



**ARCADIA VALLEY HIGH SCHOOL
STUDENT HANDBOOK**

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Arcadia Valley School Calendar 2011-12

Open House	Aug 15
School Starts	Aug 18
Labor Day-No School	Sept 2-5
Staff Development Day-1/2 day	Sept 9
Fall Festival-No School	Oct 21
Parent/ Teacher Conferences	Oct 27 (after school)
Staff Development Day-No School	Oct 28
Staff Development Day-1/2 day	Nov 11
Early Dismissal	Nov 23
Thanksgiving Holiday-No School	Nov 24-25
Staff Development Day-1/2 day	Dec 9
Christmas Holiday- No School	Dec 22-Jan 3
School Resumes	Jan 4
Martin Luther King Day-No School	Jan 16
Staff Development Day-1/2 day	Jan 27
Staff Development Day-1/2 day	Feb 17
President's Day-No School	Feb 20
Staff Development Day-1/2 day	Mar 9
Spring Break-No School	Apr 5-9
Last Day-1/2 day	May 15
Graduation	May 26

Make up days for inclement weather:

Jan 16, Feb 20, May 16, May 17, May 18, May 21

Bell Schedule

1st period	8:10am-9:00am
2nd period	9:05am-9:55am
3rd period	10:00am-10:50am
4th period	10:55am-11:45am
Lunch	11:45am-12:15pm
5th period	12:20pm-1:22pm
6th period	1:26pm-2:16pm
7th period	2:20pm-3:10pm

Early Out Schedule

1st period	8:10am-8:40am
2nd period	8:45am-9:15am
3rd period	9:20am-9:50am
4th period	9:55am-10:25am
(Students go to TAP 4 th period most days)	
5th period	10:30am-11:00am
Lunch	11:00am-11:25am
6th period	11:30am-12:00pm
7th period	12:05pm-12:30pm

Students are not allowed on school grounds before 7:30am or after 3:30pm unless otherwise directed for an extracurricular activity or school function.

Arcadia Valley R-II Mission Statement

It shall be the mission of the Arcadia Valley R-II School District to establish an educational environment conducive to the needs of all students. The District will provide varied opportunities to increase skills, broaden knowledge, promote strength of character and develop work habits necessary to successfully:

1. Seek and maintain employment
2. Further education through a trade or technical school, and/or
3. Attend an academic college or university

School District Goals and Objectives

The board of education is charged on the behalf of the patrons of the school district with the responsibility of determining the goals for the school district. In discharging this responsibility, the Board has addressed four primary areas: instruction, professional personnel, student environment, and physical facilities. It is the commitment of the Board to develop policies, rules and regulations to implement the goals within each area.

Furthermore, it is the commitment of the Board to review annually and restate as necessary the goals and objectives applicable to district operations as well as those for each administrative and/or instructional level.

**“It’s Teamwork that makes
The Dream Work”**

High School Mission Statement

***Arcadia Valley High School
Where Every Tiger Earns Their
Stripes***

EDUCATIONAL PHILOSOPHY

A philosophy of education is the foundation on which a school district is built, and upon which the product of the school program is evaluated. The philosophy herein subscribed to by the Arcadia Valley R-II Board of Education shall be a guide in determining the policies, rules and regulations of the school district.

Recognizing each student as a unique individual, we believe that education should provide an opportunity for the maximum development of each individual within the limitations of his or her capacities. Through education, it is possible for the student to discover, create and endeavor to achieve to the limits of his or her capacities.

We believe that in a democratic society, education must help the student realize his or her self worth and should lead him or her toward becoming a productive member of society. Strong emphasis must be placed upon democratic values that are important for an effective and satisfying personal and social life. We believe that the role of the teacher in an educational process is to provide opportunities for the individual to achieve at a maximum level, to create a learning situation in which individual motivation for learning is the stimulus for achievement, and to promote through teaching and example the principles of the democratic way of life.

We believe the parents/guardians have responsibilities in education. They need to have confidence in the school, and need to impart confidence to the students. The parents/guardians may do this by cooperating to the fullest with the schools, by encouraging the student to give his or her best efforts to the daily school responsibilities, and by participating in school activities.

We believe that the student has a responsibility to learn. The student is encouraged to come with an open mind, equipped with all necessary materials and ready to fulfill educational responsibilities. The basic attitude should be that the school is an institution of opportunity, staffed with trained personnel to help the student become a contributing member of society. Education is a cooperative effort between students, parents and teachers. The learning environment is enhanced when all entities work together cooperatively.

The Arcadia Valley R-II School District endeavors to keep programs and course offerings current. The district will strive to stay current with educational practices and directions. Students will be afforded the opportunity to experience contemporary technological trends, study foreign languages, and participate in a variety of course offerings that facilitate success in vocational and academic pursuits.

We believe that the foundation of the district's educational program is based on the development of competencies in the basic fundamentals of language arts, social studies, science and mathematics.

It is, therefore, the responsibility of the Arcadia Valley R-II School District to provide an educational environment for children of the district, which will foster and accelerate their intellectual, physical, aesthetic, social/emotional and career development.

INSTRUCTIONAL GOALS

The educational goals for the Arcadia Valley R-II School District focus on the student and address quality in education. The goals are relevant to the lives of students of any age, whether in formal instructions of learning, programs of continuing education or any learning environment. Every learner who has the potential and the inner strength should strive toward the ideal implicit in each goal. The four categories of goals may be related to formalized school experiences or individual attainment. Regardless of the language, responsibility is placed upon both the school and the student. Appropriate outcomes necessitate that citizens, educators and especially the students make wise use of available resources. The goals are intertwined: no one goal stands apart from the rest. These goals help define performance objectives, identify tasks to be performed by teachers and help determine a means for evaluating student progress.

The goals adopted by the district correspond closely to those that have been established for all Missouri schools in the Missouri Department of Elementary and Secondary Education described in the Handbook for Classification and Accreditation of Public School Districts in Missouri, 1980. The district also recognizes and accepts the philosophy and standards ascribed to in the School Improvement Program.

Intellectual Development

It is the goal of the district that each individual will have the opportunity to develop intellectual ability to development capacity. The development of intellectual ability should include the acquisition of knowledge as well as the creative ability to process and use that knowledge. To acquire the desired knowledge and fundamental intellectual process, the Board of Education believes that each individual should become proficient in communication, technology, quantitative thinking, social process, scientific understanding, decision-making and aesthetic appreciation.

Physical Development

It is the goal of the district that each individual will have opportunity to develop knowledge, understanding and/or skills in the process of physical growth and maturation, health and recreation to the extent of developmental ability.

Social Development

It is the goal of the district that each individual will have the opportunity to develop social skills to the extent of developmental ability. These skills should be related to the individual's physical and social environment, cultural awareness, governmental institutions, avocation pursuits, and concept of self.

Career Development

It is the goal of the district that each individual be provided systematic and sequential activities at all levels to facilitate educational and occupational decision making appropriate to maturation. Career development should be related to the social significance of work, occupational exploration, occupational preparation, and adult occupational education.

ATTENDANCE POLICY

The Arcadia Valley School District believes that it is imperative that children attend school on a regular and ongoing basis. The learning process is a continuous act that requires student participation. When attendance is poor, the student is at-risk of not graduating from high school. Habits developed in school often carry over to the workplace. It is recognized that, at times there are events that are beyond the control of the student which have to be taken into account. Therefore, the Arcadia Valley High School Attendance Policy is established to encourage maximum student participation while allowing for the realities of everyday life. The policy encourages good attendance by offering an incentive and reward component, but is also punitive in nature to address chronic poor attendees.

Consequences for Excessive Absences

Absences that go beyond 4 days (28 class periods) per semester are considered excessive.

The following intervention strategies will be followed in such cases:

1. When unexcused absences equal or exceed 14 hours a notification will be mailed home.
2. Students that miss between 18 and 28 hours may have a meeting with the Principal or his designee about their attendance.
3. When absences go beyond 28 unexcused hours a letter will be sent home requiring the student and parent(s) to meet with the attendance committee. If parents do not respond to this letter a meeting will be held without them. The letter will also state that on the sixth (6th) absence, a referral may be made to the legal authorities for students under the age of 17.
4. Students who go over 28 unexcused hours will be placed on **credit probation** with a written contract that stipulates the attendance and credit requirements. At the end of the semester, a school administrator will review the stipulations within the contract and determine if credit is to be earned. If at any time during the semester the student fails to meet the stipulations within the contract, a school administrator will contact the parent(s)/guardian(s) and the student regarding the possibility of failure to earn credit. Once a student is placed on credit probation they will remain on probation for the remainder of the school year. Any violation of the attendance policy during the probationary period may result in failure to earn credits.

Attendance Committee Appeals Process and Options for Interventions

After a student has exceeded the time limit of hours of attendance a letter will be sent home to the parents or guardians explaining that the student is in violation of the school attendance policy. A meeting must be scheduled with the attendance committee to explain any or all extenuating circumstances that may add to a decision regarding the status of the student in question. At this

time the parent or guardian must bring documentation or other artifacts to substantiate their appeal. The attendance committee options that are not completely inclusive are:

1. Mandatory (one time) buy back hours with a 21-hour limit.
2. Students will be placed on a probationary basis with the limits imposed by the committee.
3. The student may not earn any credit.
4. Admission to the alternative school/in-school-suspension.
5. Contact to the proper legal authorities for students under the age of 17.
6. Any other option afforded by the committee to meet the specific needs of the student.

Excused Absences

The following absences from school will be automatically waived from the 28-hour limit.

1. Absence created due to participation in a school-sanctioned activity.
2. Absence created due to death in the family. (Documentation required)
3. Absence created when a student cannot attend school upon the advice of a physician.
(Doctors note required)
4. Absence created by court subpoena. (Documentation required)
5. Absences that will advance student future goals. This will be afforded to seniors only. Application for these trips will be made through the Counselors office. Only three trips per year will be allowed and no more than 10 trip requests will be given out during a calendar day. Application for college, military or job shadowing will not be granted to any student who is at or over the 28-hour attendance limit per semester.

In all absences that required a doctor's excuse **the time of the appointment** should be noted by the doctor's office. Doctor's excuses will only excuse a half day of school unless otherwise stated on the excuse. Documentation for excused absences is due in the office within 48 hours of the absence. Forgery of any excuse will be turned over to the prosecuting attorney's office.

Pre Arranged Absences

Parents or guardians must pre-arrange an absence with the principal: this must be done if a student plans to participate in or attend any extra-curricular activity the same day. Absence from school created by extenuating family circumstances must be pre-arranged with the principal. These absences require advanced assignments, completion of those assignments during the time missed, and the turning in of those assignments upon the pupil's first day in attendance after the absence.

Performance Classes

Attendance points will be given to performance oriented classes. Examples of these classes are chorus, shop, P.E., band, etc.

Tardies

We insist that students be on time for school and on time for class. Anyone who arrives to school after the 8:10 tardy bell is tardy to school. Any student who is not seated in class when the bell rings, is tardy to class. The only exception made to the tardy policy is for any students who are late due to a late bus. Excessive tardiness to school will be considered skipping school. Students who are tardy for half a class period are considered absent from that class.

Appeals Process

The student will be afforded a contested case due process that is in accordance with the Administrative Procedures Act. This process will begin by appealing to the Superintendent of Schools.

TRUANCY AND EDUCATIONAL NEGLECT PROCEDURES

(For additional information, see Policy/Regulation 2340)

Section 210.1 15.R.S.Mo. mandates certain professionals to report to the Children's Division when they have reasonable cause to suspect that a child is being subjected to home conditions which contribute to school nonattendance. Along with other professionals mentioned, the law specifically mentions "teacher, principal or other school official" as well as "nurse" and "social worker." School employees who suspect that a child is subject to educational neglect shall report this as soon as possible to the principal/designee.

The principal/designee shall review the report and confer with the parent/guardian to resolve the situation. When appropriate, a school counselor, social worker, or nurse may be instructed to offer appropriate social or health service, which may be needed to intervene in the family circumstances. If appropriate school intervention does not correct the student's truancy, and reasonable cause for educational neglect has been determined, the principal/designee shall call the Student Abuse Hotline of the Children's Division and/or refer the family to the Eleventh Circuit Family Court and report the alleged child educational neglect.

A report of this call shall be forwarded to the Director of Student Services.

STUDENT DISCIPLINE

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action; however, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, any aggravated circumstance of any offense, or any action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on school property, including playgrounds, parking lots and school transportation, or at a school activity, whether on or off school property.

Reporting to Law Enforcement

It is the policy of the Arcadia Valley R-II School District to report all crimes occurring on school grounds to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law. The following acts are subject to this reporting requirement:

1. First or second degree murder under §§ 565.020, .021, RSMo.
2. Voluntary or involuntary manslaughter under § 565.023, .024, RSMo.
3. Kidnapping under § 565.110, RSMo.
4. First, second or third degree assault under §§ 565.050, .060, .070, RSMo.
5. Sexual assault or deviate sexual assault under §§ 566.040, .070, RSMo.
6. Forcible rape or sodomy under §§ 566.030, .060, RSMo.
7. Burglary in the first or second degree under §§ 569.160, .170, RSMo.
8. Robbery in the first degree under § 569.020, RSMo.
9. Possession of a weapon under chapter 571, RSMo.
10. Distribution of drugs under §§ 195.211, .212, RSMo.
11. Arson in the first degree under § 569.040, RSMo.
12. Felonious restraint under § 565.120, RSMo.
13. Property damage in the first degree under § 569.100, RSMo.
14. Child molestation in the first degree pursuant to § 566.067, RSMo.
15. Sexual misconduct involving a child pursuant to § 566.083, RSMo.
16. Sexual abuse pursuant to § 566.100, RSMo.
17. Harassment under § 565.090, RSMo.
18. Stalking under § 565.225, RSMo.

The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten (10) days or expulsion of any student who the district is aware is under the jurisdiction of the court.

Documentation in Student's Discipline Record

The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools and in accordance with law and policy JGF.

Participation in Activities

Students who are suspended or expelled for any reason are prohibited from attending or taking part in any district-sponsored activity, regardless of location, or any activity that occurs on district property. Students who violate this provision will be required to leave the activity and may face further discipline, including an additional period of suspension or expulsion.

Prohibition Against Being on or Near School Property During Suspension

All students who are suspended or expelled are prohibited from being on school property for any reason unless permission is granted by the superintendent or designee. Any student who is suspended for any offenses listed in § 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline shall not be allowed to be within 1,000 feet of any public school in the district unless one (1) of the following conditions exist:

1. The student is under the direct supervision of the student's parent, legal guardian or custodian.
2. The student is under the direct supervision of another adult designated by the student's parent, legal guardian or custodian. The designation must be made in advance and in writing to the principal of the school that suspended the student.
3. The student is in an alternative school that is located within 1,000 feet of a public school in the district.
4. The student resides within 1,000 feet of a public school in the district and is on the property of his or her residence.

If a student violates this prohibition he or she may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension," listed below.

Prohibited Conduct

The following are descriptions of prohibited conduct as well as potential consequences for violation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

Academic Dishonesty – Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.

First Offense: No credit for the work, grade reduction, or replacement assignment.

Subsequent Offense: No credit for the work, grade reduction, course failure, or removal from extracurricular activities.

Activity Disruption (at assemblies, ball games, etc.)

1st Offense: Suspended from activities for a semester

Subsequent Offense: Suspended from activities for the remainder of the year, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Arson--Starting or attempting to start a fire or causing or attempting to cause an explosion.

First Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Restitution if appropriate.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion. Restitution if appropriate.

Assault

1. Hitting, striking and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person.

First Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

2. Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another.

First Offense: Expulsion.

Automobile/Vehicle Misuse--Discourteous or unsafe driving on or around school property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on school property.

First Offense: Suspension or revocation of parking privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: Revocation of parking privileges, detention, in-school suspension, or 1-180 days out-of-school suspension.

Bringing Non-Essential Items to School

1st Offense: Confiscation of item until the end of the day and Saturday School

Parent will also sign document understanding that any further infractions will result in confiscation until discipline is served.

2nd Offense: Confiscation of item and 2 Saturday Schools

3rd Offense: Confiscation of item and ISS

NOTE: Skateboards, water guns, a/v equipment, glass bottles, hats, cell phones, etc., are examples of non-essential items.

Bullying (see Board policy JFCF)--Repeated and systematic intimidation, harassment and attacks on a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical violence, verbal taunts, name-calling and put-downs, threats, extortion, theft, damaging property, and exclusion from a peer group.

First Offense: Detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

Bus or Transportation Misconduct (see Board policy JFCC)--Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

Chronic Offender

Students who are referred to the office 7 times or more during the school year will be considered chronic offenders. On the 7th referral, the student is no longer subject to normal disciplinary consequences. On the 6th referral parents will receive notice of the number of referrals their child has and the consequences for future office referrals. The consequences for all subsequent referrals will be determined by the Principal. Possible options include but are not limited to:

- 1-10 days OSS
- Referral for placement in the Alternative School.

Dangerous Misconduct - Any action that could cause an injury.

1st Offense: ASD, Saturday School, ISS, or OSS

Subsequent Offense: ISS, OSS, possible notification to legal authorities

Dishonesty--Any act of lying, whether verbal or written, including forgery.

First Offense: Nullification of forged document. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: Nullification of forged document. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Disrespectful or Disruptive Conduct or Speech (see Board policy AC if illegal harassment or discrimination is involved)--Verbal, written,

pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

First Offense: Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Dress Code Violation

1st Offense: Conference and correction of dress code violation.

Subsequent Offense: Correction of dress code violation and detention, Saturday school, ISS or 1-3 days OSS

Drugs/Alcohol (see Board policies JFCH and JHCD)

1. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.

First Offense: In-school suspension or 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

2. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

First Offense: In-school suspension or 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

3. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

First Offense: 1-180 days out-of-school suspension or expulsion.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

Extortion--Threatening or intimidating any person for the purpose of obtaining money or anything of value.

First Offense: Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Failure to Meet Conditions of Suspension--Coming within 1,000 feet of any public school in the district while on suspension for an offense that requires reporting to law enforcement or for an act of school violence or drug-related activity defined by district policy as a serious violation of the district's discipline policy. See the section of this regulation titled, "Prohibition against Being on or near School Property during Suspension."

In determining whether to suspend or expel a student, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence within 1,000 feet of the school is disruptive to the educational process or undermines the effectiveness of the school's discipline policy.

First Offense: Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

False Alarms (see also "Threats or Verbal Assault")--Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of school property.

First Offense: Restitution. Principal/Student conference, detention, inschool suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: Restitution. In-school suspension, 1-180 days out-ofschool suspension, or expulsion.

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

First Offense: Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Gambling – Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games.

First Offense: Principal/Student conference, loss of privileges, detention, or in-school suspension.

Subsequent Offense: Principal/Student conference, loss of privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

Hazing (see Board policy JFCF)--Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission,

membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity. Hazing may occur even when all students involved are willing participants.

First Offense: In-school suspension or 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

Improper Use of Hall Pass

1st Offense: Conference, ASD/Saturday school, ISS or OSS.

Subsequent Offenses: Saturday school/OSS, ISS and/or loss of hall pass privileges.

Incendiary Devices – Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff.

First Offense: Confiscation. Warning, principal/student conference, detention, or in-school suspension.

Subsequent Offense: Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Leaving School or Class Without Permission

Students are not permitted to check out, leave school or class without the pre-arranged permission of a parent or guardian. Parents or guardians should contact the high school office by phone to arrange an early release from school for their student.

1st Offense: ISS or 1-3 days Saturday school.

2nd Offense: ISS or 3-5 days Saturday school.

Subsequent Offenses: ISS or 1-3 days OSS.

Possession of Stolen Property

In all cases legal authorities may be notified

1st Offense: Restitution and 2 days ASD, ISS or Saturday school.

Subsequent Offenses: Restitution, ISS and 3-5 days OSS.

Public Display of Affection--Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

First Offense: Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Sexual Activity – Acts of sex or simulated acts of sex including, but not limited to, intercourse or oral or manual stimulation.

First Offense: Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Sexual Harassment (see Board policy AC)

1. Use of unwelcome verbal, written or symbolic language based on gender or of a sexual nature. Examples of sexual harassment include, but are not limited to, sexual jokes or comments, requests for sexual favors and other unwelcome sexual advances.

First Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

2. Unwelcome physical contact based on gender or of a sexual nature. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing.

First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

Sexually Explicit, Vulgar or Violent Material – Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

First Offense: Confiscation. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: Confiscation. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Tardy to Class/School

Students who are tardy/late to a class 5 times in one quarter will be assigned an ASD. Additional tardies after 5 will require further discipline ranging from ASD, Saturday school, parent conferences, ISS or OSS.

Technology Misconduct (see Board policies EHB and KKB and procedure EHB-AP1)

1. Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive

programs onto or using district technology; or evade or disable a filtering/blocking device.

First Offense: Restitution. Principal/Student conference, loss of user privileges, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

2. Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other electronic communication devices during the regular school day, including instructional class time, class change time, breakfast or lunch.

First Offense: Confiscation, principal/student conference, detention, or in-school suspension.

Subsequent Offense: Confiscation, principal/student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

3. Violation other than those listed in (1), (2) or of Board policy EHB and procedure EHB-AP1.

First Offense: Restitution. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

4. Use of audio or visual recording equipment in violation of Board policy KKB.

First Offense: Confiscation. Principal/Student conference, detention, or in-school suspension.

Subsequent Offense: Confiscation. Principal/student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Theft--Theft, attempted theft or knowing possession of stolen property.

First Offense: Return of or restitution for property. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: Return of or restitution for property. 1-180 days out-of-school suspension or expulsion.

Threats or Verbal Assault--Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

First Offense: Principal/Student conference, detention, in-school suspension, 1-180

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Tobacco

1. Possession of any tobacco products on school grounds, school transportation or at any school activity.

First Offense: Confiscation of tobacco product. Principal/Student conference, detention, or in-school suspension.

Subsequent Offense: Confiscation of tobacco product. Detention, in-school suspension, or 1-10 days out-of-school suspension.

2. Use of any tobacco products on school grounds, school transportation or at any school activity.

First Offense: Confiscation of tobacco product. Principal/Student conference, detention, in-school suspension, or 1-3 days out-of-school suspension.

Subsequent Offense: Confiscation of tobacco product. In-school suspension or 1-10 days out-of-school suspension.

Truancy (see Board policy JED)--Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians.

First Offense: Principal/Student conference, detention, or 1-3 days in-school suspension.

Subsequent Offense: Detention or 3-10 days in-school suspension.

Unauthorized Areas

Students are not to be in unauthorized areas without permission. Areas may be added.

- Students are not to be on the parking lot before, after or during school without the permission of the Principal.
- Students are not to congregate around the front or back entrances to the main building or gym during lunch or before school.
- Students are not to be in the dugouts on the ball field or around any construction site.
- Students are not to be around the area behind the gym or between the gym and parking lot at any time.
- Middle School building

1st Offense: Conference and ASD/Saturday school.

Subsequent Offenses: Multiple Saturday schools, ISS or 1-3 days OSS.

Unauthorized Entry--Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.

First Offense: Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

Vandalism (see Board policy ECA)--Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff or students.

First Offense: Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense: Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Weapons (see Board policy JFCJ)

1. Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo..
First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense: 1-180 days out-of-school suspension or expulsion.
2. Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2).
First Offense: One (1) calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.
Subsequent Offense: Expulsion.

Definitions of Consequences for Misbehaviors

IT IS IMPOSSIBLE TO ESTABLISH A BEHAVIOR POLICY THAT IS ALL ENCOMPASSING. FOR THIS REASON, THE PRINCIPAL SHALL BE ALLOWED TO CHANGE, ADD TO OR DELETE ITEMS THAT ARE NECESSARY TO OPERATE THE SCHOOL EFFECIENTLY.

After School Detention

ASD begins at 3:15 and ends at 4:00 on Tuesdays and Thursdays. Students will not be permitted to talk, be out of their seat, or leave the room. Students are expected to bring schoolwork and appropriate supplies. ASD ends at 4:00. Please make arrangements ahead of time to be picked up promptly. If the student fails to show up for After School Detention, additional disciplinary action will result.

Corporal Punishment

Corporal punishment is defined as a swat or swats on the buttocks with a paddle, administered in the Principal's office in the presence of a faculty witness. The student will have the right to refuse swats and parents can make a written request (renewed yearly) stating that they do not wish for their child to be paddled. Parents will be notified by phone or letter when swats have been administered.

Immediate Suspension

The Principal has the authority to suspend any student who is clearly a threat to the safety and welfare of the school population for a period not to exceed 10 days. In such cases, the Principal will notify parents of this action as soon as possible after the suspension.

In School Suspension (ISS)

Students who are unable to be successful in the high school because of severe or chronic behavior problems will be placed in the Alternative School. An Alternative School placement may be assigned to any student returning to school for an OSS. When a student is placed in the Alternative School, the focus will be to target the specific behavior and academic needs of each individual student and work with the students to help them prepare to re-enter and be successful in the regular school setting.

Out-of-School Suspension

An attempt will be made to contact a parent by telephone and/or by a letter being sent home with the student when the OSS has been assigned. The letter will state the reason for the OSS and the day the student may return to school. The parent should accompany the child to school for a conference with the Principal at the conclusion of the suspension period. The timeline for makeup work shall be the same as the makeup policy.

Notice Regarding Searches

Students have no expectation of privacy in lockers, desks, computers or other district-provided equipment or areas. The district will conduct periodic and unannounced administrative searches of lockers, computers and other district equipment. The district uses dogs to indicate the presence of alcohol, drugs, or other prohibited substances on campus, including the parking lot. Additional searches of bags, purses, coats, electronic devices, and other personal possessions and cars will be made in

accordance with law. The district may require a student to submit to a drug or alcohol test if there is reasonable suspicion that the student has consumed prohibited substances.

Refusal to submit to a search will result in an immediate suspension up to 10 days and a referral to the superintendent. In some cases law enforcement officials will be called.

Saturday School

Students who are assigned to Saturday School will be required to attend from 8:00am until 11:00am in the Library. Students should arrive on time (doors lock at 8:00am). If a student is unable to attend Saturday School, students or parents should notify the Principal by the preceding Friday and an alternative date may be chosen. If the student fails to show up for Saturday School, additional disciplinary action will result.

***Any offense that constitutes a "violation of the district's discipline policy" as defined in Board policy JGF will be documented in the student's discipline record.**

Dear Parent or Guardian:

Our district is required to inform you of certain information that you, according to The No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know.

Upon your request, our district is required to provide to you in a timely manner, the following information:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification. In addition to the information that parents may request, districts must provide to each individual parent –
- Information on the achievement level of the parent’s child in each of the state academic assessments as required under this part; and
- Timely notice that the parent’s child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

(03/10)

Parental Information and Resource Center (PIRC)

The Parental Information and Resource Center (PIRC) program is funded by the US Department of Education, Office of Innovation and Improvement, established to provide training, information, and support to parents and individuals who work with local parents, districts, and schools that receive Title I.A funds. PIRCs provide both regional and statewide services and disseminate information to parents on a statewide basis. PIRCs help implement successful and effective parental involvement policies, programs, and activities that lead to improvements in student academic achievement, and that strengthen partnerships among parents, teachers, principals, administrators, and other school personnel in meeting the education needs of children; and to assist parents to communicate effectively with teachers, principals, counselors, administrators, and other school personnel. The recipients of PIRC grants are required to: serve both rural and urban areas, use at least half their funds to serve areas with high concentrations of low-income children, and use at least 30 percent of the funds they receive for early childhood parent program. Centers must include activities that establish, expand, or operate early childhood parent education programs and typically engage in a variety of technical assistance activities designed to improve student academic achievement, including understanding the accountability systems in the state and school districts being served by a project. Specific activities often include helping parents to understand the data that accountability systems make available to parents and the significance of that data for such things as opportunities for supplemental services and public school choice afforded to their children attending buildings in school improvement. PIRCs generally develop resource materials and provide information about high quality family involvement programs to families, schools, school districts, and others through conferences, workshops, and dissemination of materials. Projects generally include a focus on serving parents of low-income, minority, and limited English proficient (LEP) children enrolled in elementary and secondary schools. Missouri has two PIRCs – one in St. Louis and one in Springfield. For service and contact information, go to their website at <http://www.nationalpirc.org/directory/MO-32.html> For additional information about Federal Programs at Arcadia Valley R-II and you rights under the programs, please contact the Superintendent’s Office, 573-546-9700 ext 5.

Standard Complaint Resolution Procedure For No Child Left Behind Programs

This complaint resolution procedure applies to all programs administered by the Missouri Department of Elementary and Secondary Education under the No Child Left Behind Act (NCLB). A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplies, or misinterpreted by school district personnel or by Department of Education personnel. Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted. The written, signed complaint must be filed and the resolution pursued in accordance with local district policy: submitted to the Superintendent of Schools at 750 Park Drive. If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is not evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution. Any persons directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplies, or misinterpreted by the Department itself. Anyone wishing more information about this procedure or how complaints are resolved may contact local district or Department personnel. Superintendent's Office at 573-546-9700 ext 5.

GENERAL POLICIES

Accommodations for Handicapped Students and Patrons

The Arcadia Valley R-II Schools are sensitive to the needs of our handicapped students and patrons. Every effort will be made to make our buildings and programs fit identifiable specific needs. A transition plan is in place to remediate shortcomings of our buildings as identified in a recently conducted building audit. Existing programs that are housed in inaccessible areas will be relocated on an as needed basis for the short term. Specifically, the High School stage is inaccessible. No students will be denied access to the stage or the programs on the stage because of handicapping condition. It is the plan of the Arcadia Valley High School to relocate the band program to the cafeteria if a need arises until the new facility is in place.

Academic Scholar Pin

Students who maintain a 10.0 grade point average for both semesters of the school year will be awarded an academic scholar pin.

Advisory Program

The TAP advisory program will provide a system to keep a closer audit of the students and their progress, open new lines of communication between teachers, students, and parents; foster new relationships between teachers and students; and provide a means of communication with parents.

Assemblies

The ringing of a special bell will dismiss class to go to an assembly. Students are not to leave the assembly unless an emergency arises.

Athletic Eligibility

Any student that participates in any activity registered with the Missouri State High School Activities Association must establish their eligibility. These requirements must satisfy the M.S.H.S.A.A. requirements and those established by the Arcadia Valley Schools. The athletic handbook shall be given to each participant and must be signed by the student and parent before a student may participate in any activity.

Students must be in attendance for all classes to be eligible to participate on that day or have prior arrangements made with the principal. (Please refer to the athletic handbook for specific details.).

Automobiles

Students who drive to school must observe the general rules of safety. All students' vehicles must be parked in the student parking lot during normal school hours.

Students are to exit their vehicles upon arrival to school and wait in designated areas; loitering on the school parking lot is not permitted. Students will not be allowed on the parking lot during the school day without permission from a staff member. All student vehicles must remain unmoved until the student is properly excused for the day.

Students will not exit the parking lot until all bus traffic has passed beyond the high school parking lot. Students must have written permission from the Vo-Tech School to take their cars to particular shop to be worked on.

A+ Students

Students who enroll the A+ program must have registered with the A plus coordinator. Many benefits may be derived from participation in the program. Please be advised that discipline, grades, character and service and attendance criteria must be met for successful completion of this program. Please contact Mrs. Amelunke for all information regarding this program.

Conferences

Parents are encouraged to closely monitor their child's progress in school. They may arrange a conference with teachers or the principal at any time.

Counseling Services

The counselor is available to help the student overcome any academic or personal problems. The counselor has information on a variety of occupations as well as college programs and scholarships. The counselor will aid the student in planning a course of study to best meet the present and future needs of the student. Parents are encouraged to contact the counselor should they have any questions or suggestions regarding their child's course of study.

Deliveries

All deliveries for students are to be made to the office. Students may pick up deliveries in the office. Flowers must be picked up at the end of the day. Food deliveries from area restaurants will not be allowed unless approved by the principal.

Dress for P.E.

Students enrolled in P.E. will be required to “dress out” in P.E. clothes (gym shorts, T-shirts, gym shoes or sweats if appropriate). This is required for health and hygiene purposes. A doctor’s excuse will be needed if a student cannot participate in the regular P.E. program so that an adaptive P.E. plan can be implemented. In any event, the student will still be required to dress out, as dressing out constitutes part of a student’s grade. Students should either bring a lock for P.E. locker or else leave nothing of value in the P.E. dressing room. Students who do not dress out for P.E. for medical reasons will be allowed to write reports to maintain credit for the class.

Enrollment

All students who live within the school district may enroll through the guidance office with the approval of the Principal. Students who live outside the district must pay tuition (in advance) and have the permission of the Superintendent prior to enrollment. All new enrollees to the district must have an updated immunization record before a student will be permitted to enroll. Enrollment procedures for classes will take place in the spring. Students will enroll to specific classes and hours to avoid conflicts at the start of the school. For more information see the counselor. Students who have not been enrolled in school for 10 consecutive days may enroll but will be on a non-credit track for the semester of enrollment.

Students who have missed up to ten consecutive days will be enrolled under a provisional waiver granted by the attendance committee. Attendance criteria will be added to the student’s attendance plan and the student will not be afforded the ten-day scenario after the first time.

In compliance with the safe schools initiative students enrolling in a school district must live with a parent or court appointed legal guardian. For further information regarding enrollment, contact the building administrator.

Students will not be allowed to drop a class mid-term (before the semester ends). Students may request schedule changes for the coming year prior to the first day of school. After school begins, course changes will be made to correct errors, which directly affect graduation requirements, level changes deemed necessary by the teacher, or those deemed necessary by the administration.

Pass Code

Parents will be required to create a 4 digit pass code specific to their children. You will need this code to have access to your child and his or her records. This is done to ensure the highest level of security.

Grading Scale

The following grading scale is in effect for most students (on IEP’s may be evaluated on different scales):

A = 96-100%	C = 73-76%
A- = 90-95%	C- = 70-72%
B+ = 87-89%	D+ = 67-69%
B = 83-86%	D = 63-66%
B- = 80-82%	D- = 60-62%
C+ = 77-79%	F = 0-59%

Facilities

Student's use of school facilities is restricted to those times at which students are under direct faculty supervision. Areas such as the gym, band room, library, etc. are off-limits to students unless a faculty member is present to supervise. This includes over school vacations and weekends.

Hall Passes

All students are to have a hall pass signed by a teacher to go from one room to another during class time.

Bathroom Tardy Cards

Each student will be furnished with a bathroom tardy card which allows them up to 3 free tardies for using the restroom. This card **MUST** be presented to the instructor prior to the student using the restroom. Transfer of this card is not allowed.

Cadet Teachers

Cadet teachers must be in their assigned area and under the supervision of their teacher. Cadet teachers must be identified by a tag identifying them as a cadet teacher, the teacher they are assigned to and the hour that they are assigned.

Lockers

Students will be assigned a locker by the office; students will share a locker with another student. Lockers are the property of the school and may be inspected at any time. No fee will be applied for their use. The cost for repairing a locker damaged by the students will be borne by the students. Students are encouraged to place combination locks on their lockers; combinations must be registered in the office. Students may not change lockers without the permission from the office.

Telephones

The student phones in the office is for student use. Students will not be permitted to use the phones unless it is an emergency. Students will not be permitted to leave class to answer or place phone calls. They should use the phone between classes or during lunch.

Snacks

Snacks will be permitted in classrooms only on the approval of the teacher. Open containers will not be permitted in the halls. No bottled sodas or beverages brought from off campus will be allowed in school.

Lunch

No restaurant lunch may be brought to school during school hours without permission. Students may pay for their lunches at their convenience by depositing money into their accounts in the box on the office door. Money deposited before 9:00am will be applied to the day of deposit. Arcadia Valley High School is not responsible for any lunch tickets that are lost, stolen, or misplaced. Students who can demonstrate a financial need may be eligible for the free or reduced price lunch program. Application forms will be distributed to all students during registration.

Part Time and Early Out Attendance

Students may apply for early out or part time attendance with the Principal. Students who petition for an early out will be permitted to walk with their graduating class if all of the requirements outlined in a meeting with the Principal are met. No student may walk with their class that has not met the 24 credits or attended at least seven semesters. A full review of the policy will be discussed at the time of petition. Students will not be allowed to walk with their class in graduation unless all requirements for graduation are satisfied. Applications for early out /part time must be turned in before the end of first quarter. Students incurring hardship situations, after the first quarter deadline, must be approved by the board of education to be considered for part time/early out attendance.

Restrooms

Students are not permitted to loiter (hang out) in the restrooms. The restroom in the gym area is off limits during lunch period. Loitering in the restroom includes using the restroom more than one time during lunch or a class period.

Schedule Changes

All students who wish to change their schedule must do it through the guidance office. All changes after the first week of school or after the start of the second semester will require principal's approval.

Insurance

Student insurance forms may be picked up during registration. Completed forms should be mailed into the insurance company.

Library Materials

The books and materials in the library resource center have been judged to be suitable for a school environment. Students should use discretion when checking out materials that do not fit their individual needs or personal preference. The Library Media Center (LMC) will be open for student use from 7:30am to 4:00pm. Students will be held accountable for items checked out in the library. Grade reports may be held until overdue books or lost/damaged books are cleared from the student's record. No food or drink is permitted in the library or computer areas.

Visitors

No visitors are allowed at the school without the Principal's consent and all visitors are to report to the office immediately upon arrival at school. Students from other schools will not be allowed to attend classes. Visitors must display a Visitor's Pass obtained from the office. Visitor's who wish to visit a teacher will be permitted to do so only with the previous consent of the teacher. In all cases, the principal has the authority to ask the visitor to leave the school grounds.

Lost and Found

A lost and found box is located in the high school office.

Hats, Bandannas and Headphones

Students who bring hats and/or head coverings or headphones from music devices to school must place them in their locker at the start of the day and leave them there until the end of the day. Cell phones must not be out during the school day. These items will be confiscated.

Harassment

Harassment is a form of discrimination, as defined above, that occurs when the school environment becomes permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive enough that it unreasonably alters the employment or educational environment. Behaviors that could constitute illegal harassment include, but are not limited to, the following acts if based on race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law or a belief that such a characteristic exists: graffiti; display of written material or pictures; name calling; slurs; jokes; gestures; threatening, intimidating or hostile acts; theft; or damage to property.

Sexual Harassment

Sexual harassment of students by employees or other students is strictly prohibited in the Arcadia Valley School District. Sexual harassment is defined as unwelcome sexual advances, request for sexual favors, or other verbal or physical conduct of sexual nature when: Submission to such conduct is made, either explicitly or implicitly, a term or condition of a student's academic status or progress; or Submission to or rejection of such conduct by a student is used as the basis for evaluating the student's performance within a course of study or other school related activity; or Such conduct has the purpose or effect of unreasonably interfering with a student's educational performance or creating an intimidating, hostile or offensive educational environment.

Whether a student voluntarily submits to sexual advances or requests is irrelevant for the purposes of this policy.

Students who believe they have been victims of or have witnessed harassment should report the incident(s) to any teacher, counselor or school administrator. The staff member who receives the complaint shall promptly inform the administrator who is designed to investigate such reports or the next level administrator who is not the subject of the complaint. There will be no adverse action taken against a person for reporting an incident or participating in or cooperating with an investigation. The appropriate administrator shall provide for an investigation of the incident and shall take disciplinary action where appropriate, up to including suspension and/or expulsion of the student or suspension and/or termination of the employee, in order to ensure that further harassment do not occur. Confidentiality will be preserved consistent with applicable laws and the responsibility to investigate and address such complaints. Students who believe that their complaint has not been satisfactorily resolved may utilize the normal grievance procedure.

Part-Time Students

Part-time student's absences are on a pro-rated basis. A student who attends half a day will trigger the attendance policy at 17 class periods of absences.

Long-Term Assignments

One of the purposes of assigning a long-term project is to learn the importance of meeting deadlines. Major class assignments such as term papers, research papers or any other long-term project will be due by the date assigned. The teacher will give notice to the students on the date the assignment was made as to the period of time that the project may be turned in. If the student is absent on the day that the assignment is due or any subsequent day, the project does not have to be accepted by the teacher, unless the absence was for one of the four absences recognized by the school. Those are: Absence created by participation in school activity, absence created by death in the family, absence created on orders of a doctor (doctors note required) or absence created by court subpoena. In all cases the research project will be due the next day of attendance by student. Students who miss the deadlines for other reasons, may petition the teacher to except the project late for a reduced grade. This will be up to the discretion of the teacher.

**Students who miss class because of school-sponsored activities are responsible to meet with their teachers to find out what assignments they are to make up.

Make-Up Work

For any assignment made before an absence, student will bring in the assignment upon arriving back to school and/or be prepared to take test(s) previously assigned upon returning to school.

Students will be allowed a minimum of two make-up days to complete work assignments for each day absent. Example: A student misses Monday and Tuesday; therefore, he/she has two days from Monday to complete any missed test(s) or assignment(s) from that day and two days from Tuesday to complete any missed test(s) or assignment(s) from that day. Teachers may allow more at their discretion. Students absent from class due to school-sponsored activities are responsible for keeping up daily classroom assignments, tests, and research projects. They will consult their teachers prior to the planned absence for all notes and assignments. No make-up days are allowed on Pop quizzes that may be given at the discretion of the teacher. Students who are absent from class will not be allowed to make up a pop test. No more than 10 points will be awarded to any pop quiz.

Upon request, office staff will ask teachers for assignments when a student will be absent for more than one day. These assignments will be completed and returned before more assignments are made.

Weather Reports and School Cancellation

When it becomes necessary to cancel school due to bad weather an Alert Now call will be sent to parents. Also the following radio and TV stations will be notified: KTJJ and TV Channel 12. Students should not call the stations, school, or staff members. They should tune in to one of the above stations.

Fund Raising

All fund raising activities using the name "Arcadia Valley High School" or one of its teams, organizations, or clubs must have approval of the principal and meet the fundraising guidelines set by the district. Raffles of any kind are **NOT** acceptable.

Special Education Public Notice

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The <public agency> assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation/intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay. The Arcadia Valley R-II Schools assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program. The Arcadia Valley R-II Schools assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA). The Arcadia Valley R-II Schools has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the Superintendent's Office during school hours. This notice will be provided in native languages as appropriate.

Asbestos Hazardous Emergency Response Act (AHERA)

Arcadia Valley R-II School District has conducted a complete inspection of its facilities in 2005, utilizing the services of Mead Environmental Services. The results of this inspection have been included in a management plan. This management plan is available in the Administrative Offices of Arcadia Valley R-II during normal business hours, without cost or restriction, for inspection by representatives of the EPA representatives, and parents. The Arcadia Valley R-II School District may charge a reasonable cost to make copies of the management plans. Periodic surveillance is required every six (6) months and a re-inspection of our facilities is required every three (3) years. Any fiber release episodes and any activities involving the disturbance of the ACM are also recorded in the management plan. You, as a parent, are encouraged to examine the management plan that affects your child(ren). The contents of the management plan and the recommendations made in it will be made available upon request.

Extra-Curricular

All students are invited to enhance their educational experiences at school by joining teams, clubs, and organizations. The following special activities are sponsored by

Arcadia Valley High School:

Volleyball, girls 9-12	Academic Contest Team
Cheerleading, girls 9-12	Art Club
Golden Tiger Dance Squad, girls 9-12	Yearbook
Basketball	Locos Amigos
Student Council	Golf
Impact Club	FTA
Cross-Country	Library Club
Track	Baseball, boys 9-12
Tennis	F.R.O.G.
Girls Softball, girls 9-12	Key Club
NHS	FCCLA

DRESS CODE

The dress code for the AVHS shall be developed and enforced, to allow all students to attend an educational environment that is conducive to learning. Dress or personal grooming shall fit into the guidelines that are not offensive, sexually explicit, revealing, dirty, unsanitary, racially sensitive, or in any way takes away or distracts from the process of education, or in any way jeopardizes the health and safety of other students. The **length of the clothing** shall be judged to cover the body from not only a standing position but **while the student is seated** as well. In all cases, clothing that **reveals underwear or body parts (midriff, cleavage, etc.)** because of the style or length, **will not be permitted**. Specifically but not inclusive: the **length of all shorts and skirts will be to the mid-thigh area**. Halter-tops, tube tops, tops with spaghetti straps will not be permitted. All jeans, slacks and tops that do not cover the body when seated will not be allowed. Students will not be allowed to wear **tank top t-shirts or shirts that have been cut at the sleeves** that reveal stomach or cut deep to the waist. Clothing that carry **dual- purpose messages** will not be allowed. **Head coverings** will not be permitted. Body make-up that portrays a negative message, image or attitude that would or could disrupt the educational process will not be allowed. **Pajamas or slippers** of any sort are not allowed. Any clothing or object worn in school that is judged not to be proper by the Principal will fall under this policy. **Clothing chains** when worn in a manner that would be dangerous or could be used as a weapon will not be permitted. **Spiked necklaces and wristbands** will not be allowed unless the tips are rounded. The dress code will be

enforced at all school functions. Proper attire for the **prom** will follow somewhat the same guidelines and philosophy. The type of dress not allowed would be the type that is judged **too provocative or revealing**. This standard will be verbalized well in advance of the prom. Any student that represents the school in a **MSHSAA activity** will not be allowed to participate with **piercing in place** whether covered or not.

HEALTH POLICY

There will be no grace period for immunizations. All students not in compliance with immunization requirements will be prohibited from enrolling in or attending school. To view the Missouri school immunization requirements, visit www.dhss.mo.gov/ or contact the local health department or school nurse.

Prescription Medication

Written, faxed or prescription labels will be considered an authorized prescriber's orders for short-term (two weeks or less) medications only. Long-term medications and changes in dosage of those medications will require written or faxed orders from an authorized prescriber. All medications must be in the original container. Students are not allowed to have any medication in their possession at school. All medication must be left in the nurse's office and administered in the nurse's office.

Over the Counter Medications

Written or faxed orders or standing orders (renewed yearly) will be required from an authorized prescriber for the administration of over-the-counter medications to students during school hours. These medications may include but not limited to Tylenol, cough/cold medications, topical ointments, etc. All medication must be in the original container. Students are not allowed to have any medication in their possession at school. All medication must be left in the nurse's office and administered in the nurse's office.

Illness

Students who become ill at school are sent to the nurse. If they are too sick to remain in school, parents will be called by the office (students should not call home) to take them home. If the nurse sends a student home, the absence will not count toward the high school attendance policy for that day. If parents cannot be reached, emergency numbers will be contacted. Please keep emergency numbers current. Student's who sit in the restroom will be considered truant.

Head Injury

Please refer to the policy from the nurse's office. If you do have additional questions, please contact one of the school nurses at HS/MS, at 546-9700 ext. 3.

Graduation Requirements

Weighted Courses

The following courses have been identified as advanced courses worthy of extra grade point value. Each class will be worth the standard weight times 1.20. The class list will include: Algebra 3, American National Government, American State & Local Government, Anatomy/Physiology/Zoology, Business Technology 3A & 3B, AP Calculus, Chemistry, College Algebra/Trigonometry, Computer Networking/Cisco, Honors English 4, Honors English 3, Graphics

Desktop Publishing, Medical Terminology, Physics, Public Speaking, Statistics, Trigonometry, ITV Advanced American History. Weighted classes will be indicated with an "*".

College Prep/Honors Program:

(24 credits, recognized on diplomas/transcripts)

4 units of English (Honors English 1, 2, 2+, 3, 3+, &4)

4 units of Mathematics

3 units of Science (Physical Science, Biology, & 1 more Honors Science class)

3 units of Social Studies (Government, American and 1 more Honors Social Studies class other than psychology)

1 unit of Practical Arts (0.5 unit of Computer Applications and 0.5 unit of Personal Finance)

1 unit of Fine Arts

1 unit of Physical Education

0.5 unit Health

6.5 electives

Two years of foreign language must be taken to enroll in any of the University of Missouri Schools.

The completion of college classes and/or correspondence classes shall not count as meeting any honors program requirements.

For a student to be eligible for class Valedictorian or Salutatorian, a student must graduate with honors and must be enrolled in Arcadia Valley High School for 4 regular continuous semesters beginning with their Junior Year.

Tech Prep Program: (24 credits)

4 units of English (College-prep English 1, 2, 3)

3 units of Mathematics

3 units of Science

3 units of Social Studies (Government, American & 1 more Honors Social Studies class other than Psychology or Sociology)

1 unit of Practical Arts (0.5 unit of Computer Applications and 0.5 unit of Personal Finance)

1 unit of Fine Arts

1 unit of Physical Education

0.5 unit Health

8.5 electives (Six hours will be strongly recommended in a specified core area. This specified area would include the Career Tech block or approved career path.)

ASSESSMENT PROGRAM (Policy IL)

The district will use assessments as one (1) indication of the success and quality of the district's education program. Further, the Board recognizes its obligation to provide for and administer assessments as required by law. The Board directs the superintendent or designee to create procedures governing assessments consistent with law and Board policy. In cooperation with the administrative and instructional staff, the Board will annually review student performance data and use this information to evaluate the effectiveness of the district's instructional programs, making adjustments as necessary. The district will comply with all assessment requirements for students with disabilities mandated by federal and state law, including the Individuals with Disabilities Education Act (IDEA).

District Assessment Plan

The superintendent or designee shall ensure that the district has a written assessment plan that will test competency in the subject areas of English, reading, language arts, science, mathematics, social studies and civics, as required by law. The purposes of the district wide assessment plan are to facilitate and provide information for the following:

1. *Student Achievement* – To produce information about relative student achievement so that parents/guardians, students and teachers have a baseline against which to monitor academic progress. Within the limitations of group testing instruments, the information should be useful to serve as a validation device for other measures of student progress.
2. *Student Guidance* – To serve as a tool for implementing the district's student guidance program.
3. *Instructional Change* – To provide data that will assist in the preparation of recommendations for instructional program changes to:
 - a. Help teachers with instructional decisions, plans and changes regarding classroom objectives and program implementation.
 - b. Help the professional staff formulate and recommend instructional policy.
 - c. Help the Board of Education adopt instructional policies.
4. *School and District Evaluation* – To provide indicators of the progress of the district toward established goals.
5. *Adequate Yearly Progress* – To determine student progress toward meeting the goals established by the Missouri State Board of Education pursuant to the No Child Left Behind Act. There shall be broad-based involvement in the development of the assessment program and its implementation. Instructional staff will be given training and responsibilities in coordinating the program. Every effort will be made to ensure that testing contributes to the learning process rather than detracts from it. Efforts shall also be made to incorporate necessary culture-free and culture-fair tests to assure that measurements are reasonably accurate.

Reading Assessment

The district will administer a reading assessment to students in third, fourth, fifth and sixth grades to determine whether additional reading instruction and retention are needed, as required by law. The district will also administer a reading assessment to all students who transfer to the district in grades four, five or six, and to all students

attending summer school due to a reading deficiency, as required by law. The reading assessment will be a recognized method, or combination of methods, of assessing a student's reading ability. Results of assessments will be expressed as reading at a particular grade level. The superintendent or designee will determine which methods of reading assessment the district will utilize.

English Proficiency Assessments

The district will annually assess the English reading, writing and oral language skills of its students with limited English proficiency.

Statewide Assessments

The district will implement the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all students in meeting the Show-Me Standards, as set forth by the Missouri State Board of Education. End-of-course (EOC) assessments will be administered in accordance with law and the rules of the Department of Elementary and Secondary Education (DESE). In courses where EOC assessments are given, the superintendent will determine what percent of the course grade will be decided by performance on EOC assessments. If a student is taking a course that requires an EOC assessment and is failing the course or for some other reason may be required to retake the course, the district may choose to delay administration of the EOC assessment until the student has completed the course the second time. A team consisting of the course instructor, the principal and a counselor will determine when delayed administration of an EOC assessment is appropriate. In the case of a student with an Individualized Education Program (IEP), the IEP team will make the determination. The School Board authorizes the superintendent to establish a process designed to encourage the students of this district to give their best efforts on each portion of any statewide assessment, which may include, but is not limited to, incentives or supplementary work as a consequence of performance. The district's policy on student participation in statewide assessments shall be provided at the beginning of the school year to each student and the parent, guardian or other person responsible for every student under 18 years of age. The policy will also be kept in the district office and be available for viewing by the public during business hours of the district office.

National Assessment of Educational Progress

If chosen, the district will participate in the National Assessment of Educational Progress (NAEP) as required by law.

Teaching About Human Sexuality

The Board of Education recognizes that parents/guardians are the primary source of sexuality education for their children. The Board also recognizes that effective sexuality education, taught in concert with parents/guardians, helps students avoid risks to their health and academic success and prepares them to make informed decisions as adults. Therefore, pursuant to requirements of state law, if the district chooses to use any course materials and instruction relating to human sexuality and sexually transmitted diseases the materials and instruction shall be medically and factually accurate and the district is required to notify the parent/guardian of each student enrolled in the district of the basic content of the district's human sexuality instruction to be provided to the student and of the parent's/guardian's right to

remove the student from any part of the district's human sexuality instruction. The district is required to make all curriculum materials used in the district's human sexuality instruction available for public inspection as a public record prior to the use of such materials in actual instruction.

SUMMARY OF FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Student Records

Cumulative educational records will be retained permanently. A special services folder will be kept for all 94-142 students to meet the provisions of the compliance plan. Comments will be limited to student performance. The principal and staff will insure that records are kept in a proper manner and utilized in accordance with the law. Disclosures to eligible persons without parent/guardian consent will require notification to such parent or guardian.

Review of Student Record

Parents or eligible students age (18) are entitled to review their record, entitled to explanations, definitions or interpretations. Appeals may be made following the appeal process outlined below. Staff members with a legitimate interest and need would be allowed information concerning the record of any student. The Principal will insure that such use is specific to a student's educational services. The district will maintain a record of all request for and disclosures of information.

Annual Notification of Rights to Parents/Guardians and Student

A summary of the major provisions of FERPA will be made available to all students and parents through the student handbook. Annual public notice will be presented concerning the lease of "Directory Information". See Public notice.

Appeals Procedure

The following appeals procedure shall be used for the correction or deletion of inaccurate, misleading or inappropriate data in a student's record. A parent, guardian or eligible student, after review of records, may petition for a hearing from the Principal. The Principal will, within 10 working days of request, review the petition, consult with knowledgeable school personnel, listen to parental statements and evidence, and provide a decision. If not satisfied, the petitioner may request in writing that the Superintendent of schools review the case and determine appropriate action within 30 working days. If not satisfied, the next appeal will be to the Board of Education with a decision within 30 working days. Parents or eligible students shall be informed of the right to place a statement in the student's record.

Public Notice

Please be advised that the school district will release Directory Information concerning your child upon request. This will include the following information: The student's name, participation in officially recognized extra-curricular activities, height and weight or members of athletic teams, dates of attendance, diploma's and awards received, photographs and other similar information. If you do not want this type of

information about your child released, please send a note to that affect to your child's principal.

Directory Information

Annual public notice should be presented to parents or eligible students that "Directory Information" will be released as deemed necessary by school officials. The school district designates the following items as a directory information: Students names, Parents names, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended, and photograph. Parents or eligible students will have ten school days after the annual public notice to view the student's directory information released. The school district may disclose any of those items designated as directory information without prior written consent.

Non-Discriminatory Policy

It is the policy of Arcadia Valley R-II School District not to discriminate on the basis or race, color, national origin, sex or a handicap condition in its educational programs, activities, or employment in compliance with Title VI, Title IX, and Section 504 of the Federal Law pertaining thereto. As a student or employee of Arcadia Valley Schools, you are protected from discrimination in all the above-mentioned areas.

If you believe that you have been discriminated against on the basis of race, color, national origin, sex or handicap condition, you may make a claim that your rights have been denied. This claim or grievance may be filed with your principal, supervisor, or the Assistant to the Superintendent.

You will be asked to write down the actions, policies, or procedures that you feel are discriminatory. You may obtain assistance from the Assistant to the Superintendent, 750 Park Drive, Ironton, Mo. 63650. The telephone number is 546-9700. Once you have filed your grievance, you will be asked to meet with those persons who would be involved in correcting the policies, practices, or programs that you believe are discriminatory. If there is no agreement, you may appeal the grievance to a person with higher authority.

You may also file a complaint of illegal discrimination with the Office of Civil Rights, Department of Health, Education and Welfare, Washington, D.C. If you file your grievance with the Office of Civil Rights, you must file it in writing no later than 180 days after the occurrence of possible discrimination.

Family Educational Rights and Privacy Act

(FERPA) Student Records Cumulative educational records will be retained permanently. A special services folder will be kept for all 94-142 students to meet the provisions of the compliance plan. Comments will be limited to student performance. The principal and staff will insure that all records are kept in a proper manner and utilized in accordance with the law. Disclosures to eligible persons without parent/guardian consent will require notification to such parent or guardian.

Release of Student Records

Records may be released when requested by another school. Written parent authorization will be sought. Information will not be released to unauthorized persons without the express consent of the student or guardian, except to comply with a

judicial order of subpoena. Both natural parents will have access to the student's records regardless of their marital status, unless a court order or divorce decree removes one parent's right to this information. Copies of records of currently enrolled students will be made available to authorized personnel upon request. A fee per copy may be assessed to graduates or other students who have terminated their education. A record of disclosures shall be maintained of personally identifiable information. After a student attains 18 years of age or is attending a post-secondary educational institution, all rights accorded to and consent required of parents shall only be accorded to and required of such student.

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

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

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

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

Arcadia Valley R-II School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Arcadia Valley R-II School District] will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Arcadia Valley R-II School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity

for the parent to opt his or her child out of participation of the specific activity or survey. Arcadia Valley R-II School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

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

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

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-5901

Requirements as of July 1, 2010, for Identifying ELLs

Upon enrollment, Missouri districts are required to ask all students if there is a language other than English spoken in the home and if English is not their native language. If the answer of either question is yes, or if a district feels that a child might have a language deficiency, the district is required to screen the child in the four modalities of reading, writing, speaking and listening. These incoming students must be screened within the first month of school or the child's first two weeks of arrival if they move in after the start of school. Additionally, beginning with the 2010-2011 school year, all current ELL students are required to be screened in the four modalities using the WIDA ACCESS Placement Test (W-APT).

Programs For Homeless Students

The Arcadia Valley R-II School District Board of Education recognizes that homelessness alone should not be sufficient reason to separate students from the mainstream school environment. Therefore, the district, in accordance with state and federal law and the Missouri state plan, will give special attention to ensure that homeless children in the school district have access to a free and appropriate public education. The Board designates the following individual to act as the district's homeless coordinator:

Assistant Superintendent

750 Park Drive

Ironton, MO 63650-1495

Phone (573-) 546-9700; Fax (573) 546-7314

The district shall inform school personnel, service providers and advocates working with homeless families of the duties of the district homeless coordinator. The homeless coordinator will ensure that:

1. Homeless children and youths are identified by school personnel and through coordination activities with other entities and agencies.
2. Homeless children and youths enroll in, and have a full and equal opportunity to succeed in, schools in the district.
3. Homeless families, children and youths receive educational services for which such families, children and youths are eligible, including Head Start, Even Start and preschool programs administered by the district and referrals to health care services, dental services, mental health services and other appropriate services.
4. The parents or guardians of homeless children and youths are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.

5. Public notice of the educational rights of homeless children and youths is disseminated where such children and youths receive services, such as schools, family shelters and soup kitchens.
6. Enrollment disputes are mediated in accordance with law.
7. The parent or guardian of a homeless child or youth, and any unaccompanied youth, is fully informed of all transportation services, including transportation to the school of origin and is assisted in accessing transportation to the school selected.
8. Unaccompanied youths will be assisted in placement or enrollment decisions, their views will be considered and they will be provided notice of the right to appeal.
9. Children or youths who need to obtain immunizations, or immunization or medical records, will receive assistance.

EMERGENCY PROCEDURES

Tornado Procedures

1. Tornado Alarm Signal- Telephone paging system will be used to announce all emergencies.
2. Students in the main high school building at the sound of the tornado alarm will follow their instructor to the hallway and assume a kneeling position on the floor. They should cover their head with their hands and arms. They should remain in the position until the all clear bell sounds.
3. Instructors will take their grade book or class roster with them to aid in accounting for students.
4. All students and staff members are to remain in the building until the all clear signal sounds
5. ALL CLEAR SIGNAL --- WILL BE PAGED

Fire Procedures

1. Fire Alarm will be used to announce all emergencies.
2. Students should walk in a single file, when possible, with no talking.
3. Students should not attempt to carry out books, coats, or anything that will hinder rapid movement from the building.
4. When outside, teachers will count to ensure that all students are present and report by messenger to the Secretary any student missing. Teachers should take their roll book with them and check roll when outside.
5. Students and teachers must always be ready to receive orders to use an exit other than the one prescribed.
6. ALL CLEAR SIGNAL --- WILL BE PAGED

Teachers should refer to the District's CARE plan for more detailed information.

Earthquake Safety For Missouri's Schools

The New Madrid Seismic Zone Extends 120 Miles Southward from the area of Charleston, Missouri, and Cairo, Illinois, through New Madrid and Caruthersville, following Interstate 55 to Blytheville and on down to Marked Tree, Arkansas. The NMSZ consists of a series of large, ancient faults that are buried beneath thick, soft sediments. These faults cross five state lines and cross the Mississippi River in three places and the Ohio River in two places.

The New Madrid Seismic Zone and surrounding region is Active, Averaging More than 200 Measured Events per Year (Magnitude 1.0 or greater), about 20 per month. Tremors large

enough to be felt (Magnitude 2.5 – 3.0) are noted every year. The fault releases a shock of 4.0 or more, capable of local minor damage, about every 18 months. Magnitudes of 5.0 or greater occur about once per decade. They can cause significant damage and be felt in several states. The Highest Earthquake Risk in the United States outside the West Coast is in the New Madrid Seismic Zone. Damaging temblors are not as frequent as in California, but when they do occur, the destruction covers over more than 20 times the area due to the nature of geologic materials in the region. The 1968 5.5 magnitude Dale, Illinois earthquake toppled chimneys and caused damage to unreinforced masonry in the St. Louis area, more than 100 miles from the epicenter. A 5.2 magnitude earthquake in April 2008 in southeast Illinois, did not cause damage in Missouri, but was felt across much of the state.

A Damaging Earthquake in this Area, which experts say is about a 6.0 magnitude event, occurs about once every 80 years (the last one in 1895 was centered near Charleston, Missouri). There is estimated to be a 25-40% chance for a magnitude 6.0 – 7.5 or greater earthquake along the New Madrid Seismic Zone in a 50-year period according to the U.S. Geological Survey reports. The results would be serious damage to un-reinforced masonry buildings and other structures from Memphis to St. Louis. We are certainly overdue for this type of earthquake!

A Major Earthquake in this Area - the Great New Madrid Earthquake of 1811-12 was actually a series of over 2000 shocks in five months, with several quakes believed to be a 7.0 Magnitude or higher. Eighteen of these rang church bells on the Eastern seaboard. The very land itself was destroyed in the Missouri Bootheel, making it unfit even for farming for many years. It was the largest release of seismic energy east of the Rocky Mountains in the history of the U.S. and was several times larger than the San Francisco quake of 1906.

When Will Another Great Earthquake the Size of Those in 1811-12 Happen? Several lines of research suggest that the catastrophic upheavals like those in 1811-12 visit the New Madrid region every 500-600 years. Hence, emergency planners, engineers, and seismologists do not expect a repeat of the intensity of the 1811-12 series for at least 100 years or more. However, even though the chance is remote, experts estimate the chances for a repeat earthquake of similar magnitude to the 1811-1812 New Madrid earthquakes over a 50-year period to be a 7 - 10% probability.

What Can We Do to Protect Ourselves? Education, planning, proper building construction, and preparedness are proven means to minimize earthquake losses, deaths, and injuries.

Prepare a Home Earthquake Plan

- Choose a safe place in every room--under a sturdy table or desk or against an inside wall where nothing can fall on you.
- Practice DROP, COVER AND HOLD ON at least twice a year. Drop under a sturdy desk or table, hold onto the desk or table with one hand, and protect the back of the head with the other hand. If there's no table or desk nearby, kneel on the floor against an interior wall away from windows, bookcases, or tall furniture that could fall on you and protect the back of your head with one hand and your face with the other arm.
- Choose an out-of-town family contact.
- Take a first aid class from your local Red Cross chapter. Keep your training current.
- Get training in how to use a fire extinguisher from your local fire department.
- Inform babysitters and caregivers of your plan.

Eliminate Hazards

- Consult a professional to find out additional ways you can protect your home, such as bolting the house to its foundation and other structural mitigation techniques.
- Bolt bookcases, china cabinets and other tall furniture to wall studs.
- Install strong latches on cupboards.
- Strap the water heater to wall studs.

Prepare a Disaster Supplies Kit for Home and Car

- First aid kit and essential medications.
- Canned food and can opener.
- At least three gallons of water per person.
- Protective clothing, rainwear, and bedding or sleeping bags.

- Battery-powered radio, flashlight, and extra batteries.
- Special items for infant, elderly, or disabled family members.
- Written instructions for how to turn off gas, electricity, and water if authorities advise you to do so. (Remember, you'll need a professional to turn natural gas service back on.)
- Keeping essentials, such as a flashlight and sturdy shoes, by your bedside.

Know What to Do When the Shaking BEGINS

- DROP, COVER AND HOLD ON! Move only a few steps to a nearby safe place. Stay indoors until the shaking stops and you're sure it's safe to exit. Stay away from windows.
- In a high-rise building, expect the fire alarms and sprinklers to go off during a quake.
- If you are in bed, hold on and stay there, protecting your head with a pillow.
- If you are outdoors, find a clear spot away from buildings, trees, and power lines. Drop to the ground.
- If you are in a car, slow down and drive to a clear place (as described above). Stay in the car until the shaking stops.

Know What to Do AFTER the Shaking Stops

- Check yourself for injuries. Protect yourself from further danger by putting on long pants, a long-sleeved shirt, sturdy shoes, and work gloves.
- Check others for injuries. Give first aid for serious injuries.
- Look for and extinguish small fires. Eliminate fire hazards. Turn off the gas if you smell gas or think it's leaking. (Remember, only a professional should turn it back on.)
- Listen to the radio for instructions
- Expect aftershocks. Each time you feel one, DROP, COVER, AND HOLD ON!
- Inspect your home for damage. Get everyone out if your home is unsafe.
- Use the telephone only to report life-threatening emergencies.

The information contained in the flier was extracted from the American Red Cross website http://www.redcross.org/services/prepare/0,1082,0_241_,00.html, Missouri State Emergency Management Agency website (<http://sema.dps.mo.gov/EQ.htm>) and the Federal Emergency Management Agency website (<http://www.fema.gov/hazard/earthquake>). This flier could be distributed by school districts to each student annually to satisfy the requirements of RSMo 160.455

Procedure For Earthquake Drill

At signal students should:

1. DROP AND COVER- Get under desk and cover head. Avoid being in areas in front of windows or under heavy objects that could fall.
2. STAY COVERED FOR 30-40 SECONDS
3. Principal will announce evacuation.

EVACUATION- Follow evacuation route for fire drill -*QUIETLY AND ORDERLY.*

ASSEMBLE IN FLAGGED GRADE AREA OUTSIDE

One teacher will take roll for the grade from a master list available from school secretary. Missing students' names should be reported to the secretary where they can be checked against absentee list.

Bomb threat or Internal Intruder

Follow the directions of teachers and the paging system.

ACKNOWLEDGEMENT OF HANDBOOK RECEIPT

I have received a copy of the Arcadia Valley High School Handbook for the 2011-12 school year. I understand that the handbook contains information that my child and I may need during the school year. I also understand that all students will be held accountable for their behavior and will be subject to the regulations in this handbook.

Signature of Student: _____ Date: _____

ARCADIA VALLEY HIGH SCHOOL FIELD TRIP RELEASE

Print Students Name _____

We hereby give our consent for the above named student to represent, and/or take part in school-sponsored activities. We will also give our consent for him/her to accompany the school group and will not hold the school responsible in case of accident or injury whether it be en-route to or from the school or activity. We do not hold the school or it's employees, agents, causes of action, debts, claims or demands of every kind and nature whatsoever which may arise by or in connection with the participation by my child/ward in any activities related to the school trip activity.

If we cannot be reached in the event of an emergency, we also give our consent for the school to obtain through a physician or hospital of its choice, such medical care as is necessary for the welfare of the child, if he/she is injured in the course of the school activity.

My son/daughter has permission to attend the various school trips as they arise for the 2011-2012 School year.

PUBLIC NOTICES

I received a copy of the following: 1) Standard Complaint Resolution Procedure for Improving Schools Act, 2) Public Notice, and 3) No Child Left Behind Act of 2001, right to know as part of the student handbook.

Signature of Parent/Guardian _____ Date _____