

# **Bosworth R-V School District**



## **2024-2025 Student Handbook**

102 East Eldridge  
Bosworth, MO  
Phone: 660-534-7311  
Fax: 660-534-7409

- Board, Administration, Faculty \_\_4
- School Information\_\_5
  - School Colors
  - School Mascot
  - School Song
  - School District Mission
  - School District Philosophy
  - Legal Jurisdiction
  - Classification of our school\_\_\_\_\_6
  - Student Directory Information
  - Annual School Report
- Schedule of School Time
  - Class Bell Schedule
  - Passing Time for Classes
- Attendance Policy\_\_\_7
  - Excused Absence
  - Unexcused Absence
  - Special Attendance Considerations\_\_\_\_\_8
  - Loss of Credit
  - Due Process
  - Truancy
  - Notification to leave during the school day
  - Make-Up Work\_\_\_\_\_9
  - Excessive Absences
  - Tardiness
  - Student Responsibility for Attendance
  - Perfect Attendance
- Scheduling and Enrollment\_\_\_\_\_10
  - Registration and Changes of Schedule
  - Graduation Requirements
  - Other Provisions Related to Graduation
  - Weighted Courses\_\_\_11
  - Career and Technical Education
  - Alternative Methods of Securing H.S. Credit,12
  - Retention Policy for Grades 7 & 8
  - Promotion & Retention of Elementary Students
- Guidance and Counseling
- Rules, Disciplinary Procedures & Policies\_\_13
  - Behavior Code Philosophy
  - Tobacco, Alcohol, and Other Drug Abuse Policy\_\_\_\_\_14
  - Sexual Harassment
  - Hazing & Bullying\_\_\_15
  - Harassment with consequences\_\_16
  - Electronic/Cell Phone Policy
  - Vandalism
  - Arson\_\_\_\_\_17
  - Theft
  - Assault
  - Defiance of Authority
  - Disruptive Behavior
  - Student Dress Code
  - PDA – public display of affection
  - Gum \_\_\_\_\_18
  - Candy
  - Food
  - Cars – Driving to school/Parking
  - Bus Rules
  - Playground Rules
  - Vo-Tech School Policies\_\_\_\_\_19
- Disciplinary Procedures
  - Due Process
  - Formal Hearing
  - B.I.S.T.\_\_\_20
  - Academic Dishonesty,21
  - After School Detention

	In-School Suspension	
	Saturday Detention	22
Safe Schools		23
	Right to Search/Abnormal Behavior	
	Concealed Weapons with Consequences	
	Use of Computers/Internet/Web Pages	
	Report of Abuse (Physical/Mental/Neglect)	
	Facebook/Social Networks	23
Health		
	Nurse/Services	23
	Immunization Requirements	24
	Head Lice Policy	
	Emergency Procedures and Medical Information	25
	Health Screening Services	
	Personal Hygiene	26
General Information		
	504 Coordinator	
	Accidents and Illness	
	Assemblies	
	Beverages	
	Care of Building and Grounds	
	Chain of Command	
	Change of Address/Telephone	27
	Classroom Standards	
	Conference Membership	
	Custody of Children	
	Daily Bulletin	
	Distribution of Non-Curricular Student Publications	
	Field Trips	28
	Senior Trip	29
	Gym Floor Policy	
	Grade Points Defined	
	Grade Reports to Parents	
	Honor Roll Eligibility	
	Insurance	
	Library Regulations	30
	Lockers	
	Lost and Found	
	Lunchroom Regulations	
	Meal Prices	31
	Mandatory Tutoring	
	Non-Resident Pupil	
	Parent-Teacher Conferences	32
	Permanent Record	
	Parties	
	Phone Use	
	Physical Education	
	Reading Programs	33
	Recess	
	School Cancellation	34
	School Dances	
	Student Automobiles	35
	Sickness Waiting Period	
	Students in Building Before and After School	
	Telephone System Use – Tips	
	Textbooks	36
	Transportation to School Activities	
	Title IX Grievance Procedure	
	Visitors	37
	Withdrawal from School	
	Yearbook – Student Pictures	
Legal and Public Notifications		
	Asbestos	
	NCLB	38
	Nondiscrimination	

PPRA _____	40
Public Notice	
Standard Complaint Resolution Procedure__	41
FERPA	
ESSA Complaint Procedures	43
<b>Organizations and Activities</b>	
Student Activities _	45
Extra-Curricular Activities	
Eligibility Standards for Ex.Curr. Activities	
Athletics__	
Band	
Cheerleading	
FBLA	
FCCLA__	
FFA	
NHS	
Quiz Bowl	
Student Council	
Letters and Awards__	
Good Sportsmanship	
Non-Curricular Student Organizations	
Surveillance Camera Policy	
School Calendar_____	46
Appendix 1	
Student Dress Code – Parent/Student Signature	
Appendix 2	
Technology Agreement –Parent/Student Signature	

**BOSWORTH R-V SCHOOL DISTRICT  
2019-2020  
STUDENT HANDBOOK**

**BOARD OF EDUCATION**

President	Susan Huffmon
Vice President	Reigge Crose
Secretary	Donna Grimes
Member	Donna Forest
Member	Brooke Phillips
Member	Holly Workman
Member	Ben Larkins

**ADMINISTRATION**

Superintendent	Lachrisa Smith, BA, MA, Ed.S.
Principal K-12	Joshua Fisher, BA, MA, Ed. S.

**FACULTY**

Agriculture Education/STEM/7-Math	Billy Smith
Library/Art	Bobbi Wynn
Preschool	Jennifer Rucker
Grades K/1	Cheri Crose
Grade 2/3	Amy Peoples
Grade 4/5	Emily Gladbach
Mathematics	Aaron Varner
English	Aison McCormick
Elementary Music	Joshua Fisher
Physical Education	Joshua Fisher
Science	Danielle Oser
Social Studies	Amy Givens
Special Services	Megan Steinkhuler
Speech	Marylu Callicotte
Title I	Janet Varnedoe

**WELCOME**

*At Bosworth R-V our goal is to provide a solid foundation to help students be successful in their changing world. We encourage parents to be actively involved in their children's education. Ask your children about school, read to them, help them with homework and talk to their teachers about their progress and about your concerns.*

*This student handbook contains many of our school guidelines. It is impossible to list every situation that arises, so administrators have the right to impose further sanctions or amend this handbook. Please read and become familiar with the contents.*

*If you ever have any questions, please feel free to stop by, or to call (534-7311).*

## **SCHOOL COLORS**

Black and Gold

## **SCHOOL MASCOT**

Bulldogs

## **SCHOOL SONG**

Score, score for old Bosworth High  
You make baskets and we'll win tonight.

Our coach is the best,  
And our captain will do the rest.

We never stagger, we never fall.  
We get our pep from pure Hadacol.

We won't lose this game tonight,  
Because we will Fight, Fight, Fight!

Rah, Rah, Rah (Repeat)

## **SCHOOL DISTRICT MISSION**

The mission statement of the Bosworth R-V school district "Passing the Torch to Future Generations" provides the guiding light for the school's comprehensive school improvement plan. The Board of Education and the many staff members, parents, students and community supporters who created that mission statement want the school to become a center for the community and a motivating factor for its students to become the best that they can be.

## **SCHOOL DISTRICT PHILOSOPHY**

The Bosworth R-V School Board shares with administration, staff, students, parents, and community members the joint responsibility of setting the highest possible educational standards. Our increasingly complex society requires system-wide dedication and cooperation to instill in each student the desire to learn and the motivation to succeed. The school environment will encourage each individual to believe in his or her own worth. Each partner in the school and the community will strive to build an atmosphere based on trust and mutual respect. Each individual will develop the problem solving skills necessary to achieve career goals and become a lifelong learner and a productive citizen.

## **LEGAL JURISDICTION**

The Bosworth R-V School has legal jurisdiction over students during the school day and hours of approved extracurricular activities. The school administration is responsible for making an effort to protect each student's rights with respect to interrogations by law enforcement officials. When law enforcement officials find it necessary to question students during the school day or periods of extracurricular activities, the school principal or designee will be present.

Students will be afforded the same rights in dealing with law enforcement officials that exist outside the school; students must be informed of their constitutional rights by law officials, students

may remain silent if they so desire and they must not be subjected to coercion or illegal restraint. However, within the framework of legal rights, students have the responsibility to cooperate with law enforcement officials.

### CLASSIFICATION OF OUR SCHOOL

Bosworth R-V School has been accredited under the Missouri School Improvement Program and is accredited by the Missouri State Department of Education. It meets all entrance requirements for its graduates to enter all Missouri State Colleges and Universities.

### STUDENT DIRECTORY INFORMATION

Please be advised that the school district will release "Directory Information" concerning your child upon request. This will include the following information: the student's name, address, telephone listing, date of birth, major field of study, participation in officially recognized extracurricular activities, weight and height of members of athletic teams, dates of attendance, diplomas and awards received, photographs, and most recent school attended. If you do not want this type of information about your child released, please send a note to that effect to your child's principal.

### ANNUAL SCHOOL REPORT

Each year by December 1<sup>st</sup> an annual school report for the previous year is compiled by DESE. If you would like to look over our school report, a copy will be available in the office and/or is available on DESE's website.

### SCHEDULE OF SCHOOL TIME

The Junior-Senior High School will operate on an eight period school day.

### CLASS BELL SCHEDULE

Period	Start Time	End Time
First Bell	7:52	
Report to 1 <sup>st</sup> hour Bell	7:55	
1st Hour	7:55	8:47
2nd Hour	8:50	9:42
3rd Hour	9:45	10:37
4th Hour	10:40	11:32
Lunch	11:32	11:57
5th Hour	12:00	12:52
6th Hour	12:55	1:47
7th Hour	1:50	2:42
8th Hour	2:45	3:35

### PASSING TIME FOR CLASSES

First Bell: This bell indicates the end of the period to the teacher. **STUDENTS ARE TO REMAIN IN THEIR SEATS UNTIL DISMISSED BY THE TEACHER.**

Second Bell: This bell is rung three (3) minutes after the first bell and indicates to the students and teachers the time for class to begin. The period between the first and second bell is for passing to and from classes and **all students are expected to arrive to classes on**

**time.** Students are to be in their seats with all supplies; ready to work when the second bell finishes ringing.

## **ATTENDANCE POLICY**

All students are expected to attend school regularly and to be on time for classes in order to achieve maximum benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. There is a direct relationship between good attendance and class success. Students having good attendance generally achieve higher grades, enjoy school more, and are more employable.

According to the State of Missouri, all schools are expected to improve their past attendance rates. Bosworth R-V is setting an attendance improvement goal of 95% for the 2018-2019 school year. In effort to achieve this, each student is expected to reach that goal. To be more specific, students may not miss more than 10 school days (80 class periods) per year. To help reach this goal, student attendance will be reviewed weekly to determine if too much time is missed. Students will be required to make up the time missed (seat time) either after school or during Saturday school. Exceptions will be determined on an individual basis. **Some students with more than 5 absences per semester or 2.5 days per quarter, either excused or unexcused, must make up seat time.**

Every absence will have a determination of excused or unexcused. It is imperative that parents contact the office before 8:10 am for proper designation of absence. Students have one day after the absence to bring proper documentation to the office for an excused absence. If a student does not show proper documentation or a phone call is not made to the school by a parent or guardian, the classification is considered unexcused and is put in our attendance record as a "Z" for zero. A "Z" classification requires seat time and loss of credit for the day. If any absence does not fit in the excused absence list below, it is considered unexcused.

Any student, elementary or secondary, that accumulates more than 10 absences will be reported to Children's Division and Juvenile authorities unless a waiver is granted by the principal or superintendent.

**Any absences whether excused or unexcused count towards the student's maximum number of absences allowed for the year (10 total).**

### **EXCUSED ABSENCE**

- 1) Illness of student
- 2) Serious illness in student's immediate family
- 3) Medical, dental, or family appointments (**elementary students only for family appt.**)
  - a. Dental appointment – no more than 2 per quarter
- 4) Death in the family
- 5) School sponsored trips and activities
- 6) College visits—Seniors/Juniors—2 per year—only excused with prior approval from Counselor (not included in the 8 days)
- 7) Court appearances—with documentation
- 8) Driver's license exam—1/2 day—up to 2 times
- 9) Family Vacation—up to 3 consecutive days, once per year—it is necessary that the Principal is contacted at least one full week (7 days) in advance so that adequate arrangements can be made. This will allow clear and effective communication between the school and home and enable the student and teachers to make preparations for making up work and examinations. Vacation days will count as part



of the student's **10 days maximum allowable absences**. This option is not available for students to start or lengthen Winter Break or Summer Recess. Parents are encouraged to check grades before the request is made. We discourage this option if a student is failing any class. Student discipline is considered before the request can be granted.

#### UNEXCUSED ABSENCE

Any absence that does not fit into the above list of excused absence is considered to be unexcused. Any unexcused absence is considered to be detrimental to the student's academic career. All work and/or tests collected on the day of the unexcused absence will be recorded as a zero.

#### SPECIAL ATTENDANCE CONSIDERATIONS

Serious illness—requires proper documentation from a doctor

Homebound—students on homebound will be exempt from the 10 days.

#### LOSS OF CREDIT

With the accumulation of six (6) absences from any class period during the semester, the student may not receive course credit in that class unless extenuating circumstances occur. Students will be notified and counseled concerning their absences following the fourth and fifth absence. In addition, a report of absence and explanation of credit loss will be mailed to the home. Parents should refer to due process.

#### DUE PROCESS

Any student that reaches the six (6) absences per class and is notified of credit loss may appeal the decision. This may be done by petitioning the Principal's office in writing. The attendance committee (attendance secretary, counselor, teacher, principal/superintendent) will review and act on requests for waiver of credit loss. Cases involving extenuating circumstances will be reviewed at this time. The waiver appeal process is designated for severe, unusual, and exceptional cases. The committee will recommend if any additional days will be granted. The Superintendent may grant additional days beyond the committee's recommendation. Each case will be reviewed separately and independently of any prior case with or without circumstances. Students have the right to appeal the attendance committee's decision to the school board and request a formal hearing.

#### TRUANCY

Bosworth R-V School Board Policy states about **TRUANCY** that "Students who are absent from school without the knowledge and consent of their parents/guardians and the administration, or students who leave school during any session without the consent of the principal, shall be considered truant. Upon returning to school, truants shall make personal application to the principal for readmission. For a second offense, the student must be accompanied by a parent/guardian and make application to the superintendent. For the third offense, the parent or guardian and student must make application to the Board of Education at a regular or special meeting."

**TRUANCY will result in the following additional disciplinary action:**

- a. **First occurrence: one (1) day ISS, Juvenile authorities will be notified.**
- b. **Second occurrence: two (2) days ISS/OSS, Juvenile authorities will be notified.**
- c. **Third occurrence: three (3) days ISS/OSS, Juvenile authorities will be notified.**

#### NOTIFICATION TO LEAVE DURING THE SCHOOL DAY

All students who leave school for appointments, etc. must have written, phoned, or personal permission from parent/guardian. Parents picking up children must come to the office and sign them out. **No students may leave the building without parent/guardian permission or permission from the building principal. If the student requires medical or dental procedures, the student is to bring a note from the medical office when returning to school.**

Students must sign out in the office with the initials of the principal or office secretary before leaving the building. Students who are 18 years old are still subject to these requirements. You cannot sign yourself out without parent permission via note or phone.

#### MAKE-UP WORK

**It is the student's responsibility to initiate make-up work. A student is allowed one (1) school day (not class days) to make up work for each excused day of absence. No loss of participation points if excused absence; i.e. Field Trip, ISS/ALC.**

**EXCESSIVE ABSENCES (over 10) will be referred to the School Board and to the juvenile office.**

Authority-Attendance regulations by this school district are authorized by the Public School Laws of Missouri, Section 171.011.

#### TARDINESS

- 1) Students are to be in their classroom when the tardy bell rings.
- 2) Teachers will honor other staff members' passes.
- 3) Students arriving at school tardy (1<sup>st</sup> hours) must check in at the office.
- 4) Students should be tardy no more than three (3) times per quarter. On the third (3<sup>rd</sup>) and the sixth (6<sup>th</sup>), and ninth (9<sup>th</sup>) tardy he/she will be assigned an after school detention; the twelfth (12<sup>th</sup>) tardy is 1 days ISS; the fifteenth (15) tardy is 3 hours of Saturday School.
- 5) If a student is in the building, there are few/no reasons for him/her to arrive to class late.

#### STUDENT RESPONSIBILITIES FOR ATTENDANCE

- 1) Be aware of all requirements of the Attendance Policy.
- 2) Be in each class every day unless involved in authorized, school-related activities, or unless there is a valid excuse for the absence.
- 3) Arrive at school on time.
- 4) Report to each class on time.
- 5) When involved in school-related activities, provide teachers with the required verification.
- 6) See that each excusable absence, tardy arrival to school, and early dismissal from school is excused as outlined in the Attendance Policy.
- 7) Verify with the office that absences have been excused.
- 8) If detained by a staff member, obtain a note of admittance to the next class from that staff member.
- 9) Check in at the office when arriving at school late.
- 10) Check out at the office when excused to leave school early.
- 11) Check in at the office when returning to school during the day.
- 12) Ask teachers for make-up work prior to participation in a school-related activity or after an absence.

- 13) Complete all make-up work within time limits.
- 14) If seventeen or older and not living with a parent or guardian or if special family circumstances exist, see the principal.

### **PERFECT ATTENDANCE**

**A student may be absent no class periods for the year to receive perfect attendance.**

Students with perfect attendance will be awarded perfect attendance awards at the end of the school year. Any hours missed for approved educational listing will be excused. Seniors may miss for approved day for visiting colleges.

### **SCHEDULING & ENROLLMENT**

#### **REGISTRATION/ENROLLMENT AND CHANGES OF SCHEDULES**

- 1) A list of course descriptions are sent home with students in the spring for the coming year. Parents are asked to review choices with their children, identify which classes are year long and which are only semester courses, and then make your selection. Courses selected during registration should be considered permanent.
- 2) On rare occasions changes may be necessary. Priority will be given to changes necessitated by course enrollment, and/or course cancellation.
- 3) Students considering a change of courses at the semester must submit a schedule change form to the counselor at least two weeks prior to the end of the semester. The counselor and teachers involved will review this request and decide if it is appropriate/approvable.

### **GRADUATION REQUIREMENTS**

Bosworth R-V has set graduation requirements at 29 credits as indicated on the summary below.

#### **SUMMARY OF GRADUATION REQUIREMENTS**

<b>Subject</b>	<b>Class of 2018</b>
English must include English I and II	<u>4</u>
Math	<u>3</u>
Science	<u>3</u>
Social Studies must include American History, World History & Government	<u>3</u>
Physical Education	<u>1</u>
Health	<u>.5</u>
Fine Arts	<u>1</u>
Practical Arts	<u>1</u>
Additional Core Credit in Math, Science, or English	<u>1</u>
Personal Finance	<u>.5</u>
Electives	<u>11</u>
<b>Total Units Required</b>	<b><u>29</u></b>

#### **OTHER PROVISIONS RELATED TO GRADUATION**

1. Early Graduation
2. Only "early out": (less than eight semesters of attendance) provisions, if all requirements are met:
  - a. Completion of unit requirements for graduation.
  - b. Enrollment in a college or vocational school approved by the Missouri Department of Education, approved by parents in writing, and a letter from the college or vocational school stating the student has been accepted.

- c. An apprenticeship program is to be approved by the parent in writing and with a letter of approval by the union involved stating the student has been accepted for apprenticeship with the date of entry into the program.
  - d. If enlisted in a branch of service, approved by parent in writing, and a letter from the military service stating the student has been accepted and the date the student is to report for active duty.
  - e. Students with schedule exception requests must petition before the beginning of the seventh or eighth semester and must be approved by parents in writing.
3. Mid Year Graduation
- a. Graduates in December become non-enrolled.
    - i. Does not participate in school activities.
  - b. Remains enrolled for second semester.
    - i. Participates in school activities (ex: prom, senior trip, graduation)
    - ii. MSHSAA requires students to be enrolled for 6 of the 8 class periods to participate in activities.

## **WEIGHTED COURSES**

### To be used for Figuring Class Rankings

Weighted courses are any courses that a student takes through paid dual credit classes. Such as Psychology, Sociology, College English, College Algebra, American History, Government, Biology, etc.

### **All dual credit courses**

### **Career and Technical Education**

Career and Technical training programs shall be an integral part of the comprehensive high school concept in the Bosworth R-V School. Efforts will be made to keep technical programs relevant to job requirements, reflective of area needs, as well as being geared to the current and future technological and economic conditions. These programs shall provide students with the basic skills to enter the world of work, to obtain additional technical skills and/or to continue their formal education. Vocational education, as a core component of comprehensive education, will share with other aspects of the high school curriculum in the development of character, attitudes and work skills.

District programs shall meet all federal and state guidelines and requirements. Advisory councils will be utilized in all programs.

Following the concept of area technical schools as established by the Missouri Department of Elementary and Secondary Education, students for the Bosworth R-V School may attend technical training programs at the Grand River Technical School.

Bosworth R-V School will fund juniors and seniors selected to attend Vocational-Technical School at the Grand River Technical School.

A minimum grade of "C" in all courses taken at Voc-Tech will be maintained throughout the first semester to be eligible to attend the second semester. A grade of at least a "C" second semester is required to be eligible to attend the next school year.

The selection process for GRTS takes into consideration the following:

- 1) Student interests – 1<sup>st</sup> & 2<sup>nd</sup> choice of programs offered

- 2) Attendance – starting in grade 9 until present
- 3) Discipline – starting in grade 9 until present
- 4) Teacher recommendation – choice of three teachers selected by student
- 5) One Essay question

#### **ALTERNATIVE METHODS OF SECURING HIGH SCHOOL CREDIT**

- 1) Credit may be earned and counted toward meeting graduation requirements through correspondence courses from accredited institutions of higher education.
- 2) Credits earned through "homebound" instruction may be counted toward graduation requirements. "Homebound" instruction will be under guidelines set forth by the Missouri State Department of Elementary and Secondary Education. All students receiving homebound instruction must have the "homebound" instruction form completed by a physician. The student's condition must prevent him/her from maintaining a regular school schedule.
- 3) Credit may also be acquired through Grandview Schools online Summer School courses.

#### **RETENTION POLICY FOR GRADES 7 AND 8**

Students must pass 6 of the 8 semesters possible in the core areas of math, science, social studies, and English. If a student does not achieve this minimum, he/she will be retained in the same grade. Summer school is usually an option at Carrollton Junior High (attendance and transportation is the responsibility of the student and family.) A transcript from the summer's work will be accepted at the beginning of the new year, and retention will be reconsidered if appropriate.

#### **PROMOTION AND RETENTION OF ELEMENTARY STUDENTS**

Grades 3 & 4: SB319 is Missouri's mandatory retention law. Unless meeting exemption requirements, students in Grade 3 reading at a 1<sup>st</sup> grade level will be recommended to have 40 hours summer tutoring and/or to attend after school tutoring during his/her 4<sup>th</sup> grade year.

Students in Grade 4 reading at a 2<sup>nd</sup> grade level shall be required to have 40 hours summer tutoring and are to be tested before school begins. If the student is still reading at a 2<sup>nd</sup> grade level he/she is to be retained in Grade 4 for the coming school year.

A student's achievement of the skills for the grade to which he/she is assigned and his readiness for work at the next grade level will be required before he/she is assigned to the higher grade. Those students who have mastered the appropriate skills will be promoted and those who have not may be retained. While the wishes and concerns of the parents or legal guardians will be given proper consideration, the decision to promote, place, or retain is a professional decision made by the school. The principal will render final decisions regarding promotion or retention of students. Parents may appeal to the School Board.

#### **GUIDANCE AND COUNSELING**

- 1) The objectives of the Guidance Department are to help students with their educational,

- vocational, and personal needs. In the counseling situation, an attempt is made to help the student understand himself or herself and problems faced in order to make intelligent and realistic decisions.
- 2) Some of the services of the counselor are to provide educational and vocational information and materials, provide aid in securing scholarships, plan student course schedules, and to give and interpret tests.
  - 3) Assessments will be given at different intervals during the year in the fields of scholastic ability, achievement, interests, and college ability. The test results will be interpreted and explained to the students.
  - 4) The counselor's office is open to any student in grades K-12. Teachers may refer students to the counselor or students may refer themselves at any time.

## **RULES & DISCIPLINARY PROCEDURES**

### **BEHAVIOR CODE PHILOSOPHY**

We, the students, teachers, staff, parents, and administrators of Bosworth R-V School believe:

- That order and good discipline are necessary to the safe and effective operation and for the achievement of the educational objectives of our school.
- That all students have a right to learn, and that all teachers have a right to teach without disruption by misbehavior by any student.
- That all students can behave and that all students are responsible for their own behavior, regardless of the behaviors of others, and regardless of whether or not their behavior is being monitored.
- That teachers, parents, and administrators have the right and responsibility to discipline any student who chooses to disrupt or who refuses to comply with our school's behavior code.
- No one can give us self-discipline. No one can make us responsible. It comes from within us. It is a desire to be in charge of one's self. It is a personal decision to be self-responsible. We affirm that:

#### **Each Student Has The Right To:**

- Have the opportunity for a free education in the most appropriate learning environment.
- Have the opportunity for freedom of speech and of the press (so long as the exercise of those rights is not disruptive).
- Be secure in his/her person, papers, and possessions against unreasonable searches and seizures; privacy in regard to his/her personal possessions, unless there is reasonable suspicion that the student is concealing materials prohibited by law.
- Expect that the school will be a safe place with no fear of bodily harm.
- Expect an appropriate environment conducive of learning.
- Not be discriminated against on the basis of sex, race, color, religion, national origin, or handicap.
- Expect to be fully informed of school rules and regulations.

**Each Student Has The Responsibility To:**

- Know and adhere to rules and regulations established by the local Board of Education and implemented by school administrators and teachers.
- Respect the human dignity and worth of every other individual.
- Act as a strong, positive role model for younger students.
- Refrain from libel, slanderous remarks, and obscenity in verbal and written expression.
- Study diligently and maintain the best possible level of academic achievement.
- Be punctual and present in the regular school program.
- Dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty, and safety.
- Help maintain and improve the school environment, preserve school property, and exercise the utmost care while using school facilities.
- Refrain from gross disobedience, misconduct, or other behavior which would lead to any physical harm or to the disruption of the educational process.
- Respect the reasonable exercise of authority by school administrators and teachers in maintaining discipline in the school and at school sponsored activities.
- Obey the law and rules so as not to be subjected to ill effects or endanger others by the possession or the use of alcohol, illegal drugs, and other unauthorized substances.
- Carry only those materials which are acceptable under the law and accept the consequences for unacceptable articles stored in one's locker or on one's person.

**TOBACCO, ALCOHOL AND OTHER DRUG ABUSE POLICY**

The Bosworth Board of Education and the faculty recognize the use of alcohol and other drugs as being illegal and detrimental to the positive development of its students. The primary role of the curriculum in this area is to educate students concerning the hazards of alcohol and other drug abuse. However, the following general regulations have been established to insure the welfare of the individual student as well as that of the general school population.

Students shall not possess, use, distribute, sell, or be under the influence of any narcotic, drug, alcohol, tobacco, hallucinogenic, amphetamine, barbiturate, marijuana, glue, or drug paraphernalia (hereafter referred to as contraband controlled substances) on or adjacent to the school grounds or school property or off the school grounds at a school activity.

Students' proper use of medicine authorized by a medical prescription in his or her name from a licensed medical physician will not be considered a violation of this policy. A written statement from the parent or guardian authorizing the student's possession and use of medicine must be reported to the office and the principal.

To insure the fair and prompt handling of any incident involving tobacco, drug or alcohol abuse by students,

**School employees will:**

- 1) Report any known or suspected incident involving contraband or controlled substance to a principal.
- 2) Inform the principal immediately if substances have been observed or the student is obviously not in control of his or her faculties.

The principal will:

- 1) Confiscate any substances or material suspected to be contraband or controlled substances.
- 2) Investigate any incident reported or observed involving suspected student use or possession of contraband or controlled substance.
- 3) Notify the parents or guardians and arrange an immediate conference, if possible, when use or possession is strongly suspected or has been established.
- 4) Contact local law enforcement authorities to report the particulars of the incident and pass on to them any objects and substances confiscated.
- 5) Notify the school counselor when the situation warrants his or her participation and the student can benefit from counseling.
- 6) Transmit a written report of the incident to the superintendent within 24 hours.

First offense is 1-30 days ISS/OSS. The 2<sup>nd</sup> offense is 1-180 days OSS if student(s) is involved in alcohol or other drug abuse.

### **SEXUAL HARASSMENT**

It is the policy of the Bosworth R-V Administration and the Board of Education, that sexual harassment will not be tolerated. Anyone feeling that they have been the victim of sexual harassment should report the incident immediately to a teacher or to the Building Principal. The investigation of the complaint will be handled immediately and in the strictest confidence. All persons found guilty of this complaint will be dealt with accordingly. **The penalty for sexual harassment will be 1-180 days OSS for the 1<sup>st</sup> offense, 1 -180 days OSS for the 2<sup>nd</sup> offense, up to expulsion for the duration of the year.**

- 1) Retaliation against the victim or witnesses will include the same penalties.
- 2) Examples of sexual harassment are as follows, but are not limited to the following:
  - a. Sexual advances which are unwanted (this may include situations which began as reciprocal but later cease to be reciprocal).
  - b. Sexual gestures, indecent exposure, verbal abuse, sexually-oriented jokes, innuendo or obscenity.
  - c. Displaying of sexually suggestive objects, pictures, cartoons, or posters.
  - d. Sexually suggestive letters, notes, threats, or invitations.
  - e. Physical conduct such as assault, attempted rape, impeding or blocking movement, or unwelcome touching.
- 3) Hazing, or daring to perform in unsafe work or learning practices, particularly directed toward students or employees in nontraditional or athletic settings.
- 4) Students who believe they may have been harassed or intimidated should contact a counselor, the principal, or staff member who is not involved in the alleged harassment.

### **HAZING AND BULLYING**

**General:** In order to promote a safe learning environment for all students, the Bosworth R-V School District prohibits all forms of hazing, bullying, and student intimidation. Students participating in or encouraging inappropriate conduct will be disciplined in accordance with our discipline policy. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. Students who have been subjected to hazing or bullying are instructed to promptly report such incidents to a school official.

In addition, district staff, coaches, sponsors and volunteers shall not permit, condone or tolerate any form of hazing or bullying or plan, direct, encourage, assist, engage or participate in any activity that involves hazing or bullying. District staff will report incidents of hazing and bullying to the building principal. The principal shall promptly investigate all complaints of hazing and bullying and shall



administer appropriate discipline to all individuals who violate this policy. District staff that violates this policy may be disciplined or terminated.

The superintendent will provide for appropriate training designed to assist staff, coaches, sponsors and volunteers in identifying, preventing and responding to incidents of hazing and bullying.

The district shall annually inform students, parents, district staff and volunteers that hazing and bullying is prohibited. This notification may occur through the distribution of the written policy, publication in handbooks, presentation at assemblies or verbal instructions by the coach or sponsor at the start of the season or program.

**Definitions:** Hazing—for purpose of this policy, hazing is defined as any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school sponsored activity.

Hazing may include those actions that subject a student to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity, or other stress-inducing activities. Hazing may also include, but is not limited to: acts of physical brutality; whipping; beating; branding; exposing to the elements; forcing consumption of any food, liquor, drug or other substance; forcing inhalation or ingestion of tobacco products; or any other forced physical activity that could adversely affect the physical health or safety of an individual.

Hazing may occur even when all students involved are willing participants. Hazing does not occur when a student is required to audition or tryout for an organization when the criteria are reasonable, approved by the district and legitimately related to the purpose of the organization.

Bullying—for purposes of this policy, bullying is defined as intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; or threats of retaliation for reporting such acts. Bullying may also include cyberbullying or cyber threats. Cyberbullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyberthreats are online materials that threaten or raise concerns about violence against others, suicide or self-harm.

A Bullying report form is available at all times for students. It is recommended that in every instance of reported bullying or cyberbullying a report form is filled out. Within 2 days an investigation will be opened, by 10 days the investigation will be concluded.

**HARASSMENT, NONSEXUAL/BULLYING – Physical, verbal, or psychological**

Definition	Offense	Grades K-3	Grades 4-5	Grades 6-8	Grades 9-12
Annoying or attacking a student or group of students or other personnel which creates an intimidating or hostile educational or work environment. This	First	Conference with teacher, loss of privileges, possible contact with Legal Authority.	Play and group activities restricted up to 5 days, Parent contact, possible contact with Legal Authority, possible suspension.	Detention/ISS relevant to offense, Parent contact, conference with student suspension up to 10 days, contact Legal Authority, possible recommendation for long term suspension/expulsion	Detentions relevant to offense, Parent contact, conference with student, contact Legal Authority, suspension up to 10 days, possible recommendation for long term suspension/expulsion
	Second	Parent contact,	Parent contact,	Suspension of 10-30 days,	Suspension of 10-30 days,

may consist of physical actions, including gestures, or oral or written communication and any threat of retaliation for reporting such acts.		loss of privileges, possible contact with Legal Authority.	up to 10 days suspension, counseling, contact Legal Authority, possible suspension.	parent contact, possible contact with Legal Authority, possible recommendation for long term suspension/expulsion	possible recommendation for long term suspension/expulsion, possible contact with Legal Authority,
	Third	Parent contact, 1-180 days suspension, counseling, loss of privileges, contact Legal Authority.	Parent contact, 10-180 days suspension, contact Legal Authority.	30-180 days suspension, Parent contact, possible recommendation for long term suspension/expulsion contact Legal Authority	30-180 days suspension, possible recommendation for long term suspension/expulsion contact Legal Authority

### ELECTRONICS/CELL PHONE POLICY

Students shall not possess, turn on and/or use cellular phones, smart watches cameras, pagers, radios, personal digital assistants, personal laptops, CD players, electronic games, camera phones and/or any other electronic equipment during the regular school day (the regular school day begins at 7:45am when the building opens and ends at 3:35) unless approved by classroom teachers. This includes instructional class time, class change time, breakfast or lunch. This policy also bans the items in restrooms and in dressing areas during the regular school day. Phones and watches will be placed in the cell phone pouch, in the office before the first bell rings. Cell phones may be picked up at the conclusion of the day.

MP3 players with headphones may be used on the school bus during regular routes or to and from extracurricular events. Cell phones used after the regular school day (not during tutoring time or seat time) must be on silent/vibration mode. Phones that ring in the school after school hours will be confiscated. Cell phones are not permitted on the school bus during morning and afternoon routes. They are allowed on bus trips for extracurricular events, but must remain on silent/vibration mode and should only be used to contact parents for rides and to clarify times of events. Cell phones on the bus should never be used for social reasons. Under no circumstances should a cell phone be used while in a locker/dressing room. Sponsors will confiscate cell phones if it is deemed to interfere with the event or discipline.

First offense: Confiscation of the phone/electronic device and returned only to the parent. One (1) day ISS.

Second offense: Confiscation of the phone/electronic device and returned only to the parent. Two (2) days ISS.

Third or more offense: Confiscation of the phone/electronic device and returned only to the parent. 1 -10 days OSS.

### VANDALISM

Intentional damage or attempt to damage property belonging to the staff, students, or the District is forbidden.

First Offense: 1-10 Days ISS/OSS and cost of replacing or repairing damaged property

Subsequent Offenses: 1-180 Days ISS/OSS and cost of replacing or repairing damaged property.

### ARSON

Intentionally causing or attempting to cause a fire or explosion is forbidden.

1<sup>st</sup> Offense: 1-180 days OSS  
Subsequent Offenses: 1-180 days OSS/Expulsion

### **THEFT**

Nonconsensual taking or attempting to take the property of another will not be tolerated.

1<sup>st</sup> Offense: 1-10 days ISS or OSS  
Subsequent Offenses: 1-180 days OSS

### **ASSAULT**

Assault of a student or staff member by use of physical force with the intent to do bodily harm is strictly forbidden.

1<sup>st</sup> Offense: 1-180 days OSS  
Subsequent Offenses: 1-180 days OSS/Expulsion

### **DEFIANCE OF AUTHORITY**

Refusal to obey directions or defiance of staff authority is forbidden

1<sup>st</sup> Offense: 1-10 days ISS/OSS  
Subsequent Offenses: 1-180 days ISS/OSS

### **DISRUPTIVE BEHAVIOR**

Conduct which has intentional effect of disturbing education or the safe transportation of a student is forbidden

1<sup>st</sup> Offense: 1-10 days ISS/OSS  
Subsequent Offenses: 1-180 days ISS/OSS

### **STUDENT DRESS CODE**

A student should be well groomed at all times. A school is frequently judged as much by the appearance of its students as it is by the quality of its academic program. Students should not wear any extreme style of clothing apparel which is not in accordance with propriety and decorum and is distracting to the classroom. This is considered contrary to our educational mission. Suitable dress during school hours shall be determined by the principal ([See Appendix 1: Student Dress Code](#))

- 1<sup>ST</sup> Offense – student must change clothes to meet guidelines**
- 2<sup>nd</sup> Offense – student must change clothes to meet guidelines & 1 day ISS**
- 3<sup>rd</sup> Offense – student must change clothes to meet guidelines & 2 days ISS**
- 4<sup>th</sup> and additional offenses -- OSS**

**If a student doesn't comply with changing clothes, OSS will be issued according to the number of offenses.**

### **PDA/Public display of affection**

Bosworth R-V encourages students to refrain from public displays of affection towards others while on school property. Displays of affection between two individuals is a personal and private matter and others surrounding them should not be subjected to these types of scenes. The public and open display of affection between students on school property does not reflect a climate conducive toward learning. Students at the secondary level may hold hands, but kissing and passionate embracing will not be tolerated. Elementary students may only hug. Disciplinary action will take place if actions are considered to be distasteful and offensive per school standards.

1<sup>st</sup> Offense –Students will receive 1-3 days ISS

2<sup>nd</sup> Offense—Students will receive 1-3 days OSS

3<sup>rd</sup> Offense—Students will receive 1-180 days OSS

## **GUM**

Gum is NOT allowed during the school day

## **CANDY**

Elementary: Candy should not be freely handed out in classrooms. Students should not bring candy from home unless it is for the three class party days in the elementary. Candy given as rewards from teachers should be limited to the end of the day and not in excessive amounts. Parents may request that their child does not receive candy.

## **FOOD**

Food is not allowed in the classroom without prior approval by the principal (Elementary snacks and Foods class are exempt). Students are not allowed to bring their breakfast to first hour. Food should not leave the cafeteria after breakfast or lunch.

## **CARS – DRIVING TO SCHOOL/PARKING**

Students that drive to school must have a valid driver's license. All students must park in the student parking lot in an orderly manner.

## **BUS RULES**

Our goal is to ensure that all students are transported safely. These rules are meant to be guidelines and are not meant to be all inclusive.

- 1) Students must be courteous.
  - 2) No profanity is allowed.
  - 3) No eating or drinking is allowed.
  - 4) No gum.
  - 5) Violence is prohibited. No aggressive or malicious physical contact or verbal abuse will be permitted.
  - 6) Students must remain seated unless loading or unloading and should not stand up until the bus is at a full stop.
  - 7) No smoking or use of tobacco products.
  - 8) Hands and other body parts must be kept inside the windows.
  - 9) Do not throw objects inside the bus or out the windows.
  - 10) Do not destroy property.
  - 11) Keep aisle clear at all times.
- Be aware that the bus driver or coaches may assign seats as needed.
  - Serious or continuous misbehavior will result in referral to the office. A student may be removed from the bus for the next game for the first referral. A student may be removed from the team for the second referral

## **PLAYGROUND RULES**

- 1) When using the hand over hand bars, children should line up, cross over in one direction one at a time. There is no sitting on the top.
- 2) Only one person is to use a swing at a time. He/she is to sit, swinging straight forward and back. There is no jumping from swings. All children will keep a safe distance from the swings as they wait.
- 3) Permission must be obtained from the playground supervisor to re-enter school.
- 4) The person taking out the play equipment is responsible for bringing it back inside.
- 5) Items not permitted: Hard balls and bats, tree climbing, body contact, snowball throwing, sliding on ice, playing with dirt and mud, sticks or stones, "King of the Hill" games, fighting or pretend fighting, karate or tai-kwon-do, or any other form of martial arts. PS-3 students are not allowed to play football. Students in 4-6 may play touch football. No playground equipment should be brought from home.
- 6) Jump ropes should not be tied to anything, and only used on sidewalks.
- 7) Throwing rocks, balls, ropes, etc. on playground equipment is prohibited.
- 8) Children should tell the supervisor, if they see any item on the playground that could be a hazard or unhealthy (gross). The supervisor will take care of it.

## **Vo-Tech School Policies:**

- 1) With parent permission students will provide their own transportation to Bosworth R-V each morning to meet the Vo-Tech bus.
- 2) Students will get on at Bosworth R-V School and will ride the Bosworth school bus daily to GRTS. Bosworth students will not be allowed to get on the bus at Hale or at Tina-Avalon unless the principal gives prior permission. **Students will not drive themselves to GRTS.** The only exception is by requests from GRVT instructor for a specific activity with signed permission by parent and principal.
  - Students that drive to Vo-Tech without permission may be withdrawn from the program (after 1 warning) and enrolled in classes at Bosworth. Credit may be lost if this happens. Parents will be notified immediately.
- 3) Students will attend each school daily. In the event that one school is in session and the other school is not the students will attend the assigned classes in the school, which is open.
- 4) The rules and regulations of both schools will be observed.
- 5) As Bosworth R-V is the sponsoring school, the students conduct and disciplinary actions here may affect the student's privilege of attending Vo-Tech.

## **DISCIPLINARY PROCEDURES**

**Due Process** (SHORT TERM DISCIPLINE - any disciplinary action taken including out of school suspension for a student up to ten (10) school days.)

- 1) Student will be informed as to what rule he or she has broken.
- 2) Student will be informed how principal became aware of the fact that the student broke the rule or rules.
- 3) Student will have an opportunity to tell his or her side of the story.
- 4) Principal will check on the facts before imposing discipline.
- 5) Parents will be notified of the rule or rules broken and discipline imposed.
- 6) Students receiving an out-of-school suspension are expected to make up all assignments missed.

Out-of-school suspension (OSS) is considered a serious offense. All class work should be made up, but zero credit will be given. Students must take all books and notebooks home when leaving school for the suspension. In addition, they should get assignments from classmates. All assignments turned in following the suspension will be marked as completed, but recorded as an F in the gradebook. Tests missed will be made up on the day of return. During OSS time a student is not able to attend practice, participate in, or attend extracurricular activities.

- 7) Students serving in-school suspension or Saturday Detention will be given work assigned by teachers. This will count toward the student's grade.

**Due Process** (LONG TERM DISCIPLINE - any disciplinary action taken that suspends or expels a student from school for more than ten (10) school days.

**Formal Hearing** (MAY BE REQUESTED.)

- 1) Student and parents/guardians will be given written notice of the charges.
- 2) The student, his or her parents/guardians or others having custodial care have a right to appeal the superintendent's decision to the Board or a committee of the Board appointed by the Board president.
- 3) If the student gives notice that he or she wishes to appeal the suspension to the Board, the suspension shall be stayed until the Board renders its decision, unless in the superintendent's judgment, the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process.
- 4) A hearing date will be set by the Board by certified mail giving due time (within two weeks of the request), place, and the right to counsel, to call witnesses, and to present evidence at the hearing.
- 5) The student has the right to face his or her accusers at the hearing.
- 6) The student has the right to cross-examine witnesses.
- 7) The student has the right to an impartial hearing. (It is recommended that some adult(s), totally unfamiliar with the incident, rather than the principal, serve.)
- 8) The decision of the tribunal must be based solely on the facts presented at the hearing. A student cannot be suspended for something unrelated to the infraction that precipitated the hearing.
- 9) The superintendent may or may not be present during the formal hearing for suspension, but disciplinary action decided upon by the tribunal must be approved by him or her in writing.

**SCHOOL VIOLENCE HOT LINE 1-866-748-7047**

**B.I.S.T.**

All schools across the nation have discussions about how to lessen behavior problems. Bosworth R-V has had those discussions, too. But, we have also looked for possible solutions. We feel B.I.S.T. is the best approach. B.I.S.T. stands for Behavior Intervention Support Team. This is a discipline approach to help each K-12 student be successful. It is a firm approach with high standards. B.I.S.T. has a philosophy that is simple and to the point.

**“If it won’t work on a job, we won’t let it happen in our school.”**

**B.I.S.T. has one major rule for K-12 students. The rule is:**

**“It’s never OK to be disruptive.**

**To be disruptive means you are interfering with learning or being hurtful.”**

**The B.I.S.T. approach identifies four Goals for Life that every student MUST have.**

**These goals include:**

- 1. I can be safe/productive even though I’m angry or overwhelmed by my feelings.**
- 2. I can be OK even though others are not OK.**
- 3. I can be productive and follow directions even though I don’t want to.**
- 4. I can be where an adult at school tells me to be.**

**ACADEMIC DISHONESTY**

The following Plagiarism Policy has been adopted by the Bosworth R-V School District. Please be sure you understand the consequences for cheating or copying the work of another --- from any source. Cheating and/or plagiarism are regarded as very serious offenses. Copying or paraphrasing material/text from the work of another student, from published sources (i.e: Cliff notes, Monarch Notes, books, magazines, newspapers, etc.) and/or from the Internet without proper documentation constitutes academic theft.

Plagiarism – “The unauthorized use of someone else’s material, which is then presented as being the result of the plagiarist’s own primary research, creative impulse or insight. Plagiarism technically encompasses the borrowing of ideas of others, as well as their exact words...” Laurie Henry, *The Fiction*, page 219.

The penalty for cheating or plagiarism in each and every English class will be...

<b>VIOLATION</b>	<b>PROCEDURE</b>	<b>RESULTING PENALTY</b>
First offense	Teacher reports the plagiarism. It will be included in your discipline record. <b><i>A+ students will be on probation as well as NHS students.</i></b>	<ul style="list-style-type: none"> <li>● The student will earn a ZERO for the work in question.</li> <li>● A conference will be held with the principal.</li> <li>● Your parent(s) will be notified of the plagiarism/cheating/academic theft.</li> <li>● Student will receive 1 day ISS</li> </ul>
Second and subsequent offense(s)	Teacher reports the plagiarism on a conduct report. It will be included in your discipline record. <b><i>Second time offenders will not be allowed to continue A+ program or NHS.</i></b>	<ul style="list-style-type: none"> <li>● The student will earn a ZERO in the class for the quarter.</li> <li>● Principal will process student. Student will receive 1-10 days ISS/OSS</li> <li>● A parent conference will be required.</li> <li>● Your parent(s) will be notified of the plagiarism/cheating/academic theft and of the consequences.</li> </ul>

**AFTER SCHOOL DETENTION**

- 1) Students who display inappropriate, disruptive behavior or who are tardy for class may be assigned to a detention by the classroom teachers.
- 2) Failure to attend a detention will automatically mean being assigned to a second detention and then to in-school suspension for a time determined by the principal.
- 3) Detentions are served daily from 3:05 p.m. to 4:00 p.m. The detentions will be supervised by a member of the teaching staff. Students are expected to spend their time studying. Buses WILL NOT WAIT for bus students who are detained.

## **IN-SCHOOL SUSPENSION PROGRAM**

### **OBJECTIVES OF PROGRAM**

- 1) The main objective of the ISS is to be a disciplinary measure to deter students from being a discipline problem.
- 2) The ISS program serves as a punitive disciplinary action and at the same time allows the student to do his/her schoolwork.
- 3) One of the biggest forms of discipline in the modern schools today is isolation from peers. We feel the ISS serves this purpose.

### **GUIDELINES FOR IN-SCHOOL SUSPENSION PROGRAM**

- 1) Teachers will be expected to assign work the other students in the class are doing. This will be coordinated with the ISS supervisor. There will be no loss of points on completed assignments
- 2) If misbehavior prevails, more days will be added to the suspension period.
- 3) There will be one restroom break in the morning and one restroom break in the afternoon.
- 4) Lunch will be catered from the lunchroom to the students in ISS.
- 5) **NO VISITORS** will be accepted while the student is in in-school suspension.
- 6) If a student is sick or leaves early or misses a day during the in-school suspension period, it will be made up the next day he/she is present.
- 7) A student may not attend practice, participate in or attend extra-curricular activities until ISS is complete.

### **SATURDAY DETENTION**

- 1) Saturday detention assignments will **NOT** be changed unless an emergency situation develops and the school is notified **prior** to 8:00 a.m. Saturday morning. Death of an immediate family member or a written doctor's excuse is excused. Employment, school activities, or out-of-town **will not be considered an emergency situation.**
- 2) Hours: 8:00 a.m. - 11:00 a.m. (Note: Doors locked at 8:05).
- 3) Breaks: Two five minute (5) breaks at the supervisor's discretion.
- 4) Conduct:
  - a. Be on time.
  - b. No one will be excused from the room for any reason.
  - c. No sleeping.
  - d. No talking.
  - e. No food or drinks.
  - f. No visitors.
  - g. Students must come prepared to study or read, and work will be assigned by the classroom teachers.
  - h. School dress required.
- 5) Infractions:
  - a. Any student asked to leave Saturday detention will be suspended one day from school.
  - b. If a student does not report for a Saturday detention, they will be suspended from school for one (1) day.
  - c. After the third Saturday detention, a student will be assigned a three (3) day suspension from school.



## **SAFE SCHOOLS**

### **RIGHT TO SEARCH/ABNORMAL BEHAVIOR**

The school administration, or teachers, shall have the right to search desks, books, lockers, or personal belongings of any students under their supervision (ex: students suspected to be in violation of the drug, drug “look alike”, alcohol, tobacco, or weapons sections, etc.). Drug sniffing dogs may be used. In the event that a student shows abnormal behavior on school property (which may, or may not, be caused by drugs, or alcohol) he/she will be subject to a report of such behavior by the administrator to the parents. Parents may be required to have a doctor’s statement presented to the principal stating the cause of this abnormal behavior.

### **CONCEALED WEAPONS**

The Bosworth School District makes school safety a top priority. Therefore, firearms and other weapons, including concealed weapons, are strictly prohibited on all district property or at any school event per School Board policy 2620. Penalties for weapons and firearms are as follows:

**1<sup>st</sup> Offense: Minimum of one-year suspension & law enforcement contacted**

**Subsequent Offenses: Expulsion & law enforcement contacted**

### **USE OF COMPUTERS/USE OF INTERNET/WEB PAGES**

Parents and students will be asked to read, agree to and sign agreements on use of computers and use of the internet. There is to be no expectation of privacy in the use of district computers or other technology. Parents will be asked permission before their child’s work is put on the web page.

### **REPORT OF ABUSE**

State law requires certified school employees to report to the Carroll County Department of Social Services all instances of suspected child abuse involving students. Child abuse is defined as any non-accidental physical injury sustained by a person 18 years of age or under resulting from acts or omissions of parents, guardians, or persons legally responsible for the child. Students may report any undue abuse or physical injury to any teacher or the principal. If a report is made, school authorities must report accusations to proper authorities.

**Facebook™/Social Networks:** Students should not contact teachers via social networks, such as Facebook™, in a private/closed message. Students and/or teachers that use bullying tactics via posts or messages are prohibited. Students and/or parents should contact the principal if bullying occurs.

## **HEALTH**

### **NURSE/SERVICES**

A nurse is on duty one day a week. Other service providers will be brought in to help with screenings when necessary.

### **IMMUNIZATION REQUIREMENTS**

***See Appendix 2***

## **HEAD LICE POLICY**

- 1) The student must leave school if a live louse, nit or nit casing is found in their hair.
- 2) To reenter school the student must bring an empty lice treatment bottle to show proof of treatment. The student must also have changed their clothing.
- 3) Students must be checked by the Carroll County Health Department personnel or the school nurse who is only available on Wednesday's to reenter school. Students must be accompanied by an adult upon re-entry to school.
- 4) After being cleared, the student will be checked at least **once** a week for two (2) consecutive weeks as a precautionary measure.
- 5) The school in conjunction with the Carroll County Health Department will conduct PS-12 school wide screenings two (2) times a year. One (1) time in August and one (1) time in January. PS-6 will be checked monthly.
- 6) After the student has missed five (5) days because of head lice the school will contact the parent in written form. After the eighth (8<sup>th</sup>) day of missing school for head lice the school district will call the Division of Family Services (DFS).

## **EMERGENCY PROCEDURES AND MEDICAL INFORMATION**

### FIRST AID

The Principal or appropriate staff member shall be responsible for providing first aid or emergency treatment for students in case of sudden illness or injury. Further medical attention to the student is the responsibility of the parent/guardian or their designee. Procedures for handling emergencies will be established and made known to the staff.

### COMMUNICABLE DISEASE

In compliance with Bosworth R-V Board of Education and Missouri School Laws, no pupil shall attend school while afflicted with any contagious or infectious disease, or while liable to transmit such disease after having been exposed to same.

### PHYSICAL EXAMINATION OF STUDENTS

All students participating in athletics must have a physical examination before starting to practice. These forms are available from the Coach.

### IMMUNIZATION

According to Missouri School Law no student will be allowed to attend school without proof of proper immunization.

### MEDICATIONS IN SCHOOL

All medications that a student needs to take must be turned in to the office with written instructions in the original bottle. Under no circumstances is a student to have in his/her possession any prescribed or over the counter drug or medicine during the school day or during any school activity.

The following policy has been established regarding the dispensing of medication during school hours:

- 1) Prescription medicine can be given by school personnel. We must have a note from the doctor stating the child needs to take the medication at school and a note from the parent stating we have permission to give the medication at school. No over-the-counter medication (including Tylenol and cough drops) will be given unless it is provided by the parent and we receive written permission from the parent to give it. All medications must be brought to the office and be dispensed out of the office, including over-the-counter medication.
- 2) Medicine prescribed by a doctor must have the pharmaceutical label to be accepted at

school. Your pharmacist can divide the medication into two bottles, one for home and one to be kept at school for the duration of treatment. The bottle should include the following information: student's name, current date, name of medication and specific instructions such as the amount and time to be given, and the name of the doctor prescribing the medication.

**HEALTH SCREENING SERVICES**

- 1) Weekly fluoride "swish" program for K-6
- 2) Monthly head lice checks for PK-6 and twice yearly for 7-12
- 3) Vision Screening for K,1,3,4,6,7,9,11
- 4) Hearing Screening for K,1,3,4,6,8,11
- 5) Dental Screening for K-6
- 6) Scoliosis Screening for 6,7,8,9
- 7) Nutritional Assessment for grade 5
- 8) Height and Weight Screening for K-6
- 9) Blood Pressure Screening for 7-12
- 10) Pre-Kindergarten/Kindergarten enrollment screenings
- 11) Puberty Class for grades 5 & 6
- 12) Hygiene Class for grade 4
- 13) Anti-smoking materials for grades 7-12
- 14) Alcohol and Drug Prevention materials for grades 7-12

**PERSONAL HYGIENE**

Students are expected to be clean and free of odor at school. Parents will be contacted in regards to hygiene issues. If problems persist a report may be made to the Division of Family Services.

**GENERAL INFORMATION**

<p><b>504 COORDINATOR</b>  The Bosworth R-V 504 Coordinator is the Superintendent, 660-534-7311</p>
<p><b>ACCIDENTS AND ILLNESS</b></p> <p>When a student is injured or becomes sick during the school day, every effort will be made to contact the parents. Parents are expected to report to the school as soon as possible and provide the necessary transportation to take care of the student. The school keeps medical information on each student. A record is kept of all students who seek health assistance. In case of serious emergencies, the students will be transported to the hospital. All students who sustain injuries must be reported by the teacher to the Administration as soon as possible after the accident. First aid will be given by a qualified staff member.</p> <p>When students are ill and it is necessary to send them home, they will be made as comfortable as possible until arrangements for transportation can be made. If parents have no phone, every effort will be made to find a member of the family or a designated caregiver previously identified by the parent on the student health card.</p>
<p><b>ASSEMBLIES</b></p> <p>Students should treat one another and all staff members and guest presenters with dignity and respect. An indication of the climate of a school building is the conduct of its student body at an assembly. Each student is personally responsible for the impression made by the school as a whole. When someone is speaking, <b>there is to be no talking or other inappropriate behavior.</b></p>

**BEVERAGES**

- 1) Water is allowed in every classroom. Students abusing the privilege – spilling, crunching the bottle, tardy to get it, etc., may lose the privilege – per classroom teacher.
- 2) Beverages are not to be consumed in the gym at any time.
- 3) Non water beverage containers are not to be in the classroom.

**CARE OF BUILDING AND GROUNDS**

Every effort is made to continuously keep the building and surrounding grounds neat and presentable. Students are expected to help keep their school presentable. Proper disposal of paper and other trash is expected in the rest rooms and classrooms as well as in the rest of the building. Containers are provided in several convenient locations. Students should report any items which need repair to the office. Failure to follow these guidelines will result in a discipline referral.

**CHAIN OF COMMAND**

If you have a concern, talk to your child about it. If you need help, contact your child's classroom teacher first. If the problem isn't resolved, let the administrator know of your concern. After giving the administrator a chance to help and you feel the problem still exists, you may request to share your concerns with the School Board at the next regular School Board meeting. The request is to be made in writing and with concerns at least one week before the meeting.

**CHANGE OF ADDRESS/TELEPHONE**

It is very important that every student maintains an up-to-date address and telephone number record in the school office. Notify the school immediately, if you have a change of information during the school year. The office must be able to contact someone in the event of an emergency.

**CLASSROOM STANDARDS**

- 1) Student attendance is very important
- 2) Students are expected to follow classroom and school rules.
- 3) Students should be prepared with necessary books, pen, paper, and notebooks.
- 4) Students should be respectful to the teacher and to one another.
- 5) Students should participate in assigned activities.
- 6)

**CONFERENCE MEMBERSHIP**

Bosworth R-V School is a member of the Carroll Livingston Activities Association (CLAA). The member schools, their mascots and school colors are:

School	Mascot	Colors
Bosworth	Bulldogs	Black/Gold
Breckenridge	Bulldogs	Blue/White
Brunswick	Wildcats	Red/White
Hale	Cardinals	Red/White
Hardin Central	Bulldogs	Black/Orange
Keytesville	Tigers	Black/Gold
Norborne	Pirates	Black/Old Gold
Northwestern	Eagles	Blue/Gold
Southwest	Wildcats	Blue/White
Tina Avalon	Dragons	Green/White

**CUSTODY OF CHILDREN**

Custody of children is a very difficult decision and many times, it is a problem determining whether, or not, a child can go with a particular parent or relative. If there is a situation in your family in which a child is not allowed to go home with a particular parent, or individual, please notify the school office immediately. PLEASE NOTE THAT A PARENT MUST HAVE LEGAL CUSTODY OF A CHILD BEFORE HE/SHE CAN DENY THE OTHER PARENT EQUAL ACCESS TO THE CHILD. A copy of custody papers should be kept on file at the school.

**DAILY BULLETIN**

Students will be kept informed of all activities through a Daily Bulletin. It will be posted in the office, by the Math Room and outside the Business Room. This bulletin will contain important announcements, which are usually announced to the students.

**DISTRIBUTION OF NON-CURRICULAR STUDENT PUBLICATIONS**

Students may distribute, at reasonable times and places, unofficial written material, petitions, buttons, badges, or other insignia, **except** expressions which:

- 1) Are obscene to minors.
- 2) Are libelous.
- 3) Are pervasively indecent or vulgar.
- 4) Advertise any product or service not permitted to minors by law.
- 5) Constitute insulting or fighting words, the very expression which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion, or ethnic origin.
- 6) Present a clear and present likelihood that, either because of their 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 the violation of lawful school regulations.

Anyone wishing to distribute unofficial written material must first submit for approval a copy of the material to the principal or his/her secretary 24 hours in advance of desired distribution time and must follow the steps listed in Bosworth R-V Board Policy available on request from the principal. Distribution by a student of unofficial written material prohibited above will be treated as a violation against public decency and good order in the school discipline policy.

**FIELD TRIPS AND EXCURSIONS**

The Board of Education believes that field and activity trips often enhance the program of instruction and add much to the education of a student. The superintendent or the delegated representative may authorize trips, when the activities contribute substantially to the achievement of desirable educational goals. All field trips should be planned with an educational purpose and in regard to a unit of study. To be educationally beneficial, a field trip requires thoughtful selection, careful advance preparation of the class, and opportunities for pupils to assimilate the experience during and at the conclusion of the trip. All parents of students who are eligible to participate in field trips shall be notified of the activity and must give written permission to their son or daughter to attend. Students who have had OSS or more than two (2) full days of ISS are subject to participation review regarding trips/excursions (**Including Senior Trip**).

When overnight trips are planned, the following rules apply:

- No drinking of intoxicating liquor or use of any other drug.
- No gambling at any time.

- No visiting rooms between boys and girls after hours.
- No smoking or chewing tobacco.
- Boyfriends/girlfriends that are not in the organization are not permitted during any time of the trip.
- No theft or unnecessary destruction of property.

Suggestions for overnight trips:

- A reasonable hour will be set by the chaperones each night for the students to be in their rooms. It will vary according to the circumstances and program for the following day. The actions and manners of the students must not disturb the other guests in the motel. (11:00 is suggested as a reasonable time.)
- Original room assignments must be kept for the entire stay.
- Motel conditions that are unsatisfactory or unsanitary should be reported to the sponsor immediately.
- No matter what the hour, any illness or accident should be reported to the sponsor immediately.
- All students should feel free to seek counsel from sponsors at any time. They want you to have the most educational and enjoyable trip possible.
- All students should pay for only their own expenses.
- Students should not ask sponsors to violate rules for them.

Serious infractions of school regulations at an extra-curricular trip by a student(s) will result in the following consequences: the sponsor will notify the administration and arrangements will be made for students to be picked up from the event and returned home as soon as possible. If long distances are involved, parents and students will be expected to make and pay for immediate travel reservations. Students in violation of the above rules and recommendations are subject to loss of extra-curricular activities and privileges.

**SENIOR TRIP**-Guidelines for meeting the eligibility for senior trip will be given at the beginning of the school year. It's recommended that students meet a level of attendance, discipline, academic progress, and fundraising efforts before they are considered for this privilege. Guidelines will be set by the administration and recommended to the school board in August.

Please understand that the school board can revoke the ability for Seniors to take a trip at any time. Good conduct and hard-working students will help to keep the Senior trip a yearly activity.

**GYM FLOOR POLICY**

Proper gym shoes with non-marking soles used only for gym must be worn on the gym floor. Everyone is asked to walk along the outside edges on the runner to help preserve the floor!

**GRADE POINT DEFINED**

Letter	Score	Standardize d	Weighte d	4.0 Scale
A	95-100	11.00	12	4.0
A-	90-94	10.00	11	3.7
B+	87-89	9.00	10	3.3
B	83-86	8.00	9	3.0
B-	80-82	7.00	8	2.7
C+	77-79	6.00	7	2.3

C	73-76	5.00	6	2.0
C-	70-72	4.00	5	1.7
D+	67-69	3.00	4	1.3
D	63-66	2.00	3	1.0
D-	60-62	1.00	2	.7
F	0-59	0	1	.0

### GRADE REPORTS TO PARENTS

Each teacher will explain and provide in writing the grading system used in each class at the beginning of each semester/year. Mid-quarter progress reports are issued at the middle of each quarter. Quarter grade reports are issued at the close of each quarter. Grade reports are also given at the end of each semester. Parents are urged to confer whenever they have questions or concerns. It is through the cooperation of parents and teachers that the maximum educational benefits can be obtained for each student.

### HONOR ROLL Eligibility

At the end of each quarter, the school will compile a list of students who earned a place on the honor roll. Their names will be placed in the local newspapers.

#### Requirements for the Bosworth R-V Honor Roll:

Honor roll eligibility will be determined using the following value system for each quarter and/or semester.

A	4.0	B-	2.67	D+	1.33
A-	3.67	C+	2.33	D	1.0
B+	3.33	C	2.0	D-	.67
B	3.0	C-	1.67	F	0

A student must maintain a 3.67 point or above to be on the A honor roll and maintain a 3.00 point average or above to be on the A&B honor roll.

### INSURANCE

All students desiring to participate in athletics, auto mechanics, auto body, vocational agriculture, and all other shop courses MUST show proof of insurance, or the parents or guardians must sign a waiver.

### LIBRARY REGULATIONS

- 1) The library is open for student use each day from 7:45 - 8:05 and from 3:03 - 3:30 for the following reasons (requests may be made to the librarian for extended after school time):
  - a) To use reference materials and b) to check books out or in.
- 2) During class periods, a student may use the library for reference work only if they are requested to do so by the instructor of that class and a permit is issued by the instructor.
- 3) The newest encyclopedias may not be checked out of the library. The second newest encyclopedias are available for in-school check out. All other encyclopedias are available for one day check out.
- 4) Periodicals may be checked out for in-school use only. Check out on the magazine checkout sheet. Draw a line through your name when returning your magazine(s) and replace it (them) on the magazine rack. Newspapers may not be taken from the library unless special

permission is procured by a teacher from the librarian in advance.

- 5) Books in the regular book collection may be checked out for a period of two weeks.
- 6) Most materials may be renewed.
- 7) No materials will be checked out to students with overdue or lost materials.
- 8) Students who lose materials should report the loss immediately so the fine will not accumulate.
- 9) Students will have to pay replacement cost for lost or damaged materials.

### **LOCKERS**

Any student may receive a locker. Use your own locker **only**. To be effective the lockers should be locked at all times. Inspections of lockers may be made by the principal when he or she believes such a search is necessary to maintain the welfare of the student body or to prevent infractions of discipline and interference with the educational process. Drug sniffing dogs may be used. The school is not responsible for loss of items from a student's locker. Students should not place valuable items or money in lockers. If a student has any problem with a locker, they should report it to the office. Students who jam their locker to prevent it from locking **may** lose their locker privileges and be charged a minimum of \$5.00 repair costs.

- 1) Book bags or backpacks used to transport school supplies to and from school are to be carried by the student during the school day.
- 2) Locks not provided by the school will be removed.
- 3) Lockers will be kept clean and neatly arranged at all time.
- 4) Nothing will be written or attached to the outside of the lockers, without prior approval of the school administration.

### **LOST AND FOUND**

The Lost and Found area is located in the workroom. Please ask the secretary to go look at the items that have been collected. An article found should be taken to the office. When lost articles are turned in to the office an attempt will be made to return the item to the owner if identifying information is available. Unclaimed clothing will be donated to a charitable organization at the end of each quarter.

### **LUNCHROOM REGULATIONS**

- 1) **Each** student has a number assigned to his/her meal account. This number will not change during the student's educational process at Bosworth R-V school district. Students are required to learn their own account number. It is to be given to the cashier each time a food service transaction is made whether it is a purchase or a payment. This number should be shared only with office personnel or cashier. [Elementary teachers may be informed of the account numbers of the students in their classroom until the students can remember his/her account number.] It is **not** to be shared with any other student.
- 2) All students will remain in the cafeteria until the end of the lunch period.
- 3) All students will be in the lunchroom during their lunch hour unless permission to do otherwise has been **granted by the office or by a staff member who remains with the student to provide supervision.**
- 4) Help to keep the tables and floors clean.
- 5) Place all waste paper in containers and return plates and silverware.
- 6) Treat fellow students and staff members with dignity and respect.
- 7) The cost for seconds, if food is available, is posted in the cafeteria.
- 8) Meals, extras, juice or milk are **not** to be charged.



- 9) Milk / juice will be available for at the cost of 50¢ each for **any** student bringing a sack lunch.
- 10) Carbonated beverages are not allowed in the cafeteria.
- 11) All students are allowed free lunches and breakfasts.

LUNCH SCHEDULE			MEAL PRICES		
Time	Grade		Students Status	Breakfast	Lunch
11:03 – 11:23	K-1-2-3		Full price meals <b>Grade 7-12</b>	\$0.00	\$0.00
11:26 – 11:46	7-8-9		Full price meals <b>Grade K-6</b>	\$0.00	\$0.00
11:03 – 11:23	4-5-6		Reduced price meals	\$0.00	\$0.00
11:26– 11:46	10-11-12		Free meals	0	0

**TUTORING FOR D’S & F’S**

All grades will be checked by the Principal each Friday at or about 10:00 a.m. All parents will be called each Friday concerning grades. (Teachers shall make contact for D and F grades.) Any student with a D or and F in any class is recommended to attend tutoring for that class the following week from 3:05 – 4:05 p.m. Students and parents will be notified which days the student can stay. If a student skips tutoring, ISS will be assigned up to three times. If the student skips additional times, the student will receive OSS as designated by the Principal.

**NON-RESIDENT PUPIL**

Students residing outside the Bosworth R-V School District boundaries will be allowed to attend Bosworth R-V contingent upon meeting all eligibility requirements and upon payment of tuition. Tuition charges for non-resident pupils will be set annually by the School Board. The student must be accepted by the School Board.

Students that are forced to leave the district for a short period because of problems within the family may attend Bosworth R-V School for a defined period of time, tuition free, upon the approval of the superintendent.

**PARENT – TEACHER CONFERENCES**

We encourage you to consult your child’s teacher as necessary. Remember, we are partners in education. If you would like a conference, please schedule it ahead of time. Please do not disrupt class. Teachers cannot leave their students unattended while they talk with you.

Parent-Teacher Conferences have been scheduled in the school calendar to notify parents of their child’s progress. However, if the need arises to consult the teacher between reporting periods regarding the student’s school work, or school progress, parents should feel free to call the principal’s office and request a conference.

**PERMANENT RECORD**

A permanent record folder is kept for each student. On this record are recorded his/her school history, grades, attendance, discipline, achievements, and honors. It is the basis of recommendations made to other schools, colleges, and employers for many years to come.

**PARTIES**

The major classroom parties held at school are for Halloween, Christmas, and Valentine’s Day.

Students may bring birthday treats to share with classmates. Please consult your child's classroom teacher regarding the number of treats needed and the best time to schedule the event. We request that hard candy, gum and balloons not be used as treat items. Individually wrapped treats should be used to reduce health risks. Nutritious snacks and juices are requested.

Invitations to personal birthday parties may not be given out at school. Feelings can be hurt and children upset if they are left out or can't attend.

#### **PHONE USE - students**

During school hours, students will not be excused from class to accept calls unless it is an emergency. We will give messages if the need occurs. Students may use the phone in the office under certain circumstances, but only with permission. If a student using the phone is disruptive or shows disrespect to a parent, the call will be terminated. Students can use the hall phone after 3:30pm.

#### **PHYSICAL EDUCATION**

Your child is expected to participate in PE. When a child cannot participate, a written note signed by the parent with the date your child is not to participate and the reason will be required. If your child has no note, he/she will participate with the class. A child who is to be excused for more than two PE periods may need to present a doctor's excuse. Tennis shoes are needed for PE days and should have non marking. The shoes can be worn to school, or left at school. If a student does not leave his tennis shoes at school or "forgets" to wear tennis shoes on PE days, he/she will not be allowed to participate in PE due to safety reasons.

If the school has a dated doctor's note stating that a student cannot participate due to an injury, the student will not be allowed to participate in physical activity until a medical release is received in the office. An alternative assignment will be given for PE to make up daily points.

#### **READING PROGRAMS**

The teaching of reading is a complicated process that requires many different approaches. Some children are visual learners (they rely on what they see), some children are auditory learners (they rely on what they hear)...every child is different. Bosworth R-V incorporates the components of Reading First into our reading program. Below you will find a brief explanation of the reading materials that are used at Bosworth R-V to help your child develop his/her reading ability.

#### **MISSOURI BASIC WORD LIST**

These words are commonly found in our reading material. The list of words is grouped into levels. Level I has words that should be recognized by sight (instantly, not sounded out) by the end of Grade 3. Level VI words should be recognized by sight by the end of Grade 6. Level VIII words should be recognized by sight by the end of Grade 8. Students should, also, know how to spell these words.

#### **BASAL TEXT**

Our reading series is published by Houghton-Mifflin. Vocabulary is introduced and stories are read. Skills are presented. The skills are reinforced by guided practice (done together with the teacher) and independent practice (done by the child). Can the child show that he/she has learned the skill? Can the child remember the skill, put the skill into practice and remember how to use that skill when time passes?

#### **LITERATURE SETS**

When literature sets are used, an individual student or a group of students or the whole class will read the same book at the same time. This provides practice using many kinds of reading skills, but especially with practice of comprehension skills.

#### **LINDAMOOD-BELL PHONEMIC AWARENESS PROGRAM**

*The Lindamood Phoneme Sequencing® (LIPS®) Program* successfully stimulates phonemic awareness. Individuals become aware of the mouth actions which produce speech sounds. This

awareness becomes the means of verifying sounds within words and enables individuals to become self-correcting in reading and spelling, and speech.

#### ACCELERATED READER

This program is started in Grade 2 and sometimes with some students in Grade 1. The child's reading range (the lowest level to the highest level) is established. For example, if the child's range is 1.5 to 2.5 then the lowest level book he/she should read is 1.5 and the highest level book is 2.5. This is the child's independent reading range. The book levels are marked on the book cover, so the child knows what books he/she can choose. The student should be able to read books in that range without difficulty and without help from an adult. The lower the level, the more books are required since lower level books have lots of pictures and fewer words on the page. The child selects a book in his/her range and reads the book. When the child thinks he/she is ready, he/she asks to take the test on the computer for that specific book. Did the child really read the book? Does the child remember or understand what he/she read? The computer will grade the test as the child takes it. Accelerated Reader provides the independent practice that is so important to a child becoming a more skillful reader. Completing Accelerated Reader requirements is part of a child's reading grade. Completing the Accelerated Reader requirements could help the child to complete Book IT and Reading Circle Certificate requirements at the same time.

#### **RECESS**

Students go outside almost every day for their recess periods. It is important that you send your children to school properly dressed for outside play. If you do not want your child to go outside for recess, you should send a note on a day-by-day basis stating the reason why. If your child must remain in at recess for an extended period of time, a written statement by your doctor is required and must be presented to your child's teacher before your child will be allowed to remain inside during recess.

#### **SCHOOL CANCELLATION**

School cancellation or early dismissal due to weather or other emergencies will be announced on 100.7 KMZU, 102.9 KMMO, as well as through the Remind system of text messages and Facebook. If severe weather occurs after school is in session, the decision to cancel school will be put on the radio.

#### **SCHOOL DANCES**

Students will not be allowed to leave and re-enter dances. Dances that include elementary students will not last longer than two hours. Dances that include middle school students will not last past 10 pm. Prom will end at 11:00 pm. Only current Bosworth High School students in good standing and their dates will be allowed to attend. **You must have been in school four (4) periods the day of the activity, or the day prior if event is on Saturday.** Outside guests—no one over the age of 20—must be registered in the office one (1) week prior to the day of the dance. You and your guest must come through the gate together. You are responsible for your guest.

#### **GUIDELINES FOR HOMECOMING (COURTWARMING) CANDIDATES/ATTENDANTS**

- 1) Students must meet eligibility standards for extra-curricular activities. Grade 9-12 students are eligible to attend.
- 2) A male and female candidate will be selected 1 month prior by each of the following: boys' basketball team, girls' basketball team, senior class, junior class, and sophomore class.
- 3) The freshman class will select a freshman honorary attendant but she/he will not be voted on.
- 4) Voting will occur the week of Homecoming. Seventh, eighth, freshmen, sophomores,

- juniors, seniors, administration, faculty and staff will be allowed to vote.
- 5) This is an informal dance. Jeans are allowed.

#### **GUIDELINES FOR FALL BALL/WINTER FANTASY CANDIDATES/ATTENDANTS**

- 1) Students must meet eligibility standards for extra-curricular activities. Grade 7-12 students are eligible to attend.
- 2) Candidates will be selected 1 month prior by each of the following: senior class, junior class, sophomore class and freshman class.
- 3) Voting will occur the week of the dance. Seventh, eighth, freshmen, sophomores, juniors, and seniors will be allowed to vote.
- 4) This is a semi-formal dance. Appropriate attire is required. **All dresses must be at least fingertip length.** If attire is not appropriate he/she will not be allowed to attend.

#### **GUIDELINES FOR CARNIVAL CANDIDATES/ATTENDANTS**

- 1) A candidate will be selected 1 month prior from each grade, K-12, by secret ballot vote.
- 2) A former candidate cannot be nominated until all class members have served.
- 3) Voting will occur during the night of the Carnival through donations received.

#### **GUIDELINES FOR PROM**

- 1) All Senior Class members will be eligible as King and Queen candidates and will be selected the evening of the prom by the members of the Junior and Senior class.
- 2) Dates attending may not vote.
- 3) No one over age **20** or under 9<sup>th</sup> grade may attend.
- 4) This is a formal dance. Appropriate attire is required. **All dresses must be at least fingertip length.** If attire is not appropriate he/she will not be allowed to attend.
- 5) All Grand March couples must be approved on the Thursday before Prom. A sign-up list will be in the Principal's office.

#### **STUDENT AUTOMOBILES**

The Bosworth R-V Board of Education realizes that each year the number of students driving cars or other motorized vehicles has increased, not only in Bosworth but in many other high schools as well. In view of the fact that many high schools today are placing restrictions upon students driving in the interest of safety and precaution, the following rules have been established:

- 1) **Driver must have a valid driver's license**
- 2) Students will park their cars in the student parking lot across from the school.
- 3) **Student cars are not to be visited during the day unless permission is granted from the main office or a faculty member.**
- 4) At the end of the school day no driving on the road behind the school by the elevators toward the railroad tracks will be allowed.
- 5) Driving privileges shall be suspended if a student violates regulations or displays careless or unsafe operation on (or near) the school grounds. Spinning tires, throwing gravel, driving off the road, parking improperly, or other such actions are considered improper.

The above rules shall apply to any motorized vehicles.

**SICKNESS WAITING PERIOD**– Before returning to school, **the child should be free of temperature for 24 hours. Students with a contagious medical condition must have taken medication 24 hours before returning to school.**

**STUDENTS IN BUILDING BEFORE AND AFTER SCHOOL**

- 1) No student should be in the building before 7:45 a.m. unless requested by a teacher, his or her bus arrives early, or he or she has been issued an early pass at the request of the parents. Those students who receive an early pass must report to the office.
- 2) After arriving on school grounds, students are not to leave before the first period unless a pass is arranged with a staff member.
- 3) No student shall be in the building more than fifteen (15) minutes after the close of school unless requested by a teacher or principal or participating in a supervised activity.
- 4) No student should be dropped off or left at the school, or remain at school during unsupervised times.

**TELEPHONE SYSTEM USE - TIPS**

If you call between the hours of 7:30 a.m. and 3:30 p.m. on days school is in session, you will reach the office. You will then be transferred to the party of your choice **if** that person is not teaching a class, or in a meeting at that time, except in the case of an emergency. If this is the case, you will be transferred to their voicemail.

1. If you call between the hours of 3:30 p.m. and 7:30 a.m. or on the days that school is not in session, you will reach the automated system. The following will happen:  
The greeting will play. At anytime during this greeting you may enter the extension of your party. You will be asked to hold while your call is being transferred.
2. If your party does not answer, (there is a 20 second answer/waiting period) you will be asked if you would like to leave a message follow the directions as given.

**If you have any problems with the system, please do not hesitate to call the office during normal school hours.**

DEPARTMENT	EXTENSION		DEPARTMENT	EXTENSION
Office	1000			
Superintendent	1002		Art	1026
Principal	1005		Gym	1011
Title I/Counseling Room	1023		Business	1009
Bookkeeping	1003		English	1020
Cafeteria	1008		FACS	1022
Nurse/Workroom	1018		ITV	1010
Maintenance	1031		Library	1021
Pre-School	1013		Math	1006
			Special Services	1025
Kindergarten/Grade 1	1012		Science	1024
			Social Studies	1004
Grade 2/3	1014		Speech	1027
Grade 4/5/6	1016		Vo-Ag Shop	1028/1029

**TEXTBOOKS**

Students are responsible for textbooks checked out. Faculty members will record the number of each text and the condition upon distribution. Should books be lost, damaged, or written in students will be assessed a fee in order to cover such losses. Payment for lost or damaged books will be calculated from the replacement cost of the book. **Chromebooks may be used for textbooks, therefore it is mandatory that all students get a Chromebook issued at the beginning of each year.**

#### **TRANSPORTATION TO SCHOOL ACTIVITIES**

The following is the policy in regard to student transportation to all school-sponsored activities:

- 1) All students participating in sports or other school-sponsored activities will be expected to ride the school bus to the games or inter-school contests unless given prior permission from principal.
- 2) Special permission will be given for students to ride with their parents on certain occasions, such as on band or other trips in the daytime when school buses are not available.
- 3) Students will not be allowed to drive their own car to games or to other school sponsored activities. This applies to those who participate only, such as players, cheerleaders, band members, FFA or FCCLA members.
- 4) Students are expected to return from games or other inter-school contests the same way they go. Students may secure permission, however, to ride from inter-school contests with their parents providing the parents (not the student) request such permission from the coach or teacher or administrator in charge. Parents must personally contact the coach or teacher or administrator for this permission.
- 5) Automatic approval will be given students who ride with faculty members to out-of-town games or activities. (This kind of transportation is used only when buses are not available.)

#### **TITLE IX Grievance Procedure**

**Chain of Command: Principal, Superintendent, School Board**

#### **UNNECESSARY ARTICLES AT SCHOOL**

The only items students should have at school are those which are needed for class work. Cell phones will be confiscated. Unnecessary articles (including radios, mp3 players, iPods and cell phones) may be taken from students and returned only to parents to take home. Unclaimed articles will be disposed of at the end of the each quarter. Backpacks and bookbags may be carried to and from classrooms throughout the day.

#### **VISITORS**

- 1) All visitors are to check into the office immediately upon arrival. Anyone in the building without permission from the Principal's office will be asked to leave immediately.
- 2) Parents and guardians are welcome at all times to discuss any school problems. A call to the principal prior to the day of the visit is requested.
- 3) **Parents and guardians should NOT walk their child(ren) to class in the morning. Children should be dropped off at the front door. This promotes social responsibility.**
- 4) **At the end of the day, parents and guardians should wait at the front doors and not at their child's classroom.**
- 5) Other visitors who have specific business to transact are required to clear it through the office before going to a classroom.
- 6) Visitors (parents or others) bringing deliveries such as school supplies (books, lunch money,

physical education clothes, etc.) should bring those items to the office rather than taking them to the classroom.

**WITHDRAWAL FROM SCHOOL**

In the event a student withdraws from school, he or she must follow this procedure:

- 1) Notify the office of his/her intent to leave school.
- 2) Have a withdrawal conference with the counselor.
- 3) Obtain a withdrawal form from the counselor to be presented to each teacher so that final grades for work completed can be given.
- 4) Return all books and equipment owned by the school.
- 5) Pay all fees, dues, and other outstanding bills.
- 6) Request that official records be forwarded to the school to which the student is transferring.

**YEARBOOK – Student pictures**

The class pictures of all students will be placed in the yearbook. The dates for the yearbook sales will be published in the school daily bulletin.

**LEGAL AND PUBLIC NOTIFICATIONS**

**ASBESTOS ANNUAL NOTIFICATION TO BOSWORTH PARENTS AND STUDENTS:**

Asbestos is an issue we have been dealing with for many years. The Asbestos Hazard Emergency Response Act of 1986 (referred to as AHERA), was enacted by Congress. AHERA was enacted to determine the extent of and develop solutions for any problems schools may have with asbestos. AHERA was enacted to determine the extent of and develop solutions for any problems schools may have with asbestos.

To give you some background, asbestos was used as a building material for many years. It is a naturally occurring mineral that is mined primarily in Canada, South America, and the USSR. Asbestos' properties made it an ideal building material for insulation, sound absorption, decorative plasters, fireproofing, and a variety of miscellaneous uses. There have been over 3, 000 different products made using asbestos materials. EPA began action limit uses of asbestos products in 1973 and most uses of asbestos products as building materials were banned in 1978.

Our facilities were originally inspected by Roth Asbestos Consultants as required by AHERA. The inspector located, sampled, and rated the condition and hazard potential of all material in our facilities suspected of containing asbestos. The inspection and laboratory analysis records were turned over to a professional certified to develop asbestos management plans.

An asbestos management plan for our facilities was developed. It included: this notification letter, education and training of our employees, and a set of plans and procedures designed to minimize the disturbance of the asbestos containing materials, and plans for regular surveillance of the asbestos-containing materials.

A copy of the asbestos management plan is available for your inspection in our administrative offices during regular office hours.

Implementing the asbestos management plan is a continuous process. We are intent on not only complying with, but also exceeding federal, state, and local regulations in this area. We plan on taking whatever steps are necessary to ensure your children and our employees have a healthy, safe environment in which to learn and work.

## **NO CHILD LEFT BEHIND ACT**

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 and 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.
- When a school is identified for School Improvement, the district must notify the parents/guardians of all children in the identified Title I building of its School Improvement status. Yearly updates are provided to parents with available options until the building is not longer identified for improvement.
- Within thirty (30) days after the beginning of the school year, a district must inform parents/guardians that their limited English proficient (LEP) child has been identified for participation in a language instruction educational program.
- Parents/guardians of students enrolled in a persistently dangerous school, or students who are victims of a violent criminal offense while on school property, must be notified of their option to transfer their student to a school that is not designated persistently dangerous.

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 appropriately certified.

## **NONDISCRIMINATION**

### **A. Anti-Discrimination Law Compliance**

As a political subdivision, employer, recipient of federal funds and educational institution, the Board of Education is prohibited from, and hereby declares a policy against, engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, religion, sex, national origin, ancestry, disability, age or use of leave protected by the Family and Medical Leave Act, in its programs, activities and with regard to employment. The Board is an equal opportunity employer.

### **B. Collateral Prohibitions**

As a part of this obligation, the Board is also prohibited from, and declares a policy against:

- (1) Retaliatory actions based on making complaints of prohibited discrimination or participation in an investigation, formal proceeding or informal resolution concerning prohibited discrimination;
- (2) Aiding, abetting, inciting, compelling, or coercing discrimination; and
- (3) Discrimination against any person because of such person's association with a person protected from discrimination due to one or more of the above-stated characteristics.

### **C. Compliance Office Appointment**



To ensure that these obligations are met, the Board designates the following individual to act as the district's nondiscrimination laws compliance coordinator, who shall also be the appointee for all laws specifically mandating such an appointment, and who shall have the duty of keeping the superintendent informed of the state of compliance with this policy district wide:

(Name of Office) Bosworth R-V High School Principal or Counselor  
(Business Address) 102 East Eldridge – Bosworth, Missouri 64623  
(Phone – Fax) 660-534-7311 (fax) 660-534-7409

**D. Reporting and Complaint**

Complaints and reports regarding discharge of the duties summarized in this policy should be addressed to the compliance coordinator. Any employee of the district or member of the Board of Education who becomes apprised of a possible violation of this policy must report the matter to the coordinator. In the event the compliance coordinator is the subject of a report that would otherwise be made to the compliance coordinator reports should instead be directed to: The Office of the Superintendent, 102 East Eldridge, Bosworth, MO 64623, phone 660-534-7311 or fax 660-534-7409, who will assume the coordinator's duties for the purpose of that complaint.

**E. Grievance Procedure and Resolution of Complaints**

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

**F. Confidentiality and Records**

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

**G. Public Notice and Dissemination**

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

**H. Limitations**

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

**Adopted: 06-15-2000**

**PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

These notices of rights include reference to:

- 1) Students' participation in surveys of federally funded programs with parents' rights to inspect the surveys and when consent is required.
- 2) Continuous health appraisal of all students at the grade levels and when consent is necessary. This does not apply to hearing, vision, speech or scoliosis screenings or any physical exam required by law.
- 3) Collecting, disclosing, and using information for Marketing. In general, the school district will not do this. For further explanation, refer to School Board Policy KI.
- 4) Parents may inspect instructional material used as a part of the curriculum.

#### **PUBLIC NOTICE**

All responsible public agency are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, highly mobile children, such as migrant and homeless children, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The following public agency assures that they will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under their jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impaired, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The following public agency assures that they will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for Missouri First Steps program.

The following public agency assures that personally identifiable information collected, used or maintained by the agency for the purpose of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parent/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 following public agency 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 (GERPA). This plan may be reviewed in the central office of the following school district during normal business hours.

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

This notice will be provided in native languages as appropriate.

***This notice is provided by Bosworth R-V School District.***

*STANDARD COMPLAINT RESOLUTION PROCEDURE*

For Improving America’s Schools Act Programs

This complaint resolution procedure applies to all programs administered by the Department of Elementary and Secondary Education under the Goals 2000: Educate America Act and the Improving America’s Schools Act (IASA).

A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by Department of Education personnel.

Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

The written, signed complaint must be filed and the resolution pursued in accordance with local district policy. See School Board Policy. If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is no evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.

Any persons directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplied, or misinterpreted by the Department itself.

Anyone wishing more information about this procedure or how complaints are resolved may contact local district or Department personnel.

**THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

Please see the School Board Policy in regards to The Family Educational Rights and Privacy Act (FERPA)

**ESSA COMPLAINT PROCEDURES FOR FEDERAL PROGRAMS**

**Missouri Department of Elementary and Secondary Education  
Every Student Succeeds Act of 2015 (ESSA)  
COMPLAINT PROCEDURES**

This guide explains how to file a complaint about any of the programs<sup>1</sup>that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)<sup>2</sup>.

<p><b>Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents</b></p>
<p><b>General Information</b></p> <ol style="list-style-type: none"><li>1. What is a complaint under ESSA?</li><li>2. Who may file a complaint?</li><li>3. How can a complaint be filed?</li></ol>

<p><b>Complaints filed with LEA</b></p> <p>4. How will a complaint filed with the LEA be investigated?</p> <p>5. What happens if a complaint is not resolved at the local level (LEA)?</p>	<p><b>Complaints filed with the Department</b></p> <p>6. How can a complaint be filed with the Department?</p> <p>7. How will a complaint filed with the Department be investigated?</p> <p>8. How are complaints related to equitable services to nonpublic school children handled differently?</p>
<p><b>Appeals</b></p> <p>9. How will appeals to the Department be investigated?</p> <p>10. What happens if the complaint is not resolved at the state level (the Department)?</p>	

**1. What is a complaint?**

For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

**2. Who may file a complaint?**

Any individual or organization may file a complaint.

**3. How can a complaint be filed?**

Complaints can be filed with the LEA or with the Department.

**4. How will a complaint filed with the LEA be investigated?**

Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

**5. What happens if a complaint is not resolved at the local level (LEA)?**

A complaint not resolved at the local level may be appealed to the Department.

<sup>1</sup> Programs include Title I, A, B, C, D, Title II, Title III, Title IV.A, Title V Revised 4/17-<sup>2</sup>In compliance with ESSA Title VIII- Part C. Sec. 8304(a)(3)(C)  
 Local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives.

**6. How can a complaint be filed with the Department?**

A complaint filed with the Department must be a written, signed statement that includes: 1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and  
 2. The facts on which the statement is based and the specific requirement allegedly violated.

## **7. How will a complaint filed with the Department be investigated?**

The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

- 1. Record.** A written record of the investigation will be kept.
- 2. Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
- 3. Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
- 4. Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
- 5. Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
- 6. Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

## **8. How are complaints related to equitable services to nonpublic school children handled differently?**

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).

## **9. How will appeals to the Department be investigated?**

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

## **10. What happens if a complaint is not resolved at the state level (the Department)?**

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

## ORGANIZATIONS AND ACTIVITIES

### **STUDENT ACTIVITIES**

The student activities program at Bosworth R-V School is designed to provide additional opportunities for students to develop abilities in a variety of areas and special interests. It is through these activities that students develop special talents, learn to work as part of a group, develop school loyalty, establish good habits of citizenship, and develop personal responsibility.

Students need to understand that the activity programs must be of secondary importance to the regular educational program. A student's first priority must be to his/her classroom work. In situations where a student's classroom performance or conduct is unsatisfactory, participation in the activities program may be limited or denied.

Students who participate in the activity programs either as participants or spectators are reminded that their actions are a reflection on Bosworth R-V School. Students are expected to support their team in a positive manner, accept the decisions of the officials, and maintain self-control at all times.

### **EXTRA-CURRICULAR ACTIVITIES**

All extracurricular activities must have a duly appointed sponsor, advisor, or coach, who is a regularly contracted teacher. It shall be the duty of such individuals to attend all meeting, function, or practices of the various groups, to advise students regarding the proper conduct of affairs and to keep the building principal informed regarding activities. No team or other group of pupils shall leave the Bosworth R-V School for any interscholastic game or inter-school activity unless accompanied by a coach, director or someone delegated by the principal who shall remain with the team or group until it returns to the school; and, the team or group shall at all times be subject to the authority of the person(s) accompanying them.

The following are to be considered extracurricular activities:

- 1) Student government and its related activities and organizations
- 2) Music festivals or contest, speech contests, debates, and dramatic contests
- 3) Organized activities which are part of interscholastic athletics
- 4) Cheerleading activities
- 5) Special interest clubs

Any program of extracurricular activities in the Bosworth R-V School District shall be governed by the following guidelines:

- 1) Student participation should be on a voluntary basis.
- 2) Students may belong to and take part in all extracurricular activities for which qualified, regardless of race, sex, religion, handicap, or national origin.
- 3) Student activity funds should be used for purposes which benefit the student body of the school.
- 4) Student activity programs should develop feelings of student loyalty, pride, and responsibility to the school.
- 5) All extracurricular activities shall be scheduled in advance with the building administrator and booked on the school calendar. The request for scheduling must be in writing on the forms provided and include date, time, place, and sponsor of activity.

The Board will monitor the district's extracurricular activities program through the authority it extends to the administration to authorize and administer them in keeping with this policy and board approved regulations.

Any student who represents the school in any type of extra-curricular activity, must be present

for at least 4 consecutive hours (morning or afternoon) on the day when the activity is held or otherwise excused by the principal. **Any student who is sent home ill is NOT eligible to attend any type of extra-curricular activity the same evening.**

When returning from an activity, if time/weather permits the bus may stop for the students to buy something to eat or drink (The decision to stop is made by the coach and bus driver.) Students should be aware of this should they want to have money for this purpose.

#### **ELIGIBILITY STANDARDS FOR EXTRA-CURRICULAR ACTIVITIES**

Participation in extracurricular activities at Bosworth R-V School is encouraged because the experiences gained in such participation leads to the total development of students. However, participation in athletics, music, contests, and other school sponsored events is a privilege that can only be granted to those who meet the eligibility standards of Bosworth R-V School and the state of the Missouri. These standards are listed below:

- 1) The eligibility rules of the Missouri State High School Activities Association must be complied with in full. The coach will inform students of these rules.
- 2) A student must pass 3.0 units of credit the previous semester to be eligible to participate in the current semester. Failure to have done so means that a student is ineligible to participate in any extracurricular activity for that entire semester. A student regains eligibility for the next semester if, at the end of the semester, the student has earned at least 3.0 of credit with no more than one (1) F.
- 3) Students must maintain a C average.
- 4) Students must be creditable school citizens as defined by the MSHSAA and BOSWORTH R-V official handbooks. If a student encounters problems with the Juvenile Office and/or with law enforcement, (including being charged or being placed in probation) he/she MUST inform the coach and principal immediately.
- 5) Any student who has ISS or OSS will be ineligible for the period of the suspension.
- 6) Students must be in attendance at school a minimum of four (4) periods of the day immediately prior to the activity. Students who are absent due to unavoidable circumstances may be declared eligible only if advance arrangements have been made with the principal. If a student is absent on a Friday prior to a Saturday activity, he may be declared eligible only if advance arrangements have been made with the principal.
- 7) Repeated violations of any school rules may result in the student being declared ineligible.
- 8) In any instance not specifically covered by the rules of eligibility, the principal may rule a student ineligible.
- 9) Teachers in charge of activities may deny the student the privilege of participating if training or practice rules prescribed by the teacher are violated.
- 10) Beginning with the 2010-2011 school year, any student joining a sport or activity, then dropping out of that sport or activity, cannot rejoin that sport or activity the next school year, but must wait until the FOLLOWING year.
- 11) Students needing to take credit recovery during summer school must understand that he/she may get credit for the class, but their GPA is not changed, therefore their eligibility may not change.

#### **ATHLETICS**

Bosworth R-V School offers the following athletics for those who want to participate (depending if enough players are available): Softball, Basketball, Baseball and Track. Bosworth will host spring

baseball. Softball, Junior High Basketball, Varsity basketball and Track both junior high and high school will be hosted through Hale School.

### **CHEERLEADING**

The purpose of the cheerleading program is to promote and uphold school spirit. Cheerleaders strive to develop a sense of good sportsman-like conduct among students and adults. We promote a unification of crowd involvement during athletic events. Our cheerleaders work to build better relationships between schools.

All prospective cheerleaders must meet eligibility requirements set by MSHSAA and Bosworth Schools. A conduct agreement must be signed before activities start. This agreement will outline all specific rules related to being a cheerleader.

Bosworth School will offer cheerleading for elementary. Hale will offer middle-school and high school cheerleading, but only if enough qualified students meet all requirements.

### **FBLA**

Future Business Leaders of America is organized to encourage members to participate in activities designed to facilitate intelligent career choices, develop business skills, teach the value of community responsibility, and strengthen self-confidence. Chapter activities usually fall into these five categories: Professional, Service, Civic, Financial, and Social.

### **FCCLA**

This is a student organization that is an extension of the FCCLA program. The purpose is to help teens develop leadership skills and prepare them to become an active and responsible member of society. National projects emphasize the family, proper nutrition, self-awareness, financial responsibility, and the environment. Any junior high or senior high student currently enrolled is encouraged and welcome to join.

### **FFA ORGANIZATION**

This is a student organization that is an extension of the vocational agriculture program. The purpose is to help teens develop leadership skills, become informed about the world of work, and prepare them to become active and responsible members of family and society. The vocational agriculture instructor works with students at school and at home to coordinate projects.

### **NATIONAL HONOR SOCIETY**

All students who meet the requirements of scholarship, service, leadership, and character will be invited to join this service society that encourages academic achievement and scholarship.

To be eligible for membership the candidate must be a member of those classes (sophomore, junior, senior) designated as eligible in the chapter bylaws. (Freshmen are not eligible.) Candidates must have been in attendance at the school the equivalent of ONE semester.

Candidates must have a cumulative scholastic average of at least 9.0 on an 11.0 scale. Candidates shall then be evaluated on the basis of service, leadership, and character. **School attendance must be at 93% or better and all current classes must be in good standing (no failing grades). To remain in NHS once selected, students must meet the attendance and good standing requirements. NHS membership will be reviewed at the end of each school year.**



Selection to NHS is a privilege not a right. Students do not apply for membership to NHS, instead they provide information to be used by the local selection committee to support their candidacy for the membership period.

Selection procedures include but are not limited to:

- 1) Students eligible scholastically will be notified.
- 2) Students will complete the student activity information form.
- 3) Students will meet with the NHS advisor to identify areas to be strengthened.
- 4) The student will submit an essay on what NHS means to him or her.
- 5) The student will be interviewed.
- 6) The faculty council will vote on membership.

The Selection of members to the chapter shall be by a majority vote of the faculty council consisting of **three** teachers.

The National Council and the NASSP shall not review the judgment of the faculty council regarding selection of individual members to local chapters.

### **QUIZ BOWL**

The Carroll-Livingston Activities Association (CLAA) sponsors academic competitions among its member schools. There is a junior high division and a senior high division.

### **STUDENT COUNCIL**

The best high schools agree that students should have an opportunity to participate in the government of their school. This follows the principle, "We learn by doing," and provides an opportunity for training in citizenship and the American way of life. The Student Council is a representative body of students selected from seventh, eighth, ninth, tenth, eleventh, and twelfth grades. Officers are elected in the spring. Class representatives are elected in the fall.

### **LETTERS AND AWARDS FOR BOSWORTH R-V SCHOOL**

The following is a partial list of the many awards and letters that are available to students attending Bosworth R-V School.

Letters in the following activities:

Softball, Basketball, Track, Baseball, Cheerleading and Quiz Bowl.

Pins and Certificates in the following:

National Honor Society, Student Council, Quiz Bowl, FFA and FCCLA

Many other awards are given on an individual basis by Faculty of the Bosworth R-V School. Students, grades 9-12, who participate in the following; softball, basketball, baseball, track, quiz bowl, cheerleading, may be eligible to receive 1<sup>st</sup> year letter, insignia, and bar. A bar is awarded for subsequent years.

### **GOOD SPORTSMANSHIP: A CONSTANT CHALLENGE**

We have a challenge, a constant challenge; we who believe high school sports serve an educational purpose in the lives of teenage young people. The challenge is sportsmanship - good sportsmanship or bad sportsmanship -for interscholastic athletics will live or die respectfully by sportsmanship that is good or bad.

MHSAA is working to rigidly enforce rules of conduct. A school can be suspended from any district or state playoff if any **team member, coach, or fan** violates these rules of conduct:

- 1) No objects of any kind should be thrown onto the court or field.
- 2) No vulgar or suggestive gestures or language will be allowed.
- 3) Booing officials and opposing team members is prohibited.

- 4) No heckling of opposing team members or home team members.
- 5) All yelling, screaming, and cheering should be FOR your own team, not AGAINST the opposing team.
- 6) Quiet during free throws should be observed for both teams.
- 7) Any signs used should be of a positive nature encouraging the home team.
- 8) Only authorized school personnel should be on the floor at any time.
- 9) Unsportsmanlike conduct on the part of others should not be an example for us. We should set the example of good sportsmanship.

We urge everyone to go to the games and cheer our teams to victory. You will be a credit to your school if you obey the simple sportsmanship rules listed above. Help us make sportsmanship a symbol of class and pride for Bosworth R-V School.

### **NON-CURRICULAR STUDENT ORGANIZATIONS**

Student groups wishing to use school facilities must obtain written permission from the building principal five days prior to the event and provide the following: the name of the group, the sponsor, the roster of members, the time and date of the meeting, and any facility requirements. Student groups will abide by the state and district rules governing student conduct in the district. No non-curricular student group meeting on the school premises may be directed, conducted, or controlled by school persons.

### **SURVEILLANCE**

The District may employ the use of security videos in its hallways, classrooms and/or buses. Security videos maintained by the District's law enforcement unit (if any) or not maintained at all (recycled) are not considered educational records and therefore may not be inspected and reviewed under FERPA. If security videos are maintained by the District, such videos are protected educational records under FERPA and may be viewed by parents or patrons with a court order or written permission from the parent(s) of each student to whom the video is directly related.

*APPENDIX 1: Dress Code*

#### **Girls**

##### In General

- No clothing with inappropriate or offensive writing
- No underwear/undergarments showing
- Shirt must overlap pants when standing (no midriffs)
- Headbands only if they hold hair back
  - No other headwear is allowed including hats, du-rags, and/or hoods
- No safety pins or sharp objects on clothing, shoes, or bags
- No chains hanging from clothing
- No jewelry with metal spikes
- No see-through clothing
- No large holes - anywhere

##### Pants/Shorts

- Shorts and skirts must be fingertip in length when arms are relaxed and held at the side of the body
- No holes are allowed in shorts or skirts or pants higher than shorts length
- No writing across butt

- Must cover butt completely when sitting (no low-riders)
- Must fit completely at the waist without slipping to show underwear or butt
- No pajama pants
- Leggings can be worn but must be covered by a shirt that is fingertip in length all the way around

Shirts

- No cleavage showing
- No tube tops, halter-tops, or one shoulder tops
- No spaghetti strap tanks tops (4<sup>th</sup> grade and up), Tank tops may be worn if straps are 2 inches thick.

Footwear

- No slippers
- No muddy shoes

**Boys**

In General

- No clothing with inappropriate or offensive writing
- No underwear/undergarments showing
- Shirt must overlap pants when standing
- No headbands or other headwear is allowed including hats, du-rags, and/or hoods
- No safety pins or sharp objects on clothing, shoes, or bags
- No chains hanging from clothing
- No jewelry with metal spikes
- No see-through clothing
- No large holes - anywhere

Pants/Shorts

- Shorts must be fingertip in length when arms are relaxed and held at the side of the body
- No holes are allowed in shorts or pants higher than shorts length
- No writing across butt
- Must cover butt completely when sitting.
- Must fit completely at the waist without slipping to show underwear or butt
- No pajama pants

Shirts

- No muscle shirts (4<sup>th</sup> grade and up)
- Shirts must have sleeves to cover armpits
- No cutout or cut-off sections on shirts

Footwear

- No slippers
- No muddy shoes