

STUDENT HANDBOOK 2023-2024

LICKING JUNIOR – SENIOR HIGH SCHOOL

135 College Avenue
Licking, MO 65542
(573) 674-2711

Dr. Jarad Rinne
High School Principal

Mrs. Telenia Haneline
Superintendent

Mrs. Angie Loughridge
Junior High Principal
Curriculum Director

Ms. Lynette Sundell
Junior-Senior High
School Counselor

Mrs. Sharida Green
Junior-Senior High
School Counselor

The Mission of the R-VIII School District, enriched by our partnership with the community, is to provide a safe environment which challenges students to develop and achieve individual goals while cultivating citizens engaged in an ever-changing world.

THIS STUDENT HANDBOOK BELONGS TO

NAME _____
ADDRESS _____
PHONE _____
GRADE _____

We have gone to great lengths to ensure the accuracy of material in this book. However, we cannot be held liable for any misrepresentation or misuse.



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General Information

2023-2024 SCHOOL CALENDAR

Licking R-VIII School Calendar 2023-2024

JULY 2023						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST 2023						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

9-New Teacher Orientation

10-JH/HS Registration 5-8pm

16, 17, 18, 21, 22 – PD Days

21-Elementary Open House 5-7pm

23 – First Day of School

4 – No School – Labor Day

22 – No School PD Day

SEPTEMBER 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

9-PD Day (Frisco Collaboration)

18 – End of 1st Quarter

24 – P/T Conferences

26 – P/T Conferences

27 – No School

20- 24 Thanksgiving Break

NOVEMBER 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

19 – End of 2nd Quarter

19 – Last Day of 1st Semester (Full Day)

20 – Jan 3 Christmas Break

1, 2 – No School

2 – No School Teacher Workday

3 – School Resumes

15 – No School – Martin Luther King Jr. Day

JANUARY 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

16 – No School – PD Day

19 – No School – President's Day

1 – End of 3rd Quarter

25 – 29 Spring Break

MARCH 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1 – School Resumes

8 – No School (Eclipse)

12- Graduation Day

16-Last Day of School & End of 4th Quarter (Full Day)

17-Teacher Workday

MAY 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE 2024						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Total Days in Attendance 164
Teacher Workshop/Meetings 10
174
(10 Inclement Weather Days Built In)

DAILY BELL SCHEDULE

8:00-8:55	FIRST HOUR
8:59-9:54	SECOND HOUR
9:58-10:53	THIRD HOUR
10:57-11:24	FIRST LUNCH (7-8)
10:57-11:51	FOURTH HOUR (9-12)
11:24-12:18	FOURTH HOUR (7-8)
11:55-12:22	SECOND LUNCH (9-12)
12:22-1:17	FIFTH HOUR
1:21-2:16	SIXTH HOUR
2:20-3:15	SEVENTH HOUR

LICKING SCHOOL SONG

Cheer, cheer for ole Licking High
Wake up the echoes cheering her nigh
Send the volley cheer on high
Shake down the thunder from the sky
What though the odds be great or small
Ole Licking High will win over all
While our loyal boys are marching
Onward to victory Rah! Rah! Rah!

SCHOOL STAFF LIST

Administration

Haneline, Telena	Superintendent
Rinne, Jarad	High School Principal
Loughridge, Angie	Jr High Principal/Curriculum Dir.
Gambill, Phillip	Athletic Director

Counselors

Green, Sharida	Counselor (A-K)
Sundell, Lynette	Counselor (L-Z)
Duncan, Janell	College/Career Counselor

Secretaries

Smith, Brandi	Athletic Office
Davis, Tracy	Counselor's Office
Headrick, Jaime	High School Office
Moncrief, Carolyn	High School Office

Teachers

Kirkwood, Rae	Agriculture/VoAg
Knight, Cherokee	Art
Sullins, Leah	Art
Krewson, Billie	Bridges
Hutsell, Stacie	Business
Link, Briana	Choir/Band
Ellis, Colin	Communication Arts
Karnes, Shenelle	Communication Arts
Sullins, Faith	Communication Arts
Wood, Tania	Communication Arts
Hart, Whitley	Family Consumer Science
Harris, Chris	Launch/ISS
Link, Peggy	Library

Beckett, Judy	Mathematics
Buckner, Kaylon	Mathematics/Health
Kristek, Eriq	Mathematics
Robertson, Sandra	Mathematics
Lonning, Kermit	Music
Miller, Tammy	Physical Education
Rissler, Steve	Physical Education
Smith, Callie	Physical Education
Holmes, Wesley	Science
Keaton, Brittany	Science
Macon, Anne	Science
Snelling, George	Science
Antle, Harv	Social Studies/PE
Coffey, Justin	Social Studies
Roark, Cole	Social Studies
Stephens, Jimmie	Social Studies
Buckland, Nathan	Special Education
Smith, Kayla	Special Education

Support Staff

Harris, Mitch	Aide
Melton, Toni	Aide
Miller, Melissa	Aide
Stephens, Aubrie	Aide
Boothe, Christina	Cafeteria
Buckner, Carrie	Cafeteria
Ingram, Patricia	Cafeteria
Cooper, Daniel	Technology
Hoffman, JD	Technology

SCHOOL CLOSING FOR INCLEMENT WEATHER

In the event of snow or other inclement weather requiring school to close, notification may be received through the following sources.

1. Night before school day—Springfield television stations
2. School Thrillshare (school notification system for parent communication).
3. Social Media (Facebook & Twitter)

STATE ASSESSMENTS

1. Missouri Assessment Program: In response to the Outstanding Schools Act of 1993, Senate Bill 380, the State Board of Education directed the Missouri Department of Elementary and Secondary Education (the Department) to identify the knowledge, skills, and competencies that Missouri students should acquire by the time they complete high school and to assess student progress toward those academic standards.

The **Missouri Assessment Program** (MAP) is designed to reflect both the intentions of legislative reforms and what educators believe to be the best practice in assessment and instruction. The MAP will assess proficiency in mathematics, science, and communication arts at a statewide level.

2. End-of-Course Exams

What is the purpose of end-of course testing?

The Missouri Department of Elementary and Secondary Education has identified the following purposes for end-of-course testing:

- a. Measuring student achievement and progress toward postsecondary readiness
- b. Identifying students' strengths and weaknesses
- c. Communicating expectations for all students
- d. Meeting state and national accountability requirements
- e. Evaluating programs

End-of-course exams will provide a valid and reliable method for assessing students' knowledge of Missouri Learning Standards (MLS). End-of-course assessments will be given for the following subjects: Algebra I, English II, Biology, and Government. Optional end-of-course exams for Geometry, Algebra II, and English I will also be given. Districts must ensure that all students take required end-of-course exams prior to high school graduation.

SCHOOL COUNSELING

School counseling is a vital part of the overall educational process. The Licking High School (LHS) Counseling Department believes every student is entitled to the support they need to be successful in their current educational environment and in the future. All students have value and the right to share in the school setting equally regardless of their academic, social, mental, or cultural differences. Therefore, providing a comprehensive counseling program to all students to meet their needs is the goal of the LHS Counseling Department. A comprehensive school counseling program (CSCP) addresses the needs of all students by facilitating their development, helping create positive and safe learning climates in schools, and helping students feel connected to school and to at least one caring adult. The Missouri Comprehensive School Counseling Program (MCSCP) Grade Level Expectations (GLEs) are grouped into three content area strands: Social/Emotional development, Academic development, and Career development.

All of the required activities and services of a comprehensive school counseling program are grouped into four interactive program components: 1) School Counseling Curriculum, 2) Individual Student Planning, 3) Responsive Services, and 4) System Support. These activities encompass both direct services and indirect services. Direct services are interactions between school counselors and students. Indirect services include interactions with others, on behalf of the student including referrals, consultation and collaboration with parents, teachers, other educators and community organizations, and management activities and services required to support a district's CSCP.

The purpose of the School Counseling Curriculum component is to facilitate students' optimal growth and development by assisting them in acquiring competencies that promote social/emotional, academic, and career development from kindergarten through grade 12. Classroom lessons assist students in learning the Grade Level Expectations (GLEs) of the

school counseling curriculum. Educational activities and events such as drug awareness assemblies, guest classroom speakers, and field trips also assist students in learning the GLEs of the school counseling curriculum.

The purpose of the Individual Student Planning component is to help students evaluate and implement their individualized educational, career, and personal goals. This component includes educational career planning encompassing career awareness, exploration, and postsecondary education/training planning across all grade levels. Transition activities from grade to grade, school to school, and school to work are part of the individual student planning component as well. A key element to this component is appraisal of decision-making by analyzing and evaluating abilities, interests, skills, and achievements utilizing formal and informal assessment data to develop short-term and long-term plans.

The purpose of the Responsive Services component is to work with students whose personal circumstances may interfere with healthy social/emotional, academic, or career development including academic challenges, educational and career decision-making, personal identity, family loss, relationships, attendance, stress, substance abuse, physical abuse/neglect, and suicide. This component includes individual counseling, small group counseling, crisis intervention, consultation, and referral processes.

The System Support component manages and supports the activities and services required to effectively implement a CSCP. Program management is included in this component comprised of time-on-task analysis, counseling calendar, budget, and counseling program goals. Program evaluation is a vital function of system support. This on-going evaluation process is accomplished in conjunction with students, parents, teachers, administrators, the board of education, and other community stakeholders to determine if the program is impacting relevant student outcomes. Other system support activities include professional development, staff and community relations, consultation and collaboration, committee participation, community outreach, and program advocacy.

A comprehensive school counseling program is an integral part of a school's total educational program. Located in the Counseling Center, the LHS Counseling Department utilizes the four components of the MCSCP organized and implemented by two full-time certified school counselors and the counseling secretary for students in grades 7 through 12. The mission of the LHS school counselors is to educate, encourage, and enable students to become healthy, well-rounded individuals prepared for whatever future they hope to achieve.

ROLLA TECHNICAL INSTITUTE/CENTER

This Technical Institute is for 11th and 12th grade students who want to learn a trade or skill so that they can better be a part of today's world of work. The school is located in Rolla at 1304 East Tenth Street. Students will attend the morning session at the Rolla Technical Institute and the afternoon session at Licking High School. Students who want to attend the Rolla Technical Institute should talk with the high school counselor and complete an application during their 10th and/or 11th grade year. Students interested in attending Rolla Technical Institute will have to meet the following criteria:

1. Student interest.
2. Attendance (0-5 days missed in past school year given priority).
3. Grade Point Average
4. Grades in program related subjects.
5. Counselor or administrative recommendation.

The Licking R-VIII School District will pay the tuition cost and provide a bus to transport all Licking vocational students to and from the Technical Institute. All students from Licking High School who attend the Rolla Technical Institute **MUST** ride the bus provided to and from the Technical Institute. Any rare exceptions to this rule must be approved by the parent and principal in advance of the occasion.

The bus driver will have authority over all students on the bus. Students shall obey the driver promptly and courteously for the safety of all concerned. Misconduct by Technical Institute students on the bus or at the Technical Institute will not be tolerated. All vocational students are expected to be on the bus no later than 8:10 A.M. If a student misses the bus, he/she is to report to the high school office upon arrival at school. Attendance for vocational students is extremely important. Poor attendance will most likely result in very poor grades and possible removal from the program.

FOOD SERVICES

Students are encouraged to eat breakfast and lunch in the school cafeteria. The cafeteria student purchasing and accounting procedures are computerized. The district will evaluate the menu's contribution to required nutrition standards and the

appropriate levels of nutrients and calories. Information regarding Free and Reduced Lunch eligibility will be provided to all students at the time of registration. At any time, a parent or guardian may request a Free and Reduced Lunch Eligibility Form to determine their eligibility. (7 C.F.R. §245.5, Policy EFB)

The following procedures will be implemented:

1. All students desiring to buy anything in the cafeteria must use an assigned pin# method to purchase items.
2. A student must maintain a sufficient amount of money in his/her cafeteria food account to cover all items to be purchased in the cafeteria.
3. It is encouraged to make food service deposits online through Parent Portal. Food service deposits can also be made in the high school office.
4. Students are encouraged to deposit money on a weekly or monthly basis.
5. Students will be charged for extra trays (when available).
6. The above procedures apply to the entire student body (including free and reduced lunches and breakfast programs).
7. Cafeteria prices for meals are set annually:

	<u>Breakfast</u>	<u>Lunch</u>
Full Pay	\$1.25	\$2.42
Reduced	\$0.30	\$0.40

8. Please clean up after yourself and the area where you sit.
9. No food or drink will be permitted in classrooms.

After a student accumulates five unpaid meal charges, the district will encourage the parents/guardians to submit an application for free and reduced-price meals if an application has not been recently submitted, and the student will be referred to a counselor for intervention. The counselor will:

1. Meet with the student to assess to the extent possible whether the student or the student's family is experiencing hardships, barriers or other circumstances with which the counselor could assist.
2. Make repeated attempts to contact the parents/guardians to notify them of the lunch charges, discuss the situation and any other concerns the counselor may have after meeting with the student, and resolve the situation.
3. Encourage the parents/guardians to submit the free and reduced-price meals application and inquire about any assistance that might be needed to complete the application.
4. Provide other resources as applicable.

A student who has accumulated ten unpaid meal charges and is still unable to pay for meals may be provided an alternative meal. District employees are mandated by the state of Missouri to report any instances of suspected abuse or neglect to the Children's Division (CD) of the Department of Social Services. District personnel will report to the CD any instance where a student's arrival at school with no provision for food leads to a reasonable cause to suspect neglect.

To ensure that parents/guardians have ample opportunity to resolve situations involving unpaid meal charges, the district will:

1. Provide timely notification to parents/guardians when account balances run low (when applicable) and each time their student charges a meal.
2. Invoice parents/guardians for unpaid meal charges during the district's monthly billing cycle, in addition to providing notification of outstanding balances by other means.
3. Work with parents/guardians to create a payment plan that allows for the payment of accumulated balances over time.

Unpaid meal charges will be considered a delinquent debt 90 days after notice that charges are due when no payment or payment plan agreement has been made. Unpaid charges will be considered delinquent as long as the district determines the debt is collectible and efforts to collect the debt are ongoing. The district will make reasonable efforts to collect delinquent debt, including turning over unpaid meal charge balances to a collection agency when the superintendent or designee determines such action is in the best interest of the district. The district's Nonprofit School Food Services Account (NSFSA) funds may be used to cover the costs of reasonable efforts to collect delinquent debt, including costs associated with using a collection agency.

HEALTH SERVICES

Students indicating a need for medical attention will be referred to the school nurse. Parents will be notified when the nurse believes that an ill student may require special attention. Health services provided will include record keeping on immunizations to meet the Missouri Division of Health Education for public school attendance standards. Also, vision, hearing, speech, and scoliosis screening are important aspects of the district's health services program.

Teachers are asked to send all students with severe coughs, inflammations, or other signs of ill health, which may result in an epidemic, to the nurse's office. Once a student has left his/her residence in the morning to attend school, that student is to obtain permission from school officials if an illness necessitates their returning home. Students are not to sit in the restroom, an empty classroom, or leave the school building without notifying the office. Student medications are to be dropped off at the nurse's office upon arrival at school. Medications should be in a prescription container, labeled with the student's name and instruction for dispensation to the student. [Guidelines for Sending Ill Students Home from School](#)

Immunization Requirements

As required by section 167.181 of Missouri School Laws, it will be the duty of the parents or guardians of every student entering public school to furnish immunization records to the building nurse. Objections are considered only if they are medical (signed by a physician) or based on objectives due to the student's religion (form must be signed by parent). Immunizations must be current for students to remain enrolled in school. The policy of the Board will automatically change as state regulations change.

Details on the required immunizations are provided in the attached document available from the MO Department of Health and Senior Services: [MO School Immunization Requirements](#).

Parental Exemptions: Not allowed.

Medical Exemptions: A child shall be exempted from immunization requirements of this rule upon certification by a licensed doctor of medicine. Documentation that the immunization would seriously endanger the child's health or life should be presented to the school district (need not be renewed annually).

Religious Exemptions: A child shall be exempted from immunization requirements of this rule if one parent/guardian completes the documentation available through the school nurse that immunization of that child violate the tenets or commonly held beliefs of an organized religion of which the parent/guardian is a member. (Renewed annually and placed on file with the school immunization health record.)

Immunization in Progress: Section 167.181, RSMo, provides that students may continue to attend school as long as they have started immunization series and satisfactory progress is being accomplished. A Department of Health form shall be on file with the health record of each student with immunization in progress. Failure to meet the next scheduled appointment constitutes non-compliance with the school immunizations law.

No Grace Period: Students cannot attend school unless they are properly immunized and can provide satisfactory evidence of the immunizations or unless they are exempted. Transfer students in non-compliance shall not be permitted to enroll or attend school. Students who were enrolled during the previous year shall be denied attendance for the current school year if not in compliance. Children defined as homeless may be enrolled in school for no more than 24 hours prior to providing satisfactory evidence of immunization.

STUDENT INSURANCE

Missouri HealthNet for Kids

The Department of Social Services provides many services for Missouri children through the MO HealthNet for Kids (MHK) Program, the state's healthcare program for children. Through the MO HealthNet for Kids program, children receive full, comprehensive coverage including primary, acute and preventative care, hospital care, dental and vision care as well as prescription coverage. Whether your child is currently enrolled in MO HealthNet for Kids or you are interested in learning more about the program, log onto <https://dss.mo.gov/>. (§208.658, RSMo., Procedure KB-AP1)

Accidental Insurance

Accidental insurance may be purchased through First Agency, Inc. This insurance is not required and only covers accidental injuries. This supplemental insurance is not directly associated to the school district in any way. The accidental insurance plan is supplemental to regular family insurance.

WITHDRAWAL FROM SCHOOL

All students who withdraw from school should report to the high school office. If the student is transferred to another school, a request for a transfer of grades and credit should be made at this time. This requires a parent/guardian signature for the release of student records.

ATTENDANCE

Students are required to be at school from 8:00 A.M. until the time school is dismissed. Students leaving school during the morning or afternoon must check out through the principal's office and the absence must be authorized by the parents via telephone (573) 674-2711, personal visit, note, or special arrangement. The student will be considered truant without a parent's permission to be absent from school. No student is to leave the school campus during school hours for any reason (except during the lunch period) unless permission has been obtained from the high school office.

Students leaving school at noon and not returning for afternoon classes must have their parents call the office the same day to report the absence. If you find at the end of the lunch period that you will be unable to return to school for your afternoon classes, your parents must call the office the same day and report the absence. Furthermore, students are not to leave school during the noon lunch break with the expectation of not returning for their afternoon classes without properly checking out through the principal's office. Students failing to abide by the above procedures will be considered truant.

A student who "skips" a school day or part of a school day without regard to school regulation automatically withdraws himself/herself from school. The student may or may not be re-admitted to school after either or both of his/her parents report in person to the principal's office for a conference. Such action will be subject to review by the administration and Board of Education.

A student may accumulate up to **5 absences per class each semester**. Parents and students should be aware that the **5 absences per semester** would include absences for personal illness, professional appointments, personal and family business, and other unforeseen circumstances. Students will be given 1 day for each day absent to make up work. Students who are suspended or truant may make up work but will only receive one-half credit.

After using 5 allowed absences, any further absence will be reviewed toward the end of each semester for extenuating circumstances. These circumstances are limited to the following:

1. Medical reasons verified by documentation
2. Death in the immediate family
3. Observation of a religious holiday

Documentation of absences must be received by the high school office within one week of the student's return to school to be excused by administration. Students who expect to remain over five absences after the semester review will be given the option of making up an absence by attending Saturday Detention. This option can be used up to two times.

In order to align the student attendance policy with responsible school attendance and stress higher academic standards, **course credit may not be issued to any student who has been absent from class more than five times during a semester.** The benefit of regular classroom instruction is minimized because of excessive absenteeism. No credit will be indicated on the student's report card and no credit will be duly recorded on the permanent transcript.

A committee of three faculty members will be appointed by the secondary principal to review any situation that might warrant special consideration surrounding the student's attendance problems. This committee shall have the authority to waive the day absentee rule if evidence of further extenuating circumstances is obvious, but this procedure is not designed to accommodate incidental absenteeism. **The student or parent shall indicate to the principal the desire to initiate a faculty committee review within five days after receiving notification.** The parent and/or student may meet with the attendance committee if so desired. The student is advised that the parent/guardian, and any other individual with relevant knowledge, should be present at any committee meeting. In addition, if appropriate, all medical records germane to the situation should be made available if the student wishes to enter this information on his/her behalf.

We believe that 5 absences per semester is an adequate amount of time to cover most student and family needs. All the student is required to have is their parent or guardian's permission to miss that day. However, the consequences are clearly stated as to what could happen when a student misses more than the 5 allotted days.

When parents request their children accompany them on out-of-town trips, parents are asked to notify the principal's office at least one week in advance. The student must notify teacher of planned absence as soon as possible. This will allow teachers ample time to work with students on required assignments. All assignments must be turned in on the day the student returns to school.

COMPUTER USAGE AT SCHOOL

Computer and Internet access is available to students and teachers. The goal in providing this service to both staff and students is to promote educational excellence by increasing resource sharing, improving access to information, and developing global communications. With access to computers and communication with people all over the world comes the availability of material that may be considered controversial. The Internet is commonly used for an uncontrolled, unregulated group of worldwide-networked information resources. The use of the computer network is a privilege that may be revoked by the building administrators and/or the network administrator at any time for abusive conduct. Such conduct would include, but is not limited to, those offenses listed in the "Technology Usage Board Policy."

Computer and Internet Acceptable Use Policy

Licking R-8 School District allows computer and Internet access for student, teacher, and staff use. This document contains the Acceptable Use Policy for your use of the district's Internet connection. All students are granted access to the Internet through their classroom, library, or personal computer unless that students' parent/guardian has a signed "Internet Denial Statement" on file in the technology director's office. The district treats the Internet as an educational resource just as the students' textbooks, workbooks, and supplemental educational resources.

1. Acceptable use-the purpose providing internet access is to support research and education in and among academic institutions in the United States by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of the Licking R-VIII School District. Use of other organization's networks or computer resources must comply with Licking School District rules. Transmission of any material in violation of any United States or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for product advertisement or political lobbying is also prohibited. Illegal activities are strictly prohibited.
2. Privileges-the use of the internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. Based upon the acceptable use guidelines outlined in this document and board policy EHB, the system administrators will deem what is inappropriate use and their decision is final. Also, the system administrators may close an account at any time as required. The administration, faculty, and staff of Licking School District may request the system administrator to deny, revoke, or suspend user accounts to students.
3. Netiquette-you are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 - ❖ Be polite. If given e-mail privileges, do not write or send abusive messages to others.
 - ❖ Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
 - ❖ Do not reveal your personal address, password or phone numbers of students or colleagues.
 - ❖ No e-mail for students unless told otherwise. Note that electronic mail (e-mail) is not guaranteed to be private. Messages relating to or in support of illegal activities may be reported to the authorities.
 - ❖ Students are not to download anything without permission from the librarian or teacher. Do not use the network in such a way that you would disrupt the use of the network by other users (e.g. downloading huge files during prime time, sending mass e-mail messages, annoying other users using talk or write functions).
 - ❖ All communications and information accessible via the network should be assumed to be private property.
4. Attempts to log in to the system as any other user will result in cancellation of user privileges. Attempts to log in the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access.

5. Vandalism will result in cancellation of privileges. Vandalism is defined as any attempt to modify the workings of a computer other than established by the school district or to harm or destroy data of another user, on the local network or anywhere on the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.

The District makes no guarantee that the functions or the services provided by or through the district system will be error-free or without defect. The district will not be responsible for any damage suffered, including but not limited to, loss of data or interruptions of service. The district is not responsible for the accuracy or quality of the information obtained through the Internet. The District will not be responsible for financial obligations arising through the unauthorized use of the system.

ONE-TO-ONE PLAN

Licking High School has purchased Google Chromebooks for use by each student in grades 7-12. Students are responsible for care and appropriate use of these devices during time of assigning. Optional insurance is available for purchase by parents/guardians at the beginning of the school year. School issued devices are for educational purposes only. The LHS Chromebook Guidelines & Handbook outlines expectations and responsibilities for students and parents.

VISITORS

All visitors to the building are requested to report to the principal's office before going to a classroom or elsewhere in the building. Visitors will be welcomed at any time, and information about the school may be obtained from the office. No visitor should be on campus or go to the classroom, gym, library, or study hall before obtaining permission from the principal's office. The bringing of small children by students as visitors will not be allowed. Students are to consult with the principal in advance before inviting guests to visit their classroom during the day.

LOST AND FOUND

Lost and found articles are kept in the principal's office. The loss of student property may be minimized by placing the owner's name on each article. Students are encouraged to give the loss of an article serious consideration before bringing any unnecessary valuable to school. Purses, pocketbooks, and billfolds are not to be left in the student lockers at any time. Valuables left in the physical education lockers during the class periods are to be secured with a lock. Care and discretion should be exercised with all personal property.

LUNCH PROCEDURE

High school students are permitted to walk from campus to "The Store" or "Rinne's Fast and Friendly" before school and at lunch time. Junior high students must have written parental permission to be allowed off campus. Students may be confined to campus for disciplinary measures. Requests made by parents to campus their child will be honored by administration. **Students leaving campus when confined to campus for disciplinary purposes will receive 2 days of OSS.**

Students are expected to show courteous behavior whether in the cafeteria or at our partner locations. Each student is expected to practice the general rules of good manners. Some simple rules of courteous behavior which would make the lunch period pleasant and relaxed are observing good dining room standards at the table, leaving the table and surrounding area clean and orderly, putting trash in the proper containers, and not crowding in the line. Student accounts can be paid in the High School Office or online through the parent portal.

DAILY ANNOUNCEMENTS

Daily announcements of interest to the student body will be read during the third period of each day. If necessary, other announcements may be made during the day. In addition to being read during the third period, the bulletin will be posted each day on the school website (www.licking.k12.mo.us).

Bulletin boards located in the halls are for the purpose of displays and announcements. Any student wishing to place an announcement on the bulletin board must have the announcement approved by the office. Signs, posters, and announcements are not to be placed on walls, doors, ceilings, etc. Any exceptions shall require administrative approval.

GRADE SCHOOL CAMPUS

No junior or senior high school student is to be on the elementary school campus or in the elementary school building unless permission has been obtained from the high school office.

LOCKERS

A locker will be offered to each student at the beginning of the year. The lockers are the property of the Licking R-VIII School District and are subject to inspection by authorized school personnel. Lockers are to be kept free of food items, drinks, soda cans and cups, etc., overnight. The school is not responsible for stolen items. Students who choose to put a lock on their locker must provide a combination or extra key to the office.

STUDENT PARKING REGULATIONS

Student parking lots are ONLY to be used to park vehicles. Students are prohibited from gathering, visiting, smoking, or eating breakfast or lunch in student parking lots. Once students arrive on campus, they must exit their vehicle and not return to it unless they have permission from the office. All student parking lots are considered a part of the Licking High School Campus. Any vehicle parked on the LHS parking lot may be searched in the event there is reasonable suspicion that drugs, alcohol, weapons or illegal contraband may be present. STUDENTS ARE NOT TO BE IN THEIR VEHICLE DURING THE SCHOOL DAY.

TEXTBOOKS

All basic textbooks are loaned to students for their use during the school year. Only when the books are damaged or lost is there a fine for their use. The textbooks are the student's responsibility and should be kept clean and handled carefully.

SCHOOL PROPERTY

All students are encouraged to be proud of their school and campus and accept the responsibility to respect the school's property. The taxpayers of the Licking R-VIII School District have provided the necessary equipment and facilities so that the youth in their community may have the opportunity to obtain an education. It is important that all students utilize the equipment and facilities in the proper manner. Damage or destruction of school property will be looked upon as a serious matter. Students who deface, damage, or lose school property may be prosecuted and/or required to pay for the damage or loss.

BICYCLES AND SKATEBOARDS

Students may ride bicycles to school with the same rules that apply to those driving a motor vehicle. The bicycles are to be left in the students' parking area. They are not to be ridden on campus at any time. Skateboards and similar modes of transportation are not to be ridden on campus at any time. Skateboards may not be carried throughout the day and must be stored in student lockers.

Academic Information

EDUCATION PLAN

The entire school will operate under the policies adopted by the Licking R-VIII Board of Education, the rules and regulations of the State Department of Education, and the laws of the state of Missouri.

CURRICULUM

Students can earn college credit for courses marked by an asterisk (*) if specific college requirements are met. Please inquire in the counselor office.

Secondary (9-12) curriculum offerings and units of credit

SOCIAL STUDIES – 3 UNITS REQUIRED

Three units of credit may be selected from the following courses:

1. American History-(Required)	1
2. American Government-(Required)	1
3. American Civil War	.5
4. 20 th Century History	.5
5. Contemporary Issues	.5
6. History vs. Hollywood	1
7. Psychology	1
8. Sociology	.5

9. War & Revolution	.5
10. World History	1
11. World Geography	.5

MATHEMATICS – 3 UNITS REQUIRED

Three units of credit may be selected from the following courses:

1. Algebra I-(Required)	1
2. Advanced Math	1
3. Algebra IA	1
4. Algebra IB	1
5. Algebra II	1
6. Applied Math	1
7. College Algebra	1*
8. Conceptual Geometry	1
9. Geometry	1

SCIENCE – 3 UNITS REQUIRED

Three units of credit may be selected from the following courses:

1. Biology-(Required)	1
2. Anatomy and Physiology	1
3. Applied Science	1
4. Astronomy	.5
5. Biomedical Sciences I	1
6. Chemistry I & Chemistry II	1
7. Computer Science	1
8. Physical Science	1
9. Physics I & Physics II	1

PHYSICAL EDUCATION – 1 UNIT REQUIRED

One unit of credit may be selected from the following courses:

1. Physical Education-(Required)	1
2. Body Conditioning	1

PRACTICAL ARTS – 1 UNIT REQUIRED

Agriculture

Completion of Agricultural Science I & II will be counted as an embedded science credit.

1. Agricultural Science I	1
2. Agricultural Science II	1
3. Agricultural Construction/Structures	1
4. Agricultural Mechanics	1
5. Animal Science	1
6. Agricultural Welding	1
7. Veterinary Science	1

Family and Consumer Sciences

1. Personal Finance-(Required)	.5
2. Health-(Required)	.5
3. Career Development Entrepreneur	1

- | | |
|-------------------------------|----|
| 4. Child Development | 1 |
| 5. Family & Consumer Sciences | .5 |
| 6. Foods and Nutrition | 1 |

Business Management and Technology

- | | |
|----------------------------------|-----|
| 1. Accounting | 1 |
| 2. Accounting II | 1 |
| 3. Business Communications | .5 |
| 4. Business Law | .5 |
| 5. Business Technology | 1* |
| 6. College Computer Applications | .5* |
| 7. Computer Applications | .5 |

FINE ARTS – 1 UNIT REQUIRED

One unit of credit may be selected from the following courses:

- | | |
|-----------------------|---|
| 1. Art I | 1 |
| 2. Art II | 1 |
| 3. Art III | 1 |
| 4. Band | 1 |
| 5. Ceramics | 1 |
| 6. Drama | 1 |
| 7. Mixed Chorus | 1 |
| 8. Mixed Media | 1 |
| 9. Music Appreciation | 1 |

LANGUAGE ARTS – 4 UNITS REQUIRED

Three units of credit may be selected from the following courses:

- | | |
|-------------------------------------|-----|
| 1. Language Arts I-(Required) | 1 |
| 2. Language Arts II-(Required) | 1 |
| 3. Board Game Theory | .5 |
| 4. Creative Communications | .5 |
| 5. College Communications | .5* |
| 6. College English Composition 110 | .5* |
| 7. College Mini Literature | .5* |
| 8. Contemporary Literature | .5 |
| 9. Language Arts III | 1 |
| 10. Mythology | .5 |
| 11. News Publications & Productions | 1 |
| 12. Scholastic Journalism | 1 |
| 13. Short Stories | .5 |

ELECTIVES ONLY –

These classes may only be used to meet requirements as electives:

- | | |
|---------------|---|
| 1. Leadership | 1 |
|---------------|---|

VIRTUAL EDUCATION COURSES

Courses are offered through the Launch program based out of Springfield Public Schools. Students can choose from a variety of classes available through the counseling office. Weighted classes and dual credit courses are available.

Graduation requires the following 25 units:

Language Arts _____	4
Math _____	3
Science _____	3
Social Studies _____	3
Health _____	.5
PE _____	1
Personal Finance _____	.5
Practical Arts _____	1
Fine Arts _____	1
Electives _____	8
Total	25

HONOR ROLL

High academic achievement will be recognized by placing the names of the students on the honor roll. The honor roll will have two levels of distinction, LHS High Honor Roll and LHS Honor Roll. LHS High Honor Roll will be achieved when a student attains a 3.65-point semester average on a 4.0-point system. LHS Honor Roll distinction will be accorded when a student attains a 3.0-point semester average. The honor roll will be submitted for publication in *The Licking News*.

GRADUATE HONORS

Licking High School will recognize honor graduates for the following distinctions: Summa Cum Laude (4.0+ GPA), Magna Cum Laude (3.85-3.99 GPA) and Cum Laude (3.7-3.849 GPA).

Weighted Grade Point Averages: Weighted grades are earned in designated classes according to their difficulty. This means that grades earned in these classes amount to more points toward grade point average than non-weighted classes. College courses will receive weighted credit.

Weighted classes include:

English:

1. College English
2. College Communications
3. College Mini Literature
4. Language Arts III
5. Short Stories
6. Novels

Math:

1. Advanced Math
2. Algebra II
3. College Algebra
4. Trigonometry

Science:

1. Anatomy/Physiology
2. Advanced Biology
3. Biomedical Sciences I
4. Chemistry I and II
5. Physics I and II

Social Studies:

1. Psychology
2. Sociology

Practical Art:

1. Accounting II
2. Agriculture Communications
3. Agricultural Mechanics
4. Business Technology
5. College Computer Applications
6. Vet Science
7. Wildlife Conservation

Elective:

1. World Language II and III

Grade Point Values

<u>Grade</u>	<u>Weighted</u>	<u>Non-Weighted</u>
A	4.3	4.0
A-	4.0	3.7
B+	3.7	3.3
B	3.3	3.0
B-	3.0	2.7
C+	2.7	2.3
C	2.3	2.0
C-	2.0	1.7
D+		1.3
D		1.0
D-		0.7
F		0.0
N		0.0

VIRTUAL COURSES

A student or the student's parent/guardian must notify the student's principal or designee before the student may enroll in a district-sponsored virtual course or a Missouri Course Access Program (MOCAP) virtual course through the district.

The principal or designee will educate the student and the student's parents/guardians about how virtual instruction is provided and the key differences between virtual and in-person instruction. The principal or designee will discuss the virtual course options available to the student, determine which course(s) interest the student and how the course(s) will assist in meeting his or her academic and personal goals. The principal or designee will also inform the student and the student's parents/guardians of whether the course is available in a traditional setting, whether the student must complete any prerequisites prior to taking a particular course and whether the prerequisite courses are offered by the district virtually or traditionally.

The principal or designee will determine whether there is good cause to refuse the student enrollment in the course. Students or parents/guardians who disagree with the determination about a MOCAP course can appeal the decision to the Board of Education and the Department of Elementary and Secondary Education (DESE). For all other virtual courses, students or parents/guardians may appeal the decision to the superintendent or designee and the decision of the superintendent or superintendent's designee will be final. In accordance with federal law, if a student receives special education services, the students' individualized education program (IEP) team may determine that a virtual course is not appropriate for the student even if the course has otherwise been approved by the district.

Best Educational Interest Considerations

District staff should minimally consider the following when deciding whether a virtual course is in the best educational interest of a student but may consider other factors not listed.

District Course Availability

1. If the course is offered onsite by the district, are there extenuating circumstances that make it difficult or impossible for the student to take the onsite course offered by the district?

2. If the course is offered by the district and the student is able to take that course, what are the reasons the student wants to take the virtual course?

Virtual Course Characteristics

1. Does the course meet or exceed district curriculum standards and graduation requirements?
2. Does the course align with the student's career goals and the student's individual career and academic plan (ICAP)?
3. If the course is for remediation, will it personalize instruction to the student's specific needs?
4. Is the district aware of any complaints or concerns regarding the quality of the course, and have those complaints or concerns been resolved?
5. Has the district had difficulty working with the course instructor or provider to ensure a student with disabilities receives the required accommodations or modifications?

Student Skills Necessary for Success in Virtual Courses

1. Has the student demonstrated time-management skills that indicate that the student is capable of submitting assignments and completing course requirements without reminders?
2. Has the student demonstrated persistence in overcoming obstacles and a willingness to seek assistance when needed?
3. Has the student demonstrated verbal or written communication skills that would allow the student to succeed in an environment where the instructor may not have sufficient nonverbal cues to indicate the student's level of understanding?
4. Does the student have the necessary computer or technical skills to succeed in a virtual course?

Other Relevant Factors

1. Does the student have adequate access to computers, Internet and other necessary technology resources to participate in a virtual course and complete assignments?
2. If the student has previously attempted a virtual course and struggled with or failed the class? Have the issues that caused the student to struggle or fail been identified and addressed?

PROGRESS REPORT SYSTEM

Parents of students experiencing academic difficulties are informed mid-quarter of the deficiencies by Progress Reports. Parents are strongly encouraged to contact the school so that an improvement may be affected by a cooperative effort between the school and the home. Parents are strongly encouraged to log into our school information system, Infinite Campus, to check grades on a regular basis.

EARLY GRADUATION GUIDELINES

In addition to the minimum course requirements of 25 units of credit, a student must be in attendance for a minimum of eight semesters in grades 9-12. However, there is a planned educational experience/early graduation option for students who qualify and elect this program.

- A. Students may graduate only at the end of a semester and must have an appropriately planned and executed educational experience in college, vocational school, or on the job training* for the eighth semester.
- B. The planned educational experience must be approved by the high school principal, the superintendent, and the Board of Education before the student leaves school. The proper verification forms must be completed and filed before the student leaves school.
- C. Students who take the early graduation option will not participate in commencement exercises; however, they will receive their high school diplomas after commencement when the Licking School receives verification of the completion of the education experience.
- D. Students who take the early graduation option will not be permitted to attend the following activities which normally occur during the second semester: Homecoming Dance, Junior/Senior Prom, and Senior Trip.
- E. Students who intend to take advantage of the early graduation option must declare their intentions with the principal before the first day of October.

**In order to qualify as "on the job training," the job must typically require an apprenticeship period for skill development and the student must remain in the same program until graduation, as a minimum requirement.*

LICKING A+ SCHOOLS PROGRAM

Students who graduate from a designated A+ School may qualify for state-paid assistance (full tuition and fees) to attend any public community college or technical school in the state. Funding for the A+ Program is based on yearly funding of the A+ Program and only available to students who have made a good faith effort to secure all available post-secondary student financial assistance funds that do not require repayment. Interested students need to sign an A+ Agreement which is available in the Counseling Office.

Students must meet the following requirements to be eligible for the tuition reimbursement:

- ❖ Attend a designated A+ School for three consecutive years prior to graduation
- ❖ Have a grade point average of 2.5 or higher on a 4.0 scale
- ❖ Have at least 95 percent attendance record
- ❖ Perform 50 hours of unpaid tutoring or mentoring
- ❖ Maintain a record of good citizenship and avoidance of the unlawful use of drugs/alcohol
- ❖ Obtain a Proficient or Advanced on Algebra I, Geometry, Algebra II EOC or by their ACT Math sub score using the scale below:

ACT Math Sub-score		High School GPA
17	And	2.5 or greater
16	And	2.8 or greater
15	And	3.0 or greater

- ❖ Attend a Missouri community college or postsecondary vocational-technical school on a full-time basis and maintain a GPA of 2.5 or higher

Appeals will only be considered by the committee as it relates to citizenship and/or attendance.

POST SECONDARY EDUCATION

Career Education

The Board recognizes that career education is a developmental process designed to help students prepare for life roles in the family, the community, occupations, and vocations. The Board also recognizes that the development of career education enables students of all ages to examine attitudes, interests, aptitudes, and abilities in order to relate them to career opportunities and to make valid decisions regarding further education and future endeavors.

Therefore, the Board will provide career education for students at all levels of instruction. Career education in the elementary schools shall consist of career awareness and the exploration of career opportunities in various fields. At the secondary level, it will incorporate career exploration, career guidance, and vocational training opportunities, with the latter designed to equip students to enter post-secondary training for occupational areas and/or enter specific occupations directly out of high school.

Vocational Education

Vocational training programs shall be an integral part of the comprehensive high school concept in the Licking School system. Efforts will be made to keep vocational programs relevant to job requirements, reflective of area needs, as well as 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 vocational skills and/or to continue their formal education. Vocational education, as a core component of comprehensive education, will provide instruction in the development of character, attitudes, and work skills.

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

Following the concept of area vocational-technical schools as established by the Missouri Department of Elementary and Secondary Education, students from the Licking R-VIII School District may attend vocational-technical training programs at the Rolla Technical Institute and Rolla Technical Center.

College and Vocational School Information

Students who think they may want to attend a college or a vocational school right after high school should contact their counselor early in their high school career to learn more about entrance requirements, admission procedures, and financial aid. Parents are encouraged to discuss these matters with the high school counselor. Additionally, parents may find more information at [Missouri Department of Higher Education and Workforce Development \(https://dhewd.mo.gov\)](https://dhewd.mo.gov).

Graduating seniors with certain disabilities may qualify for financial help and services with the State of Missouri, Department of Elementary and Secondary Education, and the Division of Vocational Rehabilitation agency. In some cases, students are eligible for financial assistance to obtain specialized vocational training or to pursue academic course in college. More information may be found at [Vocational Rehabilitation | Missouri Department of Elementary and Secondary Education \(dese.mo.gov\)](https://dese.mo.gov). Personnel from the vocational rehabilitation agency are very willing to discuss their services with any senior that may qualify.

Seniors need to make application early in their senior. Most of the materials needed for applying to colleges and vocational schools can be obtained from the desired school's website. Assistance may be received from the counselor's office.

Typical four-year college admission requirements are as follows:

- Four units of Language Arts: one of which may be in speech or debate, two units emphasizing composition or writing skills are required (for example: English or Language Arts 9, 10, 11, 12; English Literature; speech; debate; etc.) Not acceptable: yearbook, journalism, acting, theater, drama, business English, and media
- Four units of mathematics: (At least through Algebra II). For example: Algebra I, geometry, Algebra II, pre-calculus/trigonometry/analytic geometry, calculus, math analysis, etc. Not acceptable: computer math, programming, consumer math, pre-algebra, accounting, basic math, technical math, computer science.
- Three units of social studies: For example: world history, American history, American government, principles of democracy, etc.
- Three units of science: one of which must be a laboratory course. For example: earth science, biology, chemistry, physics, etc. Not acceptable: general science, vocational agriculture, or agricultural science.
- One unit of fine art: For example: art, music, drama, and dance. Not acceptable: allied arts, literature, foreign language, speech, debate.
- Two units of the same foreign language: For example: Spanish I and Spanish II.

Many colleges use the following admission procedure:

1. If possible, visit the campus of the college being considered.
2. Fill out and return an official application form. Each college has its own form. An application fee may apply. Housing information is sent to the student after the acceptance for admission. Usually, this information is sent in the spring and must be completed and returned by the students. Scholarship applications are available and must be completed by the prescribed deadline.
3. Request that a copy of your transcript with your high school credits be sent to the college.
4. Take the recommended college entrance tests. The most common exams are the ACT or the SAT. Parents should check with the school regarding if only one test is accepted. The student must register to take the ACT. There is a fee which must be sent with the registration form. The test will be administered at schools on various test dates from October to June. Students may register for the ACT or SAT in the counselor's office or online. Waivers for exam costs are available through the counselor's office.
5. Apply for financial aid if you are interested. With the high cost of post-secondary education, students are encouraged to apply for financial aid. The financial aid forms, Free Application for Federal Student Aid (FAFSA), is used to apply for Federal Aid Programs including Pell Grants, work study, and loans. Application must be completed online at [FAFSA® Application | Federal Student Aid \(studentaid.gov\)](https://studentaid.gov).

Activities

CO-CURRICULAR ACTIVITIES

1. Academic Team
2. Art Club
3. Drama
4. FBLA- Future Business Leaders of America

5. FCCLA- Family, Career, and Community Leaders of America
6. FFA- Future Farmers of America
7. History Club
8. Music
 - A. Intermediate Band-grade 6
 - B. Band-7th grade
 - C. Band-grades 8-12
 - D. Mixed chorus- grades 7-12
 - E. Chamber chorus- grades 9-12
9. National Honor Society
10. Publications
11. Science Club

EXTRA-CURRICULAR ACTIVITIES

1. Archery
2. Athletics
 - A. Boys Basketball-grades 7-12
 - B. Boys Baseball-grades 9-12
 - C. Boys Track-grades 7-12
 - D. Cheerleading-grades 7-12
 - E. Cross Country-grades 7-12
 - F. Girls Volleyball-grades 7-12
 - G. Girls Track-grades 7-12
 - H. Girls Basketball-grades 7-12
 - I. Girls Softball-grades 9-12
 - J. Golf-grades 9-12
 - K. Tennis-grades 9-12
3. E-Sports
4. FCA-Fellowship of Christian Athletes
5. Game Club
6. Pep Club-grades 9-12
7. Student Council

ATHLETICS*

*MSHSAA establishes the minimal eligibility requirements for all member interscholastic participation-athletics, cheerleading, music, speech, band/choir, and academic competition.

Parental Permission/Concussion Information:

All students participating in interscholastic athletics are required to provide a statement signed by the student's parents or guardians which grants permission for the student to participate in interscholastic athletics. The statement is to be received by the athletic administrator prior to the student's beginning practice for a sport. Students and parents will receive MSHSAA materials on brain injury prevention and concussions prior to the student's first practice. Student and parent signatures must be received by the athletic administrator prior to the student's first practice.

Physical Examination:

All students participating in athletics are required to obtain a physician's certificate stating that he/she is physically able to participate in athletic contests of the school.

Insurance:

The student shall not be permitted to practice or compete for an athletic event until the prospective participant has verification that he/she has athletic insurance coverage.

Eligibility:

Eligibility to participate in school athletics is a privilege granted if certain standards are met; it is not an inherent right. These eligibility requirements must be met by all students, both boys and girls, who compete interscholastically. All of the schools in the Missouri State High School Activities Association have adopted the standards listed below. Eligibility for a Licking High School team consists of the following:

1. Be a good citizen in your school and community.
2. Complete and submit Athletic/Activity Handbook Form.
3. **Grades 9-12:** A student in Grades 9-12 must meet the following requirements in order to be academically eligible to participate in interscholastic activities:
 - a. **Semester Prior to Participation:** The student shall have earned, the preceding semester of attendance, a minimum of 3.0 units of credit or have earned credit in 80% of the maximum allowable classes in which a student can be enrolled in the semester, whichever is greater, or a student must have made standard progress for his or her level the preceding semester in a special education program for the handicapped approved by the Missouri State Department of Education which, though un-graded, enrolls pupils of equivalent age.
 - b. **Semester of Participation:** The student shall currently be enrolled in and regularly attending courses that offer 3.0 units of credit or 80% of the maximum allowable credits which may be earned, whichever is greater; or a student must be enrolled in a full course at his or her level in a special education program for the handicapped approved by the Missouri State Department of Education which, though un-graded, enrolls pupils of equivalent age.
 - c. A student who was academically ineligible the preceding semester but meets the academic standard at the close of that semester becomes eligible the first day classes are attended in the succeeding semester.
 - d. Credit earned or completed after the close of the semester shall not count as having earned that semester, except in case of a delayed final examination because of illness verified by a physician. Credit earned in summer school shall not count for or against the student's record for eligibility purposes.
4. Have entered school within the first eleven days of this semester.
5. Not have received or competed for an award of any kind other than that given by your school for your services as an athlete in sports which you are competing.
6. Not have reached your 19th birthday prior to July 1 of this school year. Junior high students shall not have reached the following ages prior to July 1: grade seven, 14; grade eight, 15; grade nine, 16.
7. Not have competed under an assumed or false name.
8. Not transfer schools without a corresponding change in residence of your parents unless you meet an appropriate exception to the transfer standards.
9. Not have graduated or received an early release from a four-year high school or its equivalent.
10. Attend your eighth semester immediately following your seventh semester.
11. Not have competed at any time as a member of a junior college or senior college team nor have participated in any type of tryouts for a college team prior to completion of eligibility in the sport concerned.
12. Not compete on an outside team or in individual match competition during the season you are representing your school in the same or another sport.
13. Not transfer from one high school to another because of being influenced to do so.
14. Students interested in playing a sport at the collegiate level after High School need to register with NAIA and /or NCAA
15. **Grades 7-8:** A 7th or 8th grade student must be currently enrolled in and regularly attending the normal course for that grade or must have enrolled in a full course at his/her level in any public school special education program for the handicapped approved by the Missouri State Department of Education which, through upgraded, enrolls pupils of equivalent chronological age. A student must have been promoted to a higher-grade level in special education at the close of the previous year. However, any such student who failed more than two scheduled subjects, or failed to make standard progress in special education, shall be ineligible the following quarter regardless of promotion to the higher grade.

DRUG TESTING POLICY

Students should be aware that use/abuse of alcohol, underage use of tobacco (in any form), illicit drugs, or improper use of prescription drugs is illegal and harmful and may have long term or possible permanent damaging effects to an individual's mind and body. Consequently, they are forbidden on school premises. Their use at any time is discouraged.

The Licking R-VIII Board of Education recognizes that student drug abuse is a significant health and safety problem for schools. Among the problems, substance abuse negatively affects students' health, behavior, learning, reflexes, and the overall development of individual students. Chemical abuse includes, but is not limited to, the use of illegal controlled substances, substances represented to be controlled, and misuse of legal drugs and medications.

The purposes of Licking R-VIII School District's Random Drug Testing Policy include:

1. To establish standards of conduct for district students.
2. To identify students who are misusing drugs so that intervention plans can be implemented by home and school.
3. To establish a safe environment for student athletes during competition and generally for all students.
4. To provide a vehicle for parents to become aware of chemical abuse problems involving their children so that corrective action may be taken.
5. To provide referrals for students who need evaluation and counseling.
6. To deter chemical abuse or misuse by all students.
7. To send a clear message that the district is committed to eliminating student chemical abuse and to helping students experiencing chemical abuse problems.
8. To work cooperatively with the parents by assisting them in keeping their children free from chemical abuse.

It is not the purpose or intent of the District's Drug Testing Policy to identify students for punishment under the district discipline code.

The Licking R-VIII School District Student Drug Testing Policy will have two components. The first component deals with students who participate in extracurricular activities recognized by MSHSAA and students who participate in school clubs and organizations. The second component involves the general school population, grades 9-12, who along with their parents, have voluntarily committed to participate in the district's Drug Testing Policy. This program does not affect other policies and practices of the District, which deal with drug possession or use where reasonable suspicion is obtained by means other than random sampling provided in this policy.

The program is mandatory to all students participating in extracurricular activities recognized by MSHSAA as well as clubs and organizations of the school. Students who produce a non-negative sample during random drug testing procedures will be put on mandatory probation. Parents of students who enroll after the school term begins are encouraged to speak with the principal and/or activities director should they have questions about the drug testing policy. Parents/guardians of students that are not participating in MSHSAA recognized activities or school clubs and organizations may enroll their students into the random drug testing pool, but must do so on a volunteer basis. The parents/guardians will need to enroll their own student with the principal and/or activities director in the high school office. Specific details regarding student selection, processing of samples, consequences and other program details may be found in the full drug testing policy available in the Athletic Office.

Discipline and Expectations

DISCIPLINE POLICY

Maintenance of orderly conduct: The following student discipline policy, which includes the consequences of not obeying the standards of conduct, shall apply to all students who attend the Licking R-VIII School District. The Board of Education gives the administrative staff (superintendent of schools and building principals) the authority to make alternative discipline decisions based on extenuating circumstances. The administrators are also given the authority to use their own professional judgment in disciplining students for offenses not specifically covered by the policy.

STUDENT DISCIPLINE

The Board of Education has the legal authority to make all needed policies, rules, and regulations for organizing and governing the school district. This includes the power to suspend or expel a student for conduct, which is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of students. These policies, rules, and regulations will apply to all students in attendance in the district instructional and support programs, as well as at school sponsored

activities and events. Students who have been charged, convicted, or pled guilty in a court of general jurisdiction for commission of a felony may be suspended in accordance with the law.

Building principals are responsible for the development of rules and regulations regarding student conduct needed to maintain proper behavior in schools under their supervision. Principals, subject to appropriate due process procedures, may summarily suspend any student for up to ten school days for violation of these policies, rules, and regulations. Notice of suspension shall be given immediately to the parent/guardian and to the superintendent.

Flagrant disregard for policies, rules, and regulations, or continued truancy may result in suspension by the superintendent or expulsion by the Board, both subject to appropriate due process procedures. The superintendent may suspend a student for up to 180 school days; however, expulsion of students is a function only of the Board of Education.

Referral Procedures

Teachers shall have authority to make and enforce necessary rules for the internal governance in the classroom, subject to review by the building principal. The Board expects each teacher to maintain a satisfactory standard of conduct in the classroom.

Any time a referral that warrants formal disciplinary action is submitted, a reasonable effort will be made by the principal to either contact the parent/guardian by written notice delivered by the student, through the mail, or by direct telephone contact.

Due Process

All employees of the district shall annually receive instruction related to the specific contents of the district's policy and any interpretations necessary to implement the provisions of the policy in the course of their duties, including but not limited to approved methods of dealing with acts of school violence, providing discipline to students with disabilities, and instruction in the necessity and requirements for confidentiality. Due process will be awarded to students in all appropriate situations.

The comprehensive discipline policy of the district is composed of this policy and all related policies. This includes, but is not limited to, the following policies and regulations: Student Discipline (Student Code of Conduct), Corporal Punishment, Detention and/or In-School Suspension of Students, Student Suspension and Expulsion, Discipline of Disabled Students, and Discipline Reporting and Records. A copy of the district's comprehensive discipline policy is available on the district website ([LICKING R-VIII SCHOOL DISTRICT \(http://www.licking.k12.mo.us/\)](http://www.licking.k12.mo.us/)).

Application to Students with Disabilities

Students with disabilities will be disciplined according to the same discipline policy unless the handicapping condition is the major contributor to the inappropriate behavior. In such case, alternative discipline consistent with the handicapping condition will be implemented.

STUDENT SEARCHES

Searches of Student Property

Student property, including vehicles parked on district property, may be searched based on reasonable suspicion of a violation of law, district policy or other rules applicable to students. Reasonable suspicion must be based on facts known to the administration, credible information or reasonable inference drawn from such facts or information. Searches of student property shall be limited in scope based on the original justification for the search. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses when possible.

Searches of Students

If reasonable under the circumstances, district administrators performing a search may require students to empty pockets or remove jackets, coats, shoes and other articles of exterior clothing that when removed do not expose undergarments not otherwise observable.

District administrators will contact law enforcement officials to perform a search if they reasonably suspect that a student is concealing controlled substances, drug paraphernalia, weapons, stolen goods or evidence of a crime beneath his or her clothing and the student refuses to surrender such items. District administrators may contact law enforcement officials for assistance in performing a search in any case in which a student refuses to allow a search or in which the search cannot be conducted safely.

District employees, administrators and volunteers, other than commissioned law enforcement officials, shall not strip search students, as defined in state law, except that an administrator may conduct such a search if a commissioned law enforcement

officer is not immediately available and the administrator has reason to believe that the student possesses a weapon, explosive or substance that poses an imminent threat of physical harm to the student or others.

If a student is strip searched, as defined in state law, by an administrator or a commissioned law enforcement officer, the district will attempt to notify the student's parents/guardians as soon as possible. For the purposes of this section, the term "strip search" shall not include the removal of clothing in order to investigate the potential abuse or neglect of a student, give medical attention to a student or screen a student for medical conditions

TARDIES

Students who are tardy to school will report to the principal's office to obtain an admission slip before they will be admitted to the classroom.

Notification from parents/guardians will be required by the principal stating reason for tardiness. This does not necessarily excuse the student or allow the student admission to the classroom. It will be at the discretion of the principal to decide if the tardiness is excusable. A student that makes a practice of being tardy will be disciplined at the discretion of the principal. Tardiness between classes should not exist; however, if it does, the classroom teacher will document the tardy in the student system. Numerous tardies are in conflict with a quality educational program. Accumulation of several tardies will result in in-school suspension, out-of-school suspension, Saturday Detention, and/or parent conferences.

BULLYING/CYBERBULLYING

Bullying

In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

Cyberbullying

A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer or pager. The district has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the districts is otherwise allowed by law to address the behavior.

SCHOOL BUS RULES AND REGULATIONS

The importance of proper conduct on the school buses cannot be overemphasized. It is extremely important that all passengers cooperate fully with the driver and exhibit proper conduct on the bus at all times. Anyone behaving improperly on the bus or at the bus stop may be denied the privilege of riding for the safety of all concerned.

1. The school bus driver is in charge of the pupils and the bus. Pupils shall obey the driver promptly and courteously for the safety of all concerned.
2. All junior and senior high students are to get aboard the school buses in the high school area. Only elementary students may get on the buses in the elementary school drive.
3. Pupils must not at any time extend arms or heads out of the bus windows.
4. Classroom conduct is to be observed by pupils while riding in the bus except for ordinary conversation.
5. Students must not try to get on or off the bus or move about within the bus while it is in motion.
6. Any damage to the school bus should be reported at once to the driver.
7. Students are not permitted to possess, smoke or chew tobacco (including tobacco derivatives and vapes) on the school buses.
8. The Missouri Department of Elementary and Secondary Education and the State Department of Highways and Transportation are encouraging students to be cognizant of the emergency exit door at the rear of the bus. Students are reminded that the door is there for the specific purpose of leaving the bus quickly in case of an

emergency that justifies its use. If the emergency exit must be used, the students nearest the door should turn the handle and get off the bus immediately. Hopefully, older and stronger students would have the presence of mind to help the smaller, younger students. On a day-to-day basis, the door should not be used without the expressed consent of the driver and/or teacher in charge. However, students are encouraged to remember the door in the event of an emergency which warrants its use.

9. With **school bus safety a paramount concern**, the district administration has issued a **ban of balloons on school buses**. Any object that can cause a distraction and is a bus safety risk is prohibited. Therefore, all district bus drivers have been instructed not to allow students to ride a bus with a balloon in their possession. Students will still be allowed to have balloons delivered at school. However, students will not be able to take them home on the bus. Obviously, this will create a problem for students with balloons who ride a bus. While this is unfortunate, the concern for a safe ride home takes priority. This directive is issued for the well-being and safety of our students and bus drivers. It is the district's hope that everyone's cooperation will help us continue to maintain a high level of safety on our buses.

CELLULAR DEVICES

Cell phones are on the cutting edge of technology, easy to use, and they are convenient for both students and parents as a way of communication. The Licking R-8 School District will permit students to have access to their cell phones, but will insist that the integrity of the classroom and instructional time be preserved; cell phones are not to be used during class time for any reason, which includes the use of headphones, earbuds, etc. The cell phone policy is as follows:

1. Students will be allowed the use of their cell phones upon arrival at school until 8:00 A.M. when classes begin for the day. At the end of the school day at 3:15 P.M. when students are dismissed from their classes for the day, cell phones are allowed to be used.
2. Students will be allowed to use their cell phones during their designated lunch periods and in between classes.
3. Students will **not** be allowed to use their cell phones at any time during a designated class period. This includes when they may be out of class going to the restroom, or in the hallways reporting to a staff member, counselor, administrator, etc.

Students in violation of this policy shall be subject to disciplinary action. In addition, school officials will confiscate the cellular device of the student who violates this policy. The cellular device shall be returned only to the student's parent or legal guardian or, if the student is independent, to the student at the end of the school day.

Additional Prohibition on Camera Phones

The Board desires to protect students' personal privacy in accordance with law. Thus, students are prohibited from using camera phones or other cellular devices to take photographs or to record photographic images in any manner during the school day unless prior administrator approval has been provided. Even outside of the school day, students are prohibited from using such camera phones/photographic devices in any school room, which shall include classrooms, offices, locker rooms, restrooms and any other school facility or location at which students have a reasonable expectation of privacy. Students who use such camera phones/photographic devices to record photographic images in violation of this rule may be reported to law enforcement.

APPEARANCE AND DRESS

Students attending Licking High School are expected to adhere to a standard of dress above what might normally be worn in the everyday atmosphere.

The following rules regarding student dress are to be observed at Licking Junior-Senior High School:

1. Dress, personal appearance, and grooming must be clean and conform to appropriate health, safety, and sanitation standards.
2. Student's dress, personal appearance, and grooming must not materially disrupt or detract from the educational process or to constitute a threat to the health or safety of the students or others.
3. All students must wear shoes, boots, or other acceptable footwear. Footwear should be tied, fastened, or buckled.
4. Metal or chain belts or swags can be used as weapons and, thus, shall not be worn. Likewise, dangerous jewelry, such as spiked or studded collars or bracelets are prohibited.
5. Caps and hats are allowed to be worn in the school building. Head covers deemed inappropriate and/or distracting by administration will be required to be removed and no longer worn. Teachers may require caps or hats to be

removed during class time. Bandannas or sunglasses are not to be worn in the buildings. Religious exemptions allowing head coverings should be directed to the building administration.

6. Printed words or pictures on clothing or accessories that advertise, connote, or suggest (including any innuendo alluding to such) drug, tobacco, and/or alcohol use shall not be worn.
7. Printed words or pictures on clothing or accessories that contain, connote, or suggest (including any innuendo alluding to such) sexual, violent, obscene, or profane matters are prohibited.
8. Students shall not wear shorts that expose or reveal undergarments, shorts that expose buttocks, or spandex shorts.
9. Student tops, blouses, shirts, etc. must have sleeves. No spaghetti straps, tank shirts, muscle shirts, halter-tops, tube tops, etc. will be allowed. In addition, students shall not wear mesh or transparent shirts, or any shirt that exposes midriff, clothing with tears or holes in inappropriate regions, or severely sagging clothing. Also, clothing that exposes undergarments shall not be worn. **When in doubt-don't wear it!**
10. Gang-related clothing and accessories, as defined in the district's policy regarding gangs, shall not be worn.
11. Any clothing deemed as a distraction to the educational environment by administration.

If a student's clothes or accessories fail to comply with these regulations, the student will be required to change or cover the clothing or accessory at issue or to remove the accessory. A student may be sent home in order to do so. Similarly, a student whose personal appearance or grooming fails to comply with these regulations will be required to bring such personal appearance or grooming into compliance. A student may also be sent home in order to do so.

Refusal to comply with the district's dress policy and these regulations will result in the student's being prohibited from attending class until the student achieves compliance. Violations will also result in detention, suspension, or other appropriate disciplinary action.

HAZARDOUS OBJECTS

The health and safety of students are a primary concern of teachers, principals, and parents. School personnel have a responsibility to make every effort to see that each student is protected from any hazard.

Objects which are not necessary for routine school work and which are potentially dangerous will not be permitted in the school building or on the school grounds. Such items include but are not limited to pocket knives, hunting knives, side holster knives, hammers, screwdrivers, pistols, rifles, fireworks, ammunition, etc. Water guns, water balloons, and water squirting devices, while less hazardous, are disruptive and may create a safety hazard. These types of toys or devices are forbidden during the school day or at school-related activities. Students are not permitted to have glass soda bottles on campus, in the school buildings, or on the school buses. If there is any question as to what constitutes a hazardous object, please check with the principal.

INAPPROPRIATE BEHAVIOR AT SCHOOL ACTIVITIES

The behavior of students at school activities has a direct bearing on the reputation of our students, school, and community. Those students causing problems may be asked to leave the activity and will be subject to consequences described in the "offenses and consequences" section of the handbook

PUBLIC DISPLAY OF AFFECTION

Petting (amorous kissing and caressing type behavior) will not be permitted on the school premises. Though not encouraged, a casual holding of hands will be tolerated, but teachers' discretion in this manner shall be accepted and respectfully followed by all students.

ACADEMIC DISHONESTY

Students are expected to practice ethical behavior in all academic ventures. As defined by Oxford University, Plagiarism is presenting someone else's work or ideas as your own, with or without their consent, by incorporating it into your work without full acknowledgement. All published and unpublished material, whether in manuscript, printed or electronic form, is covered under this definition. Plagiarism may be intentional or reckless, or unintentional. Under this policy, and extension of Academic Dishonesty, plagiarism in any form is a disciplinary offense, and will result in failure of the work in each individual case. Students may be subject to further disciplinary action on repeat offenses.

SNOWBALL POLICY

Every effort is made to make the environment around Licking Junior-Senior High School as safe as possible for all students. Therefore, it is necessary for students to refrain from throwing snowballs or any other projectiles during the school day. Student's cooperation regarding efforts to keep Licking Junior-Senior High School a safe campus is appreciated.

STUDENT INITIATION (HAZING)

All students have the right to attend Licking Junior-Senior High School without the threat of personally degrading and/or potentially dangerous "initiation pranks." Consequently, "initiation" of one student by another student or group of students will in no way be tolerated.

TOBACCO

The Licking School Board of Education has agreed unanimously that school is no place to smoke or to learn to smoke.

1. Smoking and the use of tobacco, in any form, (including tobacco derivatives/e-cigarettes/vapes) on the school premises shall be prohibited during the school day. No tobacco, in any form, will be allowed on campus in the possession of the students. This area includes the school buildings, school grounds, athletic fields, and parking lots.
2. Assemblage of students during the school day in areas adjacent to the school campus for smoking, or the use of tobacco in any form, shall be prohibited.
3. The possession of cigarettes or any other form of tobacco (including tobacco derivatives/e-cigarettes/vapes), on the student's person or anywhere in his or her possession shall be a violation of this ruling.
4. The school day shall be interpreted to include the hours between 7:30 A.M. to 4:00 P.M.

DISCIPLINE POLICY: STUDENT CODE OF CONDUCT

The responsibility for school discipline rests upon both the instructional staff and the administrative staff, with the principal of the school being directly in charge of discipline. Students are to show proper respect to all teachers and school personnel and obey their instructions.

The Public-School Laws of Missouri place the school in "loco parentis" (in place of the parent). This means that any student enrolled in the school comes under the protection and guidance of the school administration and faculty. Students may look to the school personnel for help and protection.

Teachers have authority over Licking students at all times during the school day and all the school-sponsored activities. At no time are students to be disrespectful to teachers. Students must follow and abide by requests made by teachers and administrators. Good conduct and citizenship are extremely important to a program of instruction and learning. It is the responsibility of each individual student to govern his/her conduct in a manner that promotes an environment, which is conducive to effective and enjoyable teaching and learning. This includes following the rules, which have been established by the school to provide safety and order necessary for the learning environment. The standards of conduct expected by the Licking R-VIII School District are important for the maintenance of an atmosphere where orderly learning is possible and encouraged.

This student disciplinary policy was developed in accordance with the requirements of House Bill 463 of the 83rd General Assembly.

Section 5, which pertains to the policy, is quoted below:

1. The local Board of Education of each school district shall establish a policy of discipline, a written copy of which shall be made available in the office of the superintendent of such district during normal business hours for public inspection.
2. The policy shall contain the consequences of failure to obey standards of conduct set by the local Board of Education and the importance of the standards to the maintenance of an atmosphere where orderly learning is possible and encouraged.
3. All school district personnel responsible for the care and supervision of students are authorized to hold every pupil strictly accountable for any disorderly conduct in school or on any property of the school, on any school bus going to or returning from school, during school-sponsored activities, or during intermission or recess periods.
4. Teachers and other authorized district personnel in public schools responsible for the care, supervision, and discipline of school children, including volunteers selected with reasonable care by the school district, shall not be

civily liable when acting in conformity with the established policy of discipline developed by each board under this section.

The administrative staff shall be allowed to exercise their own judgment in the administration of disciplinary options set forth under this student disciplinary policy. The administrator's discretion may be exercised when individual differences warrant special consideration, if evidence of extenuating circumstances is obvious. Similarly, a student who lies to a Licking R-VIII School District employee to cover up wrongdoing or to gain an undeserved advantage may be dealt with more severely than one that is honest and forthright. Lying may result in suspension, which would be in addition to the discipline incurred from the original offense.

Suspension results when a student is forbidden to attend classes and/or school. Absences resulting from suspension are unexcused. As with any absence, absences due to an out-of-school suspension may result in the student earning a lower grade in accordance with the district's policy on absences.

Some violations of school rules and regulations shall be moved beyond the offense category where the offense would normally fall. For example, a student who has been in the office for three prior violations will not again be placed in the first offense category.

Any violation of the above behaviors, which also violates state statutes or city ordinances, will be referred to the appropriate law enforcement agency.

The administrative staff may refer students to other agencies. These agencies include but are not limited to the following: Juvenile Division, Division of Family Services, Ozark Care, and Counseling.

The school always reserves the right to remove immediately from class or school any student whose presence constitutes a danger to any student or school staff member, threatens the orderly conduct of the school, or is in violation of state statutes or city ordinances.

While the listing of offense and disciplinary procedures that result from an unacceptable behavior is comprehensive, misconduct not mentioned will be handled in a manner consistent with good judgment in an attempt to change the behavior of the student to that which is acceptable and to prevent it from happening again.

Referrals of a student to the office of the principal for misconduct may be considered sufficient reason to declare a student ineligible to participate in extracurricular school activities. A single serious breach of good conduct, either in or out of school, may also be sufficient cause for declaring a student ineligible to participate in school activities. The removal of these privileges for misconduct may result in addition to the disciplinary procedures listed.

OUT-OF-SCHOOL SUSPENSION

A student may temporarily be suspended out of school for major disciplinary problems as determined by the principal and approved by the superintendent.

Students who are suspended out of school are not permitted to attend school functions. Students suspended out of school are also not to be on the high school campus without special permission from the administrator.

The principal will work with students and parents regarding suspension. Students suspended out of school are responsible to keep up with class for work missed during the length of suspension. Parents should work with the office to gather missed work, but work will not be provided prior to suspension. Parent contact will be required prior to the student being readmitted to school. Students will be given an equal number of days to return work as the length of the suspension.

IN SCHOOL SUSPENSION

The purpose for ISS is to reduce current dropout rate, reduce the risk of school alienation and maintain continuity in programming. ISS also helps reduce repeated misbehavior, teaches new skills, teaches an alternative to violence and provides a structured time-out within the school setting.

SATURDAY DETENTION

Objectives:

1. By conducting the Saturday Detention program, through conferences with the parent, child, counselor, and principal, we hope to keep the student in school and to help channel his/her behavior in such a direction that it would be helpful to the student, school, and community.
2. To serve as an alternative to suspension and keep the child in school. The student will have an opportunity to work on class assignments under the supervision of a teacher.

Rules:

1. Saturday Detention will run from 9:00 A.M. until noon.
Failure to attend would result in a possible suspension. Lack of cooperation on the student's part will cause him/her to be sent home resulting in an automatic two-day suspension. Rules will be as follows:
 - A. Late arrivals must sign the sheet and put the time that they arrived beside their signature.
 - B. Absolute silence
 - C. Must work on school assignments
 - D. Must remain in assigned seat, unless given permission to do otherwise
 - E. No sleeping
 - F. Seating apart from other students
 - G. No communication of any kind
 - H. No laying head on desk
 - I. Electronic devices are not permitted
2. One restroom break will be allowed prior to 10:30 A.M. and one restroom break will be allowed after.
3. Employment will not be an excused absence from detention.
4. Family trips will be not be an excused absence from detention except by prior approval by a principal from a conference with parent.
5. Illness will not be an excused absence except with a written notice from a doctor or conference with parent.
6. Failure to serve assigned Saturday detentions will result in discipline per the handbook.

OFFENSES AND CONSEQUENCES

The Student Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operation of district schools. No code can be expected to list each offense, which may result in the use of disciplinary action. However, it is the purpose of this code to list certain offenses, which, if committed by the student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, or an aggravated circumstance of any offense or an action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent, and/or Board of Education. **Due to the seriousness of an offense, any or all of the listed consequences may be used as a disciplinary action for that particular offense and may result in denial of A+ financial incentives.**

1. **Academic Dishonesty:**

Offense	Discipline
1 st	Conference; no credit given for assignment
2 nd	Conference; no credit given for assignment & referral to counselor
Subsequent	Refer to Defiance of Authority

2. **Arson:** Starting a fire or causing an explosion with the intention to damage property or buildings. (+)

Offense	Discipline
1 st	10 - 180 days OSS
Subsequent	Expulsion

3. **Assault:**

- a. Attempting to cause injury to another person; intentionally placing a person in reasonable apprehension of imminent physical injury. (+)

Offense	Discipline
1 st	1 - 180 days OSS
Subsequent	10 – 180 days OSS; possible expulsion

- b. Attempting to kill or cause serious physical injury to another. (+)

Offense	Discipline
1 st	Expulsion

- c. Threatening bodily harm to any Licking R-VIII School District employee. (+)

Offense	Discipline
1 st	5 – 10 days OSS; possible expulsion
Subsequent	10 – 180 days OSS; possible expulsion

4. **Automobile Misconduct:** Students driving on school property carelessly or without due caution so as to endanger persons or property.

Offense	Discipline
1 st	Conference – 3 days OSS; possible loss of parking privileges
2 nd	1 – 10 days OSS; loss of parking privileges remainder of school year
Subsequent	10 days OSS - expulsion

5. **Bullying/Cyberbullying (+)**

Offense	Discipline
1 st	Conference – 5 days OSS
Subsequent	1 – 180 days OSS; possible expulsion

6. **Bus Misconduct:** Failure to comply with bus rules and regulations.

Offense	Discipline
1 st	Driver Conference
2 nd	Conference – 1 day removal from bus
3 rd	1 – 5 days removal from bus
Subsequent	10 days – Permanent removal from bus

7. **Defiance of Authority:**

- a. Insubordination/Refusal to comply with a reasonable request or direction of school personnel or other in authority where there is no expressed disrespect for authority.

Offense	Discipline
1 st	Conference - 5 days ISS
Subsequent	1-5 days OSS

- b. Chronic failure to work in class or take necessary materials to class.

Offense	Discipline
1 st	Conference - 2 days ISS
Subsequent	1 Day ISS – 10 days OSS

8. **Disorderly Conduct:**

- a. Creates, instigates, or participates in a disturbance which is disruptive in class or at school, ie, halls, cafeteria, assemblies, activities, campus, bus, etc.

Offense	Discipline
1 st	Conference - 2 days ISS
2 nd	1-3 days ISS
Subsequent	1-10 days OSS

- b. Disruptive speech or conduct (verbal, written, or symbolic language) which materially and substantially disrupts classroom work, school activities, or school functions.

Offense	Discipline
1 st	Conference - 2 days ISS
2 nd	1-3 days ISS
Subsequent	1-10 days OSS

- c. Misconduct in the cafeteria

Offense	Discipline
1 st	Conference, clean cafeteria for 5 days
Subsequent	Conference – 5 days ISS

- d. Misconduct off campus with open campus policy

Offense	Discipline
1 st	Conference, camping 1-180 days
*Other disciplinary action may be taken in conjunction with this offense.	

9. **Disrespect for Authority:** Conduct or speech-disrespectful verbal, written, or symbolic language or gesture which is inappropriate to public settings directed at a staff member.

Offense	Discipline
1 st	1 day ISS – 10 days OSS; teacher-student conference
Subsequent	1 day ISS – 180 days OSS; possible expulsion

10. **Dress Code Violation:** Wearing unacceptable clothing or inappropriately dressed.

Offense	Discipline
1 st	Conference – 3 days OSS
2 nd	1 day ISS – 5 days OSS
Subsequent	1 – 10 days OSS
*Problem to be corrected immediately.	

11. **Drugs/Alcohol**

- a. Possession of or attendance under the influence of any unauthorized prescription drug, alcohol, narcotic substance, over the counter medications, counterfeit drugs, dietary supplements or drug related paraphernalia. (+)

Offense	Discipline
1 st	10 – 180 days OSS
Subsequent	Expulsion

- b. Sale, purchase, or distribution of any prescription drug, over the counter medication, alcohol, narcotic substance, counterfeit drugs, dietary supplements and/or drug-related paraphernalia. (+)

Offense	Discipline
1 st	10 – 180 days OSS
Subsequent	Expulsion

12. **Electronic Devices/Cell Phone Misconduct:**

- a. Inappropriate use of electronic devices (+)

Offense	Discipline
1 st	Conference – 10 days ISS
Subsequent	1 – 180 days OSS; possible expulsion
*Internet privileges may be revoked	

- b. Inappropriate cell phone use

Offense	Discipline
1 st	Conference; phone confiscation-returned to student
2 nd	Conference; phone confiscation-returned to parent
3 rd	1 day ISS; phone confiscation-returned to parent
Subsequent	1 day ISS – 10 days OSS

- c. Unauthorized use of camera or video device (+)

Offense	Discipline
1 st	1 – 180 days OSS
Subsequent	1 – 180 days OSS; possible expulsion

13. **End of Year Misbehavior:** Student misconduct the last 2 weeks of the school year. (Given the extreme importance of these days for the success of the school year, the student may be suspended for the remainder of the school year to allow others to complete their year without interruptions. This includes those items on page 27 listed under Hazardous Objects: water guns, water balloons, and water squirting devices.)

Offense	Discipline
1 st	Conference – 10 days OSS

14. **Extortion:** Threatening or intimidating any student for the purpose of obtaining money or anything of value. (+)

Offense	Discipline
1 st	Conference – 10 days OSS
Subsequent	1 day ISS – 180 days OSS; possible expulsion

15. **Failure to Serve Detention:**

Offense	Discipline
1 st	Reassign detention & lunch detention
Subsequent	Reassign detention, 1 day OSS & campused remainder of semester

16. **False Alarms:** Tampering with emergency equipment, setting off false alarms, making false reports. (+)

Offense	Discipline
1 st	1 – 180 days OSS; possible expulsion
Subsequent	10 – 180 days OSS; possible expulsion
*District may seek restitution for damages.	

17. **Fighting:** Mutual combat in which both parties have contributed to the conflict either verbally or physical action. (+)

Offense	Discipline
1 st	1 – 5 days OSS
Subsequent	1 – 180 days OSS; possible expulsion

18. **Harassment:**

- a. Non-Physical Harassment: Disparaging or demeaning language-use of words or actions (verbal written, or symbolic) meant to harass or injure another person; i.e. threats of violence or defamation of a person's race, religion, gender or ethnic origin. (+)

Offense	Discipline
1 st	Conference – 10 days OSS
Subsequent	1 – 180 days OSS; possible expulsion

- b. Verbal Sexual Harassment: Use of verbal, written, or symbolic language that is sexually harassing. (+)

Offense	Discipline
1 st	Conference – 180 days OSS; possible expulsion
Subsequent	1 – 180 days OSS; possible expulsion

- c. Physical Sexual Harassment: Physical contact that is sexually harassing which does not constitute sexual misconduct. (+)

Offense	Discipline
1 st	Conference – 180 days OSS; possible expulsion
Subsequent	10 – 180 days OSS; possible expulsion

19. **Hazardous Objects; Possession or use of (including fireworks): (+)**

Offense	Discipline
1 st	Conference – 10 days ISS
2 nd	1 – 10 days OSS
Subsequent	10 – 180 days OSS; possible expulsion
*Items will be confiscated	

20. **Hazing:**

Offense	Discipline
1 st	1 – 180 days OSS; possible expulsion
Subsequent	10 – 180 days OSS; possible expulsion

21. **Lewd or obscene literature, writing, objects, or material:**

Offense	Discipline
1 st	Conference – 1 days ISS
2 nd	1 day ISS – 5 days OSS
Subsequent	1 – 10 days OSS

22. **Public display of affection:** Physical contact which is inappropriate for the school setting.

Offense	Discipline
1 st	1 – 10 days ISS
Subsequent	1 – 10 days OSS

23. **Rolla Technical Institute (RTI):** RTI is an extension of educational programs at Licking R-VIII School District. The technical institute school rules, regulations, and disciplinary policy will be enforced by the administrators of the Licking R-VIII School District. (Suspension at Rolla Technical Institute will result in suspension at Licking High School.) Any behavior could result in removal from RTI program.

- a. Chronic tardiness to the bus or misbehavior on the bus to the Technical Institute.

Offense	Discipline
1 st	Conference – 2 days ISS
2 nd	1 day ISS – 2 days OSS
Subsequent	1 – 10 days OSS

- b. Students that use unauthorized transportation to or from Rolla.

Offense	Discipline
1 st	Conference – 1 day ISS
Subsequent	Conference – 5 days OSS

24. **Snowball Policy:**

Offense	Discipline
1 st	Conference – 5 days ISS
Subsequent	1 – 10 days OSS

25. **Tardies:** (refer to Tardy Policy p. 55)

Offense	Discipline
1 st	Saturday Detention
2 nd	Saturday Detention; campused remainder of semester
Subsequent	3 day ISS- 10 days ISS; possible removal from extracurricular activities

26. **Theft, attempted theft, or willful possession of stolen property: (+)**

Offense	Discipline
1 st	1 – 180 days OSS
Subsequent	10 – 180 days OSS; possible expulsion
*District may seek restitution for damages.	

27. Tobacco; Possession or use (including tobacco derivatives):

Offense	Discipline
1 st	Saturday Detention – 2 days OSS; campused equivalent of 1 quarter
2 nd	5 days ISS – 5 days OSS; campused remainder of school year
Subsequent	10 – 180 days OSS; possible expulsion
*Items will be confiscated	

28. Truancy:

- a. Absence from school, whether it be one hour or all day, without the knowledge or consent of parent/guardian and/or the school administration.

Offense	Discipline
1 st	Sat. Detention – 1 day ISS
Subsequent	1 day ISS – 3 days OSS
*Possible removal from extra-curricular activities.	

- b. Leaving campus between classes or during a class without permission.

Offense	Discipline
1 st	Conference - Sat. Detention; campused for 1 quarter
Subsequent	Conference – 5 days OSS; campused for remainder of school year
*Possible removal from extra-curricular activities.	

- c. Leaving classroom during class without permission or not returning to class at proper time.

Offense	Discipline
1 st	Sat. Detention – 1 day ISS
Subsequent	1 – 10 days ISS
*Possible removal from extra-curricular activities.	

29. Unsportsmanlike/Inappropriate behavior at school activities:

Offense	Discipline
1 st	Conference – 2 days OSS
2 nd	1 day ISS – 4 days OSS
Subsequent	1 – 10 days OSS
*Student may be banned from school activities	

30. Vandalism: Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff, or students. (+)

Offense	Discipline
1 st	1 – 180 days OSS; possible expulsion
Subsequent	10 – 180 days OSS; possible expulsion
*District may seek restitution for damages.	

31. Weapons:

- a. Possession or use of any instrument or device, other than those defined in 18 U.S.C. 921 or 571.010, RSMo, which is currently used for attack or defense against another person; any instrument or device used to inflict physical injury to another person. (+)

Offense	Discipline
1 st	1 day ISS – 180 days OSS; possible expulsion
Subsequent	10 – 180 days OSS; possible expulsion

- b. Possession or use of a firearm as defined in 18 U.S.C. 921 or any instrument or device defined in 571.010, RSMo or 18 U.S.C. 930 (g)(2). (+)

Offense	Discipline
1 st	180 days OSS; possible expulsion

*Any offense which constitutes a serious violation of the district's discipline policy as defined in Board Policy Discipline Reporting and Records will be documented in the student's discipline record.

+ Law enforcement officials may be notified.

Public Notices

NOTICE OF NONDISCRIMINATION, NOTICE OF NONDISCRIMINATION IN EDUCATIONAL PROGRAMS AND ACTIVITIES

Applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Reorganized School District R-VIII are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or treatment or employment in, its programs and activities. (All district services, activities, and facilities are accessible to and usable by individuals with disabilities.)

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices and employees, and institutions participating in our administering USDA programs (including the district), are prohibited from discriminating based on race, color, national origin, sex, disability, age or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by the USDA.

Any person having inquiries concerning Reorganized School District R-VIII's compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Mrs. Cristina Wright, 125 College Ave, Licking, MO 65542 (573) 674-2911. Mrs. Wright has been designated by Reorganized School District R-VIII to coordinate the institution's efforts to comply with the regulations implementing Title VI, Title IX, and Section 504. Any person may also contact the Assistant Secretary for Civil Rights, U. S. Department of Education, regarding the institution's compliance with the regulations implementing Title VI, Title IX, or Section 504.

The Licking R-VIII School District complies with Title IX of the Education Amendments of 1972. "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or subjected to discrimination under any education program or activity receiving Federal financial assistance."

Open access to all students in, but not limited to, the following activities: music, pep clubs, cheerleaders, intramurals, athletics, clubs, and organizations. Students may be selected by sex in music if done for voice range. Federal regulations do not require single coeducational team for all sports. Athletics may be provided either through separate teams for males and females, or through a single team open to both sexes. Game schedules, practice facilities, locker rooms, coaches, and other related items must be equal. It is the desire of the school district to provide the sports and levels of competition which effectively meet the interest and abilities of both boys and girls.

Grievance Procedure: Any student or employee of this district who believes he or she has been discriminated against, denied a benefit, or excluded from participation in any district education program or activity on the basis of race, color, national origin, sex, age, or handicap in violation of this policy, may file a written complaint with the compliance administrator designated above. The compliance administrator shall cause a review of the written complaint to be conducted and a written response mailed to the complainant within ten working days after receipt of the written complaint. A copy of the written complaint and the compliance administrator's response shall be provided each member of the Board of Education. If the complainant is not satisfied with such response, he/she may submit a written appeal to the Board of Education indicating with particularity the nature of disagreement with the response and his/her reasons underlying such disagreement. The Board of Education shall consider the appeal at its next regularly scheduled Board meeting following receipt of the response. The Board of Education shall permit the complainant to address the Board in public or closed session as appropriate and lawful concerning his/her complaint and shall provide the complainant with its written decision in the matter as expeditiously as possible following completion of the hearing.

SAFE SCHOOLS ACT

In compliance with RSMo, 160.261, school administrators are required to report, as soon as reasonably practical, to the appropriate law enforcement agency any crime or act listed under the safe school policy (JG).

The policy shall provide that any student who is on suspension for any of the offenses listed in subsection 2 of this section or any act of violence or drug-related activity defined by school district policy as a serious violation of school discipline pursuant to subsection 9 of this section shall have as a condition of his or her suspension the requirement that such student is not allowed, while on such suspension, to be within one thousand feet of any school property in the school district where

such student attended school or any activity of that district, regardless of whether or not the activity takes place on district property unless:

1. Such student is under the direct supervision of the student's parent, legal guardian, or custodian and the superintendent or the superintendent's designee has authorized the student to be on school property;
2. Such student is under the direct supervision of another adult designated by the student's parent, legal guardian, or custodian, in advance, in writing, to the principal of the school which suspended the student and the superintendent or the superintendent's designee has authorized the student to be on school property;
3. Such student is enrolled in and attending an alternative school that is located within one thousand feet of a public school in the school district where such student attended school; or
4. Such student resides within one thousand feet of any public school in the school district where such student attended school in which case such student may be on the property of his or her residence without direct adult supervision.

INDIVIDUALS WITH DISABILITIES ACT (IDEA)

All public schools are required to provide a free and appropriate public education to all students with disabilities, including those attending private/parochial schools, beginning on the child's third birthday through age twenty, regardless of the child's disability. The public school assures that to comply with the full educational opportunity goals, services for students three through twenty-one will be fully implemented by 1999. Disabilities include learning disabilities, mental retardation, behavior disorders/emotional disturbance, speech disorders (voice, fluency, or articulation), language disorders, visually impaired, hearing impaired, physically/other health impaired, multiple disabilities, deaf/blind, autism, early childhood special education, and traumatic brain injury. The public school assures that it will provide information and referral services necessary to assist the state in the implementation of early intervention services for infants and toddlers eligible for the Missouri's First Steps Program.

The Licking R-VIII School District, along with the Department of Elementary and Secondary Education, recognizes the need for providing free, appropriate educational programs for those who display disabilities during school age, or for those who are eligible for Early Childhood Special Education. Early Childhood Special Education services are available on the child's third birthday. If you know of any disabled child residing in the school district who is not receiving services, please notify the superintendent of schools. A copy of the District's Compliance Plan is available for inspection in the office of the superintendent of schools during regular school hours.

All public schools are required to provide parents the right to inspect and review personally identifiable information collected and used or maintained by the district relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA). You may contact your local district, if you wish to review the requirements provided in FERPA.

The public school has developed a Local Compliance Plan for implementation of Special Education and this plan is available for public review during regular school hours on days school is in session in the office of the Superintendent of Schools. The Local Compliance Plan is a written narrative which describes the district's plan for compliance with the requirements for identifying and serving all students with disabilities. Included in this plan are the policies and procedures which the district must follow regarding storage, disclosure to third parties, retention, and destruction of personally identifiable information. The plan also describes the assurances that the services are provided in compliance with the requirement of 34 CFR 76.301 of the General Education Provision Act.

Public schools in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty (20) who reside in the district or whose parent/legal guardian resides in the district. This census is compiled as of May 1 each year. This information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes name of each child, parent/legal guardian's name/address, birth date and age of each child, and each child's disability or suspected disability. Should the district fail to submit an annual census, the State Board of Education may withhold state aid until the census is submitted. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact your school district.

PARTICIPATING SCHOOL DISTRICTS of the Exceptional Child Education Cooperative are Cabool R-VI, Eminence R-I, Green Forest R-II, Houston R-I, Licking R-VIII, Norwood R-I, Oak Hill R-I, Phelps County R-III, Raymondville R-VIII, Skyline R-II and Success R-VI.

TITLE IX

- A. The Licking R-VIII School District complies with Title IX of the Education Amendments of 1972. "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." Questions or concerns should be submitted to the Title IX Compliance Officer, Superintendent Cristina Wright at (573) 674-2911. Title IX Coordinator: Mrs. Cristina Wright, Superintendent, Licking R-VIII School District, Licking, Missouri, 65542.
- B. Grievance Procedure: Any student or employee of this district who believes he or she has been discriminated against, denied a benefit, or excluded from participation, in any district education program or activity, on the basis of sex in violation of this policy, may file a written complaint with the compliance administrator designated above. The compliance administrator shall cause a review of the written complaint to be conducted and a written response mailed to the complainant within ten working days after receipt of the written complaint. A copy of the written complaint and the compliance administrator's response shall be provided each member of the Board of Education. If the complainant is not satisfied with such response, he or she may submit a written appeal to the Board of Education indicating with the response and his or her reasons underlying such disagreement.

The Board of Education shall consider the appeal at its next regularly scheduled Board Meeting following receipt of the response. The Board of Education shall permit the complainant to address the Board in public or closed session as appropriate and lawful, concerning his or her complaint and shall provide the complainant with its written decision in the matter as expeditiously as possible following the hearing.

COMPLAINTS CONCERNING FEDERAL PROGRAMS (POLICY KLA)

The Licking R-VIII School District receives funds under the federal Elementary and Secondary Education Act (ESEA) and is required to follow federal statutes and regulations regarding the programs governed by the ESEA. If any individual or organization (person) has a complaint or is concerned that the district may be violating these laws, the Board wants the superintendent or designee to immediately investigate and address the issue. For that reason, the Board has adopted this policy to address specific allegations of violations of federal statutes and regulations governing Title I, Parts A, B, C, D; Title II; Title III; Title IV, Part A; or Title V of the ESEA.

Process

The district will use the following process to address specific allegations that the district has violated a federal statute or regulation regarding a program under the ESEA:

1. The person with the complaint ("complainant") must present a written complaint to the superintendent or designee that specifies the federal law or regulation alleged to have been violated and the facts supporting the allegation. Alternatively, the Department of Elementary and Secondary Education (DESE) will forward a complaint from a complainant to the district for resolution. The superintendent or designee will investigate and provide a written response to the complainant within five business days of receiving the complaint unless additional time is necessary to investigate or extenuating circumstances exist. The superintendent or designee is authorized to contact the district's private attorney for assistance in determining whether a violation has occurred.
2. If the complainant is not satisfied, he or she may request that the issue be placed on the Board agenda at the next Board meeting, using the process outlined in Board policy. The superintendent or designee will notify the complainant of the Board's decision and will provide the complainant a copy of DESE's Every Student Succeeds Act of 2015 (ESSA) Complaint Procedures.
3. If the Board does not hear the issue or if the complainant is not satisfied with the Board's response, the complainant may appeal the issue to DESE in accordance with DESE's complaint procedures.

Documentation and Release of Information

The district will maintain a copy of the complaint, a written record of the investigation and documentation of any written resolution, when applicable, in accordance with law. The superintendent or designee will complete a written summary of the investigation and, if a violation has occurred, a description of how the matter was resolved. If the complaint was first filed with DESE, the written summary must be completed within 35 calendar days of the complaint being filed with DESE and must be submitted to DESE. The summary will be released upon request when required by law. The superintendent or designee will have the district's attorney review the documents before they are released to DESE, the complainant or any other person to protect the confidentiality of legal advice.

Prohibition against Retaliation

The Board strictly prohibits discrimination or retaliation against any person for bringing a concern to the attention of the district or participating in the complaint process. This prohibition extends to relatives and others associated with the person who brought the concern or complaint. The Board directs all district employees to cooperate in investigations of complaints.

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) –
 1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or student’s parent; or
 8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of* –
 1. Any other protected information survey, regardless of funding.
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)
- *Inspect*, upon request and before administration or use –
 1. Protected information surveys of students and surveys created by a third party;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The Licking R-8 School District has adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Licking R-8 School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The Licking R-8 School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The Licking R-8 School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education

NOTIFICATION UNDER FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Licking R-VIII School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The District complies fully with FERPA, which affords parents/guardians ("parents") and students who are at least age 18 ("eligible students") the following rights:

- **Right to Inspect:** Parents or eligible students have the right to inspect and review the student's "educational records," as that term is defined under FERPA, within 45 days of the date upon which the District receives a request for access. The District is not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. The District may charge a fee for copies.
- **Right to Prevent Disclosure:** Parents or eligible students have the right to prevent disclosure of educational records to third parties with certain limited exceptions. The District will attempt to limit the disclosure of information contained in educational records to those instances when prior written consent has been given for the disclosure. However, upon request, the District may also disclose information under the provisions of FERPA that allow disclosure without prior written consent, as well as directory information (unless you have refused to permit such disclosure of directory information), in accordance with FERPA regulations. The District will disclose educational records to school officials who have a legitimate educational interest in the records. Officials include those persons employed by the District, whether paid or unpaid, as an administrator, supervisor, instructor, or support staff member, including health or medical staff; persons retained by or under contract to the District to perform a special task, such as an attorney, auditor, etc. School officials have a legitimate educational interest if the officials are: performing a task related to a student's education; performing a task related to the discipline of a student; providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid; or maintaining the safety and security of the campus.
- **Designation of Directory Information:** The District has designated certain information contained in the educational records of its students as directory information for purposes of FERPA. The District considers the following to be directory information:
 - Student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; athletic performance data; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.
 - **Limited Directory Information** – In addition to general directory information, the following information the district maintains about a personally identifiable student may be disclosed to: parent groups or booster clubs that are recognized by the Board and are created solely to work with the district, its staff, students and parents and to raise funds for district activities; parents of other students enrolled in the same school as the student whose information is released; students enrolled in the same school as the student whose information is released; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services; student's address, telephone number and email address and the parents' addresses, telephone numbers and email addresses.
 - The District may disclose such directory information for any purpose in its discretion without the consent of a parent of a student or an eligible student. Parents of students and eligible students have the right, however, to refuse to permit the designation of any or all of the above information as directory information. In that case, the information will not be disclosed except with the consent of a parent or student, or as otherwise allowed by FERPA. Any parent or student refusing to have any or all of the designated directory information disclosed must file written notification to this effect with the principal of the school which the student attends. In the event a notification of refusal is not filed, the District assumes that neither a parent of a student or an eligible student objects to the release of the directory information designated.

- **Military Recruiter Access/Student Recruiting Information:** Upon request of military recruiters, the District is required by law to provide access to secondary students' names, addresses, and telephone listings. However, any secondary student or parent of a secondary student may request that the student's name, address, and telephone listing not be released without prior written consent of the parent. Requests that a student's name, address, and telephone listing not be released to military recruiters must be submitted, in writing, to the Superintendent, Licking R-VIII School District, 125 College Ave., Licking, Missouri 65542.
- **Right to Request Amendment:** Parents or eligible students have the right to request that the District correct any parts of an education record believed to be inaccurate, misleading or otherwise in violation of their rights. A parent or eligible student must submit the request to the Central Office, Licking R-VIII School District, 125 College Ave., Licking, Missouri 65542. The request must identify, in writing, the part of the record sought to be corrected and specify why it is inaccurate/misleading. If the District decides not to amend the record, it will notify the parents or eligible student and provide information on the right to a hearing to present evidence that the record should be changed.
- **Right to Complain to FERPA Office:** Parents or eligible students have the right to file an external complaint regarding the District's implementation of FERPA, and such complaint may be filed with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202.

NOTICE OF TRAUMA INFORMED CURRICULUM AND RIGHTS TO OPT-OUT

Under District Policy IGAEB the district is required, in accordance with the law (170.015 RSMo., Policy IGAEB), the district will provide trauma-informed, developmentally appropriate training to students in grades 6th-12th regarding sexual abuse and how to recognize and report such activities. Notice will be given to parents/guardians before such instruction is given to the 6th grade. Please consider this handbook entry as a notice of the parent's rights to request that their student(s) not be subject to this instruction. If a parent/guardian wishes to exercise such rights, please contact district administration in writing with his/her request. For more information please see the Department of Elementary and Secondary Education's Trauma-Informed Schools Initiative to parents/guardians. (§161.1050, RSMo.) <https://dese.mo.gov/traumainformed>

FOOD SERVICE NOTICE

On June 13, 1995, the USDA published the final rule on its School Meals Initiative for Healthy Children. The foundation of the rule is the requirement that, school districts serve meals (lunches and breakfasts) that comply with the recommendations of the Dietary Guidelines for Americans. The applicable dietary guidelines for the Licking R-VIII School District are:

- Eat a variety of foods.
- Limit total fat to 30 percent of calories.
- Limit saturated fat to less than 10 percent of calories.
- Choose a diet low in cholesterol.
- Choose a diet with plenty of vegetables, fruits, and grain products.
- Use salt and sodium in moderation.

To ensure that meals served fully comply with the dietary guidelines, they follow compliance measures have been set:

- Lunches must provide one-third of the Recommended Dietary Allowances (RDA) of protein, calcium, iron, vitamin A, and vitamin C, by specific age/grade groups; with breakfasts providing one-fourth of the RDA for the same by specific age groups.
- Meals will provide specific mealtime energy allowances/ calories for children based upon certain age or grade groups.
- A limit on the percent of calories from total fat to 30 percent based upon the actual number of calories offered.
- A limit on the percent of calories from saturated fat to less than 10 percent based on the actual number of calories offered.
- A reduction in the levels of sodium and cholesterol.
- An increase in the level of dietary fiber.

The district will evaluate the menu's contribution to required nutrition standards and the appropriate levels of nutrients and calories.

NOTIFICATION TO PARENTS OF ASBESTOS MANAGEMENT PLAN

Dear Parents and Employees:

On October 22, 1986, President Reagan signed into law the Asbestos Hazard Emergency Response Act (AHERA, Public Law 99-519). The law required EPA to develop regulations which provide a comprehensive framework for addressing asbestos problems in public and private elementary and secondary schools. On October 30, 1987, the EPA published the Asbestos-Containing Materials in Schools Rule [40 CFR Part 763 Subpart E]. This new rule requires all public and private elementary and secondary schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings, and implement response actions in a timely fashion. This rule became effective December 14, 1987.

The Licking R-VIII School District conducted a complete inspection of its facilities in June of 2006, utilizing the services of MEAD Environmental Associates. The results of this inspection have been included in a management plan. This management plan is available in the administrative offices of this District (and in the offices of each school) during normal business hours, without cost or restriction, for inspection by representatives of the EPA and the State, the public including teachers, other school personnel, and their representatives, and parents. The District may charge a reasonable cost to make copies of management plans.

Periodic surveillance is required every six (6) months and is conducted by MEAD Environmental Associates. A re-inspection of our facilities is required every three (3) years. Any fiber release episodes and any activities involving the disturbance of the ACM are also recorded in the management plan. You, as a parent, are encouraged to examine the management plan that affects your child(ren). The purpose of the Federal and State regulations is to protect the health and well-being of all persons entering the building of the District for any reason. This District takes very seriously the recommendations made in the management plan. Thank you for your cooperation and understanding.

EARTHQUAKE SAFETY FOR MISSOURI'S SCHOOLS

The New Madrid Seismic Zone (NMSZ) Extends 120 Miles Southward from the area of Charleston, Missouri, and Cairo, Illinois, through New Madrid and Caruthersville, following Interstate 55 to Blytheville and on down to Marked Tree, Arkansas. The NMSZ consists of a series of large, ancient faults that are buried beneath thick, soft sediments. These faults cross five state lines and cross the Mississippi River in three places and the Ohio River in two places.

The New Madrid Seismic Zone and surrounding region is Active, Averaging More than 200 Measured Events per Year (Magnitude 1.0 or greater), about 20 per month. Tremors large enough to be felt (Magnitude 2.5 – 3.0) are noted every year. The fault releases a shock of 4.0 or more, capable of local minor damage, about every 18 months. Magnitudes of 5.0 or greater occur about once per decade. They can cause significant damage and be felt in several states.

What Can We Do to Protect Ourselves? Education, planning, proper building construction, and preparedness are proven means to minimize earthquake losses, deaths, and injuries.

Know What to Do When the Shaking BEGINS:

- DROP, COVER AND HOLD ON! Move only a few steps to a nearby safe place. Stay indoors until the shaking stops and you're sure it's safe to exit. Stay away from windows.
- In a high-rise building, expect the fire alarms and sprinklers to go off during a quake.
- If you are in bed, hold on and stay there, protecting your head with a pillow.
- If you are outdoors, find a clear spot away from buildings, trees, and power lines. Drop to the ground.
- If you are in a car, slow down and drive to a clear place (as described above). Stay in the car until the shaking stops.

Know What to Do AFTER the Shaking Stops:

- Check yourself for injuries. Protect yourself from further danger by putting on long pants, a long-sleeved shirt, sturdy shoes, and work gloves.
- Check others for injuries. Give first aid for serious injuries.
- Look for and extinguish small fires. Eliminate fire hazards. Turn off the gas if you smell gas or think it's leaking. (Remember, only a professional should turn it back on.)
- Listen to the radio for instructions.
- Expect aftershocks. Each time you feel one, DROP, COVER, AND HOLD ON!
- Inspect your home for damage. Get everyone out if your home is unsafe.
- Use the telephone only to report life-threatening emergencies.

The information contained was extracted from the American Red Cross website http://www.redcross.org/services/prepare/0,1082,0_241_,00.html, Missouri State Emergency Management Agency website (<http://sema.dps.mo.gov/EQ.htm>) and the Federal Emergency Management Agency website (<http://www.fema.gov/hazard/earthquake>). This flier could be distributed by School Districts to each student annually to satisfy the requirements of RSMo 160.455.

SEXUAL HEALTH INSTRUCTION (POLICY IGAEB)

The Board of Education recognizes that parents/guardians should be the primary source of sexuality education for their children. The Board also recognizes that effective sexuality education, taught in concert with parents/guardians, helps students avoid risks to their health and academic success and prepares them to make informed decisions as adults.

The district will offer instruction in human sexuality and will provide instruction regarding sexual abuse as required by law. All instruction will be appropriate to the age of the students receiving the instruction, and students may be separated by gender for the instruction.

Notice and Opt-Out

The district will notify parents/guardians of the basic content of the district's human sexuality and sexual abuse instruction. The district will also notify parents/guardians of their right to remove their student from any part of the district's instruction on these topics upon written request. The district encourages students to openly communicate with parents/guardians in regards to human sexuality. The district will make all curriculum materials used in the district's human sexuality and sexual abuse instruction available for inspection prior to the use of such materials in actual instruction.

Human Sexuality and Sexually Transmitted Diseases

As required by state law, any course materials and instruction relating to human sexuality and sexually transmitted diseases shall be medically and factually accurate and shall:

1. Present abstinence from sexual activity as the preferred choice of behavior in relation to all sexual activity for unmarried students because it is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted diseases and the emotional trauma associated with adolescent sexual activity. Students shall be advised that teenage sexual activity places them at a higher risk of dropping out of school because of the consequences of sexually transmitted diseases and unplanned pregnancy.
2. Stress that sexually transmitted diseases are serious possible health hazards of sexual activity. Students shall be provided with the latest medical information regarding exposure to human immunodeficiency virus (HIV), acquired immune deficiency syndrome (AIDS), human papillomavirus (HPV), hepatitis and other sexually transmitted diseases.
3. Present students with the latest medically factual information regarding both the possible side effects and health benefits of all forms of contraception, including the success and failure rates for the prevention of pregnancy and sexually transmitted diseases, or present students with information on contraceptives and pregnancy in a manner consistent with the provisions of federal abstinence education law.
4. Include a discussion of the possible emotional and psychological consequences of preadolescent and adolescent sexual activity and the consequences of adolescent pregnancy, as well as the advantages of adoption, including the adoption of special needs children, and the processes involved in making an adoption plan.
5. Teach skills of conflict management, personal responsibility and positive self-esteem through discussion and role playing at appropriate grade levels to emphasize that the student has the power to control personal behavior. Students shall be encouraged to base their actions on reasoning, self-discipline, sense of responsibility, self-control and ethical considerations, such as respect for one's self and others. Students shall be taught not to make unwanted physical and verbal sexual advances or otherwise exploit another person. Students shall be taught to resist unwanted sexual advances and other negative peer pressure.
6. Teach students about consent, sexual harassment and sexual violence. Specifically, students will be taught that:
 - *Consent* is a freely given agreement to the conduct at issue by a competent person, and that:
 - An expression of lack of consent through words or conduct does not constitute consent.
 - Lack of verbal or physical resistance does not constitute consent.

- Submission resulting from the use of force, threat of force or fear does not constitute consent.
 - A current or previous dating, social or sexual relationship between two parties does not by itself constitute consent.
 - The manner of dress chosen by a person does not constitute consent.
 - *Sexual harassment* is uninvited and unwelcome verbal or physical behavior of a sexual nature, especially by a person in authority toward a subordinate.
 - *Sexual violence* is causing or attempting to cause another to engage involuntarily in any sexual act by force, threat of force, duress or without the person's consent.
7. Advise students of the laws pertaining to their financial responsibility to children born in and out of wedlock and advise students of the provisions of Missouri law pertaining to statutory rape and statutory sodomy.
 8. Teach students about the characteristics of and ways to identify sexual predators.
 9. Teach students safe and responsible Internet use, including the dangers of online sexual predators, when using electronic communication methods such as the Internet, mobile phones, text messages, chat rooms, social media, e-mail and instant messaging.
 10. Instill in students the importance of having open communication with responsible adults, reporting any inappropriate situation, activity or abuse to a responsible adult and, depending on intent and content, to local law enforcement, the Federal Bureau of Investigation (FBI) or the National Center for Missing and Exploited Children's "CyberTipline."
 11. Explain the potential consequences, both personal and legal, of inappropriate text messaging and sexting, even among friends.

The district will not permit a person or entity to offer, sponsor or furnish in any manner any course materials or instruction relating to human sexuality or sexually transmitted diseases to its students if the person or entity is a provider of abortion services. No district personnel or agents, acting in their official capacities, will encourage any student to have an abortion.

Sexual Abuse

In accordance with law, the district will provide trauma-informed, developmentally appropriate training to students in grades 6–12 regarding sexual abuse including, but not limited to, instruction on:

1. How to recognize sexual abuse;
2. How to report an incident of sexual abuse;
3. How to obtain assistance and intervention;
4. Resources for students affected by sexual abuse.

CONSENT FORM

ACKNOWLEDGEMENT OF HANDBOOK RECEIPT

I understand a copy of the Licking Junior-Senior High School Handbook for the current school year is available on the district's website (<http://www.licking.k12.mo.us/>). I understand that the handbook contains information that my child and I may need during the school year. I also understand all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in this planner. I understand that I may request a hard copy of the handbook by selecting the option provided at the bottom of this form.

Student Name (Please Print)

Date

Student Signature

Parent/Guardian Signature

☐ I am requesting a hard copy of the Licking Junior-Senior High School Handbook.