

# **CUBA HIGH SCHOOL**

## **STUDENT HANDBOOK 2016-2017**

#1 Wildcat Pride Drive  
Cuba, Missouri 65453  
573 885-2534

### **Superintendent**

Mr. Jonathan T. Earnhart

### **Asst. Superintendent**

Mrs. Kimberly Robinson

### **Principal**

Mr. Geoffrey E. Neill

### **Assistant Principal**

Mr. Timothy Webster

### **Counselors**

Mrs. Amanda Espinoza

Mrs. Tonya Hulbert

### **Athletic Director**

Mr. Kenneth J. Hohe

### **Secretaries**

Ms. Karen Beckett / Mrs. Claudia Montgomery

Office Hours – 7:30 a.m. to 4:15 p.m.

Phone 573 885-2534 Ext. 1100

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# SCHOOL CALENDAR 2016-2017

August	4	New Teacher's Workshops
August	5, 8-10	All Teacher's Workshops
August	11	School Begins
September	5	Labor Day (No School)
September	16	Early Dismissal (1:00 p.m.) (Health Fair); Mid-Term 1 <sup>st</sup> Quarter
October	3	No School PD
October	14	End 1 <sup>st</sup> Quarter
October	20	Early Dismissal (1:00pm) - Parent/Teacher Conf. 1:30-7:30 p.m.
October	21	No School
November	22	Mid-Term 2 <sup>nd</sup> Quarter
November	23-25	Thanksgiving Break (No School)
December	20	End 2 <sup>nd</sup> Quarter (46 Days). End 1 <sup>st</sup> Semester (87 Days)
December	21–Jan. 1	Winter Break (No School)
January	2	No School PD
January	3	School Resumes
January	16	No School - M.L.K. Day
February	3	Mid-Term 3 <sup>rd</sup> Quarter
February	17	No School PD
February	20	No School – President's Day
March	10	End Third Qtr. (45 days)
March	23	Early Dismissal (1:00 pm) – Parent/Teacher Conf. 1:30-7:30 p.m.
March	24 - 31	Spring Break (No School)
April	14	No School-Good Friday (1:00pm)
April	17	No School PD
April	21	Mid-Term 4th Quarter
May	23	Early Dismissal (1:00pm) End of Fourth Qtr. (46 Days) End of Second Semester (91 Days) Last Day of School (178 Days)
May	24	Teacher Work Day

# GENERAL INFORMATION

## Welcome

It is with great pleasure and excitement that we welcome you to Cuba High School. It is the desire of the CHS staff to provide you with a caring and positive learning experience as you attend high school. Out of all life's values education is certainly among the most important. An education is something that cannot be taken away once acquired. In a free democratic society such as ours it is important that we remember that a good education is obtained through the cooperative efforts of the students, teachers, parents, and members of the community. The Crawford County R-II School District has a tradition of providing a good education and with the continued dedication of all involved this tradition will continue.

The Cuba High School appreciates your support and will continue to strive to provide quality education programs. We trust that each student and parent will become acquainted with the handbook. If further questions exist or additional information is needed, please contact the high school office for assistance.

## Crawford County R-II School District Mission Statement

The mission of the Crawford County R-II School District, in partnership with the community it serves, is to prepare individuals proficient in basic skills which are essential to becoming a contributing member of society. This effort will develop responsible individuals who possess personal integrity, the ability to think critically, and a commitment to personal excellence. In a secure and nurturing environment, the district offers a diversity of educational programs that address the needs of all students in order to prepare them for an ever-changing world.

## Public Notice of Service

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, highly mobile children, such as migrant and homeless children, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Crawford County R-II School assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairments, specific learning

disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Crawford County R-II 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 First Steps program.

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

The Crawford County R-II School has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at Crawford County R-II School, according to the district schedule, 7:30 a.m. – 3:30 p.m., Monday through Friday.

If you have a child with a disability or know of a child with a disability who is not attending the public school; or, if you are interested in learning more about volunteering to serve as a surrogate parent for a child with a disability you may contact your school district's Director of Special Education: Vickie Gorsuch, Phone 573-885-2534 ext. 1186, Crawford County R-II Schools, #1 Wildcat Pride Dr., Cuba, MO 65453.

### **Family Policy Compliance**

The Family Education Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

These rights are outlined below:

1. The right to inspect and review the student's records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the

record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believe are inaccurate or misleading. Parents or eligible students may ask Crawford Co. R-II School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will provide to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility, (optional). Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(Note: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.)

4. The right to file complaint with the U.S. Department of Education concerning alleged failures by Crawford County R-II School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U. S. Department of Education



## Assembly Conduct

Student assemblies are held to provide information or for student entertainment. Whether student guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, uncalled-for-clapping, boisterousness, and talking during the program. Any student that does not cooperate is subject to exclusion from future programs.

## Bell Schedules

### GOLD / BLACK Days

Periods are 85 minutes in length

<b>GOLD</b>			<b>BLACK</b>		
8:00	9:25	1 <sup>st</sup> Period	8:00	9:25	5 <sup>th</sup> Period
9:30	10:55	2 <sup>nd</sup> Period	9:30	10:55	6 <sup>th</sup> Period
10:55	11:20	1 <sup>st</sup> Lunch	10:55	11:20	1 <sup>st</sup> Lunch
11:25	11:45	<i>Academic Lab</i>	11:25	11:45	<i>Academic Lab</i>
11:20	11:45	2 <sup>nd</sup> Lunch	11:20	11:45	2 <sup>nd</sup> Lunch
11:00	11:20	<i>Academic Lab</i>	11:00	11:20	<i>Academic Lab</i>
11:50	1:15	3 <sup>rd</sup> Period	11:50	1:15	7 <sup>th</sup> Period
1:20	2:45	4 <sup>th</sup> Period	1:20	2:45	8 <sup>th</sup> Period

### Early Dismissal Schedule

8:00	9:00	1 <sup>st</sup> Period	8:00	9:00	5 <sup>th</sup> Period
9:05	10:00	2 <sup>nd</sup> Period	9:05	10:00	6 <sup>th</sup> Period
10:05	11:00	3 <sup>rd</sup> Period	10:05	11:00	7 <sup>th</sup> Period
11:00	11:25	1 <sup>st</sup> Lunch	11:00	11:25	1 <sup>st</sup> Lunch
11:25	11:50	2 <sup>nd</sup> Lunch	11:25	11:50	2 <sup>nd</sup> Lunch
11:55	12:50	4 <sup>th</sup> Period	11:55	12:50	8 <sup>th</sup> Period

## Books, Fees, and Lockers

The lockers and textbooks are the property of the school district and are provided to students as a part of their education. The student assumes responsibility for the normal care of the property. A charge is made for

damaged or lost books. All charges must be paid to obtain a diploma or to receive the next year's schedule. Material used to make projects is school property until the student makes a purchase of the property or until the instructor officially releases projects.

A locker will be assigned to each student for storage of books and supplies. **Items such as purses, wallets, calculators, or items that have personal value to the student should not be stored in lockers.** Locker assignments will be made prior to the beginning of school. DO NOT place a lock on the locker assigned to you. Students are encouraged to check out a lock from the office to use on their lockers. **Only school locks will be allowed on school lockers.**

Some fees are associated with selected courses in our curriculum. When students select these courses in their educational program, they are agreeing to participate in the activities of the course and pay the fees associated with those activities or projects.

### **Building Regulations**

1. High school students are not to be in the junior high building.
2. Students are not allowed to leave the building without permission from the administration.
3. Students arriving at school by bus are not allowed to leave campus.
4. Students will not be allowed to bring visitors to school.
5. Students who arrive at school before 8:00am are to report to the high school commons. If students are to meet with a teacher, they are to have a pass from the teacher to be in the halls.
6. Skateboarding and rollerblading are not allowed on school property.

### **Cafeteria Service**

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, well-balanced lunch is offered at a reasonable price. Students are to comply with the following rules:

1. Deposit all lunch litter in wastebaskets.
2. Return all dishes and utensils to the dishwashing area.
3. Leave the table and floor around your place in clean condition for others.
4. Remain in the cafeteria/commons area during the assigned lunch session.
5. No food is to be taken from the cafeteria/commons area.
6. Food is not to be ordered from commercial vendors for delivery to school during lunch. Parents or guardians are the only outside individuals allowed to bring lunch for their child.
7. Please have your lunch card out and ready to scan as you enter the food line.

8. If you do not have your lunch card you will not be allowed to go through the line until all students with cards have been served.
9. Money turned in after 8:30 will not go into the account until the following day.
10. Students may charge up to the equivalent of five (5) lunch trays.
11. Pizza deliveries (by parent or local business) are not permitted

## Dances

To attend a school sponsored dance, the following criteria apply:

1. A CHS student in good standing.
2. A student at another high school in 9<sup>th</sup> -12<sup>th</sup> in good standing.
3. Students must submit a "Guest Information for School Activity" form to bring an individual who does not attend Cuba HS. Forms are due by the due date & time on the form. Late forms will not be accepted; **no exceptions will be made.**
4. High school dropouts may not attend.
5. Home school students and other students who are not currently in school for any other reason must be approved by the building administrator.
6. A list of students with out of school guests will be at the entrance to the dance. No out of school guests will be allowed that were not on the original list.
7. Once in the building, students are not permitted to exit the building without the approval of an administrator in attendance at the dance. Any student that leaves without permission will not be allowed to re-enter the dance.
8. Students must be in attendance the entire day to attend the dance. An approved absence must be verified by the building administrator. If the dance is on a Saturday, then students must be in attendance the entire day on the Friday before.
9. No guest over 20 years of age will be allowed at school dances.
10. All dress must be in good taste.
11. Parents may only stay and take pictures during the first 30 minutes of the dance.

## Fire, Tornado, Earthquake Drills

Fire and tornado drills will be signaled by the bell system. A fire drill will be one long buzz of the bell system. The tornado drill will be continuous short rings. A fire evacuation plan is posted in each room and students should become familiar with it. During a tornado drill, students should file into the hallway adjacent to their room, kneel, and protect their heads. Specific directions will be displayed in each classroom.

## **Food and Beverages**

1. Food and beverage machines may be used before school and after school. All food and beverages are to be kept in the commons area.
2. Glass bottles, cups, open food items, and snacks are not allowed in classrooms, halls, or lockers.
3. Students who bring their lunch are to leave it in their locker until their lunch period.

## **School Closings-----“Inclement Weather”**

There may be times throughout the school year that weather conditions may cause school to be canceled. If school is canceled, the following radio stations will be notified as soon as possible. KTTR-Rolla KZNN-Rolla KTUI-Sullivan KXMO-Cuba. Parents will also be notified via *Bright Arrow*.

Note: Please do not call the radio station or homes of school personnel to find out about school closings.

## **School Nurse**

The school nurse is available for student medical assistance as needed. If a student needs to see the school nurse, he/she should request permission then report to the nurse's office located on the lower level of the high school building.

Medications will only be administered with a physician's orders. No over-the-counter medications, (Ex. Tylenol, cough syrup, etc.) will be administered without a physician's prescription. Medicine prescribed by a doctor must have a pharmaceutical label to be accepted at school. The bottle should include the following information:

- a. Student's name
- b. Current date
- c. Name of medication and specific instructions such as amount and time to be given and name of doctor prescribing medication.

A school form must be completed and signed by the parent/guardian as well as the physician, giving permission for the school to administer medication. Students are responsible for reporting to the nurse's office at the scheduled time to receive their medication.

**Note: Student/Parents - Make sure that Emergency Telephone Numbers are current and on file.**

## **Searches by School Personnel**

Students or student property may be searched based on reasonable suspicion of a violation of District rules, policy or state law. Reasonable suspicion must be based on facts known to the administration, credible

information provided or reasonable inference drawn from such facts or information. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses, if such witnesses are available. Students may be asked to empty pockets, remove jackets, coats, shoes and other articles of exterior clothing for examination under reasonable suspicion.

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains the authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on school premises may be searched if a school administrator has reasonable suspicion to believe that illegal, unauthorized or contraband items or evidence of a violation of school policy is contained inside the vehicle.

### **Telephone Use**

Students will not be allowed to use the phones located in the classrooms. There is a phone located on the counter in the high school office for student use in the case of an emergency. All other situations should be handled outside of the school. Students must obtain permission from the secretary before using the phone.

### **Transportation**

#### a. Late bus arrival-

1. If your bus driver arrives after 8:05 am, report to the office.
2. An announcement will be made excusing students for being late or the secretary will provide you an excused pass to class.

#### b. Bus pass:

1. You must have a bus pass in order to ride a bus other than the one you are assigned to ride.
2. A note from your parents is required to obtain a bus pass.  
Bus passes can be obtained in the office.

All bus passes must be requested by 12:00 noon each day for the day they will be used.

### **Visitors to the Building**

Visitors are welcome in the schools; however, every effort must be made to avoid any disruption of classroom instruction. Any information about the school may be obtained from the principal's office. No visitor is permitted to go into a classroom, library, or other areas of the building before obtaining a visitor's pass from the principal's office. In order to protect instructional time the high school discourages the practice of student visitors attending class. Only emergency cases will be considered.

## **Academics Studies**

## **College Visit**

A senior may miss two (2) days during his/her senior year and a junior may miss one (1) day during his/her junior year for the purpose of visiting a college. Applications must be approved by the principal five days prior to the visit. Students must return a signed confirmation of the visit by an official of the college. Approved college visits will not count against the student's attendance record.

## **Correspondence Credit**

A maximum of 2 units of correspondence credit from the University of Missouri or another approved accredited institution may be accepted toward meeting the graduation requirements. Students may request to enroll in correspondence credit beginning their junior year.

Correspondence courses shall be the same subject areas as the courses provided by Cuba High School. Correspondence courses may not be used to meet the requirements for early graduation or for meeting the criteria for the College Preparatory and Presidential Academic Fitness Certificates. Students are responsible for payment of fees and books for correspondence courses. All grades from correspondence courses must be received in the guidance office of the high school by the end of the first week of May in order for the student to participate in graduation ceremonies.

## **Final Examinations**

Final examinations are to be administered in all high school classes at the close of each semester. The final examination should be comprehensive in nature.

## **Grading Scale**

The following grading scale below will be used by all high school instructors:

A	100-95	B-	83-80	D+	69-67
A-	94-90	C+	79-77	D	66-64
B+	89-87	C	76-74	D-	63-60
B	86-84	C-	73-70	F	59- below

## **Grading System**

The difficulty of determining grades that truly express the value of achievement and attitude is generally recognized. Each student is encouraged to attain the highest level of achievement possible. Important goals for each student are competition against his/her own record in the direction of self-improvement and striving for the satisfaction that comes from performing each task well.

Scholarship marks are given in comparison with the standards of achievement expected of a student and in comparison with others in the class. The following system is used as an indication of achievement and made available for reference when needed:

A - Excellent, Highest Grade Given

B - Superior, Above Average

C - Average Work

D - Below Average, Needs Improvement

F - Failing, Not Passing

I - Incomplete (work needs to be made up before grade can be given. Time allowed should not exceed 2 weeks)

FL - No Credit Given

P - Credit Given (Teacher Aide)

H - Honors Course

### **Guidance and Counseling**

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, and help with home, school, and/or social concerns. Students wishing to graduate with a general diploma, honors programs, or attend a vocational school should consult the counselor regarding requirements. Students wishing to see the counselor must complete a "Request to See the Counselor" form. Students will be called that day when the counselor becomes available.

### **Honor Roll**

Principal's Honor Roll: Must not receive any grade below an A-

Honor Roll: 3.00 G.P.A. Must not receive any grade below C-

### **Media Center**

The Media Center will be open from 7:30am to 4:00pm.

Students are encouraged to use the library, both for research as well as reading for personal enrichment. A library pass from the classroom teacher is necessary for a student to enter the library during regular class time.

Media Center Rules and Regulations:

1. Students may check out books and vertical files for two weeks.
2. Students may check out magazines, old magazines, and old encyclopedias for one week.
3. Students are responsible for any materials they have checked out.
4. Students will be charged 2 cents per day for overdue materials.
5. Students are responsible for any library materials found in their lockers.

Upon leaving the Media Center, students must present all library books at the checkout counter with book card or due slip visible.

### **Schedule Changes**

Students will have an opportunity at the beginning of each semester to change their schedules. All changes must be made through the counseling office by getting a drop/add slip and having it signed by their teacher whose class you wish to drop and the teacher whose class you wish to add. Students will be notified of the last day to make schedule changes. After these dates the Principal's approval is required to make a schedule change. Schedule changes after this time will result in the student receiving an F for the semester for the class dropped and this will be placed on his/her permanent record.

### **Student Classification**

Classification standards for course enrollment for the year are listed below. To be classified as a:

<b>Sophomore</b>	you must have at least 5 credits.
<b>Junior</b>	you must have at least 13 credits.
<b>Senior</b>	you must have at least 20 credits.

### **Progress Reports**

Progress reports to parents indicating special needs of students will be mailed near mid-quarter where changes in study habits or modification of behavior can be corrected before the end of the grading period. Parents should contact the High School Counselor to arrange a parent/teacher conference.

### **Promotion, Retention, and Summer School**

Promotion Credit:

**5 credits** – sophomore      **13 credits** – junior      **20 credits** - Senior

28 credits needed to graduate; 26 credits needed by RTI students;

*Promotion* – Promotion is based on the number of credits earned by students each year. If they earn five credits during the freshman year, they will be classified as a sophomore the next year. If they have accumulated thirteen credits by the end of their second year of high school, they will be classified as a junior the next school year.

Students are promoted once per year. This will normally occur at the end of summer school year. Credits earned during the summer can be used for a student to be promoted to the next grade. Seniors can be promoted at the end of the first semester of their senior year if credit earned the first



semester places them on target for graduation. These individuals can be promoted at the end of the first semester.

*Retention* – Students must earn credit to advance to the next grade. If a student fails to earn enough credit to move to the next grade level for the next year, they will retain their grade level assignment for another year.

*Summer School* – Any student who does not remain on target for graduation must attend summer school. Example: a student can earn 32 credits in four years of high school. After a student has failed four classes, they must attend summer school to remain on target of earning 28 credits for graduation.

### **Report Cards**

1. Report cards will be issued every nine weeks. These reports cards need not be returned.
2. The schedule for issuing grade reports will be published in the school calendar.
3. It is imperative parents display concern about grades to their son/daughter. Please look for your son/daughter's report card every nine weeks.

### **Valedictorian, Salutatorian, and Class Rank**

In the interest of encouraging and recognizing outstanding academic achievement, a Valedictorian and Salutatorian will be selected for each high school graduating class. The Valedictorian and Salutatorians will be selected according to the following procedure:

1. The students must be enrolled as a full-time student.
2. Transfer students must be in attendance two semesters prior to graduation.
3. Students must complete eight (8) semesters of school.
4. Selection of Valedictorian and Salutatorian will be determined by totaling all grade points for eight (8) semesters of high school.
5. Transfer students will provide written justification of any weighted classes they have taken.
6. No grade points are awarded for the class "Teacher's Aide", when determining the Valedictorian, Salutatorian, and Class Rank.
7. If there is a tie for Valedictorian there will be "Co-Valedictorians" and no Salutatorian.

# Attendance and Tardy Policy

## General Attendance Information

Regular attendance is imperative to insure success in the classroom. Attending school every day is essential in developing a proper work ethic and a sense of responsibility. These factors are instrumental in preparing students to enter the work force, a profession, or post-secondary education.

Absence from school should be limited to personal illness, family crisis, or medical appointments that cannot be scheduled outside the regular school day. When an absence is unavoidable, the parents of the student should call the school office 885-2535 between 7:30 am and 3:00 pm on the day of the absence to advise us of the reason for the absence

All absences must be verified by a phone call on the day the student returns to school. For pre-arranged absences, the student must contact all his/her teachers for assignments, which will be missed during the absence. The student will obtain a “pre-arranged” absence form from the office, complete the form and return it to the office prior to the absence. All absences, which can reasonably be foreseen, are to be approved by the use of the “pre-arranged” form.

Students who become ill at school must be checked out at the nurse’s office. Students leaving school for any other acceptable reason must be cleared in advance by a telephone call or notice from the parent. Students will sign out when they leave school.

Students participating in regularly sanctioned school activities under the supervision of a school staff member shall not be considered absent from school on their permanent records.

## Attendance Policy and Procedure

Regular and punctual attendance by all students is necessary for the proper functioning of the entire school program. Students who have good attendance generally have good grades and enjoy school more. When students are not present in class, the benefit of classroom instruction is lost and can never be entirely regained.

1. Any daylong or block absence in excess of 6 (six) will result in the student being required to attend Attendance Recovery.

2. A student is considered absent to a block if they miss more than 20 minutes of the block.
3. Attendance recovery options begin after the sixth daylong or block absence. Attendance Recovery allows students to make up absences 7-10 and still earn credit for the semester.
4. Any student in excess of 10 daylong absences will be denied credit for the semester regardless of Attendance Recovery.
5. Any student in excess of 10 block absences will be denied credit in that block for the semester regardless of Attendance Recovery.
6. Homebound services may be provided as outlined in **Policy 6275** and **Regulation 6275**.
7. Exceptions as necessary may be allowed to satisfy Individualized Education Program (IEP) and/or 504 plans.
8. Students who miss class for school-sponsored activities, for which the students has been properly excused, will not be considered absent.
9. ISS & OSS will not count towards the total number of days missed
10. Make up work for credit will not be accepted in the event of out-of-school suspension or truancy.
11. Students must be in attendance the entire day in order to attend extra-curricular activities unless a doctor's note is provided and the student attends at least (two) 2 full blocks.
12. Students who are denied credit will no longer be eligible for extra-curricular and co-curricular activities.

### **Attendance Recovery Block**

1. In order to receive credit any absences in excess of 6 blocks or 6 days must be made up within 4 weeks of the absence.
2. Students in grades 9-11 must be in compliance with the attendance policy by the end of the 1<sup>st</sup> week of Summer School or credit will be denied for 2<sup>nd</sup> semester.
3. Seniors must be in compliance with the attendance policy prior to graduation or credit will be denied for 2<sup>nd</sup> semester.
4. Each daily absence counts as 6.5 hours. Therefore students must attend five (5) weekday or weekend Recovery blocks to recover that daily absence. (80 minutes=1 block)
5. Absences will not be counted as verified, non-verified, excused or unexcused. Absences are counted as simply that, being absent from school.

6. Doctor notes will only be accepted within 48 hours of the student returning to school. They will serve only as documentation as to why the student was absent. They will only be used in the event that a student or parent wishes to appeal a denial of credit. Doctor notes will not eliminate absences.

### **Attendance Recovery Options**

1. Students have the option to attend attendance recovery on Monday through Thursday beginning the week of September 1<sup>st</sup>.
2. Weekday Recovery begins at 3:00 pm and ends at 4:20 pm no admittance will be allowed after 3:00pm and no one may leave before 4:20 pm
3. Saturday Recovery begins at 8:00 am and ends at noon. Students may sign up for 8:00am to 10:40am (2 blocks) or 8:00 am to noon (3 blocks) time slots. No students will be admitted after 8:00am.
4. Recovery hours may not be done in advance or be carried over to another semester.

**Students not in compliance who choose not to complete Attendance Recovery will receive no credit, and based on their age and absence type (i.e. daily or block absences) they may be dropped from school or referred to the Crawford County juvenile offices.**

### **Appeals Process**

1. If a student misses more than 10 blocks or days under extraordinary circumstances an appeal may be made to have credit reinstated.
2. Reasons why credit may be reinstated include but are not limited to the following incidents or circumstances:
  - a. Under extended care from a Physician (Dr. Notes needed for documentation)
  - b. Death in the family
3. In the event of an appeal, students will still be expected to makeup all time missed in Attendance Recovery and may be asked to sign an attendance contract.

### **Attendance Committee**

1. Appeals will be made to the committee for review. The high school principal, high school assistant principal, counselor and two teachers will review each case.
2. The student may appeal the committee's decision to the superintendent. Appeals to the Superintendent must be done within ten (10) days of notification that credit has been denied by the Attendance Committee.
3. The student may appeal the superintendent's decision to the board of education. Appeals to the Board of Education must be done within ten (10) days of notification that credit has been denied by the Superintendent.

### **Communication**

1. Letters will notify parents and guardians when a student reaches two (2), four (4), and six (6) block or daylong absences.

### **Make up Work**

Missed work may be made on the student's own initiative.

- a. No make up work will be accepted after the second class period following the student's absence and his/her return to school.
- b. Exception to the rule will be allowed for extended absences due to illness. Teachers will be expected to work with students to get the work made up in a mutually agreed period of time.
- c. All make up work must be done outside the class period.
- d. Students are not to leave one class to do make up work in another class.

### **Part-time Attendance**

Part-time attendance will only be considered for those students who have:

1. Financial hardship.
2. Educational needs that cannot be met by Cuba High School.
3. Students must abide by the attendance policy to retain their part-time status.
4. Attendance will be evaluated every four weeks for part-time students.
5. Students found to be in violation of the attendance policy will have their part-time agreement terminated. They will be dropped from school at that point.

No student will be approved for part-time attendance if it disturbs his/her educational program or schedule to graduate. **Students must be on target for graduation at the time of application for part-time attendance.** Thorough documentation must be presented for part-time

attendance to be approved. Students approved for part-time attendance will not be allowed to enroll as teacher aide. The Counselor will review all applications to assure all requirements are met for graduation.

### **Pre-Arranged Absences**

If a student and his/her parents or guardians have prior knowledge of an absence, please notify the principal's office. The student must contact all his/her teachers for assignments that will be missed during the absence. Reasonable time schedules will be worked out between the student and the teacher for completion of the assignments. The student will obtain a "pre-arranged absence" form from the office, complete the form, and return it to the office prior to the absence. All absences which can be reasonably foreseen are to be approved by the use of the 'pre-arranged absence" form. Examples of absences that qualify as pre-arranged where the student can make up assignments are: college visits, family emergencies, religious days, court dates, and funerals.

### **Signing Out or In During the School Day**

1. A student leaving school during the day must sign out in the office. The student must have his/her parents call or write a note indicating permission to sign out.
2. Members of the Jr. Fire Department will not be dismissed for fires or other emergencies unless the school is notified that they are needed. Members will not be released regardless of the emergency if they have a C- average or below.
3. **We have a closed lunch period. Students are not permitted to sign out for lunch.** (Any time spent away from the HS will count against the student's attendance.)
4. Students returning or arriving late to school must report to the office to sign in.

### **Attendance Incentive**

We will have an Attendance Incentives for students who miss no more than 2 days (8 blocks) per semester.

Semester Incentive – Students will be exempt from semester exams. The following criteria must be met:

1. No more than two days absent (8 blocks) per semester. Or, two times the total number of blocks enrolled (if a student is enrolled part-time).
2. No more than two (2) absences in any one class.
3. Students enrolled in weighted, advanced, or dual credit courses must take the semester exam in that course.
4. Students with any grade below a "C-" in any course must take the semester final in that course.

5. Students assigned more than four (4) days ISS must take all exams in that semester.
6. OSS days will count against a student's attendance for these incentives.
7. Students that qualify for exam exemptions have the option of taking exams. If a student chooses to take his/her finals, the result of the exam can only raise their semester grade and not lower it.
8. Students who are required to take End of Course Exams will have an alternative incentive if they meet all of the necessary requirements (2<sup>nd</sup> semester only).

***\* There are no exceptions to the days missed.***

***\* Arriving late and or leaving early will count towards your total minutes absent.***

## **STUDENT CODE OF CONDUCT**

The Student Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operation of the high school. No code can be expected to list each offense that may result in disciplinary action. However, it is the purpose of this code to list certain offenses, which if committed by a student, will result in a specific penalty. The most severe punishment will be issued for the serious violations of prohibited conduct and more serious disciplinary action will be applied to repeat violations. It is possible that more than one disciplinary action may be involved in a violation or for engaging in prohibited conduct.

This handbook not only defines all the offenses on the following pages, but explains what action will be taken if you choose to break a rule. You are responsible for knowing the steps outlined in the policy and to also acquaint your parents with them. **The disciplinary consequences listed for each offense may be increased or decreased by the administration or the Board of Education due to mitigating or aggravating circumstances.** Any behavior on the part of the students that distracts from the educational processes of the school or adversely affects the health and/or safety of students is prohibited. This applies to extracurricular activities as well as those taking place during the school day.

All employees of the school district have authority to control incidents concerning student's actions at the following locations:

1. All bus stops,
2. Any place where students represent the Crawford County R-II School District,
3. In school, or on or around school grounds,

4. And any place where student's actions are directed at a staff member due to his/her relationship with school.

Before school, between classes, after school, and at all extracurricular activities, student conduct should reflect concern for others. Students are expected to respect each other, school staff members, and private property and school property.

We at Cuba High School would prefer to prevent discipline problems rather than to punish the student after the problem occurs. We welcome hearing from parents and will use all the resources of the school to help prevent problems.

### **Discipline Measures – Student Rights**

It should be understood that the student does not deprive himself/herself of his/her constitutional rights on entering school, so long as he/she does not disrupt the educational process or impose upon, endanger, or deprive constitutional freedoms.

### **Due Process**

This handbook has explained the major disciplinary problem areas and the actions that may result for those students who will not follow the rules. All students are entitled to due process. This means that there are certain procedures that school officials will follow prior to taking appropriate disciplinary actions. This includes notice to the charges and the opportunity for the student to respond.

If the student and/or legal guardian are dissatisfied with any decision, he/she has the right to appeal through the following channels:

- Step 1: If a student or concern is in regard to a classroom situation or a teacher, then the first step is to contact the building principal to arrange a conference with the teacher.
- Step 2: If the complaint or concern is about any matter other than a teacher or classroom situation, the matter shall first be brought to the attention of the building principal. Any matter taken up at Step 1 but not resolved shall also be referred to the building principal. Complaints at this level shall be submitted in writing.
- Step 3: All matters not resolved at Step 2 shall be referred to the appropriate central office administration, Superintendent of Schools, or Assistant Superintendent for review of the facts and resolution.



Step 4: All matters not resolved at the Superintendent level may be appealed to the Board of Education. The Board of Education will be the final judicial authority on all matters concerning district policy, policy interpretation, procedures, and student, parent, employee, or community compliant.

### **After School Detention (ASD)**

The After School Detention program is designed to deter specific behavior problems. The detention will be supervised by a classroom teacher and will be held from 3:00pm-4:00pm. These are scheduled on each Tuesday and Thursday throughout the school year. Students who fail to attend the assigned ASD will be referred to the office for further disciplinary action.

Procedures:

1. Transportation is the responsibility of the student and his/her parents.
2. Students will work on school assignments or assist with public service tasks. Sleeping, letter writing, talking, or refusal to work on school assignments will void the detention.
3. Food, beverages, radios, CDs, games, etc. will not be allowed.
4. Students who do not comply with rules will be assigned In-School Suspension.
5. When school is not in session students will be expected to serve the ASD on the next scheduled day in which ASD's are held.
6. Failure to attend an ASD will result in the student being assigned one (1) day of Saturday Detention.

### **Expulsion**

Students suspended from public school, in state or out-of-state and private schools may have that disciplinary action enforced in district schools when the student seeks enrollment. A conference is held with the superintendent/designee to determine if a prior suspension will be enforced after transfer to district schools. Expulsion is the removal of a student from the educational system and it requires Board of Education approval.

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

This is used as a punishment for some of the offenses in the Student Discipline Code. It allows the student to remain in school and gives him/her the opportunity to complete assignments to maintain his/her grades. The student is assigned a minimum punishment of one (1) day in-

school suspension (ISS) per offense. The student receives credit only for the time he/she spends in the ISS room. Credit is not granted for absences, doctor's appointments, being late or tardy to school, etc.

1. Principals are the only individuals that assign ISS. A student is assigned to ISS for violating one of the offenses in the Student Discipline code. This assignment begins on the next available date that space is available in the ISS room. Usually, the student is assigned ISS the day that they would normally return to the classroom of the referring teacher. Example: Referred by math teacher on Monday, then he/she is assigned to ISS to begin on Wednesday.
2. The student will report to the ISS room and bring paper, all his/her books, and pencils. He/she will not be tardy.
3. The student will be assigned a work cubical. The supervisor will read the rules and guidelines of ISS to the student each day.
4. The supervisor will provide the student his/her assignments one at a time. As the student completes the assignment, the student will raise his/her hand and the supervisor will collect the work. Assignments are provided by each of the student's teachers. The assignment may be longer than the normal classroom work to help occupy the time of the student during ISS.
5. The work is returned to the teacher for grading.
6. The ISS environment is quiet, no talking, no passing of notes, and the student is expected to remain in his/her seat. The student is expected to remain on task during the time he/she is in ISS.
7. If a student becomes disruptive or insubordinate in ISS, he/she will be placed in OSS.
8. Once the student has completed his/her time and assignments, the student will return to the normal classroom.

### **Out-of-School Suspension (OSS)**

Suspension is not something to be taken lightly. When a student is suspended, it is done after careful thought and investigation. Suspension from school will result when a student's actions endanger other students, when an individual's behavior interferes with the educational progress of other students, or when a student fails to respond to other disciplinary actions. Students suspended from school will not receive credit for missed assignments or tests. Student will not be allowed to attend extra-curricular activities during the suspension (ISS or OSS) period.

### **Saturday School**

The Saturday School program is designed to deter specific behavior problems. Hours for Saturday school are from 8:00 a.m. to 12:00 p.m.

Procedures:

1. Students are responsible for their own transportation.
2. Students will not speak to any other student or the instructor without permission.
3. Students are responsible for bringing all study materials and assignments.
4. Students will not be allowed to sleep.
5. No food or drink will be allowed.
6. No headsets, electronic equipment, games, etc. are allowed. Only appropriate educational items are allowed.
7. Rescheduling of Saturday school will be done only one time during the school year with notification from parent to building administrator.
8. Failure to attend or removal from Saturday school will result in two (2) days ISS. If there is a second occurrence, it will result in four (4) days ISS. Any occurrence thereafter will result in two (2) days OSS.

### **School Grounds**

It is the responsibility of all students to help keep the school grounds in good condition by staying off the grass and keeping paper and trash in the proper containers. Students are not permitted to occupy parked cars at anytime during the hours in which school is in session. Gentlemanly and ladylike conduct is expected on the school grounds.

### **Student Dress Code**

The appearance of any young person is primarily the responsibility of that student and his/her parents. We expect students to maintain the type of appearance that is not distracting to teachers, other students, or to the detriment of the educational process of the school.

The following general guidelines will be followed concerning appropriate student dress.

1. Shirts and shorts worn by students should cover all undergarments. If they are visible, the clothing is not acceptable for the school setting. A student's back, shoulder, and midriff should be covered by the shirt they elect to wear to school.
2. Sports Jerseys must have a t-shirt worn underneath them.
3. Sleeveless shirts should not have larger openings than the normal sleeve removed from the shirt.
4. Shorts and Shirts should be of sufficient length to not create a distraction to students and teachers.
5. Clothing or accessories with advertisements of alcoholic beverages, drug references, tobacco products, and clothing or accessories that are sexually explicit or that contain sexually implied messages shall be prohibited.

6. Hats, caps, bandannas, sunglasses, or chains of any kind are not to be worn in the school building.

***No policy can be written to cover all examples that occur each year. The student dress practices and fashion changes from time-to-time and the administration will determine if these disrupt the educational process.***

### **Student Parking**

Students driving themselves to school will park in the student parking lot designated for students at the high school. Parking areas are reserved for students with a parking permit. Seniors and juniors sign up for permits during the registration process completed in early August. Parking permits are required to park on campus and parking will be on a first come-first served basis.

1. Seniors will be given the opportunity to purchase parking permits first.
2. Underclassman can purchased parking permits for the remaining spaces during registration, or the first week of school.
3. Students who do not have a parking permit must park off campus.
4. Speeding and careless driving will not be permitted.
5. Students may only park in areas designated as **Student Parking** and must be in a parking spot.

Driving to school is a privilege. Failure to follow the above rules will result in this privilege being taken away.

## **Violations and Penalties**

### **Alcohol**

Possession of or attendance under the influence of alcohol on the school playground, parking lots, school buses and at school activities, on or off property.

- |                         |  |
|-------------------------|--|
| 1 <sup>st</sup> Offense | 10-180 days out of school suspension, notification of law enforcement officials, documentation in student's discipline record and revocation of student parking privileges for 365 calendar days.                      |
| 2 <sup>nd</sup> Offense | 10 days suspension and recommendation to superintendent for expulsion, notification to law enforcement officials, documentation in student's discipline record and permanent revocation of student parking privileges. |

Sale, purchase or distribution of alcohol.

- |                         |  |
|-------------------------|--|
| 1 <sup>st</sup> Offense | 10 days immediate suspension with recommendation for expulsion and revocation of student parking privileges for 365 calendar days. |
|-------------------------|--|

## **Arson**

Setting a fire or causing an explosion with the intention to damage property or buildings.

1<sup>st</sup> offense 10-180 days out of school suspension, notification to law enforcement officials, and documentation in the student's discipline file and recommendation for expulsion.

## **Assault**

Attempting to cause injury to another person, intentionally placing a person in reasonable apprehension of imminent injury.

1<sup>st</sup> Offense Principal/student conference, in school suspension, or 1-180 days out of school suspension, or expulsion. Notice to authorities.

## **Attempting to kill or cause serious physical injury to another person**

1<sup>st</sup> Offense Expulsion notification to law enforcement officials, and documentation in student's discipline record.

## **Assault Against Staff**

1<sup>st</sup> Offense Principal/Student conference, 10-180 days out of school suspension, or expulsion notice to authorities.

## **Bus misconduct**

Any offense committed by a student on a district-owned or contracted bus shall be punished in the manner as if the offense had been committed at the student's assigned school. In addition, bus-riding privileges may be suspended or revoked.

**Per RsMO Chapter 569, Section 569.155 – a person commits the crime of trespass (class A Misdemeanor) of a school bus if he/she knowingly and unlawfully enters any part of or unlawfully operates any school bus.**

1<sup>st</sup> Offense 2-5 day off bus.

2<sup>nd</sup> Offense 5-10 days off bus.

3<sup>rd</sup> Offense Permanent bus suspension.

## **Cell Phones**

Cell phone use will be permitted during the school day at lunch and in between class periods. Use during class without teacher permission is not allowed. **Students who violate the technology agreement while on their cell phone will be subject to additional discipline. All personal electronic device are covered under this policy.**

- |                         |   |
|-------------------------|---|
| 1 <sup>st</sup> Offense | Principal / Student Conference and confiscation of device. Student may pick up device at the end of the day.                |
| 2 <sup>nd</sup> Offense | Confiscation of device and 3 days ISS. Student may pick up device at the end of the day.                                    |
| 3 <sup>rd</sup> Offense | Confiscation of device and 5 days ISS. Parent must pick-up device. <b>Any further violations will result in 2 days OSS.</b> |

### **Classroom Tardies**

This policy is designed for use each nine-week grading period.

1. Tardiness is a classroom management problem and will be initially handled by the teacher.
2. A student must be in the class before the bell rings or he/she will be considered tardy.
3. If another teacher detaining the student causes the tardiness, the student should obtain a pass from the teacher who detained him/her **before** going to the next class.
4. The following procedure will be used regarding tardies:
  - a. First Tardy – warning from the teacher.
  - b. Second tardy – assigned one (1) after school detention.
  - c. Third Tardy - assigned one (1) Saturday school.
  - d. Fourth Tardy – assigned two (2) Saturday school.
  - e. Fifth and Sixth Tardy – assigned three (3) days in-school suspensions and a parent conference will be held.
  - f. Seventh tardy and each tardy thereafter – suspended for one (1) day out-of-school suspension and a parental conference will be held.

### **Dishonesty**

Signing parents or other names to notes; academic dishonest/plagiarism/cheating; or failure to tell the truth. *Students will receive a grade of "0" for academic dishonesty/plagiarism/cheating for the assignment and also receive the following consequences:*

- |                         |  |
|-------------------------|--|
| 1 <sup>st</sup> Offense | Principal/student conferences, 1-3 days I.S.S, or 1-2 Sat. school. |
| 2 <sup>nd</sup> Offense | Principal/student conferences, 4-5 days in school suspension.      |
| 3 <sup>rd</sup> Offense | Principal/student conferences, 1-5 out of school suspension.       |

### **Disparaging Damaging Language**



2<sup>nd</sup> Offense 10-180 days suspension and recommendation to superintendent for expulsion, notification to law enforcement officials, documentation in student's discipline record and permanent revocation of student parking privileges.

Sale, purchase or distribution of any prescription drugs, alcohol, narcotic substance, counterfeit drugs and/or drug related paraphernalia.

1<sup>st</sup> Offense 10 days immediate suspension with recommendation for expulsion and revocation of student parking privileges for 365 calendar days.

### **Extortion**

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

1<sup>st</sup> Offense Principal/Student conference, 3-5 days in school suspension, or 1-10 days out of school suspension.

2<sup>nd</sup> Offense 1-180 days out of school suspension, or expulsion, and possible documentation in student's discipline record.

### **False Alarm**

Tampering with emergency equipment, setting off false alarms, making false reports.

1<sup>st</sup> Offense 1-180 days out of school suspension

2<sup>nd</sup> Offense Referral to superintendent for expulsion

### **Fighting**

Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

1<sup>st</sup> Offense 1-10 days out of school suspension Authorities will be notified with each fighting offense.

2<sup>nd</sup> Offense 5-180 days out of school suspension in addition to notification of authorities

### **Gangs**

Gang activities, whether verbal, written or symbolic, which substantially disrupt the educational environment.

1<sup>st</sup> Offense Principal/Student conference, 3-10 days in school suspension or 1-10 days out of school suspension.

2<sup>nd</sup> Offense 1-90 days out of school suspension.

### **Harassment**

Use of verbal, written, or symbolic language that is sexually harassing.



1<sup>st</sup> Offense Principal/Student conference, parents contacted, 1-180 days out of school suspension or expulsion, and documentation in student's discipline record.

#### Inappropriate Sexual Conduct

1<sup>st</sup> Offense Principal/Student conference, parents contacted, 1-180 days out of school suspension or expulsion, and documentation in the student's discipline record.

Use of verbal, written, or symbolic language that is harassing (i.e. bullying).

1<sup>st</sup> Offense Principal/student conference, 1-2 Sat. school, 1-3 days in school suspension, or 1-10 days out of school suspension.

2<sup>nd</sup> Offense 3-5 days in school suspension, or 1-10 days out of school suspension, or expulsion. Possible document in student's discipline record.

3<sup>rd</sup> Offense 3-10 days out of school suspension. Possible document in student's discipline record.

#### Inappropriate Behavior

Any type of behavior which is inappropriate for the school setting.

1<sup>st</sup> Offense Principal/student conference, 1-2 Sat. school, 1-3 days in school suspension, or 1-10 days out of school suspension.

2<sup>nd</sup> Offense 3-5 days in school suspension, or 1-10 days out of school suspension, or expulsion. Possible document in student's discipline record.

3<sup>rd</sup> Offense 3-10 days out of school suspension. Possible document in student's discipline record.

#### Insubordination

The failure to follow the reasonable request of a staff member.

1<sup>st</sup> Offense Principal Conference and 1-3 days I.S.S., or 1-2 Sat. school.

2<sup>nd</sup> Offense Principal Conference and 3-5 days in school suspension.

3<sup>rd</sup> Offense Principal Conference and 3-10 days in/out of school suspension.

#### Profanity and Obscene Language

Conduct or speech, verbal, written or symbolic, describing sexual conduct that is offensive or obscene.

1<sup>st</sup> Offense Principal/Student conference, 1-3 days in school suspension.

2<sup>nd</sup> Offense 3-5 days in school suspension or 1-10 days out of school suspension.

#### Profanity and Obscene Language towards staff member(s).

1<sup>st</sup> Offense 1-10 days out of school suspension.

2<sup>nd</sup> Offense 3-180 days out of school suspension

### **Public Display of Affection**

Physical contact that is inappropriate for the school setting. Students are permitted to hold hands. All other physical contact is not acceptable.

1<sup>st</sup> Offense Principal/Student conference, parents are contacted.

2<sup>nd</sup> Offense Principal/student conference, parents contacted, and 3 days in school suspension.

### **Sexual Misconduct**

The offenses of child molestation in the 1<sup>st</sup> degree, deviant sexual assault, sexual misconduct involving a child, and sexual assault will result in the automatic expulsion from school. This school policy is in effect for school playgrounds, parking lots, school buses and school activities, whether on or off school property.

1<sup>st</sup> Offense 10-180 days out of school suspension.

### **Theft – theft, attempted theft, or willful possession of stolen property.**

1<sup>st</sup> Offense Principal/ Student conference, reimbursement required, and 3 days in school suspension.

2<sup>nd</sup> Offense Principal/Student conference, reimbursement required, and 3-5 days in school suspension. Authorities will be notified.

### **Tobacco – Possession/Use**

Possession/Use of any tobacco products on school grounds, bus or at any school activity.

1<sup>st</sup> Offense Confiscation, principal/student conference and 3 days in school suspension.

2<sup>nd</sup> Offense Confiscation 3-5 days in school suspension.

3<sup>rd</sup> Offense Confiscation 3-5 days out of school suspension.

### **Truancy**

Absence from school or class without the knowledge and consent of parents/guardian and/or the school administration.

1<sup>st</sup> Offense Principal/Student conference and 1-3 days I.S.S., or 1-2 Sat. school.

2<sup>nd</sup> Offense 3-5 days in school suspension.

3<sup>rd</sup> Offense 3-5 days out of school suspension.

### **Use of Computer Equipment and Technology**

Students are required to use school technology in an appropriate fashion. The following acts are prohibited.

- Evade or circumvent the school filtering system
- Hacking or vandalism to computers

- Attempting to damage or alter the network or systems by installing or attempting to install vandalism programs i.e. Trojan viruses, worms.
- Instant messaging or chatting
- Unsupervised blogging
- Social media
- Threatening or cyber bullying
- Misrepresentation
- Monetary gains
- Pornographic material: Including but not limited to all forms of media) are forbidden.

**No policy can cover all instances; any use that the CHS Staff deems inappropriate will not be tolerated.**

1 <sup>st</sup> Offense	Principal/student conference, 1-2 Sat. school, 1-3 days in school suspension, or 1-10 days out of school suspension. Document in student's discipline record. Revocation of computer privileges for 1-365 days.
2 <sup>nd</sup> Offense	3-5 days in school suspension, or 1-10 days out of school suspension, or expulsion. Document in student's discipline record. Revocation of computer privileges for 1-365 days.
3 <sup>rd</sup> Offense	3-10 days out of school suspension. Document in student's discipline record. Permanent revocation of computer privileges.

### **Vandalism**

Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff, or students.

1 <sup>st</sup> Offense	Principal/Student conference, restitution required, in school suspension, or out of school Suspension.
2 <sup>nd</sup> Offense	Principal/Student conference, restitution required, 1-10 days out of school suspension. Authorities notified.

### **Violations against Public Decency and Good Order**

1 <sup>st</sup> Offense	Principal/Student Conference, 3-5 days in school suspension, or 3-10 days out-of-school suspension
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### **Safe Schools Act: Weapons**

(see Regulations 2620)-Possession or use of any instrument or device, other than those defined in 18 U. S. C. 921 or Section 571.010 RsMO., which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person.

1<sup>st</sup> Offense 10 days O.S.S and referral to the Superintendent for one calendar year suspension or expulsion. Notification to law enforcement officials, and documentation in student's discipline record.

Possession or use of a firearm as defined in 18 U. S. C. 921 or Section 571.010 RsMO.,

1<sup>st</sup> Offense Referral to the Superintendent for one calendar year suspension or expulsion. Notification to law enforcement officials, and documentation in student's discipline record.

## **NOTICE OF NONDISCRIMINATION**

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral and applicants for employment, and all professional organizations that have entered into agreements with the Crawford County R-II School District ("School District") are hereby notified that the School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. In addition, the School District provides equal access to the Boy Scouts of America and other designated youth groups.

Any person having inquiries concerning the School District's compliance with the laws and regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination Act, Section 504 of the Rehabilitation Act of 1973 (Section 504), Title II of the Americans with Disabilities Act of 1990 (ADA) or the Boy Scouts of America Equal Access Act, is directed to the respective Compliance Coordinator listed below, who oversees the School District's efforts to comply with the laws and regulations implementing the laws and regulations cited above.

The School District has established grievance procedures for persons unable to resolve problems arising under the statutes above. The School District's Compliance Coordinator will provide information regarding those procedures upon request.

Any person who is unable to resolve a problem or grievance arising under any of the laws and regulations cited above may contact the Office for Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114; telephone (816) 268-0550.

## **COMPLIANCE COORDINATOR**

**Kimberly Robinson - Assistant Superintendent**

**#1 Wildcat Pride Drive**

**Cuba, MO 65453**

**573-885-2534**

**Missouri Department of Elementary & Secondary Education**

### **NCLB COMPLAINT PROCEDURES**

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

#### **Who May File a Complaint**

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

#### **Definition of a Complaint**

There are both formal and informal complaint procedures.

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

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

#### **Alternatives for Filing Complaints**

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

Informal and Formal Complaints Received by the Local Education Agency  
Informal and formal complaints filed with the LEA concerning NCLB program operations in that LEA are to be investigated and resolved by the LEA according to locally developed procedures, when at all possible. Such procedures will provide for:

1. disseminating procedures to the LEA school board,
2. central filing of procedures within the district,
3. addressing informal complaints in a prompt and courteous manner,
4. notifying the SEA within 15 days of receipt of written complaints,
5. timely investigating and processing of complaints within 30 days, with an additional 30 days if exceptional conditions exist,

6. disseminating complaint findings and resolutions to all parties to the complaint and the LEA school board. Such findings and resolutions also shall be available to parents, teachers and other members of the general public, provided by the LEA, free of charge, if requested, and

7. appealing to the Missouri Department of Elementary & Secondary Education within 15 days

Appeals to the Missouri Department of Elementary & Secondary Education will be processed according to the procedures outlined in sections below.

### **Informal Complaints Received by the SEA Office**

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

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

1. Record. Upon receipt of a written complaint, a record of the source and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based, will be initiated.

2. Notification of LEA. Within 15 days of receipt of the complaint, a written communication will notify the district superintendent and the district NCLB coordinator of the complaint filed with the SEA. Upon receipt of the communication, the LEA will initiate its complaint procedures as set forth above. If the complaint is that an LEA is not providing equitable services to private school children, it also will be filed with the U.S. Secretary of Education.

3. Report by LEA. Within 20 days of receipt of the complaint, the LEA will advise the SEA of the status of the complaint resolution proceedings and, at the end of 30 days, will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public. A copy of this procedure also will be filed with the U.S. Secretary of Education, if it involves equity of services to private school children.

4. Verification. Within ten days of receipt of the written summary of a complaint resolution, the DESE office will verify the resolution of the complaint through an on-site visit, letter or telephone call(s). Verification will include direct contact with the complainant. If the complaint is about equity of services to private school children, the U.S. Secretary of Education shall also be given copies of all related communications.

### **Appeals**

Appeal to the SEA

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

2. Investigation. The SEA will initiate an investigation within 10 days, which will be concluded within 30 days from receipt of the appeal. Such investigation may include a site visit if the SEA determines that an on-site investigation is necessary.

By stipulation of all concerned, this investigation may be continued beyond the 30-day limit.

3. Hearing. If required by the SEA, or formally requested by parties to the complaint, this investigation will include an evidentiary hearing(s) before an SEA Division Director acting as chairperson and designated staff personnel. Conduct of such hearings will follow the procedures outlined in state rules. The hearing proceedings shall be tape recorded and the recording preserved for preparation of any transcript required on appeal.

### **Decision**

Within 10 days of conclusion of the investigation and/or evidentiary hearing(s), the SEA will render a decision detailing the reasons for its decision and transmitting this decision to the LEA, the complainant, and the district school board. Recommendations and details of the decision are to be implemented within 15 days of the decision being given to the LEA. This 15-day implementation period may be extended at the discretion of the SEA Division Director. The complainant or the LEA may appeal the decision of the SEA.

### **Formal LEA Complaints Against SEA**

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

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

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

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

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

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

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

3. These procedures shall not prevent the SEA from partially or wholly interrupting funding of any LEA IASA program or taking any other action it deems appropriate.

**Procedure Dissemination**

1. This procedure will be disseminated to all interested parties through the agency webpage at <http://dese.mo.gov> and to subscribers to the Federal Programs listserv.
2. This guidance will be distributed through regional and statewide meetings with Federal Programs Coordinators. LEAs are asked to incorporate the elements of the complaint procedure into their own policies and procedures.
3. DESE will also keep records of any complaints filed through this policy.