

# Archie High School Student Handbook

2016-2017



**ARCHIE R-V SCHOOL**

*302 W State Route A*

*Archie, MO 64725*

*Phone: 816-293-5312 ~ [www.archie.k12.mo.us](http://www.archie.k12.mo.us)*

***Mr. Jeff Kramer, Superintendent***

***Mr. Coy Dalton, Principal***

***Mr. Bryon Cecil, Athletic Director***

# CALENDAR HIGHLIGHTS 2016-2017

August 18 ..... First Day of Classes 8:10 am – 3:10 pm  
 September 5..... No School – Labor Day  
 September 16.....1st Quarter Mid-Term Ends Mid-Term Grades Due  
 October 21 .....Teacher In-service. No School  
 October 21 ..... End of 1<sup>st</sup> Quarter  
 October 24 .....Grades due by 4:00 p.m.  
 October 25.....Parent Teacher Conference 3:30-7:30 p.m.  
 October 27.....Parent Teacher Conference 1-7 pm Early Release 1:00 p.m.  
 October 28.....Parent Teacher Conf. No School  
 November 18.....2<sup>nd</sup> Quarter Mid-term Ends Mid-Term Grades Due  
 November 23-25 ..... Thanksgiving Break  
 November 28..... Teacher In-service. No School  
 December 16-20 ..... Finals  
 December 21..... End of 2<sup>nd</sup> Quarter Early Release 1:00 p.m.  
 December 22-January 1.....No School - Winter Break  
 January 2.....Teacher In-service, No School  
 January 2 ..... 2<sup>nd</sup> Quarter grades due by 4:00 p.m.  
 January 16 .....No School – Martin Luther King, Jr. Day  
 February 3.....3rd Quarter Mid-term Ends  
 February 6..... 3<sup>rd</sup> qtr mid-terms grades due  
 February 17.....No School – Teacher In-service  
 February 20..... No School – Presidents’ Day  
 March 10..... End of 3<sup>rd</sup> Quarter grades due by 4:00 p.m.  
 March 13..... Enrollment Night 3:30-7:30 p.m.  
 March 14..... Teacher In-Service Early Release 1:00 p.m.  
 March 15-17 ..... No School – Spring Break  
 March 20 ..... Good Friday No School  
 April 13 .....4th Quarter Mid-term Ends Mid-Term Grades Due  
 April 29.....Prom  
 May 10, 11, 15 ..... Senior Finals  
 May 14 .....Baccalaureate  
 May 16.....Senior Trip  
 May 17.....Graduation Practice/Academic Awards  
 May 18..... Proj. Last Day of School Early Release 1:00  
 May 21.....Graduation 2:00 p.m.  
 TBA ..... Last 3 days of the semester will be Student Finals  
 May 29..... Memorial Day

Snow Make-Up Days (utilized in sequence)  
 4/28, 5/5, 5/12, 5/19, 5/22, 5/23

# Student Handbook 2016-2017

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## MISSION STATEMENT

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The Archie Public School's administration and staff believe the primary purpose of the school is to educate all students to high levels of academic performance and to enable all students to apply this body of knowledge to everyday living.

## District Philosophy

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To provide students with the essential knowledge, skills, and abilities to enable them to develop into productive workers, responsible consumers, and lifelong learners.

## Philosophy

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The Archie R-V board, administrators, and staff believe that:

- The school should prepare the whole child to become a productive member of society.
- The role of each teacher is to provide opportunities for each student to achieve at the maximum level and to promote, through teaching and example, the principles of the democratic way of life.
- Education is a cooperative process involving home, school, and community.
- Expectations are high for students and staff.
- The foundation of the district's educational program is based on the development of competencies in the basic fundamentals of reading, oral and written communications, and mathematics.

## Purposes and Objectives

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The Archie R-V School District has these purposes and objectives:

- To develop in each child an understanding and appreciation of the forces and ideals that are basic to the American way of life.
- To develop in all children a sense of their personal opportunities and responsibilities as a member of their family, community, state, nation, and around the world.
- To develop in all children child an understanding of the physical, social, and economic world in which they live, and to assist students in adjusting to their surroundings.
- To encourage and stimulate children and youth to think clearly, logically and independently.
- To encourage children and youth to respect integrity of work and deed, to appreciate the dignity and worth of other individuals and groups.
- To encourage children and youth a respect for responsibilities and obligations as citizens along with their rights and privileges.
- To give each child a sound mastery of the tools of learning and communication, such as reading, writing, arithmetic, and the use of written and spoken language, to the extent of individual abilities.
- To provide flexibility in the curriculum so that all students may be prepared for effective citizenship and service, whether the child enters a vocation from secondary school or continues in schools of higher learning.
- To encourage each child to develop their full potential so they may acquire a deep sense of personal worth.
- To provide physical education and health services so that every child will have, as far as possible, robust health and the knowledge and desire to safeguard it.
- To prepare children for a well-balanced social life and creative use of their leisure time.
- To encourage good attendance and punctuality as characteristics necessary for their future responsibilities.

## Your Student Record

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Education records are available to parents and students on request. Student records are not available to any outsider, person, or agency, except as required or permitted by law, without the expressed written consent of the parent or student 18 years or older.

## **Admission**

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Students are admitted to Archie R-V schools when records from the sending school indicate appropriate academic standing for admission. High school students are admitted to respective grade levels according to current number of credits earned and their eligibility to graduate on schedule. Junior High students who fail one or more semesters of core curriculum (Communication Arts, Math, Science, or Social Studies) during the school year must complete a semester of core curriculum in summer school in order to be eligible to move on to the next grade. Students seeking admission to Archie R-V schools must be residing with their legal guardian within the Archie school district. This does not apply to students over the age of 18 or students that are considered homeless.

Non-resident students may enroll in Archie R-V schools with the approval of the Board of Education and with tuition payment. The Archie R-V Board of Education sets the tuition rate annually. Questions regarding non-resident tuition should be directed to the Superintendent of Schools. Transportation is not provided for non-resident students.

## **Enrollment**

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Pre-enrollment for grades 6-12 will be completed before the closing of school in May. This will enable the administration to make decisions regarding classes to be offered for the following school year. Actual enrollment/registration for grades 6-12 will be in August before the school year begins. At this time students will finalize their schedules for the year and be assigned lockers.

## **Daily Procedures**

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- Classes are in session from 8:10-3:10.
- Students may enter the building at 8:00 a.m. each school day.
- Students have a choice of three locations before the school day begins. They may be in the South Commons, a teacher's classroom with approval, or in the cafeteria. Students must be in a supervised location. Please do not loiter in the parking lot, the hall way or in any other non-supervised location.
- Students should vacate the building by 3:30 p.m. unless arrangements have been made to conduct school business or a school-related activity
- Students who arrive after 8:10 a.m. or leave after they have arrived on campus must sign in or out in the High School office stating a reason or destination.
- Students may not leave the school premises without the permission of an administrator. Permission will not be granted without written or telephone notice from a parent or guardian.
- Students should have a hall pass when leaving class.

## **Daily Bulletin**

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- A daily bulletin, **found in SIS, will be read each morning by first hour teacher** to each class listing upcoming events, recent accomplishments, specific instructions, and the daily lunch menu. Items placed in the daily bulletin must be approved by the principal or his designee. The daily bulletin is also available to parents through the parent portal.

## **Lunch and Breakfast**

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- Lunch money may be placed in your lunch account daily, weekly, or monthly. Money or checks for lunch payment should be in an envelope with your name and amount on it. Give lunch money to HS Secretary or Lunchroom Cashier before first period, so it can be added to your account before the lunch hour.
- A free and reduced-price meal program is implemented for all eligible students. Families who meet federal guidelines are encouraged to apply.
- Any student in grades 6-12 who owes \$25 or more for lunch charges may be served an alternative lunch.
- Students will take care of necessary phone calls and restroom breaks before coming to the cafeteria.
- While in the cafeteria, excessive noise will not be tolerated, and each person is responsible for keeping his/her area clean.
- No food or drinks are allowed out of the cafeteria.

- **Capped plastic bottles** (20 oz or less) can be taken and stored in lockers if the privilege is not abused.
- Students shall report to and remain in the cafeteria during their assigned lunch period.
- Visitors are **not** allowed as guests during lunch except the parent(s)/guardian(s) of a student eating lunch. Outside food is discouraged to be brought in during the scheduled lunch shift by parents/guardians and prohibited to be brought in by “friends”.
- If a parent would like to eat lunch with a student they are allowed to eat in the cafeteria with their student at a semi-private table.

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### Bus Transportation

- Inappropriate behaviors will be handled through the discipline code plus the loss of bus riding privileges.
- Keep body parts inside the bus at all times until leaving the bus.
- Changing seats is not allowed while the bus is in motion.
- Loud talking, horseplay, or any action that distracts the driver is not allowed.
- All school rules apply while on bus.
- Follow road emergency training if an emergency occurs.
- Missing the bus is not an excuse for being tardy.

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### Student Vehicles

- Driving to school is a privilege and that privilege may be revoked based on poor choices.
- Students who drive to school shall park in a north/south direction in the west gym parking lot.
- Students submit a parking privilege form to the office
- Students are not allowed to drive to their Cass Career Center classes unless prior arrangement has been made 24 hour in advance with the principal.
- Congregating in the parking lot before and after school is not allowed.
- The district maintains the legal right to search student vehicles, if there is reasonable suspicion.
- Students driving to school must have a parking permit on driver’s side rear window.

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### Bicyclists and Walkers

- Please do not arrive at school before 8:00 a.m.
- When crossing A Highway, do so at the crossing protected by the crossing guard. Students living east of the railroad tracks should ride the scheduled bus.

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### Dress Code

- Any dress which interferes with the classroom/learning process or disrupts the educational process will be deemed inappropriate.
- Students are not to wear clothing that promotes, implies, or advertises drugs, alcohol, tobacco, sex, drugs or vulgar messages.
- Clothing must cover the torso and should be of sufficient length and appropriate design as to not cause a disruption in the educational environment. This includes low cut shirts that are overly revealing.
- Hats, caps, or headgear of any kind are not allowed to be worn inside the school building or any other building while school is in session.
- Shoes shall be worn at all times.
- All shirts and blouses **must be long enough to be tucked in at the waist**. Shirts and blouses which do not meet and cover the waistband are not appropriate. When wearing layered clothing, at least one layer must cover the waistband around the entirety of the waist. This may mean that an outer shirt or blouse will have to remain buttoned at all times.
- Shirts or blouses shall have no “cut-out” or see through panels, but need to be solid around the entirety of the shirt or blouse.
- All pants, trousers, and shorts shall be worn appropriately and not sagged down around the buttocks. Outer pants, trousers, shorts shall be worn in a manner that does not allow underwear to show.

**Note: It is the parent’s duty to clothe their student for school in a conservative and appropriate manner with as little argument about interpretation as possible.**

**Ultimately all dress code decisions will be up to administrator’s discretion.**

## Medication/Health

Students may not have any medication, prescription or over the counter (OTC), in their possession during the school day which includes during bus transportation. Medication should be delivered to school by the student's parent/guardian in the original packaging that identifies the medication, person the medication is prescribed to and the dosage prescribed. Prescription medication for students must have written directions from a physician and must be prescribed for that student in order for us to allow medication to be dispensed. If a student is taking medication, the medicine must be kept in the nurse's office. The student will take the medication under the supervision of the health aide. ALL medication (prescription or OTC) needs to be provided by the student's parents.

**Students with the following symptoms will be sent home from school:**

- Temperature above 99.9
- Severe colds, coughs, sneezing, skin conditions, or skin lesions
- Suspicion of contagious diseases
- Head lice
- Red or discharging eyes
- Any condition which endangers the health of other students or staff

## Academics

To graduate from Archie R-V School District students must fulfill all state requirements, pass 25 units of credit as listed, and pass both U.S. and Missouri Constitution tests. Students up to the age of 21 may enroll in classes if they have current immunizations and they reside in the district. Students who live outside the district and wish to enroll should meet with the administration to discuss tuition and other possible restraints on enrollment.

**GRADUATION REQUIREMENTS/CLASSIFICATION**

Archie R-V students must complete 25 units of credit for graduation. The following units are required:

**Class of 2010 and thereafter:**

Communication Arts--English I, English II, English III and elective (4 units)

Social Studies--American History, World History or Geography, Government (3 units)

Science—Introduction to Physics & Chemistry (Physical Science), Biology and elective (3 units)

Math- (3 units-must include Algebra I )

Fine Arts (1 unit)

Practical Arts (1 unit)

Physical Education 9<sup>th</sup> Grade and elective (1 unit)

Health (½ unit)

Personal Finance (½ unit)

Electives (8 units)

Classification of students is on an annual basis. Those who have satisfactorily completed the eighth grade in an accredited school will be classified as ninth graders. Classification above ninth grade is based on the number of credits completed, including required courses.

**Senior-** 18 credits plus three years of attendance

**Junior-** 12 credits plus two years of attendance

**Sophomore-** 6 credits plus one year of attendance

A = 95-100%--4.0

B = 83-86%--3.00

C = 73-76%--2.00

D = 63-66%--1.00

A- = 90-94%--3.67

B- = 80-82%--2.67

C- = 70-72%--1.67

D- = 60-62%--0.67

B+ = 87-89%--3.33

C+ = 77-79%--2.33

D+ = 67-69%--1.33

F = 0

Zeros Aren't Permitted (ZAP) is a program designed to increase the expectations that all homework needs to be completed and turned in to the teacher on time. It is first and foremost an expectation of a higher academic standard for all students. ZAP, which involves the 6<sup>th</sup> – 12<sup>th</sup> grade staff, clearly emphasizes the belief that homework assignments and or projects are important and must be completed. Often homework is no more than work that was not finished during the school day. This program will direct students to utilize their abilities to acquire self-discipline and good work habits that will serve them well in any educational setting. It is believed these good habits will carry over into their workplace and future endeavors. When this belief is expressed and maintained that a student can and will be successful, it follows that the student will meet the expectations. They will take pride in completing an assignment and doing it to the best of their ability. When a student is assigned an ELO (Extended Learning Opportunity), it is not intended as a form of punishment, but rather an opportunity to complete missing assignments for credit. Our message: failure is not acceptable. Teachers will be available during ELO time to tutor, as necessary.

### **ZAP PROCEDURES**

When the student fails to turn in homework:

- Archie R-V will maintain a google page where a list of students and their late assignments will be compiled for staff members to be aware of the students that are assigned ELO time along with late work to be completed.
- Initially, it is the student's responsibility to inform the parent/guardian that he/she has failed to turn in an assignment.
- Once the student has been assigned a ZAP, the assignment is due by 8:10 AM the next school day. At 8:10 AM if the assignment is not completed and turned in the student will receive at most 75% of the grade possible for late homework and will be required to serve an ELO time.
- If the homework is still not complete at 8:10 AM the day after the assignment was due, the student will serve his/her assigned ELO time on that day. This Extended Learning Opportunity (ELO) will be served regardless, even if the student completes the assignment before the ELO time if the already highlighted deadline was missed. Once the student is in an ELO they are required to stay there the entire time, even if they get the required assignment completed. The student should bring other work to be completed in the event that they finish their late assignment before the ELO time is complete.
- Extended Learning Opportunities (ELO) will be served in designated rooms Tuesdays - Fridays and will take place from 11:29am – 11:51am for the middle school and from 10:49am – 11:38am for the high school. Students in an ELO will be released early to get their lunches and will report to their ELO rooms to eat and work
- Students will continue to stay in an ELO until the identified assignment is completed.
- In the event that the student does not complete an assignment by the end of the ELO time on Thursdays the student will be assigned a Saturday school. Saturday school will run from 8:30am – 11:30am. The student will call and notify the parent/guardian from the school on Thursday as soon as they are assigned a Saturday school. It is the responsibility of the student's family to provide transportation. The students will not be provided a meal on a Saturday school.
- In the event that a student does not attend his/her assigned Saturday school it will be turned in as a disciplinary action and that student will serve In-School-Suspension on their first day back to school. If a student misses his/her Saturday school they will be assigned Saturday school for the following week. If a student has the identified assignment completed before the beginning of the Saturday school they will be released from Saturday school at 10:00am.
- Upon conference with parent/guardian Saturday school may be re-scheduled for the following Saturday.
- Teachers from the middle school and high school will take turns monitoring the ELO rooms.

## Honors Diploma

The criteria for earning the "Honors Diploma" is a combination of a 3.5 cumulative weighted GPA, 95% attendance and a course of study that includes a minimum of 10 credits selected from the advanced courses that are either college prep, college credit, a third sequence class or those identified from the Missouri Department of Elementary and Secondary Education as Advanced Courses. Classes must be selected from the following listing:

<u>English</u>	<u>Math</u>	<u>History</u>	<u>Science</u>	<u>Non Core</u>
English III	Geometry	DC Government	Botany 1/2	IED
DC English	Algebra II	DC Modern US History	Zoology 1/2	POE
DC Public Speaking 1/2	Trig 1/2	*DC Early US History	Anatomy & Physiology	CEA
Creative Writing 1/2	Calc 1/2	DC Psychology 1/2	Advanced Biology	Advanced Art III
Journalism 1/2	DC Col Alg	DC Criminal Justice 1/2	Physics	Adv Accounting III German I/II
*British Literature 1/2 or 1	DC Calculus	Psychology 1/2	DC College Chemistry	DC German I & II
English IV	DC Trig	Sociology 1/2	DC Physics 1/2	Spanish I/II
		Contemporary Issues 1/2		DC Spanish I DC Spanish II
				DC Animal Science
				DC Resources Info

\*Not offered 2016-17 but will be offered in the future.

## Honor Roll

Honor Roll is awarded for semester grades. A student with a grade of **incomplete** cannot be on the Honor Roll.

**A Honor Roll**

**A/B Honor Roll**

**Academic Letter**

**no grade lower than an A- with at least five classes for credit.**

**no grade lower than B- with at least five classes for credit.**

**3.5 cumulative GPA (with a bar earned for each following year)**

## Weighted Courses

- Weighted credit exists for all courses that are dual credit, AP or pre-AP.
- Classes require an average of five hours of homework per week, require a major term paper or project each semester, and will be noted on the students' permanent transcripts.
- Grades of D or F will not be weighted.
- Weighted courses are for local purposes to assist in determining class rank and promoting the GPA of students taking a rigorous course schedule. Colleges use the non-weighted GPA in determining eligibility for their respective programs. Additionally, transfer grades for college credit courses will be the non-weighted assigned grade.

## Academic Awards

<b><u>Blue Cord:</u></b>	Valedictorian
<b><u>Silver Cord:</u></b>	Salutatorian
<b><u>Gold Cord:</u></b>	8 Semester Cumulative GPA > 3.3
<b><u>White Cord:</u></b>	A+ Completer
<b><u>Academic Letter:</u></b>	Cumulative GPA of 3.5 or above

Valedictorian/ Salutatorian ranking will be determined by cumulative GPA rounded to the nearest hundredth. In the event that there would be a tie for top cumulative GPA, co-valedictorian status would be awarded. If more than two students were to tie for top cumulative GPA the process would incorporate rounding to the nearest thousandth. Only two students will represent the valedictorian/salutatorian status. In the event that there are co-valedictorians there will be no salutatorian selected.



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## Modified Grade Scale

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Students with an Individual Education Plan (IEP) may be graded on a modified grade scale if the IEP team decides this is appropriate.

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## Cass Career Center

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Students entering 11<sup>th</sup> grade are eligible to apply for and attend Cass Career Center (CCC) in Harrisonville. Various vocational/trade programs are offered. Students attend CCC 1<sup>st</sup> through 3<sup>rd</sup> hour and return to Archie School for 4<sup>th</sup> through 8<sup>th</sup> hour. Tuition and transportation is provided by the school district. All students attending CCC are required to use district transportation. Students must apply and complete an interview process for admission to a particular vocational program offered through CCC. Contact the H.S. office for details regarding programs and admission requirements. Students attending CCC apply and are accepted during their sophomore year.

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## Early Graduation

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Students are discouraged from graduating early unless special circumstances exist, such as an unexpected pregnancy, health problems, etc. The student and his/her parents/guardians must submit a specific plan and reason for early graduation to the administration in writing no later than **thirty days prior** to the end of the first semester of the senior year. This request must be approved by the administration. Then the student requesting early graduation must appear before the school board for final approval. Final approval for early graduation may be granted only by the Board of Education.

- *Early graduates can participate in the graduation commencement ceremony.*
- *Early graduates can participate in prom.*

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## Correspondence courses

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These courses can be taken with the approval of the high school principal. Each 3.0 hour high school course from a university approved by the local school board is the equivalent of the .5 high school credit. A student may take up to 18 hours of correspondence work, which would equal 3 high school credits. Correspondence courses do not count toward class rank.

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## Adding/dropping a course

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- During the first five days of the semester students may add/drop a class by submitting a request for schedule change to the HS office.
- After the first five days of the semester, a student's schedule is considered permanent for the semester with the exception of extenuating circumstances to be determined by the administration.
- Student/teacher or parent/teacher personality conflicts are not acceptable reasons to be allowed to make course section changes.

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## Course Retake

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When retaking a high school course a student's transcripts will reflect the grade of the most recent course completed.

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## Mid-Term, Quarter & Semester Report Cards

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Progress reports are emailed to students at each mid-term. Quarterly reports are emailed to parents/guardians approximately one week after the end of each quarter (two weeks after the 4th quarter). Quarter grades determine eligibility (see eligibility policy in the extracurricular handbook). Semester grade cards are either mailed or emailed home. Semester grades determine credits earned and are recorded on the students' permanent records. Questions concerning report cards should be directed to the building principal.

## Semester Final Exams

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Semester finals shall be given at the end of each semester. Semester final exams will be worth 10% of the final grade. Courses that require an End of Course (EOC) exam will require a final exam that will be worth 5% of the final grade (if results are provided by DESE to AHS in time to process) and the EOC exam will be marked as 5% of the final grade as well. If EOC results are not provided in a timely manner, the final will be 10% of the total grade.

## Semester Final Exemption Criteria

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Students who meet the following criteria will be exempt from their Semester Final:

- Grade of 93% or higher in a course
- 3 absences or less in that course
- No major discipline referrals (No ISS/OSS)
- 4 or less total tardies

\*\*School activity absences will be excluded

## 6/7/8<sup>th</sup> Grade Summer School Policy

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In accordance with school board policy, middle school students who are not performing academically at a satisfactory level will be offered after school tutoring. Any 6<sup>th</sup>, 7<sup>th</sup> or 8<sup>th</sup> grade student who fails one semester (or two semesters) of any core area subject (English, Math, Social Studies, and Science) will be **required** to attend Summer school. Improvement from the first to second semester will be considered.

### Attendance

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Good attendance is imperative to success in school. Students who are absent more than ten (10) days during a semester in any class will not receive credit for that class unless there are extenuating circumstances that can be verified. If credit is denied due to attendance, the next step in the appeal process is the superintendent and then the Board of Education.

A letter will be sent to parents when a student has reached 4 absences in a semester. A second letter will be sent after 8 absences, at which time the possibility of credit loss and/or referral to the Division of Family Services will be conveyed. A juvenile report, in some cases, will also be sent. Notification will also be conveyed on the semester grade card and the official HS transcript if credits are not granted by the presence of a NC notation in place of a traditional letter grade, which is a No Credit mark.

Regular and punctual attendance is essential to success at school. If a student is absent from school, he/she must bring a note from a parent stating a valid reason for the absence or the parent may call the HS office or convey the message in person. The student may be considered truant if parent notification is not received (see Truancy section) in code of conduct.

If a student is absent from school when an assignment is given, one day will be allowed for every day of the absence in order to complete make-up work, as long as the absence is verified or excused. A test or project due that day must be made up the first day back. The daily participation component of the class grade cannot be made up. Parents may request homework by calling the office before 9:00 a.m. Any work picked up is due upon the student's return.

Students who are absent during the school day shall not participate or attend an extracurricular activity unless previously approved by the administration. The Missouri State High School Activities Association has specific rules on absences. A student having an unexcused absence on a given day is not eligible to participate in a contest until he/she has attended a full day of classes without an unexcused absence before eligibility is reinstated.

### Appeal of the loss of credit due to excessive absences:

After the tenth absence from any one class the student may request a hearing before the attendance review committee upon appeal. The committee will decide whether (1) the absences are unjustified and the student is dropped from enrollment in that class and receives an F, (2) the absences are unjustified and the student is suspended from all classes for the rest of the semester and receives an F in all classes, or (3) the absences are justified and the student is allowed to continue in regular enrollment and make up missed school work.

## College Visits

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Seniors and Juniors are allowed 2 college visits during school hours. Visits will be marked as a field trip for each of the previous circumstances and as an absence beyond the stated allowance in this guide.

## Field Trips

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Students with a grade of F in any class will NOT be allowed on field trips. Furthermore, students on the ineligible list will not be allowed to attend fieldtrips. Students attending planned field trips must have all assigned work due during scheduled absences, turned in before leaving on field trip.

## Tardiness

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Students are considered tardy if they are not in their classroom when the bell rings. The front office will keep track of tardies. Discipline begins after the accumulation of the fifth tardy resulting in an after school detention. Additional consequences will be received for every two tardies received thereafter. Tardies will restart at semester. A reminder letter will be sent after the accumulation of the third tardy. Severe tardiness may result in OSS.

## OSS-Out of School Suspension

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Students suspended from school will not be allowed on the school campus (including bus property). Students will not be allowed to participate in field trips or activities on the days of the suspension. Work missed during the suspension may be made up EXCEPT for labs, group projects, and high intensive prep assignments. The learning environment will NOT be recreated. Alternative assignments may be given by individual teachers in order to make up for missing participation.

## Eligibility of Students

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To participate in extra-curricular and/or interscholastic activities, students must meet the following requirements:

### Grade Requirements for Athletes:

(The following does not apply to students participating as spectators at sports events)

- Meet all the standards of the Missouri State High School Activities Association (MSHSAA), which includes passing 70% of coursework for the semester preceding the scheduled sport.
- A student who is carrying an F at scheduled grade checks (Quarter) will be ineligible and will not be allowed to play or participate. He/She may continue to practice with the respective team while they work to bring the grade up to passing.
- (See the current Athletic Handbook for information regarding grades and athletic participation).
- Athletes must be **in attendance** and **on time** the day following an event. Being late for school or absent **may** result in ineligibility for the next event.

### Requirements for ALL STUDENTS:

- Students who fail to serve detentions and owe quarterly fines are NOT eligible to attend or participate in extracurricular activities.
- **Students must be in attendance a minimum of four hours of the school day on the day of the activity in order to participate in or be a spectator at a ballgame or any school event held after school hours. Exceptions may be granted, but must be prearranged by a parent with the principal.**

### Physicals and Sports:

Students participating in athletics and cheerleading must have a current health certificate on file and show proof of insurance. According to MSHAA guidelines, physicals are valid if the physical was completed after February 1 of the previous school year. Insurance applications and physical forms are available in the Principal's Office.

### **Discipline and Sports:**

- Discipline supersedes extracurricular commitments.
- A student who is placed in Out-of-School Suspension (OSS) will be ineligible to play/participate for all days in which the suspension is in effect.
- A student who is in ISS will be allowed to practice in a sports program after school hours. A student on OSS will not be allowed to practice on the day(s) of suspension or participate in any activities.
- Sports events and extra-curricular activities are extensions of the school day and all school rules still apply.

### **Tobacco-Free Facility**

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State law and the Archie R-V school board prohibits smoking, or other use of tobacco products, in any classroom, school building, or on any school bus. Violation of this ordinance by students is addressed in the current discipline policy with possession and use of tobacco on school property addressed.

### **Drugs/Alcohol**

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The current Discipline Policy addresses the issue of drug-alcohol related offenses by students. Student “possession of drugs/alcohol” or “attendance at school while under the influence of drugs/alcohol” and also the sale or distribution of alcohol or drugs is addressed. Consequences range from OSS to expulsion with notification of law enforcement officials

### **Activities and Organizations**

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- All class meetings, organization meetings, and school activities must be scheduled in advance with the principal and placed on the master calendar by the sponsor or coach. The sponsor or coach must be present for all meetings and activities.
- Meetings and activities scheduled at night preceding a school day must end by 10:00 PM.
- Students may not use the gym or other school facilities during or after school hours without supervision from a faculty member.

#### **School Sponsored Activities:**

Baseball	Basketball	Cheerleading
Football	Golf	Track
Volleyball	National Honor Society	Quiz Bowl
Softball	Student Council	FFA*
Wrestling with Co-op Adrian H.S.	Vocal Music*	
Instrumental Music*	Speech & Debate	
Family Career and Community Leaders of America- FCCLA		
Future Business Leaders of America- FBLA		
Organizations offered through attendance at Cass Career Center		
Technology Student Association		

*\*This is a co-curricular activity in which at least part of the grade is determined by student participation.*

### **Fundraisers**

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Although the Archie School District is supportive of the community that supports us, outside fundraisers are not allowed during the school day. All outside groups must contact the Activities/Athletic Director for permission to sell items/services on school grounds.

Students are not allowed to sell fundraising products/services during instructional time.

### **Student Council**

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The high school student council consists of a President, Vice President, Secretary, and Treasurer. Grades 9-12 have two class representatives per grade level. The student body elects the student council officers in the spring for the next school year. Class representatives are elected in the fall of the school year. **Your officers and representatives are elected to serve the student body!** Students are encouraged to seek out their class representatives and officers if you have a concern or suggestion to make our school better.

## **National Honor Society**

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To be eligible for membership in the Archie High School National Honor Society (NHS) Grades 10-12, a student must have a 3.5 cumulative GPA. The positive qualities of character, service, and leadership are considered. A faculty committee determines membership after examining information sheets prepared by students who qualify by GPA. If an active NHS member falls below the standards that were the basis for selection, the committee may place the student on probation or may dismiss the student from membership. The NHS student has the right to a hearing before the faculty committee.

## **Closings**

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In the event that the school system needs to close for any reason, including extreme weather, students will be notified by radio stations.

- 81 AM KCMO
- 95KCMO-FM
- 61WDAF
- 1540 KMAM-KMOE
- 106.5
- 92 FM in Butler
- SIS Automated Calls
- Local TV Stations (KMBC, KSHB, WDAF, KCTV)
- ENEWS, Archie School District communication email.
- Facebook/ Twitter

## **Dances**

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- Students will be admitted to the dance until one hour after the starting time.
- Outside dates must be signed up in advance of the dance with the sponsor.
- Outside dates are expected to follow Archie H.S. rules and policies.
- After a student leaves a dance, he/she will not be readmitted.
- Athletes may be allowed additional time to enter a dance after a game, with administrative permission.
- No one in high school or elementary school will be allowed to attend the middle school dances. No elementary or middle school students are allowed to attend high school dances.
- HS dance guests may be 20 years of age or younger. Anyone 21 years or older may not attend any dance at AHS including prom.
- All guests over the age of 18 must have a GED or a diploma to attend.
- If transportation is provided by the school to an offsite location for a high school dance, students and their guests must ride the bus to and from the dance location in order to attend the dance.

## **Homecoming, Court warming, & Prom Candidates Selection Criteria**

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Candidates for all honorary titles given during the year at Archie High School, including Homecoming king and queen; Court warming king and queen; and Prom king and queen; must meet the following requirements: (1) Student must have had no disciplinary actions requiring In School Suspension (ISS) or Out of School Suspension (OSS) during the school year in which that title is given; (2) Students must meet the same eligibility requirements as set forth in the Archie R-V A+ Guidelines, including: maintaining a cumulative, un-weighted Grade Point Average (GPA) of 2.5 or higher on a 4.0 scale; maintaining a 95% or higher attendance rate; and maintaining a good citizenship record, which includes no unlawful use of drugs or alcohol and modeling a positive representation of student behavior, both in and out of school, during the school year in question.

Candidate selection for each title will be determined as follows:

(1) Homecoming

(a) Queen candidates - 4 senior female athletes, who has not previously been a candidate for Homecoming or Court warming Queen, will be selected by Archie High School's fall sports coaching staff (including, but not limited to softball, volleyball and cheerleading), and according to the guidelines set forth in the above listed criteria. After candidates are selected, these candidates will be voted upon by the Archie High Student body to determine a winner. In years when four senior female athletes are not available, nominations will be opened up to other female members of the senior class, as voted upon by class election. All candidates must meet the guidelines set forth in the above listed criteria.

(b) King candidates – 4 senior male football players, who has not previously been a candidate for Homecoming or Court warming King will be selected by Archie High School's head football coach, according to the guidelines set forth in the above listed in criteria. After candidates are selected, these candidates will be voted upon by the Archie High Student body to determine a winner. In years where four senior male football players are unavailable, nominations will be opened up to other male members of the senior class, as voted upon by class election. All candidates must meet the guidelines set forth in the above listed criteria.

(2) Court warming

(a) Queen candidates - 4 senior female basketball players, who has not previously been a candidate for Homecoming or Court warming Queen, will be selected by Archie High School's head girls' basketball coach, according to the guidelines set forth in the above listed criteria. After candidates are selected, these candidates will be voted upon by the Archie High Student body to determine a winner. In years when four senior female basketball players are not available, nominations will be opened up to other female members of the senior class, as voted upon by class election. All candidates must meet the guidelines set forth in the above listed criteria.

(b) King candidates – 4 senior male basketball players, who has not previously been a candidate for Homecoming or Court warming King, will be selected by Archie High School's head boys' basketball coach, according to the guidelines set forth in the above listed criteria. After candidates are selected, these candidates will be voted upon by the Archie High Student body to determine a winner.

In years where four senior male basketball players are unavailable, nominations will be opened up to other male members of the senior class, as voted upon by class election. All candidates must meet the guidelines set forth in the above listed criteria.

(3) Prom

(a) Queen candidates – Any senior female who has not previously been *crowned* Homecoming or Court warming Queen is eligible for the title of Prom Queen. A list of eligible candidates will be provided to all Archie High School teachers for the purposes of selecting a Prom Queen. All candidates must meet the guidelines set forth in the above listed criteria.

(b) King candidates - Any senior male who has not previously been *crowned* Homecoming or Court warming King is eligible for the title of Prom King. A list of eligible candidates will be provided to all Archie High School teachers for the purposes of selecting a Prom King. All candidates must meet the guidelines set forth in the above listed criteria.

## School Property

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- Lockers are the property of Archie Schools and are available for student use. Students are not to change lockers without prior consent from the principal. Locker inspections may be conducted at the discretion of the administration. Inappropriate care of the assigned locker (excessive materials, interfering with lock mechanism, vandalism, etc.) will result in loss of locker privileges.
- Students are expected to take care of school property, including textbooks, workbooks, equipment, and uniforms. Any damaged or lost materials must be paid for, and students are expected to use common sense. For example, trash should be placed in trash cans.
- Only magnetic fasteners should be used in lockers.

## Miscellaneous

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**I-pod/MP3 type players:** Restricted during transit to and from classrooms and other campus locations during the school day due to safety and communication concerns. Teachers may grant approval *inside* the classroom. Teachers make the decision when these devices are allowed and set the parameters for appropriate conduct expected in the learning environment. Teachers may not grant students permission to use these devices outside their classroom.

**Drinks and Vending Machines:** Vending machine use is preferred before school, during lunch and after school. Capped Plastic Bottles (20 ounces or less) are allowed at lunch or in student lockers (one bottle per locker). Cans, glass bottles and fountain drinks are **discouraged** during the school day. Please do not bring outside drinks into the school building. Students may be asked to dispose of outside drinks brought into the building. **Food & Drinks are not allowed in the media center.**

**Visitors:** Visitors are not allowed unless prior arrangements (at least 24 hours before) are made with the building principal, and the visitor then reports to the office. Parents may visit his/her student during the school day in the high school office.

**Library Fines:** Library materials that are not returned or renewed before the 3 week period is up will accrue a fine of \$.05/day for each day past the due date. Students may be required to pay library fines and/or return overdue materials before they can participate in special events. In addition, students who owe large fines or have items that are overdue may have their library borrowing privileges suspended until the fees are paid of materials returned.

## **Public Notice**

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**According to the No Child Left Behind Act of 2001 (Public Law 107-110), our district is required to inform you of certain information you have a right to know.**

**Upon your request, our district is required to provide to you, in a timely manner, the following information:**

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

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

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

## **Grievance Procedure:**

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Students, parents of students or employees have the right to file a formal complaint alleging noncompliance with regulations outlined in Title VI of the 1964 Civil Rights Act, Title X of Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.

Level One-Principal or Immediate Supervisor (Informal and Optional-may be bypassed by the grievant)- Employees with a grievance of discrimination on the basis of sex, race, national origin, or disability may first discuss it with their principal or immediate supervisor, with object of resolving the matter informally. A student or parent with a complaint of discrimination on the basis of sex, race, national origin, or disability may discuss it with the teacher, counselor, or building administrator involved.

Level Two-Title IX and Section 504 Coordinator(s)-If the grievance is not resolved at level one and the grievants wish to pursue the grievance, they may formalize it by filing a complaint in writing on a Compliance Violation Form, which may be obtained from the Title IX and Section 504 Coordinator. The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at level two must be within fifteen (15) working days from the date of the event giving rise to the grievance or from the date the grievants could reasonably become aware of such occurrence. The grievants may request that a meeting concerning the complaint be held with the Title IX and Section 504 Coordinator shall investigate the complaint and attempt to solve it. A written report from the compliance Officer regarding action taken will be sent within fifteen (15) working days after receipt of the complaint.

## **Notice of Non-Discrimination:**

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As per Board of Education policy adopted October 12, 1989, applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Archie R-V School District are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or treatment or employment in, its programs and activities.

Any person having inquiries concerning Archie R-V compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Sean Smith, Title IX and Section 504 Coordinator, 302 West State Route A, Archie, Missouri, 816-293-5312, who has been designated to coordinate the institution's efforts to comply with the regulations implementing Title VI, Title IX, and Section 504.

Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's compliance with the regulations implementing Title VI, Title IX, or Section 504.

### **Standard Complaint Resolution Procedure For No Child Left Behind Programs**

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This complaint resolution procedure applies to all programs administered by the Missouri Department of Elementary and Secondary Education under the No Child Left Behind Act (NCLB).

A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by Department of Education personnel.

Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

The written, signed complaint must be filed and the resolution pursued in accordance with local district policy: (insert your individual district's policy here such as submitting to the superintendent, board president, etc.) If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is no evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution. Any persons directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplies, or misinterpreted by the Department itself.

Anyone wishing more information about this procedure or how complaints are resolved may contact local district or Department personnel.

### **Community Information**

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All public schools are required to provide to 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. Disabilities include: learning disabilities, mental retardation, behavior disorder/emotional disturbance, speech disorders (voice, fluency, or articulation), language disorders, visually impaired, hearing impaired, physically/ other health impaired, multihandicapped, deaf/blind, autism, early childhood special education, and traumatic brain injury.

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, complaints with the U.S. Department of Education of the State Department of Education concerning alleged failures by the District to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The District 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.

Public Schools in the State of Missouri are required to conduct an annual census on all children with disabilities or suspected disabilities from birth through age twenty (20) who reside in the District of whose parent/legal guardian resides in the District. This Census is compiled as of May 1 of each year. This information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes: name of each child; parent/legal guardian's name/address; birth date and age of each child; and each child's disability or suspected disability. Should the District fail to submit an annual census, the State Board of Education may withhold state aid until the census is admitted. 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.



# Archie R-5 School District

## Student Discipline Guide for Grades 6-12

Revised June 28, 2010

A Student Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operation of the Archie R-5 Schools. No code can list each and every offense that may result in the use of disciplinary action. Students can, however, expect to be held accountable for any action which disrupts the learning environment or contributes to an unsafe atmosphere in school, on any property of the school, on any school bus going to or returning from school or during any school sponsored activities. Clear expectations, limits and appropriate consequences for the following behaviors are provided to give information and guidance to Archie R-5 students and their parents/guardians.

Unusual situations not covered in this policy will be handled as deemed appropriate by the building administrator or referred to the Superintendent of Schools as the circumstance may warrant in order to maintain general school discipline for the educational benefit of all students. A student's prior history of discipline incidents, attitude and length of time since the last occurrence will be considered when determining the appropriateness of discipline consequences. Students who show evidence of being chronic repeat offenders will be subject to more severe disciplinary consequences including out-of-school suspension. First time occurrences of such severity of behaviors involving violence or threats of violence, will be disciplined at the individual discretion of the building and/or district level administrators. Depending on the severity of disciplinary infraction increased disciplinary action may be required.

**4001: ALCOHOL, DRUGS or NARCOTICS or any substances represented to be controlled or alcoholic :** Under the Influence/Use/Possession/Distribution of Alcohol or Drugs: The use, sale, transfer, possession or being under the influence of alcoholic beverages or controlled substances on any school property, on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; or off school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district is prohibited and will not be tolerated. Students in violation of this policy will be suspended from attendance at and participation in all extra-curricular activities for up to 180 school days. For the purpose of this policy a controlled substance shall include any controlled substance, counterfeit substance or imitation controlled substance as defined in the Narcotic Drug Act, Section 195.010, RSMo.

<u>Level</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Repeat Offense</u>
Gr.6 - 12	up to 180 days OSS <u>or</u> 30 days OSS/ISS + SAR Contract (see below) Report to Juv. Auth.	Refer to Supt. for 90-180 da. OSS or Expulsion Report to Juv. Auth.	Report to Law Enforcement (or Juvenile Authorities per Safe Schools Act)

**(SAR) SUBSTANCE ABUSE REHABILITATION CONTRACT** The SAR contract includes the following stipulations that may be modified by the District as an acceptable alternative to the long-term OSS approach. As a condition of the SAR Contract, the student's attendance record may be reconsidered if the student and legal guardian agree to be responsible for the cost and adherence to the following criteria:

- 1) The student will undergo an independent behavioral or psychological evaluation by a licensed agency to determine the students' extent of addiction. The District will receive a copy of the written independent evaluation.
- 2) The student and parents agree that the student will successfully and fully participate in a licensed drug rehabilitation program and/or participate in the school-based educational program. This treatment will continue until it is agreed by the parents and school officials that the desired behavioral modifications have been achieved.
- 3) A comprehensive drug screen (urinalysis) as determined or approved by the District will be conducted at student expense prior to being admitted back to school on a probationary basis. If the test is negative for drugs the student may return to school and will submit to random drug screening at the discretion of the principal for a period of up to 180 school days.
- 4) Should the student fail to meet the requirements of the SAR Contract, the District will consider all factors involving the disciplinary and rehabilitation process and take the appropriate disciplinary action including the enforcement of the original suspension.  
ALL Rehab and screening expenses are to be borne by the student's family or legal guardian.

*This policy procedure may be abandoned and/or the length of the suspension may be modified by the principal based upon the individual merits of each student's situation.*

**4002: ACTIONS THAT COMPROMISE THE SAFETY OF OTHERS: VIOLENT BEHAVIOR/THREATS OF VIOLENCE/TERRORISTIC ACTS/THREATS OF TERRORISTIC ACTS INCLUDING THREATS TO HARM OTHERS OR ONESELF, TO INCLUDE BOMB THREATS:**

<u>Level</u>	<u>Any offense</u>
All levels	Immediate Out-of-School Suspension for up to 180 days OSS or expulsion upon referral to superintendent; notification to law enforcement Documentation in student's discipline record

**4003: WEAPON(S) - POSSESSION, USE or ATTEMPTED USE:** Bringing onto the school grounds or property any item that is ordinarily considered to be a weapon such as defined in The Safe Schools Act of 1996, section 571.010, RSMo: a blackjack, a concealable firearm, an explosive weapon, a firearm, a firearm silencer, a gas gun, a bladed instrument, knuckles, a machine gun, a projectile weapon, a rifle, a shotgun, a spring gun or a switchblade knife and others not named. School property includes, but is not limited to district owned buildings, leased or rented facilities; school-sponsored activities; field trips, school vehicles and buses and any school bus stops. This policy is in effect before, during and after school. (This policy shall not be construed to prohibit the Board of Education from allowing a Civil War reenactor to carry a Civil War era weapon on school property for educational purposes so long as the firearm is unloaded.) *This violation will be reported to the appropriate law enforcement agencies.*

<b><u>Level</u></b>	<b><u>Any Offense</u></b>
All levels	Expulsion or suspension of not less than one year and Contact Law Enforcement

**4004: ARSON:** Starting or attempting to start a fire or causing or attempting to cause an explosion

<b><u>Level</u></b>	<b><u>Any offense</u></b>
All levels	up to 180 days OSS or expulsion; notification to law enforcement. Documentation in student's discipline record

**4005: FALSE ALARM:** setting off alarm when there is no cause to do so, including fire alarms, 911 calls, or other acts causing evacuation of the building which could endanger the welfare of others. "Making a false bomb report is a Class D felony and is subject to immediate suspension. This violation will be reported to the appropriate law enforcement agencies.

<b><u>Level</u></b>	<b><u>First Offense</u></b>	<b><u>Repeat Offense</u></b>
Gr. 6 - 12	Up to 10 days OSS	Refer to Supt. For suspension

**4006: GANG RELATED ACTIVITIES:** any activity characteristic of or identified by the individual's admission to gang membership or by the exhibiting of any item of clothing which is common to gang members, the display of mannerisms which identify the individual as a gang member, visible tattoos that indicate gang membership, admitting to detailed knowledge of gang activity, admitting to or being known by a moniker, displaying jewelry or other paraphernalia common to gang members.

<b><u>Level</u></b>	<b><u>First Offense</u></b>	<b><u>Second Offense</u></b>	<b><u>Repeat Offense</u></b>
6 - 12	Parent Contact Removal of gang related items. Notify Juv.Law	Up to 5 days OSS Removal of gang related items Notify Juv. Law	Up to 10 days OSS Removal of gang related items Notify Juv. Law

**4007: ASSAULT:** Knowingly causing physical injury to another person; or with criminal negligence, causing physical injury to another person by means of a deadly weapon; or recklessly engaging in conduct which creates a grave risk of death or serious injury to another person or knowingly causing physical contact with another person knowing the other person will regard the contact as offensive or provocative. The act or acts described above occur on school or school district property, or in a vehicle that at the time of the act was in the service of a school or school district, or arose as a result of a school or school district-sponsored activity. This violation is a CLASS D FELONY and will be reported to the appropriate law enforcement agencies.

**\*VERBAL THREAT: A Class C misdemeanor and in addition to school consequences, will be reported to Law Enforcement.**

<b><u>Level</u></b>	<b><u>First Offense**</u></b>	<b><u>Repeat Offense</u></b>
Gr. 6 - 12	Up to 180 days OSS Or expulsion	Refer to Supt. for Expulsion Contact Law Enforcement.

**4008: \*FIGHTING:** Mutual combat in which both parties have contributed to the conflict by physical action.

<b><u>Level</u></b>	<b><u>First Offense</u></b>	<b><u>Second Offense</u></b>	<b><u>Repeat Offenses</u></b>
Gr. 6 - 12	Up to 3 days OSS	Up to 5 days OSS	Up to 10 days OSS

**4009: POSSESSION OR USE OF DISRUPTIVE/HARMFUL DEVICES OR ITEMS:** (i.e. any propellant or explosive device, firecrackers, water balloons, snowballs, rocks, peashooters, stink bombs, water gun, pocket knife, etc.)

<b><u>Level</u></b>	<b><u>First Offense</u></b>	<b><u>Second Offense</u></b>	<b><u>Repeat Offense</u></b>
Gr. 6 - 12	Up to 5 days ISS	Up to 5 days OSS	Up to 10 days OSS

**4010: EXTORTION and/or BULLYING:** threatening or intimidating any student to include such behaviors for the purpose of, or with the intent of obtaining money/anything of value from student. This offense in conjunction with physical force is grounds for immediate OSS. This also refers to any activity that a reasonable person believes could pose a negative impact on the mental or physical health or safety of a student or put the student in adverse situation is prohibited. This includes, but is not limited to hazing, bullying, cyber-bullying, student intimidation, physical violence, taunting, name-calling, put downs, threats, extortion and exclusion from a peer group. Students who have been subjected to hazing or bullying are instructed to promptly report such incidents to a school official.

<b><u>Level</u></b>	<b><u>First Offense</u></b>	<b><u>Second Offense</u></b>	<b><u>Repeat Offense</u></b>
Gr.6 - 12	Up to 5 days OSS Restitution	Up to 10 days OSS Restitution	Refer to Supt. for Expulsion

**4011: SEXUAL HARASSMENT:** inappropriate behavior which portrays sex or sexual conduct in a manner offensive to community standards, including words, spoken or written, touching, or other physical contact of a sexual nature.

<b><u>Level</u></b>	<b><u>First Offense</u></b>	<b><u>Subsequent Offense</u></b>
Gr. 6 - 12	Student conf.+ ISS or 180 days of OSS	1-180 days of OSS, or expulsion

**4012: SEXUAL MISCONDUCT:** engaging in any sexual behavior or sexual acts on school grounds, in or on any property belonging to the school, or on school sponsored trips or activities. This also applies to behavior which subjects another person to sexual contact with or without the person's consent including acts covered by the Safe Schools Act 1-113 1301 & 1298 such as forcible rape (566.030 RSMo), forcible sodomy (566.060 RSMo), sexual assault (566.040 RSMo)

<b><u>Level</u></b>	<b><u>First Offense</u></b>	<b><u>Second Offense</u></b>
All levels	Up to 30 days OSS	Refer to Supt. for Expulsion Report to Law Enforcement

**\*\*Posturing – the physical & verbal acts that could potentially lead to an altercation**

<u>Level</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Repeat Offense</u>
All levels	up to 3 days ISS	up to 5 days ISS	Up to 5 days OSS

**4013: PROFANITY DIRECTED TOWARD A STAFF MEMBER:**

<u>Level</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Repeat Offense</u>
All levels	Up to 5 days OSS	Up to 10 days OSS	Up to 10 days OSS

**4014: DISRESPECT, DEFIANCE or INSUBORDINATION:** Displaying a lack of cooperation, disrespectful language (other than profanity), willful dishonesty, disobedience or defiance of the authority of the principal, assistant principal, teacher, bus driver or other school employee. Disrespect also includes any gestures, actions or speech interpreted as degrading or demeaning. Any threats and/or physical aggression toward a school official will be grounds for expulsion.

<u>Level</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Repeat Offense</u>
Gr. 6 -12	Up to 5 days ISS	Up to 10 days ISS	Up to 10 days OSS

**4015: LARCENY THEFT:** (Larceny) stealing or attempting to steal private or school property valued at \$750.00 or more.

<u>Level</u>	<u>First Offense</u>	<u>Second Offense</u>
All levels	Up to 10 days OSS Refer to Law Enforc.	Refer to Superintendent for suspension Refer to Law Enforcement

\*\*Severity of first offense may be referred to the Superintendent for long term suspension/expulsion.

**4016: TOBACCO/VAPOR/ELECTRONIC CIGARETTES - USE or POSSESSION:** including but not limited to cigarettes vapor/electronic, cigars, chewing tobacco, snuff, matches, lighters or similar items. Students are not to use or have possession of tobacco products at school activities or on school property. All tobacco will be confiscated. Students in extra-curricular activities may also have additional consequences according the athletic/activities handbook.

<u>Level</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Repeat Offenses</u>
Gr.6 - 12	Parent Contact Up to 3 days ISS	Parent Contact Up to 5 days ISS	Parent Contact Up to 10 days OSS

**4017: VANDALISM:** willfully causing substantial damage or attempting to cause substantial damage to any property, real or personal, belonging to school, staff or students. **Institutional (school) vandalism is a Class A misdemeanor and will be referred to Law Enforcement Officials. If damage exceeds \$2,000, the offense is a Class D felony. Both of these classes of offenses will be subject to long-term suspension**

**3001: DISRUPTIVE SPEECH or CONDUCT:** Conduct or speech, whether verbal, written or symbolic, which materially and substantially disrupts classroom work, school activities or school functions; this also includes using obscenity, obscene gestures, swearing, cursing, etc. or words which are spoken solely to harass, bully, intimidate or injure other people, such as defamation of a person's race, religion or ethnic origin. Extreme disruptive behavior can be grounds for immediate OSS at all levels.

<u>Level</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Repeat Offense</u>
Gr.6 - 12	Up to 5 days ISS	Up to 10 days ISS	Up to 10 days OSS

**3002: FAILURE TO APPEAR FOR AFTER SCHOOL DETENTION:** Students are allowed one reschedule for a missed detention per semester. Reschedules do not carry over if not used in the first semester.

<u>Level</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Repeat Offense</u>
Gr. 6 - 12	1 day ISS or	Up to 3 days ISS or	Up to 5 days ISS

**3003: PUBLIC DISPLAY OF AFFECTION:** hugging, kissing or any physical contact which is inappropriate in the school setting

<u>Level</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Repeat Offense</u>
Gr. 6 - 12	Student conference/Parent contact	Up to 3 days of ISS	Additional ISS

**3004: FAILURE TO OBSERVE THE CONDITIONS OF IN-SCHOOL SUSPENSION:** Student social privileges are revoked during ISS. Failure to act in a mature manner with respect for self and others will result in removal from ISS.

<u>Level</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Repeat Offense</u>
Gr. 6 - 12	OSS for the duration of original ISS penalty + Up to 3 days OSS	Original ISS penalty	Up to 5 days OSS or *Saturday School

**3005: BUS MISCONDUCT:** Any offense committed by a student on a district owned or contracted bus which would be punished if the offense had been committed at the student's assigned school. The rules of good bus conduct are the same as expectations for good classroom conduct which include showing respect and obeying reasonable requests from the adult in charge. *Please remember that riding an Archie R-5 bus is a privilege, not a requirement. To insure good transportation service, students and parents should become familiar with the following safety rules.*

1. Do not extend any part of the body or belongings out of the bus windows.
2. All students are to sit in assigned seats on all regular route buses.
3. Leave the bus windows closed unless permission from the driver has been given to open them.
4. Keep voices at a normal conversational tone. Do not yell or make loud noises that may distract the driver.
5. Report any damage to the driver. Any acts of vandalism will be paid for by the student (s) responsible and may result in other assigned discipline.
  
6. Animals will not be transported on the bus.
7. Food and drink are not appropriate on the bus. Exceptions to this may be made on activity trips.
8. Inappropriate behaviors which will result in disciplinary action include: swearing, persistent refusal to submit to the driver's authority, or possession of tobacco, scuffling or fighting, littering and/or throwing objects from the bus, moving around while the bus in motion, being excessively loud, vandalism to the bus, etc.
9. Once loaded, students are to remain on the buses for the duration of the route and not enter other school buildings. Violation of the bus rules and disregard for the driver's authority will be reported to the building principal and may result in the following discipline being assigned.
10. Regulation of electronic devices on busses is regulated at the discretion of individual bus drivers.

1<sup>st</sup> violation-----warning letter sent home and/or conference with parents

2<sup>nd</sup> violation-----3-day bus suspension

3<sup>rd</sup> violation-----5-day bus suspension

4<sup>th</sup> violation-----suspension for the remainder of the semester

**\*\*\* Serious violations could result in immediate and long-term suspension regardless of the number of previous violations.**

**3006: CARELESS DRIVING:** operating a vehicle on or about the school grounds and/or school property in a manner which would endanger persons or property. \*\*The privilege of operating a vehicle at school also carries with it the responsibility of securing a proper permit, observing speed limits, giving pedestrians walkers and busses the right of way, and entering and exiting through designated areas

<u>Level</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Repeat Offense</u>
Gr. 9 - 12	Up to 3 days ISS	Up to 5 days ISS	Loss of driving privileges

**3007: CLOSED CAMPUS POLICY:** Once students have entered their school, they do not have permission to leave the school campus during school hours unless properly supervised by school personnel.

<u>Level</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Repeat Offense</u>
Gr. 6 - 12	Up to 5 days ISS	Up to 10 days ISS	Up to 10 days OSS

**3008: TRUANCY:** absence from school or class without the knowledge and/or consent of parent and school officials. This includes being on or off campus, but out of assigned area without permission of school officials or being absent and not having parent contact with the school and office upon returning to school.

<u>Level</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Repeat Offense</u>
Gr. 6 - 12	Parent Contact 1 day ISS	Parent Contact 3 days ISS	ISS/**Saturday School

**3009: FORGERY/MISREPRESENTATION:** misrepresenting parent or guardian with the purpose of excusing from school, class or any other parental consent. This includes all written notes, phone calls, or correspondence. This includes academic dishonesty defined as any form of cheating that is blatant, repeated and serious in offense beyond the realm of the individual teacher's classroom management plan.

<u>Level</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Repeat Offense</u>
6 - 12	Parent Contact Up to 3 days ISS	Up to 5 days ISS	Up to 10 days ISS

**3010: USE OF A PHONE or ELECTRONIC DEVICE ON SCHOOL PROPERTY:** During instructional time students are not allowed to use a cell phone, hand-held radio, remote modem devices, audio, video, music or game device or any other handheld communication device on school property during school hours. Teachers may grant approval inside the classroom.

<u>Level</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Repeat Offense</u>
6 - 12	Confiscation and After School detention	Confiscation and up to 3 days ISS	Confiscation and and up to 5 days OSS

**3011: PETTY THEFT:** (Petty) stealing or attempting to steal private or school property valued at less than \$750.00

<u>Level</u>	<u>First Offense</u>	<u>Repeat Offense</u>
Gr. 6 - 12	Parent Contact Restitution Up to 10 days ISS	Parent Contact Restitution Up to 10 days OSS

**3012: COMPUTER / INTERNET / E-MAIL USE:** All Archie R-5 students will be expected to follow the **District Acceptable Use policy**. The use of computers and computer services is a privilege which may be revoked by teachers, principals and/or district administrators at any time for abusive conduct. Such conduct would include, but is not limited to the placing of unlawful information on or through the computer system, and the use of obscene, abusive, or otherwise objectionable language or images in either public or private files or messages, to include any materials posted on the R-5 District website and anything that would be considered cyber-bullying. All **flash drives or other forms of data storage** from home must be virus-scanned before they can be loaded onto school computers. Tampering with computer data or theft of computer data may be considered a Class A Misdemeanor or Class D Felony and be prosecuted as such.

<u>Level</u>	<u>First Offense</u>	<u>Repeat Offense</u>
All grades	Suspension of computer privileges for a period of time determined by the building administrator and up to 10 days ISS	ISS up to loss of privileges for 365 days and up to 10 days OSS