

# **Summersville High School Student Handbook**



**2023-2024**

**[www.sville.k12.mo.us](http://www.sville.k12.mo.us)**

**417-932-4929**



This handbook was prepared with the express purpose of giving students, teachers, and parents a better understanding of all aspects of Summersville High School. Procedures outlined in this handbook are consistent with policies adopted by the Board of Education.

This handbook is not intended to simply be a list of rules and regulations, but rather a guide to effective educational planning, which is necessary in order to create a positive learning atmosphere for all students attending Summersville Junior-Senior High School.

The goal of education at SHS is for each student develop into a productive citizen, both now and throughout life. Students have many different options upon graduation; while some may choose to attend a college, university, or technical school, others may choose to immediately enter into the workforce. It is our job as parents, teachers, and administrators to prepare our students for the option of their own choosing.

Each student is urged to be involved in extra-curricular activities through clubs, groups, or athletics that allow him/her to further develop responsibility and positive peer relationships.

Each student should discuss the rules and regulations in the handbook with his or her parent or guardian. The student is directly responsible for all content in this handbook and the student and parent must sign below indicating they understand the rules and regulations contained. We sincerely hope that this will be a very enjoyable and worthwhile year for all students and their parents.

I have read and agree to abide by the rules and regulations set forth in the Summersville R-II Student Handbook.

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\*\*All forms prior to the table of contents should be completed and returned to the office as soon as possible.



# Enrollment Information Summersville R-II School District

Please provide the following:

- Proof of Address
- Birth Certificate
- Immunization Record
- Social Security Card
- Transcripts OR Transcript Release Form
- Transfer Grades (if applicable)
- Individual Education Plan/504 Plan (if applicable)

Enrollment date \_\_\_\_\_

## Student Information

Student's Name: _____	Date of Birth: _____
Gender: M or F _____	Grade: _____
Race: ___ White ___ Asian ___ Black/African American ___ Indian ___ Hawaiian ___ Hispanic	
Ethnicity: ___ Non-Hispanic/Latino ___ Hispanic	
Mailing address: _____	
City: _____	State: _____ Zip: _____
County: _____	
Bus Number or Bus Driver _____	

## Parent/Guardian Contact Information

Guardian Name	Phone	Email	Relationship

## Emergency Contacts (someone other than parents)

Name	Phone	Relationship	Allowed to check out/ pick up student?

## Check Out List

Please list all others who are allowed to check out and/or pick up your student from school:

## Medical Information

<p>May your child take Tylenol? Yes _____ No _____ Ibuprofen? Yes _____ No _____</p> <p>Please provide information for any medication your child takes routinely:</p> <p>_____</p> <p>Does your child have any known allergies (medications, food, stings, etc.)? Please describe the allergic reaction(s).</p> <p>_____</p> <p>Please provide any special medical instructions you want the office to know about:</p> <p>_____</p>
---

**Homeless Identification**

NO YES Are you sharing housing with other persons due to loss of housing, economic hardship, or similar reason?  
Explain if Yes:

---

NO YES Are you currently residing in a motel, hotel, in a car, or at a campsite because your home has been damaged or because of economic reasons?

NO YES Are you currently residing in a shelter?

NO YES Are you currently living in a temporary housing arrangement due to economic hardship?

Office Use Only: Homeless: NO YES Migrant: NO YES

**Student Network/Internet User Agreement  
Summersville R-II School District**

I, \_\_\_\_\_ (print student name) have read the information on the Network/Technology usage at Summersville R-II School District and agree to abide by all the policies, rules, regulations and responsibilities contained therein.

\_\_\_\_\_

Student Signature	Date
-------------------	------

\_\_\_\_\_  
Grade Level ( grade 3, 10, etc)

As a parent/guardian of the above named student I give permission for my child to use the Internet/Email resources provided by the school district and have read the Network/Technology usage and am aware of all the policies, rules, regulations and responsibilities contained therein.

\_\_\_\_\_

Parent/Guardian Signature	Date
---------------------------	------

**NOTE: Parents/Guardians – if you agree that your son/daughter can use all the resources sign the line above and disregard the next section.**

-----DO NOT SIGN BOTH SECTIONS-----

Internet/Email Denial

As the parent/guardian of the above named student, I **DO NOT** give permission for my child to use the district Internet/Email resources. I do, however, understand that my child may use the computer resources of the school district to complete classroom projects, homework etc.

\_\_\_\_\_

Parent/Guardian Signature	Date
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(This form must be signed and returned to the office.)





*Summersville R-II Schools*

Athletic/A+/Student Driver/Extra-Curricular Activity Random Drug Testing Policy Form

In the interest of the safety of student athletes, A+ students, any student participating in extra-curricular activities, and student drivers, Summersville R-II Schools has adopted a drug policy specifically for these students. The policy requires these students be subject to random drug tests. A copy of this policy is located in the student handbook as well as the athletic handbook. Please read it carefully and retain it for your records. A student will not be permitted to participate in any athletic activity or drive until this consent form is signed and on file with the school.

I, \_\_\_\_\_ (name of student) have read the Summersville High School Athletic/A+/Student Driver/Extra-curricular Random Drug and Alcohol Testing Policy and so do consent to submit to a chemical test should I be required to do so. I further consent to allow Summersville High School to test the specimen I provide for illegal drug and/or alcohol content. I realize that if my test is positive for drug and/or alcohol use I will be subject to the consequences in according with the provisions of the aforementioned policy. I further consent to and agree to other terms and conditions of the SHS random drug testing policy.

\_\_\_\_\_

**Student Signature**

\_\_\_\_\_

**Student Name Printed**

Date: \_\_\_\_\_

We/I undersigned Parent(s)/Guardian(s) of \_\_\_\_\_ (name of student) have read the Student Athlete and Student Driver Random Drug and Alcohol Testing Policy and do consent to all provisions thereof.

\_\_\_\_\_

**Student's Parent/Guardian Signature**

\_\_\_\_\_

**Student's Parent/Guardian Name Printed**

Date: \_\_\_\_\_

STUDENT DRIVER INFORMATION

Student name \_\_\_\_\_ Grade \_\_\_\_\_

Vehicle Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_

Color \_\_\_\_\_ License Plate # \_\_\_\_\_

2<sup>nd</sup> Vehicle Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_

Color \_\_\_\_\_ License Plate # \_\_\_\_\_



SUMMERSVILLE R-II SCHOOL DISTRICT  
HEALTH INFORMATION FORM

**(This form is required to be updated each school year. Please turn in completed form in to the school office).** Individuals listed on the student's enrollment form will be the individuals contacted if the parent/legal guardian cannot be contacted in the event of an illness or injury to the student.

Student's Name:		
Date of Birth:	Grade:	Teacher:
Family Doctor:	Doctor Phone:	Doctor Most Recent Visit:
Type of insurance: Private                      Medicaid/State-Funded                      None		
Orthodontist:	Orthodontist Phone:	Orthodontist Most Recent Visit:
Medication allergies: Yes/No If yes, list medication, reaction, and treatment:		
Other known allergies (environmental, food, etc): Yes/No If yes, list allergy, reaction, and treatment:		
<b>*****A doctor's note MUST be on file at the school before food substitutions are permitted*****</b>		
Has your child been diagnosed with any of the following: Asthma: <b>YES/NO</b> Triggered by:                      Treatment: Diabetes: <b>YES/NO</b> Takes Insulin: <b>YES/NO</b> Die- Controlled: <b>YES/NO</b> Describe diet required: Epilepsy/seizures: <b>YES/NO</b> Date of last seizure: Describe seizure(s): ADD/ADHD: <b>YES/NO</b> Any other behavioral problems:		
Does your child take medication at home? Yes/No                      At school? Yes/No Emergency Only? Yes/No                      Please list any medication(s), dosage rates/times, and reason for taking:		
Has your child had any previous serious illness, injuries, or surgeries? Yes/No Please explain:		
Does your child require vision or hearing correction? Yes/No Please explain:		
Please describe any other health problems or concerns:		

**\*\*\*Missouri State Law states that the Summersville R-II School District must keep on file your written permission to medicate your child in the event of a minor illness or injury. Without your permission to medicate, the district will provide Emergency Medical Services only. The following medications are on hand at school and are available to your child with appropriate authorization:\*\*\***

**\*\*Continued on back \***

**PLEASE DRAW A LINE THROUGH ANY OF THE FOLLOWING MEDICATIONS YOU DO NOT WANT  
ADMINISTERED TO YOUR CHILD AT SCHOOL:**

Acetaminophen (generic Tylenol tablets or liquid)	Oragel (sore tooth/gum medication)	Ibuprofen (generic Motrin) Tablets or liquid
Liquid Artificial Tears (eye drops)	Diphenhydramine (generic Benadryl) tablets or liquid	Calamine Lotion (anti-itch)
Hydrocortisone Cream (anti-itch)	Cough Drops	Triple Antibiotic Ointment
Burn cream/jel	Tums (antacid tablet)	Sting Relief spray for insect stings

**Parental Permission to Medicate**

I hereby give my written permission to the Summersville R-II School District to medicate my child with the above medication in the event of a minor injury or illness. I give the school nurse permission to share my child's health information to employees of the Summersville R-II School District as determined necessary by the school nurse or school administrator.

\_\_\_\_\_  
(Signature of parent/legal guardian) (Date)

**Parental Permission to Seek Emergency Medical Treatment:**

If , in the event of a severe illness or injury as determined by the Summersville R-II School District Nursing personnel or school official, I or my designated responsible care person cannot be immediately notified, I hereby give my written permission for the Summersville R-II School District personnel to seek medical treatment for my child from a physician or the nearest emergency medical services facility.

\_\_\_\_\_  
(Signature of parent/legal guardian) (Date)

**Parental Permission to Medicate with Prescription Medication**

Medicine must be in a pharmacy labeled container, clearly marked with the student's name, the physician's name, the prescription number and date it was ordered, as well as the name and the strength of the medication and directions for administering it. Medication **MUST** be delivered to the school by an adult. Medicines must not be carried to school by the student. *Any medication sent in with a student will not be administered by the nurse.* Any unused medication may be picked up by an adult after it has been discontinued. **Twice a day medicines should be given at home**, with doses spaced as close to 12 hours apart as possible. **Three times a day medicines should be given at home** in the morning, after school, and at bedtime. (Exceptions may be made per nurse's discretion.) The first dose of medication will not be given at school due to the risk of a reaction. The first dose should always be given at home with close observation.

I have read the above instructions and I hereby give my written permission to the Summersville R-II School District to medicate my child with prescription medication when necessary

\_\_\_\_\_  
(Signature of parent/legal guardian) (Date)

**Vision/Hearing Screening**

I hereby give my written consent for the Summersville R-II School District school health professional to perform a vision/or hearing screening, if needed throughout the school year. If an issue of concern arises the nurse or teacher/staff member will call the parent to make them aware and results will be given after the screening is complete. If a vision/hearing screening is done for your student it will not take the place of a professional eye/hearing examination by a licensed provider. The purpose of school vision/hearing screening is to assist in detecting vision/hearing problems that may affect the student's ability to be successful in class. **Note: 1<sup>st</sup> grade and 3<sup>rd</sup> grade students as well as new students to the district will have a hearing and vision screening unless a note is sent to school requesting it not to be done.**

\_\_\_\_\_  
(Signature of parent/legal guardian) (Date)

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Summersville R-II 2023-2024 School Calendar

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	Days in school–145 Total Days in Classroom
	Holiday/Break/Friday (School Not in Session)
	Teacher Contract Day (no student attendance)
	Early Release Day

Possible Make-up Days: November 13-14, Dec. 8, Dec. 15, Jan. 19, Jan. 26, Feb. 23, April 26, May 10, May 17, May 20-24

**District Mission**

The mission of the Summersville R-II School District is to direct each student’s learning so that he or she can become a productive citizen in our changing world.

**Educational Philosophy**

Education is a lifelong process during which each student develops at an individual rate in physical, mental, social, emotional, and academic areas.

**School Song**

Faithful and true hearted  
 We will boost for our old High We’ll revere her and defend her,  
 Let her colors proudly fly.

We will stand for her united, Of her deeds we’ll proudly tell Her colors streaming,  
 Glad faces beaming  
 Here’s a cheer for her that we all Love so well.

Joyful and ever loyal  
 We will boost for our old high, Let every heart sing.  
 Let every voice ring.  
 There’s no time to grieve or sigh.

It’s ever onward, her course pursuing May defeat ne’er her honor cool, But, United we will boost for her,  
 Our Old High School!

District policy manual located on school website.

**DAILY CLASS BELL SCHEDULE**

<b>6th Grade</b>		<b>7th - 9th Grade</b>		<b>10th - 12th Grade</b>	
Seminar	7:50-8:00 AM	Seminar	7:50-8:00 AM	Seminar	7:50-8:00 AM
1st Hour	8:00-8:58 AM	1st Hour	8:00-8:58 AM	1st Hour	8:00-8:58 AM
2nd Hour	9:03-10:01 AM	2nd Hour	9:03-10:01 AM	2nd Hour	9:03-10:01 AM
3rd Hour	10:06-11:04 AM	3rd Hour	10:06-11:04 AM	3rd Hour	10:06-11:04 AM
4th Hour	Reading, Band 11:09-11:34 AM Reading, Recess 12:07-12:35 PM	Lunch	11:09-11:32 AM	4th Hour	11:09 AM-12:07 PM
Lunch	11:39 AM-12:07 PM	4th Hour	11:37 AM-12:35 PM	Lunch	12:12 PM-12:35 PM
5th Hour	12:40-1:38 PM	5th Hour	12:40-1:38 PM	5th Hour	12:40-1:38 PM
6th Hour	1:43-2:41 PM	6th Hour	1:43-2:41 PM	6th Hour	1:43-2:41 PM
7th Hour	2:46-3:44 PM	7th Hour	2:46-3:44 PM	7th Hour	2:46-3:44 PM

## **RELEASE OF STUDENT INFORMATION**

The Summersville R-II School District maintains student records necessary for the educational guidance and/or welfare of students, for orderly and efficient operation of the schools and as required by law. All information related to individual students shall be treated in a confidential and professional manner.

Most information about Summersville High School students cannot be made public without consent of parents or guardians. Federal law prohibits schools from releasing information without permission, except for what is considered as "directory information". Directory information is defined as the student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, diploma or certificate and awards received, the most recent educational agency or institution attended by the student and other similar information.

Our school may be requested to provide directory information of our students to military recruiters, colleges, and other educational agencies. Should a parent or guardian of a student wish to restrict or prohibit the distribution of any part or all of this information, they must submit notification in writing to the school principal within 15 days of the receipt of this student handbook. The written notification will become part of the student's record.

## **GENERAL PROCEDURES**

### **Activities – Dances**

The high school will sponsor dances throughout the year. Invited (outside) dates must be approved by the principal. Summersville juniors, seniors, and dates approved by the principal may attend the Prom. Summersville students must attend school the full day before prom to attend the dance. Students wearing inappropriate costumes/attire to dances may be denied entry.

### **Activities – Extracurricular**

A student will be asked to leave an activity if, in the mind of a responsible adult, he/she is causing a disruption which merits removal. Students may be suspended from attending activities for a number of games or for the remainder of the school year. Students involved in negative behaviors (fighting, vulgar language, destruction of property, throwing objects, etc.) will be removed from the activity and not allowed to attend for the remainder of the school year. Additionally, students involved in negative behaviors close to the end of the season (within 2 games) may be suspended from games for the next school year. Students must not exceed the number of allowable absences or have any discipline issues in order to be eligible to attend any extracurricular activities. Once a student enters an event they will not be allowed to leave and then enter again.

### **Activities – Fundraising**

Major fundraising activities will be reserved for the junior and senior classes. All fundraising must be approved by the principal.

### **High School Money-Making Projects**

- 1) Gym lobby concessions will be managed by the Junior class. Juniors who fail to work the concession stand as scheduled by sponsors, without making appropriate alternative arrangements with the sponsors, put both their attendance at prom and next year's senior trip in jeopardy. Students are required to work enough ball games in order to earn points applicable to earning prom attendance and senior trip. These requirements will be outlined during the first junior class meeting, both verbally and on a written document that must be signed by both the student and parent and returned to the sponsor.
- 2) Seniors will have priority in all sales involving services rendered (car wash, bake sale, donkey ball,



etc.)

- 3) Teachers will place all fundraisers on a Google calendar so all staff can see fundraisers that are in progress after approval by the principal.
- 4) Unapproved fundraisers will be terminated immediately

### **Activities – Organizations**

All school student organizations must be sanctioned by the school and will be listed and posted by the principal. Any approved student organization must meet the following criteria:

- a) Board approval
- b) Comply with Title IX of the Civil Rights Act with regard to nondiscrimination on the basis of race, sex, religion, or ethnic background
- c) Have an approved adult sponsor
- d) Have written and worthwhile goals
- e) Not be secret or fraternal in nature
- f) Receive and disburse all money through the school student body activity account

### **Animals in school**

In order to provide a safe and healthy environment, animals are not allowed on school grounds during school hours unless one of the following conditions are met:

1. The animal serves as an aid specific to an individual who has a documented need for an accommodation from a qualified provider. In such cases, the animal owner/handler must notify the superintendent or designee, who will grant accommodation in accordance with national and state law.
2. The animal is an instructional support to a classroom lesson outlined in district adopted curriculum, and its presence provides an educational benefit.
3. All requests for animals must be approved by superintendent before bringing animals onto school grounds.

### **A+ Program**

SHS students are eligible to participate in the A+ program, which is a program that provides students with two years of paid tuition to a state junior college, technical college/school, or two-year university program. In order to be eligible for the A+ Scholarship upon graduation, students must meet the following requirements:

1. Must be a US Citizen
2. Abstain from the illegal use of drugs or alcohol while in 9th - 12th grade
3. Maintain a record of good citizenship (no cheating, etc.)
4. Cumulative GPA of 2.5 or higher (9th - 12th grade)
5. Cumulative Attendance of 95% or higher (9th-12th grade)
6. Complete and log 50 tutoring hours; turn in a one-page MLA-formatted reflection paper
7. Meet one of the following mathematics requirements:
  - a. Score advanced or proficient on a math EOC
  - b. ACT math score and GPA combination
    - i. 17+ and 2.5+ GPA, ii. 16 and 2.8+ GPA, or iii. 15 and 3.0+ GPA

### **Athletic Participation:**

- abide by all MSHSAA guidelines
- must be currently enrolled in and regularly attending 3 on-site courses
- obtain a physical examination given by a doctor
- follow the drug testing program as established by the Board of Education
- meet the requirements set forth in the Athletic Handbook
- The principal and coaches will develop rules and regulations to govern student/athlete conduct.
- The Athletic Handbook states that any student with an F will be ineligible to participate. Coaches will check grades weekly. Students will not be allowed to participate in official contests until the grade is remediated to passing. Grades will also be looked at by quarter. If a student fails one quarter, they will then be ineligible for the following quarter.

Credit earned or completed after the close of the semester shall not count as having been earned that semester, except in case of a delayed final examination because of illness certified by a physician or death of a family member. Summer school credit may be earned for **one class** failed to count toward maintaining academic eligibility for the fall semester. The only credit which will count shall be credit required for graduation as established by the local board of education.

### **Athletic Contests/Social Activities**

Students who are absent from school on the day of a social activity, athletic contest, or any school-sponsored activity will not be permitted to participate in that activity. An absence on Thursday would preclude students from taking part in a weekend school-sponsored activity. Student athletes who are absent the day after an athletic contest will be ineligible to participate in the next game. Exceptions may be granted by the principal and/or superintendent for extenuating circumstances, i.e. doctor appt, funeral, etc. **Students will not be ineligible or excluded from any activity which is part of a grade.**

### **Attendance**

Absenteeism hampers educational achievement and is detrimental to vocational and academic success. Parents, students, and teachers all share in the responsibility for encouraging regular attendance. It is difficult to teach someone who is not present. Thus, there is a close relationship between poor attendance and class failure. Also, employers hesitate to hire a student with poor attendance records. The following policy has been designed and adopted to provide a framework for ensuring responsible attendance by all students and to encourage students to stay in school by providing opportunity for recovery of lost credit.

Regular attendance is required of all students. Students may not be excused to leave school for any reason unless specific arrangements are made by the student's parents, or unless sent by the principal. For a student to be permitted to leave school a parent must call or make arrangements with the principal to pick up the student. Any student who misses 20 minutes or more of class is considered absent. Part-time attendance is not permitted except in the following cases: the student is a senior and enrolled in an internship program; the student's IEP requires part-time attendance; or the student is receiving educational services in an alternative school. Any other situations that might arise in regard to the attendance policy will be handled on an individual basis by the Board of Education.

Students who miss an excessive amount of days will be turned over to juvenile authorities. This could result in parents being held responsible for educational neglect of their

child. Parents who fail to make their child come to school can be given a fine or sentenced to jail time by the prosecuting attorney.

Students who are 18 and older cannot check themselves out without prior parental permission. Contact with a parent (through a phone call or signed note) the day of a requested check-out is permissible.

If a senior has perfect attendance at the time of cap and gown issuance, the district will pay for them.

### Documentation/Verification of Absences

Absences are no longer identified by category. Any absence in excess of seven per semester, is considered excessive, and therefore time must be reclaimed for excessive absences. Absences are determined on a class-by-class basis. If a student is absent, the school should be notified by the parent/guardian by phone call, note, etc. If the student is absent for a professional appointment such as a doctor, dentist, orthodontist, etc. or funeral, an excuse note or obituary notice should be returned to the office upon return to school. Contact logs and excusal notes will be used by the appeals committee in determining time to be reclaimed, but absences will not be categorized as excused or unexcused at the time of the absence. Parents will receive a phone call via the school messenger system if students are absent and no contact has been made.

### Make-Up Work

Make-up work will be allowed for any absence, except in the case of out-of-school suspension. It is the responsibility of the student to contact each teacher and gather any make-up work. Students will receive one day for each day absent to complete any make-up work before the late-work policy takes effect. Appointments for make-up tests, tutoring for concepts missed while absent, etc. must be made with individual teachers.

### Excessive Absences

**All school absences are counted as an absence toward the Attendance Policy.** Excessive absences will be determined on a semester basis and on a daily basis. Students with an accumulation of absences that total more than seven days in each class are in violation of the attendance policy and are considered excessive. Students who miss more than 21 days a semester will not earn credit for that semester. After the accumulation of more than seven absences in a class, students will be required to make an appeal to the attendance committee. Students will be required to reclaim hours considered to be excessive absences during Friday School or Summer School, as determined by the attendance committee. Parents and students can check attendance online on the online student information system. If a student accumulates more than 7 absences for any given class in a semester, the student will have an opportunity to appeal those absences to the attendance committee. Students with more than seven absences in a course who do not complete the appeal process will not receive credit in each class with excessive absences.

### Appeal Process

If a student misses more than 7 days in a course, the student will be required to file an appeal, along with his/her parent or guardian, to an attendance committee. The committee will consider all the facts of each case in deciding whether to grant or deny the relief required.

Relevant factors may include, but not limited to, the following:

1. The reasons for the accrued or anticipated absences
2. The extent to which the reasons for each absence were documented at the time the absence occurred and/or at the time of appeal.

3. Whether all eligible class work has been satisfactory completed.  
4. The number of times the student has requested reinstatement of credit. The parent or guardian of the student may submit an appeal to the attendance policy committee requesting reinstatement of credit. The student and parent will be informed if an appeal must be filed. The appeal should provide the following information in the student's hand writing:

1. Date of the appeal.
2. A complete explanation of the reason(s) why the appeal should be granted.
3. Any appropriate documentation.
4. Signature of the parent or guardian with the date.
5. Turned in to the principal.

The appeal committee will meet once a semester to review appeals. Parents will be notified.

### Suspension

A student who is suspended from school for a disciplinary problem for any number of days will be counted absent on the days they are not in attendance. Students will not be allowed to complete work on the days they were serving OSS. If a student refuses to take ISS, he/she will be given OSS. Upon return from OSS he/she will serve punishment of ISS.

### Friday School

Students with excessive absences or discipline referrals may be assigned Friday School. Friday School will be from 8:00 to 12:00 on selected Fridays and will count as hour-per-hour remediation of attendance. Only minutes of attendance will be counted toward remediation of attendance; therefore if a student is late or leaves early, they will not receive the entire four hours of credit. Students will do regular class work assigned by their classroom teachers. Students missing more than seven days must account for all days missed. All days not accounted for must be made up or the student will be required to attend summer school.

### Summer School

Students with excessive absences at the end of the academic school year will be required to recover the days on an hour-for-hour basis during the summer break if that opportunity is granted by the attendance committee. The student information system tabulates student attendance by the minute. The student's attendance will be rounded to the nearest hour [1-7 hours over = 1 day; 8- 14 hours over = 2 days; 15-21 hours over = 3 days; etc.]. Each class will be tabulated separately. A student who accumulates 21 or more days of absences in a class will be considered ineligible for summer school and must retake the course during the following academic year. A student who earns a grade less than 45% in a class will NOT be given the opportunity to earn credit for that class during summer school, and must remediate the credit by retaking the class during the regular academic year.

### Summer School Requirements:

- No absenteeism (unless verified/excused by a third party)
- Earn a passing grade or complete a section of a course as assigned by a teacher within virtual platform (students who do not owe a complete two weeks will be required to complete a section of a course as determined by the amount of time required)
- Students who fail to attend summer school will not receive credit for each class they were excessively absent during the academic school year.

- Students are expected to strictly adhere to high standards of behavior. Refusal to work, sleeping, horseplay, or any type of insubordination will not be tolerated. Students will receive one warning for misbehavior; if subsequent misbehavior occurs, they will be sent home and not allowed to return, which will result in loss of credit for the class they are recovering. Students who attend summer school and have behavior issues run the risk of not being allowed to attend summer school in subsequent years.

### Attendance – Tardiness

Students should be in the proper classroom for each period when the bell rings. Students who arrive after the bell rings to any class must obtain a tardy slip from the office before entry will be granted by the teacher. Teachers will enter tardies by hour, and when tardies are excessive in length (third unexcused tardy per quarter), the principal is to be notified. Students are not to leave classes until dismissed by the teacher. Students out of class must have a hall pass.

### Attendance – Truancy (2 forms)

- **Off-campus Truancy:** Absent from school without parental consent and/or leaving school without permission from the principal. Also includes students going home, to a residence other than their own, or to a business to which the student hasn't been granted permission
- **On-Campus Truancy:** Failing to report to class for an unreasonable amount of time or being in an area other than an assigned class (such as being in the locker room, library, lunch room, etc. when supposed to be in another class or area). A teacher's note does not always exempt a student from receiving on-campus truancy. Note: A doctor's note or a family emergency may void most off-campus violations once parents contact the principal with an adequate explanation.

### Attendance – Withdrawal from School/Transfer

A written note or telephone call by the parents or guardians, stating the necessary reasons, should be submitted when a student wishes to withdraw from school. Appropriate paperwork will need to be completed in the office.

Any student who intends to transfer from Summersville High School should inform the principal's office of his/her intentions and, if possible give the address of the new school he/she will attend. The transfer process is outlined below:

- 1) pick up withdrawal sheet from the principal's office
- 2) check-in all books (including library books) and settle all obligations as indicated on withdrawal sheet.
- 3) Bring withdrawal sheet to office for final check

Transcripts of permanent record will not be sent to another school unless obligations are cleared. A student who does not check out is still liable for all debts.

## **Bags**

For safety reasons, student bags must be small enough to fit into lockers, and bags will not be taken to class. Students with excessively large bags will be asked to not bring such bags to school or hang them on hooks in the hallway if available. Repeat offenders are subject to disciplinary action. Students are encouraged to use smaller bags (i.e. backpacks, purses) which can be worn on their backs or shoulders. Bags stored on classroom floors or hanging on the backs of chairs can be considered a tripping hazard, and are therefore not permitted in classrooms. Students are expected to store books and other educational materials (notebooks, pencils, etc.) in their lockers when not being used. Any administrator or teacher may inspect the

contents of any bag or purse.

### **Bills**

When students accrue or owe \$100 or more to the school, they will lose participation in all field trips, athletic teams and club activities until fully paid; additionally, they will not be allowed to attend any ballgames or school events until fully paid. A list of students owing \$100 or more will be disseminated at the end of each quarter. Once a student owes \$100 or more, all bill balances must be at \$0 before they can participate in any program.

Overdue Meal Charges:

The overdue bill process also applies to meal charges. In addition to the restrictions above, any student with a negative account will not be allowed to charge their account for extra food or a la carte items after eating a reimbursed meal.

### **Building Use**

Arrangements should be made with the principal for all activities which need to use the building after school hours. Arrangements should be made at least one week in advance. The applications should be filed by the teacher sponsoring the organization. **No students should be in the building after hours, unless under the direct supervision of a teacher or coach.**

### **Bus Trips and Behavior**

Students must obey bus drivers and sponsors. Failure to do so may endanger the safety of students and may result in denial of the privilege of riding a bus or even more severe penalties. Students must ride both ways on the bus and will not be permitted to ride home with parents unless the parent signs a form provided by the sponsor. Parents may prearrange for their student to ride home with other licensed drivers by completing a form with advanced approval from the principal. Students who fail to observe district rules or fail to contribute to a safe transportation environment will be subject to disciplinary action including, but not limited to, suspension of the privilege of riding the bus. Students with disabilities will be disciplined in accordance with their IEP or applicable law. The bus driver or other authorized personnel shall report all misbehavior or dangerous situations to the principal as soon as possible.

### **Cafeteria**

The school cafeteria is operated for the convenience of the students and teachers. Each day well-balanced meals are planned by the supervisor of the lunch program. Students are to remain orderly in the cafeteria at all times.

While in the cafeteria, students will obey the following rules:

- 1) Do not run to the lunch line.
- 2) Do not shove or try to cut in the lunch line.
- 3) When finished eating, do not leave a mess on the table. Put napkins and milk cartons in the trash, place silverware in the correct receptacle, and stack trays on the dishwasher counter.
- 4) Food items, milk cartons, straws, etc. are not to be taken from the cafeteria.
- 5) Once lunch cards are issued, students should bring these to breakfast and lunch. Students without cards will move to the end of the line.

## **Career Center Attendance**

Summersville students are given the option to attend Career Center beginning their junior year as long as they have earned all necessary credits during their freshman and sophomore years. They receive three credits for this attendance, as well as either one-half English or one-half embedded math credit each year for the junior and senior year. Students who attend the career center in West Plains or Houston must maintain good attendance, behavior, and grades in order to continue to attend. In order to earn certifications through the Career Center a student can accumulate no more than 8 absences in a year. Students who are in violation of the Summersville R-II handbook or the rules and regulations of the Career Center can be removed from attending the career center at any time.

## **Cell Phones/Smart Watches/Personal Electronic Devices**

While students are permitted to carry their phones and wear smart watches at this time, they are expected to not use said devices at any time during the day. Teachers within individual classes may ask students to place devices in an area of the classroom so that students are not distracted by their devices. Students are expected to follow these directions or face disciplinary action. There are three levels of phone/device use:

LEVEL 1: Student possession or visible to staff member (not in use/turned “off”)

LEVEL 2: Typical usage: Student talking on phone, texting, playing games, listening to music, etc. (in use/turned “on”)

LEVEL 3: Instrument of disorderly conduct: ex) arranging/videoing fights/confrontations, videoing indecent acts, cheating, etc.

Students allowing other students to use their device will also be subject to the same punishment as the borrowing student if the borrowing student is caught possessing/using device.

If a teacher/staff member hears a device without seeing it or has reasonable cause to suspect a student possesses a device, the teacher/staff member may question and/or search the student.

If the student has a verbal confrontation with a staff member and/or refuses to give his/her device as requested by the staff member, it becomes a defiance issue and the student will be subject to further disciplinary action.

**Parents:** Parents who contact students with cell phones during the school day are encouraging students to blatantly disobey the cell phone/PED policy. Students who secretly contact parents with cell phones during the school day are violating the “cell phone/PED” policy and will be disciplined. Parents disregarding this policy are placing their student(s) in danger of receiving disciplinary actions. In case of an emergency or if you need to get a message to your student during the school day, you may call the high school office at (417) 932- 4929. Under necessary circumstances, students will be allowed to use the office phone to contact parents. The high school secretary will relay messages between students and parents for less serious circumstances.

## **Changing/Dropping Classes**

After the first day of class, if students desire to change class schedules, they should report to the counselor, obtain a class schedule change sheet, fill it out, have the principal and

appropriate teachers sign it, and return it to the counselor who will make necessary changes. **Schedule changes will be allowed day one through day three of each semester.** No changes will be made after day three except for extraordinary reasons. The counselor has the right to refuse a student's change request. Students who refuse to attend a class after the three-day deadline without administrative approval will be placed in a temporary supervised location for the remainder of the class and zeroes will be recorded for each remaining assignment during the class.

### **Cheating/Plagiarism**

Cheating is any form of academic dishonesty. Cheating occurs when a student uses and takes credit for the work of another person, whether the material is directly copied or superficially disguised. Plagiarism includes directly copying from resources and not giving credit to the original author. File-sharing and other forms of dishonesty through the use of computers/electronic devices are considered cheating. Any student who knowingly helps another violate academic behavior standards is also in violation of the standards. All forms of cheating are prohibited.

### **Closed Campus**

Summersville High School observes a closed campus. Students are expected to report by 7:45 a.m. and remain until school is dismissed at 3:44 p.m. Only those students who eat breakfast should come to school before 7:30 a.m. Once a student arrives on school grounds or boards a bus, he/she is considered at school. This includes students who arrive at school for early morning practices. If it is necessary to leave school for any reason after arrival, the student must check out at the principal's office. To be given permission to leave, the student must be picked up by a family member or present other proof of need to leave, such as written permission from parents. **Students are not allowed to check out in order to get food, take showers, or use non-school restrooms.**

### **Club Meetings**

Club meetings will be arranged and held by the sponsors when necessary. Times will be announced in advance. All club meetings must be prearranged with the sponsor. Club secretaries are to keep a record of all meetings, which will be turned in to the sponsor after each meeting. Treasurers should check each month before the meeting in order to have an accurate account of their financial condition. Organization meetings will be held in the beginning of the year. All meetings must be cleared with the principal.

### **Complaint Resolution Procedure**

Missouri Department of Elementary & Secondary Education NCLB COMPLAINT The Federal No Child Left Behind Act of 2001 (NCLB), Title IX Part C. Sec. 9304(a)(3)(C) requires the Missouri Department of Elementary & Secondary Education (DESE) to adopt procedures for resolving complaints regarding operations of programs authorized under the Act, including Title I, Title II, Title III, Title IV (Part A), Title V, Title VI, and Title VII and Title IX, part C.

Who May File a Complaint? Any local education agency (LEA), consortium of LEAs, organization, parent, teacher, or member of the public may file a complaint.

Definition of a Complaint - There are both formal and informal complaint procedures.



A formal complaint must be a written, signed statement that includes:

1. An allegation that a federal statute or regulation applicable to the state educational agency (SEA) or a local education agency (LEA) program has been violated
2. Facts, including documentary evidence that supports the allegation
3. The specific requirement, statute, or regulation being violated

#### Alternatives for Filing Complaints:

It is federal and state intent that complaints are resolved at a level nearest the LEA as possible. As described below, formal complaints filed with the SEA will be forwarded to the appropriate LEA for investigation and resolution. Informal complaints made to the SEA will be subject of an initial investigation by the SEA, but will be forwarded to the LEA if a formal complaint evolves. Precise processes in both instances are described.

Informal and Formal Complaints Received by the Local Education Agency Informal and formal complaints filed with the LEA concerning NCLB program operations in that LEA are to be investigated and resolved by the LEA according to locally developed procedures.

Such procedures will provide for:

1. Disseminating procedures to the LEA school board
2. Central filing of procedures within the district
3. Addressing informal complaints in a prompt and courteous manner
4. Notifying the SEA within 15 days of receipt of written complaints
5. Timely investigating and processing of complaints within 30 days, with an additional 30 days if exceptional conditions exist
6. Disseminating complaint findings and resolutions to all parties to the complaint and the LEA school board. Such findings and resolutions also shall be available to parents, teachers, and other members of the general public, provided by the LEA, free of charge, if appealing to the Missouri Department of Elementary & Secondary Education according to the procedures outlined in sections below:

Informal Complaints Received by the SEA Office: Informal complaints (i.e., verbal and/or anonymous) to the SEA by individuals (who may ask not to be identified to the LEA) concerning program operations in an LEA will be investigated by the SEA, according to procedures deemed most appropriate by the SEA, within 10 days of receipt of the complaint. Findings of this investigation shall be reported to the complainant within 10 additional days. In the event that the complainant requests further investigation or a hearing, the complainant must file a signed, written complaint. This formal complaint will be processed according to procedures outlined in sections below.

#### Formal Complaints Initially Received by the SEA Office

1. Record. Upon receipt of a written complaint, a record of the source and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based, will be initiated.
2. Notification of LEA. Within 15 days of receipt of the complaint, a written communication will notify the district superintendent and the district NCLB coordinator of the complaint filed with the SEA. Upon receipt of the communication, the LEA will initiate its complaint procedures as set forth above.
3. Report by LEA. Within 20 days of receipt of the complaint, the LEA will advise the SEA of

the status of the complaint resolution proceedings and, at the end of 30 days, 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.

4. Verification. Within ten days of receipt of the written summary of a complaint resolution, the DESE office will verify the resolution of the complaint through an on site visit, letter or telephone call(s).

Verification will include direct contact with the complainant.

1. Record. Upon receipt of a written appeal to a complaint unresolved at the LEA level, a record of the source and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based, will be investigated.

2. Investigation. The SEA will initiate an investigation within 10 days, which will be concluded within 30 days from receipt of the appeal. Such investigation may include a site visit if the SEA determines that an on site investigation is necessary. By stipulation of all concerned, this investigation may be continued beyond the 30-day limit.

3. Hearing. If required by the SEA, or formally requested by parties to the complaint, this investigation will include an evidentiary hearing(s) before an SEA Division Director acting as chairperson and designated staff personnel. Conduct of such hearings will follow the procedures outlined in state rules. The hearing proceedings shall be recorded and the recording preserved for preparation of any transcript required on appeal. Within 10 days of conclusion of the investigation and/or evidentiary hearing(s), the SEA will render a decision detailing the reasons for its decision and transmitting this decision to the LEA, the complainant, and the district school board. Recommendations and details of the decision are to be implemented within 15 days of the decision being given to the LEA. This 15-day implementation period may be extended at the discretion of the SEA Division Director. The complainant or the LEA may appeal the decision of the SEA.

#### Formal LEA Complaints Against SEA

1. Record. The SEA will record the source, and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based will be investigated.

2. Decision. The SEA decision will be rendered within 15 days of the complaint receipt. The LEA will be promptly notified of the SEA's decision.

3. Appeal. The LEA may appeal the decision of the SEA to the SEA review board within 30 days of receipt of the decision. Procedures under the "Appeal to the State Agency Review Board" section will be followed.

4. Second Appeal. An applicant has the right to appeal the decision of the SEA Review Board to the U.S. Secretary of Education. The applicant shall file written notice of the appeal with the Secretary within 20 days after the applicant has been notified by the SEA of its decision.

#### Complaints Against LEAs Received from the United States Department of Education

1. Complaints against LEAs received from the U.S. Department of Education will be processed as though they had been received initially at the SEA.

2. A report of final disposition of the complaint will be filed with the U.S. Department of Education.

3. These procedures shall not prevent the SEA from partially or wholly interrupting funding of

any LEA IASA program or taking any other action it deems appropriate.

### **College Visit Days**

Juniors and Seniors are allotted two college visit days during each of their junior and senior years. Each college day must be pre-approved by the counselor and principal. College Day requests are not automatically approved. Students must return to school with a dated signature from a college/university official before it will be recorded in the attendance records as an excused absence. Any college days used after the allotted 2 days will count against the student's attendance unless a student is attempting to gain a college scholarship (sports, music, etc.), and then 1 extra day could be granted by the principal without penalty.

### **Dress Code**

It is the responsibility of our teachers and administrators to regulate appropriate dress and appearance of our students as representatives of the school and community. Students will wear clothes that are not an impediment to the instructional environment. Clothes that are not gender appropriate or do not present a positive personal image are prohibited. No sunglasses, hoods, bandanas, or hats shall be worn indoors. No gang-related attire should be worn at any time.

Jeans and other outerwear with openings around the thigh and buttocks have no place in school. Small openings near or below the knee within reason may be tolerated. Excessively long, oversized, frayed, or ragged pants will not be tolerated. Any piece of pant that hangs below the shoes may be considered a tripping-hazard.

Shirts and blouses with printed wording, pictures, or designs on clothing which advertise or promote alcohol, drugs, and/or tobacco are prohibited. Any garments which carry any derogatory connotations, insulting statements, profanity, or sexual suggestions are also prohibited. No spaghetti-strap shirts will be worn unless the student has another shirt to cover up the student's shoulders. Sleeveless blouses, sweaters, and shirts will be allowed provided there is not a large armhole opening that would expose the chest, side of the chest, or armpit areas (NO MESH TOPS). Excessive cleavage exposure is prohibited. Shirts must also come to the top of the pants (NO EXPOSED MIDRIFTS). No string or backless shirts will be worn unless another shirt is worn to cover the student's back and shoulders.

Students may wear shorts and skirts during 1<sup>st</sup> and 4<sup>th</sup> quarters. Students are prohibited from wearing shorts and skirts during 2<sup>nd</sup> and 3<sup>rd</sup> quarters. All skirts and shorts must be at least fingertip length. All pants and shorts must be worn at the waist with no exposed undergarments. There should be no part of the buttocks exposed by shorts, skirts, or pants.

Students will not wear chains/straps hanging from their belt-loops/pants; these are considered potential weapons. No baseball/softball cleats are to be worn in the school (including the gym and locker rooms). Students should have proper footwear for activities in gym class. Bare feet, boots, street shoes, or other shoes that may adversely mark-up the floor will not be allowed. Pajamas, house-shoes, and blankets are not allowed.

Hair may not be distracting to others. Appropriate grooming and hygiene standards must be met. Hair should be neat and clean. Exceptions may be made for plays or parties with safety and modesty being a priority. Artificial hair (wigs) is prohibited except in the case of a student who has experienced hair loss due to a medical reason.

Makeup must be moderate at all times, thereby not distracting to others; ex) no gothic or similar make-up styles will be allowed. Exceptions may be made for plays or parties with safety and modesty being a priority. Spiked jewelry and chains are prohibited; ex) dog collars, wallet chains. Safety pins are prohibited. Inappropriate tattoos with negative connotations will be covered.

The judgment of the principal will be the final determinant as to the acceptability of clothing, jewelry, piercings, and tattoos. Students with unacceptable clothing will be given alternative clothing or sent home to change and issued a warning. Stronger disciplinary measures will be used for repeat offenders. Students who refuse to change will be suspended for the remainder of the day and one additional day.

### **Driving Regulations**

Licensed student drivers must register vehicles in the principal's office. Each student driver must provide a copy of their driver's license and a copy of current proof of insurance. Students are to park in designated student parking lots to be assigned by administration at the beginning of the year. Changes due to crowding can be made at administrator discretion throughout the year. All other parking areas are reserved for faculty and staff. Students are not allowed to drive between buildings or park in any unauthorized area unless they receive permission from the principal. Students will not be permitted to remain in automobiles or to loiter in the parking lots during the mornings. Students must not get in automobiles once parked unless they receive permission from the principal. No one will be allowed in the student parking areas during the school day (except with permission from the principal and a faculty escort). Students are not allowed to park on Rogers Avenue in front of the high school. Students are not allowed to pass the buses as they load or unload. Student vehicles will not be parked in such a way that the vehicle blocks an exit. Double parking is not allowed. Improper driving/inappropriate behavior while driving on campus will result in assigned parking spots and/or suspension of driving privileges.

The Random Drug Testing Policy Consent Form must be turned into the principal's office before a student is allowed to drive to school. Student drivers who are truant will lose driving privileges. Truancy includes going to off-campus locations that are not a part of the student's original destination such as going home, to another residence, or to a business without express permission to be in those locations. First offense = 4 weeks; Second offense = 8 weeks; Third offense = remainder of year.

### **Drugs/Medication**

All medications must be delivered to the school principal or designee by the parent/guardian in a properly-labeled container from the pharmacy or in the manufacturer's original packaging. This includes all over-the-counter medications, prescription drugs, or inhalers. The district prohibits students from possessing or self-administering ANY medications while on district grounds, on district transportation, or during district activities unless explicitly authorized in accordance with this policy. Medications will only be administered at school when it is not possible or effective for the student to receive the medication at home.

Incidents involving students taking or supplying over-the-counter medications, prescription medications, or a controlled substance or dealing with substance abuse while traveling to or from school or during the school day without approval will be handled in the following manner:

- 1) Parents will be notified to pick up the student.
- 2) If student possesses drugs, deals drugs or is under the influence of drugs while on school premises, the student will be suspended from attending school for at least 10 days. Both parent and student must come into the principal's office for conference with the principal and superintendent. The parent and student involved must be willing for the student to receive counseling.
- 3) If there is a subsequent occurrence, the student and parent must appear before the

Summersville Board of Education in order to be reinstated.

- 4) If parent or student refuses to follow the above-stated steps, recommendation will be made to the Summersville Board of Education that the student be expelled for one school year.

**\*The police department or juvenile authorities may be notified at any time**

Voters recently approved the use of medical marijuana in Missouri. However, marijuana is still illegal under federal law and, except for those authorized to use it medicinally, illegal in the state of Missouri. The Summersville R-II School District prohibits the possession or use of any illegal substance on district property, transportation, or district events. Because marijuana is still illegal under federal law, this prohibition applies even to those who are legally authorized to use marijuana medicinally. CBD oils and essential oils are also prohibited. Thank you for helping us to keep our schools drug free.

### **Drug Testing**

All athletes, A+ students, students involved in any extracurricular activity, and student drivers are subject to random drug testing throughout the school year. Random urine drug testing of the aforementioned public school students is legal determined by the United States Supreme Court. Summersville R-II School District reserves the right to test any participant in extracurricular activities if there is a justified suspicion on the sponsor's part to drug test the student during the next drug testing session. Any student not giving consent to take part in the random drug testing will not be allowed to participate in the program or drive to school until such consent is given. The Summersville R-II School Board will determine the frequency and number of students tested. Any student refusing to submit to urine drug testing will not be allowed to participate in the extracurricular activity for which he/she is signed up. Each time a student refuses to take a drug test it will be treated as a positive test. If a student whose name is on the list should leave school without testing and/or following the proper check out procedures, it will be treated as a positive test.

### **Emergency Procedures**

#### **Earthquake, Fire, Lockdown and Tornado Drills**

Regulations concerning safety drills such as earthquake, fire, lockdown, and tornado will be posted in each classroom so each student may have any opportunity to acquaint themselves with correct procedures on how to behave and exit the building in emergency situations. These are serious situations. Students are expected to use appropriate behavior during drills or in an actual emergency. Failure to do so will result in disciplinary measures.

### **Equal Rights Opportunities**

Each student, being limited only by individual differences, should be given the opportunity to develop and achieve to the maximum extent possible. Therefore, the Summersville R-II School District will foster an educational environment that provides equal educational opportunities for all students. Educational programs, services, vocational opportunities and extracurricular activities will be designed to meet the varying needs of all students. Summersville R-II School does not discriminate against any individual for reason of race, creed, color, sex, national origin, economic status or handicap.

### **Failure to Work in Class**

Students who sit idly, sleep, or otherwise fail to participate in class activities as designated by teachers will receive a write-up. Students will also be written up for failure to work in class if they receive their 3<sup>rd</sup> zero in a class.

### **Facebook/Social Media**

Summersville Schools will operate a Facebook page. Students and parents are encouraged to keep up with school activities through this page. Comments on this page need to remain positive. Inappropriate use of Facebook with the school page could result in disciplinary action.

### **Grade-Classification 9-12**

Students will be classified according to the following credits earned:

- Less than 6 credits.....Freshman
- 6 – 11.5 credits..... Sophomore
- 12 – 18.5 credits..... Junior
- 19 or more credits..... Senior

26 credits are required for graduation. Graduating seniors must have 8 semesters of attendance. If there are any questions about credits, see the counselor.

Credits in grades 9-12 are earned on a semester basis, with one-half credit earned each semester. Students who fail a semester are required to either make the credit up in summer school or retake the course during the following academic year. If a teacher feels a student cannot successfully complete a course in summer school due to rigor, the student will be requested to complete the course by retaking it during the regular academic year. If approved, students may remediate one credit per summer school session: one-half credit per two week session. To remediate credit in summer school students must:

- Have no absenteeism (unless verified/excused by third party)
- Complete 100% of an equivalent virtual course with a passing grade
- Abide by behavior rules set forth in the summer school section for attendance

### **Grade-Classification 6-8**

The Board of Education requires 6th-8th graders to pass all four core subjects (English, Math, Science, Social Studies) before being promoted to the next grade. Students who fail 3 or 4 of these subjects will be retained; failure of 1 or 2 subjects will require:

- attend summer school
- no absenteeism (unless verified/excused by a third party)
- passing grade and 100% completion of equivalent virtual course
- For the purpose of credit recovery for junior high students, both semesters will be averaged. If a student averages below 60%, they are required to attend summer school to reclaim that credit. Attendance for two weeks will be required for each subject. If more than two courses are in the failing range, credit recovery will not be available, and the student will be retained.
- Adherence to the behavior policy set forth in the summer school section for attendance

## **Grading Scale**

Grading Scale: A: 90-100 B: 80-89 C: 70-79 D: 60-69 F: Below 60 (no credit)

## **Grading-Late Work**

1 day late = 60%

2 days to one week late= 50%

One to two weeks late=25%

2 weeks late or end of grading period = 0%

If students miss an assignment, it is the responsibility of the student to make arrangements with teachers to make up work. Students who do not do so on their own may be assigned tutoring, lunch detention, or after-school detention in order to make up work. It is at the discretion of the teacher to require students to complete assignments even if students do not wish to do so. Students who refuse to complete assignments will be referred to the principal.

## **Grading-Percentages**

Grades are the sole prerogative of the professional teacher. Students will be made aware of the expectations by the instructor and the instructor will be responsible for the student evaluation and recording. Should a student suffer a sudden, dramatic shift in behavior or achievement, the school will make every effort to inform the parent of this change by mid-quarter of when the change occurred. It is, however, the basic responsibility of the parents to work cooperatively in this effort and maintain contact with the school. The teacher and/or principal will notify any parents whose child shows indication of failure at mid-quarter. Quarter grades are issued each nine weeks of school, with a semester grade given at midyear and at the end of school. Semester grades will be an average of percentages of quarter grades. In no case will a grade be changed once it is recorded unless an error in computation or recording is made. Parents and students are invited and welcome to confer with the teacher and administration of the school concerning student progress. Furthermore, parents are encouraged to register for access to the student information system in order to check student progress.

## **Grading-Comprehensive Unit Testing**

Teachers will give final assessments in each class at the end of each semester. These assessments may range from traditional test to project-based and will assess a student's knowledge gained throughout the entire semester. In courses that take MAP or EOC assessments, finals will not be given during 2nd semester.

Testing Incentives – a student must meet these requirements each semester to be exempt from testing. No exceptions will be made.

- Must have an A average for the semester.
- No more than two (2) absences in a class in which he/she has an A average for the eighteen week grading period. In alignment with the district attendance policy, there are no longer excused/unexcused absences, so all absences count toward determination of excusal from finals.
- Absolutely no discipline reports from any teacher/class during the eighteen week grading period. This includes tardies and cell phone violations.

**NOTE:**

- Each class will be computed separately.
- Missing school for a sponsored activity is not considered an absence.
- Students cannot be exempt from EOC exams or MAP tests.
- Teachers have the right to require all students take a final exam even if they qualify for exemption. In this case the test will only count if it helps the student’s grade.

**Grading–Honor Roll**

The Honor Roll will be published in the newspaper after each quarter.

- All A’s Honor Roll
- All A’s & B’s Honor Roll

**Grading-Placement**

Summersville R-II School reserves the right to test and evaluate students for placement who enter the Summersville District from a non-accredited school.

**Graduation Requirements**

Students must earn a minimum of 26 credits in order to graduate from Summersville High School. Credit requirements are as follows:

Credit Type	# of Credits	Credit Type	# of Credits
Communication Arts	4	Physical Education	1
Social Studies	3	Health Education	1/2
Mathematics	3	Personal Finance	1/2
Science	3	Technology	1/2
Fine Arts	1	Electives	8.5
Practical Arts	1	Total	26

Determination of Class Rank: See addendum at back of handbook.

**Graduation Attire**

The commencement exercise is a very important part of a senior’s passage into adulthood. Because of the importance and sanctity of the event, students will be expected to be properly attired. Tennis shoes, work-boots, flip-flops, shorts, or t-shirts are not acceptable. Appropriate attire includes dress pants, non-baggy khaki pants, a collared shirt, and approved shoes for boys or girls. Girls may also wear skirts with appropriate tops or a dress. Denim of any color will not be allowed. Appropriate cap and gown are required and must be worn at the commencement ceremony. If a student requires assistance with obtaining any piece of graduation attire, they should contact the counselor or principal and appropriate assistance will be provided. The principal and/or sponsors have the right to prohibit a student from participating until properly attired.



## **Graduation Exercise (Participation)**

A student must complete all course work and receive credit in courses before he/she may participate in the graduation exercise in May. Students may earn credit from summer school to meet the graduation requirement of the State of Missouri and the Summersville School District. Credits earned during summer school may not accelerate the graduation date nor count toward being named as either Valedictorian or Salutatorian. To qualify as Valedictorian or Salutatorian, a student must be enrolled in Summersville High School from the first day of their junior year through their senior year. In addition to earning credits, all debts must be paid, and all district property must be returned prior to graduation.

## **Halls**

Students should be in the halls only at the beginning and close of school and while moving from one class to another unless they have special permission or special duties that require them to be in the halls. **Students in the hallways during classtime must have passes.** Students are asked to be courteous at all times. No running, talking loudly, yelling, or other types of horseplay are allowed which could cause disruption to the learning of others.

## **Hazing and Bullying/Cyberbullying**

All forms of hazing, bullying, cyberbullying and student intimidation are prohibited. Students participating in or encouraging inappropriate conduct will be disciplined. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. Students who have been subjected to hazing, bullying or cyberbullying are instructed to promptly report such incidents to a school official.

### **Definitions**

- **Hazing:** Hazing is defined as any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade-level, student organization, or school-sponsored activity. Hazing may include those actions that subject a student to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity, or other stress-inducing activities. Hazing may also include, but is not limited to: acts of physical brutality; whipping; beating; branding; exposing to the elements; forcing consumption of any food, liquor, drug or other substance; forcing inhalation or ingestion of tobacco products; or any other forced physical activity that could adversely affect the physical health or safety of an individual. Hazing may occur even when all students involved are willing participants. Hazing does not occur when a student is required to audition or try-out for an organization when the criteria are reasonable, approved by the district and legitimately related to the purpose of the organization.
- **Bullying:** Bullying is defined as intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; or threats of retaliation for reporting such acts. Bullying may also include cyberbullying or cyberthreats.

• **Cyberbullying** is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyberthreats are online materials that threaten or raise concerns about violence against others, suicide, or self-harm.

### **Complaint Procedure**

- A student shall report a complaint of bullying or cyberbullying, orally or in writing, to a staff member. If a parent initiates the complaint, the appropriate staff member will follow-up with the student.
- The staff member will either gather information or seek administrative assistance to determine if the alleged bullying or cyber-bullying conduct occurred.
- After the information is gathered, the building principal shall be notified of the complaint. The building principal will determine the need for further investigation or the appropriate intervention, which may result in administrative discipline to ensure the conduct ceases. If the behavior is found to meet the definition of bullying or cyberbullying, the building principal must complete the appropriate written documentation.

Students who are found to have violated this policy will be subject to appropriate consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc.

### **Harassment/Sexual Harassment**

The Summersville R-II School District is committed to providing an educational and work environment that is safe and free from intimidating, hostile, offensive behavior, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication constituting sexual harassment. Sexual harassment by an employee, student, or other person in the district should immediately be reported to a building principal, counselor, or to the district superintendent.

### **Homebound Instruction**

Requests for homebound services will be made to the school principal along with documentation from a medical provider if the request is based on a medical need. The school principal will consult with teachers, counselors, nurses, and other appropriate staff as well as the student's parents/guardians regarding the request. If, after consultation, the school principal determines that the student meets the criteria for homebound instruction as outlined in board policy, he/she will recommend that homebound services be provided. Students receiving homebound services may not participate in extracurricular activities or attend school events. This includes, but is not limited to, participation on an athletic team, and attending school dances or school-sponsored events, either on- or off-campus. Students are also not allowed to be employed and working on a part-time, full-time, or temporary basis while receiving homebound services. Services will be denied or revoked in this case.

### **Inclement Weather-Dismissal Procedure and Alternative Methods of Instruction**

Should it become necessary to dismiss school for inclement weather or other perils, the announcement will be carried over local area radio stations and Springfield television stations.

A mass message via call/text will be sent out if school is not in session due to inclement weather, so it's extremely important that up-to-date contact information be available. Dismissal or cancellation information will also be posted on the district Facebook page.

Summersville R-II School District is able to utilize alternative methods of instruction (AMI) for up to 36 hours of dismissal. AMI days require students to participate in instruction and complete work during dismissal days. Methods of instruction used can include those conducted via virtual platform such as Google Classroom/Google Meet, traditional pencil/paper packets, or a combination of both. AMI participation is not optional, and students are required to complete the work as assigned. Students who do not complete assignments by a due date determined by the district will be counted absent for the corresponding AMI days.

### **Insurance**

Students who wish to participate in a MSHSAA-sponsored sport or activity must have insurance. Insurance can include private health insurance, state-sponsored insurance, or accident insurance.

### **Internships/Work Study**

The school believes that students as a whole benefit from attending high school all day for a full eight semesters. Students should not be tempted to “minimize” their educational experience by attending part-time, but instead fully utilize this time to take advantage of all the educational opportunities available to them.

Seniors who are considered to be on track to graduate with the appropriate number of credits earned by the end of their junior year may take part in an internship program by working during a portion of the day. Credit will be given based upon the number of hours the student is enrolled in the internship. In order to participate in this program, seniors must:

- Be on-track to graduate with credits earned by end of junior year
- Work for a company or individual that is not a family member (except with special permission)
- Complete all documents and obtain permission of parents
- Keep a log of all hours worked
- If a student participates in extra-curricular activities, such as athletics, they must attend school for three hours per day.
- Students are not permitted to work all day.

### **Lockers**

Students are assigned a locker for storage of books and belongings related to school. Lockers do not have locks, thus it is your responsibility to make sure valuable articles and money are not left in the lockers. **Locks may be used after approval by the principal and combination/extra key is given to the office.** Student lockers are subject to various random inspections by the principal, for the purpose of maintaining cleanliness and order. If contraband is suspected, a witness will be present when the locker is opened by the principal. Students are highly discouraged from bringing valuables and large amounts of money to school. Marking, defacing, or placing stickers on the locker is prohibited. Report any broken lockers to the principal. The school will not assume any responsibility for lost money or personal items by students. You must not share lockers and you are required to remain in the locker assigned to you, unless a locker change request is made and approved by the principal. If a student's bag will not fit in their locker, hooks are provided in the hallways. Lost/stolen items from either lockers or bags on hooks are not the responsibility of the district.

## Lost and Found

Found articles are to be turned in to the principal's office. If the found article is not claimed in two weeks it is returned to the finder. The school is not responsible for lost articles. Mark belongings with your name so they can be returned.

## Meals

All food is to be eaten during designated meal periods in the cafeteria; food is not permitted in the hallway, gym, or other classrooms during these times. Students are not permitted to have outsiders (including parents) bring breakfast, lunch, drinks or sodas to school. A student with a disability or condition which requires a special diet is the only exception. Students must bring their lunches to school in the mornings if they do not wish to eat lunch provided by the school. Students cannot order pizza, etc. during school hours unless instructed to do so by a sponsor for a scheduled meeting, etc. After eating lunch, students will be taken outside by the teacher on duty during good weather. The area south of the junior high building is the designated outside area. Students will report to the gym bleachers during rainy/frigid weather. Students must go directly outside through the junior high building after eating lunch. Students are not allowed to congregate in the hallways or bathrooms. **Students are not allowed to check out to get food or to use non-school restrooms.**

Lunch Price: \$2.45

Breakfast Price: \$1.60

Extra Milk: \$0.50

All children attending schools participating in the National School Lunch Program and School Breakfast Program may receive reimbursable school meals. 7 CFR 245.5 states parents or guardians of children in attendance at schools participating in the school meal programs must be informed of the availability of reimbursable school meals and must be provided information about applying for free or reduced price meals. Summersville High School shall publicly announce the income eligibility guidelines for free and reduced price meals on or before the opening of school annually and inform families about the availability of the School Breakfast Program and the Summer Food Service Program if available.

### USDA Nondiscrimination Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (566) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;  
(2) fax: (202) 690-7442; or  
(3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov). This institution is an equal opportunity provider.

### **Nuisance Items**

Items such as fidget spinners, fidget cubes, water guns, cards, laser lights, deer calls, turkey calls, dice, matches, stink bombs, rubber balls, lotion, silly putty, silly string, cigarette lighters, yo-yos, and other nuisance items have no place at school. If such items are brought to school they will be confiscated by the proper school authorities. Disciplinary measures will be used depending on severity and frequency.

### **Passes**

At all times other than period changes and after school, students are not to be moving around the building without a pass from the teacher responsible for them at that particular time. Students found to be forging passes will be considered truant as a result of fraud and will be disciplined according to the policy concerning “on-campus” truancy. Students found in areas not originally assigned can also be counted as truant (i.e. in locker room, gym, another classroom, etc.)

### **Public Display of Affection**

Public display of affection is inappropriate in school. Such actions are as follows:

- 1) Arm in arm/holding hands;
- 2) Arm(s) around each other;
- 3) Touching inappropriately;
- 4) Kissing;
- 5) Sitting in one’s lap.

These situations will be enforced whether it is a boy/girl, girl/girl, or boy/boy situation.

### **Recording-Visual and Audio**

Because the district predominantly serves minors, is subject to a number of confidentiality laws, respects parent/guardian and community concerns about privacy, and seeks to minimize disruption to the education environment, the district prohibits audio and visual recordings on district property, district transportation or at a district activity unless authorized in this policy.

Any recording activity, even activity permitted under this policy, will be prohibited if the activity creates a disruption to the education environment. No recording equipment will be used or placed in areas of the building where the occupant would have a reasonable expectation of privacy, such as restroom facilities or locker rooms.

The district prohibits secretive recordings where persons involved do not consent to the recording and it is not otherwise obvious that recording equipment is present or being used, unless the superintendent or designee determined in rare circumstances that such recordings are necessary for educational or security reasons. The district prohibits the simultaneous electronic transmission of any conversation by any person to a third party without the consent of all involved in the conversation, even if the conversation is not recorded.

## Searches

Due to the prevalence of contraband items being brought into school, it is necessary for searches to be conducted when reasonable cause exists. Vehicles, lockers, bags, purses, pockets, socks, and/or shoes are all subject to search. Use of a metal detector or a detector specific to a certain item such as vapes, cell-phones, etc. may be utilized in the search process. Searches will be conducted by principal and school resource officer when available, and by principal and witness when SRO is not available. K-9 units will be utilized throughout the school year to conduct random searches, as well.

## Seclusion and Restraint

Seclusion, isolation, and restraint are used only in response to emergency or crisis situations and should: (a) not be viewed as a behavior change or intervention strategy, (b) be implemented only under extreme situations and as a matter of last resort, (c) be implemented only by trained personnel, and (d) be accompanied by school wide proactive positive supports to prevent the need for their use. This policy is not an endorsement of the use of seclusion and restraint. This policy applies to all students. Further information concerning seclusion and restraint may be obtained on the Department of Elementary and Secondary Education website at: <http://www.dese.mo.gov/schoollaw/>

## Senior Trip Eligibility

Each spring the senior class members conclude their final year of high school with a senior trip. This trip is designed to expand the educational opportunities of our students by providing them with a chance to see another region of the United States. This trip is a privilege and not a right. As an extra-curricular activity, all of the normal school rules and expectations apply to students as they prepare for and attend the trip. In addition to the regular school rules, there are a number of other considerations that specifically apply to the senior trip and senior trip participation.

### General Expectations:

- 1) Students are expected to demonstrate a favorable attitude toward school and class activities. This includes demonstrating a general respect for teachers, administrators, staff and other students. Students may be written up by the principal and/or senior sponsors for failure to meet these expectations.
- 2) Students are expected to be cooperative with faculty and other class members. This includes demonstrating a responsible and mature attitude. Students may be written up by the principal and/or senior sponsors for failure to meet these expectations.
- 3) Students must be enrolled in the 8<sup>th</sup> semester of high school.
- 4) **Students will not be allowed to attend the senior trip if:**
  - 1) They have more than 16 cumulative absences during their senior year. Note: Each time a student checks-in late or checks-out early, every hour missed will be calculated in the total time absent (i.e. 7 hours missed = 1 day missed).
  - 2) They have more than 3 discipline referrals during the senior year.
  - 3) They fail to observe good citizenship during their high school career (Grades 9-12) through the use of drugs, alcohol, or stealing, at school or outside school, vandalizing school property, or being convicted of a felony or portraying immoral turpitude.
  - 4) They have been suspended for more than one day of OSS or more than 7 days ISS during their senior year.

- 5) They fail to have all bills and fines paid or have not completed graduation requirements prior to senior trip departure.
- 6) They fail to participate in moneymaking activities to the extent that they do not earn the designated amount of money or points deemed necessary for covering senior trip expenses.
- 7) They fail to turn money in on time.
- 8) Their parents/guardians do not attend the beginning of the year parent meeting and the pre-trip meeting to finalize plans and review behavior and consequences of misconduct on the trip and sign the appropriate agreement forms.
- 9) The parents/guardians may contact the principal if they have questions concerning one of these requirements.

Students who violate trip rules or cause a substantial disruption to the trip while on the senior trip will be sent home at the expense of the parents. Decisions about rule violations and trip disruptions shall be at the sole discretion of the senior trip sponsors in consultation with school district administration. Decisions about the method of transportation home will be at the sole discretion of the district. Depending on the violation, additional disciplinary action may be taken by the administration and/or school board.

### **Snow Route Information**

In the event of inclement weather, the district will often use "snow routes" to help students and school buses get safely to and from school. These alternate routes allow the buses to run on most major thoroughfares while avoiding some of the more difficult roads.

If winter weather forces the buses to operate on snow routes, these announcements will be made using local radio and TV media, and by use of the school district's phone messaging system as well as Facebook.

Because of the wide variety of roads and terrain on which the district operates, it is not uncommon for roads to be fully passable in some areas of the District while others are still iced or snowed in. On some days, we may operate full routes in some areas while still running snow routes in others. These variations will be announced in the same way that snow routes for the whole District or school closings would be. Please listen to the announcements carefully to receive information particular to your area or bus route.

More information and estimated pick up times will be provided at a later time. Remember that all times for snow route meeting points are estimated as closely as possible, but times may vary, depending on road conditions. So, please have your students at the designated meeting points in plenty of time.

Also, please ensure that your students dress warmly and appropriately in case the bus is running late, or even if they are standing out waiting for the bus to arrive at the scheduled time in the mornings or while loading buses at school in the afternoon.

### **Soda and Candy**

Water, Soda, and other drinks may be purchased from vending machines during designated times. Students should not take food or drink to class unless authorized by a teacher. Students found at vending machines during class time will receive a tardy unless advance permission was given by a teacher. No energy drinks are allowed in the building. Only drinks with lids (no styrofoam cups w/ or w/o lids) will be allowed in classrooms, and it is at the discretion of the teacher to allow/disallow certain or all snacks or drinks. Teachers who allow snacks/drinks are well within their authority to ask students to place these in a designated area during class so as to prevent spills.

## **Student Due Process Rights**

All students will be afforded due process as guaranteed by constitutional provisions. The process will be in accordance with state law and with the provisions outlined in the Board's policies and regulations on student suspension and student expulsion.

## **Student Complaints and Grievances**

Any alleged act of unfairness or any decision made by school personnel, which the student and/or parents believe to be unjust or in violation of pertinent policies of the Board of individual school rules, may be appealed to the school principal or a designated representative.

## **Telephone**

Only in cases of emergency will students be called to the telephone during class period. The office telephone is for school business; therefore, requests for its use should be made only when absolutely necessary. Important messages will be delivered to students.

## **Testing**

TSA Testing – Students who have completed 3 credit hours in Ag Sciences must take the Industry Recognized Credential Test by the end of the 6<sup>th</sup> semester. If an IRC is not completed, credit will not be granted for the final, and the fees paid by the school must be reimbursed by the student.

MAP/EOC Testing- As a condition of receiving federal funds, Missouri is required to establish statewide assessments that meet specific criteria. One of the requirements is that the assessments must be provided to all students in the grades assessed. 20 U.S.C. 6311(b)(3)(C)(ix)(I); 34 C.F.R. §200.6. There is no provision in federal law for parents to opt their students out of these assessments and there are actual strict standards on even providing modified assessments to severely disabled students. The Missouri School Improvement Program also requires the district to annually assess students. There is no opportunity in state law for parents to opt their students out of these assessments. In fact, a school district's accreditation is jeopardized if the district does not have a sufficient number of students take the test at the district, building, grade and sub-group level. 5 C.S.R. 20- 100.105, Appendix A, MSIP-5 Performance Standards and Indicators. While many parents believe that they have the legal authority to opt their child out of every component of public education that they do not agree with, this is simply not true. Parents may choose to enroll their student in a public, private, or parochial school or may home-school their students. However, once enrolled in the public school the student is subject to the education rules established by the state and local school district.

## **Textbooks and School Property**

Free textbooks and instructional supplies will be furnished to all students. Consumable items, which are personal property of the students, shall not be furnished. **Students will be required to pay for loss or damage to textbooks, library books and any other school property provided for student use.** Fines will be assessed if the book is misused but remains usable. Students are required to take proper care of the textbooks, and his/her obligation then will be cleared when all books are returned in proper condition.



### **Examples of fines for textbooks:**

- If you receive the textbook new and return it in poor condition – you will be required to pay 50% of the cost of the book.
- If you receive the textbook in good condition and return it in poor condition – you will be required to pay 25% of the cost of the book.
- If you receive the textbook new and return it in fair condition – you will be required to pay 25% of the cost of the book.

### **Tutoring**

All teachers are in the building by 7:25 each morning. If not involved in morning supervision, teachers are readily available to provide students with assistance with problems they are encountering with assignments. An after school tutoring schedule will be published throughout the school year. Students desiring further tutoring assistance should contact the counselor.

### **Visitors**

All visitors must report to the office, sign-in, and receive a visitor's pass upon the principal's approval. Visitors who fail to report to the office and obtain a visitor's pass and subsequently come into contact with student(s) are violating the Safe Schools Act and may require administration to contact the police department. No visitors will be allowed to spend the day at school or accompany students to classes. All non-district employed parents/guardians are considered visitors.

Parents are welcome to come to school as long as they first check-in at the principal's office. Parents may also call the school office to set up appointments or to discuss any school problems.

### **Virtual Courses/MOCAP**

The Missouri Course Access and Virtual School Program (MOCAP) is in the process of developing a course catalog of virtual online courses for students statewide. Students will be able to take an entire course from any Internet-connected computer, available 24 hours a day, seven days a week.

MOCAP's mission is to offer Missouri students equal access to a wide range of high quality courses and interactive online learning that is neither time nor place dependent. For more information on the enrolling process contact the principal or counselor.

Virtual courses are offered on an as-needed basis at SHS for credit recovery or to ensure a student receives a credit that might not fit into their schedule otherwise. Students may obtain two credits per year through virtual instruction unless pre-approved by the principal. Students may not take virtual courses from the district full-time. If a student wishes to receive the entirety of their education virtually, they must enroll in a state-approved program which requires withdrawal from Summersville R-II School District. More information can be provided by the administrator.

### **Weighted Courses/Dual Enrollment Courses**

See addendum at the back of handbook.

## Student Discipline

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. The more serious the offense, or the more frequent the misbehavior, the more severe the consequence. 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. The principal, superintendent, and/or board of education reserves the right to punish behavior that adversely affects the school even though it may not be specified in the following written rules. 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. Refusal of corporal punishment will result in out-of school suspension for the remainder of the day and one additional day. If other punishments are refused, upon the return from suspension, the student will still serve all detentions, ISS days, Friday School days, etc. Consequences will be the same for students with disabilities unless otherwise stated in the IEP.

### Levels of Discipline:

1. Warning – The principal will send a letter home to the parent/guardian concerning the problem and will warn the student that a future act will result in more severe punishment.
2. Loss of privileges – The school administrator may notify the parent/guardian of privilege suspension. These privileges include eating in the cafeteria, parking on district property, participation in extracurricular activities, accessing bus transportation, and use of district technology.
3. Conference – A conference will be held with the student, teacher, administrator and other appropriate staff members to develop a plan for improving behavior. The parent/guardian may be contacted.
4. Parent/guardian involvement – The parent/guardian will be informed of the problem area. A conference with the student, parent/guardian, and appropriate staff members may be scheduled.
5. Lunch Detention – Students will be required to eat lunch in the ISS room for a designated number of days.
6. After School Detention – After-school detention will be held for one hour after school on selected days. Students will come prepared with paper, pencils, books and assignments. Students who are late to detention or leave early will be assigned an additional detention time to make up minutes missed. A student who does not show for detention will receive ISS or corporal punishment. If a student is absent on the day of detention, the student will serve the detention on the next available day. Students may be assigned detention by the principal for any infraction of the set standards of conduct or for excessive tardiness. Parents/Guardians will be notified of detentions prior to the assigned dates and are responsible for their student's transportation home. Failure to meet detentions will result in ISS or corporal punishment and can result in a higher level of discipline being imposed during that quarter.
7. Corporal punishment – A certified teacher will witness each time corporal punishment is administered, in accordance with policy JGA. Parents/Guardians will not witness corporal punishment. Refusal of corporal punishment will result in out-of-school suspension for the

remainder of the day and one additional day. Subsequent refusals will result in progressive suspension days.

8. Alternative discipline – Extra assignments or other appropriate school work will be given by a teacher.
9. In-school suspension (ISS) – Students will promptly and directly report to the assigned area each day of in-school suspension. Being late may result in additional ISS days. Students must complete assignments sent to the ISS room by the regular teachers, to the satisfaction of the teacher in charge. All students will need to have textbooks, paper and pencils ready each day. Students will not be allowed to leave the ISS room to gather materials. If a student breaks ISS rules, additional assignments may be given by the teacher in charge or the student may be sent to the principal. Refusal of ISS will result in out-of-school suspension and upon return the student will serve the original ISS.
10. Friday School – Friday school begins at 8:00 a.m. and dismisses at 12:00 p.m. (noon). Students will work on assignments designated by their classroom teachers and/or will copy from the student handbook. If a student does not show for Friday school due to illness, a doctor's note will be required by 12:00 p.m. the following school day and Friday school will be rescheduled.
11. Short out-of-school suspension – The student will be excluded from regular classroom participation and school-related activities for a period of up to three (3) school days. Parents/Guardians will be notified and a conference with administration, parents/guardians and the student may be conducted.
12. Long out-of-school suspension – The student will be excluded from regular classroom participation and school-related activities for a period of four (4) to ten (10) school days. Parents/guardians will be notified and a conference with administration, parents/guardians and the student will be conducted. Suspension exceeding ten (10) days will be determined by the superintendent. Suspension exceeding 180 days will be determined by the Board of Education.
13. Expulsion – The principal, through the superintendent, may recommend that a student be expelled. The student is suspended pending a hearing and/or action by the Board of Education. Through this action, the student is excluded from school and all activities for the remainder of the current semester. The student and parent/guardian are notified of changes by telephone and certified letter.

**If other punishments are refused, upon return from suspension, the student will still serve all detentions, ISS days, Friday school days, etc.**

### **Reporting to Law Enforcement**

It is the policy of the Summersville R-II School District 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 (10) 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. In addition, 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, if appropriate.

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 (1) 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 his or her residence. If a student violates the prohibitions in this section, he or she may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences," listed below.

### Prohibited Conduct

The following are descriptions of prohibited conduct as well as 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. All consequences must be 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.

## Offenses/Consequences

### 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.

First Offense:	No credit for the work
Second Offense:	Lunch detention and no credit for the work.
Third/Subsequent Offense:	In-School Suspension or Corporal Punishment and no credit for the work.

## Arson

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

First Offense:	In-School suspension, 1- 180 days out-of-school suspension or expulsion; notification of law enforcement officials. Restitution if appropriate.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion. Restitution if appropriate.

## Assault

1. Hitting, striking and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person.

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. Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another.

First Offense:	Expulsion.
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## 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. **\*Any driving behavior resulting in destruction of property or injury while on district property will receive more severe consequences. Any driving behavior considered to be unlawful will be referred to local law enforcement.**

First Offense:	Assigned parking, Suspension or revocation of parking privileges, in-school suspension, or 1-10 days out-of-school suspension.
Subsequent Offense:	Revocation of parking privileges, in-school suspension, or 1-180 days out-of-school suspension.

## Bag Violations

First Offense:	Verbal Reprimand and confiscation of bag until end of day.
Second Offense:	Verbal Reprimand and confiscation of bag, lunch detention.
Third Offense:	ASD and confiscation of bag
Fourth Offense:	Corporal punishment/ISS and permanent confiscation of bag.

**Bullying and Cyberbullying (see Board policy JFCF)**

Intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; threats of retaliation for reporting such acts; sending or posting harmful or cruel text or images using the Internet or other digital communication devices; sending or posting materials that threaten or raise concerns about violence against others, suicide, or self-harm. Students will not be disciplined for speech in situations where the speech is protected by law.

First Offense:	Corporal punishment, 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 will be suspended or revoked according to the following chart.

First Offense:	Warning and parental contact
Second Offense:	1-week suspension from riding the bus.
Third Offense:	2-week suspension from riding the bus and ISS/corporal punishment.
Fourth Offense:	4-week suspension from riding the bus and ISS/corporal punishment.
Fifth Offense:	Permanent suspension from riding the bus and 1-10 days out-of-school suspension.

**Cafeteria Misbehavior**

Offenses that violate cafeteria rules, such as throwing food, running, cutting in line, etc. Rude and/or messy behavior may result in temporary clean-up duties during lunch/breakfast hour.

First Offense:	Verbal reprimand, after school detention, or corporal punishment.
Second Offense:	After-school detention or corporal punishment.
Third Offense:	3-day suspension from cafeteria.
Fourth Offense:	5-day suspension from cafeteria.

### **Destruction of Property**

First Offense:	Repair or pay for destroyed or damaged property and ISS or corporal punishment.
Second Offense:	Repair or pay for destroyed or damaged property and 2+ days ISS.
Third Offense:	Repair or pay for destroyed or damaged property, 1+ days OSS

### **Dishonesty**

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

First Offense:	Nullification of forged document. Principal/Student conference, lunch detention, after-school detention, corporal punishment, or in-school suspension.
Subsequent Offense:	Nullification of forged document. Corporal punishment, in-school suspension, or 1-180 days out-of-school suspension.

### **Disrespectful, Disruptive or Disorderly Conduct or Speech, including Insubordination (see Board policy AC 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:	After-school detention, corporal punishment, in-school suspension, Friday school, or 1-10 days out-of school suspension.
Second Offense:	Corporal punishment, in-school suspension, Friday school, or 1-10 days out-of school suspension.
Subsequent Offense:	In-school suspension, Friday school, or 1-10 days out-of school suspension.

### **Dress Code Violation**

Any violation of the student dress code described in the handbook. If the student cannot provide appropriate clothing to change into, clothing will be provided by the school. If student refuses to change they will be sent home for the remainder of the day.

First Offense:	Clothing change required, warning issued
Second Offense:	Clothing change required and lunch detention.
Third Offense:	Clothing change required and 2 days in-school suspension
Fourth Offense:	Clothing change required, 3 days in-school suspension, and parent/guardian conference.

**Drugs/Alcohol (see Board policies JFCH and JHCD)**

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

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

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

First Offense:	Police/juvenile and parent/guardian contact; 1- 180 OSS; expulsion; conference with student, parent/guardian, principal and superintendent before returning to school; permanent suspension from all sports and activities for remainder of school year.
Subsequent Offense:	Police/juvenile and parent/guardian contact;1- 180 OSS; expulsion; student and parent/guardian must appear before the Board of Education to be reinstated. If parents or student refuse to do so, the administration will recommend suspension for the remainder of the school year.

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

First Offense:	Police/juvenile and parent/guardian contact; 1- 180 OSS; expulsion; conference with student, parent/guardian, principal and superintendent before returning to school; permanent suspension from all sports and activities for remainder of school year.
Subsequent Offense:	Police/juvenile and parent/guardian contact; 1- 180 OSS; expulsion; student and parent/guardian must appear before the Board of Education to be reinstated. If parents or student refuse to do so, the administration will recommend suspension for the remainder of the school year.

**Drug Test Failure but Not Under the Influence of Drugs**

Student failing random drug test will lose privileges according to the following chart.

First Offense:	Suspension from all sports, activities, and parking privileges for 45 school days. After 45 day suspension, student must test negative to a second drug test before allowed to participate in any extracurricular activities or allowed to park on school premises. The student will be charged for the cost of second drug test.
Subsequent Offense:	Permanent suspension from all sports, activities, and parking privileges. If 2 <sup>nd</sup> offense occurs during the 4 <sup>th</sup> quarter, the student may be suspended from aforementioned list for an administratively determined number of days to begin the subsequent year.



**Extortion**

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

First Offense:	Corporal punishment, 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.

**Extracurricular Activities (misconduct)**

First Offense:	Removal by principal or school official (1-5 game suspension) or ejection by referee/umpire (2-10 game suspension).
Subsequent Offense:	Suspended from all extracurricular activities for remainder of year.

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

**Failure to Work in Class**

Sitting idly, sleeping, or otherwise failing to participate in class. Students who receive 3 zero grades in one quarter will be referred to the office.

First Offense:	Verbal reprimand, lunch detention, after school detention, corporal punishment, or alternative discipline.
Second Offense:	After-school detention, corporal punishment, alternative discipline, or 1 day in-school suspension.
Third Offense:	Corporal punishment, alternative discipline, 2 days in-school suspension, or Friday school.
Fourth Offense:	3 days in-school-suspension, or Friday school.
Fifth Offense:	4-10 days in-school suspension, Friday school, or 1-10 days OSS

**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. 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:	Corporal punishment, in-school suspension, or 1-180 days out-of-school suspension; possible notification of law enforcement.
Subsequent Offense:	Corporal punishment, in-school suspension, or 1-180 days out-of-school suspension; possible notification of law enforcement.

**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.

**Graffiti**

A drawing/inscription/etching made on a wall, body or other surface. Graffiti that is vulgar or abusive in nature will be subject to “disrespectful, disruptive or disorderly conduct or speech” punishment as well. The student will report to the principal before or after school to perform repair/cleaning duty.

First Offense:	Repair/clean graffiti, lunch detention
Second Offense:	Repair/clean graffiti and after-school detention.
Third Offense:	Repair/clean graffiti and ISS or corporal punishment.
Fourth Offense:	Repair/clean graffiti, in-school suspension, or out-of-school suspension.

**Harassment, including Sexual Harassment (see Board policy AC)**

1. Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic.

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

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

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

**Hazing (see Board policy JFCF)**

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 may occur even when all students involved are willing participants.

First Offense:	Corporal punishment, 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, after-school detention, corporal punishment, or in-school suspension.
Subsequent Offense:	Confiscation, Principal/Student Conference, after-school detention, in-school suspension, or 1-10 days out-of-school suspension.

**Juvenile Attendance (excessive absences/truancy)**

Additional consequences will occur when students under 17 are truant from school or absent without a third party excuse.

First Offense:	Warning from principal.
Second Offense:	Parent/guardian contacted.
Third Offense:	Summersville Truant Officer and Texas/Shannon County Juvenile authorities contacted.

**Language (vulgar and abusive language)**

First – Third Offenses:	Corporal Punishment or ISS
Fourth Offense:	In-school suspension, 1-180 days out-of-school suspension.

**Locker Sharing**

Allowing another student to store belongings in the student’s own locker or sharing their lock combination.

First Offense:	Verbal Reprimand
Second Offense:	Lunch Detention or After-school detention
Third Offense:	After-school detention or In-school suspension

**Nuisance Items**

Possession or use of toys, games, MP3 players and other electronic devices (other than mobile phones) that are not authorized for educational purposes.

First Offense:	Confiscation. Warning, lunch detention, after-school detention, corporal punishment, in-school suspension, or 1-10 days out-of-school suspension.
Subsequent Offense:	Confiscation. After-school detention, corporal punishment, in-school suspension, or 1-10 days out-of-school suspension.

**Public Display of Affection**

Physical contact that is inappropriate for the school setting including holding hands, kissing, and groping will not be tolerated.

First Offense:	After-school detention.
Second Offense:	2 days in-school suspension.
Third Offense:	3 days in-school suspension.
Fourth Offense:	1-180 days out-of-school suspension.

**Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material**

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, after-school detention, corporal punishment, or in-school suspension.
Subsequent Offense:	Confiscation. Detention, corporal punishment, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Sexual Activity**

Acts of sex or simulated acts of sex including, but not limited to, intercourse or oral or manual stimulation.

First Offense:	Principal/Student conference, after school 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.

**Tardiness (see Board policy JED and procedures JED-AP1 and JED AP2)**

Arriving after the expected time class or school begins, as determined by the district. Offenses listed below are per quarter.

First Offense (third unexcused):	Lunch detention.
Second Offense (fourth unexcused:)	After-school detention
Third Offense (fifth unexcused):	Corporal Punishment or 1 day in-school suspension.
Fourth Offense (sixth unexcused):	2 days in-school suspension.
Fifth Offense (seventh unexcused):	Friday school and receive “0” for the hour.

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

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:	Principal/Student conference, suspension of user privileges up to complete removal of user privileges.
Second Offense:	2 weeks removal of user privileges up to complete removal of user privileges.

Third Offense:	Semester removal of user privileges up to complete removal of user privileges.
Fourth Offense:	Complete removal of user privileges.

2. Use of, displaying or turning on phones, smart watches, personal digital assistants, personal laptops or any other electronic communication devices during the regular school day, including instructional class time, class change time, breakfast or lunch.

First Offense:	Confiscation, lunch detention, and parent must pick up device.
Second Offense:	Confiscation, in-school suspension, and parent must pick up device.
Third Offense:	Confiscation, out-of school suspension, and parent must pick up device.

3. Using phone or any other electronic device as an instrument of disorderly conduct during the regular school day, including instructional class time, class change time, breakfast or lunch.

First Offense:	Confiscation, 3 days out-of school suspension, and/or notification of law enforcement.
Second Offense:	Confiscation, 5 days out-of school suspension, and/or notification of law enforcement.
Third Offense:	Confiscation, 10 days out-of school suspension, and/or notification of law enforcement.

4. Violations of Board policy EHB and procedure EHB-AP other than those listed in (1) or (2) above.

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.

5. 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. Corporal punishment, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	Return of or restitution for property. Corporal punishment, in-school suspension, or 1-180 days out-of-school suspension.

**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:	Corporal punishment, 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**

Possession or use of any form of tobacco on district property, district transportation or at any district activity.

First – Third Offense:	Confiscation of tobacco product and corporal punishment or ISS.
Fourth Offense:	Confiscation of tobacco product and Friday school, in-school suspension; or 1- 180 days OSS; contact police/juvenile.

**Tuancy - On campus (see Board policy JED and procedures JED AP1 and JED-AP2)**

Absence from class without the knowledge and consent of parents/guardians and the school administration while remaining on school grounds.

First Offense:	After-school detention.
Second Offense:	Corporal punishment or ISS and notification of parent/guardian.
Third Offense:	2 days in-school suspension and notification of parent/guardian.

**Tuancy - Off campus (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; being present in locations not previously authorized; excessive non-justifiable absences, even with the consent of parents/guardians.

First Offense:	2 days in-school suspension and parent/guardian involvement. Drivers who are truant will lose driving privileges according to page 26 of the handbook.
Second Offense	3 days in-school suspension, parent/guardian involvement, and notification of juvenile authorities. Drivers who are truant will lose driving privileges according to page

	page 26 of the handbook.
Third Offense	4 days in-school suspension, parent/guardian involvement, and notification of juvenile authorities. Drivers who are truant will lose driving privileges according to page page 26 of the handbook.
Fourth Offense	5 days in-school suspension, parent/guardian involvement, and notification of juvenile authorities. Drivers who are truant will lose driving privileges according to page page 26 of the handbook.

### **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, corporal punishment; ISS; 1-180 days out-of-school suspension; or expulsion.
Subsequent Offense:	Restitution. In-school suspension, 1-180 days out of-school suspension, or expulsion.

### **Vaping**

Possession or use of any vaping, electronic cigarette, or juuling product on district property, district transportation, or at any district activity. Note: If any substance is found to contain drugs, or if any person is found to be under the influence of drugs, we will utilize the Drugs/Alcohol policy.

First Offense:	Police/juvenile and parent/guardian contact, 10 days ISS, and complete an educational course on vaping. Suspension from activities based on rules of activity student is currently participating in. Minimum 2 game suspension.
Second Offense:	Police/juvenile and parent/guardian contact, 10 days OSS, 45 day suspension from all sports and activities and a violation of citizenship.



Third Offense:	Police/juvenile and parent/guardian contact, 1-180 days OSS, permanent suspension from all sports and activities for remainder of the school year, and a violation of citizenship.
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**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:	1 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.

**Summary of the Safe Schools Act (HB 1301 & 1298)**

School Discipline Policies--This legislation outlines several policy requirements focusing on promoting safe school environments. Local boards of education of each school district are required to establish a written discipline policy, including specifying the district’s policy on corporal punishment and procedures in which punishment will be applied. Pupils and their parents or legal guardians must be provided a copy of the disciplinary policy. All employees of the district are to receive annual instruction on the content of the disciplinary policy.

Reporting Requirements--District administrators are required to report acts of school violence to teachers and other school employees who have direct responsibility for the child’s education or interact with the student on a professional basis. This section defines “acts of violence” and “violent behavior”, including a list of felonies that are required to be reported. Any portion of a child’s IEP relating to demonstrated or potentially violent behavior must be reported to any teacher or district employee who is directly responsible for the child’s education or who interacts with the student within the scope of their duties.

\*Report Threats against students, teachers, or schools: School Violence Hotline 1-866-748-7047

Student Suspension--Current law requires a minimum of a one-year suspension for a student bringing a weapon to school—to include playground, parking lot, and school bus. This amendment allows the suspension to be either one year or an expulsion and expands the definition of weapon. Civil war era weapons, when used for a Civil War reenactment on school property, are exempted.

Discipline Records--Districts are required to compile and maintain records of any “serious violation” of district policy. Records will be made available to district personnel with the need to

know based upon their assigned duties and shall also be sent to any district a student subsequently attends.

Abuse Investigations--This section outlines investigations of alleged abuse based upon the use of corporal punishment within the district. The amendment authorizes the juvenile officer to designate another law enforcement officer to investigate these allegations in conjunction with school personnel.

Children with Disabilities--Section 162.680.RSMo, contains the state prohibition on denial of educational services based upon the child's disability. This section is amended to provide that if violent behavior of a child with a disability causes a substantial likelihood of injury, the school shall initiate procedures to change the student's educational placement.

Residency Issues--Prior to registration a pupil, parent or legal guardian must establish proof of residency, or must have requested a waiver of the proof of residency. A process is defined for requesting a waiver of proof of residency, including authorizing a hearing before the local board of education. Athletic ability is prohibited as a basis for the issuance of the waiver. Submitting false information relating to residency is defined as a Class A misdemeanor. School districts are authorized to file a civil action for recovery of educational costs based upon submitting false information relating to a student's residency.

Transfer of Documents--School officials enrolling the pupil must request within forty-eight (48) hours a transfer of documents from all school districts the pupil attended within the previous twelve (12) months. Any school district receiving that request shall respond within five (5) business days of receipt of that request. The request must include the disciplinary records required under this legislation. Transfer of school records is prohibited to persons not employed by the school district or employed by another school district, or to any governmental entity other than a school district, juvenile or family court, unless written permission is granted by the parent, guardian or student, if the student is eighteen (18) years of age or older. Violation of this subsection is a Class B misdemeanor and a civil action is authorized based upon a district's failure to comply. The State Board of Education is authorized to establish rules relating to the enforcement of this section.

Removal of Students--Districts are authorized to immediately remove a pupil posing a threat to themselves or others. Prior disciplinary action may not be the sole basis for such removal. Removal of a pupil with a disability is subject to state and federal procedural rights. Boards are required to make a good-faith effort to have the parent or other custodian present at the suspension or expulsion hearings.

Readmission Conference--Section 167.171. RSMo, outlines the procedural requirements relating to the suspension or expulsion of students. A new subsection requires a conference prior to re-admission of a student suspended for more than ten (10) days for an act of school violence, or where the pupil poses a threat or harm to themselves or others. Written notice of the conference shall go to the parent or guardian. The section specifically prohibits re-admission of a student convicted or indicted of specified criminal acts. An exception is provided for children with disabilities as identified under state eligibility criteria. A conference is also required if a student attempts to enroll in one district during a suspension or expulsion from a second district. The second school district may recognize the disciplinary action if it is determined that the behavior would be subject to suspension or expulsion in that district.

Communication with Juvenile Officers-- Juvenile officers must notify school officials when students have committed certain specified criminal acts. The notification must include a description of the conduct and the dates when the conduct occurred, but shall not include the name of the victim. This report shall be shared with teachers or other district employees with a need to know based upon the scope of their assigned duties. The superintendent is required to notify the appropriate juvenile or family court upon the suspension of any student within the jurisdiction of the court when the suspension is in excess of ten (10) days.

Notice of Violent Acts --Principals are required to notify the superintendent and law enforcement if

any person is believed to have committed first, second or third degree sexual assault or deviant sexual assault against a pupil or school employee while on school property, on a school bus, or while involved in a school activity. The principal must also report possession of a controlled substance or a weapon by people in violation of school policy. A teacher must immediately report to the principal knowledge of an assault or possession of a weapon or controlled substance. This section grants good-faith civil immunity for school employees providing information to law enforcement. Refusal by school officials relating to their reporting requirements under this section and Section 160.261. RSMo, is defined as a misdemeanor punishable by a fine of up to \$500 and imprisonment in a county jail not to exceed one (1) year.

Violence Prevention Programs—The Department of Elementary and Secondary Education is authorized to identify programs relating to violence prevention to be administered to the public schools. The State Board of Education is authorized to adopt rules approving such programs. Academic credit may not be offered for participation in these programs. Beginning no later than the 1998-99 school year and thereafter, districts are authorized to administer violence prevention programs for kindergarten through twelfth grade. The Department of Elementary and Secondary Education is authorized to fund programs relating to violence prevention.

Statement of Disciplinary History—School districts may require a parent, guardian, or other custodian to provide a statement indicating whether a student was previously expelled, violated board policy on weapons, alcohol or drugs, or willfully inflicted injury on another. Persons making a false statement would be guilty of a Class B misdemeanor. The statement would be maintained as a part of the student's record.

Alternative Education—Suspension or expulsion is stated not to relieve the State or the suspended student's parent or guardian from responsibility to educate the student. Districts are encouraged to provide in-school suspensions or other alternatives to suspensions or expulsions. Districts constituting the domicile for a child for whom alternative education programs are provided shall pay the per pupil cost of that education. School districts may contract with other political subdivisions, public agencies, not-for-profit organizations or private agencies to provide alternative education.

## Summersville R-II Schools 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, highly mobile children, such as migrant and homeless children, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Summersville R-II School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and a young child with a developmental delay.

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

The Summersville R-II 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 during regular school hours on days school is in session in the Office of the Superintendent of Schools.

Local school districts in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age twenty-one (21) that reside in the district. This census must be compiled by December 1 of each year. This information is treated as confidential and must include: name of the child; parent/legal guardian's name/address; birth date and age of the child; the child's disability; and the services provided to the child. If you have a child with a disability or know of a child with a disability that is not attending the public school, please contact: **Dr. Amber Hunt, Superintendent, Summersville R-II School District, 417-932-4045, 8:00 a.m.—4:00 p.m., Monday—Friday.**

This notice will be provided in native languages as appropriate.

# **SUMMERSVILLE R-II SCHOOL DISTRICT**

525 Rogers Avenue  
P.O. Box 198  
Summersville, MO 65571

Dr. Amber Hunt, Superintendent  
(417) 932-4929

Dear Parent:

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

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

We have recently had our facilities inspected by a certified asbestos inspector, as required by AHERA. The inspector located, sampled, and rated the condition and hazard potential of all material in our facilities suspected of containing asbestos. The inspection and laboratory analysis records were turned over to a certified management plan writer to develop an asbestos management plan.

The inspector has developed an asbestos management plan for our facilities which includes: this notification letter and a set of plans and procedures designed to minimize the disturbance of the asbestos containing materials, and plans for regular surveillance of the asbestos-containing materials.

A copy of the asbestos management plan is available for your inspection in our administrative offices during regular office hours. I am the Asbestos Program Manager and all inquiries regarding the plan should be directed to me.

Sincerely,

Dr. Amber Hunt, Superintendent

## NOTICE OF DESIGNATION OF DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Summersville School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Summersville School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Summersville School District to include this type of information from your child's educational 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
- Sports activity sheets showing weight 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 Elementary and Secondary Education Act of 1965 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 Summersville School District to disclose directory information from your child's educational records without your prior written consent, you must notify the District in writing by September 3, 2017. Summersville School District has designated the following information as directory information:

Student's name, address, telephone listing, photograph, date and place of birth, dates of attendance, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received.

### Notification of Rights Under FERPA

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 educational 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 record(s) they wish to inspect. The principal 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 are inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. 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 educational 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 an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her task. 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 20202-46

### **NO CHILD LEFT BEHIND ACT OF 2001**

Our district is required to inform you of certain information that you, according to The No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know. Upon your request, our district is required to provide you in a timely manner, the following information:

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

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

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

## **NETWORK/TECHNOLOGY USAGE SUMMERSVILLE R-II SCHOOL DISTRICT**

The Board of Education of the Summersville R II School District recognizes that it is important for students to have access to electronic based research tools and master skills for their application to learning, problem solving, production of work and presentation of information. The Board also recognizes that while these resources represent extraordinary learning opportunities and enriching educational materials, they also offer persons with illegal, immoral or inappropriate motives avenues for reaching students, teachers, staff, parents/guardians and members of the community. Additionally, these resources present tempting opportunities for users to explore areas that are confidential, have restricted access, are inappropriate and are disruptive to the classroom or workplace. It is the purpose of this document to outline acceptable student and employee behavior with respect to the use of the District network/technology resources.

### **Definition of Terms**

For the purpose of this document the following terms are defined:

*User*— is any person who is permitted by the district to utilize any portion of the district’s network/technology resources. This would include, but not be limited to, the following: Students, Employees, School Board Members, Agents of the School District

*Network Login*—is any identifier which would allow a user access to the district’s network/technology resources or software. This would include access to, but not be limited to, the following:

- Internet Access
- Network Access
- Email Access
- Database Access

*Password*—is a unique word, phrase or combination of alphabetic, numeric and non alphanumeric characters used to authenticate a user’s network login as belonging to the user.

### **Network Security**

The district’s technology resources may be used by authorized students, employees, School Board members and other persons as authorized by the administration.

Use of the district’s network/technology resources is a privilege, not a right. No student, employee or other potential user will be given a network login, password or other access to the district’s network/technology resources if he/she is considered a security risk by the Administration.

Users must adhere to district policies, regulations, procedures and other district guidelines. All users shall immediately report any security problems or misuse of the district’s technology resources to an administrator or teacher.

### **User Agreement**

Unless authorized by the administration, all users in grades K-12 must have an appropriately signed User Agreement on file with the district before they are allowed access to district technology resources. All users must agree to follow the district’s policies, regulations and procedures. Parents/Guardians must also sign the User Agreement before Internet access is granted. A Parent/Guardian may choose to sign an “Internet Denial” which will stop their child from using district’s Internet resources but would still allow their child access to the district’s network resources.



All employees, Board members and other users of the district's network/technology resources must also have an appropriately signed User Agreement on file with the district before they are allowed access to district technology resources.

In addition, all users must recognize that they do not have a legal expectation of privacy in any email activities, network activities and or Internet usage. A network login is provided to users of the district's network/technology resources only on the condition that the user consents to interception or access to all communications accessed, stored, sent, or received using district resources.

### **Closed Forum**

The district's network/technology resources are not a public forum for expression of any kind and are to be considered a closed forum to the extent allowed by law.

The district's web page will provide information about the school district, but will not be used as an open forum. The district's web page may include the district's address, telephone number, and an email address where members of the public may easily communicate concerns to the administration.

Any expressive activity involving the district's network/technology resources that students, parents and members of the public might reasonably perceive to bear the approval of the school, and which are designed to impart particular knowledge or skills to student participants and audiences, are considered curricular publications. All curricular publications are subject to reasonable prior restraint, editing and deletion on behalf of the school district for legitimate educational reasons.

All other expressive activities involving the district's network/technology resources are subject to reasonable prior restraint and subject matter restrictions as allowed by law and Board policies.

### **Damages**

All damages incurred by the district due to the misuse of the district's network/technology resources, including the loss of property and staff time, will be charged to the user. District administrators have the authority to sign any criminal complaint regarding damage to district resources.

### **Privacy**

A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the district's network/technology resources.

All district network/technology resources are considered school property. The district may maintain or improve technology resources at any time. The district may remove, change or exchange hardware or other technology between buildings, classrooms, employees, students or any other user at any time, without prior notice. Authorized district personnel may load or delete new programs or information, install new equipment, upgrade any system or enter any system to correct problems at any time.

The district may examine all information stored on district network/technology resources at any time. The district may monitor employee and student usage of network/technology resources. Electronic communications, all data stored on the district's network/technology resources, and downloaded material—including files deleted from user accounts—may be intercepted, accessed or searched by district administrators or authorized personnel.

### **Violations**

Use of the district's technology resources is a privilege, not a right. Any violation of district policy, regulations or procedures regarding technology usage may result in temporary, long term or permanent suspension of user privileges—as defined in the student handbook.

The administration may use disciplinary measures to enforce district policy, regulations and procedures. Students may be suspended or expelled for violating the district's policies, regulations and procedures. Employees may be disciplined or terminated for violating the district's policies, regulations and procedures— as defined in the Board policies and regulations.

Any attempted violation of district policy, regulations or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of the actual violation.

### **Content Filtering and Monitoring**

The district will monitor the on-line activities of minors and operate a “filtering/blocking device” on all computers with Internet access, as required by law. The filtering/blocking device will protect against access to visual depictions that are obscene, pornographic and considered harmful to minors as required by law. Evasion or disabling, or attempting to evade or disable a filtering/blocking device installed by the district is prohibited.

The administration or authorized personnel may disable the district's filtering/blocking device to enable an adult user access for bona fide research or other lawful purposes. In making decisions to disable the district's filtering/blocking device, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit the district.

### **General Rules and Responsibilities**

The following rules and responsibilities will be followed by all users of the district's network/technology resources:

1. Obtaining a network login under false pretenses is prohibited.
2. Using another person's network login and/or password is prohibited.
3. Sharing your network login and/or password with any other person is prohibited.
4. A user is responsible for the actions taken by any other person using the network login and/or password assigned to the user.
5. Deletion, examination, copying or the modification of files and/or data belonging to other users is prohibited.
6. Mass consumption of technology resources that inhibits use by others is prohibited—e.g. listening to music over the Internet.
7. Unless authorized by the administration, non-educational Internet usage is prohibited.
8. Use of the district's network/technology resources for soliciting, advertising, fund-raising, commercial purposes or for financial gain is prohibited unless authorized by the administration.
9. Accessing fee based services without permission from an administrator is prohibited. A user who accesses such services without permission is solely responsible for all charges incurred.
10. Users are required to obey all laws including criminal, copyright, privacy, defamation and obscenity laws. The school district will render all reasonable assistance to local, state or federal officials for the investigation and prosecution of persons using district technology in violation of any law.
11. Accessing, viewing or disseminating information using district network/technology resources—including email or Internet access—that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, pervasively indecent or vulgar, or advertising any product or service not permitted to minors is prohibited.
12. Accessing, viewing or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of district staff for curriculum-related purposes.

13. Accessing, viewing or disseminating information using district network/technology resources—including email or Internet access—that constitutes insulting or fighting words, the very expression of which injures or harasses other people is prohibited. This includes, but is not limited to the following: threats of violence; sexual innuendos; defamation of character, race, religion or ethnic origin.
14. Any use which has the purpose or effect of discriminating or harassing any person or persons on the basis of race, color, religion, sex, national origin, ancestry, disability, age, pregnancy, or use of leave protected by the Family and Medical Leave Act or the violation of any person's rights under applicable laws is prohibited.
15. Any unauthorized, deliberate, or negligent action which damages network/technology resources, alters its normal performance, or causes it to malfunction is prohibited, regardless of the location or the duration of the disruption.
16. Users must seek prior permission from the district technology coordinator and then may only install properly licensed software, audio or video media purchased by the district or approved for use by the district. All users will adhere to the limitations of the district's technology licenses. Copying for home use is prohibited unless permitted by the district's license and approved by the district technology coordinator.
17. At no time will district network/technology resources be removed from the district premises unless authorized by the administration.
18. All users will use the district's property as it was intended. Network/technology hardware will not be lifted, moved or relocated without permission from the district technology coordinator. All users will be held accountable for any damage they cause to district network/technology resources.
19. All damages incurred due to misuse of the district's network/technology resources will be charged to the user. The district will hold all users accountable for the damage incurred and will seek both criminal and civil remedies, as necessary.
20. Use of the district's network/technology resources to gain unauthorized access to any system or files of another is prohibited.
21. Use of the district's network/technology resources to connect to other systems in evasion of the physical limitations of the remote system is prohibited.
22. Any attempts to secure a higher level of access or privilege on the network is prohibited.
23. The introduction of computer "viruses, worms, hacking tools, etc." or other destructive/disruptive programs into a school network or individual workstation is prohibited.
24. Student users are prohibited from sharing personal information about themselves or others over the Internet, unless authorized by the administration.
25. Student users shall not agree to meet with someone they have met on-line without parental approval.
26. Student users shall promptly disclose to their teacher or another school employee any message received that is inappropriate or makes the user feel uncomfortable.
27. All users shall transmit communications using ONLY district-approved and district-managed communication systems. For example, users may not use web-based email, messaging, videoconferencing or chat services, except in special cases where arrangements have been made in advance and approved by the district technology coordinator.
28. All district employees will abide by state and federal laws, Board policies and district rules when communicating information about personally identifiable students.
29. Forgery or attempted forgery of email messages is illegal and prohibited.
30. Students are prohibited from sending unsolicited electronic mail to more than five (5) addresses per message, per day, unless the communication is a necessary educational related function in the curriculum or an authorized publication.
31. All users must adhere to the same standards for communicating on-line that are expected in the classroom and consistent with district policies, regulations and procedures.

### **Exceptions**

Exceptions to district rules will be made for district employees or agents conducting an investigation of an instance which potentially violates the law, district policy, regulations or procedures.

Exceptions will also be made for the district technology coordinator who needs access to district network/technology resources to maintain the district's resources.

**Waiver**

Any user who believes he/she has a legitimate reason for using the district's network/technology resources in a manner which may violate any of the district's adopted policies, regulations and procedures may make a written request for a waiver from the building administrator. In making a decision to grant a waiver to a student the administrator shall consider the purpose, age, maturity, and level of supervision involved.

**No Warranty/No Endorsement**

The district makes no warranties of any kind, whether expressed or implied, for the services, products or access it provides through district network/technology resources. The district's network/technology resources are available on an "as is, as available" basis. The district is not responsible for loss of data, delays, non-deliveries, mis-deliveries or service interruptions. The district does not guarantee the accuracy or quality of information obtained from the internet, or use of its network/technology resources. Access does not include endorsement of content or the accuracy of the information obtained.