

Forward

This handbook is prepared to assist students in adjusting to high school. The faculty, administration, and board of education believe that an understanding by each student of the school rules and regulations is necessary in order to create a positive learning environment.

It is suggested that each student discuss the rules and regulations in this handbook with his or her parents or guardian. This will avoid confusion and misunderstanding.

We are looking forward to a productive school year. Please do not hesitate to call or visit the school if you have questions or would like to learn more about your child's progress.

Sincerely,

Mike Boedeker
Principal

Table of Contents

School Colors, Mascot	2
Equal Education Opportunity,	3
Non-Discrimination, School Classification	4
School Calendar	4
Student Academic Information/Records	
Student Grade Classification	5
Graduation Requirements	5
Student Records	6
Grading System/Scale	7
Dual Enrollment	7
Report Cards	7
Honor Roll	7
Schedule Changes	8
Student Attendance	
Attendance Policy	8
Tardy Policy	11
Work Release Guidelines	11
Student Services	
School Nurse	12
Medication	12
Returned Checks	13
Lunch Program	13
Library	13
Textbooks	13
Parking Lot Procedures	13
Bus Policies	14
Student Lockers	15

Student Activities	
Class Activities	16
Extra-Curricular Eligibility Regulations	16
King/Queen Candidates, Class Officers	17
Renaissance Program	17
General Information	
Visitors to School	18
Emergency Procedures	18
Telephone Usage	19
Students Rights/Guidelines and Discipline Policy	
Grievance Procedure	19
Students with Disabilities	19
Sexual Harassment	20
General Conduct of Students	21
Dress Code/Hall Passes/ Nuisance Items/PDA	21-23
Internet Policy	23
Leaving School Grounds	23
Discipline Policies/Due Process	24-28
Saturday Detentions/ISS/OSS	29-31
Corporal Punishment/Plagiarism	31
Notice of Non-Discrimination	31
Grievance Form - Title IX	32
Notice of Designation of Directory Information	33

School Nickname..... The Indians

School Colors.....Red and White

School Song:

We're loyal to you Elsberry High
 To you we'll be true Elsberry High
 We'll back you to stand
 Against the best in the land
 For we know you have sand Elsberry High (Rah! Rah!)

So fight with your might Elsberry High
 Get into it right Elsberry High
 Our Teams are our fame protectors
 On teams, for we expect a victory
 From you Elsberry High!

Activities Sponsors

Athletic Director.....	Mr. Chad Twellman
Varsity Basketball.....	Mr. Twellman/Ms Koch
Asst. Basketball.....	
Baseball	Mr. Robinson
Asst. Baseball.....	
Softball.....	Mr. Robinson
Asst. Softball.....	Ms Koch
Soccer.....	
Track.....	Mr. Johnson
Golf.....	
Cross Country.....	Mr. Tillotson/Mrs. Heras
Varsity Football.....	Mr. Scheibel
Assistant Football.....	
Cheerleading.....	Mrs. Branden/Mrs. Bange
Band/Jazz Band.....	Ms. Shroyer
A/V Director.....	
Speech/Drama.....	Mrs. Harman
Play Director.....	Mrs. Harman
Saturday Detention.....	
Academic Bowl.....	Mr. Hunter
Yearbook.....	Mrs. Jones
Student Council.....	Ms. Heitman
F.C.C.L.A.....	Mrs. Jones
National Honor Society.....	Mrs. Head
Renaissance.....	Mrs. Jones
F.B.L.A.....	Mrs. Gomel

BELL SCHEDULE

Monday, Tuesday, Thursday, Friday		Wednesday	
1 st Hour	8:10-8:58	1 st Period	8:10-8:53
2 nd Hour	9:02-9:50	2 nd Period	8:57-9:40
3 rd Hour	9:54-10:42	3 rd Period	9:44-10:27
Advisory	10:46-11:09	5 th Period	10:31-11:14
5 th Hour	11:13-12:01	6 th Period	11:18-12:01
Lunch	12:05-12:25	Lunch	12:05-12:25
6 th Hour	12:29-1:17	7 th Period	12:29-1:12
7 th Hour	1:21-2:09	8 th Period	1:16-1:59
8 th Hour	2:13-3:01	Note: No advisory	

EQUAL EDUCATION OPPORTUNITY

It is the policy of the Board of Education to provide free and appropriate education for handicapped students. Handicapped students are those who, because of certain atypical characteristics, have been identified by professionally qualified personnel as requiring special educational planning and services. Handicapped students

will be identified on the basis of physical, health, sensory, and/or emotional handicaps, behavioral problems or observable exceptionalities in mental ability. It is possible that a student may have more than one type of handicap.

The District's programs and services available to meet the needs of these students will be in accordance with P. L. 94-142, The Education of All Handicapped Students Act of 1975, P. L. 93-112, The Rehabilitation Act of 1973, Section 504, and SS 162.670-.995 RSMo., Missouri Special Education Services. In Addition, the identification of handicapped students and the services provided by the district will be in accordance with the regulations and guidelines of the Missouri Department of Elementary and Secondary Education's Current Plan for Part B of the Education of the Handicapped Act, as amended by P. L. 94-142.

NON-DISCRIMINATION

No person shall be excluded from participation in, denied the benefit of, or subjected to discrimination under the educational programs or activities of the Elsberry High School on the basis of race, religion, sex, national origin, or handicap. This concern should be directed towards the Title IX compliance coordinator.

SCHOOL CLASSIFICATION

Elsberry R-II is fully accredited by the Missouri State Department of Education and meets all entrance requirements for graduates to enter all Missouri Colleges and Universities.

Lincoln County R-II School District Calendar

August 21	1 st Day of School – Dismiss at 11:30
September 4	Labor Day – No School
October 6	Dismiss at 1 p.m. – Fall Festival
October 20	End of 1 st Quarter
October 25	Parent Teacher Conference 3:30-7 pm
October 26	Parent Teacher Conference 3:30-7 pm
October 27	No School
October 30	No School Teacher PD days
November 22	Thanksgiving Break – No School
November 23	Thanksgiving Break – No School
November 24	Thanksgiving Break – No School
December 20	Christmas Break – Dismiss at 11:30 End of 2 nd Quarter/1 st Semester
December 21 – January 2	Christmas Break – No School
January 2	Teacher Workday
January 3	Classes Resume
January 15	Martin Luther King Day – No School

February 19	President's Day – No School
March 9	End of 3 rd Quarter
March 26-30	Spring Break - No School
May 23	Last Day of School – Dismiss at 11:30

Student Academic Information/Records

STUDENT CLASSIFICATION

To be classified as a senior a student must have earned at least 17 credits.

Juniors must have earned 11

Sophomores must have earned 5 credits

GRADUATION REQUIREMENTS

To be graduated from Elsberry High School, a student must have successfully completed the minimum requirements as defined by the State Department of Education and the Lincoln County R-II School District Board of Education. Specifically listed, these are:

1. A minimum of twenty-four units of credits must be successfully completed after the student begins work in grade nine.
2. Included among the above twenty-four units, required courses include four units in communicative skills (English I, II are required), three units in social studies (American History, and Government/Geography are required), three units of mathematics, three units of science, one units of fine arts, one unit of practical arts, one-half credit of health, one-half credit of personnel finance and one unit of physical education, a maximum of two. The remaining seven credits may be electives.
3. The "College Preparatory Studies Certificate" is a voluntary incentive award designed to encourage students to pursue a rigorous course of studies in high school. To qualify for the certificate, graduates will have to earn 24 units of credit overall with 4 units in English and 3 units each in the areas of math, science, and social studies, and score above the national average on a college entrance exam (SAT or ACT). The certificate requirements call for one unit each in the areas of fine arts, practical arts and physical education, plus 5 general electives. Finally, the criteria call for 3 advanced electives, either in foreign languages, core-curriculum courses or vocational technical courses. (requirements change for the class of 2010)
4. A minimum of eight semesters of attendance is required, unless after proper application is made to the administration, subject to the approval by the Board of Education, it is determined that a student has a planned program of vocational training in a recognized college or training institution to fill the time period of the eighth semester of attendance and be allowed to graduate with his class providing all other requirements have been met and verified. To be considered in attendance a student is to be enrolled in at least 6 classes (unless he or she is involved in the work release program) and needs to be attending school on a regular basis.
5. Any of the above requirements which have been extended past the state

department's minimum may be waived pending proper application to the Board of Education such that justification can be established and make-up work determined.

6. Special education students will be allowed to graduate with corresponding units of credit given for class work done while in special education classes.
7. In keeping with the State Board of Education requirements, all classes meeting on everyday basis for one year will receive one unit of credit. Fractions of units awarded must correspond to the meeting time in the same proportion.
8. 1 1/2 units of credit may be earned off campus at a Missouri Public School summer school or University of Missouri correspondence. These classes may be taken by students to meet the 23 units of credit requirement. Only one of the above units may be required courses.
9. Seniors taking correspondence classes from the University of Missouri to complete graduation requirements must have their class work completed and submitted to the University by the first day of May to be considered for graduation. The final grade must be officially received by Elsberry High School before the student will be allowed to graduate.
10. Students must attend at least two semesters and earn a minimum of four credits in Elsberry High School to qualify for graduation. (one semester can be completed in Summer School)

Student Records/Access to Records

The following information is provided to inform students and parents of rights related to educational records:

1. Types of educational records maintained in the high school office:
 - a. Personal data and family background information
 - b. Medical and health information
 - c. Date of school entry
 - d. School grades
 - e. Transcripts from previous school attended
 - f. Standardized test results
 - g. School activities
 - h. Requests for and disclosures of student records
2. Rights to a hearing: parents can request a hearing to challenge the contents of student records on the grounds that the records are inaccurate, misleading, in violation of the privacy or other rights of students, or contain inappropriate data. The hearing provides an opportunity for the correction or deletion of any inaccurate misleading, or inappropriate data and for insertion of written explanation related to the records.
3. Parent access to records: parents are entitled access to educational records for inspection and may contact an administrator for an appointment to review the records. If a student is 18 the student can, upon written notice, deny parental access to records.
4. Right to interpretation: parents have the right to appropriate interpretations of the content of the educational record.

5. The school must have written permission from the parent or eligible student before releasing any information from a student's record. However the law does allow schools to disclose information to the following parties without a parents or students consent:
 - a. school employees that have a need to know
 - b. other schools to which a student is transferring
 - c. certain government officials in order to carry out lawful functions
 - d. appropriate parties in connection with financial aid to a student
 - e. organizations doing certain studies for the school
 - f. individuals who have obtained court orders or subpoenas
 - g. persons who need to know in cases of health and safety emergencies
 - h. state and local authorities to whom disclosure is required by state law
6. Directory information: the following information is defined as directory information: name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. Any parent or student with a privacy concern about directory information release should contact the principal. A form is included in the back of the student handbook with more information on directory information. Parents that do not any information released concerning their son/daughter need to sign the form and return it to the high school office.

GRADING SYSTEM

The grading system consists of five steps to marks: A, B, C, D, & F. Students should be encouraged by parents and teachers at all times to earn the highest marks possible in each subject so that his/her achievement will equal his/her ability to learn. Report cards will be given out approximately every nine weeks. **Dual credit and Advanced Placement Courses will be weighted an additional .25 grade point.**

Correspondence classes will not be included in the students' class rank or accumulated grade point average. Summer school classes taken at a Missouri Public School will be counted toward GPA and class rank.

GRADING SCALE

100-95	A	76-73	C
94-90	A-	72-70	C-
89-87	B+	69-67	D+
86-83	B	66-63	D
82-80	B-	62-60	D-
79-77	C+	59-0	F

DUAL ENROLLMENT

Students may enroll in certain advanced classes at Elsberry High School and earn college credit as approved by participating two and four year colleges. A fee may be

required by the institution of higher education. College credit criteria is determined by the college which is granting the credit.

REPORT CARDS

Each student will receive a report card each quarter when all bills have been paid. This card is not to be returned.

HONOR ROLL

The honor roll consists of the "A" and "B" Honor Rolls. To be eligible for the "A" Honor roll, a student must have a grade point average of 3.667 or higher. Students with no grade lower than an A- will be designated with an asterisk. Students with a grade point average of 3.0 to 3.666 will be on the "B" honor roll.

CHANGE OF SCHEDULE

Schedule changes must be completed before the start of school on designated days. Students desiring a schedule change should contact the guidance counselor. Changes will be discussed with parents and teachers involved before final approval. Courses may be dropped at the semester only after consultation with the counselor and teacher and permission from the parents and principal. Courses dropped after the start of the semester will carry a failing grade on the student's permanent record.

Student Attendance

All students are expected to attend school regularly in order to gain a maximum benefit from the instructional program. There is a direct relationship between poor attendance and class failure. Students who have good attendance generally achieve higher grades, enjoy school more, and are much more employable after leaving school. It is the responsibility of every student to be in school on every possible day. The parent must share in this responsibility.

A student will not be readmitted to class until he has obtained an admit slip from the principal's office. If the parent makes a telephone call or personally contacts the principal's office promptly with-in two days of the students return to school, an absence will be considered excused if the reason for the absence is valid. Written notes will be accepted.

When an excessive number of students are absent on the same day, sickness will be excused only with a doctor's note verifying such. No other absence will be excused on that day, except death in the family or other emergencies as determined by the administration.

If the absence is excused students have two days for making up assignments for each day absent unless the absences are over an extended number of days, (2 or more) then each teacher may extend the deadline for makeup work to be completed. If a long-term project is due at the time of an absence and the student has been informed prior to the absence, the project is due the day he/she returns to school.

It is the students' responsibility to check with teachers in regard to makeup work. Students are encouraged to obtain assignments from teachers or other students anytime school is missed. Parents of students missing three days of school in a row may call the high school office in the morning of the third day and request assignments to be sent home. It is the student's responsibility to have arrangements made for

someone to pick up the assignments in the office. Parents are welcome to get assignments directly from teachers anytime the student is absent, as long as it does not disrupt class time.

When a student knows he/she is going to be absent, the office and teachers must be contacted prior to the absence. Failure to make prior arrangements will result in unexcused absences. Dental and doctor appointments should be arranged as much as possible after school hours or on Saturday. Students missing school for these types of appointments must attend school the portion of the day in which the appointment allows (a.m. or p.m.).

Any student who is absent from school without parental knowledge will be considered truant and dealt with according to the discipline policy. Students are not allowed to check out of school unless a note or a call has been received by the high school office prior to leaving. Students that become sick at school must first see the nurse.

Eighth absence per semester: The student and parents will be informed that the student has been placed on probation status. If a student is absent more than eight days in a semester they must be accompanied with a doctor's note upon their return or they will receive no credit for the semester. The student can make up absences totaling more than eight days by attending after school detention on a 1:1 ratio. For example: if a student misses first period 9 times they must make up one hour during out of school detention. If a student misses 9 days (all 7 academic periods) they must make up 7 hours during out of school detentions. Failure to make up time will result in receiving no credit. No credit will be indicated on the student's report card and subsequently no credit will be recorded on the permanent transcript.

No credit appeal: The student must notify the principal of their intent to appeal their no credit status before the end of the semester. An appeals committee will be formed by the principal consisting of the principal and up to four faculty members. The committee and the student will meet within 10 days after the end of the semester. The student is advised that the parent/guardian should be present at the meeting. The student will be responsible to present all information to justify why credit should be awarded. If semester credit is denied the parents may appeal to the superintendent by scheduling a meeting within five days of the decision.

If a student misses school on the day of a school activity, they shall not be eligible to attend or participate in school activities during that day unless in the case of an emergency such as a funeral for a family member. Students who are absent from school on Friday may not participate in school activities until the next day of attendance. Permission may be given by the principal to participate in school activities if that activity falls during a vacation and the absence was for an excusable reason as defined by the student handbook. Permission may be granted by the principal to take part in a school activity that day if the student has made arrangements with the office to be gone for an excusable reason and they are in attendance at least one half of the day.

Students attending summer school must have 100% attendance to earn credit. Students who are sent home from summer school due to illness may be allowed to make up time missed if approved by both the principal and the teacher. All other absences will result in no credit being granted. Students may attend summer school classes even

if they are not eligible to earn credit due to attendance.

SCHOOL DANCE POLICY :

EHS has two school dances per year, Christmas dance and prom. No middle school students are allowed to attend these dances. Out of school guests cannot exceed the age of 20. Guests must be approved by the principal 5 days before the event.

Student Handbook policies concerning dress, appearance, and conduct will be enforced and EHS students are responsible for the actions of their guests as long as the guests are on the campus. Students must be in attendance for the FULL day of a dance in order to attend. Exceptions will only be allowed for an excusable absence and with PRIOR approval from the building Principal. For dances that occur on days when school is not in session, the student must have attended school a full day on the most recently scheduled school day. Students will not be allowed to return to the dance if they leave the building and/or dance area at any time during the dance.

EXCUSED ABSENCES:

1. Personal illness, illness or death in the family, or family emergencies as determined by the administration.
2. Parents requesting in advance through the high school office for other reasons may be excused if the student will be with the parent unless the student has already had excessive days. Any time, beyond their 8 days, will be unexcused.
3. One-half day will be excused for written driver's test and one-half day excused for driving test. Parents must provide transportation for the test, other students are not permitted to drive anyone to the test.
4. Doctor appointments for the portion of the day that is reasonable for such. Sports physicals will not be excused.
5. College visits for seniors are limited to two days maximum. Days must be arranged with the counselor ahead of time. Parents must make arrangements with the high school the day BEFORE the visit is to be made. The student must bring a slip back signed by the admissions personnel with the college name on the paper for verification of the visit. Failure to follow the above procedures will result in an unexcused absence. Students need to pick up work the day before their visit and turn it in the day they return.

UNEXCUSED ABSENCES:

1. No parental contact.
2. Leaving school without administrative permission.
3. Other absences for which insufficient reason is presented.
4. Personal days - Personal business is to be planned after school and on weekends.
5. Days absent in which no prior arrangements have been made by the student and parents through the high school office.

EDUCATIONAL NEGLECT & TRUANCY POLICY

In order to ensure proper and regular attendance by the students of Elsberry R-II school district and of the 45th Judicial Circuit, the school district has entered into agreement with the Juvenile Office and the 45th Circuit Juvenile Court regarding truancy and educational neglect:

1. Parents have a duty to ensure regular attendance by their child when enrolled in school.
2. When a child and/or person legally responsible for that child violates the school's attendance policy, the school district possesses a duty to address the violation.
3. All absences will be documented including a record of attendance and whether an absence is excused or unexcused and the reason(s) thereof. The school district and in particular, the records custodian must be prepared to appear in court when summoned to testify regarding the child's absences.
4. On a student's ninth absence for the semester, a referral to the Juvenile Office shall be made. This referral will reflect the child's absences and the measures thus far taken by the school district, verification of attendance letters, and a copy of the student handbook signature page which contains the policy regarding truancy and/or educational neglect. Students may be referred to the Juvenile Court for having three unexcused absences in a semester.
5. Upon receipt of a referral from the school district to the Juvenile Office, the Juvenile Office will file an appropriate petition alleging truancy and/or educational neglect. The child and the parent(s) or guardian(s) shall be summoned to Juvenile Court. If the Juvenile Court assumes jurisdiction in an educational neglect case, either by stipulation or after hearing, the Juvenile Court shall order the parent(s) or guardian(S) to personally deliver the child to the school principal or his/her designee each school morning and to retrieve their child at the conclusion of the school day in like manner for three to five consecutive days. The juvenile Court shall retain jurisdiction for the balance of the school year in order to monitor progress. When a parent, guardian, or custodian is ordered to transport the child, such person(s) must personally notify a school representative to verify personal compliance with the court's order.
6. Upon the receipt of a second referral of educational neglect involving the same Parent(s) or guardian(s) by the Juvenile Office, a supplemental petition alleging educational neglect shall be filed. The child and the parent(s) or guardian(s) shall again be summoned to Juvenile Court. If the Juvenile Court assume jurisdiction either by stipulation or after hearing, the Juvenile Court shall order the parent(s) or guardian(s) to personally deliver and attend school with their child for three to five consecutive days. The juvenile Court shall retain jurisdiction for the balance of the school year in order to monitor progress. A second referral can occur any time that the child is subject to the compulsory education law. A second referral is not limited to the academic school year. When a parent, guardian, or custodian is ordered to attend school with the child, he/she will attend all classes and activities scheduled to the day, whatever or wherever they may be.
7. When the Juvenile Court orders a parent, guardian, or custodian to transport and/or attend class, the court shall inform such person(s) that full cooperation with school officials is required and that any disruption or noncompliance shall be reported to the Juvenile court. If a parent, guardian, or custodian fails to comply with a court order, a show cause hearing shall then be held to determine if that person(s) should be held in contempt. If there is a finding of contempt, that person(s) may be subject to confinement within the county jail facility by the Juvenile Court for a period of time

set by the court.

8. Nothing in the agreement precludes a hotline call to the local office of the Division of Family Services seeking intervention and/or the informal intervention of the Juvenile Office.

TARDY POLICY

For the sake of the student, the class and the teacher; it is extremely important that each student be in all classes on time. Tardiness is a serious matter which is disturbing to all concerned. A student's grade may suffer when he is tardy to class. A tardy student will be excused only when he presents the teacher with a signed pass from a teacher, the school nurse, the guidance office, or the principal stating the reason for being tardy. (See discipline policy regarding tardies) Students who drive to school will receive unexcused tardies for failure to arrive on time.

WORK RELEASE GUIDELINES

1. Seniors may work in a school approved job for one period if they have a minimum of 19 credits at the end of their junior year.
2. Students may work in a school approved job for one period the second semester of their senior year if they have a minimum of 21.5 credits at the end of the first semester.
3. Students may work in a school approved job for two periods during the last semester of their senior year if they have a minimum of 22 credits at the end of the first semester.
4. Students and prospective employers must fill out an application for school approval. No school credit is given for jobs. Failure to work under the approved arrangement would result in loss of credits and failure to graduate.

Student Services

SCHOOL NURSE

Lincoln County R-II School employs the services of a school nurse. Students who become ill must be sent to the principal's office to get a permit to go to the nurse's office. Students must get a pass from the office to go to the nurse's office during class time, except in an emergency. The nurse should be consulted immediately in case of an accident.

The Lincoln County R-II School District follows the recommendations of the Department of Health and Senior Services guidelines for the control and prevention of communicable diseases and reserves the right to request a physician's note for any student readmitted to school.

A student will need to be sent home for the following signs/symptoms:

- Fever greater than 100.0 F—Student can return after fever free without medication for 24 hours.
- Difficulty breathing or wheezing without proper treatment or failure to respond to treatment—Student can return after proper treatment from a physician.
- Diarrhea—Student can return after diarrhea free for 24 hours or a physician's

note stating that it is not due to a communicable disease.

- Vomiting—(two or more episodes) Student can return after 24 hours unless determined to be caused by a non-communicable.
- Rash with fever or behavior change—Student can return after medical exam indicates these symptoms are not of a communicable disease that requires exclusion.
- Eye drainage—Student can return when free of symptoms or a medical exam indicates student can return.
- Usual color of skin, eyes, stool, or urine—Student can return after a medical exam indicates the child does not have hepatitis A.
- Lice—Student can return after proper treatment.

MEDICATION

Parents are to bring any medicine for students to take during the day to the nurse's office. All prescription medication will need to be in a current container and properly labeled from the dispensing pharmacy. The student's name, physician's name, as well as the name and dosage are to be clearly labeled. Non-prescription medications need to be doctor ordered and will be dispensed if it is brought from home and labeled with the student's name and directions. This applies to cough/cold medication as well as Tylenol/aspirin. Parents must sign a written permission form requesting the administration of prescription and nonprescription medications. The school does not stock over the counter medications. Students are not to take medication without going through the nurse's office first.

RETURNED CHECKS

The Principal's Office will accept checks only in payment of school fees. The cafeteria will accept checks for deposit in a student's lunch account. There will be a \$10.00 charge for a returned check from a bank. This is done because of the growing problem with returned checks.

NOON HOUR AND CAFETERIA

Elsberry High School operates under a closed campus and a closed lunch period. All students are to remain in the cafeteria during the lunch period. The rest rooms on the west end of the hallway nearest the cafeteria may be used during lunchtime. Sack lunches may be brought or food may be purchased in the school cafeteria. After eating, students must return trays, dinnerware and paper goods to the appropriate area. No food or drink is to be taken out of the cafeteria.

LIBRARY

The library is open from 8:00 a.m. to 3:30 p.m. daily. Library use is encouraged. Access to the library will be provided through classroom visits, study hall passes, and before and/or after school usage. The library will be used as a library only and not as a study hall. If a student abuses the library in anyway; ex.. talking out loud repeatedly, being belligerent with the librarian, having too many books overdue, destroying books, or creating any kind of disturbance, he may have his library privileges taken away from him. Rules set up by the librarian are to be observed at all time.

STUDENT TEXTBOOKS AND EQUIPMENT

Textbooks will be furnished free of charge to all students. Students are responsible for returning the textbooks assigned to them. Fines will be assessed to those students for lost or damaged books. Any book that is lost must be paid for before a new book is issued. Any equipment damaged by students because of carelessness must be repaired or replaced at students' expense. All fines and obligations must be paid before receiving a report card, diploma or having transcripts mailed.

PARKING LOT PROCEDURES

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Students are to park their cars and immediately enter the school. No loitering in the parking lot. Students are not to leave school grounds once they arrive in the morning. All vehicles must be registered in the office. A parking permit will be issued that cost \$10 and is to be hung from the rearview mirror. Students, who do not operate their car in a safe and sane manner, will not be allowed to drive on school grounds. (See discipline code) The parking lot is off limits during school hours. Students must obtain permission from the office to go to the parking lot during school hours. The first three rows are reserved for faculty, other employees and visitors.

BUS REGULATIONS

Bus transportation is a school service. Students are responsible to the driver at all times and are expected to be courteous and considerate to other students. When buses are being loaded, pupils are to form separate lines for each bus. No student may board the bus except as directed by the driver. Students desiring to ride a bus other than their assigned bus must bring a note from home and have it signed by the Building Principal or classroom teachers if students are in grades one through four. Students requesting to be let off of the bus at a location other than their regular bus stop must also bring a note from home and have it signed by the Building Principal or classroom teacher for students in grades one-four. Failure to follow bus rules may result in withdrawal of the privilege of riding the bus.

The following additional regulation must be observed by students at all times:

1. Pupils will load in designated places IMMEDIATELY after dismissal.
2. Loading and unloading of all pupils will be done on the North and East sides of the Ida W. Cannon School.
3. Bus routes will be established before the school year begins. Regular stops will be publicized and all students riding buses are expected to board and leave the bus at a previously designated stop. Students should not request the driver to stop at other places unless their parents have already personally contacted the driver.
4. Eating and drinking of food items (including soda) is not allowed on school buses.

THE BUS DRIVERS ARE IN COMPLETE AUTHORITY OF PUPILS ON BUSES. STUDENTS MUST OBEY THE DRIVER PROMPTLY AND CHEERFULLY. THE DISTRICT IS NOT REQUIRED TO TRANSPORT STUDENTS WHO WILL NOT OBEY THE BUS DRIVER.

STUDENTS:

1. Pupils must be on time; the bus cannot wait beyond its regular scheduled stop for those who are tardy.
2. Pupils must not extend arms or heads out of bus windows.
3. Pupils must be seated while the bus is moving.
4. Pupils must obey directions of the driver when leaving the bus.
5. Pupils who must cross roadways should walk at least 10 feet in front of the bus and do not cross until the driver signals that they may do so.
6. Pupils must walk around the protection arm extending from the front of the bus. Students must not pass under the protection arm or pull on the protection arm.
7. Pupils are to maintain a high standard of conduct while riding the bus.
8. Students should never stand in the roadway while waiting for the bus.
9. No smoking is allowed on the bus or on school grounds.
10. Unnecessary conversation with the driver is not allowed.
11. Classroom conduct is to be observed by pupils while riding the bus, except for ordinary conversation. No "horseplay" or yelling is permitted. Eating and drinking of food items (including soda) is not permitted on school buses.
12. Any damage to a bus must be reported to the driver. Students causing damage to school property will be required to pay for the damages.
13. Profanity and vulgar language will not be tolerated.

BUS DISCIPLINE PROCEDURES

School bus conduct is extremely important for the safe operation of the school bus. Students causing problems create a very dangerous situation where the bus driver cannot focus their complete attention on driving. The following four step procedure will be followed in dealing with students. NOTE: Behavior deemed severe enough by the Building Principal or Transportation Director can result in the skipping of steps one and two.

Step 1 - The building principal or transportation director talks to the student and explains that his/her behavior is not appropriate and must be modified. Parents or guardians will be contacted to request that the parent/guardian discuss with the student proper behavior associated with riding the bus.

Step 2 - Continued bus problems will involve a three day suspension from riding the bus. Parents or guardian will again be contacted either by phone or by mail by the Director of Transportation to request their help in modifying the student's behavior and to explain what disciplinary action has been taken.

Step 3 - Should a student be referred a third time to the Director of Transportation for misbehaving, the student will be suspended from riding the school bus for a period of ten days. The parents or guardian will again be contacted either by phone or by mail by the Director of Transportation again to request help in modifying the student's behavior and to explain what disciplinary action has been taken.

Step 4 - Should a student be referred a fourth time to the Director of Transportation for misbehaving, the student will be suspended from riding the school bus for a period of 20 days. The parents or guardians will again be contacted either by phone or by mail by the Director of Transportation.

The student who continues to misbehave will be suspended from riding the bus permanently if the above four steps fail to modify his or her conduct.

Vo Tech students who have been removed from the bus are required to have an adult take them to and from the technical school. Failure to do so will result in an unexcused absence or noncredit attendance at Pike/Lincoln Technical School.

Any Student suspended from riding a school bus may ride an activity bus only if they ride in the front seats of the school bus under close supervision of the sponsor.

STUDENT LOCKERS

School lockers are the property of the Board of Education and are provided for use/convenience of students, and as such, are subject to periodic inspection without notice, without student consent, and without a search warrant. Student lockers remain at all times under the control of the district and students are expected to assume full responsibility for their locker. Students are to use only the locker assigned in the office during the school year. Jamming the lock will result in a minimum of \$5.00 fine and replacement of the damaged parts of the locker. Students are required to clean their lockers out at the end of each year. Those not doing so will be fined \$3.00.

STUDENT ACTIVITIES

HIGH SCHOOL SOCIAL ACTIVITIES

No student below high school will be admitted to high school social activities.

CLASS ACTIVITIES

Sponsors will clear all class or organizational activities with the office.

Students, who are going to be out of school on school sponsored activities, are to check with teachers and receive assignments before they leave. Fines may be assessed if the majority of the class vote to do so, but they should be reasonable and approved by the faculty sponsor. Money made for the expressed purpose of a senior trip is to be held by the parent group and cannot be conducted at school as this is not a school approved activity.

Class and club secretaries are to turn in a copy of the class minutes to the principal's office as soon as the meeting is over.

FIELD TRIPS

Any activity where a student will miss more than two class periods during the school day will adhere to the following guidelines. This includes all sports, college visits, FBLA, FCCLA, FFA, Speech/Drama, Band and other classroom field trips. The number of field trips a student will be allowed to attend and miss instructional time each year will be determined by the student's GPA the previous quarter.

- Any student under 90% attendance for the current semester cannot participate
- Any student with an F from the previous progress cycle cannot participate
- GPA requirements
 - 1.67 GPA to 2.25 GPA 4 field trips per semester
 - 2.25 GPA to 3.25 GPA 6 field trips per semester
 - 3.25 GPA or higher 8 field trips per semester

EXTRA-CURRICULAR ELIGIBILITY REGULATIONS

Section 1: ATHLETICS AND OTHER SCHOOL RELATED CONTESTS

The word eligibility refers to having met the standards to participate in athletics and other school related activities as set by your school and the Missouri State High School Activities Association, to which Elsberry belongs. A student must meet these standards and abide by these rules or he/she will not have the privilege to participate.

The eligibility policy includes Speech & Drama, Cheerleaders, athletics, as well as other activities where a student will represent the school.

Section 2: TO BE ELIGIBLE

1. A student must be a good school citizen. A student under suspension from class or from school for misconduct would not be classified as a good citizen.
2. If a student receives a semester "F" in any high school course, he or she will become ineligible for the following semester.
3. Other regulations regarding age, transfer, violation of amateur standing and etc. can be explained by the principal.
4. Transportation will be provided for school activities away from home. Students may ride home with parents or other responsible adults provided a personal request is made through the principal, activities sponsor or coach by the parent. Request should be made the day of the activity

Students classified as special education are allowed consideration under these guidelines.

An Athletic Handbook has been composed and adopted by the Elsberry School District. Each student participating on an athletic team will be given one by their coach. Athletes and their parents should become familiar with these guidelines which have been established. If you have any questions, ask your principal or coach. They will explain any rules you do not understand.

GUIDELINES FOR CANDIDACY CLASS OFFICERS, KING/QUEEN

1. There are a total of 12 formal events during a 4 year period.
2. Those interested in being nominated for a candidacy are to sign up before the class meetings when school starts in the fall. This would allow some of those who never get nominated to be voted upon.
3. Once a student has been a candidate for a "Formal Event" (Fall Festival, Christmas Dance, & Prom), he or she may not be nominated again.
4. Yearbook Candidacies are not considered "formal events".
5. For Homecoming, nominations must be made for a different candidate each year, as long as numbers allow.
6. Class officers also must sign up for each office or blanket offices. These would be nominations to be voted on at class meetings in the fall. To be eligible to be voted on as a class officer, the student must be academically eligible with no semester F's the previous semester.

RENAISSANCE PROGRAM

The following is a list of criteria that individual students must meet in order to qualify for quarter assemblies and end of year awards that are offered by Renaissance. Students may qualify for quarter assemblies by meeting one of the following three criteria:

Renaissance

Students must have at least a 3.0-4.0 GPA for the quarter. No more than 5 absences, no office referrals, ISS or OSS or Saturday Detentions.

VIP - Very Improved Performance

Student must raise GPA by .5 from the previous quarter, no office referrals, ISS, OSS or Saturday Detentions.

Perfect Attendance

Student must be in attendance for the entire day. No unexcused tardies, no Saturday Detentions or office referrals or ISS or OSS.

Excused absences for illness or other reasons are not recognized - only school sponsored field trips are allowed

ALL QUARTER ASSEMBLY ATTENDEES WILL RECEIVE A T-SHIRT. A STUDENT MAY ONLY QUALIFY FOR RECEIVING A T-SHIRT ONE QUARTER PER YEAR.

ADDITIONAL RENAISSANCE PROGRAMS**SENIOR of the Month (nominations by teachers)**

Student shall have at least a C+ GPA - the student should have a reputation for taking pride in his/her work and be prompt in turning it in. The student should be involved in one extra-curricular activity and/or be involved in band, choir and drama. No more than 2 excused absences for the month and no unexcused. A student may only be recognized once a school year. Consideration is based on academic effort, attitude, school citizenship, attendance and contributions made to school life. SENIOR OF THE MONTH RECIPIENTS will have pictures displayed in bulletin board in the front hall, an article will be in the Elsberry Democrat and receive a medal at awards night.

END OF YEAR AWARDS

Outstanding Student Award - selected by the faculty each year, this student will receive a trophy.

Scholar Athlete - Athletes who have maintained a 3.33 for each quarter that year will receive a Swiss embroidery patch.

Academic Letter - Students must receive a 3.33 or higher GPA for 3 consecutive quarters during high school, with at least 1 quarter being in the current school year. (Freshmen may only count the current school year)

Senior Cords - Seniors with a 3.33 or higher GPA at the end of their senior year will receive a Renaissance Honor Cord to wear at graduation.

GENERAL INFORMATION

VISITORS

Elsberry High School welcomes parents and other adult members of this and neighboring communities to visit our school. In order to insure the safety of our students and to reduce the potential disruption to the learning process, all visitors are expected to sign into the office and receive a visitor's pass upon their arrival at school. If given advance notice, the office will provide a guide to show the visitors around the school. Individual guests of Elsberry students are not permitted because of the potential disruption of the learning process.

FIRE AND STORM PROCEDURES

The threat of fire and storm is a serious business. The exit and safety zones will be posted in each classroom. Teachers will familiarize their students with the exits in case of fire, or safety zones in case of a storm or earthquake. Regular drills are held throughout the school year to maintain a level of preparedness in case of earthquake, fire or tornadoes. Drills should be conducted as if an emergency really exists. There should be no play, yet no one should be so anxious as to become unduly excited and lose their judgment. Occasionally exits will be blocked to force use of alternate exits as a practice exercise.

EVACUATION DRILL

The alarm for fire or emergency drill will be a continuously long blast of the siren. Follow the teacher's instructions at all times and remain calm and quiet when leaving the building. Be sure to stay with your class group after leaving the building since there will always be a roll check to determine if anyone has not made it safely out of the building.

TELEPHONE USAGE

The office phones are for school business. Students may only use the phone for emergency purposes and during lunch or advisory.

SAFE SCHOOLS ACT

Prior to registration, a pupil, parent or legal guardian must establish proof of residency, or must have requested a waiver of the proof of residency. Submitting false information relating to residency is defined as a Class A misdemeanor.

STUDENT RIGHTS/GUIDELINES AND DISCIPLINE POLICY

GRIEVANCE PROCEDURE

Any student or employee of this district who believes he or she has been discriminated against, denied a benefit, or excluded from participation in any district education program or activity on the basis of sex, race, national origin, or handicap may file a written complaint with the compliance administrator. Procedures are outlined by the board of education.

STUDENTS WITH DISABILITIES

All public schools are required to provide a free and appropriate public education to all students with disabilities, including those attending private/parochial schools, beginning on the child's third birthday through age twenty(20), regardless of the child's disability. The public school assures that to comply with the full educational opportunity goal, services for students' learning disabilities, mental retardation, behavior disorders/emotional disturbance, speech disorders (voice, fluency, or articulation), language disorders, visually impaired, hearing impaired, physically/other health impaired, multiple disabilities, deaf/blind, autism, early childhood special education and traumatic brain injury.

The public school assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri's First Steps Program.

All Public schools are required to provide parents the right to inspect and review personally identifiable information collected and used or maintained by the district relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA). You may contact your local district if you wish to review the requirements provided in FERPA.

The public school has developed a Local Compliance Plan for implementation of Special Education and this Plan is available for public review during regular school hours on days school is in session in the Office of the Superintendent of Schools. The Local Compliance Plan is a written narrative which describes the district's plan for compliance with the requirements for identifying and serving all students with disabilities. Included in this plan are the policies and procedures which the district must follow regarding storage, disclosure to third parties, retention, and destruction of personally identifiable information. The plan also describes the assurances that services are provided in compliance with the requirement of 34 CFR 76.301 of the General Education Provision Act.

Public schools in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty (20) who reside in the district or whose parent/legal guardian's name/street address; birth date and age of each child; and each child's disability or suspected disability. Should the district fail to submit an annual census, the State Board of Education may withhold state aid until the census is submitted. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact your school district.

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

SEXUAL HARASSMENT OR INDECENT CONDUCT

Sexual harassment constitutes unlawful sexual discrimination. It is the policy of Elsberry High School to maintain a learning and working environment that is free from sexual harassment. Examples of harassment may include, but are not limited to the

following:

1. Unwanted sexual behavior, such as touching, oral comments, sexual name calling, spreading sexual rumors, jokes, pictures, leers, overly personal conversation, cornering or blocking a student's movement, pulling clothes, students "making out" on school premises;
2. Unwanted sexual remarks by a teacher or students who regard the comments as joking and part of the usual class environment.
3. Interfering with a student's achievement in a predominantly or historically single-gender class by hiding tools or equipment, questions the student's ability to handle the work, or suggesting that the student is "abnormal" for enrolling in the class.
4. Purposefully limiting or denying student's access to educational resources because of their gender.

If a student believes he or she is being sexually harassed, the student should bring the concern to the attention of the building principal or the Title IX compliance coordinator. If neither the student's building principal nor the Title IX compliance coordinator are of the same sex as the student, or the student for any reason would prefer to report the student's concern to another administrator within the school district, the student may do so. However, it is essential that the report be made to someone with the authority and obligation to act upon the concern.

Consequences: Consequences will be determined on a case by case basis. It is the policy of Elsberry High School that sexual harassment and indecent conduct will not be tolerated and will be dealt with severely. (See discipline policy regarding sexual harassment)

Many problems can be solved by a meeting with the parties and principal or coordinator. If the individual's teacher/supervisor is the person alleged to have engaged in sexual harassment then the alleged victim should file a signed written grievance stating: 1) the nature of the grievance; 2) the remedy requested; and 3) the date the grievance was submitted. A copy of the Title IX/section 504 Grievance Form is included in the back of this handbook.

GENERAL CONDUCT

The faculty is proud of the way our students conduct themselves at school. One of the school's aims is to help students become responsible, concerned citizens. It is imperative then, that students learn to respect the rights of others while setting a high standard of conduct for themselves.

Because safety for all students is a prime concern, horseplay or misconduct which endangers the well-being of others will not be tolerated. Any behavior that disrupts the ability of the teachers to instruct and other students to learn will also be dealt with according to school policy. Students are expected to exhibit honesty and courtesy in dealing with teachers and fellow students.

Students enrolled in this school should take pride in high standards of conduct. Every student must feel obligated to maintain these standards. Every student should feel relaxed and comfortable while in the buildings, but should refrain from loud and boisterous conduct. All students are expected to arrive promptly. Good personal habits of speech and common courtesies will be stressed and emphasized on all occasions.

ARRIVAL TIME

Students should not arrive at school until 7:45 am unless they have arrangements with a teacher. Students should not enter the high school hallway until 7:55 am unless they are going to breakfast. High school students should not go to their locker before 7:55 am.

DRESS CODE

The atmosphere in which learning takes place exerts a tremendous influence on the participants. It is our belief that cleanliness and neatness in dress enhance the school environment. Each student through his own personal cleanliness and neatness in dress will contribute to a pleasant school environment and a pleasant learning situation. Therefore, clothing or personal grooming that disrupts, or can be forecasted to disrupt the educational environment is prohibited.

The following guidelines will be followed:

1. All students must be fully clothed. Boxers and Bedroom attire is not considered appropriate.
2. Attire, including jewelry, which promotes disruptive behavior, is prohibited.
3. All clothing should meet standards of modesty and good taste. Any garment with excessive exposure in the front, back, sides, or any garment which exposes the midriff or exposes under-garments is prohibited. Low slung pants and excessively oversized clothing will not be permitted as they may interfere with student education or be a safety concern. Shirts, pins, buttons or jewelry with sexually explicit, abusive, racial, vulgar, drug, alcohol, or tobacco related writing or pictures are not to be worn.
4. Caps and hats must be kept in your locker during school hours. Hoods are not to be worn in the building.
5. Student pants, shorts, and skirts:
 - A. Must cover undergarments and pocket linings, be finger length, be free from holes or tears in inappropriate places, and must not disrupt the teaching/learning process or cause undue attention to an individual student at all times.
 - B. Students may wear shorts or skirts whenever they feel the weather is suitable.
 - C. Tight fitting shorts or pants may not be worn unless they're covered by another pair of shorts or pants, a skirt, or a shirt.
6. Students are not permitted to wear gang related apparel or insignia at school or school functions.
7. Students are not to wear chains that may be used as a weapon.
8. All clothing should be clean.
9. Sleeveless shirts may be worn but they must cover the student's shoulder (No tube tops, tank tops, halters, spaghetti straps, racer backs, etc.). Sleeveless shirts must also not have large open sides. Bras cannot be visible at all.
10. Students who violate the dress code will be sent to the office to change into more appropriate clothing. Students that are sent home to change will receive unexcused absences and a tardy for time missed.

Hair Appearance:

1. Hair, regardless of style, must be kept clean and neat and not interfere with the

- student's work or cause disruption to the educational environment.
2. Students in the Industrial Arts and Agriculture Shops, for safety reason, will be required to keep hair cut or wear something to keep hair out of the machines.

DRINKS

Students may have one unopened drink in their locker for lunch.

HALL PASSES

All students in the hall while classes are in session will be required to have a hall pass stating where they are going, where they are from, the time they left, and the teacher's signature.

IPODS, CELLULAR TELEPHONES, BOOK BAGS

IPods, MP3 players, cellular telephones, and other similar devices can only be used in designated classes and only after the student and their parent signs a letter detailing the rules for use. Otherwise, they must be kept in the student's locker. Book bags may be used to bring books and other school supplies into the building and after school when students leave. Book bags or any other item similar in nature to book bags that is used to transport books and/or school supplies is to be left in the student's locker during the school day from 8:00 a.m. until 2:52. Additionally, purses should be kept in lockers during the school day.

PDA

Social relationships are recognized as important developmental processes. Male/Female relationships can become a major distraction to all students. Couples are not to show any "public display of affection" other than hand-holding during school hours. Students will be given a warning the first time they are reported, one hour Saturday Detention the second time. Subsequent offenses will result in more severe punishment.

OFF CAMPUS DISCIPLINE

Students are subject to discipline, up to and including expulsion, for significant misconduct regardless of whether the conduct occurs at a school activity and regardless of when the misconduct occurs where it is reasonably determined that a student's misconduct adversely affects school safety or student welfare. All school rules and policies are in effect at school activities taking place at other locations.

INTERNET POLICY

The computer and network resources of the Elsberry R-II School District are provided as an educational tool for students. Their use is a privilege, not a right, and access can and will be denied to any student violating the terms of this policy.

Terms and conditions:

1. Students may not download copyrighted material. This includes, but is not limited to music, videos, and computer software. Such activity can result in criminal penalties and substantial fines.
2. Students may not use email, chat, instant messaging, or any other means of communicating with individuals outside the Elsberry R-II district. Exceptions will be made only when such communication is for classroom purposes. In those cases, the Network Administrator will assign the student a temporary email address to be

used only for classroom purposes.

3. Students may not use district resources for the purpose of financial gain.
4. Students may not install software, or change system settings on district computers.
5. Students may not use district resources to attempt unauthorized access to any other user account, computer, or network inside or outside of the Elsberry R-II district. Such activity can carry severe criminal penalties.
6. Students may not use district resources to access material deemed inappropriate by the school board, administration, classroom teacher, or lab attendant.
7. Each user is responsible for all activity that occurs through the use of his or her user account. This includes selection and confidence of an appropriate password, and properly logging out when the user leaves the computer. Students who do not follow these guidelines may have their accounts disabled without warning.
8. Personal files should be stored to the student's network drive (drive J:). Personal files stored on the hard drives of classroom or lab computers may be deleted at any time without warning.

LEAVING THE SCHOOL GROUNDS/SIGNING OUT

A student who finds it necessary to leave the school grounds during the day must obtain verbal permission from the office and sign out. Students are not to leave the school grounds after arriving at school. This will be considered truancy even in the event the student returns before school starts and Saturday Detention will be assigned. In repeated cases of leaving without permission students will face additional disciplinary actions.

STATEMENT OF DISCIPLINE PHILOSOPHY

The public schools of this nation have the responsibility, conferred on them by the state, to provide public education for children until they graduate or reach the age of 21. To discharge this function effectively and equitably, school authorities and parents must ensure an environment in each school which is conducive to the learning process. While there are many factors which affect the learning environment, perhaps the most pernicious is the problem that results from inappropriate conduct and lack of consistent and effective disciplinary response.

Current research and literature indicate a public concern over the ineffectiveness or disciplinary procedures in the schools. The Gallup Poll, in fact, has consistently rated discipline as one of the top concerns of parents. A renewed commitment to the establishment of consistent local discipline codes is seen as a way to deal with drop-outs, lowered academic achievement, alienated youth, and demoralized teachers.

Federal and state laws confer rights and freedoms to every citizen both in and out of school. At the same time, every citizen has the responsibility to respect the identical rights of others. In the school environment, these rights and responsibilities must be harmonious with the learning process. School authorities are, thus, allowed a broader range of powers in maintaining an orderly environment than is allowed enforcement authorities in society generally, provided they adhere to the requirements of due process and other constitutional standards.

Organizations, businesses, and industries cannot operate successfully without procedures, goals, expectations, and satisfied workers; neither can schools. Rules which

establish discipline guidelines for students are necessary and basic to their growth and development. Thus, it becomes the responsibility of local school district to have a discipline code which reflects the community's standards and expectations for student behavior.

Schools must prepare students for their responsibilities as adults in a democratic society. To accomplish this goal, there must be respect and mutual trust among parent, teacher, and student. The discipline code is the tool. Therefore, the discipline code should be consistent and reasonable and should strive to facilitate the development of students' self-control and self-discipline. In this regard, the students discipline code becomes an integral component of the education process and a symbol of the commitment of parents, students, and administrators to the maintenance of an effective learning environment.

DISCIPLINE POLICY

Section 5.1 of the Excellence in Education Act of 1985 provides that each local school district shall have the responsibility for developing its own discipline policy. The intent of this policy is to meet the mandate of that legislation.

The purpose of this policy is to ensure a safe and orderly environment for learning in this school district. The policy will provide a clear statement of the expectations this school district has for its students and the consequences which will follow when deviations from expectations occur.

The legal basis for this discipline policy is derived from "the Public School Laws of Missouri", 1984 issued pursuant to Section 161.092, RS Mo. This policy contains a philosophy that reflects the idea that standards are important and the consequences of failure to obey standards of conduct set by local board of education. This policy addresses the rights of special education students as well as the general population. A statement is included outlining the students' rights under due process, especially in situations regarding suspension and expulsion.

All School district personnel are authorized to hold every pupil strictly accountable for any disorderly conduct in school or on any property of the school, on any school bus going to or returning from school, during school sponsored activities at home or away, or during intermission or recess periods.

Students are subject to discipline, up to and including expulsion, for significant misconduct regardless of whether the conduct occurs at a school activity and regardless of when the misconduct occurs where it is reasonably determined that a student's misconduct adversely affects school safety or student welfare.

The possession or use of a weapon by any person, except where authorized by law, shall be prohibited in all school buildings, and at all school activities. A weapon shall be defined as any instrument or device customarily used for attack or defense against another person or device to inflict physical injury or harm to another person. Violators to this policy will be referred to the appropriate legal authorities. In addition, any student who brings or possesses a firearm on school property (parking lot included) will be suspended or expelled for a minimum of one calendar year. Discipline of students with disabilities will be based on the students individual education plan (IEP).

STUDENTS RIGHTS AND RESPONSIBILITY

The board of education believes that students have rights which should be

recognized and respected. It also believes that every right carries with it certain responsibilities. Among these student rights and responsibilities are the following: The right to attend free public schools; the responsibility to attend school regularly and to observe school policies, rules and regulations deemed essential for permitting others to learn at school. The right to a quality education; the responsibility to put forth the best efforts during the educational process. Civil rights-including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others. The right to free inquiry and expression; the responsibility to observe reasonable rules and regulations regarding these rights. The right to due process of law with respect to suspension, expulsion, and decisions which the student believes injure his rights. The right to privacy, which includes privacy in respect to the student's school records.

It is the Board's belief that, as part of the educational process, students should be made aware of their legal rights and of the legal authority of the Board to make and delegate authority to its staff and to make rules and regulations regarding the orderly operation of the district schools. If the policy guidelines adopted by the Board are to be successful, it must be understood that school officials and teachers have the authority to interpret and apply policy in a given situation. Students must obey any such interpretation subject to an appeal.

Schools must be a place where students are encouraged to learn. Standards of conduct are established by the Lincoln County R-II Board of Education to create an environment in which each student's right to learn is protected. Students and their parents/guardians will be notified of their rights and responsibilities, including standards of conduct, through handbooks distributed annually. When the rights and responsibilities of individuals are clearly understood, the elements of respect and cooperation will result in the harmonious and constructive education of the student. This statement is in accordance with P.L. 90-247, Title IV, Primary Rights of Parents and Students.

When a student's conduct becomes disruptive to the point that it is infringing on the educational rights of other students, other means of providing that student with an appropriate education will be sought. This placement may include instruction after normal school hours or home bound instruction as well as other types of appropriate placements.

STUDENT DUE PROCESS

(Legal Authority of School District to Suspend or Expel)

The Board of Education believes that the right of a child to attend free public schools carries with it the responsibility of the child to attend school regularly and to comply with the lawful policies, rules and regulations of the school district. This observance of school policies, rules and regulations is essential for permitting others to learn at school. Therefore, the administrative prerogative to remove a student from his/her present school setting because of willful violation of school rules and regulations, willful conduct which materially or substantially disrupts the rights of others to an education, or willful conduct which endangers the student, other students or the property of the school shall be permitted, provided such action is taken in accordance with due process and with due regard for the welfare of both the individual

and the school. School attendance may be temporarily denied to individuals by the administrative act of summary suspension, but expulsion can be implemented only through specific action by the Board of Education.

No student shall be suspended unless the following hearing procedures are implemented:

- a. The student shall be given oral or written notice of the charges against him/her; and
- b. If the student denies the charges, he/she shall be given an oral or written explanation of the facts which form the basis of the proposed suspension; and
- c. The student shall be given an opportunity to present his/her version of the incident before judgment is rendered. A student has the right to bring forward witnesses on his/her behalf.
- d. Prompt notification will be given to the parent/guardian or others having custodial care of the student, of the administrator's action and the reasons for such action.

The Board authorizes the summary suspension of pupils by building principals for a period not to exceed ten days and by the superintendent for a period not to exceed ninety school days, provided such action is in accordance with due process and state statutes. A suspension by the building principal shall be immediately reported to the superintendent who may revoke the suspension at any time. The student, his/her parents/guardians or others having custodial care of the student may appeal the principal's decision to suspend the student to the superintendent.

In case of a suspension of a student, by the superintendent, for a period of more than ten days, the student, his/her parents/guardians, or others having custodial care, may appeal the decision of the superintendent to the board or to a committee of the Board appointed by the president of the Board, which shall have full authority to act in lieu of the full board.

Requests for appeal shall be in writing and filed with the secretary of the Board of Education. Upon the filing of the appeal, the suspension, as determined by the superintendent, shall be stayed until the Board or the committee of the Board renders its decision, unless in the judgment of the superintendent the pupil's presence poses a continuing danger to persons or property or an on-going threat of disrupting the academic process. In such case, the judgment shall be immediately transmitted to the pupil and his/her parents/guardians or others having his/her custodial care and the pupil shall be immediately removed from school.

Upon the filing of a request for an appeal of the superintendent's decision to suspend for more than a period of ten days, the superintendent shall promptly transmit a written report to the Board, indicating the facts relating to the suspension, the action taken by the superintendent and other administrative officials and the reasons for such action. The Board upon request, shall grant a hearing to the appealing party. Legal Refs: SS 167.161-.171 R.S.Mo.

Procedures for Special Education Students - Special Education students should be as much as possible disciplined in the same manner as other students in the school district. Refer to Resource Guide on Special Education, Administrative Procedures, Volume 1A, 1981, for additional guidelines.

Discipline Policy

1. Truancy/Unexcused Absence

- First Offense – 1 to 3 days ISS
2. Tardies – in a progress
 - 4th tardy-Lunch Detention
 - 8th tardy-After School Detention
 - 12th tardy-ISS
 3. Academic Dishonesty (Cheating)
 - First Offense - zero on test/assignment and 1 day ISS
 4. Threats/Scuffling - no blows struck
 - First Offense - 1-3 days of ISS
 - Second Offense - 3 days of OSS
 - Third Offense - 5 days of OSS
 5. Fighting – (A police/juvenile report may be filed)
 - First Offense - 3 days of OSS
 - Second Offense - 5 days of OSS
 - Third Offense - 10 days of OSS
 6. Stealing
 - First Offense - 3 days of ISS/OSS
 - Second + Offense - 3-10 days OSS
 7. Verbal/Non-verbal Abuse of other Students
 - First Offense - 1-3 days of ISS
 - Second Offense - 3-5 days of ISS
 - Third Offense - 3 days of OSS
 8. Verbal Abuse toward Staff
 - First Offense - 3 days of OSS
 - Second Offense - 10 days of OSS
 9. Disrespect towards Staff/Defiance
 - First Offense - 1-3 days of ISS/OSS
 - Second Offense - 3 days of ISS/OSS
 - Third Offense - 3-5 days of OSS
 10. Classroom Disturbance
 - First Offense - Conference with Principal
 - Second Offense - 1 day of ISS
 - Subsequent Offenses – 3-5 days ISS/OSS
 11. Vandalism to Staff Property
 - First Offense - 10 days of OSS (restitution must be made before a student is re-admitted to school)
 - Second Offense – 10-90 days OSS
 12. Vandalism to School Property (restitution must be made before a student is re-admitted to school)
 - First Offense - 3-10 days OSS
 - Second Offense - 5-10 days of OSS
 - Third Offense - 10 days of OSS
 13. Nuisance Items (pointer lights, headphones, etc.)
 - First Offense - confiscate - parents must pick up
 - Second Offense – 1-3 days ISS

14. Sexual Harassment - Verbal in nature
 - First Offense - 1-3 days of ISS
 - Second Offense - 3 days of OSS
 - Third Offense - 5 days of OSS
15. Sexual Harassment - Physical in nature
 - First Offense - 3 days of OSS
 - Second Offense - 5 days of OSS
 - Third Offense - 10 days of OSS
16. Possession/Use of Tobacco on School Grounds
 - First Offense - 3 days of OSS
 - Second Offense - 5 days of OSS
 - Third Offense - 10 days of OSS
17. Possession/Use of Alcohol (includes coming to school under the influence)
 - First Offense - 5-10 days of OSS
 - Second Offense - 10 days of OSS and referral to Superintendent
18. Assault
 - First Offense - 10 days of OSS (possible referral to Superintendent)
19. Possession/Use of Drugs (includes coming to school under the influence)
 - First Offense - 10 days of OSS and referral to Superintendent

When a student is suspected of being under the influence of drugs or alcohol on school property or at a school activity, the parents will be contacted and permission will be asked to give their child a drug screening test within 24 hours. The screening will be paid for by the school district and will be performed by a licensed professional. If permission is refused, then the student will be disciplined as if the test was positive. It will be recommended to the parents that their son or daughter be referred to a counselor. Students selling drugs or alcohol during the school day or at school activities will be expelled, turned over to the proper authorities and the school will request that charges be filed.

20. Bomb Threat/False Fire Alarm
 - First Offense - 10 days OSS and referral to Superintendent
21. Possession of a Weapon on School Grounds
 - First Offense - the district will refer the student to the appropriate criminal justice or juvenile delinquency system. A referral will be made to the Superintendent/Board of Education. A one year suspension from the date of the infraction shall be imposed and the board of education reserves the right to expel the student from school permanently. This suspension provision may be modified on a case-by case basis upon recommendation of the Superintendent if the Superintendent/Board determines that circumstances justify such a modification.

(The term weapon shall include the items listed below which are defined as weapons in section 571.010, RSMo. Blackjack, concealable firearm, explosive weapon, firearm, firearm silencer, gas gun, knife, machine gun, knuckles, projectile weapon, rifle, shotgun, spring gun, switchblade knife, mace spray, any knife regardless of blade length, items customarily used, or which can be used, to inflict injury upon person or property.

22. Driving or Parking on School Grounds in an inappropriate manner:
 - First Offense - driving privileges suspended one week

Second Offense - driving privileges suspended for 45 days

Third Offense - driving privileges suspended for 1 year

(Students that drive around a bus while it is stopped with its flashing lights on picking up or dropping off students will have their driving privileges suspended for one year and be turned in to the proper authorities.

23. Bullying - occurs when a student: communicates with another by any means including telephone, writing or via electronic communications, intention to intimidate, or inflict physical, emotional, or mental harm without legitimate purpose or, physically contacts another person with the intent to intimidate or to inflict physical, emotional, or mental harm without legitimate purpose.

First Offense—subject to a 10-30 day out of school suspension

Second Offense—180 day suspension - Expulsion from the district

24. Use of cell phones, digital cameras or similar electronic devices during the school day, or in dressing areas during extra-curricular events:

First Offense—Device confiscated and return to student at the end of the day.

Second Offense—Item confiscated, ISS for the remainder of the day and parent to pick-up the device.

Third Offense—Item confiscated, OSS for the remainder of the day and parent pick-up.

Any further offenses will result in a conference with principal/superintendent.

Note: The principal reserves the right to modify discipline when necessary. When infractions warrant the first and/or second step may be skipped. Law enforcement and/or juvenile authorities will be contacted as necessary. “Disabled students” will be dealt with in accordance with State and Federal Laws.

SATURDAY DETENTION

Saturday Detention will be held from 8:30-10:30 A.M. the first and third Saturday mornings of each school month unless conditions require changing a date(weather or the Saturday falling on a holiday weekend). Saturday Detention will be used as punishment for truancy, unexcused tardiness and various discipline problems. Failure to appear for assigned Saturday detention or unsatisfactory performance during the detention, will result in in-school suspension for one day and another Saturday Detention. Failure to attend the second Saturday Detention will result in three days of OSS. A student may only request a change in a Saturday Detention once during the year. The principal must approve the request.

If an emergency arises, as determined by the principal, parents must contact a school official for approval before 8:30 a.m. on the day of the detention. Complete rules and regulations concerning Saturday Detention are included on the back of the Saturday Detention letter given to each student and are also mailed to parents.

IN-SCHOOL SUSPENSION (ISS)

Students may be assigned to In-School Suspension as a punishment for discipline problems.

1. Students will be productive in course assignments.
2. No food or drink of any type will be allowed in ISS.
3. ISS students will eat together in the ISS room.

4. Students will be allowed one restroom break in the morning, lunch and in the afternoon.
5. An unexcused tardy to ISS will add one full day ISS.
6. Any student who refuses assignment to ISS will be suspended (OSS)
7. Permission of the instructor is the only way a student may leave their assigned seat.
8. Students are only permitted to talk to the instructor only after being recognized by the instructor.
9. Students will exit the school grounds promptly after dismissal from ISS and not return until the following day.
10. Failure to comply with rules and regulations or the teacher's instructions will result in out-of-school suspension.
11. Time will be served the next day of student attendance after ISS is assigned.

SUSPENSION AND EXPULSION (OSS)

When conduct of a student has arrived at a point which warrants severe disciplinary action, the parent will be notified. Students under suspension are not allowed on school property at any time during the suspension (students who violate will have their suspension extended).

Students who are given OSS will not be allowed to receive credit for work assigned and missed during their suspension time. This includes all assignments and tests. Assignments due on the day of the suspension will receive credit as they were assigned the previous day. Long term projects that are due during a suspension will receive full credit. Students are encouraged to do work missed during the OSS.

If it is determined that a suspension is warranted, the student will be sent home. A written record of the suspension will be immediately sent to the parents, and a copy will be placed in the student's permanent record. Student's parents are to be notified of their right to a hearing before the school's suspending authorities, relative to reasons for such impending suspension. The power of permanent expulsion is reserved to the Board of Education. If a student is expelled, a letter will be placed in the student's permanent record. By Missouri law, notification of the opportunity to be heard before the Board of Education will be made to parents or students eighteen years of age and older before a final expulsion is made. If a student is suspended at the end of the school year, and there are not a sufficient number of days remaining in the school year for the student to complete his/her suspension, the student's suspension will continue through the next year until all suspension time is complete. In the event of this being a senior, they will not be allowed to attend end of the year activities which may include commencement exercises.

CORPORAL PUNISHMENT

Corporal punishment may be used as a discipline measure at any level of discipline if determined to be appropriate as outlined in the Policies Rules and Regulations of the Board of Education.

PLAGIARISM POLICY

Students are expected to conduct themselves honestly and with integrity in their work. All forms of cheating and plagiarism are prohibited. Behavior that is unacceptable includes, but is not limited to:

1. Working with others on projects that are meant to be done individually:
2. Copying another student's homework:
3. Looking at or copying another student's test or quiz answers:
4. Allowing another student to look at or copy answers from your test or quiz:
5. Using any other method to get/give test or quiz answers:
6. Taking a test or quiz in part or in whole to use or to give others:
7. Copying information from a source without proper attribution:
8. Taking papers from other students, publications, or the internet.

Violators of this policy will be disciplined on a case-by-case basis depending on the seriousness of the violation, prior violations, and other factors. Disciplinary measures include, but are not limited to redoing assignment/retaking test, receiving a failing grade on the project/test, receiving a lower overall grade in the class, detention, suspension, or expulsion.

Notice of Non-Discrimination

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

Any persons having inquiries concerning the Lincoln County R-II School District's compliance with the regulations regarding the non-discrimination policies and inquiries or concerns regarding civil rights compliance by the school district should be directed to contact the District's Title IX and Section 504 Coordinator:

Dr. Tim Reller
Lincoln County R-2 School District
P.O. Box 106
Elsberry , MO 63343
573-898-5554

Any persons having inquiries and complaints may also contact the Office for Civil Rights, U.S. Department of Education, Kansas City Office, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; telephone: 816-268-0550; FAX: 816-823-1404; TDD: 877-521-2172, or call 1-800-421-3481.

Title LX/Section 504
Grievance Form

Date _____

Your name _____

Your school and/or position _____

Place where you may be reached _____

Address _____

Phone _____

Nature of your grievance. (Please describe the policy or action you believe may be in violation of Title IX/Section 504 or other civil rights statute: please identify any person(s) you believe may be responsible.)

If others are affected by the possible violation, please give their names and/or positions:

Please describe any corrective action you wish to see taken with regard to the possible violation. You may also provide other information relevant to this grievance.

Signature of Grievant _____
date/location _____

Signature of person receiving grievance _____

Note: This form should be filed with the District's Title IX Coordinator.

Name: _____ Phone: _____

Address: _____

Notice of Designation of Directory Information

Dear Parents and Guardians:

The Family Educational rights and Privacy Act (FERPA), a Federal law, requires that the Elsberry R-II School District, with certain exceptions, obtains your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Elsberry R-II School District may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with District procedures. The primary purpose of directory information

is to allow the Elsberry R-II School District to include this type of information from your child's educational records in certain school publications. Examples include:

1. A playbill, showing your student's role in a drama production
2. The annual yearbook
3. Honor roll or other recognition lists
4. Graduation programs
5. Sports activity sheets, such as basketball showing grade and height

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 to provide military recruiters, upon request, with three directory information categories—names, addresses and telephone listings—unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the Elsberry R-II School District to disclose directory information from your child's educational records without your prior written consent, you must notify the District in writing by September 1, 2008. Please use the bottom portion of this form. The Elsberry R-II School District has designated the following information as directory information:

- *Student's name
- *Grade Level
- *Address
- *Participation in officially recognized activities and sports
- *Telephone listing
- *Weight and height of members of athletic teams
- *Photograph
- *Degrees, honors and awards received
- *Date and place of birth
- *Dates of attendance

Elsberry R-II School District

I do not wish to have my son's/daughter's directory information released by the Elsberry R-II School District

Son/Daughter Name _____
Parent Signature _____