

# **Student Handbook**

## **Mid-Buchanan Junior High and High School**



**2018-2019**

## INTRODUCTION

In order to assist students in their pursuit of a quality education, Mid-Buchanan Junior High and High School must establish some rules and guidelines. These cover academic, extracurricular and behavior areas and are designed to create a pleasant and nurturing environment in all schools for all students. While it is impossible to foresee every situation, this handbook is a guide for students to guide in their educational experience.

A student's attitude toward school will play a large role in determining how well they do in school. If an individual's primary purpose for coming to school is to learn and participate in extracurricular activities, then that student will probably never encounter a serious problem. If their attitude is negative and they are not serious about learning or participating, then that student will probably struggle and have problems. Each student must remember that they are responsible for their own actions. If a student's actions break the school rules, then they must accept the consequences.

The following pages describe the guidelines for academic, extracurricular and student behavior. At any time, teachers or administrators may counsel a student regarding your behavior. If this occurs, please accept that advice as valuable and understand that their intent is to help.

School administration reserves the right to alter or amend the rules stated herein under conditions that may be extenuating in any given situation.

## BELL SCHEDULES

Mid-Buchanan Junior High and High School will be on the 10-block schedule with a built in study hall for all students every day. There may be various reasons which could cause a 12:00 dismissal or 1:00 dismissal. The lunch schedule will be the same on 1:00 dismissal days. Students eating first shift will not need to report to block 4 until 12:29.

The following are the bell schedules we will follow this year:

### Monday (Late Start)

Block 1	8:55-9:53
Block 2	9:57-10:55
Block 3	10:59-11:57
Block 4	12:01-1:24
HS Lunch	12:00-12:25
JH Lunch	12:30-12:55
Block 5	1:28-2:26
Study Hall	2:30-3:01

### Tuesday-Friday

Block 1	7:55-9:05
Block 2	9:09-10:19
Block 3	10:23-11:33
Block 4	11:37-1:12
HS Lunch	12:00-12:25
JH Lunch	12:30-12:55
Block 5	1:16-2:26
Study Hall	2:30-3:01

### 12:00 Dismissal

Block 1	7:55-8:41
Block 2	8:45-9:31
Block 3	9:35-10:21
Block 4	10:25-11:11
Block 5	11:15-12:00

### 1:00 Dismissal

Block 1	7:55-8:47
Block 2	8:51-9:43
Block 3	9:47-10:39
Block 4	10:43-11:35
Block 5	11:39-1:00
HS Lunch	12:00-12:25
JH Lunch	12:30-12:55

### **Inclement Weather Late Start**

Block 1	10:00-10:52
Block 2	10:56-11:48
Block 3	11:52-1:09
	HS Lunch 12:00-12:25
	JH Lunch 12:30-12:55
Block 4	1:13-2:05
Block 5	2:09-3:01

### **GENERAL RULES & REGULATIONS**

1. No student shall be permitted to incur medical bills chargeable to the school district.
2. All students shall be subject to inspection, examination and to tests of vision and hearing by qualified personnel whenever deemed necessary.
3. Restrooms should be used for the purpose intended. Custodians try to keep the restrooms neat and clean. This task is much easier when students cooperate.
4. Fidget spinners or other similar devices may be confiscated if a distraction in the classroom occurs.
5. Laser devices may not be brought or used at school.
6. No school organization shall be formed or operated without the consent of the Superintendent and the Principal.
7. Students should walk in the halls and on the steps.
8. Students are expected to ride buses to which they are assigned going to and from school. Only the Superintendent may make changes in bus assignments.
9. No visitors or guests may be brought to school.
10. No food or drink in the gym during school hours.
11. Unnecessary display of affection by young ladies and gentlemen is very undesirable. This type of activity is prohibited during the day and at night activities. As students, you are representing the school and must act as ladies and gentlemen should.
12. Demonstrate proper respect and keep negative remarks to yourself, including all harassing remarks.
13. Students are not to be in the building prior to 7:30 AM or after 3:30 PM unless under the direct supervision of a staff member. The only exception to this rule is for students attending Hillyard who may get breakfast in time to board the bus.

### **MEETINGS AND ACTIVITIES**

All activity meetings will be scheduled before 7:55 am or during study hall and will be scheduled only as necessary. All meetings will be scheduled through the office by Connie Whitmore. All efforts will be made to protect the academic time during the school day. The majority of special pictures will be scheduled at this time.

### **ATTENDANCE**

#### **Tardy Policy**

Tardies will be defined as being late to any class at any time during the day. The following guidelines will apply:

1. The first three tardies within the same quarter equals a warning from the office.
2. Fourth Tardy within the same quarter is detention for 30 minutes.

3. Fifth Tardy within the same quarter is detention for 45 minutes.
4. Sixth Tardy and Seventh Tardy within the same quarter is detention for 60 minutes for each tardy.
5. If tardies persist (8 tardies or more within same quarter) ISS be assigned for each tardy.

### **Student Attendance**

The Mid Buchanan Board of Education has established the following rule and regulations regarding attendance and excuses for students. These rules and regulations are intended to comply with Missouri Compulsory Attendance (167.031 RSMo.) which establishes attendance for all children between the ages of 7-16 unless their education is provided by other acceptable means or otherwise excusable under the law.

### **Excusable Absences**

In case of absence, it is the responsibility of the parent/guardian to notify the school. If the school is not notified on the day of the absence, a note from the parent/guardian will be required on the first day of the student's return to school. The absence will be recorded as unexcused if a note or telephone call is not received within 3 school days of the absence.

Excusable absences include, but are not limited to:

1. Illness of the student (doctor's statement may be required to support absence)
2. Days of religious observance.
3. Death in a family (district policy shall define degree of relatedness required for purpose of excusing the absence).
4. Families emergencies which necessitate absence from school. The school must be notified in advance when such absences are foreseen.

The following procedures should be followed by students who are absent so as to prevent academic difficulties:

1. The student shall obtain assignments from appropriate staff members.
2. Assignments shall be obtained in advance if the absence is foreseen.
3. All assigned work shall be submitted upon returning to school.
4. All classroom work (to include tests) shall be completed as indicated by the individual classroom teacher.

### **Unexcused Absences**

Attendance patterns for all students will be monitored. Absences which are not clearly excusable will be investigated by the principal and/or staff, and appropriate action will be taken:

1. After a student has been absent for three (3) consecutive days, it is the building principal's responsibility to contact the parent/guardian by telephone or letter in order to inquire about the reason for the student's absence.
2. If the principal is unable to contact the parent/guardian within three (3) days or the parent/guardian does not give a reasonable explanation for the absence within three (3) days, the building principal shall send a registered letter to the parent/guardian requesting a conference within a week.
3. If the parent/guardian does not contact the principal within a week of receipt of the registered letter, the building principal will make a referral to the proper legal authorities.
4. The building principal shall also notify the office of the Superintendent in writing of the excessive absence and continue to update the Superintendent of the situation.

## **Excessive Absences**

Regular attendance and participation in classroom instructional activities are essential to achieving the educational objectives for each class. When students are absent from class, they miss the material covered; they miss the opportunity to interact with the teacher as well as other students; and they miss the opportunity to pursue learning opportunities only available in the classroom interaction.

The net effect of an unexcused absence or absences may be a reduction in the student's grade. In addition, students who have unexcused absences may be required to attend after school class to complete classroom work covered in their absences.

Students are required to make up work as a result of class periods missed. It is the student's responsibility to meet with the teacher to obtain the necessary assignments and instructions.

Any exception to the items cited above shall be approved by the Board of Education. The Principal may have written policies that further detail procedures for making up work, reporting absences, etc.

Excessive absences, excused or unexcused, have a detrimental effect upon academic progress and may be one factor considered in promotion/retention decisions.

## **Appeal**

High school students who are denied credit under this Regulation are entitled to utilize the due process procedures available for student suspension. These provisions are contained in Regulation 2662- Suspension.

## **Student Early Dismissal Procedures**

The following procedures apply to the early dismissal of a student by a parent/guardian:

1. The building principal or designee shall not excuse a student before the end of the school day without a request for early dismissal by the student's parent/guardian.
2. Requests shall be in writing. Telephone request for early dismissal of a student shall be honored only if the caller can be positively identified as the student's parent/guardian.
3. Children of single-parent families will be released only upon the request of the custodial parent: i.e. the parent whom the court holds directly responsible for the child, and who is identified as such on the school record.

Additional precautions may be taken by the school administration, appropriate to the age of student, and as needs arise.

Parents/guardians have the obligation to advise and provide up-to-date documentation to the building principal regarding any changes in the legal and/or physical custody of the student. The building principal, at all times, has the authority to investigate and confirm the custodial status of a parent/guardian if the principal has inadequate information or reason to suspect that false or incomplete information has been provided to the School District.

## **PART-TIME ATTENDANCE**

The District recognizes the need of some students to attend school on a part-time basis. The Board of Education has established the following regulation regarding part-time attendance. It is the intent of this regulation to meet the individual needs of each student and at the same time establish rules and regulations which will preserve the discipline, health, and academic standards of the school.

## **Eligibility Requirements**

1. To be eligible for part-time attendance, the student must be a resident of the District.
2. The student must have parent/guardian approval if under 18 years of age.
3. The student must demonstrate a definite need to attend school on a part-time basis.

Examples are:

- a. financial needs of student or family
- b. health problems of self or family
- c. vocational training in school or on the job
- d. enrollment in a school of higher education
- e. unique curriculum offerings

## **Application Procedure for Part Time Attendance**

The student must secure an appointment with the guidance counselor or school principal prior to classification as a part-time student. The student must complete a part-time attendance request form at the conference. Before any decision is given concerning the request, a conference must be held with student's parent/guardian if the student is under 18 years of age. All applications and conferences must be completed during the time preceding the semester in which the student is to be enrolled on a part-time basis. After an application has been submitted, the principal shall rule on the request and report to the Superintendent the names of all students who are to be enrolled on a part-time basis. This same report shall be transmitted the Board of Education. In the event the principal denies the request, the student may appeal to the Superintendent who must respond in a reasonable time. If the student is not satisfied with the decision of the Superintendent, an appeal may be made to the Board of Education with the appeal to be heard at the next meeting of the Board.

The student must renew the request for part-time attendance status each semester. Parental conference will not be required for renewal; however, the parent/guardian will be notified of the student's continued part-time enrollment status.

Part-time students are governed by the same rules and regulations that apply to regularly enrolled students.

## **PHONE CALLS**

Students shall not be permitted to answer any personal phone calls. Any phone call from the parent/guardian or other persons having legal custody of said student can only be answered with the permission of a teacher. Emergency messages will be delivered to the students.

The office phone may be used only for legitimate business reasons. Permission must be obtained. A public phone is available for student use.

## **ATTENDANCE RULE DEFINED FOR PARTICIPATION IN ACTIVITIES**

Participation in activities is a privilege extended to all students. The following guidelines will direct the eligibility of participants related to attendance:

1. Students must be in attendance by 9:00 AM to be eligible for activities unless excused by the administration in advance (if possible) for such items as family emergency, doctor appointment, funeral, etc.
2. Should a student become ill and be sent home by nurse, they are ineligible to participate that evening or in some cases on Saturday.
3. Administration can make adjustments as needed as we all have unexpected problems or issues come up. Although, this will be very limited.

## MEDICAL POLICY

### Health Standards

No student is expected to attend school while ill or afflicted with a contagious disease. There is a school nurse on staff for emergency problems. According to Missouri State Law, all students must be properly immunized in accordance with the standards of the Missouri State Health Department before being permitted to attend school.

### Use of Medicines

Teachers in general are not authorized to dispense medicine or aspirin. Students should, however, inform teachers if they are taking special medications. Turn in all medications to the school nurse or office.

### Nurse

The school nurse is available for every student. If a student feels the need to see the nurse, permission must be obtained from their teacher or the office.

## ELIGIBILITY FOR PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES

In order to represent the school, students must meet the following requirements:

1. Student must be a credible citizen of the school.
2. Student must have earned 3.5 units of credit the preceding semester and be enrolled in courses to earn 3.5 units of credit (minimum of 8 classes must be taken). State guidelines will be followed for transfer students.
3. Student shall not compete in more than four seasons in any sport.
4. Student must have enrolled in school within the first eleven days of the semester in which they compete.
5. Any student transferring from another school will be ineligible for 365 days unless the parents have established residency in the district.
6. Academic eligibility will be determined quarterly. A student who receives an "F" any quarter in any class will be ineligible for the following quarter. However, if by the end of the second day of progress reports a student is passing all classes, with a minimum of 70% in each class, eligibility will be granted for the remainder of the quarter. The progress report must be complete and in the office to determine eligibility.

For purposes of determining eligibility for the quarter, a student will be declared ineligible on the first day of classes following the issuance of grade cards. If a student has been ineligible for the quarter, he may be declared eligible on the day that all grades are due in the office for that quarter as determined by the principal.

Students attending summer school for credit recovery and passing a class previously failed will be eligible during the fall term.

7. In certain co-curricular activities (i.e. band/choir), students may be required to participate as part of their grade. However, in any activity involving competition, the student will be ineligible.

## GRADING SCALE

A	96-100%	B+	87-89%	B-	80-82%
A-	90-95%	B	83-86%	C+	77-79%

C 73-76%  
C- 70-72%

D+ 67-69%  
D 63-66%

D- 60-62%  
F- 59% and lower

### **MID-BUCHANAN ACTIVITY AND ATHLETIC CODE**

In order to provide consistency with respect to activities and athletics, the following code will be applied to students engaging in athletics and activities at Mid-Buchanan. The intent of the code is to help and benefit all programs as well as the school and community. The following standards are to act as guidelines for students as well as coaches and shall apply to all extra-curricular activities. Additional rules specific to an activity may be required by the coach or sponsor.

#### **Conduct Expectations**

1. Play fair and hard at all times.
2. Show proper respect for opponents and other schools.
3. Obey all officials and judges decisions in a courteous and sportsmanlike manner.
4. Maintain the highest standards of conduct on the field or court, both home and away.
5. You are expected to be well groomed and dressed neatly the day of the activity or game and to the activity if on a Saturday.
6. Recognize that the privilege of being on team, squad, or organization carries with it the responsibility of setting a good example and the realization that it is an honor and a privilege to represent our school. You must be a good citizen and display proper conduct.
7. Violations of civil law will be dealt with in accordance with respective policies.
8. The following procedures will be in place for all levels of athletics at Mid Buchanan when a negative report for a player is filed with MSHSAA
  - 1<sup>st</sup> Offense—Any Unsportsmanlike penalty or technical fouls will result in the player sitting out the rest of the contest and 4 total quarters of competition up to the same point of infraction in the next contest.
  - 2<sup>nd</sup> Offense—The player will sit out the rest of the contest and 8 total quarters of competition up to the same point of the infraction in the next contest or third contest, if necessary.
  - 3<sup>rd</sup> Offense—The player will sit out the rest of the contest and will be suspended for multiple games for the remainder of the season. The athlete and their parents will have a meeting with the Athletic Director, Principal, and Superintendent.
9. If you, as a player, are ejected from a contest for unsportsmanlike behavior, you are automatically ineligible for the next contest.

#### **Training Rules**

1. Obey all team-training rules. Violation of rules will be dealt with by the athletic director, coaches and/or principal.
2. Use of tobacco and/or electronic smoking devices during the school day, on school property, or at school activities, will result in a two game suspension on the first offense and dismissal from team or squad on the second offense.
3. Drug abuse, use, and/or possession of alcohol or other illegal drugs at school or at school activities will result in immediate dismissal from the team, squad or activity for that activity season.

#### **Attendance Rule**

1. You must be in attendance by 9:00 am in order to practice or participate for that day.
2. If the contest or activity is on a Saturday, you must be in attendance by 9:00 am on Friday in order to participate.

3. Going home due to illness will disqualify a student for that date. If a student goes home ill on Friday, they will be ineligible for any contest or activity on Saturday.
4. Administrative approval must be obtained in advance for such items as a family emergency, doctor appointment, funeral, etc. to be excused from the above rules.

### **Eligibility for Participation in Activities**

1. You must be a credible citizen of the school and follow all MSHSAA by-laws and rules.
2. You may not compete in more than four seasons in one sport.
3. You must have enrolled in school within the first eleven days of the semester in which you compete.
4. Any student transferring from another school will be ineligible for 365 days unless the parents have established residence in the district.
5. Academic eligibility will be determined quarterly. A student who receives an "F" for the quarter in any class will be ineligible for the succeeding quarter. However, if by the end of the second day of progress reports a student is passing all classes, with a minimum of 70% in each class, eligibility will be granted for the remainder of the quarter.
6. In certain co-curricular activities (i.e band/choir) students may be required to participate as part of their grade.
7. If any student is under suspension, whether in school or out of school, that student will not be allowed to participate in practices or games until that day or days have been served.

Participation in District sponsored activities and on District athletic teams is a privilege and not a legally protected right. Although students do not possess a legally protect right to participate in extra-curricular activities, the District provides students suspended from participation with an informal opportunity to discuss the basis for their suspension.

### **DRESS CODE**

Students attending Mid-Buchanan are expected to dress in a neat and socially acceptable manner. Clothing should in no way be distracting or disruptive to school or the academic process of school routine. Clothing imprinted with names or displaying alcoholic beverages, drugs, other illegal items, profane language and sexual references may not be worn to school or school activities. Students wearing objectionable clothing will be excluded from school until suitable attire is worn. Biker shorts may not be worn alone, except in PE class. All tops must meet the waist and not be judged indecent by the administration. Extremely loose clothing (baggy jeans, etc.) shall not be worn in a manner which may expose undergarments. No handkerchiefs or inappropriate colors may be displayed on students clothing. Hats and other inappropriate headwear are not to be worn in the building.

### **LUNCH TIME**

There will be two lunch shifts. Students are required to go to the lunchroom and stay there until they are released to return to class. Mid-Buchanan Junior High and High School have a closed lunch period, which means that a student is not permitted to leave the school grounds during lunchtime. All students will have a student ID card or number that will be used to identify the student as they go through the lunch line so charges can be properly administered to their account. Students without proper ID card or number may be asked to wait until all others have gone through the lunch line, this is done to speed up the lunch line and to assure charges are being administered to the proper student. If a student is going to allow someone else to charge on

their account they must go through the line with that student. Students should not give another student their ID card or number for the purpose of a lunch charge.

### **HALL PASSES**

A student must carry their agenda with a written hall pass issued by a teacher to be in the hall during class. No hall passes are to be issued nor shall any students be in the hall after 2:45 PM.

### **SAFETY AND SECURITY**

Students are prohibited from allowing entrance into the school to any individual. All individuals who do not have a key must enter the school through an entrance with a buzzer. Students should never prop a door open for any reason as they may allow entrance to the building by anyone.

### **SNOW STORM COMMUNICATIONS**

When in doubt as to weather not permitting classes to be held, check radio and television stations. If a telephone number is registered with the superintendent office for the call list, you will receive a recorded message about any school closings. DO NOT call teachers or administrators.

### **LOCKERS**

Hall lockers are provided. Lockers will be assigned--any requests for changes should be made through the office. Students are urged to bring a padlock. For reasons of health and safety, all lockers are subject to periodic or random inspection by school personnel. Stickers of any type are not to be placed on locker. Lockers and the areas around lockers should be kept clean. Do not slam locker doors.

### **VENDING MACHINES**

Food and drink machines are available for student use. The food and drink machines are independently contracted. Use of the machine is a privilege that may be removed. Profits are used for student benefit. No other food or drink sales are allowed by students at any time. The following rules are in effect concerning the vending machines:

1. Food and drink may be allowed in the classroom upon teacher discretion.
2. Student will not be late to class or buses because they were purchasing items at the machines.
3. Any messes made will be cleaned up by that student.
4. All empty cans and trash will be placed in proper container.
5. Habitual problems may result in the shutting off of the machines and/or removal of machines.

### **COUNSELOR**

The counselor is available for every student. Assistance may be sought in career information, college placement, personal problems, etc. Appointments should be made with the counselor in advance. The counselor will give the student an appointment card, which should be presented to the appropriate teacher. Permission must be obtained from your teacher or the office to see the counselor if an appointment has not been scheduled.

## HONOR ROLL

### Eligibility

All students enrolled full-time at Mid-Buchanan Junior High and High School are eligible for inclusion in the Honor Roll. This includes students who attend Hillyard Technical School.

### Levels

Honor Rolls will be announced following the closing of each semester.

Red Honor Roll	4.0
Green Honor Roll	3.5-3.99

Additional recognition will be given to students who have maintained Red Honor Roll status continuously during their 7-12th grade years.

### Recognition

Certificates will be issued to all students on the Red and Green Honor Rolls each semester. All Honor Roll students will also be recognized at a school assembly.

Students who have maintained a continuous Red Honor Roll status will be recognized at the end of the year awards and/or graduation.

If an honor roll activity is sponsored by the student council, a student receiving a discipline referral will be ineligible for that quarter; first tardy is excluded.

## GRADUATION REQUIREMENTS

### Diploma Options

Two graduation options are available, the General Diploma and the Honors Diploma. Both options are valid choices. However, choice of study can impact future career and education opportunities. When figuring class ranks, Honors Diploma graduates will be ranked above General Diploma graduates.

### Diploma Requirements

<i>General Diploma-36 credits</i> Hillyard students will have 32 required credits	<i>Honors Diploma-38 credits</i> Complete 12 Honors courses; either earn a 3.25 GPA overall and a B average in Honors classes or score 22 or above on the ACT
Language Arts-4 classes English I English II English III Students choice of an English Class	Language Arts-5 classes English I English II English III English IV or College English Students choice of an English Class
Social Studies-4 classes World History Government/Economics American History	Social Studies-4 classes World History Government/Economics American History

Student's choice of a Social Studies class	Student's choice of a Social Studies class
<p>Science-3 classes Physical Science I Physical Science II Biology I</p> <p>Math-3 classes Algebra I or Pre-Algebra Geometry or Algebra I Algebra II or Technical Math</p> <p>Physical Education and Health-2 classes PE-1.5 Health-0.5</p> <p>Practical Arts-3 classes Computer Applications Personal Finance-0.5 Student's choice of a Practical Arts class</p> <p>Fine Arts-1 class Student's choice of Art, Choir, or Band</p> <p>Foreign Language-None</p> <p>Electives-additional classes beyond those required to add up to 36 for a regular diploma for 32 for Hillyard Technical Center students.</p>	<p>Science-3 classes Physical Science I Physical Science II Biology I</p> <p>Math-4 classes Algebra I Geometry Algebra II Students choice of a Math class</p> <p>Physical Education and Health-2 classes PE-1.5 Health-0.5</p> <p>Practical Arts-3 classes Computer Applications Personal Finance-0.5 Student's choice of a Practical Arts class</p> <p>Fine Arts-1 class Student's choice of Art, Choir, or Band</p> <p>Foreign Language-2 classes Two years of the same language</p> <p>Electives-additional classes beyond those required to add up to 38; 12 of the 38 credits must be Honors classes.</p>

**Honors Classes**

Students pursuing the Honors Diploma are required to earn 38 credits, 12 of which must be Honors Classes. In addition, in order to receive the Honors Diploma, the student must earn either a 3.25 overall GPA with a B average or above in Honors Classes, or score a 22 or above on the ACT.

The following are the Honors Classes available for students pursuing the Honors Diploma

*English*

- Literature Appreciation
- Leadership/Personal Development
- College Prep
- English IV
- College English (0.5-one semester class)

*Social Studies*

- Contemporary Issues
- Psychology/Sociology
- Missouri History/Major Wars
- College History (0.5-one semester class)

*Science*

- Anatomy

Environmental Chemistry  
Chemistry I, II  
Physics I, II  
Principles of Biomedical Science  
Science Investigations (may be repeated)

Instrumental Techniques

*Math*

Geometry  
Algebra II, III  
Trigonometry/Analytical Geometry  
Calculus  
College Algebra

*Foreign Language*

Spanish II, III, IV

*Business*

Multimedia/Business Technology  
Accounting II, III

*Agriculture*

Agribusiness Sales, Marketing, and  
Management  
Agricultural Management and Economics

*Fine Arts*

Art (1 honors credit if taken for all four  
years)  
Band (1 honors credit if taken for all four  
years)  
Choir/Select Choir (1 honors credit if taken  
for all four years)

*FACS*

Child Development and Family Relations

*Other*

Approved Dual Credit course

### **Transfer Student Requirements**

Graduation requirements for students transferring to Mid-Buchanan High School will be modified to accommodate students transferring into the school from other districts with fewer credit earning opportunities.

Students transferring to Mid-Buchanan High School, between the time of enrollment at Mid-Buchanan High School and completion of their 12<sup>th</sup> grade year, must earn:

- General Diploma: 90% of credits attempted at Mid-Buchanan High School
- Honors Diploma: 95% of credits attempted (in addition to GPA & ACT composite requirements) at Mid-Buchanan High School
- Hillyard Technical Center Certification + Diploma: 88.9% of credits attempted at Mid-Buchanan High School

In addition to earning the minimum percent of credit completion for the desired Diploma, students must also achieve satisfactory completion of graduation requirements established by the Missouri Department of Elementary and Secondary Education.

Cases with exceptional circumstances are reviewed by an administrative team.

## **HILLYARD TECHNICAL CENTER**

### **Opportunities and Programs**

Hillyard offers programs in the following areas

*Business, Management and Technology*  
Computer Service Technology

*Industrial and Engineering Technology*  
Automobile Service Technology

Carpentry  
Computer Aided Drafting Technology  
Collision Repair and Refinishing  
Computer Service Technology  
Electronics Technology  
Heating, Ventilation, Air Conditioning, and Refrigeration (HVACR)  
Precision Machine Technology  
Welding Technology

#### *Human Services*

Emergency Medical Technician Basic (EMT)  
Fire Science

#### *Health Services*

Medical Transcription  
Health Services Assistant

### **Eligibility**

Participation in Hillyard programs is open to Juniors and Seniors. If taking the Health Services Assistant program, students must be entering 11th grade, have a valid driver's license, minimum 2.0 GPA, and good attendance.

Students wishing to attend Hillyard programs as a junior must complete the application their sophomore year with the counselor. Students enrolling in Health Services Assistant and Computer Service Technology MUST sign and submit a Driving Permission Form with their application.

### **Attendance**

Students must maintain 95% or higher attendance rate to successfully complete HTC programs. If school at Mid-Buchanan is out of session, students may be required to attend courses at Hillyard unless class at Hillyard is cancelled or not in session.

If a student who attends Hillyard is not going to attend due to an assembly or other school reason, they need to let the office know by the end of the school day prior to their absence. This ensures that Hillyard can maintain an accurate attendance count.

### **Transportation**

All students will ride the bus to and from Hillyard. The only exception will be made for students who are employed in the St. Joseph area and their work schedule dictates a 3:15 PM start time. Written documentation from an employer and parent/guardian approval must be provided before a student will be allowed to drive themselves. Permission will only be granted by a school administrator.

All students who are given permission to transport themselves will abide by all guidelines including:

- Students may not make additional stops before arriving at Hillyard
- Students will follow all traffic laws and behavioral expectations of the school
- Students will not transport other individuals

Students who fail to follow guidelines will have their driving privileges revoked.

Any change in transportation that may be needed due to an appointment such as a doctor's appointment, will require written parent/guardian approval and appropriate documentation of the absence. Permission will only be granted by a school administrator.

Students who are required to drive as part of their Hillyard program will still be required to submit parent/guardian approval of this arrangement with the Mid-Buchanan office.

### **ADDING OR DROPPING CLASSES**

Students have the first week of each semester to add or drop classes. No classes may be added after that date. A class may be dropped within the first thirty days of school each semester without penalty. Dropping a class after the first thirty days will result in an "F" recorded for a semester grade. Classes may be dropped/changed by the administration when considered critical to a situation.

### **END OF COURSE (EOC) STATE TESTING PROCEDURES**

EOC testing will be given at end of the designated course (or comparable course) as scheduled by DESE. If student has failed either semester of the course the staff, counselor and administration will determine if the test is to be given at designated time to the student in question. Once the course has been passed successfully then the EOC test will be administered at next testing date for the district.

### **PLAGIARISM**

Plagiarism with student work will not be accepted or tolerated. The following procedure will be followed:

- First Offense- No credit for work, grade reduction, or replacement assignment given.
- Subsequent Offense- No credit for work, grade reduction, course failure, or removal from extra curricular activities.

The administration will support the staff member concerning plagiarism issues.

### **BACKPACKS/ LARGE GYM BAGS**

Student backpacks and large gym bags can become a safety issue in the building. It will be teacher discretion within the classroom to allow them in classroom as safety in each classroom is different. Failure to follow classroom rules could result in administrative action toward the student.

### **STUDY HALL**

#### **Purpose**

The purpose of Study Hall is to provide a time during the school day for academic intervention, completion of homework, or advanced instruction.

Study Hall also provides time for groups to meet as needed and assemblies to take place so they they do not interrupt the normal classroom instruction periods.

#### **Expectations**

The following is a list of expectations for properly conducting a Study Hall period, which are necessary and essential in order to maintain a positive atmosphere where all students can derive the most benefit academically.

1. Students will not be dismissed students to the library or another classroom. Students must have a pass issued from the teacher or librarian to whom they are going in advance. The Study Hall teacher will also work with students ensure they are attending Study Hall with a teacher they need to visit for academic purposes.
2. When a student has a pass, they will check in with their Study Hall teacher before proceeding to the location on their pass. When the student arrives to the new location, they should make sure the teacher signs them in. If a student does not sign in to where they are supposed to be, the Study Hall teacher will refer the student to school administrators. Students will not be allowed to go into the Study Hall of a substitute teacher.
3. Behavior and academic expectations of the regular classroom will be extended to the Study Hall. This includes getting to class on time, working on items, and following established behavioral expectations. All students should be expected to have something with them to keep themselves constructively occupied every day they are in Study Hall. Teachers will assist students in finding tasks to complete.
4. Students must have a pass in their agenda book in order to leave the classroom for leaving the classroom for the restroom or office. Only one student at a time should be dismissed to the restrooms.
5. If a teacher does not give a student a pass for a specific day, the student should coordinate a best day or time with the teacher to ensure they get the help they need.

### **CELL PHONE PROCEDURE**

Cell phones usage for non-academic reasons will not be tolerated during the day. There will be a zero tolerance for student personal cell phone use in the classroom. If a teacher sees a student using a cell phone they will be asked to surrender the phone to the teacher. The teacher will turn the cell phone into the office to be picked up at the end of the school day by student. If persistent usage of cell phone continues or refusal to surrender cell phone, administration will keep cell phone until a parent comes in for a conference. The administration will assign ISS or OSS if the problem continues.

Students shall not be permitted to answer any personal phone calls. Any phone call from the parent/guardian or other persons having legal custody of said student can only be answered with the permission of a teacher

### **SCHOOL DANCES**

Dances are activities that are held for the benefit of the students. Since the school is not required to conduct such activities, it is imperative that student conduct at the dances be appropriate.

#### **Rules for Dances**

1. Students known to be drinking or smoking at dances will be excluded from the remainder of dances for that year plus disciplinary action will be taken.
2. Students are expected to stay in the building once they have arrived.
3. Proper conduct by students is essential for attendance.
4. Only Mid-Buchanan Junior High School students may attend junior high dances.
5. Students should socialize in the dance or food areas only.
6. Only high school students may bring a guest, whom they may be required to register before the dance.
7. When students leave they may not return without special permission.

## **SCHOOL BUS BEHAVIOR**

All rules and expectations guiding student behavior at school apply to the bus. The following are specific guidelines for any school bus trip:

1. The driver is in charge of the bus; you must obey the driver promptly.
2. Students must be on time.
3. Unnecessary conversation with the driver is prohibited.
4. Keep the bus clean.
5. Stay in your seat while the bus is moving.
6. Damage to the bus should be reported at once.
7. Misconduct on the bus may result in loss of privilege to ride the bus.

## **STUDENT ASSESSMENT**

The following student assessment instruments are available to students to evaluate career, college, vocational-technical school decisions: Self-directed search interest inventory (grade 9); Armed Services Vocational Aptitude Battery (grades 10-12); and PLAN, ACT, PSAT, SAT (grades 9-12).

## **BOOK DAMAGE**

Students are responsible for any books and other materials checked out to them for use during and outside of the school day. Students will be charged for lost or damaged textbooks, calculators, or other materials.

## **A+ PROGRAM**

### **What is the A+ Program?**

A+ Schools represents a comprehensive program of curricular technological and instructional developments designed to better meet the needs of all students. Students focus on a plan of study in their chosen career pathway. The A+ program provided for extensive curriculum development, staff development, career guidance, activities designed to meet the needs of students at-risk of dropping out of school, and the development of contextual courses that provide for students to apply what they learn to real life situations.

### **How does a student qualify for participation in the A+ Schools Program?**

To qualify for eligibility a student must have attended a designated A+ School for three consecutive years prior to graduation and:

1. The student and his/her parent must sign an A+ participation agreement.
2. Graduate with at least a cumulative 2.5 grade point average on a 4.0 scale.
3. Starting with the Class of 2015, a student must score proficient or advanced on Algebra EOC.
4. Graduate with a 95% attendance average over a four-year period.
5. Perform 50 hours of unpaid tutoring or mentoring.
6. Maintain a record of good citizenship, including the avoidance of the unlawful use of alcohol and drugs, as defined by the local school district's policy.
7. Complete a FAFSA during your senior year of high school.
8. Male students must register under the United States Military Selective Service Act and show proof of registration.

### **What are the goals of the A+ Schools Program?**

The A+ Schools Program was developed to address widespread concerns about the high drop-out rate in Missouri and to respond to the research that suggest that students who did not follow a college preparatory course of study or who did not receive vocational or technical training while in school did not graduate from

high school with the skills or knowledge to be successful in college or vocational and technical school and lacked the skills to attain employment with a competitive wage. As outlined in the Outstanding Schools Act of 1993 and defined by the Department of Elementary and Secondary Education, the three primary goals of the A+ Schools Program are:

1. All students graduate from high school.
2. All students complete a selection of high school studies that is challenging and for which there are identified learning expectations.
3. All students proceed from high school graduation to a college or post-secondary vocational or technical school or high wage jobs with workplace skills development opportunities.

Mid-Buchanan High School, feels it is of the utmost importance that every student graduate from high school with the skills, knowledge, and tools required to pursue whatever educational and career goals the student might select. The A+ Schools Program will provide information to assist students in making those decisions, and will provide the development of educational programs what more fully meet the needs of all Mid-Buchanan High School students.

### **Probation while a part of the A+ Program**

Disciplinary probation within the A+ Program is used with the understanding that even the best student makes mistakes. Probation is designed to recognize this characteristic in young people. However, receiving the A+ Incentive is an honor and should be treated as such. Students who are designated A+ should demonstrate distinctive qualities and be role models for other students. Their character and ethics should meet high standards.

A student will be placed on probation for one semester for the following infractions:

1. More than two detentions.
2. More than one in-school suspension referral.
3. Any referral for out-of-school suspension.

If no further misdeeds occur, the student will be returned to full A+ status at the end of the semester. A student who receives two semesters of probation during his/her high school career will have his/her disciplinary records reviewed by the Citizenship Review Committee for continued probation or possible dismissal from the program.

The Citizenship Review Committee should be composed of the following:

- ❖ Mid Buchanan R-V High School Principal
- ❖ Mid Buchanan R-V High School Guidance Counselor
- ❖ Mid Buchanan R-V High A+ Coordinator
- ❖ (2) Mid Buchanan R-V High School Teachers

### **Removal from the A+ Program**

A student may be removed from the A+ Program when:

1. Within the semester while on probation, the student commits another offense that would result in another probationary action.
2. After two semesters of probation, a review by the Citizenship Review Committee shows that earlier disciplinary consequence did not positively affect the student's behavior.
3. Conviction of a felony that is verifiable and either a matter of public record or communicated to school officials in compliance with the Safe Schools Act.

4. Two or more misdemeanor convictions (other than for moving traffic violations not involving alcohol or illegal drugs) that are verifiable and a matter of public record.

Any student who commits an offense involving drugs or alcohol or which falls under the Safe School Act will be immediately dismissed from the program.

An A+ student will not sell, possess or use any controlled substance or drug paraphernalia by law and as stated in the Mid Buchanan School District Policies. The use of prescription medicine is allowed under Board Policy. Students and parents are responsible for understanding and following those guidelines.

### **LEGAL OBLIGATIONS**

It is school policy that all financial obligations must be met before a student leaves the district. Graduation record, grades, etc. will be held until all obligations are met.

### **DRIVING**

Cars may not be driven during school hours, unless leaving the premises with permission from the office. Students should park in the designated parking area and should drive slowly and carefully. Students are not to be around cars during the school day.

Students are to leave the parking lot prior to the time the buses pull out of the lot; however, if you have not left the parking area when the buses are ready to leave, you will observe all instructions by administration or stay in your parking area until the buses have left the lot. Improperly parked cars are subject to towing. Students should be careful as to not block anyone in.

Speeding, careless and reckless driving will not be tolerated and may result in the loss of driving privileges.

### **DROP-OFF AND PICK-UP**

All Junior High and High School students who are being dropped off for school, should be dropped off on the west side of the building. They will enter through the double doors off the sidewalk and then proceed through the Junior High hallway to either breakfast or lockers. Any drop-offs after 7:55 AM must take place in the front entrance.

All pick-ups will take place through the same double doors.

### **PARKING LOT RULES**

In order to better facilitate parking and reduce restriction of traffic flow; please observe the following rules regarding parking:

1. Students are required to register their vehicle with the office.
2. Park only in the area designated for student parking and do not drive around in the lot between the hours 8:00 a.m. and 3:00 p.m.
3. Park in the student lot only; do not double park. Students are not to park in the back of the building under any circumstances.
4. Do not park next to the building, sidewalk, concession stand, or in teacher's parking.
5. Do not restrict traffic flow.
6. Excessive speed and/or reckless driving will not be tolerated.

Failure to observe the above rules will be considered insubordination and could result in loss of driving privileges.

## **EMERGENCY PROCEDURES**

### **Tornado**

A tornado or tornado drill will be designated by a series of short rings of the bell system. Proceed quickly and quietly to the Tornado Safe Room. Students and staff will enter using the north hallway entrance. They will proceed to the northwest corner of the Safe Room and wait for instructions.

### **Emergency Exit Procedures for Fire and Earthquake**

Designation for fire is by fire alarm.

1. All rooms in the east wing should exit the east doors.
2. All north upper level rooms should exit the south doors.
3. Gym may exit west or south doors at teacher's discretion.
4. Lower levels should exit the closest exit available.
5. All staff and students should be aware of unusual circumstances and be prepared to use alternate exits.
6. All teachers will have assigned designation on football field or back parking lot for roll taking purposes.

### **Auxiliary/Intruder Drill**

Designated by a steady uninterrupted ringing of the bells or verbal warning on intercom. Teachers and students will follow intruder drill protocol.

1. Individuals are to remain in the classroom with doors shut and locked.
2. Individuals should move away from the doors and windows as much as possible.
3. Individuals should remain in classroom until "all clear" signal is given.

## **MID-BUCHANAN R-V BOARD OF EDUCATION POLICY ON SEARCH AND SEIZURE**

Students possess the right of privacy of person as well as freedom from unreasonable search and seizure of property guaranteed by the Fourth Amendment of the Constitution. This individual right however, is balanced by the school's responsibility to protect the health, safety and welfare of all of its students. School employees may conduct searches when they have reason to suspect that the health and safety or welfare of students may be in danger. Any school employee making a search or seizure will follow these guidelines:

1. General searches of school property (including personal items found on school property) may be conducted at any time when there is probable cause for school employees to believe that something that violates a law or school rule is on school property. This search of school property may be made without the student being present.
2. Illegal items (firearms, weapons and drugs) or other possessions reasonably determined to be a threat to the safety, security of others or might possibly interfere with school purposes may be seized by school employees.
3. Items which are used to disrupt or interfere with the educational process may be temporarily removed from a student's person.
4. A student's person may be searched by school employees when there is reasonable cause to believe that the student has on his/her person illegal items that may interfere with school purposes.

5. The school maintains ownership of student lockers. The school may and will search student lockers on a periodic basis to protect the health, safety or welfare of students who might be in jeopardy.

### **DRUG DOGS (BUCHANAN COUNTY SHERIFF DEPARTMENT)**

In an effort to protect the safety of the student body and staff the administration may ask the Buchanan County Sheriff's department to bring the drug dogs into the building for a search of illegal substances that may be brought into building.

The classrooms will be locked down the same as intruder drill to assure student safety with the drug dogs in building. If drugs are found the person/persons involved will be turned over to authorities.

### **SCHOOL RESOURCE OFFICER**

The School Resource Officer may interview or question students regarding alleged violation of the law or school policies. The School Resource Officer may also accompany school officials executing a search or may perform searches under the direction of school officials.

### **VIOLATIONS AGAINST PUBLIC HEALTH AND SAFETY**

**Alcohol:** Possession of or presence under the influence of alcohol

First Offense: At principal's discretion 1-180 days suspension, legal authorities notified.

Subsequent Offenses: At principal discretion 1-180 days suspension to expulsion, legal authorities notified.

**Arson:** Intentionally causing or attempting to cause a fire or expulsion.

First Offense: At principal discretion 1-180 days suspension, legal authorities notified and restitution if appropriate.

Subsequent Offenses: At principal discretion 1-180 days suspension to expulsion, legal authorities notified, and restitution if appropriate.

**Drugs/Controlled Substance:** Possession or presence under the influence of a controlled substance or substance represented to be a controlled substance while at school, on the school playground, on the school parking lot, on a school bus, or at a school activity whether on or off of school property.

First Offense: At principal's discretion 1-180 days suspension, legal authorities notified.

Subsequent Offenses: At principal discretion 1-180 days suspension to expulsion, legal authorities notified

**Sale of controlled substance:** Sale of a controlled substance or substance represented to be a controlled substance while at school or at any of the location described above.

First Offense: At principal's discretion 1-180 days suspension to expulsion, legal authorities notified.

Subsequent Offenses: At principal discretion 1-180 days suspension to expulsion, legal authorities notified

**Bus or transportation misconduct:** (see Board of Education Policy ) Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the students assigned school. In addition all transportation privileges may be suspended or revoked.

**Assault** (Refer to Policy and Regulation 2673- Reporting of Violent Behavior)

**Assault of a Student or Staff Member:** Use of physical force with the intent to do bodily harm.

First Offense: At principal's discretion 10-180 days suspension, legal authorities notified.

Subsequent Offenses: At principal discretion 11-180 days suspension to expulsion, legal authorities notified.

**Fighting:** Physically striking another in mutual contact as differentiated from an assault.

First Offense: At principal's discretion 5-10 days suspension, legal authorities notified.

Subsequent Offenses: At principal discretion 10-180 days suspension to expulsion, legal authorities notified.

**VIOLATIONS AGAINST SCHOOL ADMINISTRATION**

**Truancy /Leaving school without permission:** Being absent without knowledge and consent of parent/guardian. Contact must be made with the office prior to a student leaving school early.

First Offense: At principal discretion, 1-3 detentions

Second Offense: At principal discretion, 3-10 detentions

Subsequent Offense: At principal discretion, 1-5 days suspension. Legal authorities will be notified.

**Careless Driving:** Driving on school property in a manner without due caution so as to endanger person or property.

First Offense: Conference to 10 days suspension

Subsequent Offense: 3 days suspension; possible loss of driving privileges

**Improper Parking:** Parking outside the designated areas for students.

First Offense: Detention

Second Offense 2 days detentions

Subsequent Offense: 3 days suspension; possible loss of driving privileges

**Dress Code Violation:** Clothing or accessory items which may disrupt the educational environment (items which depict alcohol, tobacco, illegal substances, offensive or obscene words or pictures, exposed undergarments, handkerchiefs or inappropriate colors).

First Offense: Change of dress to detention

Second Offense 1-3 detentions

Subsequent Offense: Possible suspension

**Gang Activity;** Gang activity whether verbal, written, or symbolic, which substantially disrupts the educational environment.

First Offense: Conference to 10 days suspension

Second Offense: 1-180 days suspension

**VIOLATIONS AGAINST PUBLIC DECENCY AND GOOD ORDER**

**Defiance of Authority:** Refusal to obey directions or defiance of staff authority.

First Offense: At principal's discretion, conference to 10 days suspension

Subsequent Offense: At principal's discretion, 1 -180 days suspension to expulsion, possible legal action.

**Disruptive Behavior:** Conduct which has the intentional effect of disturbing education or the safe transportation of a student. I.E. (ex.) Bomb threats or setting off fire alarms.

First Offense: At principal's discretion, 1-180 days suspension or expulsion

Subsequent Offense: At principal's discretion, 1 180 days suspension to expulsion, possible legal action.

**Disrespectful Behavior:** Any conduct or speech detained to be disrespectful to fellow classmates and/or staff member.

First Offense: At principal's discretion, conference to 10 days ISS/ OSS.

Subsequent Offense: At principal's discretion, 1-180 days suspension and possible legal action.

**Extortion:** Verbal threats or physical conduct designed to obtain money or other valuables.

First Offense: At principal discretion, conference to 10 days suspension, possible legal action

Subsequent Offense: At principal discretion, 1- 180 days suspension to expulsion, legal authorities will be notified.

**Firearms or Weapons:** (Refer to Board of Education Policy and Regulation 2620- Firearms and Weapons in School).

**Possession of a firearm or weapon:**

First Offense: At principal discretion, suspension to one calendar year to expulsion, legal authorities notified.

Subsequent Offense: At principal discretion, expulsion, legal authorities notified.

**Harassment:**

First Offense: At principal discretion, conference to expulsion, legal authorities notified.

Subsequent Offense: At principal discretion, 1-180 days suspension to expulsion, legal authorities notified.

**Improper Display of Affection:** Consensual kissing, fondling, or embracing.

First Offense: At principal discretion, conference to 10 days suspension.

Subsequent Offense: At principal discretion, 1-180 days suspension to expulsion.

### **Improper Language**

**Threatening Language:** Use of verbal, physical or written threats to do bodily harm to person or personal property.

First Offense: At principal discretion, conference to 10 days suspension.

Subsequent Offense: At principal discretion, 1-180 days suspension to expulsion, possible legal action.

**Disruptive or Demeaning Language or Conduct:** Use of hate language to demean other persons due to race, gender, disability, natural origin, or religious beliefs. This provision also includes conduct, verbal, written, or symbolic speech which materially and substantially disrupts class, school activities, transportation, or school functions.

First Offense: At principal discretion, conference to expulsion, legal authorities notified.

Subsequent Offense: At principal discretion, 1 180 suspension to expulsion, legal authorities notified.

**Use of Obscene or Vulgar Language:** Language which depicts sexual acts, human waste, and blasphemous language.

First Offense: At principal discretion, conference to 10 days suspension.

Subsequent Offense: At principal discretion, 1-180 suspension to expulsion.

**Inappropriate Sexual Conduct (Refer to Board of Education Policy and Regulation 2130-  
Harassment)**

**Physical touching** of another student in the area of breast, buttocks, or genitals.

First Offense: At principal discretion, conference, detention, or 1-180 days suspension and possible legal action.

Subsequent Offense: At principal discretion, 1-180 days suspension to expulsion, ISS, and legal authorities notified

**Use of sexually intimidating language, objects, or pictures**

First Offense: At principal discretion, conference, detention, or 1-180 days suspension to expulsion.

Subsequent Offense: At principal discretion, suspension for one calendar year to expulsion, and legal authorities notified

**Indecent Exposure:** Includes display of breast, buttocks and genitals in a public location.

First Offense: At principal discretion, conference to expulsion

Subsequent Offense: At principal discretion, suspension for one calendar year to expulsion, and legal authorities notified.

**Theft:** Nonconsensual taking or attempt to take the property of another.

First Offense: At principal discretion, detention to 10 days suspension, return or restitution of property and legal authorities notified.

Subsequent Offense: At principal discretion, 1-180 days suspension, return or restitution of property and legal authorities notified

**Tobacco:** Possession or use of tobacco, tobacco products, nicotine or electronic cigarettes.

First Offense: At principal's discretion 1-180 days suspension, legal authorities notified.

Subsequent Offenses: At principal discretion 1-180 days suspension to expulsion, legal authorities notified.

**Truancy:** Absent or tardy from class or classes without authorization (See also Board of Education Policy and Regulation 2340- Truancy and Educational Neglect)

First Offense: At principal discretion, student must make up all time missed after school hours, detention, or 1-3 days ISS.

Subsequent Offense: At principal discretion, student must make up all time missed after school hours and/or serve 3-10 days ISS.

**Vandalism:** Intentional damage or attempt to damage property belonging to the staff, students, or the District

First Offense: At principal discretion, detention, 1-180 days suspension to expulsion, restitution, and possible legal action.

Subsequent Offense: At principal discretion, 1 180 days suspension to expulsion, restitution, legal authorities notified.

## DEFINITIONS AND EXAMPLES OF HARASSMENT

### Sexual Harassment

For purpose of this Regulation, sexual harassment of a student consists of sexual advances, requests for sexual favors, sexually-motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:

1. A school employee causes a student to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school program or activity, or when an employee or third party agent of the District causes a student to believe that the employee will make an educational decision based on whether or not the student submits to unwelcome sexual conduct: or
2. When the unwelcome sexual conduct of a school employee or classmate is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or ceases an intimidating, threatening, or abusive educational environment.

Examples of conduct which may constitute sexual harassment include:

- sexual advance;
- touching, patting, grabbing, or pinching another's person intimate parts, whether that person is of the same sex or the opposite sex;
- coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
- coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another;
- graffiti of sexual nature;
- sexual gestures;
- sexual or dirty jokes;
- touching oneself sexually or talking about one's sexual activity in front of others;
- spreading rumors about or rating other students as to sexual activity in front of others;
- unwelcome, sexually-motivated or inappropriate patting, pinching, or physical contact. This prohibition does not preclude legitimate, non-sexual physical conduct such as the use of necessary restraints to avoid physical harm to persons or property, or conduct such as a teacher's consoling hug of a young student, or one student's demonstration of a sports move requiring contact with another student. (NOTE: Where the perpetrator is an adult and the victim is a student, welcomeness is generally not relevant.)
- other unwelcome sexual behavior or words, including demands for sexual favors, when accompanied by implied or overt threats concerning an individual's educational status or implied or overt promises of preferential treatment.

### Harassment Because of Race Color

For purpose of this Regulation, racial harassment of a student consists of verbal or physical conduct relating to an individual's race or color when:

1. The harassing conduct is sufficiently severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from educational program or activity, or creates an intimidating, threatening, or abusive educational environment;
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
3. The harassing conduct otherwise substantially and adversely affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of race or color include:

- graffiti containing racially-offensive language;
- name-calling, jokes, or rumors;
- threatening or intimidating conduct directed at another because of the other's race or color;
- notes or cartoons;
- racial slurs, negative stereotypes, and hostile acts which are based upon another's race or color;
- written or graphic material containing racial comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- a physical act or aggression or assault upon another because of, or in manner reasonably related to, race or color;
- other kinds of aggressive conduct such as theft or damage to property which is motivated by race or color.

### **Harassment Based Upon National Origin or Ethnicity**

For purpose of this Regulation, ethnic or national origin harassment of a student consists of verbal or physical conduct relating to an individual's ethnicity or country of origin or the individual's parents, family members, or ancestors when:

1. The harassing conduct is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from educational program or activity, or creates an intimidating, threatening, or abusive educational environment;
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
3. The harassing conduct otherwise substantially and adversely affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of national origin or ethnicity include:

- graffiti containing offensive language which is derogatory to others because of their national origin or ethnicity;
- jokes, name-calling, or rumors based upon an individual's national origin or ethnicity;
- ethnic slurs, negative stereotypes and hostile acts which are based upon another's national origin or ethnicity;
- written or graphic materials containing ethnic comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- a physical act or aggression or assault upon another because of, or in manner reasonably related to, ethnicity or national origin;
- other kinds of aggressive conduct such as theft or damage to property which is motivated by national origin or ethnicity

### **Harassment Because of Disability**

For purpose of this Regulation, harassment because of the disability of a student consists of verbal or physical conduct relating to an individual's physical or mental impairment when:

1. The harassing conduct is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from educational program or activity, or creates an intimidating, threatening, or abusive educational environment;
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
3. The harassing conduct otherwise substantially and adversely affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of disability include:

- graffiti containing offensive language which is derogatory to others because of their physical or mental disability;
- threatening or intimidating conduct directed at another because of the other's physical or mental disability;
- jokes, name-calling, or rumors based upon an individual's physical or mental disability;
- slurs, negative stereotypes and hostile acts which are based upon another's physical or mental disability;
- written or graphic materials containing comments or stereotypes which is posted to circulated and which is aimed at degrading individuals or members of protected classes;
- a physical act or aggression or assault upon another because of, or in manner reasonably related to, an individual's physical or mental disability;
- other kinds of aggressive conduct such as theft or damage to property which is motivated by an individual's physical or mental disability.

### **Harassment Because of Gender**

For purpose of this Regulation, gender harassment of a student consists of verbal or physical conduct relating to an individual's gender when;

1. The harassing conduct is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from educational program or activity, or creates an intimidating, threatening, or abusive educational environment;
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
3. The harassing conduct otherwise substantially and adversely affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of gender include:

- graffiti containing offensive language;
- name-calling , jokes, or rumors;
- threatening or intimidating conduct directed at another because of the other's gender;
- notes or cartoons;
- slurs, negative stereotypes and hostile acts which are based upon another's gender;
- written or graphic materials containing comments or stereotypes which is posted to circulated and which is aimed at degrading individuals or members of protected classes;
- a physical act or aggression or assault upon another because of, or in manner reasonably related to, an individual's gender;
- other kinds of aggressive conduct such as theft or damage to property which is motivated by an individual's gender.

### **Harassment Because of Sexual Orientation or Perceived Sexual Orientation**

For purpose of this Regulation, harassment of a student because of sexual orientation or perceived sexual orientation consists of verbal or physical conduct relating to an individual's sexual orientation or perceived sexual orientation when:

1. The harassing conduct is sufficiently persistent or pervasive that it affects a student's ability to participate in or benefit from educational program or activity, or creates an intimidating, threatening, or abusive educational environment; or
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
3. The harassing conduct otherwise substantially and adversely affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of sexual orientation or perceived sexual orientation include:

- graffiti containing offensive language;
- threatening or intimidating conduct directed at another because of the other's sexual orientation or perceived sexual orientation ;
- notes or cartoons ;
- slurs, negative stereotypes and hostile acts which are based upon another's sexual orientation or perceived sexual orientation;
- written or graphic materials containing comments or stereotypes which is posted to circulated and which is aimed at degrading individuals or members of protected classes;
- a physical act or aggression or assault upon another because of, or in manner reasonably related to, an individual's sexual orientation or perceived sexual orientation;
- other kinds of aggressive conduct such as theft or damage to property which is motivated by an individual's sexual orientation or perceived sexual orientation

### **REPORTING PROCEDURES FOR HARASSMENT**

Any student who believes he or she has been the victim of sexual harassment or harassment based on race, color, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation by a student, teacher, administrator, or other school personnel of the School District, or by any other person who is participating in observing, or otherwise engaged in activities should report it to a teacher, administrator or school resource officer.

### **BULLYING**

Bullying: Repeated and systematic intimidation harassment and attacks on a student or multiple students perpetuated by individual or groups.

Bullying includes, but is not limited to:

- physical violence
- verbal threats
- name-calling and put-downs
- threats
- extortion
- theft
- damaging property
- exclusion form a peer group

First Offense: Detention, ISS, or 1-180 days of suspension

Subsequent Offense: 1-180 days suspension or expulsion, legal authorities notified.

### **FIREARMS AND WEAPONS IN SCHOOL**

#### **Definition of Firearms**

The term *firearm* includes, but is not limited to, such items as:

1. Any item which is a loaded or unloaded weapon, weapon frame, or weapon barrel and which is designed to, or may be readily converted to, expel a projectile by action of an explosive, or

2. Any item which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has a barrel with a bore of at least one-half inch in diameter, or
3. Any explosive, incendiary, or poison gas, such as: bombs; grenades; rockets with a propellant charge of greater than four ounces; and other similar devices as recognized under federal law, or
4. Any combination of parts either designed to or intended for use in converting any device into a device in paragraphs above.

### **Definition of Weapons**

The term *weapon* shall mean a “firearm” as defined above, and shall also include the items listed below, which are defined as “weapons” in section 571.010, RSMo.

1. Blackjack
2. Concealable firearm
3. Explosive weapon
4. Firearm
5. Firearm silencer
6. Gas gun
7. Knife
8. Machine gun
9. Knuckles
10. Projectile weapon
11. Rifle
12. Shotgun
13. Spring gun
14. Switchblade knife

Other weapons:

1. Mace spray
2. Any knife, regardless of blade length (optional)
3. Items customarily used, or which can be used, to inflict injury upon another person or property.

### **Students who Bring Firearms or Weapons to School**

The District will take the following action upon determining that a student has brought a firearm or weapon to school:

1. The District will refer the student to the appropriate criminal justice or juvenile delinquency system, and
2. The District will suspend the student from school for a period of not less than one year (365 days) from the date of the infraction, and may, at its discretion, expel the student from school permanently. This suspension provision may be modified on a case-by-case basis upon recommendation of the District Superintendent if the Superintendent determines that circumstances justify such a modification.
3. The District may at its discretion, provide a student suspended under this Regulation with education services in an alternative setting.

### **OUT OF SCHOOL SUSPENSION CONDITIONS**

All students will earn a minimum of 50% credit on assignments, test, etc... while in Out-of-School Suspension Time. Teachers may decide to allow more than 50% credit on a case by case basis.

All students who are suspended or expelled, regardless of the reason, are prohibited from participating in or attending any district-sponsored activity, or being on or near district property or the location of any district

activity for any reason, unless permission is granted by the superintendent or designee. In addition, the district may prohibit students from participating in activities or restrict a student's access to district property as a disciplinary consequence even if a student is not suspended or expelled from school, if appropriate.

### **APPLICABILITY OF REGULATION TO STUDENTS WITH DISABILITIES**

If a student who is determined to be in violation of this Regulation is a student with a disability under the Individual with Disabilities Education Act, the District will assign the student to an alternative education placement for a period of up to forty-five (45) days and/or take other steps to address the student's misconduct, as permitted by law.

The principal will establish procedures and regulation to ensure that any student wearing, carrying or displaying gang paraphernalia; exhibiting behavior or gestures which symbolize gang membership; or causing and/or participating in activities which intimidate or affect the attendance of another student, shall be subject to disciplinary action.

Consequences for such action and/or behavior may result in suspension or expulsion. To further discourage the influence of gangs, District administrators shall:

1. Provide in-service for staff in gang recognition and special workshops for counselors.
2. Ensure that all students have access to counselors
3. Work closely with the local law enforcement authorities and county juvenile officers who work with students, parent/guardians involved in gang activities.
4. Provide classroom or foster interest in a variety of wholesome activities.