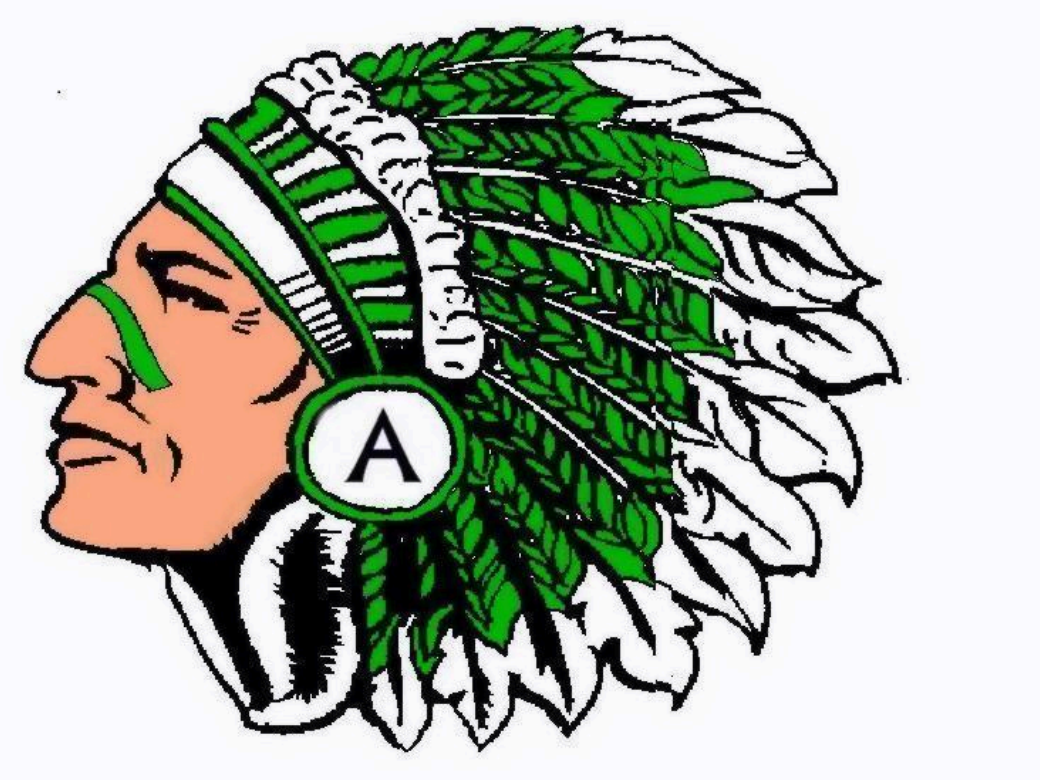


Albany R-III School District
101 W. Jefferson Street
Albany MO 64402

Mission Statement

The Mission of the Albany R-III School District is to develop successful, lifelong learners.

Vision

The Albany R-III vision is to provide a safe, supportive, inclusive environment where all students & staff work collaboratively to set goals to develop engagement, pride, and a love of lifelong learning.

Beliefs

Albany R-III believes the students, families and Albany community deserve a high quality education where …

The school
- prepares students a successful future,
- focuses on improving instructional outcomes and accountability,
- provides a safe, supportive, accessible, and inclusive environment,
- develops a culture where all work collaboratively as a positive, unified team.

The staff
- knows and connects with all students, recognizing their unique talents,
- models lifelong learning, leadership, and positive thinking,
- engages in student-centered collaboration.

The students
- engage in their learning,
- take ownership of their futures to become motivated, productive citizens,
- develop leadership skills beyond the traditional classroom.

The community
- collaborates with school,
- trusts, values, and supports the educational process.

Disclaimer

The School Handbook has been written to provide important information concerning specific rules, policies, and procedures related to the safety and operation of the Albany R-III School District. In order for the Albany R-III School District to operate safely and efficiently, you and your student(s) must be familiar with and abide by the expectations, procedures, and rules outlined in this handbook.

The student handbook summarizes district policy and contains general guidelines and information. Refer to official policy and regulation documents for specific information.

This handbook's content may be changed throughout the **2026-2027** school year. An up-to-date version will be maintained online at www.albany.k12.mo.us. The Albany R-III School District will provide notice of those changes through email, on-site posting, or campus mail; these changes will have effect once that notification is given, regardless of whether a student or parent actually read the particular notice received.

If you have any questions regarding this handbook, please contact your student's building principal.

Board of Education:

- Mr. Donnie Stevens, Alternate MSBA Delegate
- Mrs. Roxann Atkison, Member
- Mrs. Jamie Worrell, President
- Mr. Jered Rolves, Treasurer
- Mr. Brian Findley, Vice President
- Mr. Justin Garland, Member
- Mrs. Laura Almquist, Member
- Mr. Dustin Freeman, Superintendent
- Ms. Susan Ruckman, Board of Education Secretary

Board of Education meetings are held in the Superintendent's Office at Albany High/Middle School, 101 W. Jefferson St. The public is encouraged to attend. Scheduled meetings and agendas are posted on the Albany R-III School District website at www.albany.k12.mo.us and on the front door of the District Office leading to Hundley Street (the NE corner of AHS/AMS building).

Albany R-III School District Website

All Board of Education policies and administrative regulations for the Albany R-III School District are available in the principal's offices and posted on the district's website, which can be accessed at www.albany.k12.mo.us.

Communication in the District:

District Office: (660)-726-3911

Superintendent: Mr. Dustin Freeman, dfreeman@albany.k12.mo.us
Administrative Assistant: Ms. Susan Ruckman, sruckman@albany.k12.mo.us
Director of Technology: Mr. Stanley Taber, stanleytaber@albany.k12.mo.us
Director of Food Service: Mrs. Ashley Miller, amiller@albany.k12.mo.us
Director of Maintenance: Mr. Steven Quick squick@albany.k12.mo.us
Director of Transportation: Mr. Chris Welch 660-726-3023

Virginia E. George Elementary: (660)-726-3911

Elementary Principal: Ms. Cameron Christensen, cchristensen@albany.k12.mo.us
Administrative Assistant: Mrs. Mary Noble,mnoble@albany.k12.mo.us
Child Care Director: Mrs. Latisha Sorenson, llsorenson@albany.k12.mo.us
Custodian: Mr. Joe Blessing, jblessing@albany.k12.mo.us
Custodian: Ms. Tracy Farley, tfarley@albany.k12.mo.us

High/Middle School: (660)-726-3911

High/Middle School Principal: Mr. Jeffrey Epperly jepperly@albany.k12.mo.us
Administrative Assistant: Mrs. Carmen Austin caustin@albany.k12.mo.us
Activities Director: Mrs. Brooke Crawford bcrawford@albany.k12.mo.us
Athletics Director: Mrs. Brooke Crawford, bcrawford@albany.k12.mo.us
Custodian: Mr. Lee Flowers, lflowers@albany.k12.mo.us

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ANNUAL AHERA MANAGEMENT PLAN ANNOUNCEMENT

Under the AHERA (Asbestos Hazard Emergency Response Act) and in compliance with Federal Rules and Regulations 40 CFR Part 763 (Asbestos Containing Materials in Schools), the Albany R-III School District Board of Education maintains a complete updated copy of an "AHERA Management Plan" for each facility under its administrative control.

In addition, schools "shall make management plans available for inspection to representatives of EPA, the State, and the public, including parents, teachers, and other school personnel within 5 working days after receiving a request for inspection" (763.93(g)(3)). Furthermore, "the local education agency shall notify in writing parent, teacher, and employee organizations of the availability of management plans and shall include in the management plan a description of steps to notify such organizations, and a dated copy of the notification. In the absence of any such written notice to that relevant group of the availability of management plans and shall include in the management plan a description of the steps taken to notify such groups and a dated copy of the notification" (763.93(g)(4). The AHERA Management Plan is available for review in the Administrative offices of each building during normal school hours.

Mr. Dustin Freeman, in his capacity as a Designated Person, and Roth Environmental Consultants, Inc. as Inspector, Management Planner, Engineer and Consultant to the Albany R-III School District/Board of Education, has advised the Board that it is in compliance with AHERA regulations and meets the General Local Education Agency responsibilities as outlined in Section 763.84 of CFR 40 Part 763.

06/02/2026

General Information

Cancellations and Emergency Closings

In case of inclement weather or emergency situations, an official announcement will be issued through the news media. Parents should monitor local media outlets (KAAN, school social media, textcaster) to determine if school will be canceled, start late, or close early. If school is closed, there will be no activities in the building until such times as the weather would permit school to be in session. Whenever possible, the district will also utilize the "Warrior Alerts" notification system to alert community members. To sign up for "Warrior Alerts" notification visit the district website at www.albany.k12.mo.us.

Change of Address/Telephone Number

Please notify your student's school immediately if you have a change of mailing address, email address, or telephone number (home, work, mobile).

Civility

The Albany R-III School District will not tolerate any behavior (whether by students, parents, staff, or members of the public), which is physically or verbally threatening, coercive, intimidating, violent or harassing, or other behavior which is otherwise out of control. Furthermore, the district will not tolerate the use of profanity, personally insulting remarks, attacks regarding a person's race, gender, nationality, religion, disabling condition and other characteristics protected by law. Students in violation may be disciplined. Parents in violation may be restricted from being present on school district property or have restrictions placed on their communications with district personnel.

Communication in the District

If you have a question concerning your child, please follow the chain of command below:

1. Teacher
2. Building Administrator
3. Superintendent
4. Board of Education

The majority of questions can be addressed at the building level.

Human Rights Statements

The Albany R-III School District is committed to maintaining an environment that promotes a positive school climate. Any behavior, verbal or physical, that stigmatizes or victimizes an individual on the basis of race, ethnicity, religion, sex, sexual orientation, gender identity, creed, national origin, ancestry, age, marital status, disability or genetic information is considered inappropriate. Behavior that involves an expressed or implied threat to an individual's academic efforts, employment, participation in school-sponsored extracurricular activities, or personal safety will not be tolerated. Any violation of human rights should be reported to an administrator.

Notice of Nondiscrimination

The Albany R-III School District does not discriminate on the basis of race, color, religion, national origin, sex, ancestry, disability, age, genetic information, or any other characteristic protected by law, in its programs and activities. Further, in accordance with federal law, the district provides equal access to its facilities to the Boy Scouts and other designated youth groups. Albany R-III School District board policies and grievance forms AC, AC-R, AC-AF1, AC-AF2, AC-AF3, AC-AF4, AC-AF5 and AC-AF6 are available in all of the administrative offices of the school district.

Inquiries related to discrimination and/or harassment at the Albany R-III School District may be directed to the building principal.

It is the policy of the Albany R-III School District not to discriminate on the basis of race, color, religion, gender, national origin, age or disability in its programs or employment practices as required by Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990.

Inquiries related to Albany R-III employment practices may be directed to the Board Secretary, Albany R-III School District, 101 W. Jefferson Street, Albany, Missouri, 64402; telephone number 660-726-3911.

Open House

Each building will have an open house in August. Other open house events may be scheduled throughout the school year. Specific information regarding these open house events will be communicated by your child's school.

Parent-Teacher Conferences

Parent-teacher conferences are held on **October 26, 2026 and March 15, 2027** for grades K-12. Parents are encouraged to attend conferences with their child's teacher(s) during parent-teacher conferences. Additional individual conferences may be held to communicate information about a child's progress and behavior. These conferences can be initiated by either the parent or the teacher. Parents who wish to schedule a conference with their child's teacher should contact the teacher to schedule an appointment.

Parent Portal

Important User Access Responsibilities: The student access information you have been provided has been done so with the understanding that you are the educational decision maker by law for this student. IF YOU ARE NOT the legal educational decision maker or custodial parent for this student, then you are not allowed to lawfully access this student's information regardless of the fact that you have information that gives you access to this information. If you have received this access information in error then please contact your school officials. It is your responsibility to use access to your student's information within the parameters allowed by law. You are strongly encouraged not to give your access information to any other person as the portal system tracks all accesses to the portal and its applications. The access information given will only allow one person access to the system at any time. If a user is logged in and the same access information is used by another person to login to the system, the current user logged in will be logged out of the system.

(Note: You will be asked to accept the responsibilities outlined above before access through the portal will be given.) Once you are successfully logged into the system, you will have access to information provided for your use as well as to the specific student information for your student identified on this notification.

Public Notice: Public Education for Students with Disabilities (Special Education)

Local school districts in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age 21 that reside in the district. This census must be compiled by December 1 of each year. This information is treated as confidential and must include: name of the child; parent or legal guardian's name and address; birthdate and age of the child; the child's disability; and the services provided to the child. If you have a child with a disability or know of a child with a disability who is not attending public school, please contact this district at (660)-726-3911.

Students with certain disabilities who are in need of special education and related services are entitled to a Free Appropriate Education (FAPE) as defined by federal and Missouri law and interpreted by courts and hearing officers. These rights are ensured under state law, federal law, and district policy and are further explained by the procedural safeguards, which are available through the district's Special Services Office or online at: http://dese.mo.gov/special-education/compliance.

Parents or teachers may refer to the principal those students who demonstrate learning and other problems. The principal and a school support team will make recommendations to the regular classroom teacher for alternative intervention strategies prior to referral for a special education evaluation. Placement in special education programs is based on evaluation results, the development of an Individualized Education Program (IEP), and parental consent. The student's parent or guardian has access to the results of the evaluation and may participate in the development of the IEP. Parents and guardians maintain the right to inspect education records and to appeal the accuracy of such information as allowed by law or policy.

The Albany R-III School District has developed a Local Compliance Plan for the implementation of the Individuals with Disabilities Education Act (IDEA). This plan may be reviewed at the Albany R-III School District Office on Tuesday through Friday during regular office hours. This notice will be provided in native languages as appropriate.

Parents and adult students have the right to an impartial due process hearing if disagreements relating to special education cannot otherwise be resolved. Questions concerning services for disabled students may be directed to the principal, counselors, or the district Special Services Office at (660)726-3911.

Public Notice: Public Education for Students with Disabilities (Section 504)
The Albany R-III School District does not discriminate on the basis of disability, race, color, national origin, sex or age in providing educational services to its students. The Albany R-III School District also does not discriminate on the basis of disability, race, color, national origin, sex or age in its hiring or employment practices. Under Section 504 of the Rehabilitation Act of 1973, the Albany R-III School District, as a recipient of federal financial assistance from the United States Department of Education and as an operator of a public elementary or secondary education program and/or activity, is required to undertake to identify and locate every qualified person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parents or guardians of the district's duties under Section 504.

The Albany R-III School District assures that it will, pursuant to Section 504 of the Rehabilitation Act of 1973, provide a free appropriate public education to each qualified disabled person in the district's jurisdiction regardless of the nature or severity of the person's disability. For purposes of Section 504 of the Rehabilitation Act of 1973, the provision of an appropriate education is the provision of regular or special and related aids and services that (i) are designed to meet individual educational needs of disabled persons as adequately as the needs of non-disabled persons are met and (ii) are based on adherence to procedures that satisfy the requirements of Section 504 and its implementing federal regulations.

This notice is provided as required by the Individuals with Disabilities Education Act, Title II of the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. Questions, complaints, or requests for additional information regarding the ADA and Section 504 may be forwarded to the designated ADA and Section 504 coordinator.

Reporting Concerns regarding School Safety
Students, parents, and staff members are highly encouraged to report all dangerous and potentially dangerous situations directly to an administrator. Such situations include, but are not limited to: threats, harassment, bullying, acts of violence, drug activity, or the possession of weapons on school property.

Release of Student Information
Directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The district will designate the types of information included in directory information and release this information without first obtaining consent from a parent or eligible student unless a parent or eligible student notifies the district in writing as directed. Parents and eligible students will be notified annually of the information the district has designated as directory information and the process for notifying the district if they do not want the information released.

Even if parents or eligible students notify the district in writing that they do not want directory information disclosed, the district may still disclose the information if required or allowed to do so by law. For example, the district may require students to disclose their names, identifiers or district email addresses in classes in which they

are enrolled, or students may be required to wear, publicly display, or disclose a student identification card or badge that exhibits information that is designated as directory information.

The school district designates the following items as directory information:

General Directory Information: The following information the district maintains about a personally identifiable student may be disclosed by the district to the school community through, for example, district publications, or to any person without first obtaining written consent from a parent or eligible student:

> 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; 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: school officials with a legitimate educational interest; 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;
13 governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services:

> The student's address, telephone number and e-mail address and the parents' addresses, telephone numbers, and e-mail addresses.

School Office Hours
School office hours are from 7:30 am until 4:00 pm during any student attendance day.

Student Contact Hours
Classes begin at 7:55 am and dismiss at 3:45 pm Tuesday thru Friday. Please refer to the **2026-2027** school calendar for days in attendance which is located on the district website at www.albany.k12.mo.us.

Student Insurance Program
The Albany Board of Education recommends that all students have accident insurance for their own protection and for their parents' and/or guardians' protection. Arranging for such insurance is the responsibility of the student and parents and or guardians.

Students participating in interscholastic athletics will be required to have insurance coverage. The by-laws of the Missouri State High School Activities Association (MSHSAA), of which the district is a member, require that a student be covered through athletic insurance before being allowed to practice or compete for a school team. The

student will not be allowed to participate in practice until a letter signed by the student athlete and parent, which indicates that the student has accident insurance, is received in the principal's office.

Therapy Dog
Albany R-III School District does utilize the services of a trained therapy dog. The dog is handled by a certified school employee and is used with care and discretion to benefit student academic and emotional learning. Students will need permission to work with the dog. Please contact the superintendent for more information about this service.

Tobacco-Free Policy
Students, staff members, and visitors are prohibited from possessing or using tobacco, tobacco products, and smoking-related products (including but not limited to e-cigarettes or vapor producing devices) in accordance with Board policy AH. This includes, but is not limited to, all district buildings, on or about district grounds, on school buses, in district vehicles, and at all Albany R-III School District activities. No student may leave the school campus during the school day to engage in the activities prohibited by this paragraph.

Visitors to the Building
All visitors must check in at the front office of each building. The principal has the discretion to set reasonable parameters on school visits (length of stay, number of visitors, etc.). The building principal reserves the right to limit or deny visitors. Visitors should limit their visit to the area(s) of the building they have indicated upon check-in with the office. Unruly or disruptive conduct by visitors which interferes with the educational environment or with extracurricular activities may result in limited access or revocation of visitor privileges to school property or functions.

Volunteering in Albany
The Albany R-III School District's volunteers make valuable contributions to our schools. In order to keep students safe, we will screen all volunteers who might ever serve with students unsupervised by district staff.

Foster Care Point of Contact
The Albany R-III School District point of contact for students in foster care are the elementary counselor Mrs. Staci Freeman, and middle school/high school counselor, Mrs. Kristin Carlock. The school counselors can be reached at (660) 726-3911 if you have any questions or concerns.

Student Information

Assembly Conduct
Several times during the year we have the opportunity to present special people with special talents for your education and enjoyment. These people presenting the program are our guests and should always be respected with our best manners. Teachers should sit among students at assemblies.

Everyone is expected to be courteous and respectful at all assemblies. Disruptive behavior by students during assemblies will result in disciplinary action including loss of the privilege of attending assemblies. Attending activities is a privilege and can be revoked.

Attendance and Absences

Albany R-III School District is committed to the philosophy that every student should attend every class, every period, every day. Daily attendance and promptness are expected in all classes and are essential for success in school.

Since attendance represents a critical component in the overall success of each student, when a student's absenteeism is excessive, the school will send a letter to the student's parents which sets out the total number of student absences and the importance of school attendance. If the student's attendance does not improve, the school will take additional steps to ensure the parent is aware of the student's poor attendance. The school may also make a referral for educational neglect to the Missouri Children's Division or to the Gentry County Juvenile Officer, in accordance with Missouri law. Students should not exceed seven (7) days of absences for the semester. Students may be required to make up each day beyond seven (7) days of being absent in order to receive credit or to progress to the next grade level by repeating the course or attending summer school.

Attendance Guidelines:

1.Daily Absence Reporting:

a. Parents/guardians should notify the school each day a student is absent. If the parent/guardian fails to notify the school, the school will attempt to contact the parent/guardian.

b. Students who are absent without a parent's excuse may be considered truant.

c. All absences, including those approved in advance by parents or school officials, except those for school-sponsored activities, will count against a student's attendance.

d. The school encourages parents to schedule doctor and dental appointments after school hours, on Mondays, or when school is not in session.

e. Parents are required to bring in a doctor's note for the absence to not count against eligibility or have made prior arrangements with administration.

e. Excessive absences may affect a student's academic achievement, sports eligibility, and obtaining credits.

2. **Requests to Leave School:** Parents must notify the attendance office should their child need to leave for an appointment. Students must check out through the attendance office. Students who leave school without prior parental consent and without checking out through the office will be considered truant and may be subject to disciplinary measures.

3. **School Activities:** Students represent their schools in a variety of athletic and academic activities. When a student serves as an authorized representative of his/her school, the student is not considered absent (except in summer school). Students who choose to participate in extracurricular activities are to make-up all assignments from classes missed and are not exempt on assignments or tests. Students need to make arrangements for missing assignments prior to absence or they are subject to late work policies. Students must be in attendance at least 4 class periods on the day of an extracurricular activity in order to be eligible for participation unless prior special arrangements have been made with the building principal.

Per MSHSAA Policy 2.2.3 If a student misses class(es) without being excused by the principal, the student shall not be considered eligible on that date. Further, the student cannot be certified eligible to participate on any subsequent date until the student attends a full day of classes.

If the absence occurs before a weekend or holiday break, the student must be in good health for 72 hours before they are allowed to compete or present a doctor's note to the AD with approval to play.

For that absence to be approved by the principal: the student must present a doctor's note for the absence, have made prior arrangements with the principal, and/or be under the number of maximum days missed according to the student handbook. (7 days/semester)

4. **Tardiness:** A student is tardy if she or he is not present at the start of class, at 7:55 am. A student arriving late to class after ten minutes without proper authorization is considered truant. A student arriving late to school (7:55 am or after) must report to the office for a tardy pass to his or her first class-students late to school receive minutes off of the school day and are recorded within the school attendance as minutes absent. Students who are frequently tardy, either at the beginning of the day or to classes during the day, may be subject to disciplinary measures.

5. **Truancy:** Students who are absent from school without consent of their parents/guardians and the administration shall be considered truant. Under ordinary circumstances, if no telephone or written explanation is provided by the student's parent/guardian within 48 hours of an all-day absence, the student will be considered truant. Truancy is a violation of state statutes as well as school regulations and may result in suspension or other disciplinary action.

6. **Upon arrival to school grounds:** Once arriving at school, students must remain on school grounds and in the building until dismissal.

Authority of Teachers

Teachers and principals stand in the place of the parent during such times as pupils are under their supervision. Teachers shall have the responsibility and authority to maintain proper discipline in classrooms and the school at large as well as in specific areas of duty assigned by principals.

Time of supervision shall be continuous from the opening of school in the morning until dismissed in the afternoon and at night activities.

A teacher who sees any act(s) of sub-standard or improper conduct on the part of any student(s) is expected to correct the student(s) involved immediately. The student is expected to accept the direction from the teacher, and make whatever amends or apologies the teacher deems necessary.

Teachers do not have the authority to send students from the school grounds for the purpose of running errands, going to town, or returning to their homes. Students wishing to leave school should check in at the office and get permission from the principal.

Breakfast/Lunch Program

All schools offer a state and federally approved breakfast and lunch program. Menus can be found on the district website at www.albany.k12.mo.us

Board Procedure EF-AP1 **FOOD SERVICE MANAGEMENT**

(Meal Charges)

Unless meals are provided at no charge, the district expects students and employees to pay for meals prior to or at the time of receipt. The ability to charge meals is a privilege, not a right, and is subject to the limitations established in this procedure.

Notice

At the beginning of each school year, a copy of this procedure will be provided to every parent/guardian in the district as required by law. In addition, a copy of this procedure, along with information about free and reduced-price school meals, will be provided to the parents/guardians of all students who enroll after the beginning of the school year.

A copy of this procedure will also be provided to all building administrators, staff responsible for collecting payment for meals at the point of service, staff involved with notifying parents/guardians about account balances, school social workers, nurses, counselors, the district liaison for homeless children and youths, and any other staff who regularly assist students in need.

A copy of this procedure will also be posted on the district's website, and information about charging meals will be included in the student handbook.

Students

1. A student may not accumulate more than $25.00 on their student account.

2. If the student has a negative lunch bill, students may not charge or purchase à la carte items.

3. A student with money in hand will not be denied a meal even if the student has past due charges. This does not include à la carte items.

4. Students will not be identified, singled out, shamed or punished by the district for the failure of their parents/guardians to pay for or provide meals, and the district will not withhold student records in violation of law.

Alternative Meals

If the district's meal service line is designed to collect payment prior to students receiving food, a student who has accumulated $25.00 in lunch charges and is still unable to pay for meals may be provided an alternative meal. Alternative meals will be on the regular serving line and will be available to all students as an alternative to the regular meal. If a student has been provided a regular meal, that meal will not be taken away from the student even if the student should have been provided an alternative meal due to unpaid meal charges.

Interventions

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.

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.

Working with Parents/Guardians

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

Debt Collection

Delinquent Debt

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.

Bad Debt

When the district determines that collection of delinquent debt is impossible or too costly, the debt will be reclassified as bad debt. Bad debt is debt that will be written off as an operating cost. These costs must be restored using non federal funds. NSFSA resources may not be used to cover any costs related to bad debt. Instead, local funds will be used to cover the costs. Local funds include:

1. State revenue matching funds in excess of state revenue matching-fund requirements.

2. State and local funds provided to cover the cost of student meals.

3. Local contributions from organizations or individuals.

4. Revenue from adult meals prepared using resources outside the district's food service and not funded by the NSFSA.

5. Revenue from the sale of à la carte items and profits from foods not purchased with NSFSA funds and funded by an account separate from the NSFSA.

6. Revenues from catering or contracting services that operate from an account separate from the NSFSA.

Records

The district will maintain detailed records pertaining to delinquent and bad debt, including:

1. Evidence of efforts to collect unpaid meal charges.
2. Evidence that collection efforts fell within the time frame and methods established by this procedure.
3. Financial records showing when delinquent debt became bad debt.
4. Evidence that funds written off as bad debt were restored to the NSFSA from nonfederal sources.

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Note: The reader is encouraged to review policies and/or forms for related information in this administrative area. Implemented: June 19, 2017 Revised: Albany R-III School District

Students are encouraged to purchase meals in advance in lieu of carrying cash daily. We recommend all breakfast/lunch payments be made with a personal check. Students may also bring lunch. Please label lunch boxes with your child's name. Soda and fast food lunches are discouraged.

Cost of Food

School Breakfast			
Students	**Students (Reduced Rate)**	**Milk**	**Adults**
$1.40	$0.30	$0.45	$2.35

School Lunch				
Students	**Students (Reduced Rate)**	**Milk**	**Entree**	**Adult**
$2.60-VEG/$2.75 MS/HS	$0.40	$0.45	$1.50	$3.40

Students and parents will be notified in a timely manner when their account balance is low as stated in Board Policy EF-AP1. Students' account balance will also be on progress reports every three weeks. A student in the Albany R-III School District will not be allowed to accumulate charges over $25.00 on their account or charge a la carte items. Students who accumulate more than $25.00 on their account must have money for that day's meal or they will be offered an alternative meal.

Closed Lunch Policy: The Albany R-III School District has a closed lunch policy that prohibits students from leaving the building for lunch. Students who leave the building for lunch, or have not received permission to report to other areas of the building, will be considered truant and may result in disciplinary action.

Free and Reduced Lunch: Students may be eligible for free or reduced-price breakfast and lunch based on federal income guidelines. Forms are available in the school office and on the district website at www.albany.k12.mo.us. Applications may be submitted at any time during the school year, should the need arise. In accordance with federal law, these applications, and a student's receipt of free or reduced- price meals, shall be kept strictly confidential.

HEALTHY HUNGER FREE ACT

The Healthy Hunger Free Act is a federal law enacted to promote healthy eating and address the issue of hunger among children.

Requirements for breakfast are as follows:
Grades K-12
1 oz of whole grain
1 cup of fruit, ½ of which can be juice, ½ must be fruit
8 oz milk
Students are required to take a fruit with the meal to count it as a reimbursable meal.
They also must have 3 of 4 items to count it as a full meal.
Example: 1 oz cereal
½ cup peaches
8 oz milk
There will be reduction in serving sizes and grains offered for breakfast in order to meet the requirements of the Healthy Hunger Free Act

Requirements for lunch are as follows
Grades 6-8
1 oz protein
1 oz grain
¾ cup vegetables
½ cup fruit
8 oz milk

Grades 9-12
2 oz protein
2 oz grain
1 cup vegetables
1 cup fruit
8 oz milk

Students are required to take at least ½ cup fruit or vegetable for lunch to count it as a reimbursable meal. They also must have 3 out of the 5 food items to count as a full lunch.
Example:
Chicken Nuggets=protein & grain
½ cup green beans=vegetable
8 oz milk=dairy/milk

If a student tray does not meet the requirements the student will be asked to go back and get the required items or be charged individual price for every item on their tray.
The Healthy Hunger Free Act also puts limits on calories, sodium, and fats. It also has requirements for different vegetable groups to be offered daily.

Care of School Property
Students will be held responsible for the proper care of all books, supplies, devices, uniforms, and/or equipment furnished by the district. Students who deface, damage, or lose school property shall be required to pay for the damage, fine, or loss.

All textbooks and instructional resources (including student chromebooks) furnished by the school are district property and are the student's responsibility to care for. The school is not responsible for textbooks or resources which are either lost or stolen from a student. If a student does not return a textbook, device, or resource, the student who was issued the resource is responsible for its replacement cost and will be assigned a fine. The district and student will note the condition of books/devices before checking them out. Students are then responsible for the condition of the school property until they are returned. If property is damaged, the student will be assessed the cost of repair or replacement of the item. Students with outstanding fines may incur consequences in the form of loss of privileges as determined by school on a case-by-case basis. All fines must be paid on a yearly basis.

Dismissal Procedures
Safe dismissal procedures will be established at the building site. Students should be picked up at dismissal time. If a student is not picked up and the parent cannot be contacted, the sheriff's department may be called.

Counseling Services
The Albany R-III School District's Counseling and Guidance program implements a comprehensive counseling and guidance program that supports academic, career, and personal/social development.
The following program components, as delineated by DESE and ASCA (American School Counseling Association), organize the work of Professional School Counselors into direct and indirect services to collaborate with students, parents, and staff members. Direct services include counseling and guidance curriculum, individual planning and responsive services. Indirect services include system support of the guidance program, as well as the Comprehensive School Improvement Plan.

- Guidance curriculum supports academic, career, and personal/social development through classroom and group activities.
- Individual plans include counseling activities that assist students to plan, monitor and manage their own learning.
- Responsive services include counseling or referral activities to meet the immediate needs and concerns of students.
- System support includes indirect guidance services that manage and promote the academic developmental needs of students.

Deliveries to School
Delivery of flowers, balloons, or other gift items is discouraged at school. All items will be held in the office until the end of the day.

Electronic Devices

The possession of laser pointers and other unsafe electronic items is prohibited in school buildings. All other electronic devices, such as, but not limited to cell phones, Smart Watches, tablets, e-readers, headphones, iPods/MP3 players may be in the student's possession as long as they are not disruptive to the educational process or in violation of building site guidelines. The school district will not be responsible for lost or stolen items.

Emergency Drills

Students will be informed of the appropriate action to take in an emergency. Drills for fire, weather, and other emergencies shall be conducted each school year in accordance with the requirements of counties, municipalities, or fire protection districts in which school buildings are located. Students in grades K-6 will participate in two bus evacuation drills per year (one per semester).

Enrollment Requirements

Residents of the Albany R-III School District who wish to enroll their children must bring the following items to the school:

- Immunization records
- Birth certificate
- Proof of residency*
- Unofficial transcript (for high school students only)
- Any specialized instruction information including IEP or Section 504 documentation

**Proof of residency includes a lease agreement, mortgage or mortgage statement and an original, current home utility bill (gas, water, or electric) on which the name and address are provided.*

Students may also expect to take placement exams if needed to determine the correct level of placement. Students entering without one or more of the necessary items listed above may be asked to sign a waiver based upon verbal information given to the receiving counselor.

Entrance Age: State law requires children to be five years old before August 1 of the year they enter kindergarten. Virginia E George Elementary School hosts Kindergarten Round-up in the spring.

Excused Participation from Physical Education Classes

Physical Education is required by state law as part of course-required minutes for the educational process. If your child is to be excused from activity participation in physical education classes for health reasons, a written doctor's recommendation is required. Students will be required to attend the classes for the instructional component and observation, and complete an alternative assignment or the class activities missed when physically able to participate.

Fliers and Informational Brochures

Fliers and informational brochures from agencies or individuals outside of the school district must be approved by the building administrator, prior to distribution of students. Typically, approved brochures are not sent home with students, but rather are made available for student pick up in the office.

Distribution of Non-Curricular Student Publications: The school district provides a limited open forum and therefore allows students to distribute, at reasonable times and places, unofficial material, including but not limited to petitions, buttons, badges or other insignia. If the district allows students to use its technology resources for non-curricular purposes, any exchange of unofficial material which is delivered or accessed using district technology resources is also subject to this policy.

However, students cannot distribute materials which:

1. Are obscene.
2. Are libelous.
3. Contain indecent or vulgar language or content.
4. Advertise any product or service not permitted to minors by law.
5. Constitute insulting or fighting words, the very expression of which injure or harass other people (e.g., threats of violence, defamation of character or of a student's race, religion or ethnic origin).
6. Present a substantial likelihood that, either because of their content or their manner of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, the commission of unlawful acts or the violation of lawful school procedures.

Field Trips

All field trips will be taken as extensions of classroom learning activities. Supervision is the responsibility of certified staff member(s) sponsoring the activity. The Albany R-III School District will only endorse field trips that are directly related to the instructional program and designated as a segment of the division or grade level's ongoing curriculum program. Considerations regarding participation will be given to students with disabilities. No students will be denied the privilege of participating due to limited financial circumstances. The disciplinary rules pertaining to students on the school campus also pertain to students during school field trips. Students with excessive behavior referrals or school safety violations may be prohibited from attending school field trips based on the administration's discretion. Students who engage in inappropriate behavior on field trips or who have received discipline during the time they would be traveling on a field trip may be required to be escorted by a parent/guardian for future field trips or may be subject to loss of field trip privileges. Visits to gift shops are not allowed during field trips.

Fundraising Activities

All school fundraising must be approved by building administration. Fundraising must have a designated purpose prior to the beginning of sales. The projects must be planned and carried out in cooperation with building administration and follow Board policy IGDF.

Gift Giving

The Albany Board of Education discourages the exchange of gifts among students, parents, and staff. The term "gifts" does not include nominal items provided to all students. Class gifts must be presented from the entire class, regardless of whether all students were able to contribute.

Health Services

The purpose of the Albany R-III School District student health services program is to help each student attend school in optimum health and benefit from the school experience. It is important that the school be aware of any medical problems that require special consideration or treatment. Students and parents are urged to contact the school nurse of special health problems. Albany R-III employs a full time school nurse to care for our students. Students must have the proper pass to visit the school nurse. Time of arrival and departure will be recorded. The health office recommends students are fever free or symptom free for 24 hours before returning to school. (For example: If a student is sent home at 1:30 p.m. for a fever or throwing up, they may not return to school the following day until 1:30 p.m.)

Health Condition(s) Information: The following guidelines should be followed concerning any students with special health conditions/concerns:

1. The Emergency Contact and Confidential Health Information form should be completed by parent/guardian at time of enrollment and updated annually.

2. Parents/guardians should notify the school nurse or Principal of any health concern that could require emergency services, interfere with the student's education process, or require interventions throughout the school day.

3. Students requiring medical accommodations throughout the school day (including, but not limited to physical education, dietary conditions, physical limitations, and/or medical interventions) must submit a statement from their licensed medical provider stating the need for such accommodations each school year.

4. It is strongly encouraged that parents/guardians follow a pattern of having regular medical and dental screenings for their child.

Immunizations/Enrollment: Missouri law requires all students to have on file evidence of required immunizations prior to attending school (See Policy JHCB). Parents/guardians should bring immunization records or proof of exemption at the time of enrollment and obtain additional immunizations as required by state law.

- **Medical exemptions:** A child shall be exempt from the immunization requirements upon certification by a licensed physician that either such immunization would seriously endanger the child's health or life or that the child has documentation of laboratory evidence of immunity to the disease. A medical immunization exemption card, signed by a physician, must be on file with the school immunization health record. The medical immunization exemption card need not be renewed annually.
- **Religious exemption**: A child shall be exempt from immunization requirements if a parent/guardian objects on the basis the immunization violates his/her religious belief. All exemption cards must be obtained and processed through the Gentry County Health Department. The religious immunization exemption card need not be renewed annually.
- The State of Missouri Department of Health guidelines are used in determining the length of time a child should be absent for specific diseases (e.g. chicken pox). In compliance with state laws, unimmunized students may be excluded from school during a disease outbreak.

Head Lice

Children who have head lice will be removed from class and parents will be contacted immediately to pick their child up through the health office.

The head louse is a parasitic insect that lays eggs in the human hair and scalp. Head lice infestations occur frequently in the school population. While lice infestations are not life-threatening, the bites can cause severe itching and in extreme cases may cause secondary infections. When a number of head lice occur in a school, it takes a significant amount of time away from the educational program. If children are not properly treated, reinfestation may occur. This results in repeated exposure to the pesticidal shampoo/cream rinse and a great deal of anger and frustration.

When students are found to have evidence of live head lice infestation they will be excluded from school attendance until treated. Parents will be given written materials that explain the reasons for exclusion, methods to treat the infestation on the hair, and in the home. There are several products on the market for treating head lice. As long as children are treated and returned to school with the approval of the school nurse, they will not be required to see a physician. The child will be examined at school by the health nurse to re-enter school. The parent MUST accompany the child to the nurse for such an examination. A log will be kept and those children who have been excluded and returned to school will be re-examined in 10 days to ensure that they remain free of infestation.

If you have any questions, please contact the school nurse.

Homebound Instruction

A program of homebound instruction will be made available to all Albany R-III School District students, who, because of medical/psychological problems, are unable to attend school. Inability to attend school must be verified by a physician's report and such a program will be made available in a manner consistent with the rules and regulations of the Missouri Department of Elementary and Secondary Education governing such a program. Applications for homebound instruction can be made with the building Principal at (660)726-3911.

Human Sexuality

The Albany R-III School District recognizes that parents/guardians are the primary source of human sexuality education for their children. The district also recognizes that effective human 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. In alignment with Board adopted policy IGAEB, the following information provides additional information as to this instruction.

Albany human sexuality lessons were created using reliable sources such as Health, Let's Just Talk, and WebMD in consultation with district school nurses, teachers, and parents.

Image and Contact Information Opt-Out Designation

Throughout the school year, the district or school might take pictures or video and release personal information about students for promotion. Examples might include but are not limited to:

- A special event or program at a school might be covered by a newspaper or television station, resulting in student interviews and pictures.
- Award-winning students might have their names and photos published in a local newspaper, on social media, or in a school newsletter.
- The district or school might post pictures of school activities on webpages and social media.

If you do not want your child's image or information used, see your school's office.

Lost and Found

Please put name labels on students' personal belongings. Our lost and found collection grows quickly when there are no names in the garments. Please do not allow your child to bring extra money, valuable items, toys, electronics, etc. unless prior approval has been given by the child's teacher. Albany R-III School District will not assume responsibility for the security of such items. If your child loses an item, please encourage him/her to check the lost and found area. At the end of each month,

and other unclaimed items are donated to Community Services and/or The Lord's Warehouse.

Lunchroom Procedures

The eating area is generally limited to the cafeteria. Eating in the cafeteria is a privilege and students may be assigned an alternate location for lunch in the event they are unable to follow the lunchroom expectations. Lunch may be purchased or brought from home. Lunch will be enjoyable and pleasant if everyone remembers the following procedures:

Students are expected to:

- Take their place in line without pushing or crowding in front of others.
- Not save spots in line or purchase food for others.
- Move to the eating area quickly after purchasing food instead of waiting for friends at the exit.
- Bring their own money and not borrow from others.
- Use their best manners.
- Clean up after themselves by picking up all food and by putting all papers in the trash can.

In most cases, parents are allowed to visit school and eat with their child. The school, however, reserves the right to limit lunch visits in appropriate circumstances. Parents planning to eat lunch with their child are encouraged to notify the school office one day in advance. Bringing outside restaurants or fast food is discouraged. Only a parent/guardian may bring in lunch for a student.

Make-up Work
Make-up work is permitted and given full credit for all absences. It is the student's responsibility to check with his/her teacher(s) as to work missed during any absence. A student shall have one day to complete assignments for each day missed.

Make-up work for truancy is allowed, but is the responsibility of the student to secure. Students should be prepared to hand in assignments and take any missed or assigned tests immediately upon returning to school. Students who have major assignments (i.e. final projects, research papers) due on the day of an absence must make arrangements for those assignments to be turned in on or before that day.

Personal Property
The Albany R-III School District is not responsible for recovery, reimbursement, or replacement of lost, stolen, or damaged personal property brought to school by students and strongly recommends that valuable personal property remain at home. Personal property should never be left unattended. Locker room lockers may be locked with a lock provided by the student should they choose to do so. Students should notify the Front Office of lockers needing repair asap. Examples of personal property include but are not limited to: purses, wallets, watches, jewelry, band instruments, electronic devices, credit cards, cash, checks, books, notebooks, and book bags.

Public Displays of Affection (PDA) The Albany R-III School District strives to maintain an educational atmosphere conducive to responsible and appropriate behavior. Public displays of affection are not appropriate to the environment we promote for Albany R-III School District students. Such behavior is not permitted. A student's failure to comply with a staff or an administrator's request can be subject to disciplinary action.

Riding Bikes and Walking
The Albany R-III School District asks that parents and students plan a safe route to and from school for students riding bikes and or walking. Due to safety concerns, skates (including shoes with rolling wheels such as "wheelies") and skateboards are not allowed on school property before, during, or after school. A bicycle rider must obey the same rules as a motorist and it is recommended a safety helmet be worn. Students should dismount and walk their bicycles to the approved school site for bicycle parking. It is recommended students use bike locks during school hours. The district is not responsible for the theft of or damage to a bicycle parked on school property.

Reports to Parents
Report cards will be issued following the completion of each semester. Report cards will be given to the students at the designated time. Parents or guardians of students K-5th grade will receive a progress report every three weeks or at any other time warranted by the student's performance, either exceptional or deficient. These progress reports will be sent home with the student or by email. If you wish to receive progress reports by e-mail please keep the school current on your email account information. This can be done during registration before school starts. Parents of 6th-12th grade students are encouraged to check Lumen Portal regularly. Grades checks will be every Monday at 8:00 AM following the first three weeks of each semester.. Teachers will notify parents via phone call or email if students grade falls below eligibility. Grade cards may be withheld if the student has a financial obligation to the school.

Sale of Personal Property

Students are not allowed to sell non-district fundraising items of clothing, candy, personal property, food, or other goods while at school. Students who violate this rule will be subject to disciplinary action, including possible suspension from school.

Smart Snacks in School

The Albany R-III School District has adopted board procedure ADF-AP1 District Wellness Program. The school district will be encouraging students, parents, and teachers to make healthy food choices when bringing snacks to school.

Information about the USDA Smart Snacks requirements, educational resources and policy guidance can be found on USDA's website at: www.fns.usda.gov/healthierschoolday/tools-schools-focusing-smart-snacks and DESE's website at: dese.mo.gov/financial-admin-services/food-nutrition-services/smart-snacks

Standards of Dress

It is our philosophy that student dress and grooming are the responsibility of parents and students. However, when in the judgment of the Principal, or his/her designee, a student's appearance or mode of dress disrupts the educational process, constitutes a threat to health or safety, or is otherwise contrary to the school's objective to maintain a work/school environment which is free of offensive and hostile conduct, the student may be required to make modifications.

Student dress should be in good taste. Students should also practice good hygiene and maintain cleanliness. Dress that is detrimental or distracting to the learning process or working environment is not permissible.

- Shoes must be worn in the building.
- Hats, wave caps, bandanas, non-prescription sunglasses, and other headgear are not to be worn in the building at any time nor carried during school hours. These items should be kept in a locker room locker or vehicle for the duration of the school day.
- Clothing must be worn according to the original design of the garment.
- Shorts or skirts must be of sufficient length so that the body is covered and clothing not disruptive to the learning environment.
- No cutoff shirts can be worn that show the mid section, chest, or undergarments.
- Tools, such as pliers or knives, are not to be worn in the building. If a student is caught with these items, there could be disciplinary consequences.
- Clothing and accessories that refer to sexual connotations, racial comments, or inappropriate slang, hand gestures, or language are not permitted. Clothing promoting products dealing with alcohol, tobacco, and drugs are also not permitted.
- Clothing with printed slogans or designs that are disruptive or detrimental to the education process or working environment is not permitted.
- Heavy or lengthy chains are not to be worn at any time.
- Clothing which exposes a bare midriff or back is not permitted.
- Clothing which exposes a student's undergarments is not permitted.
- Halter-tops, tube tops, spaghetti strap tops, or any clothing which exposes a bare midriff or back, or is otherwise revealing, are prohibited.
- Students may not wear hoods over their head while inside the school building.

Students who wear inappropriate clothing or accessories, or wear clothing or accessories inappropriately to school, will be required to make modifications to that clothing or will be required to change into acceptable clothing. Failure to comply may result in disciplinary action.

State Assessments

Students will participate in State Assessments during the window provided by the state and the school district. Students in grades 3-8 will complete the MAP test and high school students will complete all required EOC exams prior to graduation (as a state graduation requirement). When the district announces dates for state assessments please plan to be in attendance.

Students on Premises after School

All students must vacate the premises at the end of the school day unless participating in an approved extra-curricular activity, receiving after-school tutoring, or participating in other activities properly scheduled in advance. All students must be under the direct supervision of a staff member. Students should have transportation available within 15 minutes after all student activities and are to wait in the designated area.

Substance Abuse Prevention

All students will receive comprehensive substance abuse prevention education in grades K-12 through the District Life Education and Health curriculum. Substance abuse prevention is more than factual and pharmaceutical information. The development of wholesome, positive self-concepts, and decision-making skills is an important deterrent to drug or alcohol experimentation. Students and/or parents may obtain a list of local resources for substance abuse counseling and treatment from the school counselor or school nurse.

Transportation

The school bus is considered an extension of the school, and students will be under school authority from the time they get on the bus in the morning until they get off the bus at the end of the school day.

The bus driver is responsible for students and has a delegated responsibility for maintaining discipline on the bus. Students are subject to disciplinary action for misconduct on school buses, as set forth more fully in Board Policies JG, JFCB, and JG-R.

Students who have disciplinary problems on the bus will be given conduct notices and referred to the school principal or designee for counseling and corrective action. Parents will be notified of disciplinary problems and may become responsible for transportation of children who lose their bus privileges to and from school as well as to any activity that requires transportation whether before, during, or after the school day. If a student loses bus privileges, administration will discuss a plan for parental transport so students have the opportunity to participate in school related activities.

Students must ride their assigned buses and get on and off at their regular assigned stop. In unusual or emergency situations, a parent may make a written request to have their student(s) temporarily depart at a stop other than their regular stop or ride a bus other than their assigned bus. The school principal or designee must approve the parent's request prior to the student using alternate services. Parents must contact the school before 3:00 pm if there are any changes to their child's bus transportation.

In all cases where a child is not going to be transported his/her usual way from school, a note must be sent to the school explaining where the child is going. The rule of safety is NO NOTE-NO GO. Parents need to contact the school if their child does not plan to ride the bus. Questions about bussing can be directed to the bus barn at (660)726-3023.

Bus Conduct

The following rules have been established in order to ensure the safety of all students who ride the buses.

- Drivers are in charge of the students and the bus. Bus drivers and teachers will work collaboratively on field trips.
- Be on time. The bus will not wait past its scheduled time
- Obey and respect the driver and monitors
- Classroom conduct is expected while on the bus
- Hands, feet, and head must stay inside the bus
- Remain seated and facing forward
- Observe directions of bus driver while entering and exiting the bus
- Report any damage to the bus driver immediately

Bus drivers give students verbal warning(s) when they fail to follow bus rules throughout the ride. When a student's behavior is defiant or disruptive to the point that it affects the safety and wellbeing of those on the bus, a written conduct notice will be given to the student to take home. The parent or guardian must sign the notice and the student must return the signed notice to the bus driver to continue riding. The student that misbehaves will be called to the principal's office for a conference each time. See the following chart below for detailed consequences.

	Elementary	**MS/HS**
1st Notice	Warning	Lose bus privileges for 1 week.
2nd Notice	Lose bus privileges for 1 week.	Lose bus privileges for 1 month.
3rd Notice	Lose bus privileges for 1 month.	Lose bus privileges for the remainder of the semester.
4th Notice	Lose bus privileges for the remainder of the year.	Lose bus privileges for the remainder of the year.

All conduct notices could be given as the result of one incident and the student removed from the bus if deemed necessary. Riding a school bus is a privilege and, to have that privilege, students must be obedient to the rules that apply.

Use of School Cameras, Vape Detectors, and Other School Devices

There are school cameras and vape detectors in use in a number of locations throughout the Albany R-III School District. These devices are intended to be used for supervision and safety purposes. Information obtained via a school camera may also be used in the course of disciplinary procedures. Vape detectors and other school devices that are utilized to detect and deter illegal substances and protect student safety and wellbeing. These devices are the property of the district.

Withdrawal from School

Parents of children who are leaving the District should notify the school a few days prior to the last day of attendance. Library materials, texts, devices, lunch bills, fines, and other school property must be returned before transfer is complete. Failure to follow these procedures may make it difficult for a student to be enrolled and classified properly in another school. He or she will also be required to pay for books, fines, or other equipment that is lost or damaged.

Elementary School

Arrival/Dismissal

The instructional day is from 7:55 a.m. to 3:45 p.m. The Early Birds program operates from 6:15 a.m. to 7:25 a.m. and Adventure Club operates from 3:45 p.m. to 5:30 p.m. Children should not arrive before 7:25 a.m. to attend school. Students arriving before 7:25 a.m. will go to the Early Birds program, which is a paid program. The front doors will be locked until 7:25 each morning.

Morning announcements begin at 7:55 a.m. Any child that arrives after 7:55 a.m. will be counted tardy and must have a parent sign them in at the office. Please make every effort to have your child(ren) at school on time.

Child Care Programs: Early Birds and Adventure Club

Students must be registered before attending before or after school programs. Call the office for a registration packet at 660-726-3911. Educational activities such as crafts, computers, homework help, and field trips are provided. Our licensed program operates during school vacations, summers, and on Mondays.

Early Birds is a before school licensed child care program with operation hours from 6:15 a.m. to 7:30 a.m. Early Birds per hour fee is $2.50. There is no sibling rate for Early Birds.

Adventure Club is an after school licensed school-aged child care program with operation hours from 3:45 p.m. to 5:30 p.m. Adventure Club per hour fee is $2.50 per hour up to $16 per day. Siblings are charged at half-rate up to $8 per day. This fee covers snacks, field trips, and supplies.

Homework

Homework is an important part of a student's learning experience. It provides opportunities for students to practice skills and improve their understanding. It also provides additional time for students to complete work, conduct follow-up studies, and develop good study habits. Teachers assign homework to achieve the following objectives:

- Provide independent practice of learned concepts and/or skills.
- Assist students in developing good independent work/study habits.
- Promote student responsibility, time management, and self-discipline.
- Encourage independent research skills.
- Promote positive interaction between students and parents.

To promote homework as an extension of classroom experiences, the following guidelines have been developed to assist those working with students.

Student Responsibilities

- Records, completes, and returns assigned work on time.
- Assumes responsibility for completing work when absent from school.
- Establishes a time and location at home for work to be done.
- Communicates homework assignments with parents/guardians.
- Strives to complete work to the best of his/her ability.

Parent/Guardian Responsibilities

- Works with the student to develop an appropriate time and location to complete work.
- Provides an environment conducive to completion of homework.
- Encourages and motivates the student but does not do the student's homework.

- To communicate with the teachers if concerns arise.
- Holds students accountable for completing work.

Teacher Responsibilities

- Provides meaningful tasks that support work introduced during class time.
- Acknowledges the activities and responsibilities of students outside of school and accepts that extenuating circumstances could arise that prevent students from completing work.
- Communicates with parents.
- Monitors homework assignments and provides feedback to students.
- Coordinates homework with other teachers/teams to avoid excessive homework on particular nights.
- Differentiates homework based on individual needs when appropriate.

Parents as Teachers

Parents as Teachers is offered at no cost to all interested parents in the Albany R-III School District. Parents as Teachers provides personalized home visits by a certified parent educator, specially trained in child development. Members can also attend group meetings with other parents in order to share experiences and gain insights about raising a child. Parents as Teachers offers developmental screenings to ensure that your child has no undetected learning problems. To enroll please contact the office at 660-726-3911.

Parties

Parents are encouraged to volunteer for classroom parties throughout the school year to enjoy spending time with your child in their school setting. Teachers will have a volunteer signup sheet at Back to School Night for different roles throughout the school year or you can contact your child's teacher for more information.

Parents are welcome to join their child(ren) for lunch on any school day. Please call before 9 a.m. to make arrangements. We ask that parents either purchase a lunch from school or bring a bag lunch from home. We discourage fast food items. Carbonated beverages are not allowed.

Classroom Treats

All treats for parties must be individually packaged by commercial means or by a professional bakery. The Albany R-III School District is encouraging healthy choices for snacks at school during celebrations. Please see the list of approved items listed on the USDA Smart Snacks recommendations on page 24.

Preschool Program

Albany R-III offers preschool services to children that turn four before August 1st. Please contact the school office for more information and to receive a registration packet. Our preschool is licensed and accredited by the state of Missouri. Our preschool program uses Project Construct curriculum.

Recess

The Albany R-III School District wants to ensure the safety of all students. Physical activity is important to the development of students, however there are certain instances where weather will alter student recess activity. Specific guidelines have been put in place for such occurrences:

Winter

- 32 degrees to 90 degrees- safe for children to go out indefinitely
- 20-32 degrees-children can stay out 10 - 15 minutes
- 10-20 degrees-children can stay out 5 minutes
- 10 degrees and lower-children should not go outside

**The above temperatures should include wind chill factor

Summer

- Up to 90 degrees- safe for children to go out indefinitely
- 90-100 children should use sunscreen and drink plenty of water
- 100 degrees or above- children should not go out.

**Please access the computer website to get weather condition updates.
This policy has been enacted to help maintain universal usage during winter and summer months by teachers for our students.

School Wide Positive Behavior Support or SW-PBS

The SW-PBS project is an organizational framework for discipline. As a framework or approach, it is not a specific model or program but a compilation of research validated and effective practices, interventions, and systems change strategies. It is used to improve the social behavior climate of schools.

This project would be for our entire elementary school which is Wee Care (Three year old preschool), Preschool and Kindergarten through 5th grade.

The goals and objectives of this project are to:

- Improve the social behavior climate of schools
- Support or enhance the impact of academic instruction on achievement
- Increase proactive, positive, preventative management while decreasing reactive management
- Integrate academic and behavior supports
- Improving services for all students, including students at risk and student with identified disabilities

Our SW-PBS program is measurable because the data is recorded using our Lumen software system.

Purpose of the Project

• The goal of PBIS is to create a positive school climate that allows all students to learn and grow.

• PBIS is a tool that will allow educators in our district to effectively teach appropriate behaviors to every student in our school district. This strategy will allow us to redirect students before negative behaviors escalate. The interventions that are used in PBIS are research based and have data to support the strategies and interventions. We will also monitor all student progress using the PBIS data.

• Every student in our district will be taught the same expected behaviors that will allow us all to learn and grow in a positive school environment. All students will earn a Warrior Buck/Tribe Ticket as they display positive and expected behaviors. These will be turned in weekly to our “School Store” where they can purchase items of their choice and interest. Negative behaviors will also be tracked and monitored. The data team will review the behaviors and plan or develop interventions using PBIS to reduce the negative behaviors.

• Every student will have the opportunity to earn and use their “Warrior Bucks/Tribe Tickets” in the school store. The PBIS method will allow students and teachers to create the positive school environment that every student wants and needs to succeed in learning.

Title I Program

The district and parents of children participating in the Title I Program will jointly develop and agree upon a written parent involvement policy that will describe how the district will:

1. Involve parents in the point development of the Title I program plan and in the process of reviewing the implementation of the plan and suggesting improvements.
2. Provide the coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.
3. Build the schools' and parents' capacity for strong parental involvement.
4. Coordinate and integrate Title I parental involvement strategies with those of other educational programs.
5. Conduct, with the involvement of parents, an annual evaluation of the content of the parental involvement policy and its effectiveness in improving the academic quality of the schools served. This will include identifying barriers to greater participation by parents in activities authorized by law, particularly by parents who are economically disadvantaged, have disabilities, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background. The district will use the findings of such evaluation to design strategies for more effective parental involvement and to revise, if necessary, the parental involvement policies.
6. Involve parents in the activities of the schools served.

Each school receiving Title I funds will jointly develop with and distribute to parents of children participating in the Title I program a written parental involvement policy agreed upon by such parents in accordance with the requirements of federal law:

1. The policy must be made available to the local community and updated periodically to meet the changing needs of parents and the school.
2. The policy shall contain a school-parent compact that outlines how parents, the entire school staff and students will share the responsibility of improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children.
3. Each school participating in the Title I program will convene a meeting annually to inform parents about Title I and to involve parents in the planning, review and improvements of Title I programs, including the planning, review and improvement of the school parental involvement policy.

Virginia E. George is a School-Wide Title I School. The purpose of the Title I School-Wide classification is to provide the enriched and accelerated learning experiences necessary for ALL students to reach high standards. School Wide Title classification is based on the student free/reduced lunch population.
Title I is a federal program that was implemented to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education.

The V.E.G. Title I programs include:

- 90 minutes of communication arts from a scientifically research based reading program.
- Additional instruction based on individual need with 30-60 minutes of additional instruction daily.
- 30 minute intervention period daily for all grades.
- Literacy and Leadership nights to increase parent involvement.
- Professional development for all teachers to ensure quality instruction by highly qualified teachers.
- Parent/Student/Teacher Compact. See below.

Virginia E. George Elementary School-Parent Compact

Effective schools are a result of families and school staff working together to ensure that children are successful in school. A compact is a voluntary agreement between these groups that firmly unites them. You are invited to be involved in this partnership.

VEG School/ Parent Compact

Shared Responsibilities for:	School Staff	Parent	Student
High Achievement Expectations	As a school, we expect all students to meet or exceed the Missouri State Standards. We will: *Review assessment results to determine strengths and needs of students *Plan instruction that helps to improve students' academic success *Give students many opportunities to show what they know *Give students timely feedback Help students succeed in all academic areas	As a parent, I will support education and believe that my child can reach high goals. I will: *Talk to my child about what is happening in school and about the importance of working hard in school *Make sure my child goes to school every day *Make sure my child does homework and schoolwork regularly *Make sure my child gets to school on time	As a student, I will do my best. I will: *Work hard *Come to school on time *Have books and materials that I need *Pay attention in class *Make sure I understand my assignments *Complete my class work and my homework *Follow the rules of the school
Good Instruction that Works for Children (Providing and supporting sound instruction)	As a school, we will: *Teach the Albany R-III curriculum *Support each student's learning *Assist parents in learning about ways they can help their children with homework and learning	As a parent, I will: *Attend meetings about what my child is learning *Know what my child is learning *Check homework and look at schoolwork *Ask questions about how I can help my child at home	As a student, I will: *Know what is expected of me in all of my subjects *Ask questions
Communicating	As a school, we will: *Communicate with families about high academic standards, student progress and the school's overall performance *Communicate with families in a language that they can understand, when possible *Make the school a friendly place for parents to meet, talk, and learn about their child's education	As a parent, I will: *Attend back-to-school events, parent-teacher conferences and class programs and other school-sponsored programs *Tell the school about anything that might affect my child's learning *Tell the teacher or school when I do not understand something that is sent home	As a student, I will: *Talk to my family about things I like at school *Talk to my family about things I am learning in school *Ask my teacher for help when I have problems with my schoolwork/homework
Learning New Skills through Volunteering and Training	As a school, we will: *Encourage all families to volunteer and be involved in the school *Show parents ways they can help their children with homework and learning at home	As a parent, I will: *Volunteer for at least one activity during the school year (helping in the classroom, supporting special activities)	As a student, I will: *Help other students *Get involved in projects that will help my school and community

		*Attend Warrior Tribe Unite meetings, parent trainings, and other special activities *Join school committees	

Dear Parent/Guardian,

At Virginia E. George Elementary we are very proud of our teachers and feel they are ready for the coming school year and are prepared to give your child a high-quality education. As a Title I school, we must meet federal rules related to teacher qualifications as defined in No Child Left Behind. These rules allow you to learn more about your child's teachers' training and credentials. We are happy to provide this information to you. At any time, you may ask:

· Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,
· Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
· What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.
You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications. Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled. If you have any questions about your child's assignment to a teacher or paraprofessional, please contact me at 660-726-3911.

Sincerely,
Cameron Christensen
Elementary Principal

Standard Complaint Resolution Procedure for Every Student Succeeds Act

This complaint resolution procedure applies to all programs administered by the Missouri Department of Elementary and Secondary Education under the Every Student Succeeds Act (ESSA).

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

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

The written, signed complaint must be filed and the resolution pursued in accordance with local district policy: The written, signed complaint must be submitted to the superintendent or the secretary of the Board.

If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is no evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.

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

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

Student Name_____

Student Signature _____Date_____

Parent/Guardian Name_____

Parent/Guardian Signature _____Date _____

ESSA Complaint Form information and guidance

Complaint-Procedures-ESSA 2023

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

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

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1. What is a complaint?

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

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

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

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

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

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

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

[1] *Programs include Title I. A, B, C, D, Title II, Title III, Title IV.A, Title V* Revised 4/17 [2]*In compliance with ESSA Title VIII- Part C. Sec. 8304(a)(3)(C)*

Local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives.

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

A complaint filed with the Department must be a written, signed statement that includes: 1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and

2. The facts on which the statement is based and the specific requirement allegedly violated.

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

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

The following activities will occur in the investigation:

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

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

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

9. How will appeals to the Department be investigated?

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

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

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

Student Success Reading Plan

Under Senate Bill 681, it is required for every student who is reading one grade level behind in grades K-3 to have a reading plan. More information will be provided throughout the 2026-20276 school year.

NOTIFICATION OF TEACHER QUALIFICATIONS

Dear Parent or Guardian:

Our district is required to inform you of certain information that you, according to the No Child Left Behind Act of 2001 (Public Law 10-110) have the right to know. Upon your request, our district is required to provide to you, in a timely manner, the following information:

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

In addition the information that you may request, the District will provide to you individually:
● Information on the achievement level of your child in each of the state academic assessments as required under this part; and
● Timely notice that your child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

Albany R-III School District

TAG Process

The Talented and Gifted Identification Process (TAG)

Student Eligibility Criteria

The eligibility criteria set by the Missouri Department of Elementary and Secondary Education serve as guidelines for acceptance into our TAG (Talented and Gifted) Program.

VEG Screening and Evaluation General Information:

1. No single test or method of identification will identify children's abilities.
2. The parents of students may decline participation in the TAG program for their child, if they choose.
3. Students may be withdrawn at any time by parent request, student request with parent approval, or due to disruptive behaviors.
4. Students who move into the district from the state of Missouri, and were previously in a similar program will be accepted into the TAG program.
5. Students currently in the TAG program will remain; they do not have to re-qualify every year.

The following steps will be taken to identify potential TAG students at VEG Elementary, which follows DESE's guidelines for acceptance.

1. **Step 1: <u>A Universal Screener for Grades 1-5</u>:** Advanced in 1 or more areas on MAP scores and/or scores at or above 95th percentile rank on standardized achievement tests. (This should ensure that basic skill requirements are being met and that the student can afford being out of the classroom for additional activities.)
2. **Step 2: This evaluation step will take place if the student meets the requirements listed above: <u>A Gifted Checklist</u>** will be given to students who meet the above criteria. If criteria is met, they will advance to the next step.
3. **Step:3: This Evaluation step will take place if the student meets the requirements listed above: <u>An Individual Intelligence Test-score</u>** must be at or above 125 to qualify for the gifted program.

Albany Middle and High School

A+ Program Requirements

- Be a U.S. citizen or permanent resident.
- Enter into a written agreement with your high school by fall of the student's senior year.
- Graduate from an A+ designated high school with an overall unweighted grade point average of 2.5 or higher on a 4.0 scale.
- Have at least a 95% attendance record overall for grades 9-12.
- Perform at least 50 hours of unpaid tutoring or mentoring, of which up to 25% may include job shadowing prior to graduation.
- Maintain a record of good citizenship and avoid the unlawful use of drugs and/or alcohol while in grades 9-12.
- Have achieved a score of proficient or advanced on the Algebra I end of course exam or a higher level DESE approved end-of-course exam in the field of mathematics.

These are the A+ requirements for the State of Missouri and the Albany R-III School District. Institutions and colleges may have alternative requirements for their A+ program scholarship such as a higher GPA requirement.

Academic Recognition

In order to be eligible for academic recognition a student must have a minimum grade point average of 3.20 figured in all courses and shall have no grade below a "C" in any courses for the semester. A certificate will be given after this quality of work has been maintained one semester and will be awarded at the end of each successful semester.

An academic letter will be awarded after two consecutive semesters at this level. The letter will include an emblem signifying outstanding academic achievement and one gold bar.

Students who receive a grade of C- or lower in a class may choose to repeat the class in the following years to get skills necessary for competence in the class. Grades received for the class from both years will be entered on the report card for the purpose of figuring grade point average. Taking the class as a repeat will not give the student any additional credit toward graduation. Students may not receive any more than one credit for taking the same class.

First Honor Roll

To be eligible for this honor roll, a student must have at least a 3.50 and no grade below a “B-”.

Second Honor Roll

To be eligible for this honor roll, a student must have at least a 3.0 and no grade below a “C”.

*Middle school students will be eligible for First Honor Roll only.

Blankets

Students are not permitted to bring blankets, towels, or any items similar to AMSHS. These items are disruptive to the learning process and are also used to hide contraband. Blankets will be confiscated if brought on campus.

Books, Bags, and Backpacks

Students are allowed to carry backpacks to assist with their school supplies during the school day, but are not allowed to keep them in the classroom, cafeteria, auditorium, or gym. Students will have access to camera-monitored lockers which can be utilized for their belongings or students 7-12th grade can keep belongings in their assigned hall locker. High School Students will be permitted to carry their chromebook case with chromebook into the classrooms but backpacks are NOT permitted.

The Albany R-III School District is not responsible for any stolen or lost items brought to school and strongly recommends leaving items of value at home. Contents of a student's backpack are subject to search by an administrator if there is reasonable suspicion of a violation of Board Policy.

Cadet Teaching

Cadet teaching is a course available for 12th grade students. In this course, students are providing mentoring and tutoring to younger students at Virginia E. George Elementary school. Cadet Teaching hours may be used for mentoring/tutoring hours towards the A+ scholarship program and NHS. In order to be eligible for cadet teaching, students must meet the following qualifications:

- 2.75 GPA
- Teacher Recommendation
- No disciplinary issues that resulted in out-of-school suspension the prior year.
- Maintain good citizenship and avoid disciplinary action in order to remain a part of the program.

Students must be able to transport themselves to and from VEG. Students will not be allowed to provide transportation for other students or ride with other students without prior written consent. Students are required to maintain good attendance and punctuality. Students are not permitted to use cellphones at VEG and are required to leave devices in their vehicle.

Cell Phone, Smartwatch Policy, and Earbuds-See BOE policy JFCD

In order to address the growing parental concerns about student safety and well-being while traveling to and from school, student activity during the school day, and the teachers' concerns for cheating and distractions during classes, the Albany R-III School District will allow students to possess cell phones and Smart Watches provided the following rules are strictly adhered to:

1. Student cell phones, Smart Watches, and other communication devices are kept on silent to not distract others throughout the day.
2. Students are not permitted to take photos or videos of teachers, staff, or other students without their knowledge during the school day.
3. Cell Phones are NOT TO BE USED in classrooms or common spaces, such as the gym, cafeteria, auditorium, locker rooms, and restrooms during the school day.
   Students who do not adhere to this policy may face strict consequences.
4. Smart Watches may not be used for communication, research, or any other purpose that can be distracting or compromise the integrity of the classroom space. If students are misusing Smartwatches, teachers may ask students to take off Smart Watches and electronic device consequences will apply.
5. Students who abuse cell phone/ Smartwatch usage or fail to adhere to the cell phone policy will face the following consequences.
    a. 1st offense- Cell phone/ Smartwatch is confiscated by the teacher/ staff member and taken to the office. Students may collect from administration at the end of the day.

b. 2nd offense- Cell phone/ Smartwatch is confiscated by the teacher/staff member and taken to the office. The building administrator will notify parents to come and collect cell phones/ Smartwatch.
c. 3rd offense- Cell phone/ Smartwatch is confiscated by the teacher/staff member and taken to the office. Students will serve a scheduled lunch detention. The building administrator will notify parents to come and collect cell phones/ Smartwatch.
d. Any further offenses will be subject to consequences by administrative discretion.

6. IPods, MP3 players, headphones, earbuds, and other electronic devices are at the discretion of each classroom teacher. If students do not comply with classroom policies on earbuds, they will be subject to disciplinary consequences.

Albany R-III High/Middle School and the Albany R-III School District are not responsible for recovery, reimbursement, or replacement of lost, stolen, or damaged cell phones or electronic devices. No camera or video-capable personal electronic device may be used in locker rooms, restrooms, the lunchroom, classroom, or any shared spaces at any time. Photo, video, and/or audio recording without explicit written permission of subjects will result in disciplinary action.

Classification of Students

Recognized class standing at Albany R-III High School will be based on the number of successfully completed credits that a student completes. Class standing will dictate the student's class meeting assignment, fundraising assignments and responsibilities, eligibility for the junior/senior prom, and inclusion in class picture composites. Any additional controversies involving class rank will be settled by the administration. Credit completion for seniors will be reassessed at the end of the first semester of their senior year. Students must be registered for at least six classes per semester unless they have been granted permission for a school-to-work program, MO Options, homebound status, or have been granted status by the principal as a part-time student. An additional exception is made if an exemption is necessary due to the terms and conditions of a student's I.E.P.

Freshmen Students - those students who have been promoted from eighth grade and who are enrolled in a minimum of three high school classes (must be enrolled in at least six total classes) or students who have passed fewer than three classes during the time they have been enrolled in high school classes.
Sophomore Students - those students who enter a new school year having passed at least 4 high school credits.
Junior Students - those students who enter a new school year having passed at least 11 high school credits.
Senior Students - Any student who has not completed at least 17 units of credit or who is not enrolled in enough classes to complete 24 units of credit at the end of eight semesters of enrollment will not be considered a student with senior status and is not entitled to take part in senior class activities. These activities include senior pictures, graduation practice or exercises, or any other senior activities that may arise.

To be considered for valedictorian or salutatorian honors, a student must be enrolled in the Albany R-III School District at the beginning of the student's senior year and must be in attendance for the entire year. **If at any time during the student's 7th or 8th semester, it becomes apparent that the student will not complete the necessary requirements for graduation, that student will not be allowed to take part in any future senior class activities.**

Classroom Conduct

Students will be expected to participate in class activities and complete all class assignments to the best of their ability. Students will be held accountable for appropriate and respectful behavior. **Students are not permitted to**

enter the classroom without a teacher present. Teachers will work with students, parents, and administrators when behavioral expectations are not met.

Credit Recovery

Students may recover credit for a course in which an F was earned by enrolling in our Credit Recovery Program. Students taking Credit Recovery for EOC tested courses must pass the EOC for that course with a score of Basic or above in order to receive credit, which will be transcribed as a P for Pass. Please note our current Credit Recovery courses do not meet the NCAA guidelines. Students who need to recover credit, but are concerned about NCAA eligibility are advised to repeat the course. Please contact the counselor with further questions.

Dismissal Procedure

Students who ride buses will be dismissed at 3:45. They will exit the west side doors and load onto buses safely. Drivers, walkers, and parent pick ups will be dismissed after buses are loaded and will exit the building out the main entrance. To ensure safety and security, students are not allowed to use other doors to exit the building.

Driving to School and Parking Lot Rules and Procedures

Driving to school is a privilege for qualified seniors, juniors, and sophomores. Students are eligible for a parking permit if they have no outstanding fines and are safe/responsible drivers. To be assigned a parking spot, students must complete the AHS Student Parking Permit application before they receive a parking permit. While the school will seek to maintain the safety of the car and its contents, authorized students must understand that they are fully responsible for their vehicle.

Students are never permitted to park in the faculty (north side of the building and first two rows in the south parking lot) or in our visitor (east parking lot by the commons) lots from 7:00 a.m. to 4:00 p.m. **All vehicles parked on a school campus must be registered and have a parking permit.** Vehicles without a valid parking permit may be fined, detained, or towed without additional notice.

The individual driver is responsible for:

- All items located inside the vehicle.
- Accurately registering his or her vehicle with the school.
- Notifying the front office whenever there is a change in the registered vehicle information.
- Knowing and observing the school's parking policies.
- Relinquishing the parking permit at the request of an administrator.
- Driving safely and with regard for the safety of others.
- Entering, parking, and leaving the parking lot promptly and properly.
- Locking his/her vehicle.
- Reporting any incidents involving vehicles that occur on campus to administrators.
- Returning sticker/parking pass to front office when changing vehicles and at the end of the school year.
- Always having a temporary sticker or permanent sticker when parked on campus.

Only students who have been approved by the front office to park on campus may do so. Approval to park is made through a current registration of the driver's vehicle and receiving a current parking permit.

Please be aware of the following parking stipulations:

- Parking lots may be checked daily.
- Vehicles parked on campus without a valid school permit may be ticketed by the school or law enforcement and are subject to tow at the owner's expense.
- Excessive absences/tardies will result in the loss of the parking permit.
- Driving over curbs, on grassy areas, or other unsafe types of driving can result in the loss of the parking permit.

- Bumper stickers and other items adhered to the vehicle must not violate school policies, including the prohibitions of harassment, discrimination, profanity, and the promotion of drugs, alcohol, and other illegal substances.

Students in violation of the parking policy shall include, but are not limited to:

- Vehicles which take up more than one parking spot
- Vehicles parked outside designated parking spaces
- Vehicles driven by a student who does not have a parking permit which is registered to that vehicle
- Any car parked in handicapped areas, fire lanes, faculty/staff/visitors parking areas, loading zones, along curbs, in aisles, or at the end of a row outside a designated space
- Students who drive reckless in an unsafe manner

1st Offense	Warning and parent notification.
2nd Offense	Parent notification and 1 week suspension of parking permit.
3rd Offense	Parent notification and parking permit is revoked for the rest of the semester.

Students who violate the parking policy are subject to the following disciplinary action. **Admin reserves the right to revoke a parking permit at any time if student driving affects the safety and wellbeing of themselves/others on or around school property.**

School Safety and Driver Responsibility: A vehicle parked on District property is subject to exterior inspection by police dogs trained to detect illegal drugs or weapons, and may be subject to search if school officials have reasonable suspicion to believe that a violation of Board Policy or state or federal laws has been committed. In addition, the Board of Education authorizes the use of trained dogs to sniff lockers and/or other school property to assist in the detection of the presence of drugs, explosives, and other contraband. Students who are allowed to park on campus recognize that safety of all is a priority. Reminder: Students are responsible for all items within their vehicle and may be subject to suspension and/or expulsion for violating school rules and/or policy. Students are responsible for knowing and abiding by all building rules and district policies.

Failure to assume responsibility for these policies as well as all school rules will lead to loss of parking privileges and/or further disciplinary action. Students who choose to drive to school will fall under the substance abuse testing policy of the school.

Senior Spots: Seniors may fill out an application for a senior parking spot. This spot will be reserved for them to park in during the school day. Seniors will be allowed to paint the parking spot assigned to them but must provide their own paint, brushes, tape, and any other supplies needed. Parking spot designs must not cover the yellow lines, adhere to the school handbook, and not be obscene or offensive. Spaces also must not be used to promote any businesses, personal, or political agendas. Senior spots will be painted over each school year by upcoming senior class.

Drug Testing

The Albany R-III School District is committed to proactively protecting the health and safety of all students participating in interscholastic athletics, competitive extracurricular activities, and on campus parking. The School District shall conduct random drug and alcohol testing of students in grades 6-12 as a condition of participation in interscholastic athletics, competitive extracurricular activities, and on campus parking. Eligible athletics and activities shall include those activities regulated by the Missouri State High School Activities Association ("MSHSAA"), excluding all activities for which students receive an academic grade for participation. Random drug and alcohol testing shall be performed in accordance with the Policies and Procedures contained in Board Policy File: JFCI. The principal retains the authority to alter the discipline policy if the severity of the offense would warrant a harsher punishment. Incidents not covered by the discipline policy will be left up to the administration to

remediate. All policies are subject to change to revisions passed by the Missouri School Board Association.

Dual Credit/Dual Enrollment

Students who wish to enroll in a dual credit or dual enrollment course will be responsible for completing any paperwork required by the college or university to gain college credit for course completion and for paying for the college credit gained. Dual credit courses will factor into weighted GPA, while dual enrollment courses will not factor into weighted GPA. After dual credit course completion, students with a 3.0 GPA or higher will be reimbursed $40 per credit hour of tuition cost if the course was taken at Albany High School.

For students to be successful in DC Classes they must show integrity and be capable virtual learners. Students who have documented disciplinary action for academic dishonesty or have previously failed a virtual course, must submit a 1 page essay to the counselor and administrator about the consequences of academic dishonesty and/or how they plan to be successful in DC classes. Approval is subject to counselor and administrative discretion.

Juniors:	**Seniors:**
3.0 GPA teacher recommendation	3.0 GPA and teacher recommendation
Up to 6 credit hours (1 class per semester)	Up to 12 credit hours (2 classes per semester)
3.9 GPA	3.9 GPA
Up to 12 credit hours (2 classes per semester)	Up to 21 credit hours (3 classes per semester)

Dual Sports

Students may choose to participate in more than one sport in a single season if both coaches, parents, athletic director, and principal agree it is in the student's best interest and the student remains eligible for the season as academics comes first. Please see all information listed in the agreement on page 43.

Dual Sports Participation

Students who participate in multiple sports will need to complete the Dual Sports Participation agreement to select a primary sport. The plan must be formulated BEFORE participation begins. Students may only participate in two MSHSAA sponsored sports per season.

Early Graduation

It is the policy of the Albany R-III Board of Education, in accordance with the guidelines set forth by the Missouri State Department of Education concerning early graduation from high school, that in order to graduate from the Albany R-III Schools after the sixth or seventh semester of high school students shall meet the following conditions:

A. They shall have met the regular requirements for graduation plus two additional units, making a total of 25 units of credit.
B. They shall have submitted a written plan to the school counselor and administration before July 1 prior to their planned year of graduation. Such a plan should include a program for two years of study for the college bound student and/or two years of planned work experience for the student going into a vocational trade.
C. The district is not responsible for tuition of summer classes needed to graduate early.

Extracurricular and Co-curricular Activities

The district's extracurricular activities program is intended to provide opportunities for student participation in activities designed to meet leisure, recreational, social, and emotional interests and needs. Extracurricular activities will be those district-recognized and supervised activities that primarily involve students, occur outside academic class time, and for which no grades or units of academic credit are awarded. These activities shall provide for individual, small group, and/or student body participation. All extracurricular activities must have a duly appointed sponsor, supervisor, or coach.

The district also provides the opportunity for students to engage in co-curricular activities. Co-curricular activities are part of the educational curriculum of the Albany School District, but often include activities outside the classroom and beyond traditional classroom instruction. Students receive grades and academic credit for their performance in courses associated with co-curricular activities (e.g. band program, vocal music, agriculture program, newspaper, and yearbook). A certified teacher/advisor will be assigned to each co-curricular activity. **Participation in both extracurricular and interscholastic activities is a privilege, not a right. As a result, participation can be restricted, revoked, or permitted pursuant to specific district guidelines including, but not limited to, the following Eligibility Rules and Requirements:**

Academic/Attendance Requirement for Participation

- The Albany R-3 values building successful lifelong learners. Therefore, grades and attendance are checked weekly to determine eligibility.
- If a student is failing a class (including Warrior Time) on Monday grade check at 8 AM, they will be ineligible to participate in extracurricular activities.If a student is failing a class (including Warrior Time) on Monday grade check at 8 AM, they will be ineligible to participate in extracurricular activities.**Student eligibility is from Tuesday-Monday. All student assignments must be submitted by Friday at 3:45 PM of the week before grade check to be considered.. All student assignments must be submitted by Friday at 3:45 PM of the week before grade check to be considered.**
- The first eligibility grade check for each semester will be after the initial three week introduction period. Grade checks will be every Monday at 8:00 AM for the remainder of the semester. If students have 3 or more unexcused absences before the first-grade check of the semester, they are considered ineligible due to attendance.
- If a student falls below 90% **or** the student has 3 or more unexcused absences (until below 90% attendance is equal to 3 absences) on Monday at 8 AM, they are ineligible until their attendance is above 90% and/or they turn in doctor's notes or have **prior** consent through administration to excuse absences to improve attendance. Students who are ineligible for attendance will be required to attend Monday School to make up seat time.
- We strongly recommend academically ineligible students attend tutoring after school or Monday School for help on assignments. Parents or students need to make arrangements with their classroom teacher based on availability and academic needs.
- Students can regain eligibility on Monday grade checks at 8 AM when they are passing all classes (D- and above) or maintaining attendance above 90%.
- Students who do not participate and are ineligible are discouraged from attending sporting events while ineligible. Students who participate in the activities who are ineligible may attend activities, but may not dress out or participate in the activity. **Ineligible participants may not attend away activities that interfere with any part of the school day.**
- At the end of the school year, the student's eligibility will revert back to MSHSAA standards to determine eligibility for the next year. Thus, the student's eligibility will not carry over into the summer and the student will get a fresh start each year unless he or she is ineligible according to MSHSAA standards. (Students must pass 6 of 7 classes to be eligible the following school year).
- Parents or students may appeal the ruling of ineligibility or ask for a clarification of the grade received/attendance calculated, but the student will be ineligible to participate until or unless the outcome of the appeal is ruled in their favor.
- The student will be allowed to continue to practice during the period of ineligibility to remain in touch with any changes made by the sponsor, coach, or teacher and to remain in physical condition so that the chance of injury is lessened upon the return of the student. (The latter stipulation is included in the case of athletics.) For students with an I.E.P., "passing" will be determined by satisfactory progress as outlined by the I.E.P, but 90% attendance must be maintained.

- Students in grades 9-12 must have earned, in their preceding semester of attendance, a minimum of **3.0** units of credit. Summer school courses may count toward maintaining academic eligibility provided the credit earned for each course is placed on the school transcript. Summer school courses must count toward meeting
- graduation requirements and must meet a specific requirement for graduation (English, history, fine arts, etc.) and summer classes taken for elective credit will not count as consideration for eligibility. No more than one credit earned in summer school shall count toward maintaining academic eligibility.

Students represent our district at a variety of venues. All students must be in good academic standing to represent the district. Activities affected by this policy include all athletic activities, all academic activities, recognitions (academics, athletics, or student accolades), all music and/or theater activities (except for spring and winter concert), and any other activities conducted outside of the regular school day (e.g. field trips (academic or awarded), dances, all prom functions, school sponsored parties, parades, assemblies, and homecoming activities. Students unable to volunteer at concession stands are responsible for finding someone to cover their shift or pay a fee.

Students and parents are strongly encouraged to make contact with teachers to identify problems and to work out solutions in the classroom and to work with the principal to help increase attendance.

Activities and Athletics Participation Citizenship Guidelines
Extracurricular activities offered by the Albany R-III School District are designed to supplement the student's educational process and aid in developing good citizenship in our students. Since participation in these activities is a privilege, students must meet certain academic, citizenship, and attendance standards to be eligible to participate.

Eligibility Requirements for Participation in Albany R-III Activities or Athletics
The Albany R-3 values building successful lifelong learners. Therefore, grades and attendance are checked weekly to determine eligibility. If a student is failing a class (including Warrior Time) on Monday grade check at 8:00 AM, they will be ineligible to participate in extracurricular activities. **Student ineligibility will begin and end on the Tuesday following the grade check.** Please see the Academic/Attendance requirement for participation for more information.

To participate in AHS activities governed by MSHSAA, a student must be currently enrolled in courses that will allow the student to obtain three units of credit per semester and must have earned three units of credit in his/her last semester of attendance. Students must also meet the academic requirements of the Albany R-III District that are outlined in the student handbook. Summer school courses may allow the student an additional unit of credit. Students are also required to be in attendance at least FOUR periods of the school day on the day of an activity to be able to participate unless special arrangements have been made with the principal.

*NOTE: Effective July 1, 2009, the minimum academic standard will be increased to 3.0 units of credit or 80% of the maximum allowable credits which may be earned, whichever is greater.

Competitive Participation
Participation in interscholastic activities is competitive and, while participation is open to everyone, the amount of participation is by no means guaranteed to be equal for all students. Evaluations by coaches and sponsors based on performances in practices and games, adherence to team and school rules, and attendance at practice will determine how much an individual will get to participate. Students who start a season with a team and who want to change to a different sport offered during the same season may do so only by mutual agreement of both coaches. Students wishing to change sports within a season must do so before competitive contests begin for either team.

Citizenship Guidelines for Extracurricular Activities Participation

Students representing their school in activities must be credible citizens and issues involving that credibility will be judged by the proper school authorities. **Students should conduct themselves in a manner reflecting positively on themselves, their family, their school, and their community and should be in accordance with standards of good discipline.** Students involved in losing eligibility for inappropriate behavior may also be subject to disciplinary consequences listed in the student handbook. "Hazing" of fellow students will not be tolerated and perpetrators of these types of incidents may be subject to disciplinary action by coaches, administration, and/or legal authorities. Questions regarding citizenship eligibility cases will be handled on an individual basis although system-wide guidelines are used in attempting a uniform handling of these cases.

Consequences/MSHSAA Rules

Students under arrest: if a student is arrested for a misdemeanor or a felony, the student will be allowed to represent the school after the following have been met:

Students who represent a school in interscholastic activities must be creditable citizens and judged so by the proper authority. Those students whose character or conduct is such as to reflect discredit upon themselves or their schools are not considered "creditable citizens." Conduct shall be satisfactory in accord with the standards of good discipline.

Law Enforcement: A student who commits an act for which charges may be or have been filed by law enforcement authorities under any municipal ordinance, misdemeanor or felony statute shall not be eligible until all proceedings with the legal system have been concluded and any penalty (i.e. jail time, fine, court costs, etc.) or special condition of probation (i.e. restitution, community service, counseling, etc.) has been satisfied. If law enforcement authorities determine that charges will not be filed, eligibility will be contingent upon local school policies. Minor moving traffic offenses shall not affect eligibility, unless they involve drugs, alcohol, accidents or injuries. After a student has completed all court appearances and penalties, and has satisfied all special conditions of probation and remains under general probation only, local school authorities shall determine eligibility.

Student Responsibility: Each student is responsible to notify the school of any and all situations that would affect his/her eligibility under the above standards. If the student does not notify the school of the situation prior to the school's discovery, then the student shall be ineligible for up to 365 days from discovery, pending review by the MSHSAA Board of Directors.

Local School

1. **A student who violates a local school policy is ineligible until completion of the prescribed school penalties.**

2. The eligibility of a student who is serving detention shall be determined by local school authorities. A student serving ISS cannot gain eligibility until they complete ISS days assigned.

3. A student shall not be considered eligible while serving an out-of-school suspension.

If the school feels there is a concern for the safety of others the school may restrict the student from participation. Parents and students will be informed of any problem by a meeting, by letter, or by phone call. Decisions involving punishment will be made jointly by the administration and activity sponsor. Penalties for violations are:

Misdemeanor (excluding minor traffic violations)-up to six months restriction from participation.

Felony-up to permanent suspension from activity or sports participation.

1. **Use or possession of alcohol, vape, and tobacco products**: Students shall not use alcohol, vape, or tobacco products. If a student violates this regulation, the sponsor and the administration will review his/her violation. Following this review, the student and his/her parent or guardian will be notified of the decision and the student will be subject to the following:

1st offense-Restriction from participation in the sport or activity for two weeks of competition.

2nd offense-Restriction from participation in the sport or activity for the rest of the season or for a significant period of time. Restrictions may extend into the following sports season/year.

3rd offense-Possible restriction from participation in activities or athletics for the remainder of the student high school eligibility period.

2. **Use of or possession of non-prescribed drugs or controlled substances:**

1st offense-Restriction from participation in the sport or activity for the rest of the season or for a significant period of time. Restrictions may extend to the following season or school year.

2nd offense-Possible restriction from participation in activities or sports for the remainder of the student's high school eligibility period.

3. **Students involved in misconduct while at school:** After a review by the sponsor and the administration, the student will be notified of the results. Student's assigned out-of-school suspension will be ineligible to participate during the suspension. The sponsor of the activity may assign the student additional punishment. If the student receives a second out-of-school suspension, he/she will be removed from participation in extracurricular activities. If a student receives an in-school suspension, he/she may be subject to additional punishment from the sponsor. A second offense will result in missing the next activity or contest. A third offense will result in the removal of the student from the team or activity. The succession of penalties will start over with the beginning of each new sports season.

4. **Unsportsmanlike acts by participants:** Such acts during a contest which result in ejection will result in the participant being restricted from participation for at least the next contest. A participant, who commits such an act, but is not ejected, may still be subject to at least a one-game suspension. Each case of this type will be reviewed by the sponsor and administration before a final decision is made.

5. **Due process:** Students will have an opportunity to express their side of any incident in which they may be involved. Parents and other appropriate representatives may be involved with students during the due process hearings. If the student is dissatisfied with any decision, he/she has the right to appeal through the following channels: a) superintendent b) school board. Any incidents which occur that are not covered by these guidelines will be reviewed on an individual basis and decisions related to penalties will be made jointly by the sponsor and the administration.

Final Exams

Final exams may be given in any class at the end of the semester. The classroom teacher has autonomy over the structure of the exam but it will be designed to assess cumulative knowledge from the entire semester. Finals exams will be given on the assigned dates determined by the building.

Fees and Fines

Bills and fees are to be paid in full before the end of each school year. Students must pay outstanding class dues and/or other related fees before they can attend homecoming, prom, and/or graduation ceremonies. Before any student may graduate, transfer, or leave the school, all fees and bills must be paid in full. This includes all individual obligations such as technology fees/fines, art or lab fees, library fines, bills for caps and gowns, and class assessments. Transcripts of credits or grade cards will be withheld until the student takes care of all obligations.

Food and Beverage

Students should be responsible when bringing food and beverage items to AMSHS. If you have an open container such as a can or fountain drink cup, outside of the cafeteria, you will be asked to throw it away. Students need to store liquids in a spillproof bottle or cup to avoid spills. All food and beverages (except spillproof bottles or cups) are to remain outside of the classroom to not disrupt learning unless approved by the classroom teacher. Students may keep food and beverages in their lockers but must follow locker policies. If students are seen with food or beverage items not permitted, they will be asked to dispose of items immediately in a trash receptacle. Students who wish to bring their lunch need to contact the Kitchen Staff to make arrangements.

Grading Scale:

Albany R-III District Grading Scale

Grade	Percentage	GPA Point
A	100%-95%	4.0
A-	94%-90%	3.7
B+	89%-87%	3.3
B	86%-83%	3.0
B-	82%-80%	2.7
C+	79%-77%	2.3
C	76%-73%	2.0
C-	72%-70%	1.7
D+	69%-67%	1.3
D	66%-63%	1.0
D-	62%-60%	0.7
F	Below 60%	0

AMSHS Grading Policy

Points will be assigned for a variety of work in every content area. Each content area (English, Math, Social Studies, Science, Practical Arts, and Exploratories) has a grading policy that aligns with their curriculum and course instruction. **Detailed information about grading policies are located in the course syllabus.** The grading policy applies to all courses building-wide unless otherwise indicated.

ELA & Social Studies:	Math & Science:	Health/Fitness:	Practical/ Fine Arts:
35% Assessments	40% Assessment	10% Assessments	20% Assessments
25% Student Work	25% Student Work	85% Daily Performance	75% Daily Performance
30% Projects	25% Other	5% Finals	5% Finals
10% Finals	10% Finals		

Graduation Event Participation

Participation in the graduation ceremony itself is a privilege and not a right. **Students must meet all requirements and be in good standing to participate.** Although the ceremony is an important event, participation or nonparticipation does not alter the significance or value of the diploma. The graduation ceremony is like any other extra-curricular activity to which school rules and board policies regarding student conduct apply.

We will enforce a standard of dress appropriate for graduation attire and may prohibit students who violate the standard of dress from participating in the ceremony. The cap and gown must be worn and their appearance may not be altered unless approved by the administration.

The graduation ceremony is the time to show respect toward parents and toward the ceremony. Any misconduct related to the graduation ceremony will result in removal from the ceremony, loss of the privilege to participate in the graduation exercises, and further disciplinary consequences prior to receipt of the diploma.

Graduation Requirements

Course	Units of Credit	College Preparatory Studies Certificate
Communication Arts	4.0	4.0
Social Studies	3.0	3.0
Mathematics*	3.0	4.0
Science**	3.0	3.0
Practical Arts***	1.0	1.0
Fine Arts	1.0	1.0
Physical Education	1.0	1.0
Health	0.5	0.5
Personal Finance	0.5	0.5
Computer Applications	0.5	0.5
Foreign Language		1.0
Electives	7.5	6.5
Total Credits:	25.0	26.0

Effective for the graduating class of 2010 and thereafter, the state minimum high school graduation requirements comprise twenty-four (24) units of credit that must be earned between grades nine (9) and twelve (12). To graduate from Albany High School, students must complete the following requirements.

***All mathematics credits counted towards graduation must be Algebra I or Higher**
****Three Agricultural credits which includes Ag I, Ag II, Any Ag Science, Ag Business, Floral, and Horticulture count towards 1 Science credit for graduation.**
*****Local Requirement: Students graduating in 2027 and beyond will be required to take FACS and Child Development as their Practical Art before graduation.**

Hall Passes

To ensure a safe and secure learning environment, students who need to travel outside the classroom should have permission from the teacher as well as the appropriate hall pass and required identification. Only one student is permitted to leave the classroom unless they receive administrative approval. Failure to comply with building expectations may result in disciplinary action.

Late Start/Early Dismissals

Currently there are no late start dismissals built into our school calendar. In the event of inclement weather or other unexpected circumstance there is a chance we would schedule a late start or early dismissal. If this occurs, students and parents will be notified via textcaster, social media, and it will be posted on our website. We do have early dismissals that occur throughout the school year. School will dismiss at 12:57 PM on early dismissal days.

Late Work or Missing Assignments
All students can earn full credit if work is submitted by the assignment "Due Date," which is determined by the teacher.

If a student is absent (for any reason including extracurricular or school-related activities), **it is the student's responsibility** to secure the assignments from instruction missed. For every missed day in a class (until 7 unexcused absences are accumulated), students have 1 class period to complete the work before teachers apply missing work penalties. **Students must also turn in assignments that were assigned before their absence, the day they return or assignments are subject to missing work penalties.** Students who have 7 unexcused absences in the semester are subject to the late grade penalty for any additional work missed on subsequent days unexcused.

Past the due date, the students can earn up to 60% on the assignment if it is turned in by Friday at 3:45 PM. . No credit will be given past this date. Late assignments are not required to be entered into Lumen until the following grade check.

Lockers (Hallway and PE)
Lockers are school property. The use of lockers is a privilege and if students are unable to use their lockers properly, other arrangements will be made. The administration reserves the right to inspect lockers at any time deemed necessary. Students are discouraged from bringing valuable personal possessions to school. Valuables are not to be left in lockers. Locker room lockers may have personal locks used on the exterior, but must be provided by the student.

Lockers are provided as a convenience to students for storing necessary supplies. The school is not responsible for any textbooks/belongings stolen or lost from a student locker. Lockers shall not be banged, kicked, defaced or otherwise damaged. Adhesives may not be used to attach any decorations on the inside or outside of a locker. In addition, interior locker decorations may not be disruptive to or inconsistent with the educational environment and may not otherwise violate the rights of others in the school setting.

Students are responsible for keeping lockers clean and sanitary. Any food, drinks, and/or perishable items in lockers should be removed daily. Liquids should be stored in bottles with spillproof lids to avoid spills. Snacks and open containers are not permitted. Food items should not be left in lockers overnight.

Students should not store items on top of lockers after school hours. Students are not permitted to leave Chromebooks and other technology devices on top of lockers. Any items left after school hours may be removed and placed in lost and found or thrown away. The Albany R-III School District is not responsible for any item left on top of lockers.

Students are responsible for safety, security, and locker care. Students are not permitted to prop or compromise the integrity of lockers with pencils or other materials. If a student has a mechanical issue with their assigned locker, they are to report this to the school counselor. At the end of the school year, lockers will be inspected and students will be held responsible for damages occurred.

Students may be held responsible for the following damages that occur to their lockers. Damages include but are not limited to:
Missing number plate: $10
Damaged locking mechanism: $50
Damage to paint or dents: determined by cost of repair

Lockers are school property and the administration reserves the right to inspect lockers at any time deemed necessary. Anything found in lockers that may be detrimental to the well-being of the student body (i.e., firearms, drugs, alcohol, etc.) or that is otherwise in violation of Board Policy, will result in disciplinary action. Report to the office or custodians immediately any locker that is not working properly. Hallway lockers will be assigned during registration and students are required to complete the locker agreement. Locker codes are private information and should not be shared with other students.

Locker Expectations:

- Use only your assigned locker.
- Do not store items above or around assigned lockers.
- Keep the locker clean, especially over extended breaks.
- No inappropriate items, posters, pictures, or photos are permitted.
- Locker must remain secured and not propped by any item.
- Clean out lockers periodically when advised for thorough cleaning by staff.

Math Education Requirements

In order to be on an advanced math track in middle school, a student must earn an A in Math 7, with a Proficient or Advanced MAP score in Math, and teacher recommendation. After these requirements are met, a student may take Algebra I in the eighth grade but this course will not count for high school credit. Students will still be required to take at least 3 credits of math in high school. All eighth grade students will take the Math 8 MAP test. In order to be in Geometry as a ninth grader, students must have passed Algebra 1 as an eighth grader with a final grade of an A or a B both semesters.

If a middle school student takes Math 8, they will enroll in Algebra 1A or Algebra 1 in the ninth grade. This will be determined by grades, teacher recommendation, and MAP Scores. Students will complete the Algebra 1 EOC when they have taken required preparatory courses.

Missouri Option Program

Albany High school administers the MO Option Program in our building as a means of alternative education for our students. The Missouri Option Program permits full-time, public school enrolled students who are at least 17 years of age and at risk of dropping out or not graduating with their cohort group, the opportunity to earn a standard high school diploma. Missouri Option students successfully passing the HiSET exam and completing all other program requirements are eligible to receive a high school diploma. The Missouri Option Program is an effective means to retain students, lower drop-out rates, and improve college and career readiness. Students must apply with the principal and be accepted to participate in the program.

Morning Arrival Procedure

AMSHS will unlock the main entrance at 7:25AM before breakfast is served. Buses will arrive at the main entrance. Students may only enter through the main entrance and are not permitted to use any other entrance.

Backpacks are not permitted in the cafeteria or common spaces so students are to store items in lockers and report to the cafeteria if it is before 7:30AM. After 7:30 AM, students who are not eating breakfast, must report to the auditorium. Students are not permitted to linger or wander in the hallways before the 7:45 AM bell. When the 7:45 AM bell rings, students are permitted to report to class but may not enter classrooms until a teacher is present. **Students attending tutoring and/ or early practice, must have prior permission from a staff member and must be supervised at all times.**

National Honor Society

Selection to the Fielding Wilson Chapter of the National Honor Society is a three-phase process involving both objective and subjective standards for admission in accordance with the constitution of the National Honor Society. The selection process is initiated at the close of the first semester during a student's sophomore and/or junior year.

Phase I (GPA)
Students must have a 3.20 cumulative grade point average on the 4.0 scale for initial consideration.

Phase II (Service & Leadership)
Students must turn in evidence of service and/or leadership to the sponsor of the National Honor Society using student activity forms provided by that sponsor to all students who have met the minimum standard for grade point average required for admission.
Service is generally considered to be those actions undertaken by the student which are done with or on behalf of others without direct or material compensation to the individual performing the service. Students must be able to document and have verified at least ten hours of a service project. Students who are able to complete the documentation and verification of service hours should meet the standard of service for the National Honor Society.

Leadership is interpreted in terms of offices a student has held in school or community organizations or in less objective terms of effective participation in school or non-school activities. If a student does not have any elective office in his/her background, the student is not to be automatically excluded from consideration.

A ballot will be given to each faculty member asking them to vote on each candidate's leadership characteristics.

To meet the leadership requirement, students must:

1. Have an 80% approval by the faculty, **or**
2. Have a 60% approval by the faculty and the majority approval of the five member faculty council, **or**
3. Have documented and verified on the student activity form that he/she has served in some capacity to demonstrate the qualifications of leadership.

Phase III (Character)
A student of character demonstrates six qualities: respect, responsibility, trustworthiness, fairness, caring, and citizenship. A ballot will be given to faculty members asking them to vote that a candidate is or is not of sufficient character given the standards on the ballot. Faculty is given the chance to decline to vote if they do not feel able to cast a qualified and unbiased vote.
To meet the character requirement for admission, students must:

1. Have an 80% approval by the faculty, **or**
2. Have a 60% approval of the faculty and the majority approval of the five member faculty council.

North Central Area Vo-Tech
Students meeting the requirements and interested in attending Vo-Tech will present their intent and purpose of attendance to the Albany R-III Board of Education at the June or July board meeting before being approved to attend.
Qualifications for Attendance:

1. Students must be a junior or senior with at least twelve credits to enroll in any program other than vocational preparation. Sophomores may be enrolled in vocational preparation with the recommendation of the counselor and resource room instructors.
2. Students must have a genuine interest in a vocational career. This determination may be made through the student's course of study, throughout the ninth grade aptitude testing program or

through conversations of interest with the guidance counselor. Students who initially want to attend Votech will submit a letter addressing future career plans to the counselor which they will read to the board of education for final approval to the program at the May board meeting.

3. Second-year vo-tech students will have priority over first-year students in the event that the Albany School District needs to restrict the number of students to be sent to the vo-tech school assuming that all other circumstances are equal. In the event that restrictions need to be made student attendance and school citizenship will be primary among the factors used in determining who will be allowed to go.

Regulations for Attendance:

1. Students are expected to ride the bus to and from the vo-tech school. Driver permits should be used sparingly and are to be obtained from the vo-tech school.
2. Students who miss the bus to vo-tech school are not to drive to the vo-tech school and should not plan to attend unless transported by the student's parents or other source of transportation in agreement with the student's parents.
3. Students who drive to the vo-tech school are not to transport any other Albany students unless the student's parents have made prior arrangements.
4. Students attending the vo-tech school will be evaluated at the end of each semester by the administration and Albany R-3 board of education to determine if continued attendance should be allowed.
5. Circumstances under which students may be removed from the vo-tech program include, but are not limited to:
    - Students receiving a failing grade from Vo-Tech at semester;
    - Students in violation of the rules of the vo-tech school or the Albany R-3 School District deemed by admin and the Albany R-3 board of education;
    - Students absent in excess of eight days per semester. Obviously, extenuating circumstances may create an exception to this rule.
    - Additional circumstances not listed will be left to the administration and Albany R-3 board of education to arbitrate.
6. If a student is removed from the bus for disciplinary reasons, parents are responsible to make arrangements to transport the student to and from vo-tech if the student is to continue in the vo-tech program. Transportation is the parents' responsibility and transportation arrangements must be approved by the admin and the Albany R-3 board of education.
7. Students removed from the vo-tech school after two weeks of the semester has elapsed may not return to the high school as full-time students until the start of the next semester. Students under the age of 16 are exempt from this rule.

Out of-town trips

Students are expected to accompany the group on all out-of-town trips using the mode of transportation arranged by the school. Any deviation from this policy requires the following:

A) Request by the parent/guardian made in advance in writing and approved by the principal.
B) Emergency conditions will be left to the sponsor to his/her best judgment in approving any requests.
C) In case of doubt about circumstances involving such a case, the student is to remain with the group.

Requests of this nature should be rare. Groups should go and return as a group. Misconduct on out-of-town trips will result in disciplinary measures being taken. Violations of the policy on trips may result in removal from the squad.

Repeated Courses

Students may repeat courses for which grades of Ds or Fs are earned. The grade earned in the second attempt will be transcribed and included in the students GPA. The grade earned from the first attempt will be replaced with an "R" on the transcript (indicating the course was retaken). Note: Any student receiving the designation of "R" on his or her transcript will be removed from consideration for valedictorian status.

Report Cards

Parents/guardians may access student grades and attendance through the online Lumen student information system. Evaluation reports of a student's progress are available throughout the semester. The student shall receive an individual report for each class in which he/she is enrolled. The final grade card of the semester and year will be mailed to the parents/guardians. The report communicates the following information to the student and parents/guardians. A grade mark indicates the performance and achievement level of the student. Questions and comments related to grades should be directed to the teacher(s) and counselor of the student.

A	B	C	D	F
Signifies that the student is doing excellent work and is making outstanding progress.	Signifies that the student is doing very good work and is making commendable progress.	Signifies that the student is doing average work, and is making moderate progress.	Signifies that the student is doing inferior work, and is making minimum growth.	Signifies that the student is making little or no progress.

School Dances

The high/middle school hosts a number of student dances each year. Administration reserves the right to search bags and/or use other preventive measures to ensure students are not under the influence and/or do not possess contraband. Students who plan to bring a student not currently enrolled in their particular high school to a school dance must register their guest in advance with school administration or designee by completing the "Visitor Permission Form for School Event" and presenting a **valid picture id** the night of the dance. This form must be completed and submitted to the proper school personnel prior to the purchase of a ticket for that particular dance.

Guests for the school dance must be enrolled in a high school or must be at least 15 years old and less than 21 years of age. Middle school students will not be permitted to attend high school dances. Student dances must be non-offensive and in good taste. Proms and other formal dances are covered by this policy. Middle school students must be enrolled at the school and may not bring out of district guests to dances/functions. Students are required to adhere to the student code of conduct. If students violate Albany R-III policies, they may be asked to leave and incur further disciplinary action.

Student Council

Student Council serves as an organization to promote and coordinate student activities. Student Council also serves to build harmony among and between students, faculty, and community while representing the suggestions and concerns of students. Students who are interested in participating on the Student Council will go through a selection process and some positions are elected. See your high school's Student Council Advisor for further questions regarding the organization.

Valedictorian Selection

The student who has earned the highest grade point average (GPA) and completed the requirements for graduation will be honored as Valedictorian. If a tie exists between two or more individuals earning the highest GPA, all students with that average will be declared to be Valedictorians. Students graduating early are not eligible for valedictorian.

Note: Any student receiving the designation of “R” on his or her transcript will be removed from consideration for valedictorian status.

Transcripts
A $1.00 fee will be charged to all people who have graduated or who have terminated their education. REF:SBP/JO

Warrior Time
The purpose of Warrior time is to provide students with targeted interventions in the areas of reading and math. Students will be placed in groups based on academic needs and abilities. Students will also participate in character interventions and career readiness during this time. Warrior Time will be graded pass/fail based on a consistent rubric followed building wide. Student grades for Warrior Time will be counted towards their weekly eligibility. Students who do not meet the rubric qualifications for passing will be considered ineligible at grade check.

Discipline Information

Student Discipline
All rules relating to discipline are established by Albany R-III School District board policies and regulations, and are based on the authority granted to the Albany R-III School District under Missouri Statutes and other applicable laws. Violations of these discipline rules may also constitute violations of the law and create legal liability for students, parents, or guardians. Board policy JG, Student Discipline, and guidelines for consequences of policy JG are provided in this section. Other policies accompanying policy JG can be viewed online at www.albany.k12.mo.us.

The Safe Schools Act (160.261, RSMo) allows the area around the school to be controlled. The district will impose a 1000 ft. area around all school property as well as 1000 ft. around any area where activities are taking place.

Students are subject to the school regulations in these areas and the school policy will be imposed the same as if they were on school property.

This is being done to ensure the health and safety of all students. School officials have the authority to enforce these regulations within the 1000 ft. area of the Safe Schools zone.

Furthermore any student suspended for any offenses listed in the school policy handbook shall not be allowed within this area of school grounds or activities or transportation to and from said activities.

This 1000 ft. area will also apply to all disciplinary actions that may be enforced by the school.

Board of Education Discipline Policy
It is essential that the Albany R-III School District maintain a classroom environment that allows teachers to communicate effectively with all students in the class and allows all students in the class to learn. To assist district staff in maintaining the necessary classroom environment, the Albany Board of Education has created discipline policies and regulations that addresses the consequences, including suspension or expulsion, for students whose conduct is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of other students.

The comprehensive written code of conduct of the district is composed of this policy and includes, but is not limited to, the following policies, procedures and regulations: JG-R, JGA, JGB, JGD, JGE and JGF. A copy of the district's comprehensive written code of conduct will be distributed to every student and the parents/guardians of every student at the beginning of each school year and will be available in the superintendent's office during normal business hours.

Application: These policies, regulations, and procedures will apply to all students in attendance in district instructional and support programs as well as at school-sponsored activities. Off-campus misconduct that adversely affects the educational climate will also be subject to these policies, regulations, and procedures. Students who have been charged, convicted, or plead guilty in a court of general jurisdiction for commission of a felony may be suspended in accordance with law.

The Board authorizes the immediate removal of a student upon a finding by a principal or superintendent that the student poses a threat of harm to self or others, as evidenced by the prior conduct of such student. Any such removal will be subject to the appropriate due process procedures and in accordance with law.

No student may be confined in an unattended locked space except in an emergency situation while awaiting the arrival of law enforcement personnel. For the purpose of this policy, a student is unattended if no person has visual contact with the student, and a locked space is a space that the student cannot reasonably exit without assistance.

Enforcement: Building principals are responsible for the development of additional guidelines and procedures regarding student conduct needed to maintain proper behavior in schools under their supervision. All such guidelines and procedures shall be consistent with Board-adopted discipline policies. Teachers have the authority and responsibility to make and enforce necessary rules for 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. All district staff are required to enforce district policies, regulations and procedures in a manner that is fair and developmentally appropriate and that considers the student and the individual circumstances involved.

All employees of the district shall annually receive instruction related to the specific contents of the district's discipline 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, disciplining students with disabilities, and instruction in the necessity and requirements for confidentiality.

Definitions of Disciplinary Actions

Loss of Privileges: There are many privileges for students who attend the Albany R-III School District. These privileges are earned through appropriate behavior and attendance and these privileges may increase as a student matures. When a student is issued a loss of privilege, he/she will be unable to utilize some or all of the privileges that are available. These privileges may include, but are not limited to, student parking, enrichment rewards, and attendance at, and/or participation in, extracurricular activities. Students who do not comply appropriately with a loss of privilege may be given additional consequences.

Detentions: Detentions assigned may be served in the morning or after school. Lunch detention may also be assigned. Failure to serve detentions may result in further consequences.

Monday School: An administrator may assign a student to attend a four (4) hour Monday School. Failure to serve this detention can result in suspension. The student will be expected to engage in academic work during this time and/or disciplinary assignments. Four (4)-hour Monday Schools are held on Mondays from 8:00 AM - Noon.

In-School Suspension: A student is removed from the student's daily class schedule but his/her work will be provided to him/her in a school setting during school hours. Students will also complete additional character assignments designed to educate and prevent behaviors from reoccurring. These assignments must be completed before they are allowed to return to the classroom. Students may also contribute to a positive school environment by helping support staff with other duties assigned and/or participate in possible community betterment activities. An administrator may assign one (1) to ten (10) school days as an in-school suspension. Students will be supervised on campus in the in-school suspension classroom. For in-school suspensions, should school be canceled for any

reason, any un-served suspension days will automatically be assigned to the first day school is again in session. All rules should be followed and assignments completed while in ISS to fulfill the assigned ISS requirements or subsequent days may be assigned.

Out-of-School Suspension: Students are not allowed to attend or participate in district events or to otherwise be on school property throughout the duration of an out-of-school suspension. A student found to be on school property during an out-of-school suspension will be considered trespassing and will face further disciplinary action, as well as possible criminal prosecution. For short-term out-of-school suspensions (defined as 10 or fewer school days), should school be canceled for any reason, any unserved suspension days will automatically be assigned to the first day school is again in session.

Students are NOT allowed to make up work during out of school suspensions-on out of school suspension up to 10 days unless stated in an IEP or 504 plan. Students will receive no credit for any work assigned during out of school suspension. Any work assigned previously that is due during the suspension, will be accepted on the due date if it is electronic or immediately upon return if it is a hard copy. Students will take any assessments missed during out of school suspension immediately upon return.

Suspension and Expulsion of Students: Students may be suspended or expelled from the Albany R-III Schools for conduct which is prejudicial to good order and discipline in the schools or which tends to impair the morale or good conduct of the students. Conditions warranting suspension may include, but are not limited to, insubordination, irregular attendance, tardiness, truancy, viciousness, or habitually failing to give proper observance to the requirements of schools. Authorization is given to the Principals by the Albany R-III Board of Education for the summary suspension of students for a period not to exceed ten (10) days as provided for in Missouri School Law, section 167.171. The Superintendent is authorized by the R-III Board of Education to summarily suspend students for a period not to exceed 180 school days. Any suspension by a Principal shall be immediately reported to the Superintendent of Schools who may revoke the suspension at any time.
REF:SBP/JGD/JGE

Procedures for suspension:

1. The Principal shall inform the student of the reasons for suspension directly and state the length of the suspension.
2. The student may accept the suspension or appeal it directly to the Superintendent who may (a) uphold the suspension, or (b) revoke the suspension.
3. If the suspension is upheld the student may appeal the suspension in accordance with Missouri School Law.

Expulsion of Students:

1. The Albany R-III Board of Education has the sole authority to expel a student for conduct which is prejudicial to good order and discipline in the schools or which tends to impair the moral or good conduct of the students.
2. The Board of Education may grant a hearing to the parties involved and shall consider the evidence and statements that the parties present and may provide by general rule inconsistent with the policy outlined for hearings involving the suspension of students as per Missouri School Law, Section 167.161.
   REF:SBP/JGD/JGE

Guidelines for Consequences for Violation of Student Discipline Policy

Set forth below are guidelines for consequences which may arise as a result of a violation of the Student Discipline Policy. The “level” of the offense (e.g. first, second, or third) will generally be based upon the total number of

discipline referrals accumulated by a student for a particular type of conduct during the current school year. However, offenses involving drugs, weapons, or other acts of physical violence will accumulate throughout secondary school (grades 6-12).

The following guidelines are published for your information, and may be modified at the discretion of the building principal, after review of all of the circumstances on a case-by-case basis. The principal has the authority to impose more discipline than set forth in the guidelines if, in his/her judgment, the totality of the circumstances warrants such action. In addition, if appropriate under the circumstances, the principal may impose more severe disciplinary action if, in a short period of time or in a single event, a student engages in multiple acts which violate the discipline rules. Finally, the principal may use discretion in the imposition of discipline when a student engages in a pattern of unacceptable conduct or otherwise displays a persistent refusal to comply with school rules. The Superintendent or his/her designee has the discretion to modify these guidelines if deemed necessary under all of the circumstances.

Academic Dishonesty – Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics, including unauthorized use of generative artificial intelligence (AI), such as large language models (chatbots).

First Offense:	No credit for the work, grade reduction, or replacement assignment.
Subsequent Offense:	No credit for the work, grade reduction, course failure, or removal from extracurricular activities.

Drugs/Alcohol (see Board policies JFCH and JHCD)

1. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.

First Offense:	In-school suspension or 1-180 days out-of-school suspension.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

2. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

First Offense:	In-school suspension or 1-180 days out-of-school suspension.
Subsequent Offense:	11-180 days out-of-school suspension or expulsion.

3. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

First Offense:	1-180 days out-of-school suspension or expulsion.
Subsequent Offense:	11-180 days out-of-school suspension or expulsion.

Extortion B Threatening or intimidating any person for the purpose of obtaining money or anything of value.

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Failure to Care for or Return District Property B Loss of, failure to return, or damage to district property including, but not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment.

First Offense:	Restitution. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Restitution. Detention or in-school suspension.

Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences B Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled, "Conditions of Suspension, Expulsion and Other Disciplinary Consequences."

As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence is disruptive to the educational process or undermines the effectiveness of the district's discipline policy.

First Offense:	Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

False Alarms (see also "Threats or Verbal Assault") B Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of district property.

First Offense:	Restitution. Principal/Student conference, detention, in- school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	Restitution. In-school suspension, 1-180 days out-of- school suspension, or expulsion.

Fighting (see also, "Assault") B Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Gambling B Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games.

First Offense:	Principal/Student conference, loss of privileges, detention, or in-school suspension.
Subsequent Offense:	Principal/Student conference, loss of privileges, detention, in-school suspension, or 1-10 days out-of- school suspension.

Harassment, including Sexual Harassment (see Board policy AC)

1. Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law.

Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic.

First Offense:	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

2. Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.

First Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

Hazing (see Board policy JFCG) B Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity. Hazing can occur even when all students involved are willing participants.

First Offense:	In-school suspension or 1-180 days out-of-school suspension.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

Incendiary Devices or Fireworks B Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks.

First Offense:	Confiscation. Warning, principal/student conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Nuisance Items B Possession or use of items such as toys, games, and portable media players that are not authorized for educational purposes.

First Offense:	Confiscation. Warning, principal/student conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Public Display of Affection B Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

First Offense:	Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Detention, in-school suspension, or 1-10 days out-of- school suspension.

Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material B Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

First Offense:	Confiscation. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Sexual Activity B Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	Detention, in-school suspension, 1-180 days out-of- school suspension, or expulsion.

Technology Misconduct (see Board policies EHB and KKB and procedure EHB-AP1)

1. Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses,

hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device.

First Offense:	Restitution. Principal/Student conference, loss of user privileges, detention, or in-school suspension.
Subsequent Offense:	Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

2. Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other personal electronic devices during the regular school day, including class change time, mealtimes or instructional class time, unless the use is part of the instructional program, required by a district-sponsored class or activity, or otherwise permitted by the building principal.

First Offense:	Confiscation, principal/student conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation, principal/student conference, detention, in-school suspension, 1-180 days out- of-school suspension, or expulsion.

3. Violations, other than those listed in (1) or (2) above, of Board policy EHB, procedure EHB- AP1 or any policy or procedure regulating student use of personal electronic devices.

First Offense:	Restitution. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

4. Use of audio or visual recording equipment in violation of Board policy KKB.

First Offense:	Confiscation. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out- of-school suspension.

Theft B Theft, attempted theft or knowing possession of stolen property.

First Offense:	Return of or restitution for property. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	Return of or restitution for property. 1-180 days out-of- school suspension or expulsion.

Threats or Verbal Assault B Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

First Offense:	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Tobacco

1. Possession of any tobacco products, electronic cigarettes or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with district policy JHCD

First Offense:	Confiscation of prohibited products. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation of prohibited products. Detention, In-school suspension or 1-10 days out-of-school suspension.

2. Use of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be used in accordance with district policy JHCD.

First Offense:	Confiscation of prohibited products. Principal/Student conference, detention, in-school suspension, or 1-3 days out-of-school suspension.
Subsequent Offense:	Confiscation of prohibited products. In-school suspension or 1-10 days out-of-school suspension.

Truancy or Tardiness (see Board policy JED and procedures JED-AP1 and JED-AP2) B Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive

non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district.

First Offense:	Principal/Student conference, detention, or 1-3 days in- school suspension.
Subsequent Offense:	Detention or 3-10 days in-school suspension, and removal from extracurricular activities.

Unauthorized Entry B Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

Vandalism (see Board policy ECA) B Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff or students.

First Offense:	Restitution. Principal/Student conference, detention, in- school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	Restitution. In-school suspension, 1-180 days out-of- school suspension, or expulsion.

Weapons (see Board policy JFCJ)

1. Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C. 921, 18 U.S.C. 930(g)(2) or 571.010, RSMo.

First Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

2. 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 any instrument or device defined as a dangerous weapon in 18 U.S.C. 930(g)(2).

First Offense:	One calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.
Subsequent Offense:	Expulsion.

3. Possession or use of ammunition or a component of a weapon.

First Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

Technology Usage Policy (policy EHB)

The Albany R-III School District's technology exists for the purpose of enhancing the educational opportunities and achievement of district students. Research shows that students who have access to technology improve achievement. In addition, technology assists with the professional enrichment of the staff and Board and increases engagement of students' families and other patrons of the district, all of which positively impact student achievement. The district will periodically conduct a technology census to ensure that instructional resources and equipment that support and extend the curriculum are readily available to teachers and students.

The purpose of this policy is to facilitate access to district technology and to create a safe environment in which to use that technology. Because technology changes rapidly and employees and students need immediate guidance, the superintendent or designee is directed to create procedures to implement this policy and to regularly review those procedures to ensure they are current.

Definitions

For the purposes of this policy and related procedures and forms, the following terms are defined:

Technology Resources: Technologies, devices and services used to access, process, store or communicate information. This definition includes, but is not limited to: mobile phones, computers, modems, printers, scanners, fax machines and transmissions, telephonic equipment, audio-visual equipment, Internet, electronic mail, electronic communications devices and services, including wireless access, multimedia resources, hardware and software, and Chromebooks. Technology resources may include technologies, devices and services provided to the district by a third party.

User: Any person who is permitted by the district to utilize any portion of the district's technology resources including, but not limited to, students, employees, School Board members and agents of the school district.

User Identification (ID): Any identifier that would allow a user access to the district's technology resources or to any program including, but not limited to, e-mail and Internet access.

Password: A unique word, phrase or combination of alphabetic, numeric and non-alphanumeric characters used to authenticate a user ID as belonging to a user.

Authorized Users: The district's technology resources may be used by authorized students, employees, School Board members and other persons approved by the Superintendent or designee, such as consultants, legal counsel and independent contractors. All users must agree to follow the district's policies and procedures and sign or electronically consent to the District's User Agreement prior to accessing or using district technology resources, unless excused by the Superintendent or designee.
Use of the district's technology resources is a privilege, not a right. No potential user will be given an ID, password or other access to district technology if he or she is considered a security risk by the Superintendent or designee.

User Privacy: A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the district's technology resources, including, but limited to, voicemail, telecommunications, e-mail and access to the Internet or network drives. By using the district's network and technology resources, all users are consenting to having their electronic communications and all other use monitored by the district. A user ID with email access will only be provided to authorized users on condition that the user consents to interception of or access to all communications accessed, sent, received or stored using district technology.

Electronic communications, downloaded material and all data stored on the district's technology resources, including files deleted from a user's account, may be intercepted, accessed, monitored or searched by district administrators or their designees at any time in the regular course of business. Such access may include, but is not limited to, verifying that users are complying with district policies and rules and investigating potential misconduct. Any such search, access or interception shall comply with all applicable laws. Users are required to return district technology resources to the district upon demand including, but not limited to, mobile phones, laptops and tablets.

Technology Administration: The Board directs the Superintendent or designee to assign trained personnel to maintain the district's technology in a manner that will protect the district from liability and will protect confidential student and employee information retained on or accessible through district technology resources.

Administrators of district technology resources may suspend access to and/or availability of the district's technology resources to diagnose and investigate network problems or potential violations of the law or district policies and procedures. All district technology resources are considered district property. The district may remove, change or exchange hardware or other technology between buildings, classrooms or users at any time without prior notice. Authorized district personnel may install or remove programs or information, install equipment, upgrade any system or enter any system at any time.

Content Filtering and Monitoring: The district will monitor the online activities of users and operate a technology protection measure (content filter) on the network and district technology with Internet access, as required by law. In accordance with law, the content filter will be used to protect against access to visual depictions that are obscene or harmful to minors or are child pornography. Content filters are not foolproof, and the district cannot guarantee that users will never be able to access offensive materials using district equipment. Evading or disabling, or attempting to evade or disable, a content filter installed by the district is prohibited.

The Superintendent, designee or the district's technology administrator may fully or partially disable the district's content filter to enable access for an adult for bona fide research or for other lawful purposes. In making decisions to fully or partially disable the district's content filter, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit the district.

Online Safety, Security and Confidentiality: In addition to the use of a content filter, the district will take measures to prevent minors from using district technology to access inappropriate matter or materials harmful to minors on the Internet. Such measures shall include, but are not limited to, supervising and monitoring student technology use, careful planning when using technology in the curriculum, and instruction on appropriate materials. The

Superintendent, designee and/or the district's technology administrator will develop procedures to provide users guidance on which materials and uses are inappropriate, including network etiquette guidelines.

All minor students will be instructed on safety and security issues, including instruction on the dangers of sharing personal information about themselves or others when using e-mail, social media, chat rooms or other forms of direct electronic communication. Instruction will also address cyber bullying awareness and response and appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms.

The instruction will occur in the district's computer courses, courses in which students are introduced to the computer and the Internet, or courses that use the Internet in instruction. Students are required to follow all district rules when using district technology resources and are prohibited from sharing personal information online unless authorized by the district.

All district employees must abide by state and federal law and Board policies and procedures when using district technology resources to communicate information about personally identifiable students to prevent unlawful disclosure of student information or records.

All users are prohibited from using district technology to gain unauthorized access to a technology system or information; connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize technology; secure higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/ destructive programs onto district technology; or evade or disable a content filter.

Closed Forum: The district's technology resources are not a public forum for expression of any kind and are to be considered a closed forum to the extent allowed by law. The district's web page will provide information about the school district, but will not be used as an open forum.

All expressive activities involving district technology resources that students, parents/guardians and members of the public might reasonably perceive to bear the imprimatur of the district and that are designed to impart particular knowledge or skills to student participants and audiences are considered curricular publications. All curricular publications are subject to reasonable prior restraint, editing and deletion on behalf of the school district for legitimate pedagogical reasons. All other expressive activities involving the district's technology are subject to reasonable prior restraint and subject matter restrictions as allowed by law and Board policies.

Records Retention: Trained personnel shall establish a retention schedule for the regular archiving or deletion of data stored on district technology resources. The retention schedule must comply with the Public School District Records Retention Manual as well as the General Records Retention Manual published by the Missouri Secretary of State.

In the case of pending or threatened litigation, the district's attorney may issue a litigation hold directive to the Superintendent or designee. The litigation hold directive will override any records retention schedule that may have otherwise called for the transfer, disposal or destruction of relevant documents until the hold has been lifted by the district's attorney. E-mail and other technology accounts of separated employees that have been placed on a litigation hold will be maintained by the district's information technology department until the hold is released. No employee who has been so notified of a litigation hold may alter or delete any electronic record that falls within the scope of the hold. Violation of the hold may subject the individual to disciplinary actions, up to and including termination of employment, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

Violations of Technology Usage Policies and Procedures: A consistently high level of personal responsibility is expected of all users granted access to the district's technology resources. Use of the district's technology resources in a disruptive, manifestly inappropriate or illegal manner shall not be tolerated.

Any violation of district policies or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges and/or other discipline. User privileges may be suspended pending investigation into the use of the district's technology resources.

Students can be suspended or expelled, for violating the district's technology policies and procedures. Any attempted violation of the district's technology policies or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation.

Damages: All damages incurred by the district due to a user's intentional or negligent misuse of the district's technology resources, including loss of property and staff time, may be charged to the user. The Superintendent and designee have the authority to contact legal authorities in regard to damage to district technology.

No Warranty/No Endorsement: The district makes no warranties of any kind, whether expressed or implied, for the services, products or access it provides. The district's technology resources are available on an "as is, as available" basis.

The district is not responsible for loss of data, delays, non-deliveries, mis-deliveries or service interruptions. The district does not endorse the content nor guarantee the accuracy or quality of information obtained using the district's technology resources.

Chromebook 1:1 Integration

Receiving Your Chromebook: Parents and students must sign and return the Chromebook agreement, technology agreement, and handbook agreement before the Chromebook can be issued. This document will need to be signed and returned during student registration.

6-12 grade students will be allowed to take home Chromebooks. Students and parents must sign a technology usage agreement before Chromebook is received. Chromebooks must be stored in the protective case provided by the district. Students must bring Chromebooks to school daily with full battery to ensure they can use technology effectively to enhance learning.

Students are responsible for their Chromebook, case, and charger. If the Chromebook, case, or charger are lost, stolen, or damaged, the parent/guardian will be held responsible for payment in full. If payment is not received the parent/guardian will be turned over to a collection agency and reported as stolen property of Albany R-III.

Student Chromebooks will have quarterly checks to ensure they are being cared for properly. Students who violate Chromebook policies are subject to disciplinary action and possible loss of device and Chromebook privileges.

Returning Devices: Student Chromebooks and accessories (charger and carrying case with strap) will be collected at the end of each school year for maintenance. Any student who no longer attends Albany R-III will be required to return their Chromebook and accessories before leaving the school district. If a Chromebook and accessories are not returned, the parent/guardian will be held responsible for payment in full. If payment is not received the parent/guardian will be turned over to a collection agency and reported as stolen property of Albany R-III.

Ownership: The Chromebook is the property of the Albany R-III School District (AR3). AR3 retains sole right of possession of the Chromebook and grants permission to the student to use the Chromebook according to the guidelines set forth in the document. Moreover, AR3 administrative staff may collect and/or inspect the Chromebook at any time, including via electronic remote access; and to alter, add, or delete installed software or hardware.

In order to possess and use the borrowed device the student must comply at all times with the expectations of the Albany R-III Handbook, Technology Usage Agreement, Chromebook Agreement, and board policy EHB.

The legal title of the borrowed device belongs to the Albany R-III School District and shall at all times remain as such. Your right of possession and use of the borrowed device is limited to and conditioned upon your full and complete compliance with the expectations detailed in the aforementioned documents. Because the borrowed device is the property of the district, it is subject to monitoring of use and search of contents at any time. There is no expectation of privacy in use or data stored on a district owned device. The device is to be used for educational purposes and should only be used with Albany R-III District accounts.

Loss, Theft, or Damage: By taking possession of a borrowed device, the borrower agrees to assume full responsibility for the safety, security, and care for the borrowed property.

In case of accident, fire, flood, or careless handling of the property resulting in complete loss, the student agrees to pay the required additional fee to replace the device after evaluation (up to $200 for complete loss).

In the case of loss or theft occurring at school, the student must report the incident to a building administrator within one school day of the occurrence. In the case of loss or theft occurring away from school, the student must report the incident to law enforcement within 24 hours of occurrence and then provide documentation of the aforementioned law enforcement report to the building administrator.

Failing to report loss or theft in the manner described here, will result in the missing property categorized as lost rather than stolen. The student/parent/guardian will assume full responsibility for the loss of the device and the corresponding financial obligation for the replacement cost of the lost property (up to $200).

Due to there not being a technology fee, there will not be an "insurance" for damages. If you break it, you will need to pay for the damages. Chromebooks are used as an instruction tool, and should be seen as a privilege, not a right. If damages occur due to neglect, intentional or otherwise, the student will be charged the following fees after this first stipulation:
Broken Hinges - $30
Broken Screens - $30
Broken/Missing Keys - Variable cost up to $20

The following fees will be automatically charged in any case:
Charger Replacement (Lost only, No cost for defective units) - $20
Damage/Manipulation to Chromebook Identification Codes- $15
Markings, Scratches, other damage - Variable cost based on severity.

Repeat offenders will lose their device.

Student Access to Internet and Monitoring: At school, students will have access to the internet through the school network. When not at school, students can access the internet using the district Chromebook if they have internet

access available to them in-home or other locations. AR3 will not provide students with internet access outside of school.

Students may access the internet on their Chromebook at any time outside of school. As with any other internet enabled device, AR3 recommends that parents/guardians monitor their students' time and activities on the internet. Students should understand that their parents/guardians rules about internet usage outside of school are applicable even when the student is using the Chromebook.

There is no expectation of privacy while using Chromebooks, networks, or technology. The Chromebook is the property of AR3 and AR3 may search the Chromebook at any time. The district's acceptable usage policy (EHB) defines appropriate use of district technology, including the Chromebook, and defines "inappropriate matter." Students who access inappropriate sites, or are accessing inappropriate sites that are not related to a class they are attending will be subject to disciplinary action.

If prohibited or inappropriate websites or content are accessed by accident, the student should immediately leave the site and report the incident to the office.

Property Rights: Users must respect the intellectual property of others by crediting others and following all copyright laws. Users may not download or install software without administrative permission. All software loaded on AR3 hardware, is property of AR3 and may not be copied or transmitted to any outside party. No student may copy, download from the internet, or install onto a Chromebook or otherwise use any software in violation of applicable copyrights and license agreements.

Downloading Programs and Personalizing the Chromebook: Only AR3 staff can download, install, and remove programs to the student issued Chromebook. **Stickers and other markings on the outside of the Chromebook and Chromebook case will not be allowed.** Students are to keep the Chromebook in the protective case at all times when not in use.

Taking Care of Your Chromebook: Students are responsible for the general care of the Chromebook issued by the school. Chromebooks that are broken or fail to work properly must be taken to the front office. If a loaner Chromebook is needed, one may be issued to the student until their Chromebook can be repaired or replaced and fees paid.

General Precautions

- ○ Food or drink is not recommended near your Chromebook.
- ○ Cords, cables, and removable storage devices must be inserted carefully into the Chromebook case.
- ○ Students should never carry their Chromebook while the screen is open.
- ○ Chromebooks should be shut down when not in use to conserve battery life.
- ○ Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- ○ Chromebooks and other equipment must be stored in a safe place.
- ○ Refrain from leaving the Chromebook on the floor, where it may be stepped on, or within reach of small children or pets.
- ○ Do not expose your Chromebook to extreme temperatures or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Chromebook.
- ○ Always bring your Chromebook to room temperature prior to turning it on.

Carrying the Chromebook: The protective shell of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Students must carry the Chromebook in the case provided by Albany R-III. This case is for ONLY the Chromebook.

Screen Care: The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure.
Please **refrain** from the following to help care for your Chromebook:

- ○ leaning on top of the Chromebook.
- ○ placing anything near the Chromebook that could put pressure on the screen.
- ○ placing anything in the carrying case that will press against the cover.
- ○ poking the screen.
- ○ placing anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks, earbuds).
- ○ using window cleaner or any type of liquid or water on the Chromebook.

**Replacement screens are an additional $30 fee after the first repair.
*When cleaning your Chromebook, clean the screen with a soft, dry anti-static, or micro-fiber cloth.
You can purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are convenient and relatively inexpensive.

Using Your Chromebook
At School: The Chromebook is intended for use at school each and every day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, academic handbooks, student handbooks, and schedules will be accessed using the Chromebook. Students are responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher. Chromebooks should not be left on lunch tables, on top of lockers, or on the gym bleachers. Chromebooks are NOT permitted in locker rooms, restrooms, or the cafeteria.

AR (Accelerated Reader) Testing Usage: Students are NOT allowed to AR test for other students or give students access to their Chromebook for AR testing. Students should only take AR tests in their English classroom or the library with permission from their English teacher. Any student caught cheating or not complying with the Chromebook AR policy, will be disciplined according to the Albany R-III Handbook.

At Home: The Chromebook is to be utilized for educational purposes only. Chromebooks are not to be utilized at home by anyone except the student. Use of Chromebooks to watch or create videos, photos, social media platforms, and any other website for personal use is strictly prohibited. Students may not download content to Chromebook without district approval. Students must follow district guidelines while using Chromebooks off campus.

Sound: Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. It is a good idea to have earbuds available in order to listen to online lessons and tutorials that may be assigned.

Printing At School: Printing functionality will be available on a limited basis at school and subject to classroom requirements. Printing will be allowed in labs or the library as needed. Teachers will utilize digital copies in most instances.

Printing At Home: The Chromebook will not support a physical printer connection. Instead, users may print to their home printers using the Google Cloud Print service. A wireless home network is required for this. http://google.com/cloudprint.

ACKNOWLEDGEMENT OF RECEIPT OF
2022-2027 STUDENT/PARENT HANDBOOK

Student _____ Grade Level _____

Teacher _____

Dear Parent/Guardian:

Your positive participation in your child's education at Albany R-III School District is important to us. Only through our work together can the education of your child be complete. One way we can work together is to share the same expectations while your child is enrolled in the Albany R-III School District.

After reading through and discussing this handbook with your child, please sign and return this page to your child's teacher or the front office. Your signature indicates that you have read and understand the District's expectations.

The District designates the following student information as directory information (student yearbook, newspaper, newsletters, etc…) that may be made public at its discretion: name, participation, and grade level of students in officially recognized activities and sports, and photographs and videos relating to student participation in school activities open to the public. If you object to the release of any or all of this information please contact the school within ten school days of the time you receive this notice.

We look forward to working with you during this school year.

Sincerely,

Mr. Dustin Freeman, Superintendent
Mr. Jeffrey Epperly, Middle School/ High School Principal
Ms. Cameron Christensen, Virginia E. George Elementary Principal

Student Signature _____ Date_____

Parent/Guardian Signature _____ Date _____