

**GOLDEN CITY
MIDDLE SCHOOL/HIGH SCHOOL
HANDBOOK
2025-2026**



GOLDEN CITY SCHOOLS

1208 Walnut
Golden City, MO 64748

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Mr. Mark Stefan
PK-12 Principal
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Golden City R-III High School 2025-2026

DISTRICT MISSION STATEMENT

Golden City Schools are dedicated to educating students in an atmosphere where they can develop and use their abilities to the fullest extent possible.

The district enters into a partnership with parents and the community to help the students it serves become productive individuals in society.

BOARD OF EDUCATION

Mr. Ryan Seela	President
Mr. Jordan Garrett	Vice-President
Mr. Brad Beerly	Treasurer
Mrs. Candy Asbell	Member
Mr. Chris Peterson	Member
Mr. Lyman Taylor	Member
Mr. Alan Stalker	Member

ADMINISTRATION

Mr. Dennis Kimzey	Superintendent
Mr. Mark Stefan	PK-12 Principal
Mr. Joey Graves	Athletic Director

STAFF

Ms. Jamie Baker	District Bookkeeper
Ms. Alyssa Olhausen	High School Secretary
Mrs. Brenda Stalker	Elementary Secretary
Mrs. Rikki Garrett	Food Service
Mr. Travis Roby	Maintenance
Mrs. Donna Curtsinger	Transportation Director

SCHOOL INFORMATION

School Mascot	Eagle
School Colors	Gold and White

SCHOOL SONG

*Amid these stately hills that nourish our land,
For honest labor and for learning we stand,
And unto thee we lift our hearts and hands,
Dear Alma Mater, Golden High*

*Fling out that dear old flag of gold and white,
We'll sing and for thy name we always fight,
Like men of old, we're giants holding high,
The lasting fame of Golden High*

Middle School/High School Faculty

Jerry Misner	Business Education/FBLA
Krystal Ehlers	Social Studies
Dawn Davis	Middle School
Emily Ford	Counselor
Chloe Forst	Art
Joey Graves	Physical Education
Michael Lee	Agriculture/FFA
Angela Mooney	Science
Sterling Moore	Middle School
Debbie Nims	Nurse
Alyssa Olhausen	High School Secretary
Mandi Seela	FACS
Colton Sprenkle	Music
Mark Stefan	Principal
Sherry St. John	Post-Secondary Adviser
Ashley Terry	Library
Michelle Leonard	Special Education
Robert Williams	Mathematics
Elvin Winans	English/Language Arts

2025-2026 School Calendar

Golden City R-3 School District

1208 Walnut
Golden City, MO 64748
417-537-4900

July 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2025						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2025						
S	M	T	W	T	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2025						
S	M	T	W	T	F	S
			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2025						
S	M	T	W	T	F	S
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Aug 11	New Teacher Professional Development
Aug 12-14	Professional Development
Aug 18	First Day of School
Aug 22	No School - Lamar Fair
Sep 1	Labor Day
Sep 12	Conference Professional Development
Oct 13	Professional Development
Oct 17	End of 1st Quarter
Oct 27	Parent Teacher Conferences 3:30-7:00
Oct 28	Parent Teacher Conferences 3:30-7:00
Oct 31	No School
Nov 24-28	Thanksgiving Break

Dec 19	End of 1st Semester - Early Release
Dec 22-Jan 2	Christmas Break
Jan 5	Professional Development
Jan 19	MLK Day -- No School
Feb 16	Professional Development
Mar 12	Parent Teacher Conference
Mar 13	End of 3rd Quarter
Mar 13	Early Release
Mar 16-20	Spring Break -- No School
Apr 3	Good Friday -- No School
May 16	Graduation
May 20	Last Day of School -- Early Release
May 20	Staff Work Day After Early Release
May 21, 22, 26, 27, 28	Make-Up Days
	Alternative Methods of Instruction (AMI)
	First 6 Inclement Weather Days

January 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

March 2026						
S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2026						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2026						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

End of Quarter Dates	
Oct 17	End of 1st Quarter
Dec 19	End of 2nd Quarter/1st Semester
Mar 13	End of 3rd Quarter
May 20	End of 4th Quarter/2nd Semester

Student and Staff Days	
Student Days	169
Staff PD Days	7
PT Conference Days	1.5

Number of Days in Each Semester	
1st Quarter	41
2nd Quarter	39
1st Semester	80
3rd Quarter	47
4th Quarter	42
2nd Semester	89

 School Closed
 Early Release

 Professional Development (no school for students)
 First & Last Day of School

 Parent Teacher Conferences
 Possible Summer School

GRADUATION REQUIREMENTS

To graduate from Golden City High School a student must successfully complete a minimum of 26 units of credit during grades nine through twelve during a minimum of eight semesters of full-time attendance, in a program cooperatively planned by the student, parents, and the school.

Credits required for graduation include the following:

English	4 units
Social Studies	3 units
Mathematics	3 units
Science	3 units
Personal Finance	½ unit
Physical Education	1 unit
Fine Arts (Music or Art)	1 unit
Practical Arts (<i>Business, FACS, Ag</i>)	1 unit
Health	½ unit
Computer Applications	½ unit
Career Exploration	½ unit
Family Living	½ unit
Senior Readiness	1 unit
Electives	6 ½ units
TOTAL REQUIREMENTS	26 units

Required assessments prior to graduation:

6th grade—MAP Tests in Math and English
7th grade—MAP tests in Math and English
8th Grade—MAP tests in Math, English, and Science
Missouri Constitution, US Constitution, Civics Exam
EOC Exams—Algebra 1, Biology 1, English 2, Government
Physical Fitness Assessments

CLASS CHANGES

Class changes between first and second semester will only be allowed for semester classes, or to meet graduation requirements. Once a semester has begun, class changes will only be allowed for **three** days. To make changes to a schedule the student will need to sign the form and get the necessary paperwork in the office. After completion of the class transfer paperwork the student will meet with the counselor and principal. Please Note: Not all transfers will be allowed.

JUNIOR HIGH COURSE STUDIES

Sixth, Seventh and eighth grade students are part of the middle school grades and are assigned to the high school principal. Middle school is a period of transition from high school to high school. Students are required to take and successfully complete the following courses:

6th Grade Courses—English, Math, Science, Social Studies, Computers, PE, Music
7th Grade Courses—English, Math, Science, Social Studies, Agriculture, Music, PE, Careers, Art, FACS
8th Grade Courses—English, Math, Science, Social Studies, Agriculture, Music, PE, Intro to Business, Careers, Art, FACS

Band is an exploratory course for interested students and is not a requirement for middle school students.

HIGH SCHOOL GRADE LEVEL CLASSIFICATION

Students should expect to graduate from high school in four years. In their first year of high school students will be classified as freshmen. As a student earns credits for passing classes the student moves up in classification.

All parents and students should understand that not all students will automatically get a diploma after four years of high school. Students must complete all state and local graduation requirements, and attend school for eight semesters. If a student must repeat a class due to failure they should assume their schedule will become difficult to complete. If a student fails a course required for graduation, it could cause the student to fail to graduate on time.

RECOMMENDED FRESHMAN COURSE SEQUENCE

English I (1 unit)	Graduation Requirement
World History (1 unit)	Graduation Requirement
Math Course (1 unit)	Pre-Algebra, Algebra I Graduation Requirement
Science Course (1 unit)	Life Science Graduation Requirement
Fine Art (1 unit)	Art or Music
Practical Art (1 unit)	Business, Ag or FACS
Health (1/2 unit)	Graduation Requirement
Computer Apps (1/2 unit)	Graduation Requirement
Physical Education (1 unit)	Graduation Requirement

It is recommended that freshmen take at least one fine art and one practical art course.

Please note that scheduling conflicts may prevent a student from attending Lamar Career and Technical Center as a junior or senior if they haven't taken the required math, science, P.E., and fine arts credits.

RECOMMENDED SOPHOMORE COURSE SEQUENCE

English II (1 unit)	Graduation Requirement
American History (1 unit)	Graduation Requirement
Math Course (1 unit)	Geometry or Algebra 1
Science Course (1 unit)	Biology
Fine Art (1 unit)	Art or Music
Practical Art (1 unit)	Business, Ag, FACS
Career Exploration (1/2 unit)	Graduation Requirement
Family Living (1/2 unit)	Graduation Requirement
Agriculture, or Family and Consumer Science (1 unit)	

It is recommended that sophomores choose one science and one math course, and choose at least one fine art and one practical art course. All students completing their sophomore year should have earned the necessary science, math, physical education, health, applied communication, and fine arts credits necessary to be eligible to attend the Lamar Career and Technical Center as a junior and senior.

RECOMMENDED JUNIOR COURSE SEQUENCE

English course (1 unit)	Graduation Requirement
American Government (1 unit)	Graduation Requirement
Math Course (1 unit)	.. Algebra II, Geometry, Applied Math
Science Course (1 unit)	Anatomy & Physiology, Biology II
Personal Finance (1/2 unit)	Graduation Requirement
Physical Education (1/2 unit)	Weights/Lifetime Sports
Fine Art (1 unit)	Art or Music
Practical Art (1 unit)	Business, FACS, Ag

Lamar Career and Technical Center Courses (3 units) Optional for 11th/12th grade students

It is recommended that one unit of science and one unit of math be taken during the junior year, in addition to the required social studies and English courses. If the student has completed all requirements of his/her freshmen and sophomore years, a number of electives are available. The student also has the option of enrolling in Lamar Career and Technical Center in the mornings to

learn a specific technical skill if they desire, provided that all freshman and sophomore level requirements have been met. Three units of credit may be earned in a Lamar Career and Technical Center program each year.

RECOMMENDED SENIOR COURSE SEQUENCE

English course (1 unit)	Graduation Requirement
Math course (1 unit)	Algebra II, Calculus/Trigonometry
Science course	Anatomy & Physiology, Bio. II
Personal Finance (1/2 unit)	Graduation Requirement
Fine Art	Music or Art
Practical Art	Business, Ag, FACS
Physical Education	Life Sports
Practical Art (1 unit)	Senior Readiness Graduation Requirement

Lamar Career and Technical Center Courses (3 units) Optional for 11th/12th grade students

Courses for dual enrollment -- both high school and college -- will also be available to students with high GPA's as juniors and seniors. Course offerings will depend on the needs of students and the availability of courses.

DUAL ENROLLMENT COURSES

In an effort to assist students preparing to go to college, Golden City High School will attempt to make some entry-level college courses available to our top juniors and seniors each year. Students will be required to have an overall GPA of 6.875 or higher. Students will be responsible to pay for all tuition, fees, and books necessary for all dual enrollment course enrollments. Students who successfully complete these courses will be granted high school credit, as well as earning college hours. Students who successfully complete a dual enrollment course have the opportunity to apply for the Dual Credit Tuition Reimbursement Scholarship. This will apply to one course per semester. Guidelines are below:

- Be a junior or senior with at least a 90% attendance rate for the semester
- Student must receive a grade of C or better shown on a printed transcript once the class is complete
- Student must maintain a record of excellent citizenship
- Student must maintain a GPA of 6.875 or better
- Parent/Guardian/student must submit a copy of the paid receipt for the course to be reimbursed

Generally, courses will be basic, freshman level, liberal arts subjects that would apply to any college program. Golden City High School cannot guarantee that any college will accept dual enrollment courses. The decision to accept transfer credits is made by each individual college, however we will attempt to help any student determine what the policy is at any college that they wish to attend.

STUDENT EXPECTATIONS AND PROCEDURES

STUDENT EXPECTATIONS

There are guidelines that the school expects from its students:

1. Attend school and be on time for each class.
2. Be prepared, including all materials for class. Complete coursework on time.
3. Expect to come in before and after school to make up work, get help, or complete assignments.
4. Follow the instructions of all teachers and staff while at school.
5. Expect curriculum and grading standards to hold students to high levels of performance.
6. Be respectful to others and their property.
7. Water must be in a clear container. Other food and drink is prohibited in class.
8. Phones are to be turned off, placed in lockers or backpacks between the hours of 7:45AM-3:15PM
9. Headphones and earbuds (must be wired) may be used when approved by the teacher while using their Chromebooks.

ARRIVAL TIME

School begins at 8:10 a.m. It is very important for students to arrive no later than that time in order to prepare for their day. Being on time is crucial for the development of responsible citizens. Students are asked not to arrive prior to 7:45 am as there is no supervision prior to this time. Parent/Guardian help in this is greatly appreciated.

GOLDEN CITY APP AND COMMUNICATION

The official Golden City Schools website is www.goldencityschools.com. There is also an app that is available for download in the Apple App Store and Google Play Store. One of the features of this app is mass communication from the school. Parents should download the app and enroll in ALL notifications from the school. This includes: text messages, automated calls, push notifications, and general updates. This app is also connected to the school's social media pages and website. ALL COMMUNICATION SUCH AS SCHOOL CLOSINGS, EMERGENCIES, OR CHANGES WILL BE COMMUNICATED THROUGH THIS APP. Please contact the office with any questions regarding the app.

LATE WORK POLICY

Each teacher is responsible for clearly covering and defining the late work policy for their classroom. The late work policy will be required to be published in the course syllabus that is handed out to students on the first day of class. Late work policies are approved by administration prior to being published in the course syllabus. Each syllabus will have a signature page for student signature for agreement and acknowledgement of the information contained in the syllabus.

PROGRESS REPORTS

A semester grade, which is the average of two quarter grades, will be recorded on the permanent record of each student. Grade cards will be issued each quarter. After the third and sixth week of each quarter progress grades will be sent home. Interim progress reports requested by parents for any reason at other times, will be the sole responsibility of the student to gather information from teachers. This must be done in a manner which will not disrupt classes in progress. Student athletes may have eligibility reports sent around by the athletic department on a regular basis. At the discretion of the coaching staff, these reports may be sent home to parents.

Eligibility for school activities: Any student who is determined to have below a 60% grade/grades at the ineligibility check will not be allowed to participate until the grade has been raised. Grades are checked at designated progress points throughout the year. If a student has below a 60% in a class they will have 1 week to raise the grade before they are considered ineligible.

LUMEN STUDENT MANAGEMENT SYSTEM

Golden City Schools uses the Lumen system to record a wide variety of student information. Parents can access attendance, tardies, lunch information, grades, and discipline reports for their child. Parents will need to contact the high school office (537-8311) to get password information as this is a secure site for each child. Parents can also email teachers with questions or concerns using this system. Student grades are updated each Monday by 10:00 am. Attendance, tardies and lunch information is updated daily and discipline reports are recorded as they occur. The district anticipates adding more features to this system so more information can be made available through this means of communication.

GRADING SYSTEM

Each student is encouraged to achieve the highest grades that their ability allows. Your permanent record is used by college officials, prospective employers, and others. Work to be proud of it.

The following system is used by all teachers for high school students:

A	95-100	A-	90-94	B+	87-89
B	83-86	B-	80-82	C+	77-79
C	73-76	C-	70-72	D+	67-69
D	63-66	D-	60-62	F	59 or below

GRADE POINT AVERAGE

Student GPA's will be figured using an eleven point scale. Points are awarded for each course passed on the following basis:

A = 11	A - = 10	B+ = 9
B = 8	B- = 7	C+ = 6
C = 5	C- = 4	D+ = 3
D = 2	D- = 1	F = 0

Valedictorian and salutatorian will be chosen by the cumulative GPA at the end of the 3rd quarter of the senior year. The student with the highest GPA will be named valedictorian; the student with the second highest GPA will be named salutatorian. Class

rank for graduation exercises will also be compiled at the end of the 3rd quarter.

Please note that **final** class rankings will be compiled based on cumulative GPA at the end of the 4th quarter. These final rankings will have no effect upon previously awarded scholarships.

Students who take any of the weighted courses for juniors/seniors will have an additional two grade points added for that course when figuring GPA, if they have earned a C- or better in the course. For example, an "A" would be given 13 points, instead of 11. See the next section for details on weighted courses.

WEIGHTED GRADES POLICY

The Board of Education has approved giving two additional grade points for grades of C - or higher in four high school courses. In addition, any courses offered for dual credit in high school and college will also be weighted. The purpose of weighting these courses is to encourage students to take more challenging courses, rather than avoid them in an effort to keep their GPA higher.

The following classes (offered through Launch) are considered weighted courses and are awarded an extra 2 grade points for any grade that is a C- or higher:

Physics Calculus/Trigonometry Spanish II/Foreign Language or higher

Any courses offered for dual enrollment in high school and college

HIGH SCHOOL HONOR ROLL

There are three honor rolls figured from a student's GPA. The honor roll will be determined and posted each quarter. Students cannot have a grade of C- or below to be on the honor roll. Weighted grades will be used in figuring the honor roll for all students who are enrolled in those courses.

Principal's Honor Roll - Any students with a perfect 11.00 GPA for the quarter.

High Honor Roll - Any students with 10.00 to 10.99 GPA for the quarter.

Honor Roll - Any students with 8.00 to 9.99 GPA for the quarter.

All students who make the honor roll for the entire year will be honored with a certificate at the awards assembly.

JUNIOR HIGH HONOR ROLL

Two honor rolls will be awarded quarterly in grades 6-8. The criteria is below:

All A Honor Roll - Any student with all A's

A/B Honor Roll - Any student with all A's and B's

****All students who make the honor roll for the entire year will be honored with a certificate at the awards assembly.**

ACADEMIC LETTERING POLICY

To promote academic success and reward those students who reach a high level of achievement, Golden City R-III High School will honor all students who meet the following guidelines with an Academic Letter.

1. Students must maintain a 9.75 GPA (out of a possible 11) for four consecutive quarters.
2. The grading periods used each year will be: fourth quarter of the preceding school year and the first three quarters of the current school year. This will allow academic letters to be presented at the annual awards assembly.
3. Students would be eligible to earn an Academic Letter all four years of high school. Only one actual letter would be presented, with a bar being presented in any subsequent years.
4. Students who earn an Academic Letter, a Music Letter, and an Athletic Letter all in the same year will be specially honored for this high accomplishment with the presentation of an All-School Letter.

SPORTS LETTERING

1. Any athlete that plays in 50% of the varsity quarters/sets/innings will letter.
2. Athletes must complete the season through the finish of Districts.

NATIONAL HONOR SOCIETY

The Golden City Chapter of the National Honor Society was established in April 1984. To be eligible for consideration in regard to NHS membership, a student must meet the following criteria.

1. The student will be a junior or senior in good standing.
2. The student will have a cumulative attendance rate of 90% or better
3. The student will have a cumulative grade point average of 9.75 on an 11.0 scale.
4. The students will be evaluated by teachers and organizational sponsors in the areas of leadership, character, and service.

If the student has met all of the requirements for consideration, they will then be further evaluated by a confidential executive committee and needs only a simple majority to be named as a candidate for induction into the Golden City Chapter of National Honor Society.

INCOMPLETE GRADE POLICY

Incomplete grades will not be assigned at the end of any grading period (i.e. quarter or semester) unless a student was absent the last week of the grading period due to illness or other extenuating circumstances. In these cases a student may be assigned an incomplete grade. However, the assigned work must be completed and a grade assigned no later than two weeks after the grading period ends or the student returns to school.

ACADEMIC HONESTY

Golden City High School expects and demands high standards of honesty from its students. Those high standards demand that dishonest work be rejected and that those students engaging in such work bear the consequences, which may include zero credit on assignments, detentions, in school suspension, and/or out of school suspension.

Plagiarism, or academic theft, is presenting the words or ideas of someone else as one's own in an assignment without giving them due credit as the originator of those words or ideas. A student is guilty of plagiarism if he or she submits as his or her own work, a written or spoken assignment that contains words or ideas copied from another person's book, article, manuscript, notes, Internet site, calculations, computer programs, or any other source. Obviously, turning in another student's assignment or paper totally taken from someone else's work is plagiarism. But it is also plagiarism to reword or summarize the words or ideas of another author and present them as part of one's assignment unless one gives the author credit. Plagiarism occurs when a student uses a sequence of words or ideas without having integrated and reorganized the author's words in his or her own work and without acknowledgement in the assignment.

The following artificial intelligence policy is in reference to Board Policy EHBD **Original Adopted Date: 04/01/2024 | Last Revised Date: 06/26/2024 | Last Reviewed Date: 06/26/2024**

Generative AI, any software or hardware whose primary purpose is to accept input, process the input through one or more algorithms, and use the result to generate new output that resembles human-made intellectual or creative work. Examples of generative AI include large language models (chatbots) such as ChatGPT.

Unauthorized Use of Generative AI

Any use that has not been specifically authorized for an assignment by the teacher giving the assignment. Even when AI use is authorized, exceeding the authorized use of AI may be considered unauthorized use. Some tools capable of generative AI may nevertheless be used without specific authorization as long as no Generative AI functions are used. For example, a calculator may have one or more generative AI functions, but the calculator can still be used for typical mathematical calculation, and a laptop may be used to appropriately browse the web, but not to browse websites that interfere with generative AI. In case of any doubt, students should seek clarification or specific authorization from the teacher who gave the relevant assignment.

Similarly, a student is an accomplice in plagiarism and equally guilty (1) if he allows his own words in outline or finished form to be copied and submitted as the work of another or (2) if he prepares an assignment for another student and allows it to be submitted as that other student's work. See the code of conduct section for potential discipline to be administered.

WITHDRAWALS AND TRANSFERS

When a student transfers in to Golden City High School verification that the student and their parents/legal guardian are living in our school district, that the student is not currently suspended or expelled from another school, and that the student is not currently charged with, or convicted of, any serious crime must be provided by the parent or legal guardian of the student as required by the Safe Schools Act of 1996.

A transfer or withdrawal form must be obtained from the high school office when a student is leaving school. All books and any other items belonging to the school must be returned, fees paid, and transfer or withdrawal form signed by all assigned teachers. Locker must be emptied and cleaned.

VOCATIONAL EDUCATION STUDENT POLICY

Golden City R-III students who are Juniors or Seniors have the option of enrolling in the Lamar Career and Technical Center in the mornings to train in a specific technical field including the following: Business and Marketing, Auto Mechanics, Health Occupations, Welding Technology, Carpentry, Industrial Technology, Machine Tool Technology, Agriculture, Computer Science, Culinary and Graphic Design.

1. To be eligible for participation in classes at the Lamar Career Technical School, a student must:
 - a. Maintain a "C" average
 - b. Maintain good school attendance
 - c. Maintain good school behavior
 - d. Display motivation, work ethic and a plan for a future in vocational technical fields of work.
 - e. Be on track to graduate from High School
2. It should also be noted that the staff at Lamar Career and Technical Center are looking for students with educational records that show class work pertaining to the desired program as well as items in #1 above.
3. EMBEDDED CREDIT: Embedded credits for English and Math are available to Lamar Career and Technical Center students. Students must attend two full years of Lamar Career and Technical Center and complete the embedded credit requirements to the satisfaction of Golden City R-III administration, as well as the administration and staff of Lamar Career and Technical Center. Students participating in this program will continue to be required to take English and Math at Golden City each of the four years enrolled at Golden City R-III School; failure of the embedded credit and/or English courses at Golden City could result in failure to graduate.
4. All students who plan to attend the Lamar Career and Technical Center cannot drive without prior signed permission from parents, Lamar Career and Technical Center Director and the Golden City principal.
5. The bus will pick up Lamar Career and Technical Center students at the main HS door and will arrive at approximately 8:15.
6. Students participating in the Lamar Career and Technical Center program can earn three credits per school year towards graduation.
7. All students who plan to participate in the Lamar Career and Technical Center program must plan their schedules so that all required courses for Freshmen and Sophomores (see Curriculum in this handbook) are concluded by the end of their sophomore year.
8. Students who enroll in Lamar Career and Technical Center should be aware that they are making a commitment to complete a two-year program.
9. Golden City dress code, discipline code, and attendance code applies to students who attend Lamar Career and Technical Center.
10. Attendance is of particular importance as missing over five absences will result in removal from the program.
11. Sometimes, Lamar School District has a different start date, end date or vacation days; Lamar Career and Technical Center students will adhere to the schedule of Lamar for the purposes of articulation and earning embedded credit.
12. If Lamar Career and Technical Center is not in session, but Golden City is, students attending are required to be in attendance at Golden City for the full day and alternate placements will be given for the first four hours of the day.

TRANSFERS FROM A NON-ACCREDITED OR HOME SCHOOL

Students who transfer to Golden City High School from a non-accredited school or from a home school situation will be assigned to a grade and classes in accordance with the following board policy:

Tests will be given in each class to determine if the student has mastered the material. The student will demonstrate 60% mastery on each semester final to receive credit. Testing must be completed BEFORE students are placed in classes or assigned to a grade level.

Students transferring into Golden City High School from a non-accredited school or from home schooling must attend at least two semesters immediately preceding graduation to be eligible for a Golden City High School diploma. Students attending less than four semesters will not be included in class rank, but will be assigned a GPA on work from Golden City High School.

STUDENT RECORDS

All student information kept in a student's permanent file is confidential and will not be released to anyone other than the student or the student's parents without their permission, unless the student transfers to another school and a records request is received from that school. Access is granted to school personnel for educational purposes only. Information on file with the office regarding student addresses and telephone numbers must be current at all times. If a student moves during the school year, changes telephone numbers, or if parents/guardians change employment making the emergency information file obsolete, new information needs to be given to the high school secretary to update the student records.

TRANSCRIPTS

Official student transcripts will be kept on file in the office. A student, or a student's parents (until the student has graduated), may request that his/her transcript be sent to another school in the case of transfer, or to colleges of his/her choice. A form is available in the office and must be completed for these requests to be honored. Final transcripts will be released upon the completion of all coursework and payment of all outstanding fees and debts.

LIBRARY

By arrangement with the librarian, classes may occupy the library or computer lab for orientation or research when accompanied by their teacher. All books and other resources are to be checked out by the librarian or a library assistant. Reference materials must be used in the library unless the librarian grants special permission for them to be used elsewhere.

LOCKERS

Students will be issued a locker during registration for school in August. **Students are encouraged to place a lock on their locker.** The school will not be responsible for items stolen from lockers. Students using locks must provide a key, or the combination, to the office. Some students may have to share lockers with another student if lockers are unavailable. **All lockers, in the halls, locker rooms, and classroom areas, are the property of Golden City R-III High School and may be searched or inspected by authorized school personnel at any time. The lockers will also be subject to periodic search by law enforcement canine units.** Lockers are to be kept neat and orderly. They are not to be abused in anyway, including but not limited to, kicking, hitting, slamming, scratching, etc. Undesirable or lewd advertisements, posters, etc. will not be allowed on the inside or outside of the lockers and will be confiscated by school personnel. Students should also refrain from storing food and drinks in their locker. The principal reserves the right to clean lockers of stored food and drink.

TARDIES

Tardies/lates will be recorded by semester. Four (4) tardies/lates will be permitted each semester (that is the total for all classes, NOT four (4) in each class). The office will record each tardy/late and excessively tardy/late students will be subject to the following:

- 3rd offense— Office will contact parents
- 4th offense—Warning
- 5th and After— Office referral for consequences

Chronic tardiness will result in stiffer penalties.

MIDDLE SCHOOL/HIGH SCHOOL ATTENDANCE POLICY

Regular attendance at school is necessary for students to gain all the benefits of their classes. Believing that it is important for students to make regular attendance a habit, the Board of Education has established the following policy regarding attendance of middle school and high school students:

1. Regular attendance is the responsibility of the student and the student's parents.
2. A student may not miss more than 5 days per class, per semester. Absences 6-8 will result in the lowering of the semester grade by 2% per absence. Students will lose credit when accumulating 9 absences in a single class. (See guidelines below and the waiver policy.)
 - Following 8 absences the student's attendance record will be forwarded to the Barton County Sheriff's Department and the Juvenile authorities.
 - At absence #5 the school, the parents, and the student will meet and sign a contract laying out a plan to finish out the semester in an attempt for the student to not lose credit.
3. Time served in the at-risk program will not count toward the 5 allowed absences. School sponsored activities during the school day (including college days, limited to two) which causes a student to miss class will not count toward the 5 allowed absences.
4. Out-of-school suspension time will count toward the 5 allowed absences, and no missed assignments may be made up for credit.
5. If a student is more than 15 minutes late to a class, or leaves more than 15 minutes before the end of a class, then an absence will be recorded in that class. Arriving after 8:25 will be counted as absent to first hour.
6. If it is necessary for a student to miss school the parent/guardian of the student must inform the principal's office of the absence. This can be done by a phone call on the morning of the absence, or by sending a note of explanation with the student upon their return to school. A student will have one day for each day absent to hand in make-up work. An absence will be marked as excused with documentation for any type of doctor's appointments and funerals only. (medical, eye, dentist, and/or therapy)
7. In severe cases of chronic illness or extended hospitalization, please refer to the waiver policy and the appeals process. Each request will be reviewed to determine whether an exemption to the policy should be made. Students may appeal this decision to the Board of Education.
 - An absence that has been excused by the parent or guardian will not be waived unless there is proper documentation (ex. Dr. note for a doctor's appointment.)

A student will have to get an admit slip from the office before returning to class.

WAIVER POLICY

When students know in advance that they will be absent from school they may file for a waiver of the attendance requirements because of extenuating circumstances, which may include.

1. Periodic medical or dental treatment.
2. Extended illness and/or hospitalization
3. Trips which are educational in nature.
4. Student disability
5. Religious or military observance

To have an absence waived a student must present documentation of the above listed conditions within **Five** school days of the absence. Final authority to waive absences lies with the administration.

COLLEGE VISITS

- Seniors will be allowed two college visits for the year
- Juniors will be allowed one college visit for the year

- Visits must be pre-approved and a College Visit Permission/Verification Form must be completed and submitted for signatures from the RootEd advisor and the Principal one week prior to the visit
- Students are required to have the college/institution representative complete the verification portion of the form during the visit
- Students are responsible for letting teachers know of the intended absence and will be responsible for all work missed
- For the visit to be counted as a school activity and not an absence, the properly completed visit/verification form must be returned to the RootEd advisor within two school days of the college visit

APPEALS PROCESS

If a student should lose credit under the attendance policy guidelines, the student has the right to appeal for reinstatement of lost credit. A faculty committee will review each appeal received quarterly. The appeal must be in writing and be given to the principal before the end of the semester in question. This committee will consist of the teachers of classes in which the student is enrolled, the principal and the counselor.

The student and his or her parent may be asked to meet with this committee to present their reasoning for reinstating credit. They will be asked to provide necessary documentation to support their case. The following order will be followed in the due process procedure.

1. Attendance Committee
2. Superintendent
3. Board of Education

HALL PASS

A student must have a pass slip signed by the classroom teacher in order to be allowed out of the classroom. A yearbook student will be required to wear a yearbook pass in lieu of a slip. A student who does not have a slip will not be allowed out of the classroom for any reason. Abuse of the privilege will result in the student not being allowed to leave the room.

DRESS CODE

Student General Appearance must be clean, modest, and appropriate for the school setting, avoiding extremes. Specific Guidelines in some areas are listed below, however **any clothing or personal appearance that is disruptive to the educational process or is deemed to be inappropriate for the school setting will not be allowed.** The final decision on clothing lies with the administration.

1. Shorts, skirts, and dresses should not be overly short, be visible, and should extend down the legs.
2. All clothing should be modest
 - a. No spaghetti straps or cut-off t-shirts.
 - b. No undergarments should be visible.
 - c. All clothing should be free from holes that expose areas that the dress code requires to be covered.
 - d. No skin should be visible from tops to bottoms.
 - e. Tops that expose cleavage are not to be worn.
3. Practice attire should be appropriate for the school setting. Coaches may have additional requirements for practice and games.
4. Garments that promote cigarettes, alcohol, profanity, double meanings, or other actions that are deemed inappropriate
5. Footwear must be worn at all times.
6. Hair should be neat and clean at all times. Students who participate in athletics or other school activities are subject to their coach or sponsor's requirements for grooming.
7. Body piercings should not present a safety risk or create a disturbance to the educational process.
8. The following cannot be worn inside the building; bandanas, hoods, hats, or sunglasses.

Any object or clothing that the administration determines to be disruptive or detrimental will not be allowed.

Violations of the dress code will result in: 1st time - A warning and a change, 2nd time - Notification of parents and a change, 3rd time - A Change and discipline administered.

MOTOR VEHICLE REGULATIONS

Students 16 years of age, possessing a valid drivers' license, will be allowed to drive a personal vehicle onto school grounds for classes and school activities. To insure safe operation and parking of all vehicles the following regulations should be followed:

1. All students should park on the north side of the high building against the fence on the north side of the parking lot, or up against the playground asphalt on the west side of the parking lot. During the school day no one may park in the middle area of the parking lot to ensure adequate space for delivery and disposal trucks to maneuver. No student should park west of the school building along the sidewalk. This is for parent drop off and pick up.
2. Vehicles should be parked in an orderly manner, straight in the line with all others.
3. Students are not to go to their cars during the school day, except with permission from the school office.
4. Once a car is parked on school grounds it is not to be moved during the school day, except with permission from the school office.
5. Cars shall remain parked after school until all buses have left the parking lot.
6. Violations of these regulations could result in loss of parking privileges.

CODE OF CONDUCT

The Board of Education, administration, and faculty realize the responsibility of ensuring an environment for learning. Our objective will be for students to accept responsibility for their own behavior, and to be productive school citizens.

The following code of conduct and discipline policy is in reference to Board Policy JG-R1 **Original Adopted Date: 01/23/2020 | Last Revised Date: 02/21/2024 | Last Reviewed Date: 02/21/2024**

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action; however, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, any aggravated circumstance of any offense, or any action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or board of education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on district property, including playgrounds, parking lots and district transportation, or at a district activity, whether on or off district property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law.

REPORTING TO LAW ENFORCEMENT

It is the district's policy to report all crimes occurring on district property to law enforcement including, but not limited to, the crimes the district is required to report in accordance with law. A list of crimes the district is required to report is included in policy JGF. The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy. In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten days or expulsion of any student who the district is aware is under the jurisdiction of the court.

DOCUMENTATION IN STUDENT'S DISCIPLINE RECORD

The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools and in accordance with law and policy JGF.

CONDITIONS OF SUSPENSION, EXPULSION AND OTHER DISCIPLINARY CONSEQUENCES

All students who are suspended or expelled, regardless of the reason, are prohibited from participating in or attending any district-sponsored activity, or being on or near district property or the location of any district activity for any reason, unless permission is granted by the superintendent or designee. When appropriate, the district may prohibit students from participating in activities or restrict a student's access to district property as a disciplinary consequence even if a student is not suspended or expelled from school. Likewise, a student may become ineligible for or be required to forfeit any honors and awards as a disciplinary consequence.

In accordance with law, any student who is suspended for any offenses listed in § 160.261, RSMo., or any act of violence or

drug-related activity defined by policy JGF as a serious violation of school discipline, shall not be allowed to be within 1,000 feet of any district property or any activity of the district, regardless of whether the activity takes place on district property, unless one of the following conditions exist:

1. The student is under the direct supervision of the student's parent, legal guardian, custodian or another adult designated in advance, in writing, to the student's principal by the student's parent, legal guardian or custodian, and the superintendent or designee has authorized the student to be on district property.
2. The student is enrolled in and attending an alternative school that is located within 1,000 feet of a public school in the district.
3. The student resides within 1,000 feet of a public school in the district and is on the property of the student's residence.

Students who violate the prohibitions in this section may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences," listed below.

Pursuant to law, no student will be confined in an unattended locked space except in an emergency situation while awaiting the arrival of law enforcement personnel.

IMPACT ON GRADES

As with any absence, absences due to an out of school suspension may result in the student earning a lower grade in accordance with the district's policy on absences.

PROHIBITED CONDUCT

The following are descriptions of prohibited conduct and potential consequences for violations. Building-level administrators are authorized to more narrowly tailor potential consequences as appropriate for the age level of students in the building within the ranges established in this regulation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and board policy.

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.

Arson – Starting or attempting to start a fire, or causing or attempting to cause an explosion.

First Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Restitution if appropriate.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion. Restitution if appropriate.

Assault

1. Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree.
 - 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. Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes assault in the first or second degree.
 - First Offense: 10-180 days out-of-school suspension or expulsion.

- Subsequent Offense: Expulsion.

Automobile/Vehicle Misuse – Uncourteous or unsafe driving on or around district property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on district property.

First Offense: Suspension or revocation of parking privileges, detention, or in-school suspension.

Subsequent Offense: Revocation of parking privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

Bullying and Cyberbullying (see board policy JFCF) – Intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for their physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to, physical actions, including violence, gestures, theft or property damage; oral, written or electronic communication, including name-calling, put-downs, extortion or threats; or threats of reprisal or retaliation for reporting such acts. Cyberbullying is a form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager.

First Offense: Detention, in-school suspension, or 1-180 days out-of-school suspension.

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

Bus or Transportation Misconduct (see board policy JFCC) – Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

Dishonesty – Any act of lying, whether verbal or written, including forgery.

First Offense: Nullification of forged document. Principal/Student conference, detention, or in-school suspension.

Subsequent Offense: Nullification of forged document. Detention, in-school suspension, or 1-180 days out-of-school suspension.

Disrespectful or Disruptive Conduct or Speech (see board policies AC and ACA if illegal harassment or discrimination is involved) – Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

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

Subsequent Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Drugs/Alcohol (see board policies JFCH, JFCI, and JHCD)

1. Possession, sale, purchase, transfer, manufacture, 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 drug paraphernalia or possession of or attendance while under the influence of any unauthorized prescription drug, alcohol, illegal drug, controlled substance (including marijuana and marijuana-infused products) as defined under schedules I, II, III, or IV of the Controlled Substances Act, unauthorized inhalant, counterfeit substance, imitation controlled substance, any substance intended to create a false negative on a drug test, or any substance prohibited on district property by law or policy.
 - *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, transfer, manufacture, or distribution of any unauthorized prescription drug, alcohol, illegal drug,

controlled substance (including marijuana and marijuana-infused products) as defined under schedules I, II, III, or IV of the Controlled Substances Act, unauthorized inhalant, counterfeit substance, imitation controlled substance, any substance intended to create a false negative on a drug test, any substance prohibited on district property by law or policy, or drug-related paraphernalia.

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

Extortion – 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 – 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 – 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") – 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") – 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 – 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 policies AC and ACA and note that additional provisions of the code of conduct may apply to the student's behavior)

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.
 - *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.
 - *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.
3. Student is found "responsible" for sexual harassment under Title IX upon conclusion of a formal complaint under policy ACA.
 - *Any Offense:* 10-180 days out-of-school suspension or expulsion.

Hazing (see board policy JFCG) – 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 – 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 – 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 – Consensual 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 (see board policies AC and ACA) – 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 – 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, cell 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 – 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 – 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 (vaping products), other nicotine-delivery products or imitation tobacco products, as defined in policy AH, on district property, on district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may be possessed only in accordance with district policy JHCD.

- *First Offense:* Confiscation of prohibited product. Principal/Student conference, detention, or in-school suspension.
 - *Subsequent Offense:* Confiscation of prohibited product. Detention, in-school suspension, or 1-10 days out-of-school suspension.
2. Use of any tobacco products, electronic cigarettes (vaping products), imitation tobacco products or other nicotine-delivery products, as defined in policy AH, on district property, on district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may be used only in accordance with district policy JHCD.
- *First Offense:* Confiscation of prohibited product. Principal/Student conference, detention, in-school suspension, or 1-3 days out-of-school suspension.
 - *Subsequent Offense:* Confiscation of prohibited product. 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) – 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 – 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) – 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.

PHYSICAL EDUCATION

Fitness and wellness instruction and physical activity are necessary for healthy living, and are an integral part of the Golden City R-III Schools mission. All students must take and pass one high school physical education course (1 unit of credit) to graduate from high school. To allow P.E. classes to run smoothly, the following standards have been set:

1. All students will participate in class.
2. All students are expected to dress out for class activities. Not dressing out does not remove the student's obligation to participate. Students not dressed out will not receive daily participation points.
3. Attire for physical education should follow the school dress code.
4. The only acceptable excuse for non-participation is for a medical reason that is verified by a doctor's note before the non-participation occurs.

WEIGHT TRAINING PARTICIPATION

1. All students will be expected to sign a waiver stating that if they do not follow the rules and guidelines of the program and the instructor they will be removed from the weight room and placed in physical education.
2. All students will participate in class.
3. All students are expected to dress out for class activities. Not dressing out does not remove the student's obligation to participate. Students not dressed out will not receive daily participation points.
4. The only acceptable excuse for non-participation is for a medical reason that is verified by a doctor's note before the non-participation occurs.

SOCIAL RELATIONSHIPS

The Board of Education and the administration feel that school is not the proper place for affection to be shown by one student to another. Therefore the following policy will apply:

1. Holding hands will be the only allowable show of affection.
2. Hugging, Embracing, kissing, etc will not be allowed.
3. Students violating this rule will be given one warning to refrain from this type of behavior at school.
4. A second offense will lead to a detention being assigned and parents will be contacted.
5. Any further repeated offenses could lead to referral to the at-risk program for 1-3 days and parents will be contacted.
6. School property includes buses, on incentive trips and senior trip.
7. Future offenses will result in 4-7 day assignment to the at-risk room, and parents will be contacted. Future incidents could result in possible suspension from school for up to 3 days.

ORGANIZATIONS

Golden City High School has a wide variety of school-sponsored curriculum-related organizations. These groups would include the Art Club, FBLA, FFA, FCCLA, Student Council, Chess Club, Scholars Bowl, Math League, National Honor Society, and any other clubs that might be started that are related to the curricular goals of the school.

Other, non-curricular clubs have, from time to time, been active at Golden City High School as well. Examples of non-curricular clubs would include FCA, or any other group that meets exclusively with GCHS students, but lacks a direct link to the curricular goals of the school. These clubs are allowed to meet with students in the school facility, but are not school sponsored or supported.

ORGANIZATION AND CLASS MEETINGS

Organization and class meetings will be held on a quarterly basis. The date will be selected and assigned to the comprehensive calendar. Requests and agendas for meetings must be turned in to the principal's office in advance of the meeting day. Schedules will be announced in the daily bulletin. Any and all student-originated pep rallies, parties, etc. are prohibited unless approved by the principal in advance. Furthermore, any signs, announcements, posters, etc. should always be cleared in the office before posting.

A+ PROGRAM

The A+ Schools program was established in 1993 as part of the Outstanding Schools Act by the Missouri State Legislature to enhance educational opportunities for high school students. According to the Missouri Department of High and Secondary

Education, the primary goal of the A+ Schools program is to ensure that all students who graduate from Missouri high schools are well prepared to pursue advanced education and employment.

The Golden City A+ goals are:

- All Golden City students will graduate from high school.
- All students will complete a selection of high school studies that is rigorous.
- Golden City High School students will proceed from high school to college; post-secondary, vocational, or technical school; or a high-wage job with the skills necessary to succeed.

Golden City High School received A+ designation in April of 2013.

Golden City High School graduates who meet specific A+ criteria will be eligible to receive **reimbursement for tuition and general fees** to attend any public community college or vocational or technical school in the state of Missouri for two years (up to six semesters) beginning with the graduating class of 2015. A+ standards are rigorous and mandated by the State of Missouri. Please see A+ Handbook for complete details.

MSHSAA CITIZENSHIP STANDARDS FOR ALL INTERSCHOLASTIC ACTIVITIES

Golden City R-III will follow these guidelines for citizenship in athletics and activities programs.

Each individual coach/sponsor has the authority to set more restrictive requirements.

MSHSAA By-Law 2.2.1 states that:

1. 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."
2. Conduct shall be satisfactory in accord with the standards of good discipline.

MSHSAA By-Law 2.2.2 regarding Law Enforcement says:

1. 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.
2. 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.
3. After a student has completed all court appearances and penalties, and has satisfied all special conditions or probation and remains under general probation only, local school authorities shall determine eligibility.

DISCIPLINE REFERRALS – According to MSHSAA By-Law 2.2.3 a student:

1. Shall not be considered eligible on any type of suspension.
2. May not represent the school (practice or games) while they are on either in school or out of school suspension.
3. Accumulating excessive disciplinary referrals will be reviewed and will result in some form of restriction or suspension from the coach/sponsor/office.

MSHSAA Bylaw 2.2.5 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 Board of Directors.

These rules and regulations apply 365 days a year, in school and out of school. Any violation of these Standards or MSHSAA standards during the entire year (365 days) will result in consequences handed down by MSHSAA and/or Golden City R-III School District. If the violation occurs during the "off-season" for the student, then the consequences will carry over to the next season in which the student will participate.

STUDENT PARTICIPATION IN EXTRACURRICULAR ACTIVITIES INCLUDING ATHLETICS

Golden City R-III Requirements

A student may only participate in extracurricular activities if he/she has passed all courses during the preceding quarterly grading period.

1. **Students participating in MSHSAA sanctioned events will be ineligible to participate in any activity if they received a failing grade on their quarter grade prior to the beginning of the season.**
 - Any F at the end of 1st quarter makes the student ineligible for the 2nd quarter.
 - Any F at the end of 2nd quarter makes the student ineligible for the 3rd quarter.
 - Any F at the end of 3rd quarter makes the student ineligible for the 4th quarter.
 - Any F at the end of 4th quarter makes the student ineligible for the 1st quarter of the following year.
 - As football is played in a cooperative agreement Lockwood's eligibility requirements will be used at the end of the first quarter.
2. A student receiving an F in any fourth quarter class may become eligible under our local policy by attending a corresponding summer school class and receiving a passing grade, provided that all other state eligibility requirements are met. (Administrative approval must be obtained prior to the class to assure the class will be accepted).
3. By Missouri State High School (MSHSAA) standards any student with two F's is ineligible and summer school cannot override that ineligibility.
4. Student members of clubs and organizations who receive a failing quarter grade will be ineligible for the following quarter's activities. This includes all activities such as games, practice, open gyms, or other events.
5. The above eligibility policy for athletes also applies to non-curriculum related activity trips. Only if a trip or activity relates directly to classroom instruction will an ineligible student be allowed to participate. (See activity trip policy on page 42)
6. **ATTENDANCE** – MSHSAA By-Law 2.2.3d requires that:
 - A student that misses any class time on a day where they will be participating in an activity without prior approval from the office will be considered ineligible to participate in the activity that day. If there is an emergency, **communication** with the office is important.
 - Furthermore, the student cannot be certified eligible to participate on any date following the absence until the student attends a full day of classes.
 - Students must notify and obtain approval from the principal that they will be missing classes prior to the morning of absence.
 - If a student does not notify the principal by this time, the student will be ineligible for the activity that day. Call 417-537-8311 to obtain this approval
 - Golden City R-III will follow the above guidelines for attendance for athletics and activities. Students may participate in school activities during the school day, but may not miss class for an activity if a test is scheduled unless prior arrangements have been made. It will be the responsibility of the students to make up any work missed because of participation in extracurricular activities.
 - Eligibility for school activities: Any student who is determined to have below a 60% grade/grades at the ineligibility check will not be allowed to participate until the grade has been raised. Grades are checked at designated progress points throughout the year. If a student has below a 60% in a class they will have 1 week to raise the grade before they are considered ineligible.

Exceptions for activity participation due to absences must be approved in advance (at least 1 day prior) with administration.

ILLEGAL DISCRIMINATION AND HARASSMENT

The Golden City R-III School District Board of Education is committed to maintaining a workplace and educational environment that is free from illegal discrimination or harassment in admission or access to, or treatment or employment in, its programs, activities and facilities.

Discrimination or harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law is strictly prohibited in accordance with law. Board Policy AC, Adopted May 26, 2021.

There are designated grievance officers in the district and forms are available in the superintendent's office for grievance procedures.

TRANSFER STUDENT ELIGIBILITY POLICY

Transfer students will be eligible if they were eligible at the last school they attended. If the student has any failing grades, he/she will be on probation until the next regular grade check. At the end of that time, if the student still has any failing grades, he/she is then ineligible. At this point the student will be under this school's eligibility policy. **MSHSAA guidelines will determine ultimate eligibility for all interscholastic activities.**

ALCOHOL AND DRUG USE BY ATHLETES

No possession, distribution, or use of alcohol, tobacco, or illegal drugs by athletes at Golden City High School will be tolerated. (see board policies JFCH and JHCD)

PENALTIES:

First Offense- The athlete is suspended for 25% of the contests for the season (including practices), effective immediately, and will not be considered for post-season honors. If the athlete is still serving this suspension when the season ends, they will not be eligible for lettering in that sport.

Second Offense- The athlete is removed from the team for the remainder of the season, effective immediately. The athlete will not be eligible for lettering or post-season honors.

Third Offense - For the third offense and all subsequent offenses, the participant will be suspended for 365 days from participation in all activities covered under this policy including all meetings, practices, performances and competitions in the Golden City R-3 School District from the date of the confirmation of the third positive test.

PROOF:

For an athlete to be subject to these penalties, proof of possession, distribution, and/or use of alcohol, tobacco, or illegal drugs must be positive. Association with individuals engaging in one of these activities will also be judged to be positive proof. The administrators and coaches, together, would determine if there is proof of a violation.

Proof could be established by: 1) a report from a law enforcement agency or officer, 2) a report from a teacher who witnessed the violation, 3) confession of the athlete, or 4) a positive drug test.

INFORMING STUDENTS AND PARENTS

This is official notification of the alcohol, tobacco, and drug policy of the Golden City R-III Schools athletic programs. Students and parents will be asked to sign a copy of this policy before students begin practicing with a team, indicating that they are aware of the policy and their intention to abide by this policy.

ACTIVITY TRIPS POLICY

Extra-curricular trips often require students to be transported to and from the activity by use of a bus or other vehicle driven by school employees. Students riding the bus or a private vehicle driven by a school employee are under the jurisdiction of the sponsor and/or driver. They are expected to obey these people, and failure to comply with the rules will lead to suspension from extra-curricular events and bus riding privileges in the future. Students are expected to ride the bus to school events, and are also expected to ride the bus back home from those events. The bus driver/sponsor shall not permit a student to exit the bus until he/she has arrived at their destination. **Failure to secure permission from the sponsor to return with your parents will cause you to lose the privilege of riding the bus and participating in extracurricular activities in the future.**

There are two types of trips within the Golden City R-3

1. Academic Trips
2. Reward Trips

Guidelines for all trips will be communicated with students and parents prior to the event.

The principal and sponsors will clarify whether each trip is an academic or reward trip at the time of scheduling the trip. Students must check in with teachers and make arrangements for their work BEFORE leaving on the trip. The teacher's normal late work policy outlined in the course syllabus will apply if this does not happen.

SCHOOL DANCE REGULATIONS

All dances will last no longer than four hours and no later than 11:30 pm. Admission cannot exceed \$3 for individuals. Maximum

age is 20 years old and no one below freshman year will be allowed. Non-Golden City dates must be registered in the office at least one week prior to the event. In the case of Barnwarming, non-FFA dates must be registered as well. All out of school dates must come with their date and enter the dance together. FFA might also approve a donation not to exceed \$3 in lieu of an entrance fee for dances. For Prom, all out of school dates and underclassmen must come with their date and enter the dance together. Chaperones have full authority and may ask anyone to leave the dance if deemed necessary.

- * Age — Freshmen to 20 years of age
- * Dress Code — School dress code applies at all dances
- * Drop-outs may not attend school dances
- * Cost — \$3 for individual

MIDDLE SCHOOL DANCE/ACTIVITY NIGHTS REGULATIONS

Middle school activity nights have the same restrictions with the exception of age. Students must be currently in the grades 6-8.

SENIOR TRIP

Before a senior may go on the senior trip he/she must:

1. Be currently enrolled during the semester in which the trip is scheduled.
2. Have completed all graduation requirements, be in good standing with the school (which means the student did not lose credit or percentages off their grades first semester and will not second semester), passed all classes for third quarter, and be passing all classes during fourth quarter.
 - a. The final grade check to determine eligibility will be on Monday the week of the trip. Those eligible will be checked again the day before to make sure they still qualify.
3. Have all bills to the school, class, and organizations paid.
4. Have participated in the senior class fund-raising activities.
5. Sign the senior participation form at the beginning of the year or when student enrolls.
6. Students must be in attendance the day before the trip leaves.
7. Sign and maintain the guidelines that are established by the current year senior sponsors and administration.
8. Not have received OSS.
9. Have served no more than 24 hours in ISS during their senior school year, for any reason, including tardies.

FOREIGN EXCHANGE STUDENT PROGRAM

Students that enroll in Golden City R-III School District under the Foreign Exchange Student Program will need to verify academic placement with the district's administration prior to enrollment. Enrollment will be conditioned upon approval of the superintendent and in accordance with the procedures set forth by the board of education.

CLASS ELECTIONS

Each year all classes will conduct their elections for the next year in the following manner:

1. Any student wishing to run for a class office must pick up an application from the student council sponsor during a time frame set by the current student council. Upon its return to the student council sponsor, the student's name will be eligible to be placed on the ballot, if they are otherwise eligible for extra-curricular activities.
2. Candidates for student body president will give a speech regarding their qualifications for office and their agenda if elected.
3. Elections will take place during a class meeting, and will continue until candidates are elected with a majority vote of those students in attendance.
4. Must have a "C" grade or better in all courses. Students cannot have a "D" or "F" at the time of application and cannot have a "D" or "F" in any class the quarter prior to applying.
5. Must be a good school citizen and show good school spirit.

BREAKFAST & LUNCH PROGRAM

All students are able to have a school breakfast and lunch each day. Parents will be notified of the cost at the beginning of each school year. Extra meat, dessert, and milk are available at a small additional cost. Money should be placed in an envelope and marked with the student's name and amount paid. This should be turned into the office at the beginning of the school day. Lunch money will not be accepted in the lunchroom. **Students will not be allowed to charge meals at any time. Students will be provided, for a limited time, with a sandwich and milk, but will not be served a full lunch until the account has money.** Students and their families should apply for Free/Reduced Price Lunches at the beginning of the school year.

CAFETERIA

The cafeteria, besides being a lunch room, is also a place where good human relations can be developed. Here each student is expected to practice the general rules of good manners which one should find in the home. Some simple rules of courteous behavior which should be followed are:

1. Observe good dining room standards at the table.
2. Leave the table and surrounding area clean and orderly.
3. Finish eating all food while in the cafeteria.
4. There will be no yelling allowed. Please use your inside voice.
5. Do not throw anything in the cafeteria – trash, food, utensils
6. No cutting in line. If you cut in line you will wait until everyone else has been served and then you may get your food.
7. Follow all requests made by teachers, administrators, staff, or cafeteria staff.
8. Students may not leave the cafeteria without teacher or sponsor approval.

CONSEQUENCES for violations

1 st Offense	Lunch will be eaten in the office for two days.
2 nd Offense	Lunch will be eaten in the office for one week.
3 rd Offense	Lunch will be eaten in the office for one week, After-School Detention, 1day
4 th Offense	Lunch will be eaten in the office for one week, After-School Detention, 1 week
5 th Offense	In-School Suspension, 1-3 days

CLOSED CAMPUS

Students shall **not** call for lunch to be delivered. Our school operates under closed campus rules, which simply means that students are not free to come and go as they please. Students are not permitted to leave campus to eat lunch. Students must have a note from home, or have a parent call the school office, in order to leave school grounds at any time, and they must check out through the high school office.

School doors will open at 7:45 am and students should not arrive prior to that time unless attending a school sponsored activity or assigned detention. Likewise, the school building closes at 3:45 pm and students should not be in the building after that time without a coach/sponsor present.

TEXTBOOKS

Textbooks are furnished free of charge. However, if a book is returned in damaged condition, or is not returned, then a fee will be charged for the book. Students are expected to take care of the books that are checked out to them for their use. Grade cards, diplomas, and transcripts will not be issued until all fees have been paid.

FEES

There will be no fees charged for enrollment in any high school level class. However, students will be required to pay for all materials purchased from the school. All vocational agriculture and industrial arts projects must be paid for before students will be allowed to take them home. Those materials ordered by a student that are ordered especially for a practical project - special orders, sizes, etc. - that are not normally stocked and used by the school are to be paid for in advance by the student. If a student is building a project to take home, the student and the instructor will fill out a bill of material on the project to be built and 1/3 of the cost should be paid before the project is started. Grade cards, diplomas, and transcripts will not be issued until all fees have been paid. If a student is enrolled in classes at Lamar Career and Technical Center, there may be fees attached to those classes.

TELEPHONE

All incoming calls for students should be placed through the principal's office. A student will only be called out of class to take a telephone call in case of any emergency. Other calls or messages will be taken by office personnel and forwarded to the student. The office and room phones are business phones and are not for normal student use. Only in emergencies will students be allowed to use the office phone. Phone use will not be a valid reason for tardiness to class, except in extreme emergencies which will be indicated by a note from the office.

BUSES

All students living more than one mile from the school will be eligible to ride a bus to and from school. Student conduct on the buses should be just like it is in the classroom. The bus driver has the same authority on the bus as a teacher has in the classroom, and the driver will expect good behavior. If student behavior is inappropriate, you may lose the privilege of riding the bus. Buses leave the school grounds promptly at 3:15 pm every school day.

VISITORS

Visitors must check in at the school office before entering any other areas of the school. No visitors will be permitted to accompany high school students to classes on a regularly scheduled school day, except for parents or guardian.

PICK UP PROCEDURES

Parents needing to pick up their child before the end of the school day must check in at the office upon arriving at school. Students will be called to the office and parents will meet them there. If someone besides a parent is to pick the child up, the parent needs to contact the office with this information.

TORNADO DRILL

In case of a tornado or a tornado drill, **Shelter for a tornado. Go to the tornado shelter will be announced three (3) times.** The basement classrooms and the music room will be used as shelter. Students will leave their rooms in single file, and remain in an orderly line until they have reached the shelter. In the event that advance warning is not possible, the offices will announce "DUCK AND COVER". Upon hearing this command, students should move quickly to the identified Hallway SAFE ZONES. When you reach shelter, please stay in one group so your instructor can check roll. **An ALL-CLEAR announcement will be** sounded for the all-clear. You will then go back to your rooms in an orderly fashion. **Diagrams indicating tornado shelter routes and hallway safe zones are posted in all classrooms.**

FIRE DRILL

In case of fire or fire drill, **Evacuate to the _____ building meeting point. Evacuate to the _____ announcement will be made three (3) times.** Students should leave the rooms in single file and leave the building in an orderly manner. The school will be evacuated through these designated exits:

An ALL-CLEAR announcement will be sounded for students to return to the school building when the conditions are safe. **Diagrams indicating fire evacuation routes are posted in all classrooms.**

MEDICATIONS AT SCHOOL

1. Students requiring medication to be taken at school must give it to the nurse to dispense.
2. The medication must be in the original bottle and clearly marked for dosage and time. It is kept in a locked cabinet.
3. Ibuprofen can only be dispensed to students whose parents have signed the consent on the emergency information cards.

STUDENT ILLNESS AT SCHOOL

If a student becomes sick at school, parents will be notified immediately so the child can be picked up and taken home. If a child goes to the nurse's office not feeling well, his/her temperature will be taken. If there is fever of 100 degrees or more, parents will be called to come pick up their child. If the fever is less than 100 degrees but the child is in discomfort and this is concurred by not only the nurse but by the teacher, parents will be contacted. If the fever is less than 100 degrees and the child is not feeling bad, he/she may go back to class and the teacher will observe the child for further symptoms. Any temperature 100 degrees F or above is considered a fever. **To prevent the spread of illness to our students and staff, your sick child should be fever-free without medication for the last 24 hours before sending back to school. If a student throws up at school, the student will be sent home and must remain home for 24 hours without these symptoms before returning to school.** If your student is sent home from school with a fever, vomiting or diarrhea, they must stay home the next day. After that day, they may return if they have been fever free, no vomiting or diarrhea for 24 hours without medication.

HEAD LICE SCREENING POLICY

Students will be screened for head lice as needed throughout the school year. Screenings may also occur if concerns are raised by teachers, parents, or the students themselves.

If live lice are found, the student will be sent home for treatment and must remove all nits (lice eggs) before returning to school. Upon return, the student will be re-screened to ensure that no live lice or nits are present. If any lice or nits are still found, the student will be required to return home for further treatment.

STATE SCHOOL VIOLENCE HOTLINE

Reports of school violence can now be submitted to the state hotline by either calling toll free to 866-748-7047 or sending an email from the new hotline website, <http://www.schoolviolencehotline.com>.

SUICIDE HOTLINE

Students can call, text, or chat with 988 or visit <https://988lifeline.org/>

ACCEPTABLE USE POLICY - FILTERING POLICY

The Golden City R-III Board of Education has adopted an Acceptable Use Policy (AUP) with regard to computers, computer networks, and the internet. Parents must annually sign the AUP in order for their child to be eligible to use any district computer resources. A copy of the AUP is available for review in the District Library.

The Golden City R-III Board of Education has adopted an internet filtering policy in accordance with Federal requirements. The filtering product used by the school does not in any way imply that students are exempt from the AUP. The filtering product will NOT prevent all objectionable sites from being viewed. It is designed to limit access to sites generally deemed inappropriate. Students are still expected to use good judgment while using the internet. The following guidelines have been developed to guide student computer use.

1. All students will have access to the internet/computers through classrooms and the computer labs.
2. Students must be supervised by school personnel.
3. No flash drives from home may be used on a school computer.
4. Only school authorized CD-ROMS and DVDS are to be used in the school setting.
5. School personnel has the right to view any material stored in student data files and may edit, remove, or report any material considered objectionable.
6. Students will only have access to e-mail under their teacher's direct supervision using a classroom account.
7. The use of "chat lines", "chat rooms", or "instant messaging" will not be allowed unless required for class and supervised by a teacher.
8. Impersonation or pseudonyms are not permitted.
9. Student projects on the web must be approved by a teacher.
10. Students may not install or download programs or other configurations onto computer hard drives without direct authorization and supervision
11. Students shall not damage computers, computer systems, computer networks or data.
12. Students will not attempt to gain unauthorized access to the district's system or go beyond their authorized access.
13. Students will not tamper with other people's data or gain unauthorized access to data on the internet/computers.
14. Students issued school device are not permitted to store them in their backpacks.
15. Students may only access teacher approved, classroom websites. Students shall not be on other websites during the school day.

CONSEQUENCES for violations:

First offense: Student will have a conference with the principal, teacher, and the network coordinator. Parents will be notified. A temporary suspension of computer privileges will be determined. Students may also be assigned detention or suspension in accordance with the school discipline policy.

Second Offense: Permanent suspension of internet/computer privileges for the remainder of the academic year. Punishment for

students enrolled in business classes will be at the discretion of the adult committee.

Students may also be assigned detention or suspension in accordance with the school discipline policy.

Parents not wanting their child to use the internet/computers at the school must contact the school office indicating their wishes.

IMMUNIZATION REQUIREMENTS

Golden City R-III Schools follow the immunizations requirements of the Missouri Department of Health. A student entering school must have the proper immunizations or forms filed in order to attend. Copies of the requirements are available in the office or from the nurse.

COMMUNICABLE DISEASES - EBB

Original Adopted Date: 01/23/2020 | **Last Revised Date:** 01/31/2022 | **Last Reviewed Date:** 01/31/2022

The district school board recognizes its responsibility to protect the health of students and employees from the risks posed by communicable diseases. The board also has a responsibility to protect individual privacy, educate all students regardless of medical condition and treat students and employees in a nondiscriminatory manner.

Immunization - In accordance with law, students cannot attend school without providing satisfactory evidence of immunization, unless they are exempted from immunization.

Universal Precautions - The district requires all staff to routinely employ universal precautions to prevent exposure to disease-causing organisms. The district will provide the necessary equipment and supplies to implement universal precautions.

Categories of Potential Risk - Students or employees with communicable diseases that pose a risk of transmission in school or at school activities (such as, but not limited to, chicken pox, influenza and conjunctivitis) will be managed as required by law and in accordance with guidelines provided by the Department of Health and Senior Services (DHSS) and local county or city health departments. Such management may include, but is not limited to, exclusion from school or reassignment as needed for the health and safety of students and staff.

Students or employees infected with chronic communicable diseases that do not pose a risk of transmission in school or at school activities (such as, but not limited to, hepatitis B virus or HIV) shall be allowed to attend school or continue to work without any restrictions based solely on the infection. The district will not require any medical evaluations or tests for such diseases.

Exceptional Situations - There are certain specific types of conditions, such as frequent bleeding episodes or uncoverable, oozing, skin lesions that could potentially be associated with transmission of both blood borne and non blood borne pathogens. In the case of students, certain types of behaviors, such as biting or scratching, may also be associated with transmission of pathogens.

Students who exhibit such behaviors or conditions may be educated in an alternative educational setting or, if appropriate, disciplined in accordance with the discipline code. In the case of a student with a disability, the Individualized Education Program (IEP) team or 504 team will make any change of placement decisions.

Employees who exhibit such conditions will not be allowed to work until the condition is resolved or appropriately controlled in a way that minimizes exposure.

Confidentiality - The superintendent or designee shall ensure that confidential student and employee information is protected in accordance with law. Medical information about an individual, including an individual with HIV, will only be shared with district employees who have a reasonable need to know the identity of the individual in order to provide proper health care or educational services. Examples of people who may need to know a student's medical information are the school nurse and the IEP or 504 team if applicable. An example of an individual who may need to know an employee's medical information is the employee's immediate supervisor, if accommodations are necessary.

All medical records will be maintained in accordance with law and board policy. Breach of confidentiality may result in disciplinary action, including termination.

Reporting and Disease Outbreak Control - Reporting and disease outbreak control measures will be implemented in accordance with state and local law, DHSS rules governing the control of communicable diseases and other diseases dangerous to public health, and any applicable rules distributed by the appropriate county or city health department.

Notification - Missouri state law provides that superintendents who supply a copy of this policy, adopted by the district board of education, to DHSS shall be entitled to confidential notice of the identity of any district student reported to DHSS as HIV-infected

and known to be enrolled in the district. Missouri law also requires the parent or guardian to provide such notice to the superintendent.

CHRONIC INFECTIOUS DISEASE (AIDS, Herpes, or Cytomegalovirus)

1. Since the risk of transmission of these diseases in the school setting is quite low, the child should be permitted to attend school in the least restrictive environment. The decision should be made by the child's physician, public health personnel, the child's parent/guardian, and the personnel involved in the child's care. The child's physician may also recommend exclusion of the child when infectious diseases are present in the building that put the child at risk.
2. Although the organisms have been isolated from blood, semen, saliva, and tears, transmission has only been documented through blood and semen. The child could attend school, in a regular classroom setting using simple precautions with body fluids or blood. In certain situations: a) a child is not toilet trained, b) a child has abnormal behaviors that include biting or mouthing of objects, or c) a child has lesions that cannot be covered, a decision may be made to place the child in an educational setting that would minimize exposure of others to blood and body fluids.
3. Persons involved in the care and education of children with these chronic infections should respect the child's right to privacy, including maintaining confidential records. Only the persons who have a need to know (in order to assure proper care and to detect potential for disease transmission) should be advised.

STUDENT ALCOHOL/DRUG ABUSE - JFCH

Original Adopted Date: 01/23/2020 | **Last Revised Date:** 02/21/2024 | **Last Reviewed Date:** 02/21/2024

The district is concerned with the health, welfare and safety of its students. Therefore, use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances and imitation controlled substances is prohibited on any district property, in any district-owned vehicle or in any other district-approved vehicle used to transport students to and from school or district activities. This prohibition also applies to any district-sponsored or district-approved activity, event or function, such as a field trip or athletic event, where students are under the supervision of the school district. The use, sale, transfer or possession of drug-related paraphernalia is also prohibited.

For the purpose of this policy a controlled substance shall include any controlled substance, counterfeit substance or imitation controlled substance as defined in the Narcotic Drug Act, § 195.010, RSMo., and in schedules I, II, III, IV and V in section 202(c) of the Controlled Substances Act, 21 U.S.C. § 812(c).

Students may only be in possession of medication as detailed in board policy JHCD. Searches of persons reasonably suspected to be in violation of this policy will be conducted in accordance with board policy JFG.

Any student who is found by the administration to be in violation of this policy shall be referred for prosecution and subject to disciplinary action up to and including suspension, expulsion or other discipline in accordance with the district's discipline policy. Strict compliance is mandatory. The school principal shall immediately report all incidents involving a controlled substance to the appropriate local law enforcement agency and the superintendent. All controlled substances shall be turned over to local law enforcement.

Students with disabilities who violate this policy will be disciplined in accordance with policy JGE.

SEXUAL HARASSMENT OF STUDENTS

Sexual harassment of students by either sex by employees or other students of the same or opposite sex is strictly prohibited in the Golden City School District. For purposes of sexual harassment and sexual discrimination policies only, an employee includes any person employed by the district, and any student teacher, intern, or school volunteer. A student is any person enrolled in the school district or in district instructional programs.

Sexual harassment is defined as unwelcome sexual advances, requests of sexual favors, or other verbal or physical conduct of a sexual nature made by a member of the school staff to a student, or when made by any student to another student when:

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

Whether a student voluntarily submits to sexual advances or requests is irrelevant for the purposes of this policy. Sexual

harassment of a student by an employee or another student may include such things as sexually oriented jokes, remarks, cartoons, pictures, or letters; pressure of sexual activity whether written, verbal, or through physical gestures; and physical contact such as patting or pinching.

Students who believe they have been a victim of or have witnessed sexual harassment should report the incident(s) to any teacher, guidance counselor, or school administrator. The staff member who receives the complaint shall promptly inform the administrator who is designated to investigate such reports, or the next level administrator who is not the subject of the complaint. There will be no adverse action taken against a person for making a complaint of sexual harassment when the complainant honestly believes sexual harassment has occurred or is occurring, or for participating in or cooperating with an investigation. Adverse action would include any form of intimidation, reprisal, or harassment such as suspension, expulsion, termination, change of educational conditions, loss of privileges or benefits, or other disciplinary action. Any individual who retaliates against an employee or student who reports, testifies, assists, or participates in an investigation or hearing related to sexual harassment complaint will be subject to discipline.

The appropriate administrator shall provide for a thorough, prompt investigation of the incident, and the investigation and written report shall be completed within a reasonable period of time. The district shall take disciplinary action where appropriate, up to and including suspension and/or expulsion of the student or suspension and/or termination of the employee, in order to ensure that further sexual harassment does not occur. No person who is the subject of a complaint shall participate in such an investigation. If the superintendent is the subject of the complaint, an investigation will be conducted by the Board president. Any student found to have violated this policy by committing an act of sexual harassment or retaliating against a complainant or participant in an investigation shall be subject to disciplinary action including, but not limited to, suspension and expulsion. Confidentiality will be preserved consistent with applicable laws and the responsibility to investigate and address such complaints. If investigation of a student complaint results in reasonable cause to suspect that the student has been subjected to abuse or neglect, the matter will be reported in accordance with policy JHG, Reporting Child Abuse. Students who believe that their complaint has not been satisfactorily resolved may utilize grievance procedure ACG at the appropriate level.

Publications disseminated to employees and students will inform them of this policy.

Adopted: May 16, 1995

BULLYING – JFCF

Original Adopted Date: 01/23/2020 | **Last Revised Date:** 01/31/2022 | **Last Reviewed Date:** 01/31/2022

General - In order to promote a safe learning environment for all students, the district prohibits all forms of bullying. The district also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students.

Definitions

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

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

School Day – A day on the school calendar when students are required to attend school.

Designated Officials - The principal of each building is hereby designated as the individual to receive and investigate reports of bullying. Each building principal shall designate at least two teachers or administrators in the building who are authorized to receive and investigate reports of bullying in the principal's absence or at the principal's discretion.

The district compliance officer appointed in policy AC will serve as the district wide anti-bullying coordinator. The anti-bullying coordinator will receive all completed investigative reports from all buildings and analyze the reports to identify any information that would inform the district's anti-discrimination and anti-bullying education and training programs. In addition, the anti-bullying coordinator will assist in making any relevant reports as required by state and federal law.

Reporting Bullying - School employees, substitutes or volunteers are expected to intervene to prevent student bullying, appropriately discipline the perpetrator, assist the victim and report the incident to the building principal or designee for further investigation and action. Any school employee, substitute or volunteer who witnesses or has firsthand knowledge of bullying of a student must report the incident to the building principal or designee as soon as possible, but no later than two school days after the incident.

Students who have been subjected to bullying, or who have witnessed or have knowledge of bullying, are encouraged to promptly report such incidents to a school employee. Any school employee receiving such a report shall promptly transmit the report to the building principal or designee.

If the bullying incident involves students from more than one district building, the report should be made to the principal or designee of the building in which the incident took place or, if more appropriate, to the principal or designee of the building attended by the majority of the participants in the incident.

Investigation - Within two school days of receiving a report of bullying, the principal or designee will initiate an investigation of the incident. Reports that involve students from multiple buildings will be investigated cooperatively by the principals of each building involved, or those principals may request that the district's compliance officer designated in policy AC conduct the investigation. If at any time during the investigation the principal determines that the bullying involves illegal discrimination, harassment or retaliation as described in policy AC, the principal will report the incident to the compliance officer designated in that policy, who will assist in the investigation. If the alleged bullying involves a special education student or a student with disabilities, the principal will also notify the special education director.

The investigation shall be completed within ten school days of the date the report of bullying was received unless good cause exists to extend the investigation. Upon completion of the investigation, the principal will decide whether bullying or harassment occurred and, if so, whether additional discipline is warranted in accordance with the district's student discipline code. The principal will generate a written report of the investigation and findings and send a copy of the completed report to the district's anti-bullying coordinator. The principal or designee will document the report in the files of the victim and the alleged or actual perpetrator of bullying. All reports will be kept confidential in accordance with state and federal law.

If the incident involved allegations of illegal discrimination or harassment, the principal's decision may be appealed in accordance with policy AC. Student discipline may be appealed when allowed by law in accordance with board policy.

The principal or other appropriate district staff will work with victims and their families to access resources and services to help them deal with any negative effects that resulted from the incident.

Consequences - Students who participate in bullying or who retaliate against anyone who reports bullying will be disciplined in accordance with the district's discipline code. Such discipline may include detention, in-school suspension, out-of-school suspension, expulsion, removal from participation in activities, exclusion from honors and awards, and other consequences deemed appropriate by the principal or superintendent. The district will also contact law enforcement when required by law or notify social media companies of inappropriate online activity when appropriate.

Even in situations where the district does not have jurisdiction to discipline a student for bullying, such as when the acts take place off campus and there is an insufficient nexus to the district, the principal or designee will take appropriate actions to assist student victims. Such actions may include, but are not limited to, contacting the parents/guardians of the victim and the alleged perpetrators, communicating that this behavior is not allowed on district grounds or at district activities, notifying the appropriate district staff to assist the victim, and taking additional action when appropriate, such as notifying law enforcement or social media companies of inappropriate online activity.

District employees and substitutes who violate this policy will be disciplined or terminated. Discipline may include suspension with or without pay, a negative evaluation, prohibition from being on district property or at district activities, mandated training or other appropriate remedial action. Volunteers who violate this policy will no longer be permitted to volunteer.

Policy Publication - The district shall annually notify students, parents/guardians, district employees, substitutes and volunteers about this policy and the district's prohibition against bullying. A copy of this policy shall be included in student handbooks and posted on the district's website.

Training and Education

The district's anti-bullying coordinator will provide information and appropriate training designed to assist employees, substitutes and volunteers who have significant contact with students in identifying, preventing and responding to incidents of bullying. The district will provide education and information about bullying and this policy to students every year. The principal of each school, in consultation with school counselors and other appropriate school employees, will determine the best methods for facilitating the discussion. Methods may include, but are not limited to: assemblies; homeroom presentations; class meetings; team or club meetings; special presentations by counselors, social workers or mental health professionals; and open-house events. When practical, parents/guardians will be invited to attend.

In addition to educating students about the content of this policy, the district will inform students of:

1. The procedure for reporting bullying.
2. The harmful effects of bullying.
3. Any initiatives the school or district has created to address bullying, including student peer-to-peer initiatives.
4. The consequences for those who participate in bullying or engage in reprisal or retaliation against those who report bullying.

School counselors, social workers, mental health professionals, school psychologists or other appropriate district staff will educate students who are victims of bullying about how to overcome the negative effects of bullying including, but not limited to:

1. Cultivating the student's self-worth and self-esteem.
2. Teaching the student to defend him- or herself assertively and effectively without violence.
3. Helping the student develop social skills.
4. Encouraging the student to develop an internal locus of control.

Additional School Programs and Resources - The board directs the superintendent or designee to implement programs and other initiatives to address bullying, respond to such conduct in a manner that does not stigmatize the victim, and make resources or referrals available to victims of bullying. Such initiatives may include educating parents/guardians and families on bullying prevention and resources.

HAZING – JFCG

Original Adopted Date: 01/23/2020 | **Last Revised Date:** 01/31/2022 | **Last Reviewed Date:** 01/31/2022

In order to promote a safe learning environment for all students, the district prohibits all forms of hazing.

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

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

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

District staff, coaches, sponsors and volunteers will not permit, condone or tolerate any form of hazing or plan, direct, encourage, assist in, engage in or participate in any activity that involves hazing. District staff will report incidents of hazing to the building principal. The principal shall promptly investigate all complaints of hazing and administer appropriate discipline to all individuals who violate this policy. District staff who violate this policy may be disciplined or terminated.

Students participating in or encouraging inappropriate conduct will be disciplined in accordance with JG-R1. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. The district will report hazing incidents to law enforcement when required by law. Students who have been subjected to hazing are instructed to promptly report such incidents to a school official.

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

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

SUICIDE AWARENESS AND PREVENTION – JHDF

Original Adopted Date: 01/23/2020 | **Last Revised Date:** 09/01/2022 | **Last Reviewed Date:** 09/01/2022

Purpose - Suicide is a leading cause of death among youths in Missouri and is a public health concern impacting all Missouri citizens. The district is committed to maintaining a safe environment to protect the health, safety and welfare of students.

This policy outlines key protocols and procedures the district will use to raise awareness of suicide and the steps that can be taken to prevent it. The goal of the district is to help students, including students receiving their education virtually, who may be at risk of suicide without stigmatizing students or excluding them from school. The board will provide the resources necessary to meet this goal. No student will be excluded from school based solely on the district's belief that the student is at risk of suicide.

Definitions

Crisis Response Team (CRT) – A team of district employees trained in suicide awareness and prevention.

Student at Risk of Suicide – A student who is demonstrating individual, relationship, community or societal factors that are associated with suicide and that in combination indicate that an individual might be contemplating suicide.

Suicide Crisis – A situation in which a person is attempting suicide or is seriously contemplating or planning suicide. Planning may include, but is not limited to, a timeframe and method for attempting suicide or obtaining or attempting to obtain the means to attempt suicide. A suicide crisis is considered a medical emergency requiring immediate intervention.

Crisis Response Team - The district will establish a district-level CRT and, if practical, a team in each building. CRT members will include administrators, counselors and the school nurse and may also include school social workers, school resource officers, teachers and community members as appropriate. The CRT will be responsible for implementation of the district's response plan.

The district will use an evidence-based/informed tool for determining whether a student is at risk of suicide or is having a suicide crisis. The CRT members and the building administrator will receive training and coaching in using this tool to assist in making determinations as to whether a student may be at risk of suicide and the appropriate response. Any such determination shall be made by multiple team members. If the district has a behavioral risk assessment team, a threat assessment team or any similar team that monitors students considered "at risk," those teams must immediately contact the CRT if the team has identified a student who might be at risk for self-harm or suicide.

Response Plan - District employees will respond immediately in situations where they have a reasonable belief that a student may be at risk of suicide or may be having a suicide crisis.

Students Who May Be at Risk of Suicide

Any district employee who has a reasonable belief that a student may be at risk of suicide, even though the student is not having a suicide crisis as defined in this policy, will take the following steps:

1. Find another employee and make every effort to locate the student immediately. One of the employees must stay with the student.
2. While one employee stays with the student, the other will notify a CRT member or the building administrator or designee. If the employee cannot reach the building administrator, designee or any of the CRT members, the employee will contact the student's parent/guardian. If the parent/guardian is also unavailable, or at the parent's/guardian's request, the employee will contact emergency services.

When a CRT member or the building administrator or designee receives notification that a student may be at risk of suicide, the CRT member, administrator or designee will take the following steps:

1. If the student cannot be located or leaves after being located, contact the parent/guardian to explain the district's concern.
2. If the student has been located, use an evidence-based/informed tool to determine whether the student is at risk of suicide and the appropriate response. Regardless of the determination, the building administrator or designee will contact the student's parent/guardian to discuss the concern.
3. If it is determined that the student may be at risk of suicide, appropriate members of the CRT will meet with the student and the student's parents/guardians to discuss support and safety systems, available resources, coping skills and collaborative ways to support the student.

Students Who May Be Having a Suicide Crisis

If an employee reasonably believes that a student is having a suicide crisis, the employee will take the following steps:

1. Find another employee and make every effort to locate the student immediately. One of the employees must stay with the student.
2. Immediately report the situation to a CRT member or the building administrator or designee. If the employee cannot reach the building administrator, designee or any of the CRT members, the employee will notify the student's parent/guardian and contact emergency services. The employee may also contact the National Suicide Prevention Lifeline (800-273-8255) or 988 for assistance. As soon as practical, the employee will notify the building administrator or designee.

When a CRT member or the building administrator or designee receives notification that a student is believed to be having a suicide crisis, the CRT member, administrator or designee will take the following steps:

1. If the student cannot be located or leaves after being located, a CRT member or the building administrator or designee will contact the parent/guardian to explain the district's concern.
2. If the student has been located, the CRT member and the building administrator or designee will, based on their training and an assessment of the student, determine the appropriate action, including whether to call emergency services, and implement the appropriate response.
3. At an appropriate time after the crisis has passed, appropriate CRT members will meet with the student and the student's parents/guardians to discuss support and safety systems, available resources, coping skills and collaborative ways to support the student.

Students Attending Virtually - In addition to monitoring the attendance and academic progress of students receiving education virtually (virtual learners), the district must also monitor virtual learners who may be at risk for suicide. Building administrators will develop procedures for monitoring the social/emotional health, including suicide risk, of virtual learners in conjunction with monitoring attendance and academic progress that will include:

1. Identifying staff members who will contact virtual learners on a regular basis;
2. Providing hard copies of student contact information to those assigned to contact virtual learners as a backup to Internet access of student records;
3. Creating a few questions designed to assess a virtual learner's social and emotional health that will be asked in conjunction with questions about academic progress;
4. Creating a written set of instructions for employees to follow if the employee suspects the virtual learner may be at risk of suicide or self-harm; and
5. Notifying the CRT.

To the extent possible, the superintendent or designee will work with the teachers hired by Missouri Course Access and Virtual School Program (MOCAP) providers to solicit information about the social and emotional health of the virtual learners in their courses.

Confidentiality - Employees are required to share with the CRT and administrators or their designees any information that may be relevant in determining whether a student is at risk of suicide, is having a suicide crisis or is otherwise at risk of harm. Employees are prohibited from promising students that information shared by the student will be kept secret when the information is relevant to the student's safety or the safety of another person.

Release of a student's individually identifiable education records will be made in accordance with the Family Educational Rights and Privacy Act (FERPA). In accordance with FERPA, information contained in a student's education records may be revealed at any time to the student's parents/guardians and school personnel who have a legitimate interest in the information. Education records may be shared with other appropriate persons when necessary to protect the health or safety of the student or others.

Abuse and Neglect

If any employee of the district has reasonable cause to believe a student has been or may be subjected to abuse or neglect or observes the student being subjected to conditions or circumstances that would reasonably result in abuse or neglect, the employee will contact the Child Abuse and Neglect Hotline in accordance with law and board policy.

Accommodating a Disability

If at any time a parent/guardian informs the district that a student has a medical condition or impairment that could require accommodation, district employees will contact the district's compliance coordinator to determine whether the student has a disability.

School and Community Resources - The district will, in collaboration with local organizations and the Missouri Department of Mental Health, identify local, state and national resources and organizations that can provide information or support to students and families. Copies of or links to resources will be available to all students and families on the district's website and in all district schools.

A CRT member will follow up with students who have been identified as being at risk of suicide or who have had a suicide crisis and their parents/guardians to offer additional assistance. The CRT will determine the number and frequency of follow-up visits. If a student transfers to virtual learning or is otherwise not present in school, the district will, to the extent possible, continue providing any supportive services the student was receiving from the district while in physical attendance.

The district will request permission from the parent/guardian to consult with the student's outside medical provider to assist in determining what interventions the district should use.

The Barton County Health Department wellness program coordinators, in consultation with the wellness committee, are charged with developing procedures addressing other school-based activities to promote wellness. These activities may include, but are not limited to, oral health, personal hygiene, sun safety, hearing protection, transmission of germs and communicable disease, symptoms of common health problems and chronic disease such as asthma and diabetes, and emergency procedures.

Response to Incidents Impacting the School - When the school community is impacted by the attempted suicide or death by suicide of a student, staff member or other person in the school community, the superintendent or designee will confer with the district-level CRT and, when appropriate, confer with local community resources and professionals to identify and make available supports that may help the school community understand and process the behavior or death.

The CRT and the superintendent or designee will determine appropriate procedures for informing the school community of an attempted suicide or death by suicide and the supports that will be offered. Staff and students who need immediate attention following an attempted suicide or death by suicide will be provided support and resources available through the district and will be given information about other resources.

Return to School Following a Suicide Attempt

Students who have attempted suicide are at greater risk to attempt to harm themselves again and require support when returning to school. The building administrator will designate an appropriate employee to serve as a case manager for a student returning to school after a suicide attempt. The case manager will:

1. Meet with the student and family prior to the return date;
2. Study the student's records, including the events that precipitated the attempt if available;
3. Provide information about the student to teachers and other staff members to the extent necessary to support the student's return;

4. Meet with the student regularly; and
5. Assist the student and family in finding supportive services outside of the school.

Staff Education on Suicide Prevention and Response Protocol - All district employees will receive information regarding this policy and the district's protocol for suicide awareness, prevention and response. This information will be provided to current employees and each new employee hired. The information will focus on the importance of suicide prevention, recognition of suicide risk factors, strategies to strengthen school connectedness, and response procedures and will include:

1. Strategies that can help identify students who are at possible risk of suicide;
2. Strategies and protocols for helping students at possible risk of suicide; and
3. Protocols for responding to a suicide death.

The district will also provide opportunities for district staff to participate in professional development regarding suicide awareness and prevention. Opportunities may include district-led training, access to web-based training, or training provided in other school districts or by local organizations or health professionals.

Suicide Prevention Education for Students

Starting no later than fifth grade, students will receive age-appropriate information and instruction on suicide awareness and prevention. Information and instruction may be offered in health education, by the counseling staff or in other curricula as may be appropriate.

Policy Publication - The district will notify employees, students and parents/guardians of this policy by posting this policy on the district's website and providing information about the policy to district employees. The district may also include information about the policy in appropriate district publications and student handbooks.

PUBLIC NOTICE

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district by are attending a private school within the district, highly mobile children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Golden City R-III School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and

deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

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

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

The Golden City R-III School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the Superintendent's office during regular school hours.

This notice will be provided in native languages as appropriate.

Rev. August 15, 2013

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

This notice can be provided in languages such as Chinese, Spanish, Arabic, and Vietnamese or any other language as may be necessary.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the High and Secondary Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. If you do not want Golden City R-III to disclose directory information from your child's educational records without your prior written consent, you must check the box on the handbook acknowledgement form. Golden City R-III has designated the following information disclosed as directory information: [Note: an LEA may, but does not have to, include all the information listed below.]

- * Student's name
- * Participation in officially recognized activities and sports
- * Address
- * Telephone listing
- * Weight and height of members of athletic teams
- * Electronic mail address
- * Photograph
- * Degrees, honors, and awards received
- * Date and place of birth
- * Major field of study
- * Dates of attendance
- * Grade level
- * The most recent educational agency or institution attended

NOTIFICATION OF RIGHTS UNDER FERPA FOR HIGH AND SECONDARY SCHOOLS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- (1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.
 - A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
 - A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
 - Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

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

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

**Consent* before students are required to submit a survey that concerns one or more of the following protected areas ("protected information survey") if the survey funded in whole or in part by a program of the U.S. department of Education (ED)-

1. Political affiliations or beliefs of the student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the students or parents; or
8. Income, other than reported as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of -

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except hearing, vision, or scoliosis screenings, or physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use-

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or
3. Instructional material used as part of the educational curriculum.

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

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

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

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

NOTICE OF NONDISCRIMINATION

Applicants for admissions or employment, students, parents of high and secondary school students, employees, sources for referral and applicants for employment, and all professional organizations that have entered into agreements with Golden City R-III School District are hereby notified that our school does not discriminate on the basis of race, color, national origin, sex age, or disability in admission or access to, or treatment or employment in, its programs and activities.

Any person having inquiries concerning Golden City R-III School District's compliance with the laws and regulations implementing Title VI of the Civil Rights Act 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination Act of 1975, Section 504 of the Rehabilitation Act of 1973 (Section 504) or Title II and III of the Americans with Disabilities Act of 1990 (ADA) is directed to the Compliance Coordinator below, who has been designated by our school district to coordinate our school district's efforts to comply with the laws and regulations implementing Title VI, Title IX, the Age Act, Section 504, and the ADA.

Golden City R-III School District has established grievance procedures for persons unable to resolve problems arising under the statutes above. The Compliance Coordinator for the applicable law, whose name is listed below, will provide information regarding those procedures upon request.

Any person who is unable to resolve a problem or grievance arising under the laws and regulations cited above may contact the

Office of Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114.

Compliance Coordinator for the laws listed in this notice:

Superintendent
Golden City R-III School District
1208 Walnut Street
Golden City MO, 64748
417-537-4900

NOTICE OF GRIEVANCE PROCEDURES

Golden City R-III School District does not discriminate on the basis of race, color, national origin, sex, age or disability in admission or access to, or treatment or employment in, its programs and activities. Any person needing information or forms regarding Golden City R-III School district's grievance procedures may request them from the district's compliance coordinator listed below.

Compliance Coordinator for the Golden City R-III School District:

Superintendent
Golden City R-III School District
1208 Walnut Street
Golden City, MO 64748 417-537-4900

PROHIBITION AGAINST ILLEGAL DISCRIMINATION AND HARASSMENT

Original Adopted Date: 05/26/2021 | **Last Revised Date:** 9/27/2023 | **Last Reviewed Date:** 9/27/2023

The Golden City R-III School Board of Education is committed to maintaining a workplace and educational environment that is free from illegal discrimination or harassment in admission or access to, or treatment or employment in, its programs, activities, and facilities. In accordance with law, the district strictly prohibits discrimination or harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law is strictly prohibited in accordance with law. The Golden City School District is an equal opportunity employer.

Reference Board policy AC. Reviewed September 27, 2023

There are designated grievance officers in the district.

Forms to follow grievance procedures are available in the superintendent's office.

Compliance Officer

The Board designates the following individual to act as the district's compliance officer:

Superintendent
1208 Walnut Street, Golden City, MO 64748
Phone: 417-537-4900 FAX: 417-537-8717

The compliance officer will:

1. Coordinate district compliance with this policy and the law.
2. Receive all grievances regarding discrimination and harassment in the Golden City R-III School District.
3. Serve as the district's designated Title IX, Section 504 and Americans with Disabilities Act (ADA) coordinator, as well as the contact person for compliance with other discrimination laws.
4. Investigate or assign persons to investigate grievances; monitor the status of grievances; and recommend consequences.
5. Seek legal advice when necessary to enforce this policy.
6. Report to the superintendent and Board aggregate information regarding the number and frequency of grievances and compliance with this policy.

7. Make recommendations regarding the implementation of this policy.
8. Coordinate and institute training programs for district staff and supervision as necessary to meet the goals of this policy, including instruction in recognizing behavior that constitutes discrimination and harassment.
9. Perform other duties as assigned by the superintendent.

In the event the compliance officer is unavailable or is the subject of a report that would otherwise be made to the compliance officer, reports should instead be directed to the acting compliance officer:

Principal
1208 Walnut Street, Golden City, MO 64748
Phone: 417-537-8311
FAX 417-537-8717

Reporting

All persons must report incidents that might constitute illegal discrimination or harassment directly to the compliance officer or acting compliance officer. All district employees will direct all persons seeking to make a grievance directly to the compliance officer. Even if the potential victim of discrimination or harassment does not file a grievance, district employees are required to report to the compliance officer any observation, rumors or other information regarding discrimination or harassment prohibited by this policy. If a verbal grievance is made, the person shall be asked to submit a written complaint to the compliance officer or acting compliance officer. If a person refuses or is unable to submit a written complaint, the compliance officer will summarize the verbal complaint in writing. A grievance is not needed for the district to take action upon finding a violation of law, district policy or district expectations.

Students, employees and others may address concerns directly with the person alleged to have caused harassment or discrimination in an attempt to resolve the issue but are not expected or required to do so.

Student-on-Student Harassment

Building-level administrators are in a unique position to identify and address discrimination and harassment between students, particularly when behaviors are reported through the normal disciplinary process and not through a grievance. The administrator has the ability to immediately discipline a student for any behavior that otherwise would lead to disciplinary action in accordance with the district's discipline policy. The administrator will report all incidents of harassment and discrimination to the compliance officer and will direct the parent/guardian and student to the compliance officer for further assistance. The compliance officer may determine that the incident has been appropriately addressed or recommend additional action. When a grievance is filed, the investigation and complaint process detailed below will be used.

Investigation

The district will immediately investigate all grievances. All persons are required to cooperate fully in the investigation.

The district compliance officer or other designated investigator may utilize an attorney or other professionals to conduct the investigation.

In determining whether an alleged conduct constitutes discrimination or harassment, the district will consider the surrounding circumstances, the nature of the behavior, the relationship between the parties involved, past incidents, the context in which the alleged incidents occurred and all other relevant information.

Whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. If, after investigation, school officials determine that it is more likely than not that discrimination, harassment or other prohibited behavior has occurred, the district will take immediate action.

Grievance Process Overview

1. If a person designated to hear a grievance or appeal is the subject of the grievance, the next highest step in the grievance process will be used.
2. Investigation and reporting deadlines are not mandatory upon the district when more time might be necessary to adequately conduct an investigation and to render a decision. When extended, the person filing the complaint will be notified. If more than twice the allotted time has expired without a response, the appeal may be taken to the next level.
3. Failure of the person filing the grievance to appeal within the timelines given will be considered an acceptance of the

findings and remedial action taken.

4. The district will investigate all grievances, even if an outside enforcing agency such as the Office for Civil Rights, law enforcement or the CD is also investigating a complaint arising from the same circumstances.
5. The district will only share information regarding an individually identifiable student or employee with the person filing the grievance or other persons if allowed by law and in accordance with Board policy.
6. Upon receiving a grievance, district administration or supervisors, after consultation with the compliance officer, will take immediate action if necessary to prevent further potential discrimination or harassment during the pending investigation.

Grievance Process

1. Level I – A grievance is filed with the district's compliance officer. The compliance officer may, at his or her discretion, assign a school principal or other appropriate supervisor to conduct the investigation when appropriate. Regardless of who investigates the grievance, an investigation will commence immediately, but no later than ten (10) working days after the compliance officer receives the grievance that 1) summarizes the facts; 2) makes conclusions on whether the facts constitute a violation of this policy; and 3) if a violation of this policy is found, recommends corrective action to the superintendent. If someone other than the compliance officer conducts the investigation, the compliance officer or acting compliance officer will review and sign the report.

The person who filed the grievance will be notified in writing, in accordance with the law and district policy, regarding whether the policy has been violated.

2. Level II – With five (5) working days after receiving the Level I decision, the person filing the grievance may appeal the compliance officer's decision to the superintendent by notifying the superintendent in writing. The superintendent may, at his or her discretion, designate another person (other than the compliance officer) to review the matter when appropriate. Within ten (10) working days, the superintendent will complete a written decision on the appeal, stating whether a violation of this policy is found and, if so, stating what corrective actions will be implemented. If someone other than the superintendent conducts the appeal, the superintendent will review and sign the report before it is given to the person appealing. A copy of the appeal and decision will be given to the compliance officer or acting compliance officer. The person who filed the grievance will be notified in writing, in accordance with the law and district policy, regarding whether the policy has been violated.
3. Level III – Within five (5) working days after receiving the Level II decision, the person filing the grievance may appeal the superintendent's decision to the Board by notifying the Board secretary in writing. The person filing the grievance will be allowed to address the Board, and the Board may call for the presence of such other persons deemed necessary. The Board will issue a decision within 30 working days for implementation by the administration. The Board's decision and any actions taken are final. The Board secretary will give the compliance officer or acting compliance officer a copy of the appeal and decision. The person who filed the grievance will be notified in writing, in accordance with the law and district policy, regarding whether the policy has been violated.

Confidentiality and Records

To the extent permitted by law and in accordance with Board policy, the district will keep confidential the identity of the person filing a grievance and any grievance or other document that is generated or received pertaining to grievances. Information may be disclosed if necessary to further the investigation, appeal or resolution of a grievance, or if necessary to carry out discipline measures. The district will disclose information to the district's attorney, law enforcement, the CD and others when necessary to enforce this policy or when required by law.

In implementing this policy, the district will comply with state and federal laws regarding the confidentiality of student and employee records. Information regarding any resulting employee or student disciplinary action will be maintained.

The above text is taken from Board Policy AC. The entire policy is available in the district's administrative offices.

Addendum sent out November 5, 2008.

**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 programs¹ that are administered by the Missouri Department of High and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA) .

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 High 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.

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

A complaint filed with the Department must be a written, signed statement that includes:

- A. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
- B. 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:

- A. Record.** A written record of the investigation will be kept.
- B. Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
- C. Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
- D. 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.

- E. 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).
- F. 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 COMPLAINTS AND GRIEVANCES

Alleged acts of unfairness or any decision made by school personnel, except as otherwise provided for under student suspension and expulsion, which students and/ or parents/ guardians believe to be unjust or in violation of pertinent policies of the Board or individual school rules, may be appealed to the school principal or a designated representative.

The following guidelines are established for the presentation of student complaints and grievances:

- The principal shall schedule a conference with the student and any staff members involved to attempt to resolve the problem. Parents/Guardians may be involved in the conference, or a later conference for parents/guardians may be scheduled at the discretion of the principal.
- If the problem is not resolved to the satisfaction of the student and/ or parents/guardians, a request may be submitted for a conference with the superintendent of schools. The superintendent shall arrange a conference to consider the problem, and to inform participants of the action that will be taken.
- If the student and/ or parents/guardians are not satisfied with the action of the superintendent, they may submit a written request to appear before the Board of Education. Unless required by law, a hearing will be at the discretion of the Board. The decision of the Board shall be final.

All persons are assured that they may utilize this procedure without reprisal.

HANDBOOK ACKNOWLEDGEMENT FORM

I acknowledge that I have received and read the handbook for Golden City Middle School/High School. By signing below, I agree to comply with the policies and procedures outlined in the handbook.

Please check the appropriate box:

Have you read and understood the policies and procedures outlined in the middle school/high school handbook?

☐ Yes

☐ No

Do you understand the consequences of violating any policies or procedures?

☐ Yes

☐ No

Have you received information on the school's code of conduct and behavior expectations?

☐ Yes

☐ No

Do you agree to follow the school's code of conduct and behavior expectations?

☐ Yes

☐ No

Have you received information on the school's anti-bullying policy?

☐ Yes

☐ No

Do you agree to follow the district's Acceptable Use Policy for student use of technology?

☐ Yes

☐ No

Have you received information on the school's attendance policy?

☐ Yes

☐ No

I agree that my child can be photographed and the contents of the photos be posted on the school website, social media, and in the Golden City Schools Yearbook?

☐ Yes

☐ No

Have you reviewed the late work policy that was provided by each of your child's teachers?

☐ Yes

☐ No

Parent/Guardian Signature: _____ Student Signature _____ Date: _____

Parent/Guardian Print: _____ Student Grade: _____ Student Name: _____

By signing this form, you confirm that you have received, read, and understood the school handbook for Golden City Middle School/High School. You also agree to comply with the policies and procedures outlined in the handbook, and understand the consequences of violating them. If changes are made during the school year, an addendum will be sent to parents with two weeks notice before implementing changes.