**Ridgeway R-V Staff Handbook**

**2024-2025**



MISSION STATEMENT

The Ridgeway R-V School District consistently strives for academic achievement by promoting a positive learning environment. We promote citizenship, communicate high expectations, and recognize success.

**STAFF HANDBOOK**

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**GENERAL INFORMATION**

***WORK HOURS***

School hours are from 7:45 a.m. until 3:30 p.m. Teacher hours are from 7:30 a.m. until 3:45 p.m. All other employee hours are arranged by the school board, superintendent, and employee.

Meetings, shortened days, and other events may mean different hours. Please check with the superintendent or principal to see if you are required to stay for an announced meeting.

Anyone who needs to leave during the school day must check out and sign out/in with the superintendent or principal.

***DRESS***

The district expects teachers and other employees to dress in a presentable and professional manner. While no specific guidelines are being set forth on what you must wear at this time, one important guideline needs to be followed – when a guest walks into our building, that guest should be able to tell the employee apart from the student by their mode of dress (among other things).

Jean days will continue to be held on Fridays, and other days determined by the administration.

***CERTIFICATION***

It is the responsibility of all employees to maintain proper certification and training as needed. Evidence of certification and training are kept in the superintendent’s office. The employee must ensure that documentation of these items is turned in to the office in a timely manner.

The school administration will assist the employee in obtaining information about certification and training. The administration has contacts at the Department of Elementary and Secondary Education (DESE) that can provide information on training and certification. The administration has guidelines for certification and receives information on classes, workshops, and courses personnel may take for certification or training.

All employees are encouraged to talk with an administrator about certification and training opportunities.

***OFFICE CALENDAR***

There is an official calendar for the district that is approved by the Board of Education every year, everyone should have a copy of that calendar. Also the district maintains a calendar on Google Calendar that has other important dates and information.

***DOCUMENTATION***

School employees have the responsibility for keeping certain school records. These records include but are not limited to:

1. discipline records – teacher and principal.
2. attendance for each class – teacher and office.
3. grades for each class – teacher.
4. recording and reporting student progress with progress reports – teacher and principal.
5. menu planning and nutritional information – cooks
6. school bus information – bus drivers.
7. building maintenance information – custodians.

Documentation is an important task. Having written records and information can be very helpful in certain ways. Handling parental questions or supplying DESE with information they request are two examples.

***PROFESSIONAL DUTIES***

Proper operation of the school depends on the professionalism of all employees. Some of the things employees are expected to do include:

1. use the chain of command to solve problems or express concerns. The proper chain is: immediate supervisor, principal, superintendent.
2. discuss school issues and concerns with appropriate people. This should be done in privacy.
3. keep lines of communication open with school employees, parents, students, and the school board.
4. prepare detailed plans if you are going to be absent and need a substitute. These plans should be written so that the substitute who is unfamiliar with your duties can perform your duties in a productive manner.
5. be aware of and uphold school policies. It is not necessary to have all of these memorized. It is important that you know where to find them if needed. A hard copy of the Parent/Student Handbook and Staff Handbook will be kept in each office. Each teacher will have an electronic copy placed on their U drive.
6. all teachers are expected to be available during school hours to assist students.

***ACCIDENT AND INCIDENT REPORTS***

Each employee is responsible for filling out an Accident or Incident Report form when an event appropriate to these forms occurs. This information will be kept in the office. The information provided on the forms will give the school information which could help solve problems such as safety concerns. These forms are included in this handbook in the back and may be copied as needed.

***INVENTORY***

All employees who are responsible for equipment, books, or other school property must keep an accurate inventory of the material they are responsible for. This inventory must be completed each year at the end of the school year. A copy of this inventory will be kept in the superintendent’s office and another copy will be retained by the employee.

***COMMUNICATION***

Communication is an important aspect in having an effective school. Employees are expected to communicate with people who have a need to know and maintain confidentiality at all times. Communication may be oral or written and should be written when dealing with an issue considered important by one or more of the parties involved.

**Confidentiality must be maintained at all times.** DO NOT discuss items with people who do not need to know the information you have. Discuss things in private – in classrooms or in an office so that no one else hears. Written communication needs to be kept out of sight so that those who do not need to know cannot read what you have written.

All employees are expected to follow the chain of command when communicating or dealing with problems. The general chain of command for all employees is:

1. Immediate Supervisor
2. Superintendent
3. School Board

***EMPLOYEE POLICIES***

A salary schedule is developed each year in the spring by the teachers, administration, and school board. Teachers are welcome to provide input on this and present it to the school board. A copy of the current year’s schedule is included in the back of this handbook.

Support staff salaries are also determined in the spring. Support staff personnel are welcome to provide input into this process.

More specific guidelines for salary schedules are provided in the back of this handbook.

***PAYROLL INFORMATION***

All payroll checks will be issued to employees on the 15th day of each month. Exceptions to this policy are when the 15th falls on a Saturday or Sunday. When that occurs, the check will be issued on the Friday before.

***RESIGNATION OF STAFF***

Any employee wishing to resign his/her position at the Ridgeway R-V School must abide by the policies that follow:

1. The school board considers serious illness, transfer of spouse, military service, or other possible situations as legitimate reasons for resignation.
2. Resignations usually become effective at the end of the school year in which they are submitted.
3. Tenured teachers must notify the district of their resignation no later than 1 June.
4. Probationary teachers will have their contracts dated as to when contracts must be returned. Probationary teachers will not be released from their contracts after they are signed and returned without the consent of the school board.
5. A teacher may not be released from a contract unless a suitable replacement is found.
6. Monetary penalties may apply. See the board policy at the back of this handbook for details.

***SUPPLIES***

Anyone needing to order supplies of any kind must complete a purchase order form and have it approved by the superintendent before placing an order.

Toward the end of each school year, teachers will be asked to complete a needs survey. This will give the school an idea of what supplies, textbooks, furniture, and other items are needed for the following year. This will also be helpful to the superintendent in preparing the next year’s budget. Turning in this survey and any other requests for materials will also help the school get orders in so they can arrive in time for school.

ALL orders must be on a purchase order and approved by the superintendent.

***EVACUATION PLANS***

Evacuation plans for fire and tornado/severe weather are posted in each work area. Be sure you are familiar with your plans so that you can safely evacuate yourself and any others who are in that room. Evacuation plans for other situations are outlined in the district crisis management plan and will be discussed at the beginning of the school year.

Drills will be held periodically to ensure that everyone knows what to do in case of an emergency. Please read the procedures for these drills in the crisis management plan.

***NO SCHOOL ANNOUNCEMENTS***

In instances where school is canceled or delayed for any reason, announcements will be made on KAAN radio (95.5 FM or 870 AM) of Bethany, MO and KTTN radio (92.3 FM or 1600 AM) of Trenton, MO. The school district also maintains a textcaster account through Farmers Bank of Northern Missouri - if you wish to be a part of this service please go to onlinefarmersbank.com and click on the “community connection” link. Textcaster communications are sent from the Principal or Superintendent.

The decision to cancel will be made by the superintendent and will be made as early as possible.

***ASSEMBLIES***

From time to time, assemblies will be held for the benefit of the school. These assemblies may include awards assemblies, pep assemblies, or assemblies where speakers come to school to address students.

Teachers are expected to sit with students, keeping them quiet and seated while the assembly takes place. When the assembly is over teachers should escort students out in a quiet and orderly manner.

If an employee wishes to hold an assembly for any reason, it must be approved by the superintendent at least two (2) days in advance.

***CLASS MEETINGS***

Class and organizational meetings will be held as needed. Meetings will occur over lunch periods. Sponsors are responsible for seeing that important business only is discussed.

Class sponsors are the only ones who can call a meeting. Any meeting scheduled should be placed in the daily announcements two (2) days in advance.

The sponsor should work up an agenda with the class president. The class secretary should take minutes that are to be filed in a class binder maintained by the sponsor.

The class treasurer should record all monetary transactions in the receipt book. The sponsor should make sure all bills are paid and that information is documented to carry over from one year to the next.

**PROFESSIONAL DEVELOPMENT**

All employees of the school are expected to participate in activities which will assist them in improving the performance of their duties. These activities include workshops, staff in-service days, and classes.

In-Service PD activities are scheduled and published prior to the start of school. All teachers are required to participate in these scheduled activities. Full time teachers must attend all; half time teachers must attend half (these may be designated by the principal). In accordance with PD policy, one scheduled PD In-Service may be missed. Additional misses will result in a reduction of pay.

Information on additional professional development activities is available from the superintendent, principal, or Professional Development Committee.

Funding may be available for professional development through the school or through the Professional Development Committee.

**SUPERVISION**

Supervision is important for maintaining a safe and orderly educational environment for employees and students. All employees have a responsibility for supervision of students at school. This begins when students arrive at school until they leave. All teachers are expected to be on hall supervision between classes and lunchroom duty during their scheduled lunch period.

Employees should also watch for any suspicious adult behavior. If someone enters the building, you should politely assist them by directing them to the office.

Employees should take action on student behavior problems and report the problem to the principal. Should you feel that taking action is inappropriate, report the problem directly to the principal or superintendent.

Teachers, coaches, or others who are in charge of students during the school day or during school activities must:

1. know where your students are at all times.
2. keep students in the classroom or in their appropriate area and on-task.
3. be in the room or appropriate area with your students.
4. watch to make sure no student engages in an unsafe act.
5. watch the classroom, hallways, cafeteria, and the building in general.
6. politely assist visitors who enter the building. This is an important safety measure.
7. supervise students during emergency drills. Make sure the students know where to go and what to do in case of an emergency. You should always take your grade book with you to account for students you are responsible for.
8. report all accidents and property damage to the office.

**DISCIPLINE**

Discipline is one of the most important duties of a teacher. Good discipline will result in a safe, orderly school environment which will enable students to achieve at their maximum potential. Each teacher (or person with supervisory or discipline duties) is responsible for maintaining good discipline in the school. Expectations for discipline include:

1. keeping students in the areas they should be in.
2. being familiar with school policies and all laws regarding discipline.
3. establishing classroom or activity guidelines for behavior.
4. upholding discipline policies.

Teachers are allowed to give detention. If a detention is given, the teacher will contact parents, assign the detention, fill out the student discipline form, and have the student serve detention with him-her. A copy of the discipline form must be given to the principal.

Teachers are not allowed to assign In-School Suspension (ISS) or other more severe consequences. This is the responsibility of the principal. The teacher needs to discuss the matter with the principal if he or she feels such consequences are warranted.

Elementary teachers may assign detention or deny recess or other privileges.

It is very important that teachers be the first line of discipline. Students will lose respect for the teacher who does nothing more than talk or immediately sends the student to the office for minor offenses.

Suggested techniques include:

* + verbal warning
	+ proximity to student
	+ classroom modification
	+ student-teacher conference
	+ detention
	+ call to parent
	+ letter to parent

If continued or serious problems occur, the principal will assist the teacher in any way possible to maintain good discipline. A good rule to follow – document the discipline issue unless you are certain you don’t need to.

***EXTRA DUTIES***

Occasionally employees will be assigned extra duties to help with the smooth and safe operation of the school. These duties include but are not limited to:

1. cafeteria supervision.
2. playground supervision.
3. gate keeping at school events.
4. hall supervision.
5. class sponsor.
6. activity sponsor.
7. committee work.

Employees will be notified in advance when they have these duties. It is important that when you have one of these duties you arrive on time and watch what is happening.

***LIBRARY SUPERVISION***

It is not feasible to have a full time Librarian staffed in the Library at all times. Therefore, if a student(s) needs to work in the library, a staff person MUST be with them, or have previous permission from the administration. Students sent to the Library unsupervised will be sent back to class.

**CHILD ABUSE REPORTING**

According to state law, every teacher and school employee is required to report suspected or actual child abuse. This report must be made immediately upon acquiring knowledge or suspicion of abuse.

Employees who suspect or know of abuse of any kind must call the Department of Family Services Hotline. The number is 1-800-392-3738.

School employees who utilize this hotline should inform an administrator of this action. This will help in preparing for an investigation or for calls/visits from upset parents.

Any information regarding abuse or abuse reporting will be held in the strictest confidence.

**GRADING**

Grades will be run on a bi-weekly basis on scheduled Tuesdays (see Grade Reporting schedule) for tracking and eligibility purposes. Progress reports should be mailed as needed.

Teachers will have two gradable assignments per week.

If a student misses a day of school, they will have another day to make up their assignment. Participation points should not count against a student if they are on a school held event.

Participation points should not be worth more than ten percent of a student’s grade.

A doctor’s note from a student will not count against participation points.

***Grades must be updated in TeacherEase by the beginning of each Tuesday***

***GRADE BOOKS***

Grade books are made available to all teachers for record keeping. However, grades are only required to be entered into TeacherEase.

***GRADING SYSTEM AND WEIGHTED CLASSES***

See Student Handbook for Grading System and Weighted Classes.

***GRADING SCALE (WEIGHTED)***

Students at the Ridgeway R-V High School are encouraged to advance their knowledge by completing courses at an advanced level.

Students in grades 10-12 are eligible to complete advanced courses. Advanced courses have been identified by school personnel and the Board of Education and are updated on a yearly basis.

A weighted grading scale will be used on all advanced courses as defined above. All grades are to be recorded as earned. Grades for advanced courses will receive one additional honor point each semester for each passing grade as outlined in the Grading System found in the Student Handbook. All grades are recorded for the purpose of figuring grade point average and class rank.

***ADVANCED / HONOR COURSES SUBJECT TO WEIGHING***

Advanced/honor courses are identified each year by the faculty and administration. They are submitted each year to the Board of Education for approval.

Advanced courses at Ridgeway R-V are high school classes that require an above average student commitment, proficiency, and/or ability to complete. The purpose of these classes is to encourage challenging academic learning for college-bound students. See the Student Handbook for a listing of weighted classes.

***HONOR ROLL***

The honor roll is based on the following:

1. a student must have been enrolled seven of the nine weeks for which the honor roll stands.
2. a student will be eligible for only one honor roll.

High Honor Roll = all A’s

Regular Honor Roll = nothing below a B

***PROGRESS REPORTS***

Each teacher is responsible for assigning grades for student performance in the classroom.

Teachers are encouraged to send progress reports as often as needed. Phone calls or notes to parents are recommended when a student is not doing well or the student’s performance has fallen off seriously. Progress reports should be sent when the student has a D or an F in a class – these should accompany the grade report sent home by the Counselor. It is also recommended that progress reports be sent when a student is achieving at a high level or shows improvement.

A copy of each progress report must be left with the principal.

**RETENTION, PROMOTION, AND ACCELERATION OF STUDENTS**

The Ridgeway R-V School District is committed to the continuous development of students enrolled in the district. Most students will progress normally from grade to grade but there may be instances where students need to repeat a grade or be advanced to the next grade earlier. The following policies apply to retention and accelerated advancement.

***ACCELERATION***

1. Use caution when considering acceleration. Thorough discussions with the counselor, administration, and with parents must be held and everyone’s approval must be received before accelerating a student.
2. Use all information available to make acceleration decisions. This would include teacher and standardized test scores and teacher observations of student performance.

***RETENTION AND PROMOTION***

To eliminate educational deficits and ensure the mastery of key learning skills, a student’s retention may be recommended in the elementary grades.

Guidelines for retention are as follows:

1. A Promotion and Retention Committee will be established consisting of:
	1. the student’s classroom teacher(s).
	2. the school counselor.
	3. The student’s principal.
	4. One support staff teacher.
	5. The student’s special services teacher (if applicable).
2. A student’s promotion or retention will be based on documentation:
	1. MAP – Missouri Assessment Program Test scores and/or other standardized achievement test scores.
	2. Grades (daily and/or quarterly).
	3. Light’s Retention Scale.
	4. Examples of the student’s work.
	5. Teacher retention referral form.
	6. Attendance
3. The Promotion and Retention Committee will review documentation collected to make a decision. A committee member will be assigned to record the comments and recommendations of the committee.
4. The timeline for retention/promotion decisions is:
	1. Teachers must report with documentation concerning possible retention of a child to the elementary principal by the end of the third quarter.
	2. On or before the third quarter Parent/Teacher conference, a student’s teacher must inform the parent or guardian of the possibility of retention and explain the process of promotion and retention.
	3. No later than the last week of the fourth quarter of the school year the Promotion and Retention Committee shall meet to render a final decision regarding the referred student’s promotion or retention. The parent or guardian will be notified by certified letter of the committee’s decision. A record of the committee’s action, rationale, and correspondence shall be maintained in the student’s file.
	4. At the parent’s request, the principal, classroom teacher, and school counselor shall confer with the parent to review the appropriate data used for promotion and retention.
5. The appeals process for Promotion and Retention Committee decisions is as follows:
	1. The parent/guardian may appeal the action of the committee in writing to the superintendent by July 1.
	2. The elementary principal will inform the superintendent of the findings and recommendations of the committee.
	3. The superintendent will meet with the parent/guardian, principal, Promotion and Retention Committee.
	4. The appeal decision will be made within two (2) weeks of the receipt of the appeal request.
	5. The decision of the committee is final. The parent/guardian will be notified of the decision by certified letter.

**LESSON PLANS / SUBS / LEAVE OF ABSENCE**

***LESSON PLANS***

Each teacher is responsible for preparing lesson plans. These will be done week by week. Lesson plans should be clear and concise. They should include:

1. Class title
2. Dates
3. Subjects to be discussed each day
4. Activities to be completed each day (tests, homework assignments, etc.)
5. Page numbers from textbooks.

All lesson plans should be detailed enough that a substitute could pick them up and deliver the lesson properly. When preparing for a substitute, all materials the substitute will need should be laid out and ready for use. These would include textbooks, worksheets, and tests. Information should also be left concerning who is in each class, where to find needed materials, and taking attendance. Your class schedule should also be outlined.

A copy of the teacher’s lesson plans need to be made available to the principal upon request.

***OBTAINING A SUBSTITUTE***

Employees who know ahead of time that they will be absent must notify the office well in advance of the absence so that a substitute can be arranged as needed. A staff absence form should be filled out and given to the secretary. The superintendent or principal will determine what type of absence will be charged.

Employees who cannot come to school due to illness should contact the office as soon as possible so that a substitute can be arranged. An absence form will be filled out when the employee returns.

A copy of the staff absence form will be given to the office and to the employee upon completion.

Consult the board policies in the back of this book for more information.

Substitutes will be asked to complete an evaluation of their day following each sub assignment. This will include student behavior, preparation of lesson plans, etc. The evaluation will be left with the principal.

***LEAVES OF ABSENCE***

Each employee of the Ridgeway R-V School District is entitled to paid leave as follows:

 Professional Staff – 12 Month Contract = 10 vacation, 12 paid leave

 Certified Staff – Regular School Term = 12 paid leave

 Support Staff – 12 Month Contract = 10 vacation, 12 paid leave

 Support Staff – Regular School Term = 12 paid leave

 Unused Sick Leave Accumulation = 90 Days

Professional leave may be granted to employees to attend workshops, classes, or other activities that are beneficial to the district and to the employee. This should be arranged well in advance with the superintendent and is not considered personal leave.

The district may require doctor’s notes from an employee if the absence is for more than 8 consecutive days.

**CURRICULUM**

Curriculum review, evaluation, and the update process is a continuous activity. Our curriculum guides will need to be an extension of our lesson plan books and will need to be detailed including the Missouri Learning Standard. All standards must be addressed relative to subject and grade levels.

**EVALUATION INFORMATION**

Each employee will be evaluated over the course of the school year. Evaluation is the responsibility of the superintendent, secondary principal, and elementary principal.

Evaluation instruments will be shared with employees at the beginning of the school year. Employees are encouraged to read this material. Evaluation of employees will usually begin in August and proceed throughout the school year.

*Walk Through* – unscheduled and unannounced. These are short “walk throughs” that will be made several times throughout the year.

*Unscheduled* - unscheduled and unannounced. The evaluator will observe the teacher in action on a typical day.

*Summative* – A compilation of each of the above evaluation methods, plus observations made outside of the classroom. This evaluation will be made at the end of the evaluation period.

*The evaluator will expect the teacher to be able to tie each lesson to Missouri Learning Standards.*

Each observation will be discussed between the evaluator and employee. A copy of each evaluation will be provided for the employee; the originals will be kept in the employee’s file in the principal’s office. If an employee does not agree with the evaluation, that employee may submit an appeal in writing. The appeal will be kept on file with the evaluation.

Evaluation has one major goal – to improve the education available to our students. It is hoped that evaluations will be regarded as an opportunity for the employee to improve – we all can improve.

Copies of each evaluation can be found in the “Evaluations” folder.

**STANDARDIZED TESTS**

Standardized tests (MAP and EOC) will be given in the spring. The counselor will prepare a schedule of tests and provide training for administering tests. The following tests will be given:

**MAP:**

Math: Grades 3-8

Communication Arts: Grades 3-8

Science: Grades 5, 8

Social Studies: Grade 8

**EOC (End of Course):**

Math: Algebra I

ELA: English I

Science: Biology

SS: Government

C: Personal Finance

Both the MAP and EOC tests are aligned to the Missouri Learning standards. *It is imperative that each teacher review the standards at the beginning of each year to ensure the curriculum is aligned.*

The Counselor will review test results to the staff each fall.

***TEST SECURITY***

It is very important that test materials be kept secure. Tests are valid only if students take them without prior knowledge of the specific questions on them. Keep your test materials put away and out of sight and reach of students.

There are specific instructions to be followed when securing achievement tests. They are:

1. When received, tests are locked in a secure place, usually by the counselor or a school administrator.
2. Proctors are assigned for each test given.
3. Tests are returned to the secure place until they are ready to be sent to the agency that grades them. Tests that are given over several days are not to be left in classrooms between test times.

**SPECIAL NEEDS STUDENTS**

Every school has students with special needs. These students may be especially talented, slow learners, or students who are handicapped physically or mentally. It is the school district’s duty and responsibility to assist in identifying and helping these students.

Processes for identifying special needs students include:

1. Completing a Child Study form available from the superintendent or copied from the back of this handbook.
2. Discussing the student with an appropriate person such as the counselor, special education teacher, or speech implementer.
3. Discussing the student with parents.

Categories of special needs students include:

1. Talented and gifted.
2. Learning disabled.
3. Handicapped (speech, mental, physical).

Things to look for to help identify special needs students include:

1. The student is easily distracted.
2. The student is doing poor work or no work at all.
3. The student has a defiant and uncooperative attitude.
4. The student has a short attention span.
5. The student does not get along with others.
6. The student exhibits lethargy.
7. The student appears bored even with challenging material.

Should you have concerns about a student, be sure to contact an appropriate person – parent, administrator, counselor, or special education teacher. The sooner the problem is identified, the sooner the problem can be addressed.

***MIGRANT/HOMELESS/ SECOND LANGUAGE LEARNER STUDENT***

There is always the possibility that students who are migrants, homeless, or whose native language is one other than English may attend our school. We are obligated by law to identify and serve these students.

The district inquires about these issues when a student enrolls. Staff members should also be observant of new students. Look for language usage, references of moving around a lot, or no references to a house or place of residence. If you hear these things, report them to the superintendent, elementary principal, or counselor as soon as possible.

The complete policy on Migrant/Homeless/ESL students may be found in school board policies in the superintendent’s office.

Reminder – it is illegal to discriminate against someone due to race, color, religion, national origin, homeless, migrant, or English as a second language persons.

**MENTORS / MENTEES**

All first- and second-year teachers will be matched up with a mentor as part of their certification process. Mentors are assigned by the PDC and Principal. A Mentor/Mentee Handbook will be provided at the beginning of the school year. Mentors and Mentees are expected to meet on a regular and as needed basis.

**FORMS (REQUESTS / REIMBURSEMENTS)**

Copies of forms to be used to conduct school business are in “Forms” folder. Forms that must be completed in triplicate may be found in the work room.

***Expense Reimbursement***

Employees attending school approved workshops or other activities may be eligible for reimbursement of expenses.

To receive reimbursement for expenses, complete the Expense Voucher form in the “Forms” folder and turn it in to the superintendent’s office ***at least one week before the next board meeting***. Any forms turned in after a week before the next board meeting will be taken care of at next month’s meeting.

***Mileage***

Mileage may be paid for employees attending school approved activities who must, by necessity, use their own vehicle. To apply for mileage reimbursement, complete an Expense Voucher reimbursement form. Consult the mileage table in the back of this handbook for mileage to and from the most common destinations in our area. Check with the office for current mileage rate reimbursement.

***School Vehicle Use***

If you need to use a school bus for a school trip, complete a copy of the form found in the “Forms” folder and give it to the superintendent. Make sure you turn the form in as soon as possible so that transportation planning can be done. Do not wait until the last minute to turn in school transportation requests.

***Fundraisers***

Pre-approved fundraisers are listed in the Student Handbook. Other fundraisers must be submitted to the principal using the form found in the “Forms” folder.

***Field Trips***

Field Trip request forms should be completed and submitted to the principal before making final confirmations. This includes estimated costs for the trip. Forms are found in the “Forms” folder.

***Movies***

Requests to show movies in the classroom must be made using the Movie Request Form in the “Forms” folder and submitted to the principal.

***Discipline Referrals***

Staff members should submit a Discipline Referral via Lumen when referring a student to the principal. This documents the discipline issue and resulting consequence that is then placed in the student’s file.

***Purchase Orders***

Before purchases are made, employees should submit request on a Purchase Order (located in the work room) to the superintendent. The superintendent will sign the PO and return to the employee to complete the transaction. PO numbers are requested from the main office. All POs must be submitted to the office at least one week prior to a board meeting.

Appendix A:

Civil Rights, Title IX, Section 504

(Policy & Regulation 1310)

It is the policy of the District to process all grievances in a fair and expeditious manner, with the intent of resolving them in a mutually agreeable manner. This policy and regulation do not pertain to the identification, evaluation or placement under Section 504. These topics are addressed in Policy/Regulation 2110 & 6250.

Section 504 and Title IX Coordinator: Daniel Brooks, Principal

 305 Main Street, Ridgeway, MO 64481

 660/872.6813 phone

 660/872.6230 fax

GENERAL PROVISIONS

The Coordinator shall receive complaints, actively and independently investigate the merit of those complaints, and assist the parties in resolution of those complaints. The Coordinator may be utilized as a resource by any party at any level of the grievance procedures.

Students, parents of elementary and secondary school students, employees, applicants for admission and employment, and sources of referral of applicants for admission and employment with Ridgeway R-V School District have the right to file a formal complaint alleging noncompliance with regulations outlined in Title IX or Section 504.

Relevant records shall be made available to the grievant to the extent appropriate under the particular circumstances of the specific complaint and as permitted by law.

The grievance procedures herein do not deny the right of the grievant to file formal complaints with other appropriate state or federal agencies, such as the Missouri Human Rights Commission, United States Department of Education office for Civil Rights, or the Equal Employment Opportunity Commission (employees only). Similarly, these procedures do not deny any right of the grievant to seek private counsel for complaints alleging discrimination.

In most instances involving a student under eighteen years old, the student's parent/guardian should participate in the hearing and resolution process.

No student or employee of the District shall intimidate, harass or retaliate against any person filing a grievance or any person participating in the investigation or resolution of a grievance.

If a grievance is taken to the Board of Education for a formal contested hearing, the parties shall have the right to be represented by legal counsel, to call and examine witnesses, to cross-examine witnesses called by the opposing party, and to submit documentary evidence into the record.

TITLE IX GRIEVANCE PROCEDURE

*Level 1: Principal or Immediate Supervisor-* Employees claiming sex discrimination may first discuss the grievance with their principal or immediate supervisor, with the object of resolving the matter informally. A student or parent with a sex discrimination complaint may discuss it with the teacher, counselor, or building administrator involved.

*Level 2: Title IX Coordinator-* If the grievance is not resolved at Level 1 and the grievant wishes to pursue the grievance, it may be formalized by filing a complaint in writing on a Compliance Violation Form. This form may be obtained from the Title IX Coordinator. The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at Level 2 must be within fifteen (15) working days from the day of the event giving rise to the grievance or from the date the grievant could reasonably become aware of such an occurrence. The grievant may request that a meeting concerning the complaint be held with the Title IX Coordinator. A minor student may be accompanied at that meeting by a parent or guardian. The Title IX Coordinator shall investigate the complaint and attempt to solve it. A written report from the Coordinator to the complainant regarding action taken will be sent within fifteen (15) working days after receipt of the complaint.

*Level 3: Superintendent-* If the complaint is not resolved at Level 2, the grievant may proceed to Level 3 by presenting a written appeal to the Superintendent within ten (10) working days after the grievant receives the report from the Title IX Coordinator. The grievant may request a meeting with the Superintendent or his/her designee. The Superintendent or his/her designee has the option of meeting with the grievant to discuss the appeal. A decision will be rendered by the Superintendent or his/her designee within ten (10) working days after receiving the written appeal.

*Level 4: Board of Education-* If the complaint is not resolved at Level 3, the grievant may proceed to Level 4 by presenting a written appeal to the President of the Board of Education within ten (10) working days after the grievant receives the report from the Superintendent. The grievant may request a meeting with the Board of Education. The Board of Education has the option of meeting with the grievant to discuss the appeal. A decision will be rendered by the Board of Education at their next regularly scheduled meeting. The grievant will be notified in writing of the decision within ten (10) working days after the Board of Education action.

The procedure in no way denies the right of the grievant to file a formal complaint with the Missouri Civil Rights Commission, the Office for Civil Rights, or other agencies available for mediation or rectification of rights grievances, or to seek private counsel for complaints alleging discrimination.

SECTION 504 GRIEVANCE PROCEDURE

The procedures below must be utilized with regard to discrimination claims under Section 504. Claims relating to identification, evaluation, or educational placement must be challenged using the procedures outlined in Policy and Regulation 2110.

*Level 1: Building Administrator (Informal and Optional - may be bypassed by Grievant)-* Many problems can be solved by an informal meeting with the parties and the building administrator. An individual with a complaint is encouraged to first discuss it with the teacher, counselor or building administrator involved, with the purpose of resolving the matter promptly and informally. Similarly, employees with a complaint are encouraged to first discuss the complaint with the building principal or immediate supervisor.

*Level 2: Section 504 Coordinator-* If the complaint or issue is not resolved at Level 1, the grievant may file a written grievance with the Section 504 Coordinator. The written grievance must be filed with the Coordinator within fifteen (15) days of the event or incident giving rise to the grievance, or within fifteen (15) days of the date the grievant could reasonably have become aware of the event or incident. Extensions of the fifteen- (15) day requirement will be granted if the grievant can establish good cause for the delay and the interests of justice and fairness so require.

The written grievance should include the following information:

1. The nature of the grievance - what is the event, incident or circumstance that is the reason for the complaint.
2. The remedy requested - what would the grievant like to see happen if the Coordinator were to sustain the grievance.
3. The grievant’s signature and the date of the grievance.

The Coordinator shall have the authority to investigate all written grievances. The Coordinator may request that an independent investigator, who is not an employee of the District, be assigned by the District to conduct the investigation. When possible, the Coordinator shall work toward resolution of the grievance. This resolution shall be reduced to writing and signed by all parties. If the parties cannot agree on a resolution to the grievance, the Coordinator shall complete the investigation and make a determination regarding the merits of the complaint. The Coordinator shall notify the grievant and the Superintendent in writing of his/her determination within fifteen (15) days after receipt of the written grievance. The fifteen (15) days may be extended (1) at the request of the grievant, (2) with consent of all parties, or (3) if the Coordinator is on vacation or is otherwise unavailable during the fifteen- (15) day period due to an emergency or other unforeseen circumstances.

If the Coordinator concludes that the allegations contained in the grievance have merit, the Coordinator shall make a recommendation to the Superintendent as to the appropriate action to be taken by the District. If the Superintendent agrees with the recommendation of the Coordinator, the grievance will be sustained, and the recommended remedial action will be implemented. The Superintendent may sustain the grievance, yet modify the recommended remedial action. The Superintendent shall notify all parties of his/her decision in writing within five (5) days of his/her receipt of the recommendation from the Coordinator. The five (5) days may be extended (1) at the request of the grievant, (2) with the consent of all parties, or (3) if the Superintendent is on vacation or is otherwise unavailable during the five- (5) day period due to an emergency or other unforeseen circumstances.

If the Coordinator concludes that the allegations contained in the grievance are without merit, the Coordinator shall make a recommendation to the Superintendent that the grievance be denied. If the Superintendent agrees with the recommendation of the Coordinator, the grievance will be denied. The Superintendent shall notify all parties of his/her decision in writing within five (5) days of his/her receipt of the recommendation from the Coordinator. The five (5) days may be extended (1) at the request of the grievant, (2) with the consent of all parties, or (3) if the Superintendent is on vacation or is other unavailable during the five-(5) day period due to an emergency or other unforeseen circumstances.

If the Superintendent disagrees with the recommendation of the Coordinator, whether sustaining or denying the grievance, the Superintendent shall state his/her reasons for disagreeing with the recommendation in writing, set out his/her conclusions and the reasons therefore, and notify all parties of the decision in writing within five (5) days of his/her receipt of the recommendation from the Coordinator. The five (5) days may be extended (1) at the request of the grievant, (2) with the consent of all parties, or (3) if the Superintendent is on vacation or is other unavailable during the five-(5) day period due to an emergency or other unforeseen circumstances. If the Coordinator or Superintendent is alleged to have violated this Policy, the grievant may request to bypass the respective individual.

*Level 3: Board of Education-* Any party aggrieved by the decision of the Superintendent or in disagreement with the proposed remedial action may make a written appeal to the Board of Education. Such written appeal shall be filed in writing with either the Superintendent or the Secretary of the Board of Education. Such written appeal must be filed within ten (10) days of receipt of the decision of the Superintendent. Extensions of the ten- (10) day requirement will be granted if the grievant can establish good cause for the delay and the interests of justice and fairness so require. Upon receipt of a written appeal, the District shall place the grievance on the agenda of the next meeting of the Board of Education following the fifth day after the appeal is received, or at such Board meeting thereafter as may be agreed upon by the parties.

At the hearing before the Board, the parties shall have the right to be represented by legal counsel, to call and examine witnesses, cross-examine witnesses called by the opposing party, and to submit evidence into the record.

The Board shall render its decision within thirty (30) days. The Board shall report its decision in writing. All parties shall receive a copy of the decision.

The hearing before the Board of Education shall be considered a contested case for purposes of Chapter 536, Revised Statutes of the State of Missouri.

*Level 4: Circuit Court-* Any party aggrieved by the decision of the Board of Education may appeal the decision to the Circuit Court of the County, in accordance with Chapter 536, Revised Statutes of the State of Missouri, or to the applicable federal court.

*Other Options-* At any time during the grievance process, a grievant may file a complaint with the United States Department of Education, Office for Civil Rights (Kansas City, Missouri) or the Missouri Commission on Human Rights. Employee grievances may also file a complaint with the Equal Employment Opportunity Commission.

Appendix B:

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, highly mobile children, such as migrant and homeless children, 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 Ridgeway R-V School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing 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 Ridgeway R-V School District assures that it will provide information and referral services necessary to assist the state in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Ridgeway R-V School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary or Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Ridgeway R-V School District has developed a Local Compliance Plan for 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 anytime Monday through Friday during school hours.

Local school districts in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty-one (21) that reside in the district. This census is compiled by December 1 each year. This information is treated as confidential and must include: name of the child; parent/legal guardian's name/address; birth date and age of the child; the child's disability; and the services provided to the child. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact the Ridgeway R-V School District.

This notice will be provided in native languages as appropriate.

Appendix C:

Technology

A. **Introduction**

Internet Safety Policy (Policy 6320)- It is the policy of the District to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

B. **Access to Inappropriate Material**

To the extent practical, technology protection measures shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

C. **Internet Safety Training**

In compliance with the Children’s Internet Protection Act, each year, all District students will receive internet safety training which will educate students about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms, and cyberbullying awareness and response. Such training will include Internet, cell phones, text messages, chat rooms, email and instant messaging programs. (See also Policy 6116 – State Mandated Curriculum – Human Sexuality).

D. **Inappropriate Network Usage**

To the extent practical, steps shall be taken to promote the safety and security of users of the District’s online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

E. **Supervision and Monitoring**

It shall be the responsibility of all District employees to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children’s Internet protection Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the principal or designated representatives.

**Internet Usage (Regulation 6320)**

**Personal Responsibility**

Access to electronic research requires students and employees to maintain consistently high levels of personal responsibility. The existing rules found in the District's Behavioral Expectations policy (Board Policy/Regulation 2610) as well as employee handbooks clearly apply to students and employees conducting electronic research or communication.

One fundamental need for acceptable student and employee use of District electronic resources is respect for, and protection of, password/account code security, as well as restricted databases files, and information banks. Personal passwords/account codes may be created to protect students and employees utilizing electronic resources to conduct research or complete work.

These passwords/account codes shall not be shared with others; nor shall students or employees use another party's password except in the authorized maintenance and monitoring of the network. The maintenance of strict control of passwords/account codes protects employees and students from wrongful accusation of misuse of electronic resources or violation of District policy, state or federal law. Students or employees who misuse electronic resources or who violate laws will be disciplined at a level appropriate to the seriousness of the misuse.

**Acceptable Use**

The use of the District technology and electronic resources is a privilege, which may be revoked at any time. Staff and students are only allowed to conduct electronic network-based activities which are classroom or workplace related. Behaviors which shall result in revocation of access shall include, but will not be limited to: damage to or theft of system hardware or software; alteration of system hardware or software; placement of unlawful information, computer viruses or harmful programs on, or through the computer system; entry into restricted information on systems or network files in violation of password/account code restrictions; violation of other users' rights to privacy; unauthorized disclosure, use or dissemination of personal information regarding minors; using another person's name/password/account to send or receive messages on the network; sending or receiving personal messages on the network; and use of the network for personal gain, commercial purposes, or to engage in political activity.

Students and employees may not claim personal copyright privileges over files, data or materials developed in the scope of their employment, nor may students or employees use copyrighted materials without the permission of the copyright holder. The Internet allows access to a wide variety of media. Even though it is possible to download most of these materials, students and staff shall not create or maintain archival copies of these materials unless the source indicates that the materials are in the public domain.

Access to electronic mail (E-mail) is a privilege and designed to assist students and employees in the acquisition of knowledge and in efficiently communicating with others. The District E-mail system is designed solely for educational and work related purposes. ***E-mail files are subject to review by District and school personnel.*** Chain letters, "chat rooms" or Multiple User Dimensions (MUDs) are not allowed, with the exception of those bulletin boards or "chat" groups that are created by teachers for specific instructional purposes or employees for specific work related communication.

Students or employees who engage in "hacking" are subject to loss of privileges and District discipline, as well as the enforcement of any District policy, state and/or federal laws that may have been violated. Hacking may be described as the unauthorized review, duplication, dissemination, removal, damage, or alteration of files, passwords, computer systems, or programs, or other property of the District, a business, or any other governmental agency obtained through unauthorized means.

To the maximum extent permitted by law, students and employees are not permitted to obtain, download, view or otherwise gain access to "inappropriate matter" which includes materials that may be deemed inappropriate to minors, unlawful, abusive, obscene, pornographic, descriptive of destructive devices, or otherwise objectionable under current District policy or legal definitions. Similarly, the use of any District computer to access sites which allow the user to conceal their objective of accessing inappropriate material is not permitted.

The District and school administration reserve the right to remove files, limit or deny access, and refer staff or students violating the Board policy to appropriate authorities or for other disciplinary action.

**Internet Access**

In compliance with the Children’s Internet Protection Act (“CIPA”), 47 U.S.C. § 254, the District uses technological devices designed to filter and block the use of any District computer with Internet access to retrieve or transmit any visual depictions that are obscene, child pornography, or “harmful to minors” as defined by CIPA and material which is otherwise inappropriate for District students.

Due to the dynamic nature of the Internet, sometimes Internet websites and web material that do not fall into these categories are blocked by the filter. In the event that a District student or employee feels that a website or web content has been improperly blocked by the District’s filter and this website or web content is appropriate for access by District students, the process described below should be followed:

1. Follow the process prompted by the District’s filtering software and submit an electronic request for access to a website, or:
2. Submit a request to the District’s Superintendent/the Superintendent’s designee.
3. Requests for access shall be granted or denied within three days.
4. Appeal of the decision to grant or deny access to a website may be made in writing to the Board of Education. Persons who wish to remain anonymous may mail an anonymous request for review to the Board of Education at the School District’s Central Office, stating the website that they would like to access and providing any additional detail the person wishes to disclose.
5. In case of an appeal, the Board of Education will review the contested material and make a determination.
6. Material subject to the complaint will not be unblocked pending this review process.

In the event that a District student or employee feels that a website or web content that is available to District students through District Internet access is obscene, child pornography, or “harmful to minors” as defined by CIPA or material which is otherwise inappropriate for District students, the process described set forth in Regulation 6241 should be followed.

Adult users of a District computer with Internet access may request that the “technology protection measures” be temporarily disabled by the chief building administrator of the building in which the computer is located for lawful purposes not otherwise inconsistent with this Policy.

**Privileges**

The use of District technology and electronic resources is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. All staff members and students who receive a password/account code will participate in an orientation or training course regarding proper behavior and use of the network. The password/account code may be suspended or closed upon the finding of user misuse of the technology system or its resources.

**Network Etiquette and Privacy**

Students and employees are expected to abide by the generally accepted rules of electronic network etiquette. These include, but are not limited to, the following:

1. System users are expected to be polite. They may not send abusive, insulting, harassing, or threatening messages to others.
2. System users are expected to use appropriate language; language that uses vulgarities or obscenities, libels others, or uses other inappropriate references is prohibited.
3. System users may not reveal their personal addresses, their telephone numbers or the addresses or telephone numbers of students, employees, or other individuals during E-mail transmissions.
4. System users may not use the District's electronic network in such a manner that would damage, disrupt, or prohibit the use of the network by other users.
5. System users should assume that all communications and information is public when transmitted via the network and may be viewed by other users. The system administrators may access and read E-mail on a random basis.
6. Use of the District's electronic network for unlawful purposes will not be tolerated and is prohibited.

**Services**

While the District is providing access to electronic resources, it makes no warranties, whether expressed or implied, for these services. The District may not be held responsible for any damages including loss of data as a result of delays, non-delivery or service interruptions caused by the information system or the user's errors or omissions. The use or distribution of any information that is obtained through the information system is at the user's own risk. The District specifically denies any responsibility for the accuracy of information obtained through Internet services.

**Security**

The Board recognizes that security on the District's electronic network is an extremely high priority. Security poses challenges for collective and individual users. Any intrusion into secure areas by those not permitted such privileges creates a risk for all users of the information system.

The account codes/passwords provided to each user are intended for the exclusive use of that person. Any problems, which arise from the user sharing his/her account code/password, are the responsibility of the account holder. Any misuse may result in the suspension or revocation of account privileges. The use of an account by someone other than the registered holder will be grounds for loss of access privileges to the information system.

Users are required to immediately report any abnormality in the system as soon as they observe it. Abnormalities should be reported to the classroom teacher or system administrator.

The District shall use filtering, blocking or other technology to protect students and staff from accessing internet sites that contain visual depictions that are obscene, child pornography or harmful to minors. The District shall comply with the applicable provisions of the Children's Internet Protection Act (CIPA), and the Neighborhood Internet Protection Act (NCIPA).

**Vandalism of the Electronic Network or Technology System**

Vandalism is defined as any malicious attempt to alter, harm, or destroy equipment or data of another user, the District information service, or the other networks that are connected to the Internet. This includes, but is not limited to the uploading or the creation of computer viruses, the alteration of data, or the theft of restricted information. Any vandalism of the District electronic network or technology system will result in the immediate loss of computer service, disciplinary action and, if appropriate, referral to law enforcement officials.

**Consequences**

The consequences for violating the District's Acceptable Use Policy include, but are not limited to, one or more of the following:

1. Suspension of District Network privileges;
2. Revocation of Network privileges;
3. Suspension of Internet access;
4. Revocation of Internet access;
5. Suspension of computer access;
6. Revocation of computer access;
7. School suspension;
8. Expulsion; or
9. Employee disciplinary action up to and including dismissal.

Appendix D:

Discipline Matrix

| **Offense** | **1st Violation** | **2nd Violation** | **3rd Violation** | **Continuing Violations** |
| --- | --- | --- | --- | --- |
| Abusive/Demeaning Language to Staff | Conf. w) Coun. /Principal Min. – OSS Max, recommendation for long term expulsion | Conf. w) Coun. /Principal Min. – OSS Max, recommendation for long term expulsion | Recommendation of long term suspension | Recommendation for expulsion |
| Abusive/Demeaning Language to student | Conf. w) Coun. /Principal Min. – OSS Max, recommendation for long term expulsion | Conf. w) Coun. /Principal Min. – OSS Max, recommendation for long term expulsion | Recommendation of long term suspension | Recommendation for expulsion |
| Aggressive Behavior | Conf. w) Coun. /Principal Min. – OSS Max | Conf. w) Coun. /Principal Min. – OSS Max | Conf. w) Coun. /Principal Min. – OSS Max | Conf. w) Coun. /Principal Min. – OSS Max |
| Alcohol/Drug Possession or Representation Thereof | 5-10 days OSS,Authorities notified,Recommended for long term suspension | 10 days OSS,Authorities notified, Recommended for long term suspension | Recommended for expulsion, Authorities notified | Recommended for expulsion, Authorities notified |
| Cellphone Violation | Device confiscated | Device confiscated, Principal detention | Device confiscated, turned in prior to start of school day for one week, 1 day ISS | Device confiscated, turned in prior to start of school day for one month, 3 days ISS |
| Cheating/Plagiarism | Verbal warning- 0 score | 1 day ISS – 0 score | 2 days ISS – 0 score | 1-5 days ISS – 0 score |
| Computer/Internet Violation | See Handbook Appendix C: Technology  |
| Disrespect/ Insubordination to Staff | 2-3 days ISS (Parent conference w/ teacher/principal) | 3-6 days ISS(Parent conference w/ teacher/principal) | 2-5 days OSS(Parent conference w/ teacher/principal) | 3-10 days OSS(Parent conference w/ teacher/principal) |
| Disrespect/ Insubordination to students | 1-3 days ISS | 2-6 days ISS | 1-5 days OSS | 2-10 days OSS |
| Disruptive Behavior | Conf. w) Coun. /Principal Min. – OSS Max | Conf. w) Coun. /Principal Min. – OSS Max | Conf. w) Coun. / Principal Min. – OSS Max | Conf. w) Coun. /Principal Min. – OSS Max |
| Drug Distribution | 5-10 days OSS, Authorities notified, Recommended for long term suspension | 10 days OSS, Authorities notified, Recommended for long term suspension | Recommended for expulsion, Authorities notified | Recommended for expulsion, Authorities notified |
| Fighting or physical contribution to a fight | 3 days OSS,JO notified | 5 days OSS,JO notified | 7 days OSS,JO notified | 8+ days OSS, recommendation for long term suspension, JO notified |
| Firearms Possession on School Property | Expulsion for calendar year Authorities notified  |
| Forgery | 1 day ISS | 3 days ISS | 1-3 days OSS | 3-5 days OSS |
| Harassment | 1 day ISS | 3 days ISS | 5 days ISS | 2-10 days OSS |
| Horseplay/pushing | Conference with Principal/Counselor | 1 day ISS | 3 days ISS | 1 day OSS |
| Inappropriate dress | Verbal Warning- remain in office until clothes are changed | 1 day ISS | 2 days ISS | 3-5 days ISS |
| Inappropriate public display of affection | Conference with Principal/Counselor | Lunch detention | 1 day ISS | 2 days ISS |
| Inappropriate Sexual Behavior | 1-3 days ISS or 1-5 days OSS, JO notified  | 2-10 days OSS, JO notified, long term expulsion | Long Term Expulsion,JO notified | Long Term Expulsion,JO notified |
| Inciting a Fight | Conf. w) Coun. / Principal Min. – OSS Max | Conf. w) Coun. / Principal Min. – OSS Max | Conf. w) Coun. / Principal Min. – OSS Max | Conf. w) Coun. / Principal Min. – OSS Max |
| Indecent Exposure | 1-3 days ISS or 1-5 days OSS, JO notified  | 2-10 days OSS, JO notified | Long term expulsion, JO notified | Long term expulsion, JO notified |
| Leaving a classroom without permission | Conference with Principal/Counselor | 1 day ISS | 3 days ISS | 1 day OSS |
| Parking Lot/Driving violations | Conference with Principal/Counselor | 5 days–loss of parking privileges- possible 1-5 days ISS | 10 days-loss of parking privileges- possible 2-6 days ISS | Loss of parking privileges for quarter, semester, and or year possible, 1-5 days OSS |
| Pornographic material | 1 day OSS | 2-5 days OSS | 5-10 days OSS | Long Term Expulsion,JO notified |
| Possession of weapons, i.e. Pocket knives, Clubs, explosive material, (fireworks, etc.) | 1-10 days OSS, JO notified permanent expulsion | 1-10 days OSS, JO notified permanent expulsion | 1-10 days OSS, JO notified permanent expulsion | 1-10 days OSS, JO notified permanent expulsion |
| Profanity | Principal’s detention or 1 day ISS | 1-2 days ISS | 3-5 days ISS | 1-5 days OSS |
| Profanity to Staff members | 3 days SS | 5 days ISS | 1-5 days OSS | 3-10 days OSS,recommendation for long term suspension |
| Skipped Detention | 1 day ISS, fulfill detention | 1-3 days ISS, fulfill detention | 3-5 days ISS, fulfill detention | 5 days ISS, fulfill detention |
| Skipping school/class or truancy | 1 day ISS | 3 days ISS | 1 day OSS | 3 days OSS |
| Theft | 1-5 day OSS, JO notified | 2-6 days OSS, JO notified | 2-10 days OSS, JO notified | 2-10 days OSS, JO notified |
| Threats towards Staff | 1 day ISS Min. - OSS Max | 3 days ISS - OSS Max | 1-5 days OSS, JO notified  | 3-10 days OSS, recommendation for long term suspension, JO notified |
| Threats towards students | Conf. w) Coun. / Principal Min. – OSS Max | Conf. w) Coun. /Principal Min. – OSS Max | Conf. w) Coun. /Principal Min. – OSS Max | Conf. w) Coun. /Principal Min. – OSS Max |
| Throwing Objects or food  | 1 day ISS | 3 days ISS | 1-3 days OSS | 3-5 days OSS |
| Tobacco:Use or possession | 1 day OSS | 2 days OSS | 2-10 days OSS | 10 days OSS/ recommended for long term suspension |
| Tormenting / Teasing | Conference with Principal/Counselor | 1 day ISS | 3 days ISS | 1-3 days OSS |
| Uncooperative | Conference with Principal/Counselor | 1 day ISS | 3 days ISS | 1-3 days OSS |
| Vandalism | 1-5 days ISS-pay for damages | 2-6 days ISS-pay for damages | 1-5 days OSS-pay for damages | 2-10 days OSS-pay for damages |
| Vo-Tech Violation: Driving or riding to/from without permission | 1 day ISS | 2 days ISS | Removal from program |   |
| Elopement - Leaving School grounds without permission | 1 day ISSCall Juvenile Officer | 1 day OSSCall Juvenile Officer | 3 days OSSCall Juvenile Officer | 5-10 day OSSCall Juvenile Officer |

It is possible for a student to be moved to a different level of violation if there are more than one infractions that occurred, or if a student shows no remorse or contrition for the violation, or based on the judgment of the administration.

The administration reserves the right to contact the police or juvenile office regarding any offense committed at school or on school grounds.

