end of the suspension period, the student must pass a drug test. If he/she fails the test, it will be treated as a second offence. If he/she refuses to be retested, the student will be ineligible for the next 365 days.

**\*If the student/parent seeks to reduce this consequence by scheduling a substance abuse evaluation the appointment must be confirmed before the student will be allowed to participate. Further, the student must attend the evaluation session within seven business days of the confirmed test result.**

**\*\*If this consequence is reduced the student must pass a follow-up drug test no sooner than thirty days after the initial positive test.**

1. For the second offense, the student shall be suspended from participation in all in-season or off‑season extra-curricular and/or co-curricular activities for 90 days. The stipulations of the first offense shall continue to apply. **This suspension can be reduced to 45 days if the parent/guardian obtains, at the parent/guardians expense, a substance abuse evaluation and education/counseling for the student deemed appropriate by the evaluation.** At the end of the suspension period, the student will be retested and must pass a drug test to re-enter the extra-curricular and/or co-curricular activity. If he/she fails the test, it will be treated as a third offence. If he/she refuses to be retested, the student will be ineligible for 365 days.

In order to be reinstated, the same procedure as identified in the First Positive section must be followed.

1. For the third offense, the student shall be suspended from participation in all in-season or off‑season extra-curricular and/or co-curricular activities for 365 days. The stipulations of the first offense shall continue to apply.  **No reduction shall be allowed for this suspension and a substance abuse evaluation and education/counseling for the student deemed appropriate by the evaluation will be required before the student is allowed to return after the 365 day suspension.** If he/she fails the test, it will be treated again as a third offence. If he/she refuses to be retested, the student will be ineligible for 365 days.

In order to be reinstated, the same procedure as identified in the First Positive section must be followed.

Per the State A+ Citizenship Policy, students will be removed from and/or not allowed to participate in the A+ Program after their first offense.

**Refusal to Submit to Drug Use Test**

Anyone refusing to test will have their parents notified immediately allowing them to talk to their student allowing them to change their mind. If the student still refuses it will be treated as withdrawing from the program. Students withdrawing from the program will be ineligible from extra-curricular and/or co-curricular activities for the next 365 days.

Any student who has a non-negative initial test and refuses to complete the required paperwork for a confirmation test will be treated as a refusal.

**Drugs that King City R-I School District may test for:**

OPI= Opiates AMP= Amphetamines BZO= Benzodiazepines

BAR= Barbiturates MTD= Methadone OXY= Oxycodone

COC= Cocaine MAMP= Methamphetamine THC= Marijuana

PCP= Phencyclidine MDMA= Ecstasy PPX= Propoxyphene

Or any other Drugs the District believes may be a danger to the student.

The King City R-I School District will pay for all random drug screenings and follow-up screenings required for participation.

**Drug Counseling and Assistance**

Upon request, the district’s counselors will provide information on treatment programs and other resources available in the community. **All substance abuse evaluations and counseling undertaken** **must be done by a licensed substance abuse counselor at the expense of the parent**

**DISCIPLINE** (Regulation2610)

*Misconduct and Disciplinary Consequences*

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

Copies of this regulation or the student handbook which includes the code of student conduct and disciplinary consequences, as well as the District's corporal punishment policy, if any, will be provided to each student at the beginning of each school year. Copies of these documents will also be available for public inspection during normal business hours in the Superintendent's office.

Alcohol - Possession of or presence under the influence of alcohol regardless of whether the student is on school premises

1st Offense: 5 to 10 days OSS, and notification of law enforcement officials.

Subsequent Offenses: 10 to 180 days OSS, and notification of law enforcement officials, and/or expulsion.

Arson - Intentionally causing or attempting to cause a fire or explosion

1st Offense: 1 to 180 days OSS, and notification of law enforcement officials, and/or expulsion.

Subsequent Offenses: Expulsion and notification of law enforcement officials.

Assault - (Refer to Policy and Regulation 2673 - Reporting of Violent Behavior) Assault of a Student or Staff Member - Use of physical force with the intent to do bodily harm.

1st Offense: 1–3 days ISS, and/or 1-180 days OSS, and/or notification of law enforcement officials, and/or expulsion.

Subsequent Offenses: 10-180 days OSS, and notification of law enforcement officials, and/or expulsion.

Bullying – Intentional intimidation or infliction of physical, emotional, or mental harm (see Policy 2655).

1st Offense: Conference, Detention, ISS or 10-30 Days of OSS

Subsequent Offenses: 180 Days of OSS to expulsion

## STUDENTS Policy 2655 (Form 2655)

# Discipline: Bullying

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation. Bullying is strictly prohibited on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting acts of bullying.

Cyberbullying means bullying as defined above through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. The District may prohibit and discipline for cyberbullying that originates on any District campus or at a District activity if the electronic communication was made using the school's technological resources, if there is a sufficient nexus to the educational environment, or if the electronic communication was made on the District’s campus or at a District activity using the student's own personal technological resources. Further, students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline.

Bullying, as defined in this policy, is strictly prohibited. Students are encouraged to report any incident of bullying which they have witnessed or incurred, by contacting their building principal. District employees are required to report any instance of bullying of which the employee has witnessed within two (2) school days of the occurrence. Employees shall report the occurrence to the building principal, who is the person the District designates to receive reports of incidents of bullying. A principal who receives a report of an incident of bullying shall initiate an investigation into the allegations within two (2) school days of receipt of the report. The principal may assign other employees to assist in the investigation, or request that the superintendent assign an outside investigator. The investigation shall be completed within ten school days from the date of the written report of bullying unless good cause exists to extend the investigation. No employee or student who reports an act of bullying shall be subject to reprisal or retaliation for making such a report. Any person who engages in reprisal or retaliation against an employee or student who reports an act of bullying shall be subject to disciplinary action.

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

The District shall give annual notice of the policy to students, parents or guardians, and staff. This policy shall be included in all student handbooks. This policy shall also be posted on the District’s web page (as a Board policy) and a copy shall be placed in the District Administrative Office.

The District shall provide information and appropriate training to District staff who have significant contact with students regarding the policy. All staff with significant student contact shall be trained on the requirements of this policy on an annual basis.

The District shall provide education and information to students regarding bullying, including information regarding this policy prohibiting bullying, the harmful effects of bullying, and  other applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, reprisal, or retaliation against any person who reports an act of bullying. The District shall instruct its school counselors, school social workers, licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for students to overcome bullying's negative effects. Such techniques include but are not limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend himself or herself assertively and effectively; helping the student develop social skills or encouraging the student to develop an internal locus of control. District administrators will implement programs and other initiatives to address bullying, to respond to such conduct in a manner that does not stigmatize the victim, and to make resources or referrals available to victims of bullying.

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Cheating, academic dishonesty, plagiarism: Copying of another’s answers, using electronic devices to look up answers when not allowed, using another’s work, copying from a source without giving credit.

1st Offense: conference with principal, possibly receive no credit for the work, possibly re-do the work for partial credit.

2nd offense: no credit for the work, not allowed to re-do, call or written notice home to parents

3rd offense: Failure of the quarter in said class.

Fighting - Physically striking another in a mutual contact as differentiated from an assault.

1st Offense: 1-3 days ISS and/or 1-180 days OSS, and notification of law enforcement officials, and/or expulsion.

Subsequent Offenses: 1-180 days OSS suspension, and notification of law enforcement officials, and/or expulsion.

Defiance of Authority - Refusal to obey directions or defiance of staff authority

1st Offense: Principal/Student conference, 1-3 days ISS and/or 1-10 days OSS.

Subsequent Offenses: 1-3 days ISS and/or 1-10 days OSS and/or expulsion.

Disruptive Behavior - Conduct which has the intentional effect of disturbing education or the safe transportation of a student

1st Offense: Principal/Student conference, 1-3 days ISS and/or 1-10 days OSS.

Subsequent Offenses: Principal/Student conference, 1-3 days ISS and/or 1-180 days OSS and/or expulsion.

Extortion - Verbal threats or physical conduct designed to obtain money or other valuables

1st Offense: Principal/Student conference, 1-3 days ISS and/or 1-10 days OSS and/or expulsion and/or notification of law enforcement officials.

Subsequent Offenses: 1-3 days ISS, and/or 1-180 days OSS suspension, and/or notification of law enforcement officials, and/or expulsion.

Harassment (Refer to Policy 2130 - Harassment)

1st Offense: Principal/Student conference, 1-3 days ISS and/or 1-180 days OSS and/or expulsion.

Subsequent Offenses: 1-3 days ISS and/or 1-180 days OSS and/or expulsion.

Improper Display of Affection - Consensual kissing, fondling, or embracing

1st Offense: Principal/Student conference, 1-3 days ISS and/or 1-10 days OSS.

Subsequent Offenses: Principal/Student conference, 1-3 days ISS and/or 1-180 days OSS and/or expulsion.

Theft - Nonconsensual taking or attempt to take the property of another

1st Offense: 1-3 days ISS and/or 1-180 days OSS and/or notification of law enforcement officials.

Subsequent Offenses: 1-180 days OSS and/or expulsion and/or notification of law enforcement officials.

Tobacco - Possession or use of tobacco or tobacco products including Vaping items.

1stOffense: Principal/Student conference, 1-3 days ISS and/or 1-180 days OSS and/or expulsion.

Subsequent Offenses: 1-3 days ISS and/or 1-180 days OSS and/or expulsion.

Truancy - Absent or tardy from class or classes without authorization (See also Policy and Regulation 2340 - Truancy and Educational Neglect.)

Parents will be contacted for each absent or tardy

1. Up to 3 hours truancy – 3 days detention (30 minutes).
2. 4-7 hours truancy – 5 days detention (30 minutes).
3. More than 1 consecutive day of truancy – 2 days ISS for every 1 day missed.
4. After 1st occurrence, the first repeat will carry a 5 day ISS. Subsequent occurrences will require the student and his/her parents to meet with the principal to show just cause why a 5-10 day OSS would not be appropriate.

Vandalism - Intentional damage or attempt to damage property belonging to the staff, students, or the District.

1st Offense: 1-3 days ISS and/or 1-180 days OSS and/or expulsion and/or notification of law enforcement officials.

Subsequent Offenses: 1-180 days OSS and/or expulsion and notification of law enforcement officials.

*Improper Language*

Threatening Language-Use of verbal, physical or written threats to do bodily harm to person or personal property.

1st Offense: Principal/Student conference, 1-3 days ISS and/or 1-10 days OSS.

Subsequent Offenses: 1-3 days ISS and/or 1-180 days OSS.

Use of Obscene or Vulgar Language- Language which depicts sexual acts, human waste, and blasphemous language

1st Offense: Principal/Student conference, 1-3 days ISS and/or 1-10 days OSS.

Subsequent Offenses: 1-3 days ISS and/or 1-180 days OSS and/or expulsion.

Disruptive or Demeaning Language or Conduct - Use of hate language to demean other persons due to the race, gender, disability, natural origin, or religious beliefs. This provision also includes conduct, verbal, written, or symbolic speech which materially and substantially disrupts class, school activities, transportation, or school functions.

1st Offense: Principal/Student conference, 1-3 days ISS and/or 1-10 days OSS.

Subsequent Offenses: 1-3 days ISS and/or 1-180 days OSS and/or expulsion.

*Inappropriate Sexual Conduct* (Refer to Policy and Regulation 2130 - Harassment)

Physical touching of another student in the area of the breasts, buttocks, or genitals.

1st Offense: 1-3 days ISS and/or 1-180 days OSS and/or expulsion and/or notification of law enforcement official.

Subsequent Offenses: 11-180 days OSS and/or expulsion and notification of law enforcement official.

Use of sexually intimidating language, objects, or pictures.

1st Offense: Principal/Student conference, 1-3 days ISS and/or 1-180 days OSS and/or expulsion.

Subsequent Offenses: 1-3 days ISS and/or 1-180 days OSS and/or expulsion.

Indecent Exposure - Includes display of breasts, buttocks and genitals in a public location

1st Offense: Principal/Student conference, 1-3 days ISS and/or 1-180 days OSS and/or expulsion.

Subsequent Offenses: 1-3 days ISS and/or 1-180 days OSS and/or expulsion.

*Drugs/Controlled Substance*

Possession or presence under the influence of a controlled substance or substance represented to be a controlled substance while at school, on the school playground, on the school parking lot, a school bus or at a school activity whether on or off of school property.

1st Offense: 1-10 days OSS suspension, and notification of law enforcement officials, and/or expulsion.

Subsequent Offenses: 10-180 days OSS suspension, and notification of law enforcement officials, and/or expulsion.

Sale of a controlled substance or substance represented to be a controlled substance while at school or at any of the locations described above.

1st Offense: 10-180 days OSS suspension, and notification of law enforcement officials, and/or expulsion.

Subsequent Offenses: Expulsion and notification of law enforcement officials.

*Prescription Medication*

Possession of a prescription medication without a valid prescription for such medication on school premises or on a school bus.

1st Offense: Principal/Student conference, 1-3 days ISS and/or 1-10 days OSS.

Subsequent Offenses: 1-3 days ISS and/or 1-180 days OSS.

Distribution of prescription medication to any individual who does not have a valid prescription for such medication on school premises or on a school bus.

1st Offense: 1 -180 days OSS suspension, and notification of law enforcement officials, and/or expulsion.

Subsequent Offenses: 10-180 days OSS suspension, and notification of law enforcement officials, and/or expulsion.

*Firearms and Weapons* (Refer to Policy and Regulation 2620 - Firearms and Weapons in School)

Possession of a firearm or weapon

1st Offense: One-year suspension and notification of law enforcement officials, and/or expulsion.

Subsequent Offenses: Expulsion and notification of law enforcement officials.

Subsequent Offenses: 1-180 days OSS and/or expulsion and notification of law enforcement officials.

**DISCIPLINED** (Regulation 2662)

*Suspension*

Students are expected to conduct themselves in accordance with Board Policy 2600. Failure to do so may result in a student's suspension or expulsion from school.

A building principal may suspend a student for a period not to exceed ten (10) consecutive school days. Any suspension shall be reported immediately, in writing, to the student and the student's parent/guardian or others having custodial care of the student. A copy will be forwarded to the Superintendent. The Superintendent may revoke or reduce the suspension if the Superintendent concludes that circumstances warrant such action.

When a student is suspended, the principal/designee shall attempt to reach the student's parent/guardian to inform them of the school's action and to request that they pick up their child. If the parent/guardian is unable to pick up their child, the principal/designee may ask the parent/guardian for permission to send the student home. If the parent/guardian cannot be reached or if the above request is refused, the student must remain on school property until the close of the school day.

If the principal decides that a suspension in excess of ten (10) consecutive school days is warranted, the principal may petition the Superintendent for such suspension.

The Superintendent of Schools may suspend a student for a period not to exceed 180 consecutive school days.

No student shall be suspended by a principal or by the Superintendent unless:

1. The student shall be informed, orally or in writing, of the charge against him/her, and
2. If the student denies the charge, he/she shall be given an oral or written explanation of the facts which form the basis of the proposed suspension, and
3. The student shall be given an opportunity to present his/her version of the incident to the principal or Superintendent.

A student who is on suspension may not be within 1,000 feet of any school unless he/she lives within 1,000 feet of the school, has a parent with him/her, or has been requested by the administration to attend a meeting at the school.

If a suspension is ordered by the Superintendent for more than ten (10) consecutive school days, the Superintendent's order may be appealed to the Board of Education if written notice of appeal is delivered to the office of the Board of Education within five (5) days of receipt of the Superintendent’s suspension letter. If such suspension is appealed, the Superintendent shall promptly provide the Board with a report of the facts involved in the suspension, the action taken by the Superintendent, and the reasons for the Superintendent’s decision.

In such event, the suspension shall be stayed until the Board renders its decision, unless in the judgment of the Superintendent the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, in which case the student may be immediately removed from school, and the notice and hearing shall follow as soon as practicable.

Any appeal to the Board of Education of the Superintendent's decision to suspend a student for more than ten (10) consecutive school days may be heard and determined by the full Board or by a quorum thereof, or by a committee of three Board members appointed by the President of the Board. Such committee shall have full authority to act in lieu of the Board.

Students will be readmitted or enrolled after expiration of their suspension from the District or from any other district only after a conference has been held to consider prior misconduct and remedial steps necessary to minimize future acts of similar misconduct. (See Policy and **Regulation 2664 – Enrollment or Return Following Suspension and/or Expulsion.)** Participants in such pre-admission conferences will include:

1. Any teacher directly involved in the suspension offense.
2. The student.
3. The parent/guardian.
4. The representative of any agency having legal jurisdiction, care, custody, or control of the student.
5. District staff members designated by the Superintendent/designee.

**Note: For suspensions involving disabled students under Section 504 or the IDEA, see also Policy and Regulation 2672.**

**DISCIPLINE** (Regulation 2663)

*Expulsion*

Unless a parent, custodian or the student, if at least eighteen years of age, waives in writing any right to a hearing before the board of education as provided under RSMo 167.161(1), no student may be permanently expelled from school without a prior hearing before the full Board or, at least, a quorum of the Board. Such a hearing shall generally be considered a contested case pursuant to Chapter 536 of the Missouri Administrative Procedures Act and therefore not subject to de novo review. A decision to expel a student requires the vote of a majority of those Board members present.

Due process for expulsion of students shall include the following:

1. Board action shall begin with a written notification of the charges against the student, which shall be delivered by certified mail to the student, his/her parent/guardian, or others having his/her custodial care. Such notification will include charges, contemplated action, and time and place of a hearing on such charges and that the student, parent/guardian, or others having custodial care shall have the right to attend the hearing and to be represented by counsel.
2. The hearing will be closed. At said hearing, the Board of Education or counsel shall present the charges, testimony, and evidence deemed necessary to support the charges. The Board will expect the principal in each case to be present and make oral and written reports and statements concerning the student's misconduct.
3. The student, parent/guardian or others having custodial care, or counsel, shall have the right to cross-examine witnesses presented in behalf of the charges and to present testimony in defense there against.
4. At the conclusion of the hearing or in an adjourned meeting, the Board of Education shall render its decision to dismiss the charges, suspend the student for a specified time, or expel the student from the schools of the District. Prompt written notice of the decision shall be given to the student, parent/guardian or others having custodial care, and counsel, if applicable.

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

Detention: Detaining a student before or after school. It can range from 15 to 60 minutes as necessary, up to 5 days per disciplinary problem. Students must provide their own transportation home if given 24 hours notice. Teachers may assign their own detention and failure to serve the detention or be late will result in further disciplinary action.

1. Assignment of labor or projects which are a result of infractions of school rules.
2. Social probation: Removal of offices held, participation in school activities, etc.
3. Thursday School: Will take place from 3:15 to 6:15. Students will bring work and be on time or they will not be admitted and will face further disciplinary action.
4. Corporal Punishment: all students should understand that the laws of Missouri give principals and teachers the right to use corporal punishment to discipline students. Corporal punishment will be administered by the Principal or Superintendent in the presence of another adult. It shall be administered by swatting the buttocks with a paddle. A report should then be filed explaining the reason for the swats. Staff members may use reasonable physical force against a pupil without advance notice to the Principal if it is essential for self-defense, the preservation of order, or for the protection of other persons or the property of the school district. Any conduct deemed not in the best interest of the King City R-I Schools will be disciplined by administrative authorities in a manner, which will help discourage further misconduct. Repeated violations may result in more severe penalties for violations if it is in the best interest of the Student and the School.

Changes in Missouri law now allow persons age 12 and over to be charged with a crime as an adult. Please realize your school makes referrals to law enforcement when the situation warrants such action.

Any person with grievances related to the district should contact the appropriate Building Principal.

**High School: 660-535-4319 Elementary: 660-535-4712**

**Title IX (504) Coordinators for the District: Ryan Anderson- Elementary Principal & Dottie Stoll- High School Principal**

ALMA MATER

On King City, fair King City

Alma Mater dear.

Our’s the hearts that fondly love thee.

Here’s a toast of cheer.

Proud art thou in classic beauty

of thy noble past,

With thy watchwords, honor, duty,

long thy fame will last.