



**2020 -2021**

***Tarkio R-1***

***Student Handbook***



*Tarkio R-1 312 S. 11th St. Tarkio, MO 64468*

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## **Welcome to the Tarkio R-I School District**

The purpose of this handbook is to help you understand the organization of which you are a part. It is our intent to give you a general overview of the rules of our school. It should be understood that not all school rules are contained in this handbook, and school organizations are permitted to have rules for their organization that may not be contained in this handbook.

We wish to extend to you a warm welcome and hope that you will feel that you are a part of the Tarkio R-I Schools. We hope that your troubles will be few, your pleasures many, and that your years will be both happy and successful. This handbook contains information for students, parents and teachers of the Tarkio R-I School. Its purpose is to give better understanding to the rules and opportunities of our school. This handbook will aid in orienting new students and serve as a guide for all students. Parents will find this book helpful in understanding the rules of the school. Students should become familiar with the contents of this handbook so they may receive the greatest benefits possible from their years in school.

The broad educational program of the Tarkio R-I School is designed to prepare students to enter college, business, or industry. Many colleges and employers are raising their standards on selecting beginning students and workers. They want to know not only the students' grades in high school, but also their attendance record, attitudes, cooperation, and potential. It is, therefore, essential that all students do their very best during their school attendance to fulfill all their potentials. It needs to be noted that this handbook does not cover all rules that govern our school. The intent of this handbook is to give students and parents a general overview of the rules governing Tarkio R-I Secondary School.

### **Tarkio High School Mission Statement**

**All students can learn if we INSPIRE PREPARE ACHIEVE...EVERY DAY!**

### **Staff Directory**

<u>Athletic Director</u>	Mr. Joe Unternahrer	<u>High School Secretary</u>	Ms. Suzanne Brought
<u>High School Principal</u>	Mrs. Carrie Livengood	<u>Guidance Counselor</u>	Mrs. Tracy Cooper Mrs. Ellie Graves
<u>Superintendent</u>	Mrs. Karma Coleman	<u>School Nurse</u>	Mrs. Meghan Hughes
<u>Elementary Principal and Special Education Director</u>	Mrs. Kari Taylor	<u>Central Office</u>	Lanette Hogue Marla Swaby
<u>English/Language Arts</u>	Mr. Casey Martin Mr. Mark Staten Mrs. Heidi Unternahrer	<u>Math</u>	Mr. Kevin Dodson Mrs. Lori Staten
<u>Science</u>	Mr. Nate Jeter Mrs. Megan Calfee	<u>History</u>	Mr. Eric Walker Ms. Terry Wooten
<u>Art</u>	Mrs. Courtney Meyerkorth	<u>P.E./Health</u>	Mr. Aaron Behrens Mrs. Jayme Wood
<u>Music</u>	Mrs. Melody Barnett Mrs. Amy Haddock	<u>Special Education</u>	Mrs. Michelle Henry Mr. Deyton Thomson
<u>Agriculture</u>	Mr. Dustin Lambertson	<u>Family and Consumer Sciences</u>	Mrs. Dara Whipple
<u>6th Grade</u>	Ms. Tammy Aksamit	<u>Business</u>	Mrs. Stephanie Parsons
<u>Library</u>	Mrs. Dallas Prather	<u>Focus Room</u>	Mr. Joe Unternahrer
<u>Paraprofessionals</u>	Ms. Susan Jones Mrs. Marilyn Brandenburg Mrs. Jerri Harbin Ms. Nikki Parshall Josh Taylor	<u>Custodial</u>	April Johnson Connie Gebhards Mike Clifton
<u>Maintenance</u>	Bill Joesting		

**Tarkio R-I School Pledge and Schedule**

<p style="text-align: center;"><u>School Pledge</u></p> <p>I pledge allegiance also to Tarkio High School and to the ideals for which it stands united by ties of fellowship and loyalty we go forth beneath the... RED AND THE WHITE</p>		<p style="text-align: center;"><u>School Song</u></p> <p>Tarkio High School Dear old high school, We're so proud of you With your standards All before us To you we'll be true RAH, RAH, RAH Of the memories That we cherish Thine will be the best All together let us cheer for THS</p>
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2020-2021 THS Bell Schedules

<p style="text-align: center;"><u>Monday thru Friday</u></p> <p>1st Period – 8:00 – 8:42 2nd Period – 8:45 – 9:27 3rd Period – 9:30 – 10:12 4th Period – 10:15-10:58 5th Period - 11:01-11:44 9-12 Lunch – 11:44-12:10 6-8 6th Period – 11:47-12:30 9-12 6th Period – 12:13-12:55 6-8 Lunch – 12:30-12:55 7th Period – 12:58-1:41 8th Period – 1:44-2:27 Indian Time – 2:30-3:00</p>	<p style="text-align: center;"><u>2-hr Late Start</u></p> <p>Periods 4-8 10:00-students report to 4th hr</p>	<p style="text-align: center;"><u>12:30 Early Out Schedule</u></p> <p>#1 – Early Out Periods 1-4 #2 – Early Out Periods 5-8 1/5 Period 8-8:48 2/6 Period 8:52-9:49 3/7 Period 9:44-10:32 4/8 Period 10:36-11:24</p> <p>9-12 Lunch 11:24-11:50 6-8 Flex 11:28-12:04 9-12 Flex 11:50-12:30 6-8 Lunch 12:04-12:30</p>
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## Student and Academic Information

**Student Classification:** Students will be classified academically by the number of credits they have successfully completed at the end of each year. In the event that a student falls behind in the number of credits required for academic classification to be the same as the students chronological classification, the student will retain his/her academic classification until he/she has acquired the minimum number of credits to advance the academic classification.

**Academic Classification Standards:** Students must meet the following criteria for grade classification.

Freshmen:	Successful completion of the eighth grade
Sophomores:	7 credits (and have completed one year of high school)
Juniors:	14 credits (and have completed two years of high school)
Seniors	21 credits (and have completed three years of high school)

**Graduation Requirements:** A student must meet the following requirements, as well as satisfy specific state requirements, in order to be graduated from Tarkio R-I School District.

### Graduation Credit Requirements

28 credits are required. 32 total credits may be earned in grades 9-12.

### Required Courses/Credits

Communication Arts (English)	4 credits (English I, English II, English III, Creative Writing/American Lit., English IV or English Lit/Advanced Comp.)
Math	3 credits (Algebra I and higher)
Science	3 credits (Physical Science, Biology, +1)
Social Studies	3 credits (American History, World History, Government)
Fine Arts	2 credits (Art, Band, Choir, Guitar, Music App, or Musical Theater courses)
Practical Arts	2.5 credits (Agriculture, Business, or Family and Consumer Science courses)
Physical Education	1.5 credits
Health	0.5 credit
Personal Finance	0.5 credits (stand alone)
Electives	<u>8.0 credits</u>
TOTAL REQUIRED =	<i>28.0 credits</i>

\*\*Students who attend the NW Technical School (NTS) or Tarkio Tech will have the minimum number of credits required for graduation reduced by one elective unit for every year they attend technical school. NTS attendees can also earn ½ credit of high school math credit by taking the approved NTS courses. With approval of the high school principal/designee, students who successfully complete all three of the following vocational agriculture courses will be given credit for one unit of science toward **local** graduation requirements: animal science, plant science and advanced livestock/crop production. Personal finance credit may be embedded into a three-year vocational track sequence at Tarkio High School. Eligible students as defined in Regulation 2525 may pursue a timely graduation from high school through the School Flex Program. Eligible students participating in the School Flex Program will be considered full-time students. The high school principal/designee will review transcripts of transfer students to determine graduation requirements, including minimum state requirements.

**MOCAP Courses/Recovery Credit Software:** Students enrolled in Tarkio High School have the opportunity to take courses through Missouri Course Access and Virtual School Program that they might not have the opportunity to take otherwise, or to take courses to make up credits from previous years. Students wishing to take MOCAP courses for credit should consult with the THS principal. The principal will advise and facilitate enrollment of students in MOCAP courses. When enrolling students, the District will apply for state-funded seats. Though the District may elect to pay tuition for certain MOCAP courses, the District has no obligation to do so. If state funding is not available or approved, a student/family may opt to pay for the credit on their own. Students who choose to pay for courses on their own during the summer should inform the THS administration of their intentions so that scheduling conflicts can be avoided. Local District staff will assign the grade and course credit based upon notification received from MOCAP when a virtual

education course is completed. Students who flunk a course can have the option of using our credit recovery software. This will be determined by the THS administration. See Regulation 6190 for additional information.

**Tarkio Technical Institute:** Tarkio High School offers qualified junior and senior students the opportunity to pursue vocational training through the Tarkio Technical Institute (TT) in Tarkio, MO. TT has achieved certification from the Missouri Department of Higher Education to provide needed technical training and skills for today's workforce. Current offerings are Welding, Plumbing, and Wind Energy. Students interested in these programs must be in good standing at Tarkio High School and be on track to receive their high school diploma. Bus transportation will not be provided as the institution is within walking distance. Additional information about vocational certification is also made available through the Tarkio Counselor's office. Students may apply on the TT website (<https://tarkiocollege.com/application/>). Course Catalog, Program Certification Descriptions, and Contact Information are available on the TT website (<https://tarkiocollege.com/>). Participants must be cleared by the Tarkio High School Principal.

**Northwest Technical School:** Tarkio High School offers qualified junior and senior students the opportunity to pursue vocational training through the Northwest Technical School in Maryville, MO. NTS is a part of Maryville R-II School District. Students interested in these programs must be in good standing at Tarkio High School and be on track to receive their high school diploma. Bus transportation will be provided by Tarkio Schools. Additional information about vocational certification is also made available through the Tarkio Counselor's office. NTS brochure, student handbook, and departmental program descriptions are available on the NTS website (<http://www.nts.maryville.k12.mo.us/>) Interested students and their parents must complete and sign a contract stating the rules and regulations of attending NTS through Tarkio High School. Participants must be cleared by the Tarkio High School Principal.

**School to Work Programs:** Tarkio High School offers students the opportunity to earn academic credit toward graduation while being employed during the school day. School to work credit may be earned in three, two, or one hour increments for the equivalent amount of school credit. Students interested in this course of study must have 95% attendance, be on track to receive their high school diploma, and must be seeking employment in their declared program of study. A student will declare their program of study through the Tarkio Counselors office and will be approved by the Tarkio High School Principal. School to work programs are available only to students classified academically as juniors and seniors. School Flex program options are available through the Tarkio High School principal's office.

**Peer Mentoring:** Students will not receive academic credit for peer mentoring during the school day. A student may choose to be considered for peer mentoring only if they are involved in the Tarkio High School A+ Program. Peer mentors must have 95% attendance, be on track to receive their high school diploma, and possess the aptitude and ability to work well with young students in an academic setting. Peer mentoring is available only to students classified academically as juniors or seniors. Peer mentors must be approved through the Tarkio High School principal's office.

**Office Aides:** Students will not receive academic credit for being an office aide. A student must have 95% attendance, be on track to receive their high school diploma, and be approved by the Tarkio High School principal's office. Office aides must be able to follow directions, be trustworthy, and be able to work independently.

**Honor Roll:** Two levels of academic honor will be recognized at the end of each grading period. Students with all A's and A- will be on the Superintendent's Honor Roll. Students with all A's and B's will be on the Principal's Honor Roll.

**Promotion and Retention of Students:** Academic achievement plays a vital role in every individual's life. In order to achieve one's potential in high school, a solid basis of knowledge must be established in the elementary and junior high programs. With these principles in mind, the following rules have been established:

- Any student in grades 7-8 who fails two or more core classes (Math, Language, Social Science, Science) may have to repeat that grade.
- No student will be in 7/8 grades for more than three years.
- Students in 9-12 who fail a class may be able to take summer school for up to a ½ credit, otherwise that student will have to repeat that class for a semester or year.
- Students who fail several high school courses jeopardize graduating on time.

**Correspondence Courses:** Correspondence courses will be evaluated by the high school principal, counselor, and a Tarkio High School teacher teaching in the subject area of which the correspondence course is a part to determine whether Tarkio High School will grant credit for its successful completion.

**Adding/Dropping Classes:** Students may drop full-year classes at semester only under the following circumstances:

- The student received an “F” for the 1st semester.
- Arrangements were made at the time of enrollment.
- The permission of the administration is given in any of the situations.

At the start of each semester, students are given 4 days to decide on a set schedule for that semester. After that time, with the exception of extraordinary circumstances, no changes will be made during the semester.

**College Prep Studies:** To be eligible for a gold cord at graduation, a student must meet these requirements:

- Complete a rigorous high school program cooperatively planned by the school, the student and the student’s parents. The program must include at least these units of credit:

Subjects	Units
Communication Arts -----	4
Mathematics -----	4
Science -----	3
Social Studies -----	3
Fine Arts -----	1
Practical Arts -----	1
Personal Finance -----	.5
Health -----	.5
Physical Education -----	1
Electives ( <i>see DESE req.</i> ) -----	7
<b>TOTAL 25</b>	

- Earn at least a 3.0 grade point average (GPA), on a 4.0 scale, in the combined subject areas of English/language arts, mathematics, science and social studies. The school may calculate GPAs for its students at the end of the seventh or eighth semester of high school.
- Score at or above the prior year’s national composite average mean on the American College Test (ACT) or on the Scholastic Aptitude Test (SAT). This criterion is revised annually to reflect the latest national averages from the ACT and SAT. *Check the current year’s certification forms for the required minimum scores.*
- Maintain a 9-12 attendance rate of at least 95%
- Complete a strong academic program, as specifically outlined by the Missouri Department of Education (DESE).
- Dual-credit courses taken in high school for both high school and college credit may be counted toward satisfying the core curriculum requirements. Students enrolling in traditional or online dual credit courses must adhere to drop/add/withdrawal policies outlined by the post-secondary institution. Tuition refunds or reimbursements and collegiate grade transcriptions are outlined in dual credit handbooks for students and parents.(NWMSU, UCMO, and MVC). Students enrolled in dual credit courses have two weeks to drop a course.

**Tarkio R-I High School Weighted Classes:** Committee Members will consist of the High School Leadership Team and the High School Principal

1.1 Algebra III or Math Analysis Statistics & Probability Pre-Calculus Genetics/Anatomy Chemistry Spanish I/French I Ag Econ/Management Animal Science*(D/C)	1.2 Economics – Social Science (not business or agriculture) Sociology Calculus Physics Microbiology Advanced Composition English Literature	1.3 Pre-Calculus/Calculus*(D/C) Calculus*(D/C) Statistics*(D/C) Trigonometry*(D/C) Biology*(D/C) Chemistry*(D/C) Physics* (D/C) College Algebra I* (D/C)
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Ag Mechanics *(D/C) Advanced Livestock*(D/C) Music Appreciation *(D/C) Business Technology *(D/C) Health & Wellness* (D/C)	Spanish II/French II	Foundations of American History I* (D/C) Foundations of American Government* (D/C) Psychology/Sociology*(D/C) Advanced Composition*(D/C) English Literature*(D/C) Communication Arts* (D/C)
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\*\*When these classes are available the corresponding weight will be used.

\*\* (D/C) denotes dual credit course offering\*

<u>District Grading Scale</u>	
A	96-100
<u>A-</u>	<u>90-95</u>
B+	87-89
B	83-86
<u>B-</u>	<u>80-82</u>
C+	77-79
C	73-76
<u>C-</u>	<u>70-72</u>
D+	67-69
D	63-66
<u>D-</u>	<u>60-62</u>
F	59 and below

**Statewide Assessments:** All students will participate in state-wide or alternate assessments as determined by a student’s IEP team. The administration annually develops a district-wide assessment schedule for the current year. Required test administration is provided by the Department of Education and the Missouri Assessment Program (Policy 6440)

**Admission of Pupils by Transfer from Other Schools:** Pupils entering the Tarkio Public Schools by transfer from schools outside the Tarkio R-I School District shall submit evidence of achievement in the grade last attended as a prerequisite to enrollment. Grade placement of a pupil may be adjusted on the basis of examination of his/her previous record, on the basis of achievement tests administered, or on the basis of other factors, which the principal and the staff believe make such adjustment beneficial to the student.

**Academic Eligibility:** Eligibility grade checks will be conducted 4 times each quarter (approximately ¼, mid, ¾, and end of the quarter, as set by the principal) and are based on the student’s cumulative grade to that point of the quarter. The student, parent(s), and sponsor(s) will be notified of ineligibility. The period of ineligibility is from the day of the grade check until the student has raised his/her grade.

**STUDENT OWNERSHIP:** To prove that grade has changed, the student must present to the principal a note from the teacher whose class they were failing. In the case of athletics, he/she should sit with the team during contest(s) but shall not be suited out in uniform and shall not participate in the contest(s). Students in grades 7-12 must be enrolled in classes that total 4 units of credit per semester in order to participate in extra-curricular activities and in the case of athletics, this includes practice. Eligibility will be determined on a 4 grade check per quarter basis. Any student receiving an "F" in any grading period will be ineligible for participation in extra-curricular or out of school performance until the student can prove to the principal they have raised the grade. They may still practice and travel with the team. Co-curricular activities are a form of extra curricular activities and are governed by this policy. Examples of co-curricular activities are band, chorus, FBLA, FFA, FCCLA, and academic clubs. Ineligible students involved in co-curricular activities will be allowed to participate in local non-interscholastic events. (i.e. band, plays, and vocal concerts).

**Academic Dishonesty:** Academic dishonesty will not be taken lightly. Cheating, plagiarism, or any other form of academic dishonesty could result in the following consequences:

1st offense: no credit will be given for the assigned task

2nd offense: no credit will be given for assigned task and one day of ISS

3rd offense: no credit will be given for assigned task, OSS, and possible repeating of the course

**Graduation Ceremony:** Participation in THS commencement ceremony is a privilege. Any student who does not meet the minimum graduation requirements will not be allowed to participate in THS commencement ceremonies. Students who graduate at semester will be able to participate in graduation. They will not be allowed to attend prom, extra curricular, senior trip, or co-curricular activities.

Commencement is meant to be a formal affair and a dress code will be determined and enforced by the administration. Students are not to decorate their cap and gowns in any way until the Graduation Ceremony is over. Students failing to follow the dress code will not be allowed to participate in the graduation ceremony. Tarkio High School respects the tradition of commencement as a formal affair. Each graduate will be allowed two flowers to present to family and/or relatives of their choice.

**Guidance Counseling:** The counseling office exists to assist students in integrating their academic, career, and personal development as a part of the school's instructional program. The services of the Counseling and Guidance Office are open to all students and their parents. The goal of the guidance department is to assist each student in the development of their personal goals within one's own abilities. The guidance office works with resolution of personal problems, planning educational and career goals, and providing scholarship and financial aid information. Mrs. Cooper and Mrs. Graves are the counselors for grades 6-12. They are available to help all students. You may see either of them by appointment during the day.

**Permanent Records:** A cumulative record folder for every student in school is on file in the high school office. The cumulative record contains such information as attendance, test records, birth dates, health and immunization data, general family information and other items, which in the opinion of the professional staff, gives all concerned a good profile of each student.

\*\*A transcript consists of a scholarship section, which indicates the courses taken, grades received and class rank.

\*\*Various institutes, prospective employers, and future employers making a request of a student's record will receive the transcript only after a signed request for release of such has been filed with the high school office. The parent or student (if 18 years old) may sign the release. Observation of a student's record by any party other than school personnel, parent or student may be made only after a request has been filed in similar fashion by the parent or student.

Cumulative records are to be protected and kept confidential. A student's record can be observed and discussed among school personnel without parental consultation. It is to these records that colleges, prospective employers and technical schools look for information concerning you. It is important that you do your best to build a favorable record.

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

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 to provide military recruiters, upon request, with

three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Tarkio R-I School District to disclose directory information from your child's educational records without your prior written consent, you must notify the District in writing by the second week of school each year. Tarkio R-I School District has designated the following information as directory information:

Student's name	Grade Level
Address	Participation in officially recognized activities and sports
Telephone listing	Weight and height of members of athletic teams
Photograph	Degrees, honors and awards received
Date and place of birth	
Dates of attendance	

### **Class Responsibilities and Expectations**

#### 7<sup>th</sup> Grade

- No fundraisers
- Fall Homecoming (banner, float, window)
- Set up and decorate for the Christmas Ball-snacks, drinks, music, etc (can be provided by the students)
- Spring Homecoming (banner)
  - \*\*\*a log will be kept of who works/helps with all activities

#### 8<sup>th</sup> Grade

- One Fundraiser
- Fall Homecoming (banner, float, window)
- Spring Homecoming (banner)
  - \*\*\*a log will be kept of who works/helps with all activities

#### 9<sup>th</sup> Grade

- One Fundraiser
- Fall Homecoming (banner, float, window)
- Spring Homecoming (banner)
  - \*\*\*a log will be kept of who works/helps with all activities

#### 10<sup>th</sup> Grade

- Two fundraisers
  - Red Wheel
  - ?
- Fall Homecoming (banner, float, window)
- Spring Homecoming (banner)
  - \*\*\*a log will be kept of who works/helps with all activities
- Host the Christmas Ball

#### 11<sup>th</sup> Grade

- Football concession stand- the number of students will be divided by the number of concession stands to determine how many shifts each student must work
- A monetary amount may be set (no more than \$20 per 2 hour shift) for each concession stand-if students choose not to work or don't show up, they will be expected to 'pay' for that shift
  - Logs/documentation will be kept
- Fall Homecoming (banner, float, window)
- Spring Homecoming (banner)
  - \*\*\*a log will be kept of who works/helps with all activities
- Junior/Senior Prom

## 12<sup>th</sup> Grade

- All indoor concession stands- the number of students will be divided by the number of concession stands to determine how many shifts each student must work
- A monetary amount may be set (no more than \$20 per 2 hour shift) for each concession stand-if students choose not to work or don't show up, they will be expected to 'pay' for that shift
  - Logs/documentation will be kept
- Vending machine
- Fall Homecoming (banner, float, window)
- Spring Homecoming (banner)
  - \*\*\*a log will be kept of who works/helps with all activities
- Senior trip, Senior composite, Graduation arrangements

\*\*subject to change

## Communications and Attendance

**Communication/Complaints:** We at Tarkio R-I schools believe communication is very important. To better facilitate communication between staff, students, and parents please follow these guidelines when trying to decide who to call. If you have an issue with something going on in a class we ask that you first contact the instructor to see if the issue can be resolved. Please try and schedule your conference around the teacher's teaching schedule or meet before or after school. If the issue is not resolved in a satisfactory manner, call the building principal to express your concern. In turn, the principal will investigate the issue and get back to you as soon as possible. If you are still unhappy with the outcome or decision, contact the superintendent of schools and then the Board of Education. We feel that every attempt should be made to address your concerns or issues; however we also believe that every effort should be made to resolve the issue at the level it occurred. All students are expected to follow the procedures below to help our staff conduct class more effectively and help our school be a positive community of learning.

**Student - Teacher Contact Times:** Students and teachers may be contacted during school hours by calling the office of the high school. The high school phone number is 736-4118 or 736-4119. However, students and teachers will be called from classes only in an emergency. In non-emergency situations, a message will be taken and if needed the teacher or student will return the call during their free time.

**Visitors:** All persons visiting the school must check in through the principal's office before going to the various classroom areas or hallways. Students are not allowed to have visitors go through the regular school day with them.

**Access to Students:** To ensure the safety of our students, the school administration, teachers and staff will make a reasonable effort to see that students are released only to parents and/or guardians who have legal custody of the child. Students coming from homes where the parents are separated will be given special consideration. If a parent other than the home providing parent, comes to school to talk with the child or attempts to communicate with the student by way of the phone, the school official in charge will grant such permission only if he/she believes it is in the best interest of the student, and it does not interfere with the normal educational process. If a parent, other than the home-providing parent, asks to pick up the child, or in some way be in charge of his/her person, the school official will require proof of custodianship. This may be a court order, divorce decree, the home providing parent's personal request or by police action. Persons other than parents and/or guardians requesting to communicate with students or to take custody of students are to make their requests through the principal's office. The principal or his designee will determine the access upon the merits of the request, and the decision will be for the welfare of the student. Both parents have the right to examine their child's school records.

**Cell Phone Use:** Students will be allowed to use their cell phones under the following terms: before 8:00 a.m., between bells during passing time, and lunch time. Students are NOT allowed to use cell phones during class time. Teachers will collect student cell phones in their classroom and hand them back at the end of class.

Violations of this policy will result in the following consequences:

1<sup>st</sup> – confiscation of device, which may be picked up in the principal's office by the student; after school detention

2<sup>nd</sup> – confiscation of device, which may be picked up in the principal's office by the student's parent/guardian and student will be placed in ISS for the remainder of the day and/or the following day;

3<sup>rd</sup> – confiscation of device, which may be picked up in the principal’s office by the student’s parent guardian and 2 days ISS/AES; 4<sup>th</sup> & subsequent – escalation of consequences from additional days ISS through Out-of-School Suspensions as well as not being allowed to have their phone at school for the remainder of the school year.

Random ‘no phone days’ will occur throughout the course of the school year. If cell phones are being abused or causing a distraction to the educational environment, the administration will take alternative measures. The district will not assume liability for lost or stolen devices. Telephones are available in school offices for parents and students to contact each other for legitimate reasons. *The use of camera/video phones or voice recordings are strictly forbidden in the private areas, such as locker rooms, washrooms, dressing areas, classrooms (per teacher discretion) and offices at any time. Camera phone violations may be treated as a level 3 or higher on the Behavior Management Plan. Such use may also be in violation of the state laws and law enforcement will be notified.*

**Weather Emergencies:** Announcements will be made on the following radio stations: KMA at 960 AM/99.3 FM; KNIM at 97.1 FM; KFEQ at 680 AM; the following television stations: KQTV 2 St. Joseph and Channel 60 on Tarkio Cable TV; as well as our INDIAN ALERT system. Patrons may sign up for the Indian Alert text message system. Please visit the district website [http://tarkio.k12.mo.us/pages/Tarkio\\_R1](http://tarkio.k12.mo.us/pages/Tarkio_R1) and click the icon on the district webpage. If severe weather occurs after school is in session, and you are in question as to whether school will be dismissed, please listen to one of the above stations for information. Tarkio Schools will continue to report school closings due to snow or weather on the above stations and will use this system as an overlay to the public announcements.

**Office/School Hours:** The office of the high school is open from 7:30 A.M. to 3:30 P.M., Monday, Tuesday, Thursday from 7:15 A.M.-3:15 P.M. on Wednesday, and from 7:30 A.M. -3:00 P.M. on Friday. Students are not to arrive at school prior to 7:30 unless prearranged with the Principal. Doors will remain locked until 7:45 A.M. Once students arrive at school, they are not allowed to leave without getting permission from the parent/guardian and Principal and signing out in the High School Office.

**Student Drop-Off and Pick-Up:** Students are to be dropped off at either the North doors or South doors of the High School building. Building independence, responsibility, and accountability within our students is crucial to their growth and success. Parents are not to enter the building with their students during drop-off or enter the building to pick-up their students. If parents need to speak to a school personnel, please call and make an appointment beforehand to ensure availability.

**Attendance:** A student’s attendance in the classroom is one of the most important parts of a student’s educational experience. Absences from the classroom can never be compensated for or made up. There is a direct relationship between poor attendance, class failure, and the dropout rate. Students who have good attendance usually achieve better grades, enjoy school, and are more desirable employees after leaving school. It is the parent(s) or guardian(s) responsibility to decide at what times and for what reasons a student should not come to school. It is the school’s responsibility to set limits upon a student’s absence to comply with state attendance laws and for the students to receive the most benefit from the educational program.

Absences must be verified by a parent/guardian with a phone call or note. If it is necessary for a student to be absent from school for any reason, parents or legal guardians should call the school (736-4118) by 9:00 AM. After 9:00 AM the school will attempt to contact the parent. If there has been no contact between the school and parents verifying the absence, a note signed by the parent must be presented upon the student’s return to school. Following an absence, a student must report to the office to receive an admit slip.

Students are required to make up work missed. It is the responsibility of the student to ask the teacher for the assignment (s). It is the responsibility of the student to obtain assignments in advance if the absence is foreseen. The school, upon request, will collect assignments and books for students missing more than one day. Upon returning to school after an absence, students will have one day for each day absent to complete all make-up work. For example: absent Monday and Tuesday, work to be turned in Thursday and Friday. If a student is absent on the day of an announced test, the student must take that test upon his/her return to school. Teachers may assign the same assignments as done in class or different make-up assignments for an excused absence. This work should be done outside regular class hours. Students failing to make up back work may be subject to mandatory after school study halls, ISS or Saturday School.

Upon returning to school after an absence, the student is to report directly to the office. An admit slip will be issued which is to be taken to the teacher of each class missed. The admit slip is to be returned to the office after all teachers have signed it. Students must

obtain an admit slip from the office before going to first hour class. This also applies even in situations where a student only misses afternoon class(es). If an admit is not presented to the teacher after an absence, then the student will be sent back to the office to obtain one, and in addition, he will be given an unexcused tardy for the class interruption.

Students must be in attendance 95% of the days per semester (they may miss up to four days per semester). Absences will be kept on a per class/hourly basis. Excused absences are defined as:

1. Illness or injury of the student. Student must have a signed statement from the parent/guardian. A doctor's statement may be required.
2. Parents or guardians should make every effort to make medical and dental appointments for their children before/after school or on days when school is not in session. If it is necessary for the student to be absent from school, the student must have a note from the attending physician/dentist. The student will only be excused for the time needed for the appointment or time indicated by the physician/dentist.
3. Other appointments that cannot be scheduled outside attendance hours, (court appearances, driver's test) with written excuse from parent. Other documentation may be required.
4. Days of religious observance.
5. Students may request up to three days excused absence for the death of an immediate relative.
6. All other funerals may be granted upon the approval of the high school principal. Documentation may be required.
7. Visits with parent or legal guardian who is an active duty member of the military who has been called to duty for, is on leave from, or is immediately returned from deployment to a combat zone or combat support posting, with permission of the superintendent or designee.
8. Family emergencies, which necessitate absence from school. The school must be notified in advance when such absences are foreseen. Examples of unforeseen emergencies: fire, flooding, illness or injury of a member of the student's family when the student's presence is necessary or expected, with a written excuse from parent.
9. School functions and activities will be excused.
10. Students assigned to "In School Suspension" will be counted in attendance at school.
11. Out-of-School suspension
12. Any other absence due to a cause the administration considers unavoidable

All other absences are considered **unexcused**. Unexcused absences are subject to disciplinary action and will result in the student receiving zero credit for the class(es). Five (5) tardies will be counted as an unexcused absence. Any student with five (5) or more unexcused absences per semester will be reported to the juvenile office. Students failing to make up work may be subject to mandatory after school study halls, ISS or Saturday School. Examples of unexcused absences include, but are not limited to truancy, hunting, shopping, haircut, oversleeping, personal business, and "needed at home", leaving for lunch, a reason that is not explained, or other activities that conflict with school policy. Vacation with parents is to be pre-arranged with the principal. Excessive vacations will be unexcused.

Students are not permitted to leave the school grounds from the time they arrive until school is dismissed for the day without permission from the administration. Students who are absent from school without the knowledge and consent of their parents or school administration, or students who leave school during the school day without the consent of the principal, are truant. Such absences are unexcused and truant students will be subject to additional disciplinary consequences.

Students who have to leave school for appointments during the school day must sign-out in the office. The student is to bring a note from a parent or guardian who should include the student's name, the date and time of the appointment, the reason for the absence and the parent's or guardian's signature. Students will be allowed to leave only if picked up by a parent or if the parent has made prior arrangements through the principal's office for the student to leave. Additionally, students arriving at school after the school day has begun or students returning to school after an appointment must sign-in at the school office.

A student arriving to class 20 minutes late will be considered absent from that class and must have an admit slip from the office. A student arriving late, but in the first 20 minutes of the period is considered tardy and should have a tardy slip.

Students must be present in school for the entire school day to be eligible to attend or participate in school-sponsored activities, unless prior arrangements may be approved by the principal. If the event is held on Saturday, the student must be in school the entire day on Friday (the day before).

**A student must be in attendance for the entire day of the school day to be eligible to participate in any school activity that night, unless the absence is pre-arranged with the principal. A student who is late for an unforeseen reason (i.e. a flat tire) may be allowed to participate at the discretion of the high school principal. Attendance procedures for Saturday events will be based on the Friday before the activity attendance. A student must be in attendance during the school day to attend an event as a spectator unless prior approval by the principal.**

**Truancy:** Any student who is absent from school without the previous knowledge and consent of the parent/guardian or principal will be considered truant regardless of the age of the student. This includes a student who leaves school without acquiring permission from the principal or authorized representative. A truant student is subject to suspension and must be accompanied by their parent/guardian to be reinstated.

**Tardiness:** Students are to be in their seats and ready to work when the bell sounds. The teacher will confer with the students after class or after school concerning tardiness.

- After the third tardy to class, the student will receive detention.
- Six tardies will warrant two detentions. Parents will be notified in writing as students accrue tardies. Students will be notified by the school principal.
- Nine tardies will begin the ISS process. The parent will be responsible for bringing or picking up the student for their detention. Detentions may be served before school or after with any teacher or THS Administration. Detentions are thirty minutes in length.
- In the case of a student having numerous tardies that student may lose the privilege of eating lunch with the rest of the students (private dining) and or being eligible to attend any student or school activities or functions.
- Students who have serious tardy issues, including checking in late to school, may have all activity and participation rights revoked for the rest of the quarter or semester or until they can improve their tardiness OR the Juvenile Office may be contacted.

**Make Up Work for Activities and School Related Trips:** All work must be made up and turned in on time for any student who goes on a school-related trip or misses school because of an athletic event. That means the next day of class or when the assignment is due. If a student goes on a school trip they will need to get the work they will be missing from their teacher prior to the trip and have it ready to turn in upon return. In the case of an excused absence as listed in the absences section, the student will have 1 day for each day missed to make up work assignments. For example a student misses 3 days in a row... they get 3 days, 1 day for each of those days missed to make up work. This does not necessarily mean you should wait that long, tests and quizzes should be scheduled before or after school to avoid disrupting the regular class instruction.

**College Visitation Policy:** The best preparation for college is a good high school education and attendance at school is an important part of your education. Juniors and Seniors will be allowed two college day visits during school time. In order to receive excused absences, you must obtain *two forms* from the high school counselor *one week prior* to your scheduled campus visit. Students will be excused to visit colleges only if accompanied by a parent or faculty member and will require visit verification. If you are a member of an organized group (i.e. Upward Bound), you may have permission to attend a college day when proper documents are submitted for approval.

**\*\*ESSA-Every Student Succeeds Act** requires that our district provide you with the following information upon your written request:

- Your student's teachers qualifications, licensing criteria, certification status, and field(s) of discipline
- Whether your child is provided services by paraprofessionals and their qualifications
- Your student's level of achievement and academic growth on each State assessment required
- Timely notice that your student has been taught or has been assigned for more than 4 consecutive weeks by a teacher who has not met applicable state certification or licensure requirements at grade level and subject area taught

## **INDIAN EXPECTATIONS**

**School Conduct:** Students enrolled in Tarkio High School should take pride in the high standards of conduct and should feel obligated to maintain these standards. Every student should feel relaxed and comfortable while in the buildings but should refrain from loud and boisterous conduct at all times. Good personal habits of speech and common courtesies will be stressed and emphasized on all occasions. Misbehavior around school distracts from someone's educational opportunities. An unacceptable act usually becomes a detriment to students other than the one that is guilty of the act.

### **\*\*Take Responsibility**

- Be on time
- Bring Required Materials

### **\*\*Have Respect**

- Use positive and kind language
- Treat property with respect & keep facilities clean

### **\*\*Show Self Control**

- Keep hands, feet, body, and objects to self
- Use physical and personal cleanliness
- Dress school appropriate

**Indian Time Expectations:** Indian time is a thirty-minute block of time designed for students to have time during the day to get additional support/assistance from their teachers, complete homework assignments, finish tests, etc. During this time, students are expected to stay focused on academic tasks. Phones and games are not allowed during Indian time.

## **THS Behavior Management Plan**

### **LEVEL 1: 30 Minute Detention**

- 3 tardies= 1 detention
- 6 tardies= 2 detentions
- General misconduct
- Inappropriate horseplay
- Inappropriate dress or clothing
- Items of distraction during instructional time
- Bus misconduct



**LEVEL 2: 1 Day Alt.Ed Setting (ISS)**  
**Phone will be turned in to the Principal's office for the duration**

- 9 tardies
- 2nd time offenders of level 1
- Use of inappropriate, offensive, or threatening language or gestures
- Disrespectful action or speech towards students, staff, or school property
- Bullying and/or cyberbullying
- Leaving school without permission
- Skipping class
- Inappropriate physical contact with another student

**LEVEL 3: 3 Days AES (ISS)**  
**Phone will be turned in to the Principal's office for the duration**

- 3rd time offenders of Level 1
- Repeat offenders of Level 1 or 2
- Failure to serve Levels 1-3

**LEVEL 4: 1-5 Days of Out-of-School Suspension (OSS)**

- Physical attack of another student, fighting
- Use or possession of tobacco product, alcohol, drugs, vaporizers (with or without nicotine), e-cigarettes
- Theft
- Inappropriate sexual contact of any kind
- Vandalism
- Verbal abuse/intimidation of a staff member
- Harassment of staff or student
- Sexual harassment
- Attending school/school activity under the influence of drugs, alcohol, or any controlled substance

**LEVEL 5: 1-10 Days of OSS, Referral to Superintendent for Further Action**

- Possession of weapons at school or school sponsored activities (knives, guns, firework, etc)
- Physical abuse/attack of staff member
- Arson
- Tampering with a fire extinguisher
- Other areas listed in handbook as criminal actions
- Possession of illegal drugs or alcohol at school or school event
- Pulling the fire alarm

\*\* Due to the severity of the offenses students may be placed at a higher level.

\*\*A student may also be disciplined on a step for misbehavior while participating in or attending a school event (unsportsmanlike conduct, fighting, use of profanity, disrespect, etc)

\*\*Each of these aforementioned infractions may vary in degree. It is the responsibility of the principal by virtue of their training to ascertain the situation and act accordingly within the framework of the seven step disciplinary code. The above lists are not all inclusive and just examples of the degree of infractions within each step, other situations not listed will be dealt with by the administration.

Any time a referral warrants formal disciplinary action more serious than detention, a reasonable effort will be made by the principal to contact the parent or guardian by written notice delivered by the student, through the mail, or by direct e-mail or telephone contact.

**Bullying:** The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation. Bullying is strictly prohibited on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical

safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting acts of bullying.

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

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

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

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

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

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

**What qualifies as bullying behavior?**

CONFLICT	RUDE	MEAN	BULLYING
Occasional	Occasional	Once or Twice	Frequent; <u>repeated</u>

Not planned; in the heat of the moment	Spontaneous; unintentional	Intentional	Planned; <u>intentional</u>
All parties are upset	Can cause hurt feelings; upset	Can hurt others deeply	The target of the bullying is upset
All parties want to work things out	Based in thoughtlessness, poor manners or narcissism	Based in anger; impulsive cruelty	The bully is trying to <u>gain control</u> over the target
All parties will accept responsibility	Rude person accepts responsibility	Behavior is often regretted	The bully blames the target
An effort is made by all parties to resolve the problem	--	--	The target wants to stop the bully's behavior, but the bully does not
Can be resolved through mediation	Building social skills could be of benefit	Needs to be addressed; should NOT be ignored	CANNOT be resolved through mediation

**Classroom Detention:** Teachers may assign classroom detentions, before and/or after school, to students who have demonstrated inappropriate academic or social behaviors. Detention assignments take priority over all activities and will not exceed thirty (30) minutes in length. Students who fail to report to assigned classroom detentions WILL BE referred to the principal for a building level detention. Any student who is sent from the classroom to the principal's office for inappropriate behavior will be dealt with on an individual basis with consequences taken from the Behavior Management Plan. Parents will be notified as needed.

**In School Suspension (ISS):** ISS (in-school suspension), may be assigned to students who violate school policy or who behave in an insubordinate manner toward school personnel. ISS may be assigned for one or more days depending upon the severity of the incident and on the number of times a student has been assigned in the past. Students will be given credit for work completed during ISS and all tests will be allowed to be completed by the student. Students assigned to ISS will have one break in the morning and one break in the afternoon. The monitor will determine the length of those breaks. Lunch will be eaten in the ISS area. **Students in ISS may not attend or participate at practices and extra curricular activities.** Students will turn their cell phone into the principal at the beginning of the school day and will not be allowed possession of it until the end of the day when it can be picked back up.

**ISS Expectations**

1. Students will be assigned a specific seat.
2. Students must stay in their seats unless given permission from the ISS teacher.
3. Students must get permission to use the restroom or get a drink from the ISS teacher.
4. Lunch will be eaten in the ISS room quietly.
5. All daily assignments must be completed on the day assigned and you must show the ISS teacher that it is complete before submitting it.
6. NO talking.
7. NO gum, food, or drinks (except water).
8. Students must be reading or working on assignments during the day. Drawing is not an option with the exception of free time.
9. No sleeping, or the appearance of sleeping, in class.

10. No electronic devices. You will put them on the teacher's desk at the beginning of the day and get them at the end of the day.
11. Listening to music is prohibited unless permission is granted from the ISS teacher.
12. Any verbal instruction given by an administrator or ISS teacher shall supersede these printed rules and procedures.
13. Any violation of rules may result in additional days of ISS. The ISS teacher can request extra days of ISS.
14. Absences from ISS will be made up before returning to regular classes.

**Out-of-School Suspension (OSS) and Expulsion:** When the conduct of the student has arrived at a point which warrants severe disciplinary action the parents will be notified. If it is determined that a suspension (OSS) (maximum of 10 days by the principal and 180 days by the superintendent) is warranted the student will be sent home. A written record of the OSS will be immediately sent to the parents, and under normal circumstances a copy would be placed in the student's permanent record. Students in OSS are not allowed to attend or participate in extra-curricular or school sponsored activities for the duration of the OSS. If a student's OSS extends from one week to the next, the student will not be allowed to attend or participate in the weekend school activities. Students will not receive academic credit for any class work missed during OSS. A parent or guardian must accompany a student upon their return to school to conference with the principal or superintendent if the principal is not available. The power of permanent expulsion is reserved to the Tarkio R-I Board of Education. Permanent expulsion will result in the student being permanently dropped from enrollment in TARKIO R-I School.

**Weapons Rule:** This Rule is written in compliance with the Gun Free School Act, which was enacted on October 20, 1994. Any student found to be in possession of a weapon on the school premises or at a school activity may be suspended from school for one year or more. It is not the intent of this rule to punish students who inadvertently leave a hunting gun in their vehicles or students who have permission from the principal to bring a hunting bow to school for reasons related to class assignments. (i.e.) A student in shop class who is making a hunting bow as a class project. Situations of this nature will be very closely supervised by the principal or their designee. For the purposes of this rule, a weapon will be defined as an instrument possessed for the purpose of inflicting harm on another. In most cases, a look-alike weapon will be treated the same as an actual weapon

**Tobacco:** Possession and use of all tobacco products are prohibited during the school day and at school functions. Anyone found to be using tobacco or possessing tobacco at school or a school function will be disciplined at the appropriate level on the behavior management plan.

**Public Displays Of Affection:** Society's standards change from year to year but students, staff, and parents still adhere to proper and respectful behavior regarding public displays of affection. Tarkio Schools will enforce a "no contact" policy while on school grounds or school events. Student's inappropriate behaviors are subject to being disciplined according to the disciplinary policies of the school. If in doubt of what is acceptable, ask your building principal.

**Dress Code:** Students are to be fully dressed in neat and clean clothing for the protection of theirs and others' health.

Prohibited items include, but are not limited to the following:

- Piercings that are considered injurious by staff/administration. Safe Schools Act
- Pajamas or clothing deemed as pajamas by the principal.
- Biker shorts, unless worn under other clothing.
- Any clothing with objectionable or profane words or pictures.
- Any clothing advertising or encouraging the use of alcohol, drugs, or tobacco.
- "Half-shirts" or clothing that exposes the midriff or are low cut shirts. Top must meet or exceed top of pants at all times.
- Shirts that expose the cleavage. Rule of thumb is at least a hands width above the cleavage line should be covered.
- No clothing that is see-through or sheer.
- Tank top straps must be at least 2 fingers wide, no spaghetti straps or sports bras.
- Shorts, skirts, and/or dresses shorter than mid-thigh
- No cut up or ripped sleeveless shirts. Shirts that are sleeveless should have a manufactured cut on them.
- Clothing with holes or gaps in inappropriate locations is not acceptable, including open-back tops
- Caps, hats, or any other form of headgear worn by students in the building during the school day, male or female. Unless on special days deemed by the principal.
- Any long billfold chains, straps, or devices. Any studded leather jewelry. Safe Schools Act.
- Pants that are too baggy, are worn too low, or any clothing style that distracts or reveals too much.

-Shoes should be worn at all times, bare or sock feet are not acceptable except in gym during lunch.

If in doubt, check with the principal first. Students who violate these rules will be given the option to change into clothing that will meet school standards, or be sent home and counted absent for that time. Repeat offenders will be subject to the Behavior Management plan.

**Searches:** Students have no expectation of privacy in lockers, desks, computers, or other district provided equipment or areas. The District will conduct periodic and unannounced administrative searches of lockers, computers, and other district equipment. The District uses dogs to indicate the presence of alcohol, drugs, or other prohibited substances on campus, including the parking lot. Additional searches of bags, purses, coats, electronic devices, other personal possessions and cars in accordance with law. The District may require students to a drug or alcohol test if there is reasonable suspicion that the student has consumed prohibited substances.

**Recreational Equipment:** School should be a place where the students feel safe and are comfortable, but we don't want to lose sight of the purpose of school. School is a place of learning. Students should refrain from bringing to school anything of a recreational purpose that has the potential of distracting from instruction, including toys. If items of this nature are brought to school, they should be placed in the student's locker on arrival to school and left there until the end of the school day. Items of this nature will be confiscated if found out of a locker during the instructional day. Another issue to be considered in regard to bringing such items to school is theft. All too commonly items are stolen from student lockers. Students are encouraged to not bring anything of great value to school.

**Food and Drink in the Building:** Students are allowed to have food and drinks in the building. However, it is at the teacher's discretion whether or not food is allowed in the classrooms. No food or drinks are to be stored in lockers. All trash must be thrown away.

**Care of Building and Equipment:** To destroy, mark or disfigure the equipment or property (vandalism) of the school is a public law violation. Anyone violating this law will be held responsible for such acts and must replace or pay for damages. If these acts are committed by a juvenile, the parents/guardians are responsible for the damages as per state law. If an act of negligence results in damage to school property, the students or parents/guardians will be held financially responsible for the repair or replacement of the school property damaged. A general rule of thumb is you make the mess clean it up or get help doing so. Do not just leave a mess you made for someone else to clean. Our custodial staff is here to clean and maintain the building not clean up after unnecessary or accidental messes.

**Leaving the School Grounds:** A student that finds it necessary to leave the school grounds during the day, once they have arrived, they must obtain permission from the office and their parent/guardian prior to leaving. Students leaving the school grounds without permission will be disciplined according to truancy provisions. Students failing to follow the above procedure will be subject to the Behavior Management Plan.

**Security Cameras:** Surveillance cameras are located throughout the building and school property and record 24 hours a day.

**Sexual Harassment of Students:** Sexual harassment of students of either sex by employees or other students of the opposite or same sex is strictly prohibited in the school district. For purposes of sexual harassment and sexual discrimination policies only, an employee includes any person enrolled in the school district or in district instructional programs. Sexual harassment is defined as sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature made by a member of the school staff to a student or made by any student to another student when:

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

Whether a student voluntarily submits to sexual advances or requests is irrelevant for purposes of the policy. Sexual harassment of a student by an employee or another student may include such things as sexually oriented jokes, remarks, cartoons, pictures, or letters;

pressure for sexual activity whether written, verbal or through physical gestures; and physical contact such as patting or pinching. Students who believe they have been victims of or have witnessed sexual harassment should report the incident(s) to any teacher, guidance counselor or school administrator. The staff member who receives the complaint shall promptly inform the administrator who is designated to investigate such reports, or the next level administrator who is not the subject of the complaint. There will be no adverse action taken against a person for making a complaint of sexual harassment when the complainant honestly believes sexual harassment has occurred or is occurring or for participating in or cooperating with an investigation. Adverse action would include any form of intimidation, reprisal or harassment such as suspension, expulsion, termination, and change in educational conditions, loss of privileges or benefits or other disciplinary action. Any individual who retaliates against any employee or student who reports, testifies, assists or participates in an investigation or hearing relating to a sexual harassment complainant will be subject to discipline. The appropriate administrator shall provide for a thorough, prompt investigation of the incident, and the investigation and written report shall be completed within a reasonable period of time. The district shall take disciplinary action where appropriate, up to and including suspension and/or expulsion of the student or suspension and/or termination of the employee, in order to endure that further sexual harassment does not occur. No person who is the subject of a complaint shall conduct such an investigation. If the superintendent is the subject of the complaint, an individual authorized by the board will conduct an investigation. Any student found to have violated this policy by committing an act of sexual harassment or retaliating against a complainant or participant in the investigation shall be subject to disciplinary action including, but not limited to, suspension and expulsion. Confidentiality will be preserved consistent with applicable laws and the responsibility to investigate and address such complaints. If investigation of a student complaint results in reasonable case to suspect that the student has been subjected to abuse or neglect, the matter will be reported in accordance with Board policy. Students who believe that their complaint has not been satisfactorily resolved may fill out a Grievance Form at the appropriate level. Publications disseminated to the employees and students will inform them of this policy. Employees of the school district can substitute employee for student in policy text as this policy applies to all students and personnel.

Sexual abuse awareness training will be provided by the school district for students in grades 6-12 (Policy 2742). Student training will include, but not limited to: instruction in recognizing sexual abuse, instruction in reporting sexual abuse, instruction in actions that student-victims of sexual abuse can take to obtain assistance and intervention, and instruction in resources that are available to students affected by sexual abuse. Prior to the training, the District will notify parents/guardians of the training content and of the parents/guardians right to have their student excused from the training.

**Due Process:** Each student is expected to be thoroughly acquainted with regulations explained in this handbook. In addition, he/she is expected to abide by them. If at any time a student or parent/guardian has a question about any policy included in this handbook or its interpretation, they should contact the principal or superintendent by calling (660) 736-4118 or (660) 736-4161.

In a disciplinary matter that includes the consequence of ISS or OSS a student has the right of due process. A student may be suspended from classes and/or school as well as recommended for expulsion by the Board of Education. The basis of evidence for this action is a violation of the discipline code outlined in this handbook, approved by the Board. Due process includes: 1. Oral and/or written notice of charges of violation. Meeting with administrator. 2. The opportunity to admit or deny such charges, and to provide an explanation of the situation, and to provide evidence contrary to the charges. 3. If suspended, the parent will be notified of the findings by the principal. A copy of the policy on student expulsion procedures will be provided to the parent when that action is recommended. That policy can be viewed by parents or students at the principal's or superintendent's office.

## **Activities Information**

**Title IX:** The Tarkio R-I School complies with all Title IX policies. All courses offered in the Tarkio R-I School are open to any interested student, assuming all prerequisites have been met. Some classes will have a limit to the number of students allowed to enroll. In such cases, seniority and a student's GPA will be used to determine priority. If any person feels that a formal grievance should be filed concerning these policies, the contact person is the secondary principal.

**Student Activity Tickets/Passes:** Student activity tickets are available in the principal's office for \$20.00. An activity ticket is good for admission to all home athletic events, except state sponsored tournaments.

**State Competition:** Transportation to and from state competitions will follow the guidelines of the transportation rules that apply to other school activities. The administration, with input from the coach(es) or sponsors involved will determine departure times and the need to stay overnight. If it is determined that there is a need to stay overnight, the principal will arrange for lodging and the district will pay the room expense and an amount to offset meal expense.

**Student Transportation:** All students of the Tarkio R-I School District participating in extra curricular activities will be transported from the school to the site of the activity sponsored by the school off school grounds, by bus or school approved vehicle(s). The return trip will be by the same vehicle unless an excuse is in the hands of the high school principal before the vehicle's departure from school. A student may travel to a contest with a parent if there is a need to do so. Such arrangements need to be made in advance and cleared through the principal's office. Cheerleader sponsors will determine and approve transportation for cheerleaders with administrative approval. It is the responsibility of the cheerleader to communicate clearly with the sponsors to avoid potential transportation problems.

The parent may contact the director at the event or activity, if they wish to transport their child after the event. A sign out sheet will be available to sign their student out. Only a parent or guardian may sign a student out. A parent may arrange for alternative return transportation by an approved adult, by completing a transportation form and returning it to the high school principal prior to the bus departing for the event.

- Coaches have the authority to require that students ride to and from all events on school provided transportation.
- Exceptions to the above can only be made by the principal.
- Permission slips are always available in the principal's or athletic director's office.
- An adult is a responsible person 21 years of age or older.
- If the trip is scheduled for a non-school day, the permission slip should be turned in to the office that Friday.
- See the East Atchison Wolves Coop Handbook for activities that have been cooped.

**Junior High:** It is our desire to provide a good transition from the elementary school to the junior high school. With this in mind we want to keep the Junior High and the Senior High students separated as much as possible. Junior high students will not be allowed to participate in high school activities. Junior high students will be encouraged to maintain their own identity and will have the same basic privileges that the high school student is allowed. (i.e.) Junior high students will not be allowed to attend high school dances, but junior high students will be encouraged to have their own dances that high school students cannot attend.

## **Tarkio R-1 Eligibility for Extra-Curricular Participation**

### **MSHSAA Requirements – Grades 9-12**

- Student must be enrolled in, and regularly attend, courses that offer 3 units of credits or 80% of the maximum allowable credits (4 units of credit in Tarkio) which may be earned, whichever is greater.
- Credits earned or completed after the close of the semester may be accepted, with the approval of the school or MSHSAA.
- A beginning 9<sup>th</sup> grade student must have been promoted at the close of the previous school year.
- Student must be making satisfactory progress toward graduation as determined by the school district.
- Students are not to drop any courses without first consulting with your school principal, athletic director or counselor to determine whether or not it will affect eligibility.

Note: Special education students with IEP's may have requirements modified.

### **MSHSAA Requirements – Grades 7 & 8**

- Student must be enrolled in a normal course load at school.
- Student must have been promoted to a higher grade at the end of the previous year. However, even though they may have been promoted, they will still be ineligible if they failed more than two classes the previous semester.

### **Tarkio R-I Requirements – Grades 7-12**

**Take Precedence Over M.S.H.S.A.A. Since They Are More Restrictive**

- Students in grades 7-12 must be enrolled in classes that total 4 units of credit per semester in order to participate in extracurricular activities, and in the case of athletics, this includes practice.
- Eligibility will be determined after each grade check listed on the district calendar of the student handbook. Any student receiving an “F” for a grade check will be ineligible for participation for any extracurricular activity or out of school practice or performance until next they raise the grade. Students who are ineligible are expected to practice and will be able to travel with the team, but will not dress out until eligible. The coach or advisor may use them as a helper or manager. The student will sit with the team or group and do as directed by the coach or advisor when at extracurricular events, students who do not will lose their privilege to travel with their team or group and may lose eligibility altogether.
- If an ineligible student is part of a group (singing/band/ag team), they will be allowed to participate in that group event if they are not replaceable and/or that group is dependent upon them to continue, but the student will still be ineligible for individual events.
- Ineligible students involved in co-curricular activities will be allowed to participate in local interscholastic events (ie. band and vocal concerts) if such participation is considered to be a part of grade requirements.
- A student shall be considered ineligible while on OSS. A student who is expelled or who withdraws from school because of disciplinary actions shall not be considered eligible for a period of 365 days from the date of the expulsion or withdrawal.
- **A student must be in attendance for the entire day on the date of a contest to be eligible to participate that day, unless the absence has been excused in advance by the principal.** Such exceptions that **may be** considered but not limited to the following: (1) the acceptance of an award or scholarship, (2) a legitimate scheduled medical appointment that may take all or part of the school day, (3) a planned participation in a career-oriented or educational activity that may not be specifically school related, (4) participation in a school-sponsored field trip or activity, and (5) the death or funeral of an immediate family member or a family emergency.
- A student may not compete on an outside team or individual match competition during the season in which she/he is representing the Tarkio R-1 Schools. He/she shall not miss school time to compete, practice or travel to the site of a non-school sponsored athletic competition in any sport in which the member school competes interscholastically, unless approved by the principal. She/he shall not practice for, or compete in, non-school competition on the day he/she practices or competes for the Tarkio R-1 schools, unless approved by the principal.
- A student shall not have reached his/her 19<sup>th</sup> birthday prior to July 1 of the present school year. Junior high school students shall not have reached the following ages prior to July 1: Grade 7: 14 Grade 8: 15
- A student shall not have competed under an assumed name.
- Competing for awards having utilitarian value such as jackets, cash, or merchandise prizes will result in her/his being named ineligible.
- Students who represent Tarkio R-1 Schools in interscholastic and/or beyond the classroom activities must be creditable citizens, both in and out of school, and judged so by the proper authorities. Those students whose character or conduct is such to reflect discredit upon themselves or the school are not considered “creditable citizens.” The principal and the coach/sponsor/teacher/ shall judge inappropriate conduct. **A student must attend a full day of regular attendance prior to any school activity or contest in order to participate, unless prearranged with the principal.**
- Coaches and sponsors may set individual rules of conduct pertaining to their program, as long as the rules do not violate or circumvent district policy and comply with accepted consequences and penalties. All such policies will be approved by the principal prior to being implemented.
- **TRANSFER STUDENT ELIGIBILITY:** Any 7-12 students that transfers from another school into the Tarkio R-1 Schools with failing grades from their previous school in the last grading period of their attendance will be subject to district eligibility rules. **The High School Principal will have the final say in the interpretation of the Academic Eligibility rule.**
- **APPEAL PROCESS:** In the event that a student’s eligibility may be deemed to be the result of extenuating circumstances, parents may appeal for special determination of whether or not an exception will be granted, this will be the responsibility of the school administration and the decision approved by the School Board.

**Selection of Students for Participation in Programs and Activities:** Student selection for participation in certain instructional, extra-curricular, and co-curricular programs and activities will be selected based solely on ability, performance, or prerequisites and not on the basis of race, color, nation origin, sex, age, or handicap, except as prescribed by the statutes of the state of Missouri by the MSHSAA, or by the state or national authority governing membership or participation in that program or activity. The sponsor, coach, counselor, or building administrator will make criteria for selection of students for participation in programs or activities available to students and parents.



**Public Events:** Concerts, assemblies, graduation ceremonies, etc., are for the enjoyment of the public and are intended to display the talents and achievements of the students involved. Students who attend these events as spectators are expected to behave accordingly. Those who create disruptions will be asked to sit with their parents or will be prohibited from attending these functions.

## **Other Student Information**

**Breakfast and Lunch:** The cafeteria is operated in the Elementary School building and serves hot breakfast and hot lunch for grades PK-12. Breakfast is served from 7:30-7:50a.m. Tarkio R-I has a closed meal policy, so students may not leave school for breakfast or lunch. The lunch schedule is set by the administrators. Students may have assigned seating at certain tables and, if so, are expected to sit in designated areas. Students may visit quietly while eating and are expected to stay in their seats until dismissed by the lunchroom supervisor. Good manners are a must. Students may be assigned to assist with basic table cleaning at the end of their lunch period. Students who do not follow the cafeteria rules may lose privileges and/or may be assigned to restricted lunch. Grab and go breakfast (grades 6-12) and lunch (grades 9-12 only) options will be available in the gym lobby. Students are expected to clean up after themselves and keep the lobby area clean.

Applications for reduced or free meal pricing will be sent home with students at registration or on the first day of school. All parents are encouraged to complete an application form so that students have the opportunity to enjoy balanced meals at the lowest cost. One form per family is sufficient.

All student meals should be paid for in advance by depositing money into the students' food service accounts. Each student has his/her own individual account, and/or money for all meals (breakfast, lunch, and/or extras) goes into the same account. Please send money in a sealed envelope with name, grade, and amount. If sending money for more than one student, please indicate how much money you want in each child's account. Students/adults may make food service payments by mail or in the food service office. Notices will be mailed when a student's account reaches a balance of \$25. Charging will be severely limited, and students with a balance of -\$25 or less will likely be served an alternate meal or may not be served at all. Paying in advance for the month is the best practice.

There is a charge for all 'extras' regardless of meal status. Extra milk is 30¢ per carton. Ala carte items and second meals may be available at additional cost. If you do not want your child to have extra milk or ala carte items, please tell your child not to take those items. You may also tell the Food Service Manager, who will attempt to prevent your child from taking extras. Regardless, students will be charged for all food items taken.

Meal Prices: Breakfast-students \$1.75 adults \$2, Lunch-students grades 6-12 \$2.45 adults \$3.50, extra entree-\$1.75

**\*\*Pop is not allowed in the lunchroom during meal times.** Students are not to bring pop or other carbonated beverages in sack lunches. Parents may eat school breakfast or lunch with their child. If planning to eat at school, please notify the school so enough food is prepared. Please honor the 'no pop, no outside foods' rules. Be prepared to pay for the adult meal in cash, as the food service system is not set up to deduct adult meals from a student's account.

**Senior Trip Policy:** Rationale: The senior trip should be an earned privilege. Senior students should make an effort to exhibit exemplary behavior, attendance and academic performance to be included in this activity. For this reason, the following guidelines are established governing the eligibility for participation:

General Regulations:

- Participation is voluntary. Students participating must have accumulated the required credits for graduation. Participation shall require a signed release by the parent/guardian of each senior, indicating that guidelines have been read and understood and the parent/ guardian accepts the rules and responsibilities. Any student who does not meet minimum graduation requirements will not be allowed to go on the senior trip.
- Money earned by seniors will be divided among those who are going on the trip. Senior trip money will be accumulated from 7<sup>th</sup> grade through Senior year. Money accrued during concession stands will be disbursed based upon the number of concession stands worked by either the students or students' parents/guardians. **As a result, some students may earn more than others.**

- Seniors may earn up to \$200 spending money to take on senior trip.
- Seniors who either lose the privilege to attend or decide not to attend, forfeit their rights to any funds.
- All funds raised are property of the Tarkio R-I School District
- All required class work must be complete and approved by each teacher.
- All financial obligations to the school must be taken care of prior to the trip. This includes any debts that may be outstanding over the student's cumulative years in the district.
- The trip location will be selected by the class and sponsors, voted on by the class, and approved by the administration and school board.
- Senior trip is a school sponsored activity and all rules and policies governing school sponsored activities will apply unless otherwise specified by the senior trip rules written and agreed upon by the class sponsors and school administration.
- Trip chaperones will be class sponsors and may possibly include other adults approved by the administration. Any chaperones, besides sponsors, will have their expenses paid or reimbursed by the school district.
- The arrangement for transportation on the trip will be the responsibility of the senior class sponsors.
- It shall be the responsibility of the chaperones to supervise student activities while on the trip. This activity is considered a school extracurricular activity and is therefore subject to the guidelines for student discipline and conduct as provided in the student handbook.
- The parent/guardian of any student whose behavior on the trip necessitates being sent home before the trip is over shall incur the responsibility for those expenses, including arranging for transportation.
- Any disciplinary action that may be taken for violation of school rules on the trip might affect graduation status and may require board action.
- Any students participating in a Senior skip day may lose the privilege of going on senior trip.
- Senior trip is a 24 hour trip

**Student Eligibility will be called into question, if during the senior year, any of the following are applicable:**

- The student has been suspended out of school (OSS) for any disciplinary violation.
- The student has been suspended in school for two or more times for disciplinary violations.
- Any student has three or more discipline referrals during their senior year
- Students who have less than a 95% attendance record for their senior year. Hourly attendance is used to determine a student's attendance record. An attendance deadline will be established each year to aid class sponsors in obtaining appropriate lodging.
- Students who have not participated in class fund-raising activities will risk personal payment for the trip/activities amounts to make up the deficit in class funds that resulted from their non-participation in any of these activities. (This may be adjusted in case of extenuating circumstances)
- The student has been charged with or arrested for possession or use of alcohol, drugs, or paraphernalia during grades 9-12
- Principal's discretion may be used regarding these guidelines.

**Pictures:** Pictures will be taken during the school year. Notices will be sent home before the pictures are to be taken. Parents may purchase the pictures if they so desire.

**Student Parking:** All students will park in the High School lot north of the main building. Spaces are available on a first come first served basis for all students with the exception of Seniors. Seniors will have a designated parking area. Students will be allowed to park in staff parking spots anytime after 4pm (M-F). If space runs out, students will be directed to park in an alternate location by the principal. Please be courteous in your parking. Students who drive should not return to their vehicles during the school day without checking with the principal's office to get permission. Students are reminded to park in a single space centering their vehicle on the parking block. Reckless driving in the parking areas or immediately after leaving the parking space will not be tolerated. Those who do may lose their parking privilege on school property, or have to turn in their keys on arrival and wait until all students have left the area before being allowed to leave. Remember to enter and exit in the appropriate locations and to buckle up.

**Class Activities:** Sponsors will clear all class or organizational activities with the principal prior to scheduling any activity. Students who are going to be out of school on school sponsored activities are to check with teachers and receive assignments before they leave. If a student is failing class(es) they will remain in school, rather than attend out of school field trips. Students will have many opportunities to earn money for their portion of class dues; if a student does not take advantage of these opportunities then fines may

be levied to pay an individual student's portion of funds. Every member of the class will attend class meetings if held during the school day.

**Field Trips:** Students who are academically ineligible for extra-curricular activities will not be allowed to go on field trips, unless the trip is deemed to be instructional in nature and directly related to the course curriculum. Students who are failing a class for the current term (quarter or semester) or who have not been turning homework assignments will not be allowed to go on field trips. The definition of a field trip for the purposes of this rule is: any school sponsored activity that takes the student out of a class other than the class sponsoring the trip.

**Physical Education Excuses:** All students are expected to take and participate in physical education classes to learn about and then lead a healthy lifestyle by exercising and participating in that class's activities. To be excused from participation in P.E., students must have a doctor's excuse listing specific reasons for a long term excuse and a parent phone call listing the specific reason for the excuse. Students who do not dress out will be expected to complete a paper assignment given to them by the teacher to make up for not participating. After five non dresses in P.E. students will be assigned detention. All students are expected to clean out and take home their clothes and towels to be washed at least every Friday. Students are not to keep textbooks in their gym lockers, as books and wetness do not mix well. Students should have appropriate dress, shoes, and a towel for each day of class. Students are expected to shower after each class unless they have P.E. 2 hours in a row or have practice right after last hour P.E.

**School Nurse:** Tarkio R-I employs the services of a school nurse. Students who become ill will be sent first to the JH/HS secretary, who will then send the student on to the nurse's office in the elementary building. The nurse should be consulted immediately in the event of an accident, then the principal should be notified. Students must check out through the building principal before going to see the nurse, unless it is an emergency situation. A student who has a communicable disease should not return to school without the permission of a physical or the approval of the school nurse. Children should not return to school until their temperature has returned to normal and remained normal for 24 hours without Tylenol/Aspirin

#### **Administering Medicines to Students:**

**Prescription Medication:** The student's authorized prescriber shall provide a written request that the student be given medication during school hours. The request shall state the name of the student, name of drug, dosage, frequency of administration, route of administration, and the prescriber's name. The diagnosis/indication for use of the medicine shall be provided. When possible, the prescriber should state adverse effects and applicable emergency instructions. The District shall require that a prescription label be properly affixed to the medication in question. Said label must contain the name of the student, name of the drug, dosage, frequency of administration, route of administration, diagnosis and the prescriber's name. A parent/guardian must request in writing that the School District comply with the authorized prescriber's request to give medication. (The District will not administer the initial dose of any new prescription except in an emergency.)

**Over-the-Counter Medication:** Although it is discouraged, the district may administer over the counter medication to a student upon receipt of a written request and permission to do so by the parent/guardian. In order for over the counter medication to be given to a student for more than 5 consecutive days, written permission from a licensed prescriber will be required. All over the counter medications must be delivered to the nurse by a parent/guardian and must be in original packaging labeled with the student's name. The over the counter medication will only be administered in accordance with the manufacturer's label.

**Emergency Medication:** Written standing orders will be obtained annually for the administration of emergency medication.

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

The administration of medication, including over-the-counter medications, is a nursing activity, governed by the State of Missouri Nursing Practice Act. It must be performed by the registered professional school nurse. The nurse may delegate and supervise the

administration of medication by unlicensed personnel who are qualified by education, knowledge and skill to do so. The registered nurse must provide and document the requisite education, training, and competency verification. The nurse is also empowered to contact the prescriber or pharmacist filling the prescription to discuss the prescription if the nurse has questions regarding the administration of such medication. Qualified employees will be held harmless and immune from civil liability for administering medication or medical services in good faith and according to standard medical practices.

School employees who are not qualified according to standard medical practices will not be required to administer medications or medical services. Such unqualified employees who refuse to administer medications or medical services will not be subject to disciplinary action for such refusal.

**Library:** The library will be used as a library and sometimes as a study hall. If a student abuses the library in any way: e.g. talking out loud repeatedly, being belligerent with the librarian, having too many books overdue, destroying books, or creating any kind of a disturbance, he/she may have all library privileges taken away. Rules set up by the librarian are to be observed.

**Lockers:** Student lockers will be assigned alphabetically. Students must retain the locker assigned to them unless given permission to change by the principal. Lockers are to be kept clean and orderly. Only magnets may be used to hang things in or on lockers. A locker inspection will be conducted periodically. Lockers that are not clean and orderly must be cleaned by the student prior to returning to class.

Students are advised not to leave large sums of money or other valuables in their lockers. Students are responsible for their own property. Valuables should never be left unattended unless they are locked in a secure place. If a student wants a lock to put on their locker they will be assigned one from the school. Locks from home should not be used. Students should not be in other students' lockers for any reason. All lockers remain school property and are subject to inspection without notice by the school authorities when deemed necessary.

**Bus Regulations:** The district provides bus transportation for students living more than a mile from the school. Riding the bus is a privilege that can be suspended or terminated if students fail to follow the rules. Bus riders are expected to respectfully follow all directions given by bus drivers. First discipline infraction will result in a phone call home and a seat change. Second discipline infraction could result in a suspension of bus riding privileges. Additional infractions could result in a loss of bus riding privileges.

Pupils will load on the south drive (Pine Street) immediately after dismissal. Busses will depart from the school 10 minutes after the dismissal bell. Bus routes will be established before the school year begins. Regular stops will be publicized, and all students riding buses are expected to board and leave the bus at a previously designated stop. Students should not request the driver to stop at a non-designated stop unless their parents/guardian has already personally contacted the driver. All school regulations apply during the time students are being transported on a bus.

**Students:**

- ❖ Follow the driver's instructions at all times
- ❖ Sit in assigned seat
- ❖ Sit in seat properly and stay seated at all times
- ❖ Keep all objects inside the bus and out of the aisle
- ❖ Speak quietly and appropriately using only acceptable language
- ❖ Treat others with respect
- ❖ Failed to follow bus rules by having in possession/using tobacco, alcohol, or drugs of any form (including look alike and vapes)
- ❖ Will not bring sharp objects, weapons (real or fake), ammunition, matches, lighters, material of sexual nature, etc on the bus

**\*\*Consequences for bus misconduct:**

- ❖ 1st-signature from parent and school
- ❖ 2nd-parent telephone conference with the school
- ❖ 3rd-conference with the principal and parent. 3 day bus suspension
- ❖ 4th-conference with the principal and parent. 5 day bus suspension
- ❖ Additional-conference with the principal and parent. 10 day bus suspension

## **TARKIO R-I SCHOOL DISTRICT DRUG TESTING POLICY GRADES 7-12**

**Background and Purpose:** Drug abuse is a serious problem. Schools, including Tarkio R-I School District, are not immune. Even students in extracurricular activities are increasingly using alcohol and are experimenting with “street drugs” such as marijuana and methamphetamine. The educational program and drug testing program described in this policy are part of an overall attempt to give the students of the Tarkio R-I School District an option to not participate in the use of any type of drug. The goal is not to punish but rather to aid in the discovery and prevention of possible drug-related problems. The key component of this program is opening the lines of communication between students and parents about the serious matter of drug usage and abuse. A student using drugs is a danger to him/herself as well as other students. All students in the Tarkio R-I School District who choose to participate in extracurricular activities and those who choose to park on school property are entitled to do so in a drug-free environment.

*As a condition of participating in extracurricular activities and receiving a parking pass to park on school property, middle and high school students and their parents must consent to random drug testing of the students as further defined in this policy and administrative procedures.*

This program does not affect other policies and practices of the Tarkio R-I School District in dealing with drugs or alcohol use or possession where reasonable suspicion is obtained by means other than the mandatory and random sampling discussed here.

All students who will participate in extracurricular activities during the school year and who complete and return the consent forms within the deadlines set by the superintendent or designee will be included in the testing pool and may be selected for testing as soon as the student is officially enrolled in the drug testing program, even if the extracurricular activity has not yet begun. If a student is 18 years of age and living with a parent/guardian, he/she still must have both student and parent/guardian signatures. If the student is 18 years of age and has established a residence on his/her own, the student’s signature is all that is required.

### **Definitions**

Extracurricular Activities: Activities that take place outside the regular course of study in school.

Performances: The scheduled games, matches, contests or performances (including district, sectional and state contests) for the activities listed above. Consent Form: The parent/guardian drug testing consent form, which is adopted by district administration.

Illegal Drugs: The use, possession, distribution, sale or solicitation of alcohol, drugs (their imitators), unauthorized prescription or non-prescription drugs, drug-related paraphernalia, narcotic substances, marijuana or other intoxicants and any other substances, which an individual may not sell, possess, use, distribute, or purchase under either federal or Missouri law. Non-Negative Test Result: When referring to a drug test administered under this policy, a toxicological test result which is considered to demonstrate the presence of an illegal drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test. Parking on School Property: Any student who parks on school property during the school day. The car(s) that the student regularly parks must be registered with the high school office. The student is required to park in the designated student parking lot on school property. SAMSHA: Substance Abuse Mental Safety Health Administration DSO:-Designated School Official

**Privacy and Confidentiality:** The primary testing method to be administered will be urinalysis. However, alternative methods of testing, such as saliva, hair, etc. may be used under certain circumstances. Appropriate steps will be taken to respect the privacy of students while, simultaneously, preventing falsification of testing. Upon receiving a notice from the administration that the student has been selected for a random drug test, the student will go to an assigned area and wait until it is his/her turn to produce specimen. A representative of the Tarkio R-I School Administration or School Nurse will be available during the testing procedure.

Prior to being called by the test administrator (from the pre-established drug testing company), the student will proceed to the testing site. The student will present the identification number to the test administrator, who will record that number on the test’s recording form. The test administrator will then ask the student to remove hats and outer garments (if any) and place the contents of the pockets on the testing table. The student will be allowed to return any non-containers to his/her person. The student will then be asked to select a collection cup and instructed to open the cup and dump the contents on the table. The test administrator will accompany the students to the restroom, where the student will be instructed to place the collection cup on a ledge or counter and then wash his/her hands. The test administrator will have placed blue dye into the toilet in the restroom and will have taped off all but one sink, prior to the student

testing or as the student is washing. When the student finishes drying his/her hands, the test administrator will instruct the student to step into a pre-selected stall and void into the collection cup. The student will also be asked not to flush any toilet or use any faucet. The test administrator will then step out of the restroom, or behind the restroom outer wall, until the student completes the void, comes out of the stall, and places the collection cup on the pre-arranged flat surface.

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

If a student is unable to produce a urine sample, the student will undergo a time limit of one (1) hour in order to produce a sample. If a student does not provide a urine specimen in 1 hour we will use a lab-based oral fluid test.

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

**Verification of Sample:** Verification of sample will vary with the drug testing company that is hired to do random testing with the school district. The testing will be in three separate stages to make sure there is validity.

**Disclosure of Other Medications:** If the test results are non-negative, the results will be forwarded directly to the medical review officer (MRO). The MRO will contact the DSO to inform him/her of the non-negative result. At this point, the MRO will request that the student's parent/legal guardian contact the MRO Directly to determine if there is a medical explanation for the non-negative results.

The DSO will then contact the student's parent/legal guardian, inform him/her of the non-negative result, provide the information necessary to contact the MRO (phone number, student ID number & MRO code word "Indy500"). When the parent/legal guardian makes contact with the MRO and verifies their identity, they will discuss medications the student is taking. If any of the student's medications could explain the non-negative result, the MRO will verify the legitimacy of the prescription with the pharmacy who filled it and/or the prescribing physician. Once all pertinent information has been obtained, the MRO will make a final determination of the test result. Those results will be forwarded to Tomo Drug Testing who will then forward to the DSO.

The MRO will reach out to the DSO on three separate occasions, over the course of three separate days (excluding weekends and holidays) to request a student's parent/legal guardian call them to discuss the student's non-negative result. If the parent/legal guardian does not make contact with the MRO during that time frame, the MRO will release the result as a "non-contact positive". A parent/legal guardian can make contact with the MRO after the result has been released.

**Activities included in the Drug Testing Policy:**

1. All MSHSAA Sanctioned Sports
2. All MSHSAA Sanctioned Activities

3. All Extra-Curricular Activities and Club that are offered by the Tarkio R-I School District- Including, but not limited to:
- a. FFA
  - b. FCCLA
  - c. FBLA
  - d. National Honor Society
  - e. Drama Club/School Play
  - f. Choir/Band

**Consequences:**

**First Offense:** The student shall be suspended from participation in all school-sponsored activities and/or student parking privileges on school property for a period of 30 calendar days from when the test results are determined by the test administrator. The student must also submit to a mandatory retest at the end of the suspension, at the expense of the school.

**Second Offense:** The student shall be suspended from participation in all school-sponsored activities for a period of 60 calendar days from when the test results are determined by the test administrator. If a student completes a drug treatment program (one approved by the school district), thirty (30) days may be subtracted from the suspension at the discretion of the superintendent or his or her designee. This may only take place if an approved drug treatment program was completed. The student must also submit to a mandatory retest at the end of the suspension, at the expense of the school.

**Third Offense:** Following a third confirmed positive test result, the student shall be suspended from participating in all interscholastic athletics, extra-curricular activities, public performances, and on-campus parking for a minimum period of 365 calendar days.

A student who has initially consented to be tested may refuse to be tested, but if he/she chooses to do so, he/she will immediately be suspended from participating in extracurricular activities and/or the privilege of parking on school property for 365 calendar days. Any student who refuses to re-test after a failed test will be considered to have committed the next offense level.

**In order for the student to be reinstated to extracurricular activities and/or park on school property, he/she must take another drug test at the expense of the school district.** *This test must show negative for drugs in the system. The lab testing facility must be pre-approved by the school district, and the test must include the substances tested for in the school testing program.* **The student can attend practice sessions, continue to attend team functions and sit with fellow participants during the activities but not participate.** After a student tests positive for illegal substances, he/she will be subject to non-random testing at the request of the administration for the remainder of the student’s participation in extracurricular activities and/or parking on school property in the designated student areas for the current school year.

**Drugs that Tarkio R-I School District may be testing for:**

THC = Marijuana	ALC= Alcohol	BZO = Benzodiazepines	COC = Cocaine
PCP = Phencyclidine	MAMP = Methamphetamine	MTD = Methadone	OPI = Opiates
AMP = Amphetamines	BAR = Barbiturates	TCA = Tricyclic Antidepressants	MDMA = Ecstasy
PPX = Propoxyphene	OXY = Oxycodone	STER= Steroids	

The district reserves the right to add additional drugs as it deems necessary or appropriate for the effectiveness of the program.

The school district will pay for all random drug screenings.

## **Public Notices**

**Notice of Nondiscrimination Policy:** As per board of Education policy, applicants for admission and employment, students, parents of elementary and secondary school students, sources of referral of applicants for admission and employment, and all unions of professional organizations holding collective bargaining or professional agreements with Tarkio R-1 Schools are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission/access to or treatment/employment in its programs and activities. Any person having inquiries concerning the Tarkio R-1 Schools' compliance with the regulations implementing Title VI, Title IX, or Section 504 coordinator, who have been designated to coordinate the institution's efforts to comply with the regulations implementing Title VI, Title IX, and Section 504. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institutions compliance with the regulations implementing Title VI, Title IX, or Section 504.

**JURISDICTIONAL STATEMENT:** This handbook is an extension of board policy and is a reflection of the goals and objectives of the school. The board, administration, and staff expect students to conduct themselves in a manner befitting their age level and maturity and with respect and consideration for the rights of others. Students are expected to treat teachers, support staff members, students, visitors and guests with respect and courtesy. Students may not use abusive language, profanity, or obscene gestures or language.

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or property within the jurisdiction of the school district; while on school busses or vehicles, or chartered transportation; and while attending or engaged in school activities. This also applies to students while away from the school if the misconduct directly affects the good order, and efficient management and welfare of the school district or involves students or staff.

Students are expected to abide with school district policies. Students who fail to comply with these rules and regulations may be disciplined for conduct which disrupts or interferes with the educational program. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation and expulsion. It may be applied to prohibition from participating in extra curricular activities. The consequences imposed will be based on the facts and circumstances surrounding the incident(s), the student's disciplinary record and other extenuating situations.

The school reserves and retains the right to modify, eliminate, or establish school district policies, rules and regulations as circumstances warrant, including those contained in this handbook. Students or parents with questions or comments are requested to contact school administrators for information about the current enforcement of policies.

**Public Notice:** All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Tarkio R- School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Tarkio R-I School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

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



The Tarkio R-I School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be in the Administration offices between the hours of 8:00 a.m. – 3:30 p.m. Monday through Friday or by appointment.

This notice will be provided in native languages as appropriate.

## **Summary of Tarkio R-1 Technology**

*\*Please be advised this is a summary, it does NOT contain all information present in the policy and it is not a legally binding contract.*

- All students 6-12 will have a laptop/tablet and protective case made available for their educational use during the school year with an annual, non-refundable, \$25 deposit
- Upperclassmen will have first choice of the devices available
- Yearbook students will be the only students allowed to use the Macbooks
- Students in Grade 6 will not be allowed to take their devices home
- Students in Grades 7-12 will be allowed to take the devices home as needed
- Students will be required to provide all log-in information for their devices to the Technology Coordinator and Principal
- There will be a secure place available to students to leave and charge their devices overnight IF they choose not to take them home. They should NOT be left in lockers as they will not be charging.
- If the device is broken, the deposit will be used to fix the device. If expenses are greater than the deposit the student is responsible for paying the difference.
- Students will be expected to use the devices for EDUCATIONAL purposes. Social Media and shopping will be filtered during school hours.
- Any form of bullying, harassment, or explicit behavior will result in disciplinary actions from the administration
- Students are prohibited from modifying their device. For example; intentionally downloading viruses, programs that are not approved by a school official, trying to get around the filter, vandalizing the device, and hacking into other systems.
- The school district's implementation of the internet filtering software does not guarantee that students will be prevented from accessing materials that may be considered inappropriate and/or harmful. However, it is a meaningful effort on the part of the school district to prevent students from accessing inappropriate and /or harmful materials on the internet. The school district makes no guarantee that the filtering software will be available at all times or that the filtering software will block all inappropriate and/or harmful material.

## **Tarkio R-1 Technology Policy**

### APPROPRIATE USE OF DISTRICT TECHNOLOGY, NETWORK SYSTEMS, AND INTERNET ACCESS

The board is committed to making available to students and staff members access to a wide range of electronic learning facilities, technology (including, but not limited to, computers, laptop computers, tablets, and/or hand held devices), equipment, software, network systems, and internet access. The goal in providing this technology and access is to support the educational objectives and mission of the school district and to promote resource sharing, innovation, problem solving, and communication. The district's technology, network, and/or internet access is not a public access service or a public forum. The district has the right to place reasonable restrictions on the material accessed and/or posted through the use of its technology, network, and/or internet access.

Opportunity for limited access to the district's technology, network systems, and the internet shall be available to all students and staff within the district. However, access is a privilege, not a right. Each student and staff member must have a signed acceptable use

agreement on file prior to having access to and using the district's technology, network systems, and the internet. The amount of time and type of access available for each student and staff member may be limited by the district's technology and the demands for the use of the district's technology. Even if students have no access to and/or use of the district's technology, network systems, and the internet, they may still be exposed to information from the district's technology, network systems, and/or the internet in guided educational activities at the discretion of district employees.

Every item of technology in the district having internet access shall not be operated unless internet access from the technology is subject to the district's technology protection measure (i.e. filtering software). The technology protection measure employed by the district shall be designed and operated with the intent to ensure that students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography or are otherwise harmful to minors. The technology protection measure may only be disabled for an adult's use, if such use is for bona fide research or other lawful purposes.

The technology director/coordinator may close a user account at any time as required. In addition, administrators, faculty, and staff may request that the technology director/coordinator deny, revoke or suspend user accounts. Any user identified as a security risk or having a history of problems with appropriate use may be denied access to the district's technology, the district's network systems, and the district's internet access. Students and staff members will be instructed, at a minimum, on an annual basis by the district's technology director/coordinator or other appropriate personnel on the appropriate use of the district's technology, network systems, and internet access.

The use of the district's technology, network systems, and internet access shall be for educational purposes only and will be allowed by an immediate supervisor and/or administrator. Students and staff members shall only engage in appropriate, ethical, and legal utilization of the district's technology, network systems, and internet access. Personal use by staff and students is not allowed during contracted hours.

Students and staff members shall protect district technology and technology-related equipment from damage and theft. Each student and staff member shall be responsible for any damage to district technology and technology-related equipment they have been issued from the time it is issued to them until the time it is turned back into the district, including damage to the technology, technology-related equipment, and/or software on the technology (including labor costs). All students using district owned equipment will be issued a protective bag. Devices should be stored in the bags at all times during the day, unless they are being used. This includes being transported from class to class between the bells.

Student and staff member use of the district's technology, network systems, and internet access shall also comply with all district policies and regulations. The following rules provide guidance to students and staff for the appropriate use of the district's technology, network systems, and internet access. Inappropriate use and/or access will result in the restriction and/or termination of the privilege of access to and use of the district's technology, network systems, and internet access may result in discipline for students up to and including expulsion and/or other legal action. It may also result in discipline for staff members up to and including termination of employment and/or other legal action. The district's administration will determine what constitutes inappropriate use and their decision will be final. Inappropriate use of the district's technology, network systems, and internet access includes, but is not limited to a violation of the following rules:

- Do not make or disseminate offensive or harassing statements or use offensive or harassing language including disparagement of others based on age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Do not swear, use vulgarities or any other inappropriate language. Be polite and follow the same privacy, ethical, educational, and other considerations observed regarding other forms of communication.
- Do not access, create or disseminate any material that is obscene, libelous, indecent, vulgar, profane or lewd; any material regarding products or services that are inappropriate for minors including products or services that the possession and/or use of by minors is prohibited by law; any material that constitutes insulting or fighting words, the very expression of which injures or harasses others; and/or any material that presents a clear and present likelihood that, either because of its content or the manner of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or will cause the violation of lawful school regulations.
- Do not disseminate or solicit sexually oriented messages or images.

- Do not transmit your credit card information or other personal identification information, including your home address or telephone number from any district technology, unless for a legitimate district-related purpose. If you do transmit such information from the district technology, the district is not responsible for the dissemination of this information and/or any damages resulting from such dissemination.
- Do not publish personal or private information about yourself or others on the internet without prior written permission. Do not repost a message that was sent to you privately without permission of the person who sent the message. If any information is to be provided regarding students, it should be limited to the student's first name and the initial of the student's last name only. Do not arrange or agree to meet with someone met online.
- Do not use the district's technology, network systems, and/or internet access to participate in illegal activities. Illegal activities include, but are not limited to, gambling, fraud, and pornography.
- Do not subscribe to or access listservs, bulletin boards, online services, e-mail services, social networking sites (i.e. myspace, facebook, twitter) or other similar services without prior permission from the technology director/coordinator or other appropriate personnel.
- Do not use, possess or attempt to make or distribute illegal/unauthorized copies of software or other digital media. Illegal/unauthorized software or other digital media means any software or other digital media that has been downloaded or copied or is otherwise in the user's possession or being used without the appropriate registration and/or license for the software or in violation of any applicable trademarks and/or copyrights, including the payment of any fees to the owner of the software or other digital media.
- Do not alter, modify, corrupt or harm in any way the software stored on the district's technology or network systems, including installing any software on district technology or on the district's network systems or running any personal software from either floppy disk, CD-ROM, DVD, flash drives or other storage media or alter or modify any system data files stored on the district's technology or network systems without prior permission and/or supervision from the technology director/coordinator or other appropriate personnel.
- Do not download any programs or files from the internet without prior permission from the district's technology director/coordinator or administrator. Any programs or files downloaded from the internet shall be strictly limited only to those that you have received permission from the technology director/coordinator or administrator to download.
- Do not use any encryption software from any access point within the district.
- Do not share a personal user account with anyone. Do not share any personal user account passwords with anyone or leave your account open or unattended. You will be responsible for any consequences, monetary or otherwise, resulting from the sharing of your password and/or accessibility to your accounts.
- Do not access the district's technology or network systems or use the district's internet connection from non-district owned technology without prior authorization from the technology director/coordinator or other appropriate personnel.
- Do not use an instant messenger service or program, internet relay chat or other forms of direct electronic communication or enter a chat room while using the district's technology, network systems, and/or the district's internet connection during school hours unless prior authorization from the technology director/coordinator or other appropriate personnel.
- Do not disable or circumvent or attempt to disable or circumvent filtering software without prior permission from the district's technology director/coordinator or other appropriate personnel.
- Do not play any games or run any programs that are not related to the district's educational program during school hours without prior permission from the technology director/coordinator or other appropriate personnel.
- Do not vandalize the district's technology or its network systems. Vandalism is defined as including, but not limited to, any attempt to harm, modify, deface or destroy physical equipment or the network and any attempt to harm or destroy data stored on the district's technology or the network or the data of another user. All users are expected to immediately report any problems or vandalism of technology equipment to the administration, the technology director/coordinator or the instructor responsible for the equipment.
- Do not commit or attempt to commit any act that disrupts the operation of the district's technology or network systems or any network connected to the internet, including, but not limited to, the use or attempted use or possession of viruses or worms or participation in hacking or other unlawful/inappropriate activities on line. Users must report any security breaches or system misuse to the administration or technology director/coordinator. Do not demonstrate any security or other network problems to other users; give your password to another user for any reason; and/or use another individual's account. Do not attempt to log on to any device as a system administrator.
- Do not use the network in such a way that you would disrupt the use of the network by other users or would waste system resources (e.g. listening to internet radio, printing web pages without prior permission from the technology director/coordinator or other appropriate personnel, staying on the network longer than is necessary to obtain needed information).

- Do not use the district's technology and/or network systems for any commercial or for-profit purposes, personal or private business, (including but not limited to shopping or job searching), product advertisement or political lobbying and religious lobbying during school hours without prior permission from the technology director/coordinator or other appropriate personnel.
- Do not use the district's technology, network systems, and/or the internet to access, download, transmit, and/or disseminate any material in violation of any federal or state law, copyrighted material, obscene material, hate literature, material protected by trade secret, viruses and/or worms, offensive material, spam e-mails, any threatening or harassing materials, and/or any material that will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities. If a user encounters potentially inappropriate information, the user shall immediately terminate contact with such information and notify the technology director/coordinator or other appropriate personnel of the contact with inappropriate information.
- Do not plagiarize information accessed through the district's technology, network systems, and/or the internet. Students and staff shall obtain permission from appropriate parties prior to using copyrighted material that is accessed through the district's technology, network systems, and/or the internet.

### **\*\*Cyber-bullying**

The Tarkio R-1 School expressly forbids cyber-bullying. "Bullying" means intimidation or harassment that causes a reasonable student to fear for his or her physical safety or property. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting of such acts. For the purposes of this policy, "cyber-bullying" shall mean using the communication capacities of computers, the Internet and/or other digital communication devices to bully others by but not limited to:

- Sending or posting cruel messages or images, threatening others, excluding or attempting to exclude others from activities or organizations, starting or passing of rumors about others or the school system, harassing or intimidating others, sending angry, rude or vulgar messages directed at a person or persons privately or to an online group, sending or posting harmful, untrue or cruel statements about a person to others, pretending to be someone else and sending or posting material that makes that person look bad or places that person in potential danger, sending or posting material about a person that contains sensitive, private or embarrassing information, including forwarding private messages or images; and/or, engaging in tricks to solicit embarrassing information that is then made public. Students found to be engaging in activities as describe above shall be subject to the terms of the Tarkio R-1 Anti-Bullying Harassment Policy stated within the student handbook.

The district will, within the curriculum currently being offered, include age-appropriate content related to children's use of the internet. This may include anti-bullying and harassment considerations, social networking considerations, and other considerations involving internet usage.

Although reasonable efforts will be made to make sure students will be under supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students may encounter information that may not be of educational value and/or may be inappropriate. If a student encounters such information, the student should terminate access to the information immediately and notify supervisory personnel or other appropriate personnel of what occurred.

Students will be able to access the district's technology and network systems, including use of the internet, through their teachers and/or other appropriate supervisors. Individual electronic mail addresses will be issued to students. If a student has an electronic mail address that has been set up outside of school, the student will not be permitted to access that e-mail account or use that address to send and receive mail at school.

Parents will be required to sign a permission form to allow their students to access the district's technology, network systems, and the internet. Students and staff members will sign a form acknowledging they have read and understand the district's policies and regulations regarding appropriate use of the district's technology, network systems, and the internet; that they will comply with the policies and regulations; and they understand the consequences for violation of the policy or regulations. Prior to publishing any student work and/or pictures on the internet, the district will obtain written permission from the student's parents to do so.

The district has the right, but not the duty, to monitor any and all aspects of its technology, network systems, and internet access including, but not limited to, monitoring sites students and staff visit on the internet and reviewing e-mail. The administration and the technology director/coordinator shall have both the authority and right to examine all technology and internet activity including any logs, data, e-mail, storage and/or other technology related records of any user of the system. The use of e-mail should be limited to

district and educational purposes only. Students and staff waive any right to privacy in anything they create, store, send, disseminate or receive on the district's technology and network systems, including the internet.

No warranties, expressed or implied, are made by the district for the technology and internet access being provided. Although the district has taken measures to implement and maintain protection against the presence of viruses, spyware, and malware on the district's technology, network systems, and internet access, the district cannot and does not warranty or represent that the district's technology, network systems or internet access will be secure and free of viruses, spyware or malware at all times. The district, including its officers and employees, will not be responsible for any damages including, but not limited to, the loss of data, delays, non-deliveries, misdeliveries or service interruptions caused by negligence or omission. Individual users are solely responsible for making backup copies of their data. The district is not responsible for the accuracy of information users access on the internet and is not responsible for any unauthorized charges students or staff members may incur as a result of their use of the district's technology, network systems, and/or internet access. Any risk and/or damages resulting from information obtained from the district's technology, network systems, and/or internet access is assumed by and is the responsibility of the user. The District has the right to collect and examine any personal technology device that is suspected of causing problems or being the source of an attack or virus infection on the District's wireless network or equipment.

Students, parents, and staff members may be asked from time to time to sign a new consent and/or acceptable use agreement to reflect changes and/or developments in the law or technology. When students, parents, and staff members are presented with new consent and/or acceptable use agreements to sign, these agreements must be signed for students and/or staff to continue to have access to and use of the district's technology, network systems, and the internet.

The interpretation, application, and modification of this policy are within the sole discretion of the school district. Any questions or issues regarding this policy should be directed to the superintendent, any building principal or the technology director/coordinator. The board will review and update this policy as necessary.

## **THS Technology Misuse Discipline Plan**

- **1st Offense: Loss of device for 5 school days**
- **2nd Offense: Loss of device for 10 school days and 1-3 days ISS**
- **3rd Offense: Loss of device for 15 school days and 1-3 days OSS**
- **4th Offense: Loss of device for the remainder of the school year**

The following examples included, but not limited to, technology misuse on a school device

- Non-educational games
- Social media-snapchat, messenger, instagram, facebook, etc
- Inappropriate or violent content and/or images, including emails
- Vulgar or inappropriate language, including emails
- Violent music videos
- Watching movies during class time

\*\*Tampering with a school device, including installing unapproved programs or extensions, or tampering with the school network will result in an automatic loss of device and internet use at school for the remainder of the school year and possibly OSS.

### **\*\*Fees**

#### Tarkio R-I School District: Technology Insurance Program

Tarkio R-I School District has made a commitment to using technology to provide high quality instruction and create effective learners. In order to support the staff and students use of technology for learning, the district must continue to provide the resources needed to achieve this objective. We are excited about the opportunities we can give our students to learn with technology, but with the privilege of learning with technology comes responsibility. The following is the specific policy addressing these fees.

#### Fee Structure

Fees will be \$25 per student in grades 7-12. For families with multiple children, there is a maximum annual fee of \$50 per family. These fees will be non-refundable, annual fees. Students will not be allowed to use the technology provided until all paperwork is signed and fees are paid.

#### Deductible Structure

Students will be responsible for protecting their assigned device from loss or damage. If an accident or loss should occur, Tarkio R-I School District will waive the responsibility for the financial loss subject to the \$25 fee being paid. Students will not be allowed to use their device while there is an unpaid deductible on their account. If a 2nd occurrence of loss or damage to a device should occur in the same school year, the following incident schedule will apply.

#### Incident Deductible (K-12)

2nd Occurrence \$50

3rd and subsequent Occurrences \$100

The deductible amount will reset each year.

#### Use of Devices from Home

Students will not be allowed to use devices from home. In the event a device from home is necessary, it must be approved by the administration.

#### Excluded Losses

Certain conditions not covered by this damage waiver include:

\*any dishonest, fraudulent malicious or criminal acts

\*any loss to software, data, documents, music, videos, recordings or other personal information that I have placed on the device

\*additional loss caused by the failure to use all reasonable means to protect the device after it has been damaged

\*any use not in accordance with District policies and procedure

7/20/17

Revision: 6/21/18

### IMPLEMENTATION OF TECHNOLOGY PROTECTION MEASURES REGARDING THE USE OF THE DISTRICT'S TECHNOLOGY, NETWORK SYSTEMS, AND INTERNET ACCESS

**\*\*The purpose of this policy is to provide a safe environment for students through the use of technology protection measures (i.e. filtering software) to enhance education in the school district.**

The internet is an ever expanding resource that adds large quantities of content on a daily basis. However, some of the content is inappropriate for student use and may even be harmful to students' health, safety and welfare. Therefore, the school district has determined that it will establish this policy to limit student access to certain undesirable topics, including but not limited to, information and images that are obscene, constitute child pornography or are otherwise harmful to minors. Since it is not feasible for the district to continually monitor the content of the internet, the school district will employ technology protection measures in the form of internet filtering software in an attempt to block access to these types of harmful and inappropriate materials.

The school district's implementation of internet filtering software does not guarantee that students will be prevented from accessing materials that may be considered inappropriate and/or harmful. However, it is a meaningful effort on the part of the school district to prevent students from accessing inappropriate and/or harmful materials on the internet. The school district makes no guarantee that the filtering software will be available at all times or that the filtering software will block all inappropriate and/or harmful material.

If there is an accessible Uniform Resource Locator [URL] that may be inappropriate, students, staff, and parents may request a review by designated district personnel, by completing an Add URL to Blocked Status Form. Upon review, the technology director/coordinator or other appropriate personnel will make a determination about blocking access to that site. If there is an educationally valuable URL that is blocked, students, staff, and parents may fill out the Remove URL from Blocked Status Form. The technology director/coordinator or other appropriate personnel will review the request and make a determination about unblocking the site.

Staff members may request that the internet filtering software be disabled for bona fide research or other lawful purposes. A Bona Fide Research Form will need to be filled out and reviewed by the technology director/coordinator or other appropriate personnel before the internet filtering software is disabled.

**Indian Alerts** - Get school closings, early dismissals, school event reminders and emergency information sent to your cell phone. Sign up for Indian Alerts by visiting [www.nwcell.com](http://www.nwcell.com) or <http://tarkio.k12.mo.us/>. Simply click on the Indian Alerts link.

**Student Accident Insurance** - To purchase student accident insurance, please visit <http://markel.sevencorners.com/> or call 1-877-444-5014.

### Student and Parent Consent Forms

<b>Student Name:</b>		
<b>Parent/Guardian Name:</b>		
<b>Student Grade:</b>	<b>Age:</b>	<b>Date of Birth:</b>

Please check each box indicating you have received, read, and acknowledge the following:

#### TARKIO STUDENT HANDBOOK:

- This handbook has been prepared to assist students in school life. The administration and Board of Education believe that an understanding of the school rules and regulations by each student is necessary in order to create a positive learning environment. We suggest that each student discuss the rules and regulations in this handbook with their parents or guardians. This will help avoid confusion and misunderstandings. The acknowledgment by a parent or guardian that a copy of the handbook has been provided and discussed is a requirement in order for students to receive their grade cards. Please feel free to call or visit at any time if you wish to discuss or observe your child's activities or behavior. I/We have received the 2019-2020 Tarkio Jr./Sr. High School Handbook and have read through its entirety. I/We also understand and agree to adhere to the policies and regulations put in place by the Tarkio R-I School District.

#### CONSENT TO STUDENT USE OF THE DISTRICT'S TECHNOLOGY, NETWORK SYSTEMS AND INTERNET ACCESS:

- I hereby certify that I have received, read, understand and agree to Tarkio R-1 School District's Appropriate Use of Technology, Network Systems, and Internet Access Policy. I recognize that although the Tarkio R-1 School District has taken measures to restrict access to controversial materials, it cannot guarantee that students will be protected from accessing any controversial materials during the student's use of the district's technology, network systems, and internet access. I accept full responsibility for my student's use of the district's technology, network systems, and internet access through the district in accordance with the terms, conditions, and guidelines as stated by the district in its policies and regulations and as set out in federal and state law. I release the Tarkio R-1 School district and its officers and employees, from any and all legal liability and financial responsibility that may be incurred by my student's use of any district's technology, network systems, and internet access.

My child may have access to internet: \_\_\_\_\_ Yes \_\_\_\_\_ No

I hereby give the district permission to publish my child's work, picture, and/or first name on the internet through the district's website. \_\_\_\_\_ Yes \_\_\_\_\_ No

If you have consented to your child's use of the district's technology, network systems, and internet access, please have your child review and sign the following:

I have read the Tarkio R-1 School District's Appropriate Use of Technology, Network Systems, and Internet Access policy and agree to abide by its provisions. I understand that violation of these provisions will result in the restriction and/or termination of my ability

to use the district’s technology, network systems, and internet access and may result in further discipline up to and including expulsion and/or other legal action. I agree to be responsible for payment of costs incurred by accessing any internet services that have a cost involved. I understand that my use of the district’s technology is not private and that the school district may monitor my use of district technology, including but not limited to accessing browser logs, e-mail logs, and any other history of use. I consent to district interception of or access to all communication I send, receive, and store using the district’s technology resources, pursuant to state and federal law, even if the district’s technology resources are accessed remotely. I understand that bringing my own personal technology devices to campus will diminish my expectation of privacy regarding my personal technology devices while at school, and that the District reserves the right to search my personal technology devices in accordance with applicable laws and policies if there is reasonable suspicion that I have violated the District’s policies, procedures or rules, or engaged in other misconduct while using my personal technology devices.

**JH/HS ACTIVITIES HANDBOOK AGREEMENT:**

- I have read the contents of the 2019-2020 activities handbook and affirm that I understand and will abide by the guidelines set forth within. I agree that violations of these policies may result in disciplinary action as described in this handbook.

**ACKNOWLEDGEMENT CONCERNING USE OF STUDENT PARKING:**

- I acknowledge that students are permitted to park on school premises as a matter of privilege, not of right. The School District retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on student property. The School District may inspect the interiors of students automobiles whenever a school authority has reasonable suspicion to believe illegal or unauthorized materials are contained inside the automobiles. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant. If I fail to provide access to the interior of my car upon request by a school official, I will be subject to disciplinary actions.

**ACKNOWLEDGEMENT CONCERNING USE OF STUDENT LOCKERS: (Locker # \_\_\_\_\_)**

- I acknowledge and understand that student lockers are property of the School District. Student lockers remain at all times under the control of the School District. I am expected to assume full responsibility for my school locker. The School District retains the right to inspect student lockers for any reason at any time without notice, without student consent, and without a search warrant.

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Student Signature**

**Please list below any person whom you give permission to/for us to:**

- § Check your student out for an appointment or sickness
- § Pick your student up from school for an appointment
- § Take in case of an emergency medical situation
- § Call for any of the above listed reasons

Person’s Name (print please)	Relationship to the Student	Phone #(s)
1.		
2.		
3.		
4.		



**TARKIO R-I SCHOOL  
HEALTH INFORMATION FORM**

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Grade: \_\_\_\_\_

**\*\*In the event your child gets sick or injured in anyway at school and needs your attention, a doctor's care, or emergency, the school needs the following information:**

Home Address: _____	
Home Telephone: _____	Cell Phone: _____
Mother's Name: _____	Work #: _____
Father's Name: _____	Work #: _____

**\*\*If you cannot be reached, list two persons who will assume temporary care of your child**

Name: _____	Phone: _____	Relationship: _____
Name: _____	Phone: _____	Relationship: _____

**\*\*Check if child has any of the following:**

<input type="checkbox"/> Allergies <input type="checkbox"/> Asthma <input type="checkbox"/> Hearing problems <input type="checkbox"/> Diabetes <input type="checkbox"/> Glasses or contacts <input type="checkbox"/> Seizures <input type="checkbox"/> Blood pressure <input type="checkbox"/> Heart problems <input type="checkbox"/> Scoliosis <input type="checkbox"/> Headache <input type="checkbox"/> other: _____	<b>**Medical Diagnosis:</b> _____  <b>**Daily Medications:</b> _____
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May Tylenol or Ibuprofen be dispensed to your child if, upon examination by the nurse, it is indicated?

Yes                       No                      Initials and Date: \_\_\_\_\_

May the school nurse give your child medication sent from home?

Yes                       No                      Initials and Date: \_\_\_\_\_

If daily medications or inhalers are to be taken at school, a medication authorization form must be completed. If a secondary student is to self-administer an inhaler, a self-administration form must be completed by the parent/guardian.

In the event your child needs immediate emergency care, the principal, nurse, or any school personnel will attain emergency car, if you or the contact people listed above cannot be contacted.

I authorize any physician or health care provider to release medical information to the Tarkio R-I School Nurse upon presentation of this release or a copy thereof.

**I GIVE MY CONSENT** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**TARKIO R-I SCHOOL DISTRICT**  
**DRUG TESTING CONSENT FORM**

I have read and completely understand the district's policy and procedures regarding the Tarkio R-I School District's student drug testing program.

I hereby give consent for my student to participate in the drug testing program in the Tarkio R-I School District. I understand that my student will be placed in the pool for random drug testing and that the Tarkio R-I School District will pay for all random drug tests if my student is selected.

I understand that students who wish to drop out of the drug pool must first have their parent/guardian come to the school and meet with the Athletic Director, Principal, or Superintendent. The student and parent/guardian must sign a release form stating that they no longer wish to participate in the random drug testing pool. If the student is 18 years of age and living on his/her own, he/she still needs to come in and meet with the Athletic Director, Principal, or Superintendent to drop out of the testing pool. Once a student enters the pool, he/she must remain in the pool for the remainder of that school year to be eligible to participate in co-curricular and/or extra-curricular activities as well as student parking privileges.

Student Name (please print) \_\_\_\_\_

Student Signature \_\_\_\_\_

Parent/Guardian Name (please print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Today's Date \_\_\_\_\_

Forms must be completed before a student can participate in any co-curricular, extra-curricular activity as well as student parking privileges. This consent form is good for one school year and must be renewed annually.