

# Gainesville Student Handbook 2024-25



## **FOREWORD**

This handbook has been prepared to provide information for parents and pupils concerning the policies and programs of G.H.S. While it does not contain all detailed directions, it should serve as a general guide to all students. It is not our purpose to make all students conform to a rigid pattern, but some regulations are necessary if our school is to function in the very best manner possible. Please keep in mind that the school exists to help prepare you for the future, and the record you make at Gainesville High School will be your record for life. It is our hope that you will make a record of which you, your parents, and your school will be proud. Prepare and plan to give it your very best.

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## DISTRICT MISSION STATEMENT

The mission of the Gainesville R-V School District is "Quality Learning Today for Tomorrow." We will commit our financial, educational and personnel resources to equip all students with the skills and knowledge necessary to develop to their fullest potential as self-motivated, life-long learners.

## SCHOOL SONG

You're a grand old school Every heart beats right, You're a wonderful school Under red and the white, And forever in friendship may you be. Where there is never a boast or brag. To our school we're true But should auld acquaintance be forgot, For we love you, too, Keep your eye on that Bulldog Flag. Home of the Gainesville Bulldogs. School Colors — Red, Black and White School Mascot — Bulldog

## GAINESVILLE R-V BACK TO SCHOOL PLAN

Gainesville R-V School District will use Level Indicators to define health and safety restrictions to provide guidelines for students, staff, parents, and community stakeholders. This plan has been created based on a team decision with input from medical professionals and the Ozark County Health Department and may be adjusted as restrictions change throughout the area and information about the virus continues to be modified.

Traditional School	Level 1	Level 2	Level 3
All classes will take place in school buildings. Staff and students will maintain normal routines and school safety/security procedures. Parents, visitors, and guests follow all normal school security protocols.	All classes will take place in school buildings. Extra cleaning and safety protocols for staff and students will be followed. There are restrictions on visitors and traveling in the buildings.	All classes will take place on campus in their classrooms. Students will eat meals in classrooms with sanitization occurring between all movements and transitions to new areas in the building. Sanitization stations will be placed throughout the buildings and on all school buses. Temperature checks will occur upon entry into the buildings. Water bottles will be strongly encouraged.	Learning may potentially be transitioned to AMI (Alternative Methods of Instruction). Teachers will be available for students both by appointment in person and online to aid in instruction. Zoom, Remind, and Class Dojo may be utilized in the instructional process.

## REQUIREMENTS FOR GRADUATION 2023—2024

School Year College English, Chemistry, Physics, Accounting II, Math Analysis/Trigonometry, Anatomy/Physiology, Any college level dual credit course, and Advanced Placement (AP) are weighted classes. The following subjects and number of units must be completed to qualify for graduation. These requirements are: No. Units 4 - English I, English II, (two elective English classes) 3 - Social Studies (American History, American Government, World History) 3 -

Science (Physical Science, Elements of Bio/Chem I, and one elective) 3 - Mathematics (Elements of Algebra, Algebra I, etc.) 1 - Fine Arts ( Music or Art) 1 - Physical Education (Required one of four years unless excused by a physician.) 1 - Practical Art (Business, Industrial Arts, Family & Consumer Science, Agriculture, Auto Mechanics, COE) 1/2 - Health 1/2 - Personal Finance 8 - Electives ——— 25 - Total + Must pass the U.S. and Missouri Constitution tests; American History Proficiency Exam and American Government Proficiency Exam

All Independent Study classes must be taught by the regular teacher and approved by the curriculum committee. Independent study and correspondence courses will not be weighted. Furthermore, grades for independent study and correspondence courses will be computed based on the transfer grading scale. Graduation requirements for secondary students will consist of a minimum of 25 credits. Students who are identified as handicapped and who are enrolled in a special education program may have these requirements modified but must have such modifications specified in the student's Individualized Education Plan (IEP). All students shall be in regular school attendance for eight full semesters in order to qualify for a diploma, unless a specific exception is granted by the Board of Education. In order to count toward meeting graduation requirements, all correspondence courses must be taken through state-approved institutions. Only two units may be earned through correspondence. In order to obtain a correspondence course, the student must first get permission from the teacher involved. Joint approval must then be given by the teacher, counselor and principal. Only students who are receiving a diploma may participate in graduation. Seniors who are in danger of not completing all graduation requirements by the end of the school year will have their parents or guardians notified by registered letter by January 15.

### **CRITERIA FOR DETERMINING GRADE-LEVEL OR SUBJECT-LEVEL ADVANCEMENT**

MSBA policy IKE states that, "The district will assist students so that they progress academically in accordance with their capabilities. While provisions for individual differences should be adequately accomplished within a grade level, it may occasionally be necessary to advance a student to the next grade. Acceleration to a higher grade level should be approached with caution. Capable students may be so advanced, but only after thorough discussion with the student's guidance counselor and with the joint approval of the parents/guardians and the superintendent. " The Missouri Department of Elementary and Secondary Education (DESE) also recognizes that academically advanced students in elementary and junior high school grades sometimes benefit from completing high school level coursework, and it encourages districts to provide such opportunities for students. DESE also recommends that the appropriate units of credit should be recorded on students' transcripts with the notation that those courses have been successfully completed prior to ninth grade, and these credits may be counted toward meeting the subject area requirements for graduation. In order for a student in the Gainesville R-V School District to be considered for grade-level or subject-level advancement, the following criteria should be met: 1. The student must have an IQ test by the Wechsler Intelligence Scale for Children. 2. The student must have scored in the "Advanced" category on the Missouri Assessment Program (MAP) test for at least the two previous years. If grade-level advancement is being considered, then the student should have scored "Advanced" in all categories; if subject-level advancement is being considered, then the student should have

scored “Advanced” in that particular subject area. 3. The student must demonstrate skill levels above the mean of the grade or subject area being considered for advancement. Scores from either the Stanford Achievement Test or the Iowa Test of Basic Skills may be used to determine if the student meets this criteria. 4. Socially and emotionally, the student must be free of any serious adjustment problems. Additionally, the student must demonstrate a high degree of persistence and motivation for learning as well as a level of maturity that will allow the student to interact effectively with older students. A committee consisting of the student’s guidance counselor, principal, and several current and/or former teachers will determine if the above criteria have been met and will make a recommendation to the parents/guardians and the superintendent. In making its determination, the committee will also determine that the student does not feel unduly pressured by the parents to advance; the parents must be in favor of advancement, but the student should express the desire to move ahead as well. All cases of grade-level or subject-level advancement should be arranged on a trial basis, and the student should be made aware that if the advancement does not go well he or she may request to be returned to the original grade or subject. Furthermore, caution should be exercised not to build up excessive expectations from grade-level or subject-level advancement. The student should not be made to feel that he or she is a failure if the advancement does not go well.

#### **COLLEGE REPRESENTATIVES VOCATIONAL AND MILITARY REPRESENTATIVES**

When college admissions representatives visit our campus, only those students who have taken or have registered for the ACT or SAT and are in good academic and disciplinary standing will be permitted to attend. Also, all students must be signed up by the deadline attendance dates. There must be a school representative in attendance when a student meets with the admissions or military representative on school grounds. Teachers should not excuse students to visit with a military representative unless notified by the guidance counselor.

#### **COLLEGE ENTRANCE REQUIREMENTS**

Those students wishing to go to college must meet the Coordinating Board for Higher Education, High School Core Curriculum Requirements and \*/contact the admissions office at the college of their choice to verify specific admissions policy requirements. If interested, information concerning the Coordinating Board of Higher Education, High School Core Curriculum Requirements can be obtained from the counselor.

#### **ANNUAL NOTIFICATION OF RIGHTS TO PARENTS AND STUDENTS**

The district shall annually notify parents of students currently in attendance, or eligible students in attendance of their rights under the Family Educational Rights and Privacy Act (FERPA) and FERPA regulation by publication in the student handbook(s) or by distributing notification to the parents or eligible students at the beginning of the school year. Parents and/or students may request that the district not use a student’s social security number at the time of enrollment.

#### **ANNUAL NOTIFICATION OF DIRECTORY INFORMATION**

“Directory Information” is information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The school district designates the following items as “Directory Information”: student’s name, parent’s name,

address, telephone number, electronic mail address, date and place of birth, grade level, major field of study, enrollment status (e.g. full-time or part-time), participation in officially recognized activities and sports including audiovisual or photographic records of the openly visible activities thereof (e.g., artistic performances, sporting contests, assemblies, service projects, awards ceremonies, etc.), weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, most recent previous school attended and photograph including photographs of regular school activities that do not disclose specific academic information about the child and/or would not be considered harmful or an invasion of privacy. The district shall annually notify parents of students currently in attendance and eligible students currently in attendance of the "Directory Information" the district will release. Parents or eligible students will have ten (10) school days after the annual public notice to view the student's "Directory Information" and to provide notice in writing to the school district that they choose not to have this information or any portion of the "Directory Information" released. Unless notified to the contrary in writing within the ten (10) school day period, the school district may disclose any of those items designated as "Directory Information" without the parent's or eligible student's prior written consent, including in print and electronic publications of the school district. "Directory Information" is considered a "public record" which must be released by the district to any person who requests it under the Missouri Sunshine Law, 610.010 -.030, RSMO.

### **EARLY GRADUATION**

A high school student who has satisfactorily completed his or her graduation requirements after 7 semesters in attendance may request early graduation provided that: 1. The student submits to the principal a written request for early graduation prior to September 15 of his/her fourth year. 2. All courses required for graduation from Gainesville High School have been verified with the counselor and fully completed. The student requesting early graduation and the student's parent/guardian will be required to sign a contract which stipulates what, if any, activities the student will be allowed to participate in following early graduation. An Early Graduation Committee (EGC) consisting of five high school faculty members shall be appointed by the principal. The EGC shall review the student's academic records, high school attendance records, conduct while in high school, and nature of the student's request. Based upon its findings, the EGC will submit its recommendation to the board of education either to approve or disapprove the student's request for early graduation. The student will be awarded a high school diploma based upon successful completion of the graduation plan and board of education approval. The student will be permitted to attend prom and participate in commencement exercises with his/her graduating class provided that all requirements are satisfied.

### **DUAL ENROLLMENT POLICY**

Any 12th grade student in good standing to graduate may, with the endorsement of his or her counselor and the consent of his or her parents, seek dual enrollment at Gainesville High School and the West Plains campus of Missouri State University. This program allows the student to attend high school for a portion of the day, and to leave the high school campus to attend college classes for a portion of the day. Courses acceptable for dual enrollment may be counted as credit by both the high school and the college. The guidelines for dual enrollment



are as follows: 1. Dual enrollment will be limited to seniors only. 2. In order to qualify as a dual enrollment course, the college class must be a course that is not currently offered at Gainesville High School, and must be taken during the normal school day during the time that the student is released by the high school. 3. Courses taken at the college level will count toward the total twenty-five units required for graduation as elective credit only. They will not be counted toward meeting the specific departmental requirements except on campus courses. 4. Courses taken at the college level will be recorded on the high school transcript, but will not be counted in high school grade point average computations. 5. It is the responsibility of the student to request his/her college transcript to be sent to the high school in order to receive high school credit for the college course. 6. Gainesville R-V School District is not responsible for transportation or supervision of transportation to or from the MSU West Plains campus.

### **GENERAL INFORMATION FOR STUDENTS ADDRESSING TEACHERS**

Students must address teachers and all school personnel appropriately. Example: Mrs. Gilmore, Mr. Wilson, Coach West. (Do not call by first names.)

### **GUIDANCE AND COUNSELING**

Guidance and counseling are integral parts of the Gainesville R-V School District's total educational program. The program is developmental by design and includes sequential activities organized by school counselors with the support of teachers, administrators, students and parents. The district's guidance program includes guidance curriculum, individual planning, responsive services, and system support. The Gainesville R-V program is designed to address the needs of all students by helping them to acquire competencies in Career Planning and Exploration, Knowledge of Self and Others, and Educational and Vocational Development. The guidance counselor coordinates all standardized tests during the school year and helps students, parents, and teachers interpret the results.

### **CARE OF SCHOOL PROPERTY BY STUDENTS**

Students are expected to take reasonable care of school property. Students shall pay for books, school supplies, school equipment or other school property lost or damaged beyond ordinary wear and tear. Payment shall be assessed by the principal of the school concerned, or a designated person, in accordance with the price of the book or article lost or damaged. Any student who carelessly or intentionally defaces or damages school property shall be required to pay for all damages, and may be subject to additional disciplinary action. According to state law, parents or guardians of juveniles under the age of 18 are responsible for vandalism, loss or damage caused by their children, up to an amount of \$2,000. Proceedings against the unemancipated minor may be initiated for any balance not paid by the parent or guardian. In default of payment, the case shall be reported to the proper legal authorities or filed in small claims court. PUBLICATIONS The school yearbook, Bulldogger, provides pictures, records, and accounts of the individuals, classes, organizations and activities of the school. Each student may buy copies of the yearbook if he/she desires.

### **DISTRIBUTION OF NONCURRICULAR STUDENT PUBLICATIONS**

Students may distribute, at reasonable times and places, unofficial written material, petitions, buttons, badges, or other insignia, except expressions which: A. Are obscene to minors. B. Are libelous. C. Are pervasively indecent or vulgar/contain any indecent or vulgar language. D. Advertise any product or service not permitted to minors by law. E. Constitute insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin). F. Present a clear and present likelihood that, either because of their content or their manner of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, or will cause the commission of unlawful acts or the violation of lawful school regulations. Distribution on school premises of material in categories (A) through (D) to any student is prohibited. Distribution on school premises of material in categories (E) and (F) to a substantial number of students is prohibited. Procedures Anyone wishing to distribute unofficial written material must first submit for approval a copy of the material to the principal or his or her secretary 24 hours in advance of desired distribution time, together with the following information: A. Name and phone number of the person submitting request. B. Date(s) and time(s) of day of intended display or distribution. C. Location where material will be displayed or distributed. D. The grade(s) of students to whom the display or distribution is intended. Within 24 hours of submission, the principal (or his or her designee) will render a decision whether the material violates the Guidelines in Section I or the time, place and manner restrictions in Section III of this policy. In the event that permission to distribute the material is denied, the person submitting the request should be informed in writing of the reasons for the denial. Permission to distribute material does not imply approval of its contents by the school, the administration, the Board, or the individual reviewing the material submitted. If the person submitting the request does not receive a response within 24 hours of submission, the person shall contact the office to verify that the lack of response was not due to an inability to locate the person. If the person has made this verification and there is no response to the request, the material may be distributed in accordance with the time, place and manner provisions as submitted above. If the person is dissatisfied with the decision of the principal (or designee), the person may submit a written request for appeal to the superintendent of schools or his or her secretary. If the person does not receive a response within three days (not counting Saturdays, Sundays and holidays) of submitting the appeal, the person shall contact the office of the superintendent to verify that the lack of response is not due to an inability to locate the person. If the person has made this verification and there is no response to the appeal, the material may be distributed in accordance with the time, place and manner provisions as submitted above. At every level of the process, the person submitting the request shall have the right to appear and present the reasons supported by relevant witnesses and material, as to why distribution of the written material is appropriate. Time, Place and Manner of Distribution The distribution of written material shall be limited to a reasonable time, place and manner as follows: A. No written material may be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity. B. Distribution of written material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school. Definitions The following definitions apply to the following terms as used in this policy: A. "Obscene to minors" is defined as: 1. The average person, applying contemporary community standards, would find that the written material, taken as a

whole, appeals to the prurient interest of minors of the age to whom distribution is requested; and/or 2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors, of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals; and/or 3. The material, taken as a whole, lacks serious literary, artistic, political or scientific value for minors. B. "Minor" means any person under the age of 18. C. "Material and substantial disruption" of a normal school activity is defined as follows: 1. Where the normal school activity is an educational program of the district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program. 2. Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods), "material and substantial disruption" is defined as student rioting, unlawful seizures of property, widespread shouting or boisterous conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out or other related forms of activity. In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question. D. "School activities" means any activity of students sponsored by the school and includes — by way of example, and not by way of limitation — classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays, and in-school lunch periods. E. "Unofficial" written material includes all written material except school publications funded and/or sponsored or authorized by the school. Examples include leaflets, brochures, flyers, petitions, posters and underground newspapers, whether written by students or others. F. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation, or to lower him or her in the esteem of the community. G. "Distribution" means circulation or dissemination of written material by means of handing out free copies, selling or offering copies for sale and accepting donations for copies. It includes displaying written material in areas of the school which are generally frequented by students. Disciplinary Action Distribution by a student of unofficial written material may be treated as a violation of the student discipline code

## **DRESS CODE--PERSONAL GROOMING**

(Policy JFCA) The following has been adopted by the Board of Education as personal grooming regulations for all students. Students are expected to abide by these regulations unless specific exception is granted by the Board. Violations of the dress code are punishable under the discipline code. 1. Clothing styles and certain types of clothes not conducive to learning or the learning environment. This includes but is not limited to: a. Tube tops, spaghetti straps, muscle shirts, or shirts with enlarged armholes. No clothing is to be worn in a fashion that reveals undergarments, bare backs or bare shoulders. b. Shirts that expose midriffs, front and back. Shirts must overlay with top of lower garment. c. Pants of either gender are to be worn around the waist at the beltline. Oversized pants are not to be worn around the hips. No styles of pants

are to be worn in a fashion that reveals undergarments or skin. d. No see-through clothing. e. Shorts and skirts must be of finger-tip length. No spandex shorts. f. Shorts, skirts, and jeans must not have any holes or tears above finger-tip length. g. Leggings/Yoga pants are allowed only if worn under a dress, skirt, shorts, or shirt that is of finger-tip length. Leggings may not be worn in place of pants. 2. Sweatshirts and T-shirts should be plain or contain writing that is not considered obscene or offensive by the administration. This includes, but is not limited to, clothing advertising alcohol, tobacco, Big Johnson clothing, Playboy logo, and/or drugs or profanity. 3. Students will be allowed to wear well groomed, close cropped facial hair. Well groomed and close cropped, if not understood by the student, will be interpreted and determined by a school official. 4. Sunglasses are not to be worn in the building. 5. Head cover of any type should not be worn into the building during the school day. 6. Reasonable standards of cleanliness, personal hygiene, and clothing shall be observed by all students. 7. Appearance or clothing that is a safety concern or is disruptive in nature is prohibited. This includes over-sized pants and certain types of footwear (such as house slippers) or accessories that could be hazardous in specific classes. 8. Dress code for seniors participating in graduation ceremonies will be dress pants and shirts for boys and dresses or dress slacks for girls. Dress shoes should also be worn. No flip-flops. No shorts. 9. Students will not be allowed to decorate their cap and gown for graduation. 10. Students must change back into school clothing after physical education class.

### **LIBRARY REGULATIONS**

1. ALL STUDENTS MUST HAVE A LIBRARY PASS PROPERLY SIGNED BY THEIR TEACHER IN ORDER TO COME TO THE LIBRARY DURING CLASS TIME. 2. Quiet should be maintained in the library at all times. 3. Any book taken out of the library must be checked out. 4. All checking out must be done by the librarian or the assistant in charge. 5. Books may be used in the library without being checked out. Return them to the checkout desk and can be renewed(do not re-shelve). 6. No more than three materials may be checked out by a student at one time. Books are checked out for two weeks. 7. Anyone known to deliberately damage a book, magazine, or other library property will be required to pay for the damages. 8. All students who come to the library must have work to do or they will be sent back to class.

### **LOCKERS**

Students are not allowed to share lockers. Each student will be assigned a locker. Lockers should be kept clean and orderly at all times. Lockers are considered school property and subject to search by school administrators.

### **STUDENT GROUP USE OF SCHOOL FACILITIES**

Student groups wishing to use school facilities must obtain permission from the principal before use. The group must provide the number of attendees, time of meeting, facility requirements, and liability insurance form. The principal may authorize more than one (1) meeting per request, but nothing shall prevent the district from assuring itself at any time that the eligibility requirements and limitations under this policy and the Equal Access Act are being met, and from taking any necessary action including revocation of authorization. Student groups will

abide by the rules and regulations governing student conduct. The limited opening of the school facilities under this policy in no way diminishes the authority of the district to maintain order and discipline, to protect the well-being of students and faculty, and to assure that attendance of students at meetings of noncurricular groups is voluntary. School officials may intercede to stop student speech that constitutes harassment aimed at a student or group of students. Except for incidental building costs, no public funds will be expended for noncurricular groups under this policy.

### **SCHOOL DANCES**

High school students will be allowed to have the following dances each year: Basketball Homecoming, Barnwarming, Student Council Fundraiser, and a Junior-Senior Prom. Outside dates for high school dances must be approved by the administration, and all outside dates must be under age 21. Junior high students will be allowed to have two dances each year. If any organization wishes to have a dance other than the above mentioned, that organization must get approval from the Administration. No junior high students are allowed to attend high school dances; no high school students are allowed to attend junior high dances. No outside dates allowed to attend junior high dances. SCHOOL PARTIES All school parties must be planned by the sponsors of the organization and must be approved by the building principal. Only students of the Gainesville School District may participate in school parties unless approved in advance. No hay rides will be approved. Each class and each organization will be limited to one party each school year. No social activities will be permitted during the school day during the last three weeks of school. Class or organization trips are not permitted to extend overnight without administrative approval unless required by inter-scholastic competition.

### **STUDENT DRIVING/PARKING**

Legally licensed students may drive their cars to school. However, all student cars must be driven with extreme care and caution. Students must park all vehicles in the parking lot in designated areas unless permission to park elsewhere is obtained from the principal. Students may not drive cars or sit in them during the school day. Students may not go to cars at lunch or at any other time unless given permission by the principal or supervising teacher on lunch duty. Students who violate this policy may have their driving privileges revoked.

### **STUDENT COUNCIL REPRESENTATIVES**

The Student Council is an active organization at G.H.S. Membership will be chosen from a designated class period. Membership will also include two class representatives from the Freshman, Sophomore, Junior, and Senior classes. If a desired class period already has a student council member chosen by the Freshman, Sophomore, Junior, Senior class, no additional member will be selected. Election procedures will follow the rules and regulations as stated in the Student Council Constitution. Student Council members must be eligible for and meet all A+ eligibility requirements. The Student Council of G.H.S. is organized for the following purposes: 1. To promote the general welfare of the school. 2. To unify all student organizations under one general control. 3. To provide guidance and direction for the students at G.H.S., but not to become a police action body.

## **ATHLETIC TEAMS**

Gainesville High School will participate in a program of inter-scholastic athletics with schools of the surrounding area. All teams and members of those teams will be governed by the rules of the Missouri State High School Activities Association. The Bulldogs will participate interscholastically in basketball, girls' softball, boys' baseball, scholar bowl, band, choir, girls' volleyball, golf, track, cross country and cheerleading.

## **EXTRA-CURRICULAR, CO/INTRA-CURRICULAR ACTIVITIES**

All students will be required to complete a Good and Creditable Citizenship Pledge to participate in activities. Students must be at school at least 4 hours of the day prior to a field trip. Participation in extracurricular activities will not affect a course grade except that failure to appear for or to deliberately foul up a public performance (after the team or band, etc. has come to depend upon one) may result in a lowering of the grade or exclusion from the group for future performance or both as the teacher and/or administration deems necessary. Students involved in an extracurricular activity must be in attendance for at least 4 periods to be eligible for attending practice, competition or school activity unless absence is preapproved by administration. If the activity is on a weekend, the student must be in attendance 4 periods the last day school was in session, unless the absence was preapproved by administration. Students who owe credit recovery time will not be allowed to participate in extracurricular or intracurricular activities until their time is made up. Early departure for events – From time to time there are student activities that students are dismissed early to attend. These early departures will try to be minimized but occasionally it is a must. Only students with all passing grades (no F's on the day of the event) will be allowed to leave school early for participation in a school activity or event. Students with failing grades may not leave school for a field trip. Lettering in the various activities will vary from one to the other due to the differences in length of seasons, number of games, etc. The coaches and teachers will inform the students during the first week of school or first week of the season of All students who wish to participate in extra-curricular activities should realize that these activities are just that, EXTRA. These activities are not part of the school curriculum; thus they are secondary to the main objective of the Gainesville R-V School which is to provide an academic education to its students. Consequently, all students participating in the extra activities must maintain satisfactory academic grades. Each marking period (mid-term and end of quarter) during the school year progress reports are issued to all students. Participant's grades will be checked at the end of each grading period (mid-term or at the end of the quarter). Any deficient grades (below 60%) will result in the student becoming ineligible to compete until the grade or grades have risen above deficient. Failing grades in college classes will not count towards extracurricular activity eligibility. A student who has a failing semester grade will become ineligible for the first two competitive weeks of the next semester. That student shall have two weeks to bring all grades to passing in order to be eligible again. It will be the responsibility of the student to correct the deficient grades and show proof of that to the coach or sponsor. In addition to the above Gainesville R-V policy, all students participating in extracurricular athletics must comply with the regulations set forth by the Missouri State High School Activities Association (MSHSAA) of

which the Gainesville R-V School is a participating member. The academic requirements set forth by MSHSAA are as follows: By-law 213.0 Academic Standards-Statement of Philosophy-Participation in high school activities is a valuable experience and should not be looked upon as a reward for academic success. Students with low academic ability need the educational development provided through participation in activities as much as students with average or above average ability. Activity participation should be for all students making appropriate progress toward graduation and otherwise in good standing. Eligibility requirements: The Gainesville School District is a member of the Missouri High School Activities Association (MSHSAA). All students who participate in extra-curricular activities on behalf of Gainesville Schools must meet all eligibility requirements established by MSHSAA. Students and parents should take special note of these requirements so that they may maintain their ability to participate in interscholastic activities. All students and parents must review the booklet entitled "How to Maintain & Protect Your School Eligibility" distributed by MSHSAA prior to participation in interscholastic activities

### **DRUG TESTING FOR EXTRA-CURRICULAR & CO-CURRICULAR ACTIVITIES**

All students participating in extra-curricular and/or co-curricular activities will be required to participate in a drug screening program. Students will be selected for testing at random by an outside source, and testing will be done 7-8 times a year. More specific details can be found in the DrugTestingPolicy, including consequences of a positive drug test result. All students will be given a copy of the policy and will be required to turn in the consent form by a set deadline. Students who do not turn in the signed consent form by the deadline will not be allowed to participate in extra-curricular and/or co-curricular activities for the school year.

### **NATIONAL HONOR SOCIETY**

GHS Chapter The National Honor Society is a nationally recognized organization administered by the local high school principal under guidelines handed down by the National Association of Secondary School Principals. The local principal shall appoint an advisor and a faculty council each year. Membership in the society cannot be applied for but is an honor bestowed upon students who qualify. Selection is by the faculty council and is based on outstanding scholarship, character, leadership and service. The faculty council shall consist of at least five teachers chosen annually by the principal on a rotation basis. All students in grades 10, 11, 12 who achieve above a 3.5 gpa will be considered on the four traits: service, leadership, scholarship, and character. (Freshmen are not eligible.) If selected by the faculty council, the student may then choose to or choose not to become a member. Once a member is dismissed or resigns he/ she is never again eligible for membership. Selection for membership must be by majority of the faculty council. Questions of non-selection do not give the student a legal right to a hearing. However, the student and parents may present their complaint to the principal who can reconvene the council in case of a procedural error (name left off list, mistake in averaging, etc.)

### **SCHEDULE CHANGE**

There will be no schedule change unless it is permitted by the teachers involved and the office, and only in extreme need and circumstances will any change be considered after the first three

days of a semester. To change classes, a form will be used to explain the need for changes and must be approved by teachers involved and the Principal. These forms will be available in the counselor's office and must be returned to the counselor when completed.

### **CLASS TARDIES**

Class tardies are to be handled by the teachers. However, excessive tardies will be brought to the attention of school officials and could possibly involve disciplinary action such as corporal punishment, suspension, etc. All students should be seated when the tardy bell rings. Students who miss more than 25 minutes of a class and 15 minutes of RTI time will be counted absent. Students late to school must sign in at the office to obtain an admit slip before going to class. Early checkout is considered the same as a tardy. Furthermore, the lunch line is considered a part of fourth hour; therefore, any student who checks out for lunch will receive an unexcused tardy.

### **CLASSROOM RULES**

Please adhere to the following rules in the classroom: 1. Go directly to your seat when you enter the classroom. 2. Always bring your book and all necessary materials to class. 3. Any bags brought to school will be subject to search. 4. Do not talk without the teacher's permission. 5. You must follow all directions given to you by the teacher and conduct yourself at all times in a courteous, considerate manner. 6. At no time will any student be allowed to leave the class without the teacher's permission or without permission from the office. 7. Food and drink are allowed at the teacher's discretion. No open food or drink containers can be placed in student lockers. Additionally, you cannot leave the classroom to purchase food or drink. No sunflower seeds will be allowed in the classroom. Furthermore, because of the adverse effect on student health and student behavior, junior high students will not be allowed to bring energy drinks of any kind to school. 8. Keep away from the windows and do not handle the blinds or windows. 9. Do not throw paper on the floor, and do not throw any object which is detrimental to a proper learning situation in the classroom. 10. Wait until the bell rings and the teacher dismisses the class before leaving. 11. Rules specifically designed for a particular class will be addressed by the teacher of the class.

### **ATTENDANCE**

It is the philosophy of the Board of Education that every student's attendance in class every day is vital in order for the maximum benefit of day-to-day instruction to be derived. Therefore, the following policy has been adopted: Students are allowed to miss up to six days of school in a semester. An absence with a Doctor's note will still be unexcused. It is understood that transitioning to a four day week should allow ample time for parents to schedule doctor and dentist appointments during the off day of the week. Students who miss more than six days in a semester must make up time in Credit Recovery to receive their credits for the semester. Credit Recovery will be scheduled as needed. Parents will be notified in writing after four absences. After the sixth absence DFS and/or law enforcement may be notified. After the sixth absence, students may appear before an appeal committee. If the appeal committee denies the request, the student may file a written request to the superintendent to appear before the Board of Education for an appeal. Please note: Students must be in physical attendance at school for at



least 4 hours a day in order to participate in extra/co-curricular activities. • Attendance Make-Up: Students who exceed the maximum allowable number of absences to receive credit (6) will have the option to make up each class period missed during attendance make-up. Attendance make-up opportunities will be provided after school on designated credit recovery/attendance make-up days. Students who do not make up their attendance hours during the designated time will be required to attend summer school to make up hours. Students who owe more than 60 hours would not be able to make up those hours, and would then receive a failing grade.

### **ATTENDANCE INCENTIVE POLICY**

Students will no longer have the option of being exempt from semester tests. All students will be required to take these exams. Students who have missed fewer than 15 class periods (approximately 97.5% attendance) during a semester will have the option of taking a “Personal Day” the following semester. This day must be pre-arranged through the office, and the student is responsible for any assignments missed during the absence. Underclassman who qualify for this incentive second semester will be able to utilize their “Personal Day” first semester of the following school year. Arrangements will be made for seniors who qualify during second semester. Additionally, students who miss any one class period more than four times will not qualify for the “Personal Day”. Personal day for seniors during 2nd semester must be taken before the last week for seniors but they are responsible for their finals • Students who have been assigned ISS/OSS during the semester will not be eligible to take a “Personal Day”. • Students must be enrolled throughout the duration of the semester as a full-time student. Students who enroll late or transfer in during the school year are not eligible for a “Personal Day”. • All fines and library books must be turned in

### **RETURNING FROM BEING ABSENT**

Students returning from an absence will have the same number of days missed to complete missing work.

### **ILLNESS AT SCHOOL**

In case of illness at school, report to the school office where you will be admitted to the sickroom, taken to the doctor or excused to go home. If you spend one full hour in the sick room without checking in, you will be counted absent. You must report to class and gain permission from your teacher before going to the nurse. Any student who is sent home by the school nurse because he/she is too ill to be in school may NOT return to school that day, which includes 7th hour practices and attendance at or participation in any after school activities.

### **MEDICATION**

If under exceptional circumstances a student is required to take medication during school hours and the parent cannot be at school to administer the medication, a note from the parent must accompany the medicine. Students are not permitted to carry medications of any type on their person or keep in their lockers. This includes inhalers and epi-pens unless a student has presented the nurse with a doctor’s order stating that the student must have the inhaler or epi-pen with him at all times. All medicines need to be in the original bottle or else they will not

be administered. The school nurse will administer the medicine at the student's lunch period unless a doctor has ordered a specific time. Please arrange your medication schedule at home accordingly. Never send a medication to school that the student has not previously taken. The first dose of a medicine will not be given at school; this prevents allergic reactions at school. Medication will only be given in the recommended dosage according to the doctor's instruction and the best known practices according to the Physician's Desk Reference. The health office/nurse will perform basic first aid and dispense basic over the counter medication for minor illness such as headaches, indigestion, and minor aches and pains. There must be a current medication consent form signed by parent/guardian on file in the health office before the nurse can dispense medicines for minor illnesses. The district stocks epinephrine that can be used on any student in an emergency. Parents need to notify the district in writing if they do not want these medicines administered in an emergency. (Policy JHCD)

### **COLLEGE AND VOCATIONAL DAY**

Seniors/Juniors wishing to take a college day will be required to fill out a form available from the counselor one week prior to the requested absence requesting permission to take a day off from school. On this form the students shall be required to state, among other things, where they will be going, what they will be doing while there, and what benefits they hope to receive. Seniors may take two college days. Juniors may take one college day.

### **INOCULATION OF STUDENTS**

It shall be the policy of the Gainesville R-V School District that all students attending the district school shall be in compliance with state laws and regulations requiring immunization against poliomyelitis, rubella, mumps, tetanus, pertussis, diphtheria, and hepatitis B. The parents or guardians of each student entering the school district shall furnish satisfactory proof that the student has been adequately immunized, or that the immunizations process has begun. It shall be unlawful for any student to attend school in the district unless the student has been satisfactorily immunized or unless the parents/guardians have signed and placed on file with the school administrator a statement of exemption because of religious beliefs or medical contraindications. A physician's statement will be provided if the reason for exemption is a medical contraindication. Failure to comply with this legal requirement will result in the student's exclusion from school until proof of compliance has been presented to the district. If the student produces evidence of having begun the process of immunization, he or she may continue to attend as long as the process is proceeding. Homeless children are the only exception, and are allowed a 24-hour time period in which to provide proof of compliance. The superintendent shall institute procedures for the maintenance of health records, which are to show the immunization status of every child enrolled or attending in the district, and for the completion of all necessary reports in accordance with guidelines prepared by the Department of Social Services- Missouri Division of Health.

### **INSURANCE**

Insurance is available at a low cost through a local agency. This is voluntary on the part of the student. The school encourages the students to take advantage of this service. Students on

sports teams, cheerleading, industrial arts, agriculture, and auto mechanics are required to have insurance.

### **CLOSED CAMPUS**

We will operate on what is known as a closed campus. Verbal permission to the principal or the secretary to leave the school grounds during the regular school day, including lunch period, must be obtained from the parent/guardian. Permission will be granted for emergency reasons only. Furthermore, the lunch line is considered a part of fourth hour. Therefore, any student who checks out for lunch will receive an unexcused tardy. Teachers do not have the authority to give a student permission to leave school campus. Students may not bring visitors to school for the day or lunch. Any student leaving campus or arriving late during the day must sign out or in on the check-out sheet in the front office and have verbal parental permission to leave. Once students arrive on campus (enter the parking lot) they are not allowed to leave without administrative and parent/guardian permission. Any student not following these guidelines will be considered skipping. Missing one full class period is equal to one absence, and three unexcused tardies or three unexcused early dismissals is equal to one absence in that class. Students who are absent from school without the knowledge and consent of their parents/guardians and the administration, or students who leave school during any session without the consent of the principal, shall be considered truant. School administrators and teachers are responsible for keeping records of student attendance. Also, the designated attendance officer for the district shall assist the administration when a student attendance problem warrants investigation or assistance. Students are encouraged to remain at school during the day in order to not disrupt the educational process by unnecessarily checking in and out of school.

### **SCHOOL LUNCH/BREAKFAST**

Each student will have a 23 minute lunch period. All students must eat their lunches in the cafeteria. Those who wish to bring their lunches may go directly to the tables. All foods are to be eaten in the cafeteria. Do not remove any food or drink. All should observe good manners during lunch periods. The cost for full price student lunch is \$2.15 for elementary and \$2.40 for High School, 40 cents for reduced lunch. Breakfast is free to all students and staff. Cost for teachers will be \$3.30 for lunch. Extra milk is 45 cents per half pint. A student who exceeds \$30 will not be able to participate in extracurricular activities until the student's account is reduced below that level or a payment plan is in place. For more information on payment plans please call Megan Lynne at 679-4200.

### **PUBLIC DISPLAY OF AFFECTION (PDA)**

Public Display of Affection (PDA) is prohibited. This includes hugging and kissing. Holding hands is allowed. **SEXUAL HARASSMENT** Sexual harassment of students is strictly prohibited in the school district. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature made to a student. 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. This will be enforced according to board policy. **HAZING / BULLYING** In order to promote a safe learning

environment for all students, the Gainesville R-V School District prohibits all forms of hazing, bullying and student intimidation. Students participating in or encouraging inappropriate conduct will be disciplined in accordance with JG-R. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. Students who have been subjected to hazing or bullying are instructed to promptly report such incidents to a school official. In addition, district staff, coaches, sponsors and volunteers shall not permit, condone or tolerate any form of hazing or bullying or plan, direct, encourage, assist, engage or participate in any activity that involves hazing or bullying. District staff will report incidents of hazing and bullying to the building principal. The principal shall promptly investigate all complaints of hazing and bullying and shall administer appropriate discipline to all individuals who violate this policy. District staff who violate this policy may be disciplined or terminated. This is the district's annual notification to inform students, parents, district staff and volunteers that hazing and bullying is prohibited; please see Board Policy JFCF for complete policy. This notification may occur through the distribution of --28-- the written policy, publication in handbooks, presentations at assemblies or verbal instructions by the coach or sponsor at the start of the season or program. FIRE/TORNADO/EARTHQUAKE DRILLS Emergency procedures are posted in each classroom. In order to promote student safety, fire, tornado, and earthquake drills will be held periodically throughout the school year. Each classroom will have evacuation maps posted as well as a crisis response manual that outlines proper procedures. The signal for a fire is a series of short bells; the signal for a tornado is one long bell. STUDENT CONDUCT ON BUSES The bus is an extension of the classroom or school building. The same rules apply. Riding the bus to and from school is considered a privilege rather than a right, a privilege can be denied in the case of misbehavior. The bus driver has the same authority over students on the bus as a teacher in the classroom. 1. The driver is in charge of the students and the bus. Students must obey the driver promptly. 2. Students must be on time, the bus cannot wait beyond its regular schedule for those who are tardy. 3. Students should never stand in roadway while waiting for the bus. 4. Classroom conduct is to be observed by all students while on the bus, except for ordinary conversation. 5. Students Must Not At Any Time: A. Move from seat to seat while bus is in motion. B. Extend arms or head out of windows, or throw things from bus or at anyone on bus. C. Use tobacco in any form or carry pop bottles or cans on bus. D. Use profane language at any time. E. Refuse to ride by any other student or hold a seat for someone else. F. Damage the bus by writing, marking, or cutting on any part or breaking anything about the bus. 6. Any student who shall continue to cause trouble shall be notified by the bus driver that he/she can no longer ride the bus until his/her parents go into the Principal's office for a conference. Following this conference, if any further trouble persists, the child shall be required to find other means of getting to school. The building principal may suspend students from buses for a period not to exceed 15 days without Board approval. Suspension in excess of 15 days must have Board approval. If a student is suspended from one bus, he is automatically suspended from all buses (activity buses included). 7. Students must use front door to load and unload except in case of emergency. 8. Students who damage the bus in any way shall pay for damage done. Parents will be held responsible for student damage. 9. The driver or school officials may require students to sit in certain seats if found advisable. 10. Once students arrive on campus (enter the parking lot) they are not allowed to leave without

administrative and parent/guardian permission. 11. Junior High/High School students are not to walk to the elementary and load buses.

### **VIOLATION OF BUS RULES**

1st Offense -- Warning by driver. 2nd Offense -- Warning by driver, student conference and notification of parent by driver. 3rd Offense -- Principal/student conference and notification of parent. 4th and subsequent -- Loss of bus privilege for unlimited time (usually 1 or 2 days at first with more days for continued bus disruptions.)

### **PLAYING CARDS**

Playing cards of any kind are prohibited. This includes traditional cards, trading cards, and magic cards. Cards can be confiscated if you bring them to school.

### **ELECTRONICS**

The use of all personal electronics, including but not limited to: earbuds, cell phones, games, is prohibited in the building.. Also see Policy GBH for policy on electronic communication between staff members and students.

### **TOBACCO, ALCOHOL AND DRUGS**

The use or possession of tobacco, alcohol, drugs, or drug paraphernalia(vape and other devices) in any form by students is prohibited on any part of the school campus, cars on school grounds, at school functions, or in a school bus. Violations are subject to disciplinary action by the Principal. In addition, any student under the influence of, or in possession of alcohol, tobacco, or drugs while on school property or during attendance at a school-sponsored activity will be suspended and parents/ guardians, as well as the appropriate law enforcement agency, will be notified. The use of legally obtained Medical Marijuana is still prohibited in any connection with the Gainesville School District.

### **WEAPONS**

The possession or use of a weapon by any person, except where authorized by law, shall be prohibited in all school buildings, on or about school grounds, and at all school activities. A weapon shall be defined as any instrument or device customarily used for attack or defense against an opponent, adversary or victim; or any instrument or device used to inflict physical injury or harm to another person. Violaters of this policy may be referred to the appropriate legal authorities. In addition, any student who violates this policy will be subject to suspension and/or expulsion from school. In accordance with federal law, any student who brings or possesses a firearm on school property will be suspended from school for at least one calendar year. This suspension may be modified on a case-by-case basis upon recommendation by the superintendent or the Board of Education. In addition, any student who violates this policy will be subject to suspension and/or expulsion from school in accordance with the Safe Schools Act of MO. The Board of Education has shown support for House Bill 207 (holding parents responsible for damages done by their dependents to public buildings and equipment). Any student found with explosives in their possession or lockers which pose a danger to persons or

property or a threat to disrupting the academic process shall be removed immediately from school premises and a notice and hearing shall follow as soon as practical thereafter

### **NOTICE REGARDING STUDENT SEARCHES**

A. Students have no expectation of privacy in lockers, desks, computers, or other district-provided equipment or areas. B. The district will conduct periodic and unannounced administrative searches of lockers, computers and other district equipment. C. The district may use dogs to indicate the presence of alcohol, drugs, or other prohibited substances on campus, including the parking lot. D. Additional searches of bags, purses, coats, electronic devices, and other personal possessions and cars in accordance with law. E. 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. F Any refusal to search will be determined to be an admittance of guilt and subject to contact with law enforcement and suspension. G. The details of extracurricular drug testing, if applicable. (4th Amendment of U.S. Constitution, Policy JFG)

### **USE OF THE TELEPHONE**

The office telephone is for school business only. Students will be called from class only in the case of an emergency. Students may use the office phone in the event of an emergency. Using the office phone on a regular basis is prohibited. Students are not to use other phones in the school. If your parents must call you at school, please ask them to leave a message which will be delivered to you at the end of 7th period if possible. THERE WILL BE NO USE OF CELLULAR PHONES, OR ANY OTHER COMMUNICATION DEVICES IN THE SCHOOL BUILDING

### **CELL PHONES**

Cell phones/electronic devices usage is not allowed in the school buildings. Students who fail to comply with the cell phone/electronic device policy will have their cell phone/electronic device confiscated, in which a parent/guardian must be the individual to pick up the cell phone/electronic device. Any cell phone/electronic device offense thereafter will result in suspension and parent/guardian pick-up.

### **DIGITAL CITIZENSHIP**

As part of preparing students for college, career, and life, GHS/GJHS expects our students to be good digital citizens. Social media is a powerful communication tool that can impact an individual, friends, family etc. A good digital citizen knows how to harness the power of technology safely, respectfully, and responsibly. Social Media refers to the use of web-based and mobile technologies to turn communication into interactive dialogue. Examples of Social Media include but are not limited to: Facebook, YouTube, Blogs, Instagram, Snapchat, Tumblr, Twitter. If you participate on a social media site, you must keep the following guidance in mind: • Remember to THINK • T-is it true? • H-is it helpful? • I-is it inspiring? • N-is it necessary? • K-is it kind? • EVERYTHING YOU POST IS PUBLIC INFORMATION- any text or photo placed online is completely out of your control the moment it is placed online even if you limit access to your

site. Information (including pictures, videos, comments, and posts) may be accessible even after you remove it. • **WHAT YOU POST MAY AFFECT YOUR FUTURE.** Many employers and schools admissions officers review social media sites as part of their overall evaluation of an applicant. Carefully consider how you want people to perceive you before you give them a chance to misinterpret your information (including pictures, videos, comments, and posts.) • **NEVER POST** anything in relation to your home address, local address, phone number(s), date of birth or other personal, private information. Always exercise caution when posting your whereabouts or plans for the night. • **BE AWARE** of who you add as a friend to your site(s)- many people are looking to take advantage of students. • **PROTECT YOURSELF AT ALL TIMES!** While you want to be honest about yourself, don't provide anything that scam artists or identity thieves could use against you.

### **ARTIFICIAL INTELLIGENCE**

Using AI to complete assignments or assessments where it is not allowed or to plagiarize work is forbidden. Please refer to board policy regarding AI on the school website.

### **ANNOUNCEMENTS**

An inter-communications system is used for announcements and instructions to be given to the entire student body. All announcements must be emailed to the administration. Students must have permission to use the intercom.

### **LOST AND FOUND**

The lost and found department is maintained through the school office. Students who either find or lose articles should report it to the office. The loss of property may be minimized by placing the owner's name on every article

### **REPORT CARDS**

Report cards will be emailed to parents after each quarter. Grading dates will be released each year in accordance with the calendar. Students are expected to communicate with parents about their academic performance. Grades can be viewed anytime using Lumen Parent Portal. Teachers are to update grades every two weeks.

### **FUND RAISING**

The Board prefers that the school district financially support student activities, but in some cases it may be necessary for students to raise funds to help support some activities. Principals will use the utmost discretion in approving fund-raising activities and need not authorize any fund-raising activities unless considered desirable

Each principal will be directly responsible for all types of money-raising activities conducted in the school or sponsored in any manner by the school. Parent-teacher committees or faculty-student committees will work in full cooperation with, and under the supervision of the principal in planning any special programs or in conducting any activity which involves raising of money. Teachers will be responsible for scheduling fundraising activities on a master calendar in the principal's office. No classroom sales of sodas, candy, or any other non-nutritional items will be allowed.

## **FEES -- TUITION RATE**

Fees may be charged to students to cover the actual costs of materials used in certain classes and to cover the costs of materials damaged or lost during the school year. All such fees must be paid prior to the end of the school year. Students will be expected to pay for any material which will be used to construct a project which becomes the property of the student upon completion. Tuition rates for non-resident students will be set by the school board.

## **BUILDING & CAMPUS REGULATIONS**

1. No student will be admitted to the building before 7:30 a.m. Students must remain in the FEMA or community room until released to class unless supervised by a teacher. STUDENTS MUST NOT BE IN THE BUILDING AFTER SCHOOL UNLESS SUPERVISED BY A TEACHER. 2. An atmosphere conducive to study must be maintained in rooms at all times. 3. No passing through halls during class hours (exception—in extreme cases only). Do not interrupt any class while in session. 4. Anticipate your needs before class. 5. Students damaging or defacing school property will be required to pay for the repair or the replacement of the damages. 6. Students will not leave any class until dismissed by the instructor. 7. No running in the halls at any time. 8. All visitors and parents to G.H.S. are asked to remain outside the building or come to the office. They are not to be in the halls or classrooms without permission from the office. 9. During the lunch hour junior high students may be in the cafeteria, FEMA, or on the outside playground. High school students may be in the cafeteria or FEMA only. All other areas, including the parking lot, Auto Mechanics, Vocational Agriculture building and halls in which classes are being held are off-limits. Whenever a student is found in an off-limits area, disciplinary action will be taken. 10. High school students must remain out of the junior high wing, and junior high students must remain out of the high school wing before school and during lunch 11. TA's with a Hall pass are the only students allowed in the teachers lounge. 12. THE NURSE'S OFFICE IS FOR THOSE WHO ARE ILL. IT IS NOT TO BE USED AS A LOUNGE OR SOCIAL MEETING AREA.

## **COMPUTER AND INTERNET USE AGREEMENT**

Unless authorized by the superintendent or designee, all student users must have an appropriately signed "User Agreement" on file with the district before they are allowed access to District technology resources. All users must agree to follow the district's policies (EHB), regulations (Acceptable Use Agreement), and procedures. Access to the Internet is an opportunity to interact with the world at large. The opportunity brings with it a number of responsibilities. The use of the Internet and the computer network is a privilege which may be revoked by the network administrators at any time for inappropriate conduct which would include, but is not limited to, the following: 1. Students may use the Internet only if supervised by a teacher. 2. Students may not place or download any unlawful, obscene, abusive, pornographic, or otherwise objectionable information on or through the computer system. 3. The administrators of the GHS computer network have the right to view any material stored in students' data files and may edit, remove, or report any material considered objectionable. 4. Because the Internet is for educational purposes, the use of "chat lines" or "chat rooms" is



prohibited. 5. There will be no e-mail use. 6. Students may not install or download programs onto computer hard drives. 7. Data disks brought to school must first be scanned for viruses. 8. Students are responsible for the use of their password and account. Students may not give others permission to use their account, and students may not use another student's "login" in order to access programs. 9. Deletion, examination, copying or modification of files and/or data belonging to other users without their prior consent is prohibited. 10. The reproduction of copyrighted material, such as third-party software, without the express written permission of the owner or the proper license is prohibited. 11. The use of proxy servers is forbidden. 12. Cyberbullying is strictly forbidden. Cyberbullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. 13. Any unauthorized, deliberate action which damages or disrupts a computing system, alters its normal performance, or causes it to malfunction is prohibited, regardless of the system location or the time duration of the disruption. (For additional, more specific information regarding regulations on computer and internet use, refer to the School Board Administrative Procedure Manual.)

Many classes utilize the computer network and internet to research topics for class assignments. It is concern for the safety and well-being of all students that these regulations will be enforced. In order for all students to use the computers and Internet at Gainesville Junior High/ High School, students and their parent/guardian must read the above rules and agree to adhere to them. Students who violate any part of this agreement will on the first occasion lose all computer-use privileges for two weeks. A second offense will result in a loss of computer-use privileges for the remainder of the school year. Depending upon the severity of the violation, administrators may also apply steps outlined in the Discipline Code. **DAILY ACADEMIC LOAD** The daily academic load should be determined after careful consideration of many factors, including your previous record, outside responsibilities, study habits, condition of health, and general ability. All students take a subject each period with supervised study during regular class. **STUDY HABITS** 1. Start with determination. Get tomorrow's lesson today. 2. Understand clearly what you are expected to do before you leave the classroom. 3. Plan your day. 4. Have a quiet place to study. 5. Try to exclude all else from your mind. 6. When you have gone over your work carefully, close your book and try to recall what you have studied. 7. Use your dictionary for words you are uncertain about. 8. Do more work than the minimum required.

### **ASSEMBLY PROGRAMS**

From time to time assembly programs will be presented to the student body. Students are expected to give full attention and be respectful.

### **CODE OF ETHICS**

(for extra-curricular and interscholastic organizations) Members of these organizations have a dual role—they represent the organization as a unit and they represent the school as a whole. Therefore, members must be creditable school citizens. A creditable school citizen is one whose conduct—both in school and out of school—will not reflect discredit on oneself or on the school. Members of all GHS/GJHS organizations and activities will: 1. Abide by the rules and regulations of the organization or activity and of the school. 2. Be law-abiding and truthful in all his\her actions. 3. Be honest and sincere. 4. Refrain from any unbecoming conduct. 5. Respect

the rights and opinions of others. 6. Willingly accept responsibility and duty. 7. Willingly accept suggestions, criticisms, and decisions of instructors, coaches, and sponsors. 8. Cooperate with instructors, coaches, sponsors, and fellow students. 9. Utilize the appropriate steps to solve problems and to settle disagreements. 10. Dress appropriately and neatly for the given occasion. Students will remain clean shaven when representing G.H.S. in contests and games as well as other extra-curricular activities. 11. Maintain satisfactory grades. 12. At all times, conduct oneself in such a way that he/she will bring credit to himself/ herself, the organization or activity, and the school. Failure to abide by any section of this CODE of ETHICS may result in suspension or dismissal from the organization, the activity, or the school you represent—and the rights to any awards, recognitions, or scholarships you would have received as a member of the activity, organization, or school.

## **VIRTUAL LEARNING**

In 2018, state law changed to require school districts to advertise and pay for virtual courses approved in the Missouri Course Access and Virtual School Program (MOCAP). MOCAP (formerly MOVIP) is operated by DESE. As required by the law, DESE screens course vendors and lists courses available for students to take. If an eligible student selects a course in MOCAP, the district is required to negotiate a contract and pay for that course. A student is eligible to enroll in a course through the district if the student resides in and is enrolled in the district full-time, and the student attended a public or charter school at least one semester immediately prior to enrolling in the Virtual Course. However, a student is excused from the requirement that he or she be enrolled in a public school for the previous semester if the student has documented medical or psychological diagnosis or condition which prevented him or her from attending school during that semester. The district, in partnership with parents, is responsible for reviewing applications and advising what is in the best educational interest of the student. Parents and students interested in learning more about virtual courses can contact their building principal. A list of virtual course providers and a course catalog can be found at <https://mocap.mo.gov/catalog/>. The Gainesville R-V School District Virtual Course Policy can be accessed on the district web page.

### **7-12 Virtual Education Student Request**

In order to qualify for virtual education, your child must have been enrolled in a public school for at least one full semester prior to the current school year (see Board Policy IGCD). Parents of students in grades 7-12 interested in taking full-time virtual classes must read and sign the following contract to be eligible for consideration. Virtual courses are treated like in-person courses at Gainesville. Students will receive a progress report at the end of each quarter/semester (GPA if applicable). Enrollment period(s): Virtual enrollment deadline is the first 5 days of the semester. District identified preferred provider: ACELLUS 1. Parents interested in enrolling their child in virtual courses off campus must make the requests within the first 5 days of a semester. Once enrolled in virtual courses, your child is required to remain in the course for the entire semester. 2. Parents are responsible for ensuring their student can navigate the virtual learning platform and know how to contact their online teacher. 3. A student can provide their own device for those with need, a device can be provided. 3. If a student is not successful with virtual learning, it may not be in the best educational interest of the student to

continue with virtual courses in future semesters. 4. Students will have quarter grades with the expectation that the students will reach a certain percent of completion of each class. Full Year Course - 25% of class completed after 1st quarter / 50% of class completed after 2nd quarter / 75% of class completed after 3rd quarter / 100% of class completed after 4th quarter. Semester Course - 50% of class completed at the end of the quarter / 100% of class completed at the end of the semester. Students who fail to reach their quarterly/semester goals of completion, will result in their grades to be penalized and grades will be lowered. 5. Students who do not log in and take attendance daily will not be meeting course expectations. The student's inactivity will result in the student being dropped from the course. If a student is dropped from virtual instruction prior to the end of a semester, they will be enrolled in seated classes. 6. It is critical to understand once a student commits to taking a full schedule of virtual courses, they must remain in the program for an entire semester. If courses are not completed, then the student could be in jeopardy of not finishing with their cohort group. 7. All assignments must be completed on campus unless authorized by the administration.

## **GHS DISCIPLINE CODE**

The GHS Discipline Code was adopted by the Board of Education and is a vital part of the Student Handbook. All students and parents should read the discipline code very carefully.

### **Goals and Philosophy**

In any endeavor involving large numbers of people a reasonable degree of discipline is necessary for a smooth operation. Most teachers agree that the best discipline is self-discipline, so with this in mind we have established a code to try to alter behavior when necessary and to strengthen good behavior. When counseling has failed to establish desirable behavior, we will resort to punishment and suspension or expulsion in an effort to maintain an atmosphere in which the teacher can teach and students can learn. (It is our firm belief that students have a right to a quiet and orderly school atmosphere and that teachers have a right to work at their profession without interference.) We have tried to write a list of unacceptable behavior manifestations and punishments that will result from such behavior. This is not an attempt to write a complete list of "do's" and "don'ts" but it is a framework of longstanding school rules. With the exercise of common sense it will be little or no problem to live within this framework. For additional info and guidelines on student conduct, refer to the district's board policy manual. (Any rules we might write and any punishments we might prescribe at this time will not supersede the administration's prerogative of suspension, expulsion, or corporal punishment.) In-school detention, after-school detention, and Saturday detention will be used as much as practical in lieu of out-of-school suspension. However, out-of-school suspension will be used in certain flagrant violations when deemed necessary by the administration. Some of these violations are: drug/alcohol abuse, threat of violence, disruption of the orderly school process, skipping school and being disrespectful to staff, etc. The Board of Education directs the superintendent or designee to compile and maintain records of any serious violation of the district's discipline policy for each student enrolled in the district. Such records shall be made available to all district employees with a need to know and shall be provided to any school

district in which the student subsequently attempts to enroll with five (5) business days of receiving the request, in accordance with state law. If a student is placed in another school by the CD, the records will be transferred to the new school within two (2) business days after notification by the CD. Personally identifiable student records will only be released or destroyed in accordance with state and federal law. See Policy JGF for definition of act of violence and serious violations of board policy

## DISCIPLINE OUTLINE

OFFENSE	FIRST OFFENSE MINIMUM	FIRST OFFENSE MAXIMUM	REPEATED OFFENSE MINIMUM	REPEATED OFFENSE MAXIMUM
Classroom Disruption, Misconduct, or Disruptive Behavior	Warning	Suspension	Detention	Suspension
Failure to Participate in class or coming to class unprepared	Warning	Detention	Detention	Suspension
Cheating, Lying, Forgery, Plagiarism	Warning and loss of credit	Detention and loss of credit	Detention and loss of credit	Suspension and loss of credit
Violation of Computer Use Agreement	Warning and loss of Computer Use	Suspension and loss of Computer use	Detention and loss of Computer use	Suspension and loss of Computer use
Excessive Tardiness 4 or more	Detention	Suspension	Suspension	Suspension
Skipping Class Truancy	Suspension	Suspension	Suspension Notify Authorities	Notify Authorities
Misbehaving for a substitute teacher	Warning	Detention	Detention	Suspension

Insubordination, Defiance, Disrespect towards a Staff Member	Warning	Suspension	Detention	Expulsion
Cursing a Staff Member	Suspension	Suspension	Suspension	Expulsion
Verbal or Written threat and or assault of Staff Member	Suspension	Expulsion and Notify Authorities	Suspension	Expulsion and Notify Authorities
Horseplay	Warning	Detention	Detention	Suspension
Using Offensive or Abusive Language or Gestures	Suspension	Suspension	Suspension	Suspension
Bullying or Cyberbullying	Detention	Suspension	Suspension	Suspension
Verbal or Written Threat to Another Student or Harassment (Including Verbal or Written Sexual Harassment)	Detention	Suspension	Suspension	Suspension
Sexual Harassment-Physical contact	Detention	Suspension	Suspension	Expulsion
Fighting (instigator punished more severely)	Suspension	Suspension	Suspension	Expulsion
Assault or Violence	Suspension	Expulsion and Notify Authorities	Suspension	Expulsion and Notify Authorities
Racial Discrimination	Suspension	Suspension	Suspension	Suspension
Racial Vilification	Suspension	Expulsion	Expulsion	Expulsion

Littering	Warning	Detention	Detention	Suspension
Deliberate Damage or Destruction of School Property	Detention and Restitution	Suspension and Restitution	Suspension and Restitution	Expulsion and Restitution
Deliberate Damage or Destruction of Personal Property	Detention and Restitution	Suspension and Restitution	Suspension and Restitution	Suspension and Restitution
Theft of Property	Detention and Restitution	Suspension and Restitution	Suspension and Restitution	Suspension and Restitution
Arson	Suspension	Expulsion and Notify Authorities	Expulsion and Notify Authorities	Expulsion and Notify Authorities
Going to Parking lot without permission	Warning	Detention	Detention	Suspension
Misbehaving in the Cafeteria, Library, Assemblies, Hall, or on the Bus	Warning	Suspension	Detention	Suspension
Possession of cell phone on campus	Confiscation and warning	Confiscation, and parent pick up	Suspension, confiscation, and parent pick up	Suspension, confiscation, and parent pick up
Possession of cell phone in bathroom or locker room	Suspension, confiscation, and parent pick up	Suspension, confiscation, and parent pick up	Suspension, confiscation, and parent pick up	Suspension, confiscation, and parent pick up
Use of Camera in bathroom or locker room	Suspension, confiscation, and parent pick up	Suspension, confiscation, and parent pick up	Suspension, confiscation, and parent pick up	Expulsion, confiscation, and parent pick up
Use of Camera/ Recording devices in classroom	Detention	Suspension	Suspension	Expulsion

without Principal permission				
Abusing Driving Privileges	Warning	Parking Suspension	Parking Suspension	Parking Denied
Possessing Obscene Materials	Warning	Detention	Detention	Suspension
Violating the dress code	Warning and change clothes	Detention and change clothes	Detention and change clothes	Suspension
Public Display of Affection	Warning	Detention	Detention	Suspension
Indecent Exposure	Detention	Suspension	Suspension	Expulsion
Making a False Report (Including Alarms and Emergency Equipment)	Detention	Suspension	Suspension	Expulsion
Possession and or use of Disruptive Devices	Warning and Confiscation	Detention and Confiscation	Detention and Confiscation	Suspension and Confiscation
Possession and or use of Tobacco, Matches, or Lighter	Detention and Confiscation	Suspension and Confiscation	Suspension and Confiscation	Suspension and Confiscation
Possession, Use, Sale, or Transfer of Alcohol or Other Illegal Drugs	Suspension and Notify Authorities	Suspension and Notify Authorities	Expulsion and Notify Authorities	Expulsion and Notify Authorities
Inappropriate Use,Sale or Transfer of over the counter Drugs	Suspension and Notify Authorities	Suspension and Notify Authorities	Suspension and Notify Authorities	Expulsion and Notify Authorities
Possession or	Suspension	Suspension	Suspension	Expulsion and

use of Fireworks		and Notify Authorities		Notify Authorities
Possession or Use of Explosives, Firearms, or Other Weapons	Suspension and Notify Authorities	Expulsion and Notify Authorities	Suspension and Notify Authorities	Expulsion and Notify Authorities

**DETENTION**

Detention will be held after school from 3:15 until 5:00 in the detention room under the supervision of a certified teacher. The following rules will be observed: 1. All students must arrive on time. 2. No talking. 3. No radios, food or drink allowed in the area. 4. Students will not be permitted to leave the room. 5. All materials for studying must be brought with the student as the student must use the entire 1 hour and 45 minutes for productive study time. 6. Parents are responsible for transportation of student and should pick up promptly at 5 p.m. 7. Students will be expected to bring homework and library book to detention. 8. If a student is dismissed from detention he or she will be given further discipline. We are concerned about your academic program and also that you have caused yourself to be placed in a disciplinary circumstance at Gainesville High School. Due to the nature of your offense, you have been given the opportunity to complete your assignments and remain in school. Students in ISS may not attend/ participate in extracurricular activities

**IN-SCHOOL DETENTION**

1. You are to report directly to the detention room each day of your detention with all your books, plenty of paper, and several pencils. 2. You will not talk to, communicate with, or disturb others while in the in-school detention room. 3. You will not turn around in or leave your assigned seat without permission from the in-school instructor. 4. When you are finished with your assignment or if you have any questions, you will raise your hand until the supervising teacher calls on you. 5. While in the in-school detention, you will follow all school rules. Additional assignments will be given for violation of these rules or any in-school detention rule. 6. If you have an unexcused tardy, you will be given an additional assignment. 7. If you have an unexcused absence, you will be given an additional day 8. All classroom assignments or any additional assignments will be completed in a satisfactory manner before you are released from the in-school detention program, If not, you must come back the next day. 9. When you finish with your daily assignments you will be given additional assignments for the remainder of the day. Remain in your seat until the 3:08 bell rings, at which time you will wait to be dismissed.

**OUT OF SCHOOL SUSPENSION (OSS)**



When students are serving out of school suspension they may not attend school activities or be on school grounds. Work from OSS is due upon returning to school. Students returning to school after OSS need to report to the office when they arrive to school and must meet with administration before returning to class. **SATURDAY SCHOOL DETENTION** Saturday school detention is a form of punishment used for serious violations of school policies. Saturday school detention will be conducted from 9:00 a.m. until 12:00 noon in the detention room under the supervision of a certified teacher. Work assigned to the student may be made by the student's teacher or assigned teacher supervisor. Detention assignment sheets will be used by the student for completion of assignments given by individual teachers. No meals will be served. The following rules will be observed: 1. All students must arrive on time. 2. No talking—you are to be studying at all times. 3. You are not to be out of your chair except with special permission from the supervisor. 4. No magazines, newspapers, radios, food or drink allowed in the area. 5. No visitors at any time. 6. Study areas assigned will be inspected and must be left in the condition you found them. 7. No telephone calls. 8. One restroom break will be given. Ask permission; do not leave until you are instructed to do so. 9. All materials for Saturday school detention must be brought with the student. You will not be allowed to go to the library or your locker to pick up assignments. 10. Parents are responsible for transportation of the student. 11. Missing Saturday detention will result in a one-day suspension from school. Parents will be notified a minimum of two days in advance of an assigned Saturday school detention and will acknowledge this detention by signing a Saturday school detention authorization notice

## **ALTERNATIVE SCHOOL**

Alternative education at the Gainesville School is a program for academically at-risk youth in the Gainesville school district. The primary goal of the alternative program is to assist students in obtaining the requirements for graduation. Students are placed in the Alternative School upon the majority referral of a committee of regular classroom teachers, counselor, and principal. The student and parent/guardian are encouraged to provide input into the decision-making process. The students will be enrolled in the alternative classroom. Alternative school students will be provided with a description of the A.S. rules upon enrollment into the program. The alternative teacher will administer the material to the student. In order to enroll in the alternative school program, students must have completed at least one semester of attendance in the Gainesville R-V School District, unless the principal and counselor deem that it is in the best interest of the district that this requirement be waived. **Alternative Education Objectives** 1. Provide an alternative means for the students who qualify to work toward meeting their graduation requirements. 2. Encourage dropouts to return to a program to complete graduation requirements. 3. Provide counseling so the students will be aware of their requirements and their standing. **ALTERNATIVE SCHOOL ATTENDANCE** All freshman and sophomore students who are enrolled in the alternative school program must be enrolled in a regular class schedule, which is seven periods a day, four days a week. All junior students who are enrolled in the alternative school program must also be enrolled in a regular class schedule, unless other arrangements are made with the approval of the guidance counselor and high school principal. However, any student who is not enrolled in a regular class schedule will not be eligible to participate in the A+ Schools Program or to receive funds from the A+ Schools Program upon

graduation. Furthermore, any senior student who has previously been enrolled in the alternative school program must be placed back in the regular high school setting by the beginning of his or her senior year in order to be eligible to participate in the A+ Schools Program or to receive funds from the A+ Schools Program upon graduation

A junior or senior student who chooses to relinquish his or her A+ status will be required to sign a waiver acknowledging that he or she has been made aware of the consequences and is voluntarily relinquishing that status. If the student resides with a parent/guardian, the parent/guardian will be required to sign the waiver as well.

## **PUBLIC NOTICE**

All public schools are required to provide a free and appropriate public education to all students with disabilities, including those attending private/parochial schools, beginning on the child's third birthday through age twenty(20), regardless of the child's disability. The public school assures that to comply with the full educational opportunity goal, services for students three (3) through twenty-one (21) will be fully implemented by 1999. Disabilities include: learning disabilities, mental retardation, behavior disorders/emotional disturbance, speech disorders (voice, fluency, or articulation), language disorders, visually impaired, hearing impaired, physically/ other health impaired, multiple disabilities, deaf/blind, autism, early childhood special education, and traumatic brain injury. The public school 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's First Steps Program. Early intervention services will be available for all eligible children by July 1, 1995. All public schools are required to provide parents the right to inspect and review personally identifiable information collected and used or maintained by the district relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children. 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). You may contact your local district, if you wish to review the requirements provided to FERPA. The public school has developed a Local Compliance Plan for implementation of Special Education and this Plan is available for public review during regular school hours on days school is in session in the Office of the Superintendent of Schools. The Local Compliance Plan is a written narrative which describes the district's plan for compliance with the requirements for identifying and serving all students with disabilities. Included in this plan are the policies and procedures which the district must follow regarding storage, disclosure to third parties, retention, and destruction of personally identifiable information. The plan also describes the assurances that services are provided in compliance with the requirement of 34 CFR 76.301 of the General Education Provision Act. Public schools in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty (20) who reside in the district or whose parent/legal guardian resides in the district. This census is compiled as of May 1 each year. This information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes:

name of each child, parent/legal guardian's name/address; birth date and age of each child; and each child's disability or suspected disability. Should the district fail to submit an annual census, the State Board of Education may withhold state aid until the census is submitted. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact your school district. This notice can be provided in languages such as Chinese, Spanish, Arabic, and Vietnamese or any other language as may be necessary.

#### **NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT**

(PPRA) PPRA affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. Gainesville R-V 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 surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Gainesville R-V will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. Gainesville R-V will also directly notify parents and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- 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.

You may contact your local district, if you wish to review the requirements provided to PPRA.

Parents/eligible students who believe their rights have been violated may file a complaint with: Family Policy Compliance Officer U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-4605

#### **ASBESTOS HAZARD EMERGENCY RESPONSE ACT**

In 1986 President Reagan signed into law the Asbestos Hazard Emergency Response Act (AHERA, Public Law 99-519). The law required EPA to develop regulations which provide a comprehensive framework for addressing asbestos problems in public and private elementary and secondary schools. In 1987 the EPA published the Asbestos-Containing Materials in Schools Rule (40 CFR Part 763 Subpart E). This New Rule requires all public and private elementary and secondary schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings, and implement response actions in a timely fashion. This rule became effective December 14, 1987. The Gainesville R-V School District conducted a complete inspection of its facilities in May 2000, utilizing the services of Mead Environmental. The results of this inspection have been included in a management plan which is available in the administrative offices of this district during normal business hours, without cost or restriction, for inspection by representatives of the EPA and the State, the public including teachers, other school personnel and their representatives, and parents. The district may charge a reasonable fee to make copies of management plans. Periodic surveillance is required every six months. A reinspection of our facilities is required every three years. Any fiber release episodes and any activities involving the disturbance of the ACM are also recorded in the management plan. Parents are encouraged to examine the management plan that affects their children. The purpose of the federal and state regulations is

to protect the health and well-being of all persons entering the buildings of the district for any reason. This district takes very seriously the recommendations made in the management plan. The person in the district trained to oversee asbestos activities and ensure compliance is the superintendent. As required in the Rule, the superintendent is the single contact for the public to obtain information about asbestos-related activities in the district.

## **RELEASE OF EDUCATION RECORDS**

Disclosure of information from a student's education records will be made only with the written consent of the parent or eligible student, subject to the following exceptions: a. The district may disclose education record information without consent when the disclosure is: 1) To school officials who have a legitimate educational interest in the records. A school official is: > A person employed by the district as an administrator, supervisor, instructor, or support staff member, including health or medical staff. > A person elected to the School Board. > A person employed by or under contract to the district to perform a special task, such as an attorney, auditor, medical consultant, therapist, etc. > A person who is employed by the school district's law enforcement unit. > A student serving on an official committee, such as disciplinary or grievance committee, or who is assisting another school/official in performing his/her tasks. A school official has a legitimate educational interest if the official is: > Performing a task that is specified in his or her position description or by a contract agreement, > Performing a task related to a student's education. > Performing a task related to the discipline of a student. > Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid. > Maintaining the safety and security of the campus. 2) To officials of another school, upon request, in which a student seeks or intends to enroll. 3) To authorized representatives of state and local educational authorities. 4) School districts may report or disclose education records to law enforcement and juvenile justice authorities if the disclosure concerns law enforcement's or juvenile justice authorities' ability to effectively serve, prior to adjudication, the student whose records are released. The officials and authorities to whom such information is disclosed must comply with applicable restrictions set forth in 20 U.S.C. @ 1232g (b)(1)(E). 5) To accrediting organizations to carry out their accrediting functions. 6) To parents of a dependent student, as defined in section 152 of the Internal Revenue Code of 1954. 7) To parents of a student who is not an eligible student or to the student. 8) To comply with a judicial order or a lawfully issued subpoena. 9) In connection with a student's request for or receipt of financial aid to determine the eligibility amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid. 10) To the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the United States Department of Education or an official or employee of the Department of Education acting for the Secretary under a delegation of authority, or state and local education authorities in connection with an audit or evaluation of federal or state supported education programs or for the enforcement of or compliance with federal legal requirements relating to these programs. 11) To appropriate parties in a health or safety emergency. 12) To other persons authorized to receive education records pursuant to FERPA and 34 C.F.R., Part 99. 2. The school district will maintain a record of all requests for and/or disclosures of information from a student's education records. The record will indicate the name of the party making the request, any additional party to whom the information may be redisclosed, and the legitimate interest the party had in

requesting or obtaining the information. The record may be reviewed by the parents or eligible student. This paragraph does not apply if the request was from or the disclosure was to: > the parent or eligible student, > school officials within the district who have a legitimate educational interest in the student's education records, > a party with written consent from the parent or eligible student, > a party seeking "Directory Information," or > a party seeking or receiving the records as directed by a federal grand jury or other law enforcement subpoena and the issuing court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed.

## **APPEALS PROCEDURES**

Parents or eligible students have the right to ask to have education records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of education records: 1. Parents or the eligible student must ask the school district to amend a record. In so doing, they should identify the part of the record they want changed and specify why they believe it is inaccurate, misleading or in violation of the student's privacy rights. The request should be made to the custodian of records, as designated in Section H of this regulation. 2. The school district will decide whether it will amend the record as requested within a reasonable time after receiving the request. If it decides not to amend the record as requested, the district will notify the parents or eligible student of the decision and inform them of their right to a hearing to challenge the content of the student's education records on the grounds that the information included is inaccurate, misleading, or in violation of the student's privacy rights. 3. Upon request, the school district will hold a hearing within a reasonable time after the request is received. The district will notify the parents or eligible student, reasonably in advance, of the date, place, and time of the hearing. 4. The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the district. The parents or eligible student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The parents or student may be assisted by one or more individuals of his or her choice, including an attorney. 5. The school district will prepare a written decision based solely on the evidence presented at the hearing within a reasonable period of time after the hearing. The decision will include a summary of the evidence presented and the reasons for the decision. 6. If the school district decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the parents or eligible student of the amendment in writing. 7. If the school district decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the parents or eligible student that they have a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision. 8. The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If the school district discloses the contested portion of the record, it must also disclose the statement. 9. Types, Locations and Custodians of Education Records The following is a list of the types of school records that the district maintains, their location, and their custodians. Types Location Custodian Cumulative School Records, including School principal's office School principal discipline records (Current

students) Cumulative School Records, including School principal's office School principal discipline records (Former students) Health Records School principal's office School principal Occasional Records as appropriate for School principal (Student education records not identified specific record above, such as those in superintendent's office, in the school attorney's office, or in the possession of teachers.)

## **FEDERAL PROGRAMS PARENT/GUARDIAN NOTIFICATION**

No Child Left Behind (NCLB) requires notification to parents/guardians when any of the following situations exist in a district receiving Federal funds. 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. Missouri Department of Elementary & Secondary Education No Child Left Behind Act of 2001 (NCLB) COMPLAINT PROCEDURES This guide explains how to file a complaint about any of the programs<sup>1</sup> that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the No Child Left Behind Act of 2001 (NCLB)<sup>2</sup>.

1. What is a complaint under NCLB? For these purposes, a complaint is an allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under NCLB.
2. Who may file a complaint? Any individual or organization may file a complaint.
3. How can a complaint be filed? Complaints can be filed with the LEA or with the Department.
4. How will a complaint filed with the LEA be investigated? Complaints filed with the LEA are to be investigated and attempted to be resolved according to locally developed and adopted procedures.
5. What happens if a complaint is not resolved at the local level (LEA)? A complaint not resolved at the local level may be appealed to the Department.
6. How can a complaint be filed with the Department? A complaint filed with the Department must be a written, signed statement that includes: 1. A statement that a requirement that applies to an NCLB program has been violated by the LEA or the Department, and 2. The facts on which the statement is based and the specific requirement allegedly violated.
7. How will a complaint filed with the Department be investigated? The investigation and complaint resolution proceedings will be completed within a time limit of fifty calendar days. That time limit can be extended by the agreement of all parties. The following activities will occur in the investigation: 1. Record. A written record of the investigation will be kept. 2. Notification of LEA. The LEA will be notified of the complaint within five days of the complaint being filed. 3. Resolution at LEA. The LEA will

then initiate its local complaint procedures in an effort to first resolve the complaint at the local level. 4. Report by LEA. Within forty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public. 5. Verification. Within ten days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, and/or telephone call(s). 6. Appeal. The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education. 8. How are complaints related to equitable services to private school children handled differently? If the complaint is an LEA is not providing equitable services for private school children, in addition to the procedures listed in number 7 above, the complaint will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Departments' resolution of the complaint (or its failure to resolve the complaint). 9. How will appeals to the Department be investigated? The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. An independent onsite investigation may be conducted if the Department determines that it is necessary. The investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA. 10. What happens if a complaint is not resolved at the state level (the Department)? The complainant or the LEA may appeal the decision of the Department to the United States Department of Education. 1 Programs include Title I. A, B, C, D, Title II, Title III.A.2, Title IV.A, Title VI, Title VII.C 2 In compliance with NCLB Title IX Part C. Sec. 9304(a)(3)(C) Local education agencies are required to disseminate, free of charge, this information regarding NCLB complaint procedures to parents of students and appropriate private school officials or representatives. Revised 7/15

## **SURVEYING, ANALYZING OR EVALUATING STUDENTS**

(Model Notification of Rights under the Protection of Pupil Rights Amendment) The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights pertaining to the district's collection and use of information for marketing purposes as well as how the district conducts surveys and certain physical exams. These include the right to: 1. Give consent before students are required to submit a survey that concerns on (1) 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. a. Political affiliations or beliefs of the student or student's parent. b. Mental or psychological problems of the student or student's family. c. Sex behavior or attitudes. d. Illegal, antisocial, self-incriminating or demeaning behavior. e. Critical appraisals of other individuals with whom respondents have close family relationships. f. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers. g. Religious practices, affiliations or beliefs of the student or the student's parent. h. Income, other than as required by law to determine program eligibility. 2. Receive notice and an opportunity to opt a student out of: a. Any other protected information survey, regardless of the funding source.

b. 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, or any physical exam or screening permitted or required under state law, except for hearing, vision and scoliosis screenings. c. Activities involving collection, disclosure or use of personal information obtained from students for marketing, selling or otherwise distributing the information to others. 3. Inspect, upon request and before administration or use: a. Protected information surveys of students. b. Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes. c. Instructional material used as part of the educational curriculum. These rights transfer from the parents to a student who is 18 years old or an emancipated minor. The Gainesville School District has adopted policies, in consultation with parents, regarding these rights and has made arrangements to protect the privacy of student records. The district will directly notify 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 in the specific activity or survey. The 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. Parents will also be provided notification of surveys and activities scheduled after the start of the school year. If you wish to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please contact the following school official: Superintendent of Schools Gainesville R-V School District 422 Bulldog Drive Gainesville, MO 65655 417-679-4260 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

## **NONDISCRIMINATION AND ANTI-HARASSMENT**

A. Anti-Discrimination Law Compliance As a political subdivision, employer, recipient of federal funds and educational institution, the Board of Education is prohibited from, and hereby declares a policy against, engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, religion, sex, national origin, ancestry, disability, age or use of leave protected by the Family and Medical Leave Act, in its programs, activities and with regard to employment. The Board is an equal opportunity employer. Marital, maternal or paternal status shall not affect the rights and privileges of district students to receive an education. Those students are eligible to participate in all activities and receive all honors the same as any other students enrolled in the school district.

B. Collateral Prohibitions As part of this obligation, the Board is also prohibited from, and declares a policy against: (1) Retaliatory actions based on making complaints of prohibited discrimination or participation in an investigation, formal proceeding or informal resolution concerning prohibited discrimination; (2) Aiding, abetting, inciting, compelling or coercing discrimination; and (3) Discrimination against any person because of such person's association with a person protected from discrimination due to one or more of the above-stated characteristics. C. Compliance Officer Appointment To ensure that these obligations are met, the Board designates the following individual to act as the district's nondiscrimination laws compliance coordinator, who shall also be the appointee for all laws specifically mandating such an appointment, and who shall have the duty of keeping the superintendent informed of the



state of compliance with this policy districtwide: (Compliance Officer) 422 Bulldog Drive, Gainesville, MO 65655 Phone 417-679-4200 Fax 417-679-4270

D. Reporting and Complaint Complaints and reports regarding discharge of the duties summarized in this policy should be addressed to the compliance coordinator. Any employee of the district or member of the Board of Education who becomes apprised of a possible violation of this policy must report the matter to the coordinator. In the event the compliance coordinator is the subject of a report that would otherwise be made to the compliance coordinator, reports should instead be directed to: Superintendent Justin Gilmore, 422 Bulldog Drive, Gainesville, MO 65655, Phone 417-679-4260, Fax 417-679- 4270, who will assume the coordinator's duties for the purpose of that complaint.

E. Grievance Procedure and Resolution of Complaints The administration will establish an effective grievance procedure and take any other actions necessary to carry out this policy, with due regard for the substantive and procedural rights of all parties concerned.

F. Confidentiality and Records To the extent permitted by law, any public record held by this school district that is generated or received pursuant to this policy shall be closed and available only to the Board acting as a quorum, a committee appointed by the Board to carry out this policy on a permanent or ad hoc basis, the compliance coordinator and other administrators whose duties require access to the record in order to carry out this policy. Such persons may share access, on an individual basis, to such records with complainants or participants in a grievance or other resolution, only to the extent such disclosure promotes the purposes of this policy and is not prohibited by FERPA or any other law. Certain other limited disclosures may be required when material in the records is integral to an action affecting a constitutionally recognized property or liberty interest.

G. Public Notice and Dissemination A copy of this policy will be posted in a public area of each building used for instruction and/or administrative offices. A copy of this policy will also be distributed annually to employees, parents or guardians, and students. The administration is directed to further publicize this policy and provide for such training or instruction as necessary to ensure districtwide compliance with anti-discrimination laws, including instruction in recognizing behavior indicative of a violation of this policy.

H. Limitations Nothing in this policy shall be construed as creating a cause of action. Neither the proscriptions of, nor actions taken under, this policy shall on that basis stop the Board from fully arguing for or against the existence of any fact and the scope or meaning of any law in any forum.