

# Student Handbook 09-10

District Website <http://www.schoolweb.missouri.edu/morganr2.k12.mo.us/>

*In accordance with Federal law and Morgan County R-II policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of grievance, contact the Title IX Director, Joyce Ryerson, 913 W. Newton, Versailles, MO 65084 or call (573) 378-2656. The Morgan County R-II School District is an equal opportunity provider and employer.*

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## **Principal's Greeting**

Dear Student,

On behalf of the faculty, Board of Education, and Administration we would like to welcome you to Morgan County R-II High School. We are looking forward to assisting you in fulfilling your educational goals. Morgan County R-II has a history of academic excellence and extracurricular accomplishments. We expect you to meet the goals which have been set, to carry on the tradition, and to make this a better place. You can benefit from everything Morgan County R-II has to offer by actively getting involved in your classes and the programs offered. If you encounter difficulties, seek out any of our trained professionals and we will do our best to help you. We are here to make your years in high school successful, yet educationally challenging, as possible.

Sincerely,

Mike Butt  
Principal

## **Morgan Co R-2 Board of Education**

Dr. David Dear  
Al Wiebers  
Corky Daniels  
Dr. Mike Schekorra  
Gay Marriott  
Mark Sherman  
Hugh Smith

Superintendent of Schools  
Jeffery B. Carter

Assistant Superintendent of Schools  
Dr. Joyce M. Ryerson

## **Emergencies**

In emergency situations only parents or guardians may pick up students. Identification may be required.

## **Educational Philosophy**

A philosophy of education is the foundation on which a school is built and upon which the product of the school program is evaluated. The philosophy here subscribed to by the Morgan County R-II Board of Education shall be a guide in determining the policies, rules, regulations, curriculum and programs of the school district.

Recognizing each student as a unique individual, we believe that education should provide an opportunity for the maximum development of each individual physically, mentally, emotionally, socially, civically, technologically, culturally, and vocationally.

We believe that the role of the teacher in the educational process is to provide opportunities for the individual to achieve at the maximum level of his/her capacity, to create a learning environment in which individual motivation for learning is the stimulus for achievement, and to promote through teaching and example the principles of the democratic way of life.

We believe that parents/guardians have definite responsibilities in education. They need to have a basic confidence in the school, and they need to impart this confidence to the students. The parents/guardians may do this by having good communication and working with the school, by encouraging the student to give his/her best efforts to his/her daily school responsibilities and by participating in school activities.

We believe that the student must have responsibilities in the educational program of his/her community. Most important of these is attitude. The student is obliged to come with a willingness to learn, equipped with the necessary materials, and ready to fulfill his/her responsibilities in the learning process. The basic attitude should be that the school is an institution of opportunity, staffed with trained personnel to help the student become a contributing member of our democratic society.

We believe the student will reach his/her maximum potential as the student; home, school and community communicate and work together cooperatively.

We believe that the foundation of the district's educational program is based on the development of competencies in the basic fundamentals of reading, oral and written communications, and mathematics.

It is, therefore, the responsibility of the Morgan County R-II School District to provide an educational environment for students of the district which will foster and accelerate their intellectual, physical, emotional, social, technological, cultural, civic and vocational development.

## **Morgan County R-II High School Goals:**

1. Increase Attendance to 92%
2. Increase the Graduation Rate to 81.5%
3. Improve performance on the MAP test in Math and Communication Arts to meet the AYP requirements
4. Increase enrollment in classes supported by the A+ Schools program
5. Maintain 2 and 4 year senior placement at or above 75%
6. Maintain a safe orderly climate conducive to learning

### **High School Mission Statement:**

The faculty and staff of Morgan County R-2 High School believe in the dignity and worth of the individual. We believe that each student should be accepted into the school with his/her unique combination of strengths and weaknesses, and that each student should be provided with the opportunity to participate in an educational program appropriate to his/her needs. We believe that all students can learn, and we are committed to providing a quality program of instruction in each area and at every grade level. It is our task to encourage all students emotionally, intellectually, socially, and physically to become self-reliant members of the twenty-first century. Educators, parents, and community share in this educational responsibility.

### **Education for Students with Disabilities:**

The Morgan County R-II School District complies with all provisions of the IDEA (Individuals with Disabilities Education Act) Reauthorization 1997, and Section 504 of the Rehabilitation Act of 1973. Provisions of these acts include, but are not limited to the following key areas. The Morgan County R-2 School District requests your help in locating all handicapped children and youth from the ages of birth through twenty one years of age who reside in the Morgan County R-2 School District. We request information regarding the child's name, parent or guardian's name, child's birth date and type of handicapping condition, if known. Public Law 94-142 then requires the school district to provide to all children in private and public schools identified as handicapped, ages three to twenty, free and appropriate special education and related services sufficient to meet their needs in the least restrictive environment. Handicapped includes children identified as mentally retarded, learning disabled, behavior disordered, speech, language, articulation, fluency, or voice disordered, visually impaired, multi-handicapped, deaf, blind, autistic, early childhood special education, or traumatic brain injury. All information and records are confidential and access to the records by any unauthorized person without parent consent is forbidden. Parents/guardians have the right to inspect any information on file for their child and may appeal the content of such records. Parents who feel the district is in violation of the Family Education Rights and Privacy Act may register a complaint with U.S. Office of Education. A more complete listing of services provided to children, and the rights and provisions of the Americans with Disabilities Act (Title II), and Section 504 are on file at the office of the superintendent and the building level offices. The Morgan County R-2 School district provides services on a non-discrimination basis. If you feel you have been discriminated against because of your race, color, sex, religion, nation origin, age, or disability, you may file a complaint with the Department of Social Services, Office for Civil Rights, (1-800-776-8014). If you need more information concerning Public Law 94-142, The Americans with Disabilities Act, or Section 504 please contact the Director of Special Services at 378-2656. If you feel you have been discriminated against or have a grievance you may file a complaint at the local level with the Director of Special Services at 378-2656.

### **Complaint Resolution Procedure under No Child Left Behind.**

This complaint resolution procedure applies to all programs administered by the Department of Elementary and Secondary Education under the No Child Left Behind Act (NCLB). A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by Department of Education personnel. Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the

law or regulation that is allegedly being violated, misapplied, or misinterpreted. The written, signed complaint must be filed and the resolution pursued in accordance with local district policy:

1. Complaints on behalf of individual students should first be addressed to the teacher or employee involved.
2. Unsettled matters from (1) above or problems and questions concerning individual schools should be presented in writing to the principal of the school. The principal will provide a written response to the individual raising the concern within five (5) business days of receiving the complaint or concern.
3. Unsettled matters from (2) above or problems and questions concerning the school district should be presented in writing to the superintendent. The superintendent will provide a written response to the individual voicing the concern within five (5) business days of receiving the complaint or concern. If the superintendent cannot settle the matter satisfactorily, it may be brought to the Board of Education. Written comments submitted to the superintendent or the secretary of the Board will be brought to the attention of the entire Board. The Board will address each concern or complaint in an appropriate and timely manner.

The decision of the Board shall be final except in the case of complaints concerning the administration of federal programs. In that case the complainant may go to the appropriate section of DESE and from there on to the United States Secretary of Education. If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is no evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution. Any persons directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplied, or misinterpreted by the Department itself. Anyone wishing more information about this procedure or how complaints are resolved may contact local district or Department personnel.

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Inquiries related to Department programs may be directed to the Jefferson State Office Building, Title IX Coordinator, 5th floor, 205 Jefferson Street, Jefferson City, MO 65102-0480; telephone number 573-751-4212.

### **Public Law 107.110 (No Child Left Behind Act of 2001)**

School districts in Missouri are 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 the district will provide to you, in a timely manner, the following information:

1. Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
3. Whether your child is provided services by paraprofessionals and, if so, their qualifications.
4. 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.
5. In addition to the information that parents may request, districts must provide to each individual parent:
  - a) Information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and
  - b) 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.

## **School Records**

A parent, including a parent without custody, will have the right to inspect and receive copies of his or her child's records as allowed by law. School districts may report or disclose education records to law enforcement and juvenile justice authorities if the disclosure concerns law enforcement's or juvenile justice authorities' ability to effectively serve, prior to adjudication, the student whose records are released. District policy source, JO. If a parent is denied access to a student's records, the court order must be on file in the office to certify that the parent's access rights are limited or denied pursuant to the court's decision.

## **Transfer of Educational Records**

The district will respond to a request for educational records from another school district enrolling a student within 5 business days. Upon notification of a transfer of a student all written notification from law enforcement will also be transferred. District policy source JO-R

## **Report Cards**

Grade cards will be issued every nine weeks. First quarter grade cards are given to the parent/guardian during parent/teacher conferences. Second, third and fourth quarter grade cards are sent home with the student.

## **Progress Reports**

Midterm progress reports will be issued after approximately 4 ½ weeks of each quarter. The reports will be sent home with the student. We encourage the parent/guardian to talk with their child about their progress and to schedule conferences with their child's teachers.

## **Offices**

The Morgan County R-II District has 5 administrative offices, central office, elementary school office, middle school office, special services and the high school office. These offices exist for the sole purpose of carrying on business of the school and district. They are business offices that are similar to those found in other businesses within the community. When visiting one of the offices, one should be respectful, courteous, and businesslike while waiting his or her turn. Students coming to the high school office for information, admit slips, lunch tickets, etc. will go to the counter rather than enter into the office area.

## **Cafeteria**

The school lunch/breakfast accounting system operates from the student's school I.D. card. If a student does not have a photo I.D. card, they will be given a lunch card with their name and identifying bar code. This card can be used for breakfast, lunch, or extra milk. STUDENTS MUST HAVE A LUNCH CARD TO GO THROUGH THE LUNCH LINE IN THE CAFETERIA. If they do not have their card with them at school they need to come to the office, before school or between the first two blocks to get a temporary card. THERE IS A TEMPORARY CARD AVAILABLE FOR EVERY STUDENT IN THE HIGH SCHOOL. This temporary card is good for that day, and is turned in as the student goes through the lunch line. If they lose, destroy, or damage their I.D. card there will be a \$2.00 replacement fee.

High school breakfast/lunch payments may be made at the office window before school starts each day or between the first two block classes. Students are discouraged from trying to pay for their meal as they go through the cafeteria line. IT IS RECOMMENDED THAT YOU PAY FOR AT LEAST ONE WEEK'S WORTH OF LUNCHESES AT A TIME. Lunches may be paid for daily, by the week, month, quarter, etc.

Students are STRONGLY DISCOURAGED FROM "charging" meals. If an unusual situation arises and it is necessary for a student to charge, there is a \$10.00 limit. WHEN A STUDENT, paying full or reduced price for their meals, REACHED THE CHARGE LIMIT THEY WILL NO LONGER BE ALLOWED TO EAT SCHOOL LUNCH until he or she replenishes their account to a plus balance. Students receiving free lunches are always allowed to eat one lunch and breakfast per day.

Any student may get an extra meal as they go through the cafeteria line. Please keep in mind that ALL students will be charged the full price for that meal. Students are not allowed to get ANY extra meals if they do not have a positive balance in their account to cover these charges without regard to free, reduced or paid status.

## **Lunch Period Conduct**

No food or drinks are to leave the cafeteria after the lunch period. Only bottled water is allowed in the halls. Students are to keep in mind that classes are in session at this time and they are to keep the noise down when going to and from the cafeteria. Food bought in the snack bar is to be eaten in the cafeteria.

## **Closed Campus**

The Morgan County R-II High School has a "closed campus" policy. Students attending school are expected to remain on campus for the full day and use the cafeteria/snack bar facilities for eating purposes.

## **Tuition Fees**

Students who do not reside in Morgan County R-II District must pay a tuition fee. If the residence of the parents is within a district, which does not maintain a high school, the payment is made by the home district.

**Graduation Requirements for the class of 2010 and beyond**

- Any student graduating from Morgan County R-II must complete a minimum of **29** units of credit during grades nine and above in a program planned cooperatively by the student, the parents, and the school which is designed to meet the individual needs of the student.
- The following requirements are necessary for graduation from Morgan County R-II:

<b>Communication Arts</b> .....		4 units
English 1 (9th grade)	1 unit	
English 2 (10th grade)	1 unit	
English 3 (11th grade)	1 unit	
English 4 (12 <sup>th</sup> grade)	1 unit	
<b>Social Studies</b> .....		3 units
Civics (9th grade)	1 unit	
World History (10th grade)	1 unit	
US History (11th grade)	1 unit	
<b>Science</b> .....		3 units
Physical Science (9th grade)	1 unit	
Chemistry (10th grade)	1 unit	
Biology (11 <sup>th</sup> grade)	1 unit	
<b>Mathematics</b> .....		3 units
<b>Physical Education</b> .....		1 unit
<b>Personal Finance</b> .....		.5 unit
<b>Fine Arts</b> .....		1 unit
<b>Practical Arts</b> .....		1 unit
<b>Public Speaking (10<sup>th</sup> grade)</b> .....		.5 unit
<b>Health (9<sup>th</sup> grade)</b> .....		.5 unit
<b>Electives</b> .....		11.5 units

- All students must pass a United States Constitution and a Missouri Constitution test before graduation.
- Eight (8) semesters of high school attendance are required unless early graduation is approved by the Board of Education.
- Transfers from other schools will be considered individually.
- Students with reading problems related to fluency, comprehension and phonics, who are more than 3 years behind in reading as defined on the STAR test, other diagnostic tests, and or teacher recommendations, will receive additional assistance to improve their reading skills. These students will be required to take a reading class.

**College Preparatory Certificate**

To be eligible for the College Preparatory Certificate, a student must meet these requirements:

<b>Subjects</b>	<b>Units</b>
Communication Arts	4
Mathematics (Algebra 1 and above)	3
Science	2
Social Studies	3
Fine Arts	1
Practical Arts	1
Physical Education	1
Specified Core Electives	3

In addition, a student must earn at least a 3.0 grade point average (GPA) in core subjects, and score above the prior years national average on the American College Test (ACT) or on the Scholastic Aptitude Test (SAT).

**Honors Diploma**

The following criteria will be used to determine honor students. To receive an honors diploma, students must complete the following requirements:

<b>Subjects</b>	<b>Units</b>
Communication Arts	4
Mathematics (Algebra I and above)	3
Science (Physical Science and above)	3
Social Studies	3
Fine Arts	1
Practical Arts	1
Physical Education	1
Foreign Language	2
Specified Core Electives	3

In addition, students must earn at least an overall 3.00 grade point average (GPA), on a 4.00 scale and a score a minimum composite score of 24 on the American College Test (ACT).

Specified Core Electives must be upper level courses in Science, Social Studies, Math, or English/Language Arts.

## Early Graduation

Students may graduate at the end of their seventh semester providing they have completed a total of 29 units of credit including those credits derived from required subject areas. Students who choose to graduate early may select Dual Credit ITV classes or correspondence classes that are accredited through a nationally recognized accreditation agency. Each course will be counted as one half unit of high school credit. A student may not transfer more than 2 full units of credit toward their transcript. Students must see the counselors to get an application to graduate early. The application must be submitted in accordance to the following guidelines and must be approved by the Principal or designee.

### Student Responsibilities:

1. Students must complete an early graduation application and turn it in to the office no later than the end of the second week of school during their seventh semester. Students may start taking ITV or correspondence classes during their junior year, but are encouraged to inform either the high school counselor or principal of their participation in extra coursework.
2. All courses must be completed two weeks before the end of the seventh semester.
3. Students are responsible for applications, payment, and postage. The school may supply a proctor for the course assessments. Students may choose from a list of pre-approved courses

## Classification Procedures for High School Students for 2009-2010

1. A ninth grader (freshman) is defined as one that has been promoted to the ninth grade.
2. A tenth grader (sophomore) is defined as a student that has completed seven (7) units of approved course work before the beginning of the third semester.
3. An eleventh grader (junior) is defined as a student that has completed fourteen (14) units of approved courses before the beginning of the fifth semester. Unless a student is defined as a junior or senior, they will not be allowed to attend the prom unless they are a guest of a junior or senior.
4. A twelfth grader (senior) is defined as a student that has completed twenty-one (21) units of approved courses before the beginning of his/her seventh semester or a student who has enrolled in enough courses to complete the graduation requirements during his/her seventh (7th) and eighth (8th) semesters.

### Student Transfer of Credit: District Policy Source IKF

1. Students transferring from another accredited Missouri school as a junior or senior who cannot reasonably complete the district's requirements may be permitted to graduate based on the successful completion of a program of studies that would have met the graduation requirements at the school formerly attended.
2. Students who transfer from another state or country or an unaccredited private, public or home school and who are placed in the ninth grade will be required to meet all established graduation requirements. If such a student is placed in the tenth grade or higher, the district will work with the student and the parents to develop a program of study that will result in graduation if successfully completed.

### Earning Credit:

1. The Morgan County R-II School District recognizes units of credits obtained through correspondence courses or courses delivered primarily through electronic media (such as satellite video or computer-driven or online courses) as long as they are earned through the University of Missouri Center for Distance Learning or from a school accredited by the North Central Association of Colleges and Schools or its equivalent regional accrediting agency.
2. The district will waive one (1) unit of academic credit in communication arts, math, science or social studies, whichever is most appropriate, for students who successfully complete an eligible three-unit career/technical program.

### Pre-Enrollment and Scheduling

During the spring months prior to the close of the school year, 8th, 9th, 10th, and 11th graders will be pre-enrolled and scheduled for the coming school year. At this time, students need to be carefully considering, with the help of their parents, their future plans so that they will become prepared through the selection of the proper classes. Class offerings, number of sections and teacher assignments are determined by the students' needs during the pre-enrollment and the scheduling period. Once school starts, the schedules are final except for certain cases when approved by the principal. Schedule changes after that time are discouraged and will be considered only in areas of low class enrollment or at a teacher's request. Registration will be conducted in the fall to finalize enrollment and to orientate students.

### Honor Roll

The Honor Roll is used to stimulate students to attain higher goals and a higher scholastic standing. The Honor Roll will be based on a four-point grade system. Students on the Honor Roll will be recognized by GPA groupings; 4.0; 3.99-3.50; 3.49-3.00. Any student having an incomplete grade shall not be eligible for the Honor Roll. Students who receive a D, F or an incomplete will not be eligible for the Honor Roll.

### Academic Letter

Any student who makes the Honor Roll four quarters in a row will be awarded an academic letter. This letter will be the same size and style as received for athletics and/or music. The letter will have an Honor Scroll on it. Students receiving subsequent awards will be awarded a gold bar for the letter.

**Valedictorian and Salutatorian Selection Criterion:** For a student to be eligible for the distinction of Valedictorian or Salutatorian, he/she must attend the last four semesters at Morgan County R-II High School. Students who graduate early will not be eligible to be a Valedictorian or Salutatorian.

An eleven (11) point scale for all four years of high school will be used in determining only class Valedictorian and Salutatorian.

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

### GPA (Grade Point Average) and Class Rank are determined by the following method:

The four point method will be used to calculate class rank and GPA

A = 4 points, B = 3 points, C = 2 points, D = 1 point

### School Attendance Policy

School attendance is required by Missouri law. It is also vitally important to the performance of each student. Although it is true that a student who has been absent can make up exercises and tests, there is not a method available for making up missed lectures, classroom discussions, teacher assistance, or teacher explanation. All high school students in grades 9-12 are required to be in attendance each of the days that school is in session.

1. Each student has 6 total days each semester they may miss school and make up the work in the classes they missed. All 6 can be used for sick days and any acceptable reason approved by the office. Family vacations must be approved in advance by the administration prior to being gone. If the student has a doctor's appointment they need to let the office know a day or more prior to the appointment if possible. If a student misses a day due to a doctor's appointment and they have a note from the doctor when they return to school they will be allowed to make up their work. If the parent/guardian or student calls in before 9:30 a.m. on the day their student will be absent, the student will be able to make up all work missed on that day. If a student calls in to report that they will be absent the office will try to contact the parent/guardian to verify that the student is at home. If the school does not receive a call by 9:30 am, the student will not be able to make up their work and will receive a zero for the blocks they missed. Extenuating circumstances such as not having a phone or other hardship which result in the school not receiving a call will be evaluated by the administration to determine if there is cause to allow the student to make up their work for the day or days they missed. If a student misses more than 3 consecutive school days for illness, a doctor's note will be needed for them to return to school or see the school nurse before being allowed into the classroom. If a student misses more than the six allowed days, they will receive a zero for all assignments on the days past the six-day allowance for that semester. Absences will be recorded into ¼ day absences for each block missed. If the student misses on a Monday, the blocks missed would be recorded as 1/8-day absences. If a student misses over 45 minutes of a class, they will be counted absent for that block. If a student is less than 45 minutes late, they will receive a tardy for that block. In order to recover credit for any days missed after 6, a student must attend the night attendance center.
2. The school recognizes extenuating circumstances beyond the control of the student do exist (such as chronic illness, hospitalization, accidents, and death in the family, etc. to student's immediate family). Because of these extenuating circumstances, the student may request additional days from the Principal for which they may receive credit for their work on the days they are absent.
3. Out of School Suspension - All suspensions will be documented as absences. In all cases of suspension, the student will not be allowed to make up any work missed and will receive a zero for all suspension days unless they attend the Night Attendance Ctr.
4. Truancy - Office personnel will check absences. Students found truant for any period of time without parent and school permission or who fail to check out through the office prior to leaving school during the school day will be subject to disciplinary action. Any student who leaves school grounds after being brought to school by bus or other transportation will be considered truant whether or not they return to school before the tardy bell rings. For the purpose of this policy, a student who comes to school in a private vehicle is considered to be at school once the vehicle is parked on the school parking lot. **ONCE AT SCHOOL, STAY THERE.** Any student who has a pass and does not go directly to and from the location on the pass is also considered as being truant.
5. College Days - seniors will be allowed two days to visit colleges or universities. Juniors will be allowed one day. These visits must be arranged ahead of time through the counselor's office. Upon returning from a college day, the student must have a statement from that college verifying their presence. College days arranged by the school will be considered as a school sponsored activity and will not count on the student's attendance record. No college days will be allowed after May 1st each year.
6. Family trips must be arranged in advance with the principal. The days missed count against the 6 days a student can miss.
7. Excessive absences will result in referrals to the juvenile office, Division of Family Services, local law enforcement and or the prosecuting attorney.

#### **Attendance Makeup in Night Attendance Center (NAC)**

1. Students are allowed to miss school six times each semester for reasons such as sickness, doctor appointments, funeral of family member or family vacations. Once a student reaches 7 absences in a semester, they may attend night school to receive credit for days missed over the 6 allowed. If a student does not attend night school they will not receive credit in any class on the day they missed.
2. Students will have 4 school days in which to makeup the absence at night school.
3. Students are allowed to go to extra curricular activities following the release from night school at 6:30 PM
4. The student and/or family will provide transportation following night school. The student will be picked up promptly at 6:30 PM.
5. Students will show up to night school with work to do. No sleeping will be allowed. If a student sleeps or breaks any rule they will receive a zero on all missed assignments. If all assignments are complete the student may read a book.
6. Night school begins at 3:30 and ends at 6:30 Monday through Thursday.

#### **NAC Consequences for Excessive Absences**

- 1-6 Absences, no NAC assigned
- 7-12 Absences, 1 night NAC for each absence
- 13 or more Absences, 2 nights NAC for each absence

#### **Part-time Attendance**

The primary objective of the Morgan County R-II School District is to prepare all students for post secondary school, training, or high paying entry-level employment. In order to meet this objective we recognize the need for students to enroll in a full schedule for all four years they are in high school. As a result, only students who enroll in Marketing Internship, AOE (Agricultural Occupation Experience), School to Work, or have extenuating circumstances; i.e. pregnancy, homeless, etc. will be considered for part-time attendance. If a student wishes to attend high school on a part-time basis due to one of these reasons he or she must make an appointment with the counselor prior to making a part-time schedule and complete an application. The high school principal must approve all part-time attendance requests. If the request is denied, the student may appeal to the superintendent. If the student is not satisfied with the decision of the superintendent, an appeal may be made to the Board of Education.

#### **Absenteeism and Participation in Extracurricular Events**

A student participating in any extracurricular or co-curricular activity must be in school **ALL DAY** in order to participate. Exceptions due to valid extenuating circumstances shall be granted only through the superintendent, principal, or assistant principal. No student will be penalized for missing class or a school activity in order to participate in another class activity or extracurricular activity. Students are responsible for all make up work missed.

It is the policy of the R-II School Board that if a student misses any part of the school day **following** an extracurricular activity, he or she may not practice or take part in the activity that day. Students who are more than 45 minutes late to their first hour class may not be permitted to practice or take part in an extra curricular event.

A student may not leave campus for any reason other than a doctor or legal appointment on the day of practice or competitive event. A note from the doctor or legal establishment must be given to the high school office verifying their presence at the appointment. This will allow the student to participate in practice or a competitive event that day. Driver's tests taken are also verified allowing the student to participate. Students may not miss more than one half of a school day for a drivers test. Any other situation with extenuating circumstances will be reviewed and ruled upon by the principal.

### **In-School Suspension Policy (ISS)**

The ISS room will be in the middle school, and students will not have the option of ISS or OSS; if assigned to ISS, the student will serve the ISS or not come to school. A student assigned to ISS will be assigned according to the first available date. In the event a student is removed from the ISS room for discipline reasons and sent home, that student must complete the current assignment in ISS before he/she will be permitted back into classes.

The student's teachers will be notified of any ISS assignments and will be required to complete the assignment forms for their classes and send them to the ISS monitor. The ISS monitor will be responsible for insuring that all assignments are completed and turned into the appropriate teacher. All work done in the ISS room will receive full credit in all classes.

In addition to being isolated for a period of time, those students in the ISS room will eat lunch together and at a different time from the high school students. Students in ISS will be given 1 restroom break in the morning and 1 in the afternoon. Students late to ISS will be sent home and must complete the ISS assignment before being permitted back in classes.

If a student who is assigned ISS is disruptive or defiant during the day they are assigned to ISS, the student will be sent home for the remainder of that day. If the parents cannot be contacted the student will return to the ISS room or spend the rest of the day in the office and the day will not count as part of the ISS assignment and will have to be rescheduled. The second time a student is removed from the ISS room, five days of out of school suspension will be assigned. If it occurs a third time, ten days of out of school suspension will be assigned. A fourth occurrence may result in a long-term suspension.

Only Special Education teachers may pull a student out of ISS and only for the purpose of meeting IEP requirements. These circumstances include having a test read to them or other documented IEP accommodations that the district is obligated to meet under the special education laws. All other staff may go to the ISS room to assist students as needed.

### **Night Attendance Center (NAC)**

The mission statement of the Morgan Co. R-II School District is enabling students to reach their potential. One of the ways the Morgan Co. R-II District is helping accomplish this goal is by providing the Alternate Suspension Program as an alternative to out-of-school suspension. In the traditional out-of-school suspension program (OSS), the student is dismissed for a certain amount of days and cannot receive credit for any schoolwork during this time period, unless they are a special education student. The students can fall behind in a course quickly, or fail, if the suspension is for an extended period of time. The NAC offers an alternative to traditional OSS program. Through this program, students may receive credit for their time out of the classroom. The students are allowed to receive class work and if completed on time, the student can receive credit for their schoolwork. Any student falling under a safe schools suspension would not participate in the NAC program.

#### **The following are guidelines for the NAC.**

1. The student will arrive at the High School on assigned days at 3:30-6:30 Monday through Thursday. Students are not to be on campus until 3:25.
2. The students will arrive **on time** each day assigned and report to the NAC room or the assignments they complete will not count.
3. The student and/or family will provide transportation to and from the High School. Students who are late will not be admitted nor will that day be rescheduled and they will receive a zero for their work that day.
4. During the assigned time, the student will work on assignments provided by the student's classroom teachers as supervised by the assigned teacher.
5. The student will bring all textbooks and needed material to complete assigned coursework for all High School classes enrolled in at the Morgan Co. R-II High School. Alternative assignments will be given when the student has completed all work.
6. The student will be responsible for completing all coursework in the designated time period.
7. The student will be responsible for turning in all work to the assigned instructor at the end of each day.
8. Extra time may be assigned if work is incomplete and/or student does not arrive on time or is absent from the program.
9. Students may not attend any extra/co-curricular events when in the NAC.
10. All Morgan Co. R-II policies apply to this program.
11. If the student breaks the rules of this program, OSS will be assigned with no credit given during the suspension.

#### **OSS and NAC Assignments**

1 Day OSS with an additional 2 Nights NAC, 2 Day OSS with an additional 3 Nights NAC, 3 Day OSS with an additional 4 Nights NAC, 5 Day OSS with an additional 7 Nights NAC, 10 Day OSS with an additional 13 Nights NAC.  
Long term NAC assignments will be determined by Principal or Assistant Principal.

#### **Attendance/NAC Conversion**

1-6 Absences, no NAC assigned, 7-12 Absences, 1 night NAC for each absence, 13 or more Absences, 2 nights NAC for each absence

#### **Attendance Makeup in NAC**

1. Students are allowed to miss school six times each semester for reasons such as sickness, doctor appointments, funeral of family member or family vacations. Once a student reaches 7 absences in a semester, they may attend night school to receive credit for days missed over the 6 allowed. If a student does not attend night school they will not receive credit in any class on the day they missed.
2. Students will have 4 school days in which to makeup the absence at night school.
3. The student and/or family will provide transportation following night school. The student will be picked up promptly at 6:30 PM.
4. Students will show up to night school with work to do.
5. Night school begins at 3:30 and ends at 6:30 Monday through Thursday.

# Discipline Code (High School)

**Extenuating Circumstances** - The administration has the right to deviate from the policies or procedure contained in this handbook when circumstances are extremely serious and situations are unique enough in nature to dictate change in any policy or procedure.

**Behavior Not Covered** - The school district reserves the right to punish behavior which is subversive to good order and discipline in the schools, even though such behavior is not specified in the written rules. The rules set forth in the Parent/Student Handbook and rules adopted by the Board of Education that are a part of the official minutes of the Morgan County R-II Board of Education are also a part of this policy and shall be enforced by the administration in the same manner as set forth in policy.

Offense	Descriptions and Penalties
<b>Alcohol</b>	<p>The sale, use, transfer, possession, or being under the influence of alcohol is prohibited on or in school property, at school sponsored activities or events, or in any vehicle while being used to transport students for school sponsored events.</p> <ol style="list-style-type: none"> <li>1. 10 day suspension and NAC – Parent/guardian and police notified, and parent and student must meet with the principal prior to being admitted back into school.</li> <li>2. 30-day suspension and NAC - Parent/guardian and police notified, and parent and student must meet with the School Board prior to being admitted back into school.</li> <li>3. Expulsion from school and NAC. Police notified.</li> </ol>
<b>Assault or Battery on Employees or students (Physical) 565.070, 167.117</b>  <b>District policy source: JGF-AF</b>	<p>Assault or battery defined, A person commits the crime of assault while on school property if the person:</p> <ol style="list-style-type: none"> <li>1. Knowingly causes physical injury to another person; or</li> <li>2. With gross negligence, causes physical injury to another person by means of a deadly weapon; or</li> <li>3. Purposely places another person in apprehension of immediate physical injury.</li> <li>4. Recklessly engages in conduct which creates a grave risk of death, serious disfigurement or protracted impairment of the function of the body of another person</li> <li>5. Knowingly causes physical contact with another person knowing the other person will regard the contact as offensive or provocative.</li> </ol> <p>Assault Consequences</p> <ol style="list-style-type: none"> <li>1. Suspension from School and NAC</li> <li>2. Expulsion from school and NAC</li> <li>3. Assaults will be reported to the appropriate law enforcement agency.</li> </ol>
<b>Assault on Employees (Verbal)</b>	<p>Verbal (cussing) or spoken or implied threat</p> <ol style="list-style-type: none"> <li>1. 10 day suspension and NAC - Parent/guardian and student must meet with principal before returning to class.</li> <li>2. 30 day suspension and NAC - Parent/guardian and student must meet with the superintendent before returning to class.</li> <li>3. Expulsion from school and NAC - Parent/guardian and student must meet with School Board before being permitted back into school.</li> </ol>
<b>Bullying/ Hazing / Harassment</b>  <b>District policy source: JFCF</b>	<p><b>Bullying</b> – Repeated and systematic intimidation, harassment and attacks on a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical violence, verbal taunts, name-calling and put-downs, threats, extortion or theft, damaging property, or exclusion from a peer group. Threats may include, but are not limited to: verbal, written, pictorial or symbolic language or gestures and cyber bullying that create a reasonable fear of physical injury or property damage.</p> <p><b>Hazing</b> – 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 them in a ridiculous, humiliation, 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.</p> <p><b>Harassment</b> - District policy specifies that there is to be no harassment because of an individual’s race, color, sex, national origin, disability, perceived sexual orientation, or age. The complaint and investigation procedures are outlined in the policy. Sexual harassment is a type of harassment involving unwelcome sexual conduct, which is so severe, persistent or pervasive that it affects a student’s ability to participate in or benefit from an education program or activity, or creates an intimidating, threatening, or abusive education/work environment. Examples of conduct which may constitute harassment include:</p> <ul style="list-style-type: none"> <li>• Graffiti containing offensive language</li> <li>• Notes or cartoons</li> <li>• Written or graphic material which is posted or circulated and which is aimed at degrading individuals or members of protected classes</li> <li>• Name-calling, jokes, or rumors</li> <li>• Threatening or intimidating conduct directed at another</li> <li>• A physical act of aggression or assault upon another</li> <li>• Other kinds of aggressive conduct such as property damage or theft</li> </ul> <p>Students who engage in bullying/hazing types of behaviors will be subjected to disciplinary actions ranging from 1 day ISS for minor offenses to long-term suspension for serious violations. The following actions will generally be used as a guide for the administration to eliminate bullying/hazing.</p> <ol style="list-style-type: none"> <li>1. 1 day of ISS</li> <li>2. 3 days of ISS</li> <li>3. 5 day suspension and NAC - Parent and student must meet with principal before returning to class.</li> <li>4. 10 day suspension and NAC - Parent and student must meet with superintendent before returning to class.</li> <li>5. 30 day suspension and NAC - Parent and students must meet with School Board before being permitted back into school.</li> </ol>

<b>Bus Discipline</b>  <b>District policy source:</b> <b>JFCC</b>	<ol style="list-style-type: none"> <li>1. Warning, conference with principal, parent notified</li> <li>2. 1-day suspension from the bus, conference with principal, parent notified.</li> <li>3. 3-day suspension from the bus, conference with principal, parent must meet with principal before being permitted back on the bus.</li> <li>4. 5-day suspension from the bus, conference with principal, parent must meet with principal before being permitted back on the bus.</li> <li>5. 10-day suspension from the bus or a recommendation for long term suspension, parent conference with assistant superintendent before being permitted back on the bus.</li> </ol>
<b>CD Players, Pagers, Cellular Phones, Radios, Etc.</b>	<p>Students may have CD players, pagers, cellular phones, radios, tape recorders, etc. at school. These items must be in a student's backpack or locker, turned off during instructional time and out of sight. If any of these items causes a disruption to the class, their teacher may refer the student to the office for a class disruption. Students may use these items before school and after school. Phones and other electronic devices are to be turned off and put away in lockers or book bags. If an electronic device/phone is visible during class time or walk around time or lunch, students will have them confiscated and taken to the office.</p> <ol style="list-style-type: none"> <li>1. Electronic device may be picked up by student.</li> <li>2. Electronic device must be picked up by parent/guardian.</li> <li>3. Electronic device must be picked up by parent/guardian and 1 day after school detention.</li> <li>4. Electronic device must be picked up by parent/guardian, 1 day after school detention, electronic devices not allowed at school.</li> <li>5. 3-5 days out of school detention.</li> </ol>
<b>Cheating</b>	<p>Cheating is defined as follows: If an individual uses, borrows, copies, or submits someone else's work for the purpose of gaining class credit. This includes, but is not limited to, the following:</p> <ul style="list-style-type: none"> <li>• plagiarism (copying material without proper documentation/credit)</li> <li>• duplicating computer work as one's own</li> <li>• "cheat-notes" (using other info/notes without permission)</li> <li>• deliberate, incorrect marking of answers when grading homework, quizzes, or test</li> <li>• putting one's name on work done by someone else</li> <li>• giving or receiving answers on tests, quizzes, or homework</li> <li>• doing the work for someone else</li> </ul> <p>Both the provider and the receiver of these actions are equally responsible and will be disciplined. The teacher's evaluation of the incident will be sufficient cause for referral.</p> <ol style="list-style-type: none"> <li>1. 1 day of ISS, zero on work, referral to office &amp; parent contacted.</li> <li>2. Same as 1st offense plus 3 days ISS</li> <li>3. Same as 1st offense plus 5 days ISS</li> <li>4. Continued offenses may result in suspension from school and NAC.</li> </ol>
<b>Class Disruption, Insubordination, Insolence, Disrespect, Dishonesty</b> <b>Policy source: AC</b>	<ol style="list-style-type: none"> <li>1. 1-5 day of ISS</li> <li>2. 1-5 days of ISS</li> <li>3. 1-5 days of ISS</li> <li>4. 1-5 days of ISS</li> <li>5. Subsequent offenses are 5 days each</li> </ol>
<b>Computer Abuse</b>  <b>District policy source:</b> <b>EHB, EHB-R</b>	<p>District computers may not be used for any activity prohibited by school policy. This includes use for illegal purposes, using another person's ID, loading programs to the District's system without appropriate authorization, bringing materials from another disk not authorized by the school, any attempt to harm or destroy District equipment or materials, copying data of another user of the District's system, using the Internet to access inappropriate material or any other misuse that may be determined by the assistant principal/principal. The following consequences will apply to those violating the above uses of District electronic systems:</p> <ol style="list-style-type: none"> <li>1. Restricted from use for 5-10 school days</li> <li>2. Restricted from use for 10-45 school days</li> <li>3. Restricted from use for 45-90 school days</li> </ol>
<b>Dress Code</b>	<p>It is the belief of many that an individual's personal conduct is in direct proportion to that individual's personal appearance. It is also believed that those who are well groomed and neat in appearance attain a higher level of achievement whether in a classroom or in a job situation.</p> <ol style="list-style-type: none"> <li>1. Cutoff shirts' above the waist, transparent shirts, and strap type shirts (muscle shirts) are prohibited at all times. Pants, shorts, shirts and blouses must reach the waist and no private areas or underwear should be showing. Shorts and skirts must be below the longest finger tip when the student is standing with their shoulders in a relaxed position. No tight shorts, such as spandex, spandex lace, or tight sweats are permitted unless worn under a pair of shorts.</li> <li>2. Pants, tank tops, sweats, shirts, shorts, or jeans with holes that create an inappropriate appearance or that are distracting are prohibited.</li> <li>3. Caps, hats, visors, sunglasses and headbands are not to be worn in the building.</li> <li>4. Items that advocate or advertise controlled substances such as drugs or alcohol are prohibited. Clothing that exhibits vulgar or crude language relating to sex or any other subject (innuendo) is not permitted, especially if it is offensive or supports violence.</li> <li>5. Students should dress for extracurricular activities with similar guidelines as during the school day.</li> <li>6. Irrespective that a student's clothing meets the guidelines listed above, the principal or assistant principal has the right to determine whether the clothing is distracting, indecent, or inappropriate to wear in the school environment.</li> </ol> <p><b>Students who violate these guidelines will be sent home to change their clothing &amp; are subject to disciplinary action. The student will base the discipline measure taken on the degree of the violation and possibly, the frequency of violations.</b></p>

<b>Driving Violations</b>	<p>Students are to drive their vehicles in a safe and responsible manner or lose their parking privileges at school.</p> <ol style="list-style-type: none"> <li>1. Warning</li> <li>2. 1-day parking suspension</li> <li>3. 3-day parking suspension</li> <li>4. The fourth offense will result in one-week suspension of parking privileges</li> </ol> <p><b>Student Vehicle Search Policy:</b> Students are permitted to park on school premises as a matter of privilege, not of right. The school retains the authority to conduct routine patrols of the student parking lots. The interior of a student's automobile, on school premises, may be searched by school authorities and law enforcement personnel working with them if the school authority has reasonable suspicion to believe that illegal, unauthorized or contraband items are contained inside. A search of the vehicle includes all compartments and components thereof. Once a search begins, the person in control of the vehicle will not be permitted to remove it from the premises during the reasonable duration of the search. Random dog searches of the parking lot are a part of our security plan.</p>
<b>Drugs and/or "Look Alike" Drugs</b>  <b>District policy source: JFCH, JHCD, JGE</b>	<p>The Morgan County R-II School District is concerned with the health, welfare and safety of the students. Therefore, use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances and imitation controlled substances is prohibited on any school property, in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities. This prohibition also applies to any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district. The use, sale, transfer or possession of drug-related paraphernalia is also prohibited.</p> <p>For the purpose of this policy a controlled substance shall include any controlled substance, counterfeit substance or imitation controlled substance as defined in the Narcotic Drug Act, Section 195.010, RSMo., and in schedules I, II, III, IV and V in section 202(c) of the Controlled Substances Act, 21 U.S.C. 812(c). Students may only be in possession of prescription or nonprescription medication as detailed in Board policy JHCD.</p> <p>The school administration or teachers shall have the right to conduct searches, which are reasonable in scope, of persons reasonably suspected to be in violation of this policy. Such searches shall be conducted in accordance with Board policy JFG.</p> <p>Any student who, after given an opportunity to present his or her version of the incident, is found by the administration and/or staff to be in violation of this policy shall be subject to disciplinary action up to and including suspension and NAC, expulsion or other discipline as provided in the district's discipline policy, and referral for prosecution. Strict compliance is mandatory. The principal shall immediately report all incidents involving a controlled substance to the appropriate local law enforcement agency and the superintendent. All controlled substances shall be turned over to the local law enforcement agency.</p>
<b>Fighting / Assaults on students</b>	<p><b>Fighting</b></p> <ol style="list-style-type: none"> <li>1. 3-5 -day suspension and NAC (Depending on the severity and circumstances) - Parent and student must meet with principal before returning to classes.</li> <li>2. 10 day suspension and NAC - Parent and student must meet with the superintendent before returning to classes.</li> <li>3. 30 day suspension and NAC - Parent and student must meet with School Board before returning to school. Students will be sent home immediately following the fight and law enforcement may be contacted.</li> </ol> <p><b>Assaults, Definition:</b> Knowingly causes physical injury to another person; or with criminal negligence, causes physical injury to another person by means of a deadly weapon; or recklessly engages in conduct which creates a grave risk of death or serious physical injury to another person; or attacking another person without provocation.</p> <ol style="list-style-type: none"> <li>1. A physical assault on another student will result in a suspension of not less that 10 days and NAC and the police will be notified.</li> <li>2. A second physical assault will result in a minimum of a 30-day suspension and NAC and the police will be notified.</li> </ol> <p>Students who engage in fighting or assaults may be charged accordingly through the STATE. State charges impose higher penalties and fines. Maximum State charges could include a \$1,000 fine and confinement up to 1 year in jail for misdemeanors and a \$5,000 fine and confinement of 7 years for a felony (assault with injury). Additionally students will be immediately suspended from school.</p>
<b>ISS Misbehavior</b>	<p>If a student who is assigned ISS fails to follow ISS rules the parents will be called to come pick up the student. If the parents cannot be contacted the student will go back to the ISS room. In either case the day will not count as part of the ISS day and it will be rescheduled.</p> <ol style="list-style-type: none"> <li>1. The student is sent home and must reserve the day</li> <li>2. 1 day out of school suspension and NAC and the day must be reserved</li> <li>3. 3 days out of school suspension and NAC and the ISS must be reserved</li> <li>4. 5 days of out of school suspension and NAC and the ISS must be reserved</li> <li>5. 10 days of out of school suspension and NAC and further incidents will result in action which is at the discretion of the administration.</li> </ol>
<b>Lasers</b>	<p>Students are prohibited from having a laser in their possession in school, on school buses, school grounds or at school activities. Depending on the seriousness of the violation any student who is found to be in possession of a laser may be assigned ISS or OSS and law enforcement may be notified</p>
<b>Profanity</b>	<ol style="list-style-type: none"> <li>1. 1-3 day of ISS</li> <li>2. 1-3 days of ISS</li> <li>3. 5 days ISS and 5 days ISS for each additional offense thereafter</li> </ol>
<b>Public Displays of Affection</b>	<ol style="list-style-type: none"> <li>1. Warning</li> <li>2. 1 day ISS</li> <li>3. 3 days ISS and 3 days ISS there after for each offense</li> </ol>

<p><b>Safe Schools Act</b></p> <p><b>District policy source:</b> <b>JFCJ</b></p>	<p><b>Safe Schools Act of Missouri (House Bills 1301 &amp; 1298) Weapons Policy under the, “Safe Schools Act”</b></p> <p>Students who carry, conceal, or directly or indirectly sell, deliver, or lend any kind of firearm, knife, club, or similar deadly weapon in the school or on school buses or grounds will be referred to the legal authorities and will be suspended and/or expelled from school for one year. The administration and the Board of Education will consider each case on an individual basis, and the final punishment assigned will be determined by the circumstances of the individual case. Weapons are forbidden in vehicles on school property.</p> <p>Definition - Possession or use of any instrument or device, other than those defined in 18 U.S.C. – 921, 18 U.S.C. – 930(g)(2) or 571.010 RSMo., which is customarily used for attack or defense against another person; any device used to inflict physical injury to another person or the 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 18 U.S.C. – 930(g)(2).</p> <p>The policy provides for a suspension for a period of not less than one year, or expulsion, for a student who is determined to have brought a weapon to school in violation of district policy, except that: The superintendent may modify such suspension on a case-by-case basis. This section shall not prevent the school district from providing educational services in an alternative setting to a student suspended under the provisions of this section.</p> <p>This section shall not prohibit allowing a Civil War reenactor to carry a Civil War era weapon or the possession of firearms for the use of hunter education on school property for educational purposes so long as the firearm is unloaded and handled by instructors trained in the use of such weapons.</p> <p><b>Reporting Requirements</b></p> <ol style="list-style-type: none"> <li>1. In any instance when any person is believed to have committed an act which if committed by an adult would be assault in the first, second or third degree, sexual assault, or deviate sexual assault against a pupil or school employee, while on school property, including a school bus in service on behalf of the district, or while involved in school activities, the principal shall immediately report such incident to the appropriate local law enforcement agency and to the superintendent.</li> <li>2. In any instance when a pupil is discovered to have on or about such pupil’s person, or among such pupil’s possessions, or placed elsewhere on the school premises, any controlled substance as defined in section 195.010, RSMo, or any weapon as defined in subsection 4 of section 160.261, RSMo, in violation of school policy, the principal shall immediately report such incident to the appropriate local law enforcement agency and to the superintendent.</li> <li>3. In any instance when a teacher becomes aware of an assault as set forth in subsection 1 of the section or finds a pupil in possession of a weapon or controlled substances as set forth in subsection 2 of this section, the teacher shall immediately report such incident to the principal.</li> <li>4. The policy shall require school administrators to report acts of school violence to teachers and other school district employees with a need to know. For the purposes of this act, "need to know" is defined to mean school personnel who are directly responsible for the student's education or who otherwise interact with the student on a professional basis while acting within the scope of their assigned duties.</li> </ol> <p><b>Acts of Violence</b></p> <p>School administrators will report acts of violence to teachers and other school district employees with a need to know. For the purposes of this act, “need to know” is defined to mean school personnel who are directly responsible for the student’s education or who otherwise interact with the student on a professional basis while acting within the scope of their assigned duties. As used in this section, the phrase “act of school violence” or “violent behavior” means the exertion of physical force by a student with the intent to do serious physical injury as defined in subdivision (6) of section 565.002, RSMo, to another person while on school property, including a school bus in service on behalf of the district, or while involved in school activities. School administrators will report, as soon as reasonably practical, to the appropriate law enforcement agency any of the following felonies, or any act which if committed by an adult would be one of the following felonies:</p> <ol style="list-style-type: none"> <li>1. First or second degree murder under §§ 565.020, .021, RSMo.</li> <li>2. Voluntary or involuntary manslaughter under § 565.024, RSMo.</li> <li>3. Kidnapping under § 565.110, RSMo.</li> <li>4. First, second or third degree assault under §§ 565.050, .060, .070, RSMo.</li> <li>5. Sexual assault or deviate sexual assault under §§ 566.040, .070, RSMo.</li> <li>6. Forcible rape or sodomy under §§ 566.030, .060, RSMo.</li> <li>7. Burglary in the first or second degree under §§ 569.160, .170, RSMo.</li> <li>8. Robbery in the first degree under § 569.020, RSMo.</li> <li>9. Possession of a weapon under chapter 571, RSMo.</li> <li>10. Distribution of drugs under §§ 195.211, .212, RSMo.</li> <li>11. Arson in the first degree under § 569.040, RSMo.</li> <li>12. Felonious restraint under § 565.120, RSMo.</li> <li>13. Property damage in the first degree under § 569.100, RSMo.</li> <li>14. Child molestation in the first degree pursuant to § 566.067, RSMo.</li> <li>15. Sexual misconduct involving a child pursuant to § 566.083, RSMo.</li> <li>16. Sexual abuse pursuant to § 566.100, RSMo.</li> </ol> <p>The possession of a weapon under chapter 571, RSMo; committed on school property, including but not limited to actions on any school bus in service on behalf of the district or while involved in school activities. The policy shall require that any portion of a student’s individualized education program that is related to demonstrated or potentially violent behavior shall be provided to any teacher and other school district employees who are directly responsible for the student’s education or who otherwise interact with the student on an educational basis while acting within the scope of their assigned duties. Acts of violence shall include but not be limited to exertion of physical force by a student with the intent to do serious bodily harm to another person while on school property, including a school bus in service on behalf of the district, or while involved in school activities. The district will, for each student enrolled, compile and maintain records of any serious violation of the district’s discipline policy. Such records shall be made available to teachers and other school district employees with a need to know while acting within the scope of their assigned duties, and shall be provided as required in section 167.020, RSMo, to any school district in which the student subsequently attempts to enroll.</p>
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<p><b>Sexual Harassment</b>  <b>District policy source:</b>  <b>AC, AC-R</b></p>	<p>Any allegations of sexual harassment will be investigated and documented on an individual basis. Punishment may range from reprimands to expulsions. Proper authorities may be notified. Existing Board of Education policies will be followed.</p> <p>Definition:  Sexual Harassment is defined as unwelcome sexual advances; unwelcome requests for sexual favors, and other unwelcome verbal, nonverbal or physical conduct of a sexual nature. The person who brings a sexual harassment grievance must have told the harasser that the advances are unwelcome and to stop with the harassment. Sexual harassment can be teacher to student, student to student, or student to teacher in nature.</p> <p>The Title IX Coordinator for the Morgan County R-II School District is the Assistant Superintendent of Schools, Joyce Ryerson. She can be reached at 573.378.2656.</p>
<p><b>Tardies (per semester)</b></p>	<p><b>Tardies (per semester)</b>  Promptness to class is extremely important and is viewed as a serious matter. Students are expected to be in their classrooms and ready to work when the tardy bell rings. Students who are late to class 45 minutes or less are tardy. Students who are late to class more than 45 minutes are counted absent and will receive no credit for the assignments on that day. Students who arrive late to school must sign in at the office when they arrive. Tardies will be issued from the office when a student reports to school late due to an unexcused reason. The classroom teacher will issue Tardies when a student reports to class late. The consequence for excessive tardies is after school detention. After school detention will be from 3:30 pm to 5:25 pm. When a student/parent elects to use transportation to school other than school provided transportation, they do this at their own risk. Tardiness due to mechanical problems is unexcused.</p> <p>Consequences for unexcused tardies (per semester)</p> <ol style="list-style-type: none"> <li>1. No Action Taken</li> <li>2. No Action Taken</li> <li>3. Conference with Assistant Principal</li> <li>4. Conference with Assistant Principal</li> <li>5. 1 Day After School Detention</li> <li>6. 1 Day After School Detention</li> <li>7. 1 Day After School Detention</li> <li>8. 2 Days After School Detention</li> <li>9. 2 Days After School Detention</li> <li>10. 2 Days After School Detention and loss of parking tag/parking privileges</li> </ol>
<p><b>Tobacco</b></p>	<p>Definitions - Possession or Use</p> <ol style="list-style-type: none"> <li>1. 3 days ISS</li> <li>2. 5 days ISS, Additional offenses will result in 5 days ISS each.</li> </ol>
<p><b>Theft or Vandalism</b></p>	<p>Definitions - Theft, attempted theft, or knowing possession of stolen property.  Vandalism – Willful damage or the attempt to cause damage to real or personal property belonging to the school staff or students.</p> <ol style="list-style-type: none"> <li>1. 5-10 days ISS</li> <li>2. 10 day suspension and NAC - Parent and student must meet with the principal before returning to classes.</li> <li>3. Recommend expulsion and NAC to superintendent following immediate suspension from school. (In all cases, any items stolen must be replaced or returned before a student may return to school.)</li> </ol>
<p><b>Truancy</b>  <b>District policy source:</b>  <b>JEDA</b></p>	<p>Definition – Absence from school without the knowledge and consent of the parents/guardian and or the school administration</p> <ol style="list-style-type: none"> <li>1. 3 days ISS</li> <li>2. 5 days ISS, Additional incidents of truancy will result in 5 days of ISS for each additional offense</li> </ol>

Corporal punishment shall be administered only by swatting the buttocks with a paddle. When it becomes necessary to use corporal punishment, it shall be administered so that there can be no chance of bodily injury or harm. Striking a student on the head or face is not permitted.

A staff member may, however, use reasonable physical force against a student without advance notice to the principal, if it is essential for self-defense, the preservation of order or for the protection of other persons or the property of the school district.

### **Hall Conduct**

Avoid running, shouting, whistling, slamming lockers, and all other forms of unnecessary loudness and confusion in the halls. Do not loiter at lockers or stand in groups blocking hallways. Help keep the halls and school grounds clean by placing waste paper and other refuse in trash containers. Friendship and dating are certainly a part of the students high school career, but excessive displays of affection are not acceptable forms of behavior in school.

### **Lockers**

Lockers are provided for students' use. The administration of Morgan County R-II High School reserves the right to inspect any and all lockers at whatever time and for whatever reason is deemed necessary. We reserve this right to maintain the integrity of the school environment and to protect other students. Lockers and books are not student owned but are the property of the school district. Students must only use their own locker. Do not allow another person to put things in your locker. Do not give your combination to other students. Do NOT change lockers without permission from the office. You may leave money and/or valuables in the office. Food and drink items other than daily lunches are NOT to be kept in your lockers!

### **Skate Boards/Roller Blades**

Skate boards/Roller blades may not be used on school property.

### **Lost and Found**

The lost and found service is located in the office. Articles that are found should be turned in there immediately.

### **Career Center Driving**

Students attending the Eldon Career Center are allowed to drive their own vehicles to the career center only after:

1. They have obtained a permit slip from the career center school.
2. Have the permit signed by their instructor and parent.
3. Turn it into the principal at the high school for permission to drive.

If a Career Center student is in ISS, or misses the career center bus, they will spend the rest of the day in ISS.

### **Withdrawal from School**

It is sometimes necessary for students to leave their formal education before high school graduation. In those few cases the school wants to give as much assistance as possible in helping the students find his/her place in the community. When the possibility of having to leave school is expected, the student is encouraged to take his/her problems to the counselor. The final checking out from school must be completed in the principal's office.

### **Dances**

Students currently enrolled in Morgan County R-II High School may attend dances held throughout the year. Dates must either be attending high school or under the age of 21. All dates not attending Morgan County R-II High School must be approved before the event. Any student who drops out of school will not be permitted to attend any school dances for the remainder of the current school year.

### **Permission to Leave School**

Parents/guardians who desire students to be excused should call the principal's office or send a signed note. The student cannot call for permission except for medical reasons. Parents who come to the school to take their child must check out through the office. This is simply a matter of accountability as our responsibility for the young people is of grave concern to us all. Taking a student out of school should be rare unless unavoidable. Students, who leave school without permission, or who fail to sign is out through the office, will be considered truant.

Students may leave school during the school day for the following reasons:

1. Medical/Dental appointments.
2. Driver tests (Taken in Versailles and Eldon)
3. Sent home by school nurse.
4. Family emergencies confirmed by parent/guardian.

Students must sign out before leaving and when returning.

### **Student Purchases**

Junior class members order class rings the 1st semester of the school year. Class rings are not required of students. Upon placing the order, a deposit is required before the company will start production of the ring. The balance is due when the class rings are delivered. If senior pictures are not taken by the school, contracted photographer, the student's picture will not appear in the yearbook or on the class composite.

### **Library/ Media Center**

The Media Center is located in the center of the building and gives students access to a variety of print and non-print materials. The center has computers available for Word Processing and Internet use. The center is open from 7:55 a.m. until 3:30 p.m. on school days. Students are expected to follow normal classroom rules when they are in the Media Center.

### **Internet**

Students at Morgan County R-II may have access to the Internet with signed permission from a parent if under the age of 18. Use of the Internet will be limited to classroom research purposes. If a student violates the use of the Internet policy his/her privileges to use the Internet will be suspended.

### **Tutorial**

The only students who must be in the hall are listed as follows. All other students are to remain in the classroom to which they have been assigned until released for lunch.

**ALL STUDENTS MUST STAY OUT OF HALLS UNTIL 2:52 AT WHICH TIME THEY MAY USE TUTORIAL PASSES.**

**Tutorial Pass-**In an attempt to provide students and teachers access to each other for educational purposes, the following procedure will be used:

1. Students in need of tutoring will ask for a tutorial pass form from the teacher they wish to receive tutoring from. The teacher doing the tutoring must fill out the tutorial pass form and give it to the student.
2. The student will then present this pass form to their tutorial teacher on the date they are to report for help.

### **Student Vehicles**

Some students may choose to drive private automobiles to school. With this privilege goes considerable responsibility. All students who drive will be expected to meet the rules and regulations set down by the administration. Due to the dangers of irresponsible use of automobiles, no infraction of rules pertaining to automobiles will be tolerated. All students who drive or travel to school in automobiles will follow these guidelines:

1. All vehicles will be parked in specific areas and according to specific plans.
2. Automobiles must be parked within the parking lines taking up only one spot for each automobile.
3. There will be parking on the east side of the high school. The first four parking spaces west of the office sidewalk are reserved for visitors. In order to park in a handicap parking space, a student must display an official handicap tag.
4. When a student drives a vehicle to school, he/she must park and leave it. Do not loiter around the automobiles.
5. Students may not return to their automobiles at any time during the day for any reason without permission from a member of the faculty.
6. When buses begin to depart, all traffic must stop until buses have left the school grounds. When all buses have left, vehicles may leave. No students may drive around the elementary or middle school during the day.
7. Students are to drive their vehicles in a safe and responsible manner or lose their parking privileges at school. The first offense will result in a warning. The second offense will be a one-day parking suspension. The third offense will be cause for a three-day parking suspension. The fourth offense will result in one-week suspension of parking privileges.
8. If a student fails to display his/her parking tag, they will lose parking privileges at school. The first offense will result in a warning. The second offense will be one day parking suspension. The third offense will be cause for a three-day parking suspension. The fourth will result in one-week suspension from driving to school.

### **Student Vehicle Search Policy**

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains the authority to conduct routine patrols of the student parking lots. The interior of a student's automobile, on school premises, may be searched by school authorities and law enforcement personnel working with them if the school authority has reasonable suspicion to believe that illegal, unauthorized or contraband items are contained inside. A search of the vehicle includes all compartments and components thereof. Once a search begins, the person in control of the vehicle will not be permitted to remove it from the premises during the reasonable duration of the search. Random dog searches of the parking lot are a part of our security plan.

### **Transportation to/from Extracurricular Activities**

Students participating in extracurricular activities held at other locations are required to ride to and from school in a school provided vehicle. When an exception to the normal procedure is needed, a release form must be picked up from the office which requires the parent, coach / sponsor and administrator's signature. Exceptions include when a student's parent/guardian have prearranged to pick up their own son/daughter after the activity or when a person 21 years or older has the permission of the parents to pick up a student and this has been documented on the release form. Students must be picked up directly from the coach or sponsor by the parent/guardian or other approved persons.

### **Homework Policy**

Students will be allowed one day for each day absent to turn in assignments. (For example, if a student were absent Monday, Tuesday, and Wednesday with an excused absence such as illness, he/she would have until Friday to turn in Tuesday's assignment and until Wednesday to turn in Monday and Wednesday's assignments). Assignments turned in after this time would not receive credit. Assignments will not be accepted for credit if the student has exceeded the 6 days allowed by the attendance policy or if the high school office does not receive a call by 9:30 in the morning informing the school of the reason for the absence.

### **Study Hints**

1. Plan your day around your time for study.
2. Make sure there are no distractions in the place you study.
3. Have regular habits as to where and when you study.
4. Set a deadline for doing things.
5. Do your own work whenever possible - get help only when it is absolutely necessary.
6. Attempt to answer every question in class even if only to yourself.
7. Review all material at least once, concentrating on unfamiliar parts before an examination.
8. Make up back work as soon as possible.
9. Hunt for key words, phrases, or sentences. Strive to excel, not just "get by."
10. During periods of concentrated study, take a break from time to time and get away from the work. You can come back refreshed and possibly accomplish more.

### **Check Cashing**

The school office does not keep cash on hand. Therefore, checks cannot be cashed. Checks will be accepted for lunch tickets, purchases, deposits, etc. They are to be made out for the exact amount of the purchase and payable to Morgan County R-II School District.

### **Violence Prevention Hotline**

Students who feel threatened at school may call Violence Prevention Hotline to make a report the number is 1-866-748-7047.

**Visitors at School:** (Reminder to patrons: Morgan County R-II endorses a no smoking/no tobacco policy on all school grounds and in all school buildings.)

**Casual Visitors:** Although visitors are not prohibited, we feel that visiting must be controlled to prevent interference as much as possible. For that reason, all visitors must report directly to the office and obtain a pass, approved by an administrator, prior to being anywhere outside the office area. Visitors without educational purposes should visit the school outside of instructional time. Visitors will not be permitted during lunch unless arranged in advance with an administrator. Visitors will not be permitted during standardized testing. Visitors will not be permitted during the first two weeks or the last two weeks of the school year.

**Educational Observers:** For educational purposes, the high school will occasionally have a visitor in the building for observation purposes. Any person in the building for observation purposes shall report to the office and receive a visitor pass that should be visible during their time in the building. All visitors attending classes for observation purposes will obtain prior approval by the building principal. Educational Observers will dress professionally. All educational observers must maintain confidentiality regarding students, faculty and staff. The inability to maintain these areas shall result in immediate dismissal from the observer's assignment.

**Substitute Teachers:** All substitute teachers are required to report to the office and sign in on the substitute teachers' list prior to 8:00 a.m. the morning of each substituting assignment. The substitute teachers will dress professionally and follow those plans left by the regular classroom teacher. It is important that all substitute teachers understand the importance of confidentiality regarding students, faculty and staff. The inability to maintain these areas shall result in immediate dismissal from the substituting assignment.

### **Immunization - State Law**

The state law of Missouri requires proof of immunization of all public school children. Basic requirements are Whooping Cough, Diphtheria, Hepatitis B, Tetanus, Polio, Measles, Mumps and Rubella. The parents upon their child's entry into this school system must provide proof of immunization. The school nurse is responsible for record keeping concerning immunization.

### **Immunization Records**

Students without complete, up-to-date immunization records WILL NOT be allowed to enroll in or attend school until the records are current. This is a state requirement.

### **Daily Announcements**

Activity information, recognitions, weekly calendar, etc. will be available daily on the "Daily Bulletin." It is the student's responsibility to check these announcements for useful information. If a student wishes to place an item in the Daily Bulletin, it should be approved by the sponsor or coach and given to the secretary before the first period tardy bell.

### **Bulletin Boards**

Bulletin boards are used constantly as a means of conveying notices of interest in regard to assemblies, games, the calendar of the week, school events and other special announcements from the office. Permission must be obtained from the office for use of the main bulletin board and before displaying posters on the walls. After permission is granted, it is the student's responsibility to take the information down and remove the masking tape. No signs, posters, pictures, etc., are to be placed on the wood paneling in the hallways.

### **Bus Regulations**

A continuing effort is being made to create better understanding between parents, pupils, and bus drivers with regard to school bus transportation. The goal is to promote a safer, more efficient, and pleasant operation. Bus transportation is a service offered by Morgan County R-II Schools and no child is compelled to accept this service. Those who choose to use the bus transportation as furnished by the district must abide by the rules and regulations as set forth by the State and Local Boards of Education. The following are a part of such regulations and are of major importance:

1. Once a pupil enters a bus, his/her safety becomes the responsibility of the school, and he/she must not leave the bus while en route to or from school unless parents give written permission and assume responsibility for his/her safety.
2. The parents/guardians are responsible for the conduct of their children while en route to and from school and will be required to pay for any damage created by their children while passengers on the bus. (Damage to bus, public or private property).
3. Pupils who do not live on authorized bus routes will be required to walk up to one-half mile to meet the bus. Exceptions will be made only to afflicted or small, unattended children where roads permit.
4. Buses cannot and will not wait past their regular scheduled time for pupils. Parents will be furnished a route schedule as soon as time can be established. If in the future it becomes necessary to make changes in schedules, parents will be notified.
5. Pupils must be on the right side of the road or street while waiting for the bus.
6. Upon entering the bus, pupils will go immediately to their seat and remain seated facing the front while the bus is in motion. Drivers cannot proceed until pupils are seated.
7. Pupils must not extend arms or head or throw objects out of the windows.
8. No eating or drinking on the school bus will be allowed at any time.
9. Normal classroom conduct, with the exception of normal conversation, is expected of the bus passengers. Loud and unusual noise which may distract the driver's attention is prohibited.
10. Weapons, firearms, pets, reptiles, or objects which may create confusion on the bus are prohibited.
11. Pupils leaving the bus who must cross roads shall do so in front of the bus and cross only on orders of the driver.
12. The school or driver will not be responsible for items lost or destroyed on the bus, but will make reasonable effort to see that items are found.
13. We ask the parents' cooperation by instructing your children of such regulations in trying to make bus transportation a safe operation.
14. Drivers are in charge of pupils and have authority to seat students if they desire. Removal of pupils from buses when they refuse to abide by rules and regulations are the responsibility of the building principal after being notified by the driver. The driver may refuse to pick up a student until he has talked to the building principal about emergency cases in which the safety and welfare of other students are concerned.
15. Students who break these rules and regulations may be suspended from bus transportation from one day for minor infractions to permanent suspension for repeated violations.
16. No smoking will be permitted on the bus at any time. The use or possession of chewing tobacco products are forbidden.
17. Students are to ride the bus which they are assigned. If necessary to ride a different bus, it must be cleared with the principal.

### **Trespass of a School Bus**

1. A person commits the crime of trespass of a school bus if he knowingly and unlawfully enters any part of or unlawfully operates any school bus.
2. Trespass of a school bus is a class A misdemeanor.
3. For the purpose of this section, the terms "unlawfully enters" refer to any entry or operation of a school bus which is not:
  - a. Approved of and established in a school district's written policy on access to school buses; or
  - b. Authorized by specific written approval of the school board.
4. In order to preserve the public order, any district which adopts the policies described in subsection 3 of this section shall establish and enforce a student behavior policy for students on school buses.

### **Corporal Punishment**

Corporal punishment, as a measure of correction or of maintaining discipline and order in schools, is permitted. It shall be used in reasonable form and with the approval of the principal. It should never be inflicted in the presence of other pupils nor without a witness. Corporal punishment shall be administered only by swatting the buttocks with a paddle. When it becomes necessary to use corporal punishment, it shall be administered so that there can be no chance of bodily injury or harm. Striking a student on the head or face is not permitted. A staff member may, however, use reasonable physical force against a student without advance notice to the principal, if it is essential for self-defense, the preservation of order or for the protection of other persons or the property of the school district.

### **Registration of Students**

In order to register a pupil, the parent or legal guardian of the pupil or the pupil himself or herself shall provide, at the time of registration, one of the following:

1. Proof of residence in the district. Except as otherwise provided in section 167.151, RSMo, the term "residency" shall mean that a person both physically resides within a school district and is domiciled with that district. The domicile of a minor child shall be the domicile of a parent or court-appointed legal guardian; or
2. Proof that the person registering the student has requested 167;167.021 a waiver under subsection 3 of this section within the last forty-five days. In instances where there is reason to suspect that admission of the pupil will create an immediate danger to the safety of other pupils and employees of the district, the superintendent or the superintendent's designee may convene a hearing within three working days of the request to register and determine whether or not the pupil may register.
3. Any person subject to the requirements of this section may request a waiver from the district board of any of those requirements on the basis of hardship or good cause. Under no circumstances shall athletic ability be a valid basis of hardship or good cause for the issuance of a waiver of the requirements of this section. The district board shall convene a hearing as soon as possible, but no later than forty-five days after receipt of the waiver request made under this subsection or the waiver request shall be granted. The district board may grant the request for a waiver of any requirement of this section. The district board may also reject the request for a waiver of any requirement of this section. The district board may also reject the request for a waiver in which case the pupil shall not be allowed to register. Any person aggrieved by a decision of the district board on a request for a waiver under this subsection may appeal such decision to the circuit court in the county where the school district is located.
4. Any person who knowingly submits false information to satisfy any requirement of this section is guilty of a class A misdemeanor.
5. In addition to any other penalties authorized by law, the district board may file a civil action to recover, from the parent or legal guardian of the pupil, the costs of school attendance for any pupil who was enrolled at a school in the district and whose parent or legal guardian filed false information to satisfy any requirement of this section.
6. This section shall not apply to a pupil who is a homeless child or a pupil attending a school not in the pupil's district of residence as a participant in an interdistrict transfer program established under a court-ordered desegregation program, a pupil who is a ward of the state and has been placed in a residential care facility by state officials, a pupil who has been placed in a residential care facility due to a mental illness or developmental disability, a pupil attending a school pursuant to sections 167.121 and 167.151, a pupil placed in a residential facility by a juvenile court, a pupil with a disability identified under state eligibility criteria if the student is in the district for reasons other than accessing the district's educational program, or a pupil attending a regional or cooperative alternative education program or an alternative education program on a contractual basis.
7. Three working days may be required to process student paperwork in order to place a student.

### **Statement Required for Admission to School**

Prior to admission to the R-II School District the parent, guardian, or other person having control or charge of a child of school age must provide, upon enrollment, a sworn statement or affirmation indicating whether the student has been expelled from school attendance at any school in this state or in any other state for an offense in violation of school board policies relating to weapons, alcohol or drugs, or for the willful infliction of injury to another person. The registration document shall be maintained as a part of the student's scholastic record.

### **Suspension or Expulsion**

The school board of the R-II District, after notice to parents or others having custodial care and a hearing upon charges preferred, may suspend or expel a pupil for conduct which is prejudicial to good order and discipline in the schools or which tends to impair the morale or good conduct of the pupils. In addition to the authority granted in section 167.171, the school board does authorize the immediate removal of a pupil upon a finding by the principal, superintendent, or school board that the pupil poses a threat of harm to such pupil or others, as evidenced by the prior conduct of such pupil. Prior disciplinary actions shall not be used as the sole basis for removal, suspension or expulsion of a pupil. Removal of any pupil who is a student with a disability is subject to state and federal procedural rights. At the hearing upon any such removal, suspension or expulsion, the board shall consider the evidence and statements that the parties present and may consider records of past disciplinary actions, criminal court records or juvenile court records consistent with other provisions of the law, or the actions of the pupil which would constitute a criminal offense. The board will provide for the procedure and conduct of such hearings. The school board, after notice to parents or others having custodial care and a hearing upon the matter, may suspend a pupil upon a finding that the pupil has been charged, convicted or plead guilty in a court of general jurisdiction for the commission of a felony criminal violation of state or federal law. At a hearing required by this subsection, the board shall consider statements that the parties present. The board will provide for the procedure and conduct of such hearings. The school board shall make a good faith effort to have the parents or other having custodial care present at any such hearing.

1. Students who are suspended out of school may not make up any of their work unless they attend the NAC. Students suspended or expelled from school for a safe school violation may not use the NAC to get credit for their work.
2. The R-II school board, by general rule and for the causes provided in section 167.161, does authorize the summary suspension of pupils by principals of schools for a period not to exceed ten school days and by the superintendent of schools for a period not to exceed one hundred and eighty school days. In case of a suspension by the superintendent for more than ten school days, the pupil, the pupil's parents or others having such pupil's custodial care may appeal the decision of the superintendent to the board or to a committee of board members appointed by the president of the board which shall have full authority to act in lieu of the board. Any suspension by the principal shall be immediately reported to the superintendent who may revoke the suspension at any time. In the event of an appeal to the board, the superintendent shall promptly transmit to it a full report in writing of the facts relating to the suspension, the action taken by the superintendent and the reasons therefore and the board, upon request, shall grant a hearing to the appealing party to be conducted as provided in section 167.161.
3. No pupil shall be suspended unless:
  - a. The pupil shall be given oral or written notice of the charges against such pupil;
  - b. If the pupil denies the charges, such pupil shall be given an oral or written explanation of the facts which form the basis of the proposed suspension;
  - c. The pupil shall be given an opportunity to present such pupil's version of the incident; and
  - d. In the event of a suspension for more than ten school days, where the pupil gives notice that such pupil wishes to appeal the suspension to the board, the suspension shall be stayed until the board renders its decision, unless in the judgment of the superintendent of schools the pupil's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, in which case the pupil may be immediately removed from school, and the notice and hearing shall follow as soon as practicable.

4. The school board shall not readmit or enroll a pupil properly suspended for more than ten consecutive school days for an act of school violence as defined in subsection 2 of section 160.251, RSMo, or suspended or expelled pursuant to this section or section 167.161 or otherwise permit such pupil to attend school without first holding a conference to review the conduct that resulted in the expulsion or suspension and any remedial actions needed to prevent any future occurrences of such or related conduct. The conference shall include the appropriate school officials including any teacher employed in the R-II district directly involved with the conduct that resulted in the suspension or expulsion, the pupil, the parent or guardian of the pupil or any agency having legal jurisdiction, care, custody or control of the pupil. The school board shall notify in writing the parents or guardians and all other parties of the time, place, and agenda of any such conference. Failure of any party to attend this conference shall not preclude holding the conference. Notwithstanding any provision of this subsection to the contrary, no pupil shall be readmitted or enrolled if:
  - a. Such pupil has been convicted of; or An indictment or information has been filed alleging that the pupil has committed one of the acts enumerated in subdivision (4) of this sub section to which there has been no final judgment; or
  - b. A petition has been filed pursuant to section 211.091, RSMo, alleging that the pupil has committed one of the acts enumerated in subdivision (4) of this subsection to which there has been no final judgment; or
  - c. The pupil has been adjudicated to have committed an act which if committed by an adult would be one of the following:
    - i. First or second degree murder under §§ 565.020, .021, RSMo.
    - ii. Voluntary or involuntary manslaughter under § 565.024, RSMo.
    - iii. Kidnapping under § 565.110, RSMo.
    - iv. First, second or third degree assault under §§ 565.050, .060, .070, RSMo.
    - v. Sexual assault or deviate sexual assault under §§ 566.040, .070, RSMo.
    - vi. Forcible rape or sodomy under §§ 566.030, .060, RSMo.
    - vii. Burglary in the first or second degree under §§ 569.160, .170, RSMo.
    - viii. Robbery in the first degree under § 569.020, RSMo.
    - ix. Possession of a weapon under chapter 571, RSMo.
    - x. Distribution of drugs under §§ 195.211, .212, RSMo.
    - xi. Arson in the first degree under § 569.040, RSMo.
    - xii. Felonious restraint under § 565.120, RSMo.
    - xiii. Property damage in the first degree under § 569.100, RSMo.
    - xiv. Child molestation in the first degree pursuant to § 566.067, RSMo.
    - xv. Sexual misconduct involving a child pursuant to § 566.083, RSMo.
    - xvi. Sexual abuse pursuant to § 566.100, RSMo.
5. If a pupil is attempting to enroll in the R-II district during a suspension or expulsion from another school district, a conference with the superintendent or the superintendent's designee may be held at the request of the parent, court appointed legal guardian, or the pupil to consider if the conduct of the pupil would have resulted in a suspension or expulsion in the R-II district. Upon a determination by the superintendent or the superintendent's designee that such conduct would have resulted in a suspension or expulsion in the R-II district, the school district may make such suspension or expulsion from another district effective in the R-II district. Upon a determination by the superintendent or the superintendent's designee that such conduct would not have resulted in a suspension or expulsion in the R-II district, the school district shall not make such suspension or expulsion effective in the R-II district.

### **Cancellations of School**

When the decision is made to cancel school the following day, you can get school closing information from listening to either of these stations: TV Channel 13 In Jefferson City or KTKS In Versailles. Students can also call 378-4338, Ext. 6211 between the hours of 8:00 p.m. and 8:00 a.m. for school closing information.

### **School Spirit**

School spirit is the positive feeling you have for your school at all times. Being a gracious host, a mature guest, and an enthusiastic spectator or participant, are vital ingredients for good school spirit. Each student is an important part of the overall image of our school. Always represent yourself, your family, and your community, as well as your school, by showing your spirit, pride and maturity. We cannot always be number one in a particular sport, but we can always be number one in spirit and good sportsmanship.

### **Sickness at School**

Any student who becomes ill at school must report to the office, at which time it will be determined if the nurse is to be contacted. Under normal conditions, the student will be given a pass to see the nurse, and any further action will depend on the nurse's recommendation. If the student is to be sent home, the parents will be contacted. The student must come to the office first and sign out before going home.

### **Medications for Students**

Giving medication to students during school hours shall be discouraged and restricted to necessary medication that cannot be given on an alternative schedule. When medicine is to be administered by school officials, a label affixed by a pharmacist/physician must accompany the medicine. In the case of a non-prescriptive medication parent or guardian may attach the label. In addition, written instructions, signed by the parent/guardian and/or physician, will be required and will include the following:

1. Child's name
2. Date prescribed
3. Name of medication
4. Purpose of medication
5. Time to be administered
6. Dosage
7. Possible side effects
8. Termination date for administering the medication

The administration of the medication to a student, when all the above conditions have been met, shall be limited to the school nurse, principal or other designated person(s). On the Versailles campus, all medication shall be kept in the nurse's office in a locked cabinet. Any non-prescription drugs that parents feel should be administered at school must be turned over to the school nurse. The medication also must come in the proper/original container with a note from the parents giving the school permission to give the medication and stating how often it needs to be given. The parent/guardians of the student must assume responsibility for informing school personnel of a change in the student's health or change in medication.

## Sportsmanship

Good sportsmanship is something everyone strives for. Being a gracious winner as well as a good loser sets some people apart from the crowd. Proper sportsmanship will be enforced not only because it is right, but also because the Missouri High School Activities Association requires it. The records of our teams will vary from year to year, but one thing that we will not permit is for our school to be criticized for poor sportsmanship. The coaches and officials will control the athletes. The administration, faculty, and officials will monitor spectators.

### A spectator's code of ethics:

1. Be cooperative and show good sportsmanship at all times.
2. Respect the referee's decision.
3. Never boo - even when you do not agree.
4. Be courteous to visiting teams, coaches, and officials.
5. Refrain from using profane language; remember, what comes from your mouth tells visiting teams and spectators just what kind of person you are and how much respect you have for your family, community, and school.
6. Be as quiet as possible during free throws at basketball games and serves at volleyball games.
7. Be graceful in defeat as well as gracious when winning.
8. Respect the property of the local school.
9. If in doubt as to proper conduct, keep one rule in mind: encourage your team, never criticize others.

## Extracurricular Activities

For those who have no difficulty in keeping up their studies, it is felt that participation in extracurricular activities is beneficial. Class activities, athletic contests, music, speech and drama events, membership in clubs, school publications, etc. offer experiences quite helpful in developing various interests and abilities. It is the student's responsibility to be familiar with all Missouri State High School Activities Association (MSHSAA) eligibility rules. See your coach/sponsor for assistance if you have questions. If a student misses any part of the school day, on the day of an extracurricular activity, or is more than 45 minutes late for first hour class, he or she may not participate or take part in any activity that day. A student who is participating in an extracurricular event at another school is expected to ride the bus to & from the event. If parents wish that their child not ride the bus home, the parents may pick the student up from the coach after the event. A parent may send a note to the HS office, which must be approved in advance by the principal, that their child ride home with another parent. Students are not allowed to drive their cars or ride home with friends.

### Extracurricular Activities and Attendance

It is the policy of the R-II School Board that if a student misses any part of the school day **following** an extracurricular activity, he or she may not practice or take part in the activity that day. Students who are more than 45 minutes late to their first hour class may not be permitted to practice or take part in an extra curricular event. A student may not leave campus for any reason other than a doctor or legal appointment on the day of practice or competitive event. A note from the doctor or legal establishment must be given to the high school office verifying their presence at the appointment. This will allow the student to participate in practice or a competitive event that day. Driver's tests taken are also verified allowing the student to participate. Any other situation with extenuating circumstances will be reviewed and ruled upon by the principal.

### Extracurricular Activities and Citizenship

To represent the school in extracurricular activities is a privilege, not an inherent right, granted to you if you meet the eligibility standards as set forth by the Morgan County R-II School Board, and the case of athletics, music, band, and cheerleading, the standards of the Missouri State High School Activities Association. According to the combined standards, any student taking part in extracurricular activities must be a *credible citizen* and be judged so by the proper school authority certifying the list of students for competition or representation. A student whose character or conduct is such as to reflect discredit upon himself/herself or his/her school is not considered a *credible citizen*. His/her conduct shall be satisfactory in accordance with the standards of good discipline. It should be noted that the good citizen and character rule applies to both in and out of school whether it be before or after school hours or during the summer months. Decisions as to the degree of discipline judged to be appropriate will be the building administrator's responsibility using the following guidelines:

1. If a student is charged with a municipal ordinance violation, the student will be allowed to represent the school pending the legal outcome of the case. If a student is charged with a misdemeanor or felony violation, they shall be suspended from school activities pending the outcome of the case.
2. The parents/guardians and the student involved will be informed of any discipline by the building principal. Penalties for violations are:
  - a. Municipal Ordinance Violations\*
    - i. 1st offense - Up to six months maximum restriction from all activities except for graduation.
    - ii. 2nd offense - Up to permanent suspension from all activities except for graduation.
  - b. Misdemeanors & Felonies\* (including juvenile proceedings involving the violation of a misdemeanor or felony statute.)  
1st offense & any additional offenses - Up to permanent suspension from all activities except graduation.
  - c. Traffic violations may be considered separately.

### Exclusion from Activities or Groups

Students may belong to and take part in all extracurricular activities or groups for which they are qualified, regardless of race, color, sex, religion, national origin, ancestry or disability. Unless participation in a group or activity is required for a course in which the student is enrolled, participation is a privilege, not a right. Students may be excluded from these groups as a disciplinary action, as a consequence for poor performance in school, or otherwise as determined by district administration. A student and/or his or her parents/guardians are not entitled to a hearing solely because the student has been excluded from an extracurricular activity which is not required for a course in which the student is enrolled.

### Extracurricular Activities and Academic Eligibility

Extracurricular activities within the R-II School District make very worthwhile contributions to the overall education of each student. Every student is encouraged to participate in one or more of the activities, which include sports, music, and clubs. Every individual will always be given a choice of extracurricular activities for which he or she wishes to try out or apply. However, due to the school's desire to maintain high quality and interest in activities, coaches and sponsors may drop students from the team or club membership when it is felt that the student's membership will be detrimental to either the individual or the activity.

- It will be the sponsor or coach's responsibility to determine academic eligibility for all those students taking part in their activity. Students must have earned 3.5 credits the previous semester to be eligible to participate in extracurricular, co-curricular activities including all clubs and organizations. Students with one semester F will be eligible to participate in activities. Students with more than one F for the previous semester will be ineligible for the entire next semester.

**Extracurricular Activities Available:**

## 1. Academic Extra-Curricular Clubs (22)

These organizations are not held to MSHSAA standards of eligibility. (If a student receives two or more F's during a semester they would only be allowed to attend regular organizational meetings and not participate in competitions or trips.)

- a. BETA Club
- b. DECA Club-An Association of Marketing Students
- c. FBLA- Future business Leaders of America
- d. FCA- Fellowship of Christian Athletes
- e. FCCLA- Family, Career, Community Leaders of America
- f. National FFA Organization
- g. FLA-Foreign Language Association
- h. FTA-Future Teachers of America
- i. NHS-National Honor Society
- j. SADD-Students Against Destructive Decisions
- k. Drama Club
- l. Student Council
- m. Youth Alive For Christ

These academic organizations must follow MSHSAA standards of eligibility when doing competitions.

- n. Academic Bowl Team
- o. Speech and Debate
- p. Concert Band
- q. Jazz Band
- r. Concert Choir
- s. Mixed Chorus
- t. School Play

## 2. Athletic Extra-Curricular Activities (12)

All athletic extra-curricular activities must be held to MSHSAA standards of eligibility.

- a. Boys Basketball
- b. Baseball
- c. Boys Track
- d. Cheerleading
- e. Dance
- f. Football
- g. Girls Basketball
- h. Girls Track
- i. Golf
- j. Softball
- k. Volleyball
- l. Wrestling

SPECIAL NOTE: Unless a student is a member of an extracurricular organization that has specific and/or stricter requirements from their state/national organization, those taking part in all organizations, clubs, etc. will be subject to the same disciplinary procedures contained in the items listed in the athlete's discipline code. Specific attention is directed to items number 1, 2, 3, in that code.

**Morgan County R-II Extracurricular Code of Conduct:**

The Board of Education believes that student activities sponsored by the school district are a vital part of the total educational program and should be used as a means of developing social interactions, as well as knowledge and skills. It is further believed that students participating in extracurricular activities are role models and serve in a leadership capacity for the student body. Therefore, those students participating in extracurricular activities are held to a higher standard of conduct both at school and in the community.

All students participating in extracurricular activities or groups are subject to district supervision and discipline. Students must comply with all policies, eligibility requirements, rules, and procedures established by the district and established by the Missouri State High School Activities Association (MSHSAA) including by-laws relating to citizenship (MSHSAA, By-Law 212.0) as they apply.

Unless participation in a group or activity is required for a course in which a student is enrolled, participation is a privilege, not a right. Students may be excluded from these groups as a disciplinary action, as a consequence for poor performance in school, or otherwise as determined by district administration. A student and/or his or her parents/guardians are not entitled to a hearing solely because the student has been excluded from an extracurricular activity that is not required for a course in which the student is enrolled (District Policy IGD, 2001, p.2). Students involved in extracurricular activities in which participation is required for a grade shall be given another assignment to substitute the student's participation or representation for the school. A student and/or his or her parents/guardians are not entitled to a hearing solely because the student has been given a substitute assignment. Assignments will be determined by the student's teacher/advisor/sponsor.

All coaches, teachers, club sponsors, and extracurricular participating students will adhere to the following code:

The use, possession, and/or distribution of alcohol, tobacco or drugs will not be tolerated on or off campus during a student's participation in extracurricular activities. Students should avoid placing themselves in situations where their guilt or innocence may be questioned. Should the school be made aware of any use, possession, and/or distribution of alcohol, tobacco or drugs through law enforcement contact, faculty witness, self-confession, or any other credible source, the administration will investigate the allegations and take appropriate action. Should the investigation validate the allegation, the student will be disciplined using the following guidelines.

1. Students participating in extracurricular activities found in violation (use, possession, and/or distribution of alcohol or drugs) of this code will be disciplined as follows: (Consequence scales start in 7<sup>th</sup> grade and accumulate through middle school; after which the scale begins again in the 9<sup>th</sup> grade and ends with graduation.)
  - a) A first offense will result in a 20% loss of participation of each extracurricular activity in which a student participates. The student must meet all other team/club/organization obligations. The student will continue to attend practice and team functions at the coach's/sponsor's discretion.
  - b) A second offense will result in a 50% loss of participation of each extracurricular activity in which a student participates. The student must meet all other team/club/organization obligations. The student will continue to attend practice and team functions at the coach's/sponsor's discretion.
  - c) A third offense will result in the permanent suspension from all extracurricular activities for a calendar year from the date of infraction.
  - d) If the 20% and 50% suspension occur in the same sports season, the student will lose eligibility for the rest of the current sports season and serve the 50% suspension in their following sports season. A season is defined as that period of time from the first practice until the last MSHSAA sponsored event.
  - e) If a student athlete commits two offenses within the same season, the student may be dropped from the current roster and will serve the remainder of the second offense punishment, 50% loss of participation, during the next season in which they participate.
  - f) Citizenship standards as set forth by the Missouri State High School Athletic Association will be used as a minimum to apply to all extra-curricular organizations, activities, and teams.
- 2) The use and/or possession of tobacco products will result in disciplinary action to be taken. The student will be allowed to practice and/or attend meetings but not participate in competition and/or activities.
  - a) First offense will result in a 10% loss of participation in all the extracurricular activities in which the student participates.
  - b) Second offense will result in a 30% loss of participation in the extracurricular activities in which the student participates.
  - c) Third offense will result in the student being dropped from the extracurricular roster.
- 3) Conduct unbecoming or any behavior, which is deemed unacceptable, will result in disciplinary action by the coach, teacher or sponsor.
- 4) Every coach, sponsor, and teacher will stress to every extracurricular participant the requirement for respect to all teachers, administrators, spectators, officials, and other coaches as well as opposing extracurricular participants. Extracurricular leaders shall enforce the demand for such respect.
- 5) Any athlete who quits or who is suspended by the coach from a sport, or who is dropped from a team/squad, shall be ineligible to compete or participate in sport until the next athletic season begins (fall, winter, spring).
- 6) Athletes shall be a member of only one team per season in MSHSAA sponsored fall, winter, and spring district/state competition.
- 7) Athletic directors, club/organization sponsors, and administration will calculate the scope of the "loss of participation" to determine the duration of the above-mentioned percentages.

By signing this notice, I certify that I have read and understand the contents of the Extracurricular Code of Conduct as contained in the Student Handbook.

Participants Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian's Signature \_\_\_\_\_

Athletes must remember that they represent their friends and teammates as well as the school in general. Their actions reflect on more people than just themselves; therefore, what they do is the concern of other people. If an athlete cannot accept this fact, then that athlete should probably relinquish his role in athletics. In addition, a student must meet at MSHSAA eligibility rules including:

1. Article VII Section 2: Citizenship standards: If a student misses class on the date of a contest without being excused by the principal, he/she shall not be considered eligible on that date.
2. Section 3: Academic standards: Must currently be enrolled in courses that offer 2/50 units of credit and must have earned 3.50 units of credit the preceding semester of attendance

**1<sup>st</sup> Quarter Passes (to be filled out and signed by the teacher)**

	Student Destination	Time out	Date	Teacher Signature
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**2nd Quarter Passes (to be filled out and signed by the teacher)**

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**3rd Quarter Passes (to be filled out and signed by the teacher)**

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**4th Quarter Passes (to be filled out and signed by the teacher)**

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