

# SKYLINE MIDDLE SCHOOL

## HANDBOOK

2018-2019



HICKORY CO. R-1 URBANA  
20663 US HWY 65  
URBANA, MO. 65767  
PHONE: 417-993-4254  
FAX: 417-993-5948

Web: [www.Skylineschools.net](http://www.Skylineschools.net)  
Follow us on Facebook and Twitter @skylineproud

**DR. MARK BEEM**  
Superintendent

**MR. JASON BLAIR**  
5<sup>th</sup>-8<sup>th</sup> Grade Principal

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# *Introduction*

## **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 **Hickory County R-1 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, mental retardation/intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The **Hickory County R-1 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 **Hickory County R-1 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 **Hickory County R-1 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 reviewed at the Special Education Director's Office located in the Middle School building from 8:30a.m to 3:00p.m. during the days school is in session during the regular school year.

The **Hickory County R-1 School District** will conduct meetings in September and December to discuss the process for private/parochial/home school students, including referral, evaluation, diagnosis, and service options. Contact the District's Special Education Director, Mrs. Rebecca Richards, at 417/993-4254 or 417/838-6503, for more information.

This notice will be provided in native languages as appropriate.

***Hickory County R-1***  
***\*Skyline Middle School\****

***Mr. Mark Beem***  
**Superintendent**

***Rte. 1 Box 838***  
***Urbana, Missouri 65767***  
**Phone 417/993-4254**  
**Fax 417/993-5948**

***Mr. Jason Blair***  
**M.S. Principal**

Dear Parents and Students,

The teachers and administration of Skyline Middle School welcome you back to school. We feel that our school is one of the top in the State.

The Student Handbook is prepared to assist the students at Hickory County R-1 School in knowing what is expected of them while they are attending classes at Skyline Middle School. The Administration and the Board of Education believe that an understanding by each student of the school rules and regulations is necessary in order to create a positive learning atmosphere, and to maintain each student's individual rights. We ask you to read this handbook and discuss with your parents the rules and regulations set forth herein, as it contains much valuable information. It does not cover every possible situation, but it is intended as a guide to help you understand and adjust to the philosophy, policies and procedures of our school. You can find a copy of the handbook at [www.skylineschools.net](http://www.skylineschools.net) or you may request a copy of the handbook from the office at any time.

Again, welcome to Skyline Middle School. We are looking forward to a fine school year. Please feel free to call or visit the school at any time to discuss your child's activities.

Jason Blair  
Middle School Principal

## **Philosophy**

The Board of Education, administration, faculty, staff, and patrons believe the Hickory County R-1 School District exists to help students by preparing them to become productive citizens in a democratic society. Strong emphasis must be placed upon democratic values, which are important for an effective and satisfying personal and social life.

We believe that the role of the teacher, in the educational process, is to provide opportunities for the individual to achieve, at the maximum level of capacity; to create a learning situation in which individual motivation for learning is the stimulus for achievement; and to promote through teaching and example the principles of the democratic way of life.

We believe that parents and guardians have definite responsibilities in education. They need to have a basic confidence in the school, and they need to impart this confidence to the students. We believe that the student must have responsibilities in the educational program of the community. The most important of these is attitude. The student is obliged to come with an open mind, to be equipped with all the necessary materials, and to show a readiness to fulfill the responsibilities in the learning process.

We believe that the foundation of the district's educational program is based on the development of competencies in the basic fundamentals of reading, oral and written communications, mathematics, and technological skills, thereby preparing them to be able to make sound choices, participate effectively in a vocational pursuit, and become citizens of the 21<sup>st</sup> century.

## **Mission Statement**

The mission of the Hickory County R-1 Schools and community is to accept and share the responsibility to provide a nurturing environment and well-balanced sequential program of studies which leads to academic proficiency for the whole child to learn through traditional and innovative instructional techniques and to utilize current educational trends and technology to prepare themselves for responsible citizenship in a democratic society.

## **Non-Discrimination**

The Board of Education believes in the right of every student to receive equal opportunities in all educational programs and activities conducted by the school district. The Board also believes in the right of every qualified individual to expect fair and equal treatment, both as an applicant for employment and as an employee.

It is the policy of the Board to accord equal consideration and impartial treatment, regardless of race, color, national origin, ancestry, religion, socioeconomic status, marital status, sex, age, handicapping conditions, or organizational memberships. This policy will prevail in all matters concerning the staff, students, public, educational programs, and services of the district and individuals with whom the Board does business.

In keeping with the requirements of federal and state law, this school district strives to remove any vestige of discrimination in employment, assignment, and promotion of personnel; in educational programs, offerings, services, and vocational opportunities offered to students; in the assignment of students to schools and classes; in student discipline; and in the location and use of facilities and educational materials. The Board will designate an individual to act as the district's nondiscrimination compliance coordinator and will ensure that the coordinator's name, business address, and telephone number, as well as the statements of nondiscrimination by the district, are published to patrons, employees, and students on an annual basis.

The Superintendent shall continue all necessary actions to ensure that discrimination does not occur in the educational program, employment practices, or activities of the school district.

Dear Parent or Guardian:

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

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

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher and the field of discipline of the certification.

In addition to the information that parents may request, districts must provide to each individual parent:

- information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and
- timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

## ***Chapter I***

### ***Enrollment and Attendance***

#### **Enrollment Requirements**

Parents enrolling students for the first time in the Hickory County R-1 (Skyline) School District must present a copy of the child's birth certificate, social security card, immunization record, proof of residency, and evidence of enrollment or records of previous schools attended, if any. Students transferring from private schools will be given a standardized test for grade placement. Placement will be at the discretion of the principal.

#### **Immunization of Students**

As required by Section 167.181 RSMo., it shall be the duty of the parent or guardian of every pupil hereafter entering the public schools to furnish to the principal, or to such person as the superintendent may direct, satisfactory proof that said pupil has been immunized against poliomyelitis, diphtheria, rubella, and measles, or that the immunization process is being accomplished in accordance with the rules and regulations promulgated by the Division of Health of the Department of Public Health and Welfare of Missouri, or within such time, to furnish the principal his or her written objection to the immunization of such student.

The enrollment of the pupil shall be upon the condition that such proof be furnished at the time of student enrollment.

Upon the failure of any pupil or his or her parent or guardian to timely comply with this regulation, the superintendent, or such delegated by him, shall exclude such pupil from attending school pending compliance herewith.

**\*\*\*ATTENTION PARENTS, *Children must be immunized per state guidelines. A copy of his or her current shot record must be presented to the school nurse before he or she will be allowed to attend. Prior to entering 8<sup>th</sup> grade, students must have TDAP booster and a meningitis vaccine.***

#### **Arrival at School**

Students should not arrive at school before 8:00 a.m. Problems of behavior and supervision arise when large numbers of students congregate at school earlier than necessary.

## Schedule of School Hours

School begins at 8:15 and dismisses at 3:15.

### Attendance

It is sincerely hoped by the administration and faculty that all parents will cooperate in making certain that their children will be present at all times when the student is in good health. This is the only way of assuring each child the full benefits of their education.

Regular attendance is very important to all students who wish to do their best work in school. Those students who do not attend regularly find it difficult to keep up with regular class assignments. Although students with absences are allowed to do make-up work, it is very difficult, if not impossible, for students to make up material brought out in class discussions. This fact alone is enough to indicate the importance of regular attendance.

With this in mind, the following attendance regulations will prevail:

1. The Missouri State Law states that all children between the ages of 7 and 17 are compelled to attend school or receive adequate private instruction in the State of Missouri. Names of children in this age group not meeting the attendance regulations of their local school district shall be submitted to county juvenile authorities for further action. In addition, parents whose children do not meet these attendance guidelines will be reported for educational neglect.
2. Persistent unexcused absences from school by a student will result in disciplinary action by the Principal's office. Persistent absences from school could result in no credit earned as determined by the Attendance Policy.

For these reasons, principals with the assistance of building staff will closely monitor and maintain records of student attendance and implement intervention strategies and other actions as follows:

1. When a student has accumulated five (5) absences, in any class period, in any semester, the principal or designee will notify the parent in writing. **(Absences due to doctor's visits do not accumulate toward disciplinary action/ability to gain credit if the student provides the office with appropriate documentation from the doctor's office.)**
2. When a student has accumulated seven (7) absences in any class period, in any semester, the principal or designee shall send a notification letter to the parent. This will inform the student/parent that the student is at risk of not obtaining credit. A parent meeting may be requested at this time.
3. When a student has accumulated ten (10) absences in a semester the principal will attempt to make an appointment with the parent to meet at school if the parent had not previously met with school officials. In addition, a certified letter will be mailed to notify student/parent that their next absence will result in the student's attendance record to be forwarded to the Missouri Children's Division for consideration of educational neglect.
4. When a student has accumulated eleven (11) absences in a semester the student will not receive credit. The principal will contact the Mo Children's Division Child Abuse and Neglect Hotline to report educational neglect.
5. When a student has accumulated twelve (12) absences in a semester the principal will notify the county prosecutor of the student's continued poor attendance. All records in relation to the student's attendance may be shared with the prosecutor.

A STUDENT MAY CHOOSE TO APPEAL NO CREDIT STATUS TO THE ATTENDANCE COMMITTEE AT THE END OF THE SEMESTER.

Once enrolled in the district, the district expects the student to attend regularly and for the student's parents/guardians to communicate regularly and honestly with the district regarding the student's absences. The district will make every effort to ensure students are attending school as required by law.

**STUDENTS WILL NEVER LEAVE SCHOOL UNLESS EXCUSED BY THE PRINCIPAL.** Students who wish to attend school activities must be in attendance the day of that particular activity. Unless given prior approval by the principal, students may not attend activities on a day in which they are absent. Students who are absent 7 or more classes/days will not be allowed to attend any school trips during the school day.

## **Tardiness**

School begins at 8:30 a.m. Students arriving after that time are tardy. A student arriving after 8:30 must sign in at the principal's office and obtain a permission slip to go to class.

A student must be in the classroom and **ready to work** when the last bell rings. Students with errands to run between classes need to check in with their next period teacher before performing tasks.

Any student that is tardy 5 or more times in a quarter will receive 1 day of in-school suspension. Students will be assigned 1 day of in-school suspension for each tardy after 5.

## **To the Student**

Regular and punctual attendance is important to your success in school, as the habits thus formed will be to your success in an occupation. If the purpose of school is to train youth for successful living, then an important part of this training is the development of habits and attitudes, which leads to success.

## **Make-Up Work**

Students who are absent will have one day for every day absent to make up his or her work. **Requests for homework need to be made by 11:00am to allow time for staff to collect work.**

In the case of absence when oral work is done, it will be the decision of the teacher in each case as to whether a written report or an oral exercise for the student will be required as make-up work for the missed assignment.

When a test or any other assignment has been announced during a student's presence, previous to his or her absence, he or she will be required to take the test. If the student is absent when the test is announced, he or she will not be required to take the test upon his or her return. However, common sense and fairness should be the guiding rule in all cases.

Students are to acquire class assignments prior to going on school trips.

## **Students Leaving School During the Day**

The safety and protection of your child while in our care are extremely important. In order to protect your child from unauthorized persons removing him or her from school, please do the following:

1. Always check in with the office to pick your child up early from school. No teacher will be allowed to release your child until he or she is notified to do so by the office.
2. If you are taking your child out of school early, send the office a note with your child in the morning stating the time your child will be leaving and exactly who will be picking him or her up.
3. If you are bringing your child into school late, please come to the office and sign your child in.
4. Please notify the office of any changes as to who may be allowed to take your child out of school.

## **After-School Activities**

People remaining on campus after the regular school day need to have a note from their parent/guardian and a faculty sponsor and will need to remain with that sponsor until approved transportation arrives.



Anyone not complying with this regulation will lose the privilege of staying for any after-school activity. Students who represent Skyline Middle School in extra-curricular activities are examples of our school. They are expected to act as ladies and gentlemen.

Due to lack of adequate supervision, brothers and sisters may not stay after school to attend practices or events which are not their own.

Any student who leaves the building at an after-school event must leave the school-grounds immediately.

## ***Chapter II*** ***General Information***

### **Balloon and Flower Deliveries**

All balloons and flowers will be kept in the office until the end of the day for delivery to students.

### **Bulletin Boards**

A number of bulletin boards exist in various areas of the school for the convenience of the student body. Information relative to classes, social functions, and extra activities are posted. All information to be posted in these areas must first be given approval by the office.

### **Care of School Property**

A clean, neat school reflects on the good reputation of students who attend the school. How your school appears to others will have something to do with what they think of you.

1. Never mark, scratch, or deface school property.
2. Do your part to keep the grounds and buildings clean.
3. Trash thrown in the halls from the snack/pop machines may result in the machines being turned off or the student commons room being locked.
4. Eat food only in those places that have been set aside for this purpose.
5. Keep the restrooms clean and neat.
6. Consider the efforts of the custodians and help make their work easier.

The public school provides for each student property of considerable value in the form of books, supplies, and equipment. While some wear and tear on these materials is to be expected, improper use or abuse of them cannot be tolerated. If an item issued to a student is misplaced, stolen, or damaged, the student will be expected to pay for the item at the current cost of replacement. Replacement materials will not be issued until all outstanding bills are paid.

Respect for other people's property, as well as their own, should be a part of every pupil's growth and development. Teachers and administrators provide supervision and guidance with the hope that such an attitude by the student will be the result.

### **Cell Phones - Electronic Devices**

5<sup>th</sup> and 6<sup>th</sup> Grade Students- Students may possess a cell phone during the school day, but it must be turned off and should remain in their locker.

7<sup>th</sup> and 8<sup>th</sup> Grade Students- Students may possess a cell phone but it must be turned off and remain put away.

No Student should use their cell phone during the school day unless given permission through the office.

Students receive a warning for the first offense and 1 day of ISS for each subsequent offense.

## Closing of School

We will have school if at all possible. Should school have to be canceled, listen to your radio or television. We will be listed as **Hickory County R-1**, not Skyline.

Each bus driver knows his or her route. In some cases he or she may not be able to run the entire route due to high water, etc. The bus driver may want to set up a pre-arranged pickup place for these situations.

*Please discuss with your child and notify the school of your plans in the event of an emergency closing.*

## Dress Code

The school is for teaching and learning. A mode of dress and grooming which is conducive to establishing a climate for such teaching and learning is encouraged. The appearance of the individual student is primarily the responsibility of the student and parents.

Students and parents are requested to exercise good taste in school dress and grooming, keeping in mind the appropriateness and decency of choice as well as the health and safety of the student.

Students are asked to wear clothing that is respectable and in good taste. Students are asked to wear clean clothing. In some cases, parents will be notified of students' extreme dress. **Decorative patches on hats or clothes promoting drugs, alcohol, sex or tobacco are not to be worn to school.** Hats are not to be worn in the building at any time. Chains are not to be worn to school. Bare midriff blouses or shirts, open net shirts are not acceptable to be worn to school or any school sponsored activity. The straps on shirts need to be of suitable width, at least 1 inch wide. Any student with clothing or personal items deemed disruptive to the educational process will be required to remove/change such items. Students may wear shorts and skirts of a suitable length to school.

All physical education students will wear prescribed attire. Students are expected to change clothes following active play in the physical education classes.

## Driving Privileges

Only students in grades 9, 10, 11, or 12 may drive to school.

## Academic Eligibility for 7<sup>th</sup> and 8<sup>th</sup> Graders

Skyline Schools place an emphasis on students performing at a high level in the classroom and while participating in extra-curricular activities. Students participating in activities must adhere to the following policy: A student receiving an "F" for the quarter will not be eligible to participate until progress report at mid-quarter. If the student is passing all grades on progress reports at mid-quarter, the student will become eligible. If a student received an "F" for the quarter and continues to maintain a failing grade(s) on the progress report, in that or any other class, he/she will be ineligible to participate through the remainder of the quarter. Activities include athletics, band, chorus, cheerleading, debate, drama, FFA or any other activity that would place that student in front of the public representing our school. The Missouri State High School Activities Association also maintains guidelines regarding good citizenship; all student participating or attending must adhere to MSHSAA rules at all times. Students who don't maintain the good citizenship standard may be suspended from extra-curricular activities for a specified time.

A student must be in attendance for at least half a day in order to participate in a nighttime activity. Friday attendance is required for Saturday events.

## Emergency Drills

Fire and tornado drills are held to prepare students and school personnel to cope with such emergencies. All persons are encouraged to familiarize themselves with the emergency procedures posted in each classroom.

The signal for fire is a constant beeping of the pulsating tone of the school bell.

The signal for tornado is a constant three-second beep then a three-second pause of the school bell.

## Grades and Grading

Report cards will be given out after the completion of the 9<sup>th</sup> and 18<sup>th</sup> weeks of each semester. Progress reports will be sent home for all students at mid-term. Parent-teacher conferences will be held at the end of the first quarter. At this time parents have the opportunity to discuss their child's progress. All parents are encouraged to attend.

The following percentage scale shall be used as a basis for determining grades for students in grades 5-12: A 100-95; A- 94-90; B+ 89-87; B 86-83; B- 82-80; C+ 79-77; C 76-73; C- 72-70; D+ 69-67; D 66-63; D- 62-60; F 59 & below; NC No Credit.

## Health: A Prerequisite to Learning

Keep your child at home or call your physician when any contagious disease is suspected. A child who has a temperature or shows signs of illness should be kept at home and should not return to school until he or she has a normal temperature and is again healthy.

Although being absent adversely affects a pupil's school progress, it is not fair to him or her or to the other children for a child who is too sick to be in school.

A good night's rest is very essential to the child's health and to the type of schoolwork the child can accomplish.

### School Nurse

Our school is receiving funds from the Missouri Department of Health to provide a basic school health service program. This service is not to replace the care your child gets from your regular doctor or clinic, but will provide:

- \*Basic emergency and first aid care
- \*Administration of medication for your child with a doctor's order and your request
- \*Screening exams for eye, ear, dental, and spinal problems
- \*Assistance to help correct any problems discovered
- \*Immunization records
- \*Health information for you and your child
- \*Additional health education based on a risk assessment regarding healthy lifestyles, nutrition, personal hygiene, injury prevention, and personal safety
- \*Health care plans for students with special needs, developed with students and parents
- \*Screening for lice and nits. Students who have acquired lice or nits will not be allowed to re-enter school until all lice and nits are absent from the student's hair.

### Medicine

Medications, prescription or otherwise, are to be turned in to the nurse. Student will be excused to take his/her medication. No student will be allowed to see the nurse without a pass.

Students with asthma will be able to carry their inhalers with them after they register the medication with the nurse's office. This privilege will be revoked if the student is found not to be responsible.

### Serious Injuries

In case of a serious accident at school, the parent is called immediately. Upon failure to locate the parent, we will contact any other individual whom you indicate should be called in case of an emergency. Please be certain we have your correct home and employment phone numbers, and, as a safety measure, please give the telephone number of a near neighbor or friend who can be called in case of emergency.

## Honor Roll

Honor Roll students must earn all grades B- or above. To be on the Principal's List a student must earn all grades A or A-. At the end of each quarter, the counselor will submit a list of students to be recognized for their high academic achievements.

The honor roll list is run in the local newspapers, and posted on the school website. At times, newsworthy events and pictures of your child may be published. If, for some reason, you do **NOT** want your child's name or picture published in the paper, website, or any other media, please submit a written request to your child's teacher.

## Library Information

**Library Hours:** Open 7:30 a.m. – 3:20 p.m.

**Library Passes:** All students must have a pass to visit the library during school hours unless accompanied to the library by the teacher. Students without passes will be sent back. Passes are not required before or after school.

**Library Rules:** Most matters of conduct in the library can be covered by the “Golden Rule” and mutual respect. Food and drink are not permitted in the library or ITV room at any time. This includes unopened items.

**Library Computers:** Library computers are intended for the use of all students and faculty. You must log in before use. Desktops, screensavers, home page, and favorites are set by the librarian. Students are not to change these unless directed to do so by the librarian. No games, programs, screensavers, toolbars, etc., are to be downloaded or added to browsers.

**Loan Periods:** Students may check out as many books as needed, within reason. Reference materials, magazines, and videos may not be checked out. Articles from reference books and magazines may be taken to the office to be copied. Books are checked out for two weeks, and may be renewed once.

**Overdue Notices:** Overdue notices are prepared during the morning of the first day of school each week and are put in teacher’s mailboxes by noon, to be handed out to their fifth period classes. Please do not ignore these notices. If you want to renew the book just write “renew” on the notice and return it to the librarian. Students with chronic overdue problems may have their borrowing privileges suspended.

**Lost/Damaged Materials:** Students are expected to pay for any lost or severely damaged library materials at the current replacement cost.

**Socializing:** The library is primarily a place for quiet study. During the school day it is expected that all users keep conversations as quiet and short as possible.

## Locks and Lockers

**Lockers are assigned to students for personal storage.** If a student uses a lock on his/her locker then the office must be given the combination or extra key. The student’s lock may be cut off of the locker if access is needed and the office does not have the correct combination or spare key. Do not put a lock on a locker without office approval. Do not use a lock that you would not want cut off if access to the locker is deemed necessary by school staff.

All vehicles, lockers, bags, backpacks and personal items are subject to being searched if deemed necessary by school staff.

## Lunch Cards

1. Students without cards can still eat lunch but will be served at the end of the line after all other students.
2. No student may use another student’s card.
3. A lunch card will be given to each student at the beginning of the school year. There will be a two dollar (\$2.00) charge for all subsequent replacement cards.
4. No student will be allowed to buy a second meal without money in his or her account.
5. No student will be able to charge over \$7.50.

Lunch money envelopes must be dropped in boxes by 9:00 a.m. in order to be credited to your account that day. Any money dropped off after that time will not be credited until the next day.

## Parties

The 5th and 6th grade classrooms celebrate four parties each year: Halloween, Christmas, Valentine's, and Easter. The students are in charge of these parties and should bring their own treats and favors.

## Plagiarism

Any student who plagiarizes material from any source, print, or multimedia, shall receive an "F" for the project. The student shall also receive disciplinary action deemed appropriate by the principal or assistant principal. Legal action will be pending.

## Promotion or Retention

Any student who has a total of four or more semester F's in any one year will be retained and re-enrolled in the same grade for the following year. The principal/counselor will communicate with students/parents who are at risk of being retained. A conference with parents and teachers may be requested. Any exception will be determined by the principal, with the assistance of the counselor and junior high faculty members.

## School Office

The school office can provide necessary assistance to help solve many school-related problems. A telephone call to the school office or a personal visit can sometimes clarify a situation and help parents with what seems to be a problem. Please feel welcome to call or visit the school for information and assistance. **The Middle School phone number is 417/993-4254.**

## School Spirit

The official school name for our athletic teams is the *Tigers*. Official colors are red, black, and white. Many organized activities are planned before, during, and after the regular school day. We would like to extend a special invitation to new students to participate in school activities. We encourage each student to take part in some activity.

## Special Programs

The school provides special education classes for students with handicapping conditions as outlined in the district's local compliance plan. The compliance plan allows the district to provide services as required by the IDEA.

For information concerning special education classes for handicapped students please call Mrs. Rebecca Richards, Special Education Director at 417/993-4254.

## Student Elections

Grades 7 and 8 will elect a president, vice president, secretary, and treasurer. Grades 7 and 8 will elect two representatives (one boy and one girl) to the student council. Grades 5 and 6 will elect four representatives from each class to the student council. Sponsors for the classes will be assigned.

**Eligibility:** They follow the same guidelines as other students in regards to failing grades.

## Student Records

**Definition:** Student Education Records are defined as records which are directly related to a student and are maintained by schools. It does not include records maintained by individual staff members for their personal use. Every effort is made to keep information placed in the Student Education Record factual and objective.

**Record Accessibility:** Student Education Records are accessible to:

- School officials, including teachers of the district who have legitimate educational interest in the records,
- Parents and/or legal guardians,

- Officials of schools in which the student seeks or intends to enroll,
- Other agencies, institutions, or individuals upon receipt of written release from parent, guardian, or eligible student, and
- Other state and federal offices and agencies as prescribed by law.

A record access log is kept as part of the Student Education Record indicating all who have had access except professional staff members of the district.

## **Telephone Messages**

The school telephone is for business and emergency calls. To protect the teachers and students from interruptions, and to make sure the best use of telephone service in our school, good judgment suggests some reasonable restrictions in the use of the school telephone. Necessary messages will be taken in the school office and relayed to students or teachers. Requests from parents for a teacher to call are given to the teacher so that a return call can be made when the teacher is free from class assignment. **PLEASE MAKE ANY SPECIAL ARRANGEMENTS FOR THE AFTERNOON OR EVENING WITH THE CHILD BEFORE HE OR SHE LEAVES HOME IN THE MORNING AS ACCESS TO THE PHONE IS LIMITED IN THE MIDDLE SCHOOL.** Students and teachers are called directly to the phone only in case of emergency.

## **Visitors**

All visitors must check in at the principal's office. Parents who wish to meet with a teacher may contact the teacher or the principal's office.

## **Withdrawal from School**

Students who transfer to another school or who withdraw to move to another community must fill out a withdrawal form in the administrator's office. All school-owned books and other equipment must be returned to the proper teachers. Failure to follow these procedures may make it difficult for a pupil to be enrolled and classified properly in another school. He or she may also be asked to pay for books or other equipment lost or damaged.

# *Chapter III*

## *Rules and Regulations*

### **Guidelines for Student Behavior**

1. Running is not permitted in the building or to and from the buses.
2. Safe Schools Act will be followed.
3. 5th and 6th grade drinking pop is not allowed at school unless approved by the classroom teacher on special days. (Exception: Students bringing their lunch from home may bring pop in an aluminum can. **NO GLASS BOTTLES**). 7th and 8th grade drinking pop is allowed before or after school. Each teacher may decide whether he or she will allow pop in his or her room. All pop and food items are to be kept in designated areas. **NO OPEN CONTAINERS ARE TO BE KEPT IN THE LOCKERS.**
4. Students are not to bring playthings or pets to school unless the teacher gives permission. The school is not responsible for losses.
5. Students are not to be on the playground area before or after school.
6. Students may use school buildings and facilities only under the direct supervision of the school staff or approved adults.
7. Public display of affection is prohibited in school, however, 7<sup>th</sup> and 8<sup>th</sup> graders may hold hands.
8. Students will not use profanity in school or at any school function.
9. No radios, tape players, etc., will be played in the halls, cafeteria, classroom, or playground. The school is not responsible for loss, theft, or damage.
10. Hats will not be worn in the school building.

Skyline is a beautiful school and students hopefully will be very proud to attend classes here. It is the responsibility of each student to practice good citizenship in the care of the facilities.

## **Conduct in Cafeteria**

Good cafeteria behavior is an important facet of any student body.

1. No running in the halls to cafeteria.
2. Take your place at the end of the line.
3. Good manners and table etiquette are to be practiced at all times in the lunchroom.
4. Put all trash in the containers.
5. Put all dishes in the proper place for cleaning.
6. Talk quietly, behave like young ladies and gentlemen, and use good table manners.
7. Finish eating in the cafeteria.
8. Students will remain in cafeteria during entire lunch hour. Please stay out of the hallways during your lunch period.
9. No pop is to be taken from the cafeteria. This includes pop brought from home.

## **Bus Regulations**

1. Free transportation is provided for students in our district in grade kindergarten through twelve.
2. Students should be waiting at the bus stop to board the bus in an orderly fashion with no pushing or fighting. Students should not wait to leave the house after the bus arrives, except in the case of inclement weather. Any incident occurring at the bus stop will be disciplined as if it occurred on school grounds.
3. Students should never stand in the roadway while waiting for the bus.
4. The driver is in charge of all students and the bus. Students will obey the driver promptly and cheerfully or forfeit the privilege of riding the bus.
5. Unnecessary conversation on the bus and with the driver is prohibited.
6. Classroom conduct is to be observed by students while riding the bus. Except for ordinary conversation, unnecessary noise and loud talking are prohibited.
7. All students must remain seated at all times. Drivers may assign specific seats.
8. The use of tobacco is not permitted in the bus. (Use of tobacco on school property by school-age student is prohibited by board policy.)
9. Students must not throw waste paper or other rubbish out of bus windows.
10. Students must not at any time extend arms or head out of bus windows.
11. Students must not try to get on or off the bus, or move about within the bus, while it is in motion.
12. Students must observe directions of the driver when leaving bus.
13. Any damage to bus should be reported at once to the driver.
14. No one is to touch the emergency door except in case of emergency.
15. No food or beverage is to be consumed on the bus without prior approval of the bus driver.
16. If your child is a bus rider, it will be assumed that he or she will ride each day, both ways, unless arrangements are made indicating otherwise. Please notify us if for some reason your child will not be riding the bus home after he or she has ridden it to school. This will save us time searching for a child not accounted for on the bus.
17. Students who refuse to cooperate and to observe these regulations will be denied the privilege of riding the bus.

## **Rules and Regulations Governing Transportation of Students**

In order to maintain good behavior and safety for our students, the Hickory County R-1 Board of Education has adopted the following rules and regulations:

## **Bus Conduct Report**

Bus drivers will issue a conduct report to the administration when behavior on the bus warrants such a report. We urge your cooperation with the corrective action taken by this report.

The following discipline will be enforced for misconduct on school buses:

1. When a student is issued the first disciplinary notice, it will be mailed to the parent. The principal and student will attempt to resolve the situation.
2. A second and subsequent offences will result in a minimum 3 day suspension from the bus. The student will be allowed to ride home but will not be allowed to ride the bus for three (3) consecutive days. Notification will be sent home with the student or mailed to the parent.

As in the regular conduct code, gross misconduct will be handled immediately. In most discipline matters, the stipulated steps will be utilized. The administrator may progress to any step as the situation warrants.

## ***Chapter IV*** ***Discipline***

### **Hickory County R-1** **Drug Free Schools and Communities**

#### **Mission**

To increase the capacity of school and communities to create safe and healthy environments that support the healthy growth and development of the whole child; and in particular, to eliminate the demand for, and use of alcohol, tobacco and other drugs by young people.

#### **Philosophy**

- Programs have clear “no use” message
- An effective program that is comprehensive and coordinated
- Treatment does not belong in the school
- School staff are not diagnosticians
- Allow for annual planning and implementation based upon student needs

#### **Violations Against Public Health and Safety**

- A. Hickory County R-1 believes that the possession or use of controlled substances, alcoholic beverages, or substance represented to be such is wrong and harmful. It is prohibited on school property or school related activities.  
***First Offense:*** 1-180 day suspension and notification of authorities in addition to a listing of available rehabilitation programs.  
***Subsequent Offense:*** Expulsion.
- B. Sale of or distribution of controlled substances; alcoholic beverages or substances represented to be such.  
***First Offense:*** Expulsion and notification of authorities
- C. Tobacco Use: Students are not allowed to possess or use tobacco products on school property or at school related activities.  
***First Offense:*** 1 day in-school suspension  
***Second Offense:*** 2 days in-school suspension  
***Third Offense:*** 3 days in-school suspension

#### **Gun-Free Schools Policy**

#### **Weapons**



Students are forbidden to bring into school or onto school grounds or property any item that is defined as a “weapon” which is a firearm as defined in Section 921 of Title 18 of the United States Code.

According to Section 921, the following are included within the definition:

- Any weapon which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive
- The frame or receiver of any weapon described above
- Any firearm muffler or firearm silencer
- Any explosive, incendiary, or poison gas, bomb, grenade, rocket having an explosive or incendiary charge of more than one-quarter ounce, mine, or similar device
- Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter
- Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

According to Section 921, the following are not included in the definition:

- An antique firearm
- A rifle which the owner intends to use solely for sporting, recreational, or cultural purposes
- Any device which is neither designed nor redesigned for use as a weapon
- Any device, although originally designed for use as a weapon, which is redesigned for use as a signaling pyrotechnic, line throwing, safety, or similar device
- Surplus ordnance sold, loaned or given by the Secretary of Army pursuant to the provisions of Section 4684 (2), 4685, 4686 of Title 10

## **Firearms**

In addition we have been advised by the Bureau of Alcohol, Tobacco and Firearms that Class C common fireworks are not included in the definition of weapon.

***First Offense:*** Expulsion from school for a period of not less than one year of any student who brings a firearm to school; (a year is defined as a calendar year, not a school year) except that the district’s chief administering officer may modify the expulsion requirement on a case-by-case basis. The chief administering officer is the Hickory County R-1 Board of Education.

Students with disabilities will be disciplined in accordance with the requirements of Part B of the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act.

The district will notify the local sheriff’s department and the juvenile authorities of all violators.

The district will submit a descriptive report to SEA annually on any expulsions imposed under this one-year expulsion requirement.

The Hickory County R-1 District will not provide a student who has been expelled for bringing a weapon to school an alternative educational service. Other federal, state, or local laws may, however, require that students receive alternative educational services in certain circumstances.

## **Student Discipline**

The Student Code of Conduct is designed to foster student responsibility and respect for the rights of others and to ensure the orderly operation of district schools. No code can be expected to list each and every offense that may result in the use of disciplinary action. However, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. The administrator may progress to any step as the situation warrants. Any conduct not included herein, or an aggravated circumstance of any offense, or an action involving a combination of offenses, may result in disciplinary consequences that extend beyond this code of conduct

as determined by the principal, superintendent, and/or Board of Education. The school policy allows for corporal punishment. Teachers may set their own classroom rules as long as they are within the guidelines of this handbook. Teachers should have their classroom rules posted. Students with Individual Education Plans will follow the Procedural Safeguards for Children and Parents as required by Public Law 105-17 The Individuals with Disabilities Education Act (IDEA) Amendments of 1997. Any discipline action may be documented in the student's record.

**Abuse (Verbal)** – Disrespectful language or action to any student or administrative/staff member that is threatening in nature or perceived as a threat.

*First Offense:* In-school suspension, 3-10 days suspension.

*Subsequent Offense:* In-school suspension, 10-30 days suspension, expulsion.

**Arson** – Starting a fire or causing an explosion with the intent to damage property or buildings.

*First Offense:* In-school suspension, 11-180 days suspension or expulsion, notification to law enforcement officials.

*Subsequent Offense:* Expulsion, notification to law enforcement officials.

**Assault** – Attempting to cause injury to another person; intentionally placing a person in reasonable apprehension of imminent physical injury.

*First Offense:* In-school suspension, 3-10 days suspension (depending on severity).

*Subsequent Offense:* Expulsion, notification to law enforcement officials.

**Bullying** – Behavior that has malicious intent, occurs over time and creates/involves an imbalance of power.

*First Offense:* Principal/Student conference, in-school suspension, suspension

*Subsequent Offense:* In-school suspension, suspension.

**Bus Misconduct** – Any offense committed by a student on a district-owned or contracted bus shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, bus-riding privileges may be suspended or revoked.

**Cheating** – Copying the work of another student or the use of notes or other materials in an inappropriate manner; includes doing work for another student.

*First Offense:* Principal/student conference, in-school suspension, receive a zero for the assignment.

*Subsequent Offense:* Principal/student conference, in-school suspension, or suspension, receive a zero for the assignment.

**Computer Infractions** - Sending or displaying offensive messages or pictures; using obscene language; harassing, insulting, or attacking others; damaging computers, computer systems, or computer networks; violating copyright laws; using another's password; trespassing in another's folder, work, or files; intentionally wasting limited resources; employing the network for commercial purposes; accessing Internet chat rooms.

*First Offense:* Principal/student conference, 1-3 days in-school suspension, suspension, Internet privileges suspended or revoked.

*Subsequent Offense:* Principal/student conference, 1-10 days in-school suspension, suspension, Internet privileges revoked.

**Cutting Class** – Leaving school or avoiding class without permission. Leaving school property without permission will result in a report to law-enforcement officials.

*First Offense:* Principal/student conference, in-school suspension, suspension.

*Subsequent Offense:* Principal/student conference, in-school suspension, suspension.

**Disparaging or Demeaning Language** – Use of words or actions, verbal, written or symbolic, meant to harass or injure another person; i.e., threats of violence or defamation of a person's race, religion, gender, or ethnic origin. Constitutionally protected speech will not be punished.

*First Offense:* Principal/student conference, in-school suspension, or 1-10 days suspension.

*Subsequent Offense:* Principal/student conference, in-school suspension, 1-180 days suspension, expulsion.

**Disrespectful Conduct or Speech** – Rude, discourteous, disrespectful verbal, written, or symbolic language or gesture which is inappropriate to public settings directed at a staff member.

*First Offense:* Principal/student conference, in-school suspension, or 1-10 days suspension.

*Subsequent Offense:* Principal/student conference, in-school suspension, 1-180 days suspension, expulsion.

**Disruptive Speech or Conduct** – Conduct or speech, be it verbal, written, or symbolic, which materially and substantially disrupts classroom work, school activities, or school functions or simply talking in class when told not to do so, excessive talking, lack of class materials, or lack of cooperation.

*First Offense:* Principal/student conference, in-school suspension, or 1-10 days suspension.

*Subsequent Offense:* Principal/student conference, in-school suspension, 1-180 days suspension, expulsion.

**Drugs/Alcohol** – A.) Possession of or attendance under the influence of any unauthorized prescription drug, alcohol, narcotic substance, counterfeit drugs, or drug-related paraphernalia.

*First Offense:* 1-180 days suspension, notification to law enforcement officials.

*Subsequent Offense:* Expulsion, notification to law enforcement officials.

B.) Sale, purchase, or distribution of any prescription drug, alcohol, narcotic substance, counterfeit drugs, and/or drug related paraphernalia.

*First Offense:* Expulsion, notification to law enforcement officials.

**Electronic Devices** – Possession of cell phones, ipods, games, or any other electronic devices deemed as a distraction or disruption by teachers or administration are not allowed before or during school. The use of any electronic device to send, text, record or take pictures of inappropriate content will result in disciplinary action as described in the subsequent offense below.

*First Offense:* Warning

*Subsequent Offense:* In-school suspension or suspension.

**Extortion** – Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.

*First Offense:* Principal/student conference, in-school suspension, 5 days suspension.

*Subsequent Offense:* Expulsion.

**False Alarms** – Tampering with emergency equipment, setting off false alarms, making false reports.

*First Offense:* Principal/student conference, in-school suspension, 10 days suspension.

*Subsequent Offense:* Expulsion.

**False Statements** - Untruthful statements, verbal or written, made to staff/administration.

*First Offense:* Principal/student conference, in-school suspension, suspension.

*Subsequent Offense:* Principal/student conference, in-school suspension, suspension.

**Falsification of Signature** – Forgery on a document for school use.

*First Offense:* Principal/student conference, confiscation, in-school suspension, suspension.

*Subsequent Offense:* In-school suspension, suspension, expulsion.

**Fighting** – Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

*First Offense:* Suspension.

*Subsequent Offense:* Principal/student conference, suspension, expulsion.

**General Mischief** – Conduct which is inappropriate in the classroom, hallways, playground, or cafeteria. (i.e. name calling, pushing, shoving, running, horseplay, restless, inattentive, annoying to classmates)

*First Offense:* Principal/student conference, in-school suspension, suspension.

**Subsequent Offense:** Principal/student conference, in-school suspension, suspension, expulsion.

**Nuisance Items** – Items that can disrupt the educational environment. (i.e. gum, radios, cards)

**First Offense:** Principal/student conference, confiscation, in-school suspension, suspension.

**Subsequent Offense:** Principal/student conference, in-school suspension, suspension, expulsion.

**Obscene Language** – Use of words which describe sexual conduct and which, considered as a whole, appeal to prurient interest in sex, portraying sex in a manner offensive to community standards, and do not have serious literary, artistic, political, or scientific value.

**First Offense:** Principal/student conference, in-school suspension, 1-3 days suspension

**Subsequent Offense:** Principal/student conference, in school suspension, 3-10 days suspension, expulsion.

**Public Display of Affection** – Physical contact which is inappropriate for the school setting.

**First Offense:** Principal/student conference, in-school suspension, suspension

**Subsequent Offense:** Principal/student conference, in-school suspension, suspension, expulsion.

**Sexual Harassment** – A.) Use of verbal, written, or symbolic language that is sexually harassing.

**First Offense:** Principal/student conference, in-school suspension, 1-180 days suspension.

**Subsequent Offense:** In-school suspension, 1-180 days suspension, expulsion.

B.) Physical contact that is sexually harassing.

**First Offense:** Principal/student conference, in-school suspension, 1-180 days suspension.

**Subsequent Offense:** In-school suspension, 1-180 days suspension, expulsion.

**Stealing** - Stealing, attempting to steal or possessing stolen private or school property of value exceeding fifty dollars. (\$50.00)

**First Offense:** Restitution, 1-180 suspension, and possible expulsion.

**Theft** – Theft, attempted theft or willful possession of stolen property (small items or small amounts of money).

**First Offense:** Restitution and in-school suspension, 1 day suspension and a parent conference.

**Subsequent Offense:** Restitution and in-school suspension, 1-180 days suspension, expulsion.

**Threatening Behavior** - Language or action toward another that is threatening in nature

**First Offense:** Principal/student conference, in-school suspension, suspension.

**Subsequent Offense:** In-school suspension, suspension, expulsion.

**Tobacco/E-Cigarettes** – A.) Possession of any tobacco products on school grounds, bus, or at any school activity.

**First Offense:** Principal/student conference, in-school suspension.

**Subsequent Offense:** In-school suspension, 1-10 days suspension.

B.) Use of any tobacco products on school grounds, bus, or at any school activity.

**First Offense:** Principal/student conference, in-school suspension.

**Subsequent Offense:** In-school suspension, 1-10 days suspension.

**Truancy** – Absence from school without the knowledge and consent of parents/guardian and/or the school administration.

**First Offense:** Principal/student conference, 1-3 days in-school suspension.

**Subsequent Offense:** 3-10 days in-school suspension, suspension.

**Vandalism** – Destruction to school property; willful damage or the attempt to cause damage to real or personal property belonging to the school, staff, or students.

**First Offense:** Restitution, principal/student conference, in-school suspension, 1-180 days suspension, expulsion.

**Subsequent Offense:** Restitution, 1-180 days suspension, expulsion, notification to law enforcement officials.

**Weapons – A.)** Possession or use of any instrument or device, other than those defined in U.S.C. 921 or 571.010 RSMo., which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person.

**First Offense:** In-school suspension, 1-180 days suspension, expulsion.

**Subsequent Offense:** 1-180 days suspension, expulsion.

**B.)** Possession or use of a firearm as defined in 18 U.S.C. 921 or any instrument or device defined in 571.010, RSMo.

**First Offense:** One calendar year suspension or expulsion, notification to law enforcement officials.

## Suspension

Students who receive out-of-school suspension may not be on school grounds or at school sponsored activities during the days of suspension. Suspended students may make up tests and quizzes missed during that time. Daily work can be made up for 50% credit and will be due the day the student returns. Participation points lost during this time cannot be made up.

## In-School Suspension

I.S.S. is a method used to help discipline a student while keeping the student at school. Any discipline problems resulting from I.S.S. will result in an out-of-school suspension. **It is the responsibility of the student to obtain missed work from the teachers.**

## Sexual Harassment of Students

### 1. When the offender is an adult

**Definition:** Sexual harassment is any sexual behavior or inappropriate sexual comments from an adult toward a student.

If you believe that you have been the victim of sexual harassment by an adult, or if you have questions or concerns about this issue, seek the help of another adult whom you trust, such as a teacher, counselor, your parent/guardian, or one of the building administrators. As soon as the principal is advised of your concern an investigation will be conducted immediately.

If it is determined that an adult has sexually harassed a student, serious disciplinary action toward the adult may occur.

### 2. When the offender is a student

**Definition:** Sexual harassment is unwanted sexual attention from anyone with whom the student may interact in the course of receiving an education in school or at school-sponsored activities.

If you believe that you have been the victim of sexual harassment by another student or if you have questions about this issue, seek the help of an adult whom you trust, such as a teacher, counselor, your parent or guardian, or one of the building administrators. The principal will investigate any report of sexual harassment and a written record will be maintained.

If it is determined that a student has sexually harassed another student, the possible consequences to the offending student may include:

- \*Parent conference
- \*Recommendation to the Board of Education for expulsion from school
- \*Apology to victim
- \*Suspension
- \*Referral to the Police

Reprisals, threats, or intimidation of the victim will be treated as serious offense, which could result in a permanent separation from the school through expulsion (for student offenders) or dismissal from employment (for adult offenders).

IN ALL CASES, a high degree of confidentiality will be maintained by the school and school authorities to protect both the student and the alleged offender.

## ***Chapter V*** ***Internet***

### **Hickory County R-1 Internet Policy**

We are pleased to offer students of Hickory County R-1 Schools access to the district computer network and the Internet. To gain access to the Internet, all students under the age of 18 must obtain parental permission and must sign and return a permission form to the Technology Coordinator. Students 18 and over may sign their own forms.

Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Hickory County R-1 Schools support and respect each family's right to decide whether or not to apply for access.

### **District Internet Rules**

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. General school rules for behavior and communications apply.

The network is provided for students to conduct research. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege – not a right. Access entails responsibility.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.

Within reason, freedom of speech and access to information will be honored. During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio, and other potentially offensive media.

As outlined in Board Policy 6320 copy of which is available in school offices “The Board of Education recognizes that it is important for students to have access to electronic-based research tools and to master skills for their application to learning, problem solving, production of work, and presentation of information. The Board also recognizes that while these resources represent extraordinary learning opportunities and enriching educational materials, they also offer persons with illegal, immoral or inappropriate motives avenues for reaching students, teachers, staff, parents/guardians and members of the community. Additionally, these resources present tempting opportunities for users to explore areas that are either confidential, have restricted access, are inappropriate or are disruptive to the classroom or workplace. It

is the purpose of District policy and regulations to outline acceptable student and employee behavior with respect to use of District technology and electronic resources.”

Access to electronic research requires students to maintain consistently high levels of personal responsibility. The following rules clearly apply to students conducting electronic research or communication: System users are expected to be polite. They may not send abusive, insulting, harassing, or threatening messages to others. - System users are expected to use appropriate language; language that uses vulgarities or obscenities, libels others, or uses other inappropriate references is prohibited. – System users may not reveal their personal addresses, their telephone numbers or the addresses or telephone numbers of students, employees, or other individuals during E-mail transmissions. – System users may not use the District’s electronic network in such a manner that would damage, disrupt, or prohibit the use of the network by other users. – System users should assume that all communications and information is public when transmitted via the network and may be viewed by other users. The system administrators may access and read E-mail on a random basis. – Use of the District’s electronic network for unlawful purposes will not be tolerated and is prohibited.

The use of District technology and electronic resources is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges

Anyone that does not abide by the previous policies will be subject to the following disciplinary action:

***First Offense:*** Principal/student conference, 1-3 days in-school suspension, suspension, Internet privileges revoked.

Questions regarding this document should be directed to Mr. Jason Swearingin, Technology Coordinator at (417)993-4228.

Questions regarding discipline should be directed to Mr. Jason Blair at 417/993-4254.