

# **EVERTON MIDDLE/HIGH SCHOOL**



## **TIGER PRIDE STUDENT HANDBOOK 2013-2014**

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Everton R-III School                      417-535-2221  
211 School Street                      Fax 417-535-4105  
Everton, Missouri 65646 Website <http://www.evertontigers.org>

## WELCOME TO THE EVERTON R-III SCHOOL

### Dear Everton Student:

On behalf of the Board of Education, Administration, Faculty and Staff, welcome to Everton High School. You are part of one of the foremost schools in the United States. Everton School has 21<sup>st</sup> century technology, a comprehensive curriculum, and dedicated faculty and staff. Furthermore, the Everton School District is fully accredited and has been awarded the “Distinction in Performance Award” from the Missouri Department of Elementary and Secondary Education for the past four out of five years.

You will want to take full advantage of the many opportunities that are available to you during your time at EHS and EJHS. Set goals for your life and then seek those opportunities that will help you achieve your goals. We stand ready to assist you in attaining those goals. Our school personnel will strive to give meaning and purpose to each subject’s educational learning activities. Please come prepared to accept the challenges that each day will hold.

This **student handbook** is prepared to assist each student in adjusting to junior high and high school life. The Administration and the Board of Education believe that an understanding by each student of the school rules, regulations and policies is necessary in order to create a learning atmosphere and in protecting each student’s individual rights.

We suggest that all students discuss the rules and regulations found in this handbook with their parents/guardians. This will avoid any confusion and possible misunderstandings. The acknowledgment by parents/guardians that a copy of the Handbook has been provided is a requirement for enrollment of their child in the high school. Each child must return the provided form to the school in order to be officially enrolled. We are looking forward to a great school year!

Please feel free to call or visit the school at any time you wish to discuss or observe your child’s activities.

Thank you for your support of our school.

Sincerely,

*Dr. Karl Janson*

**Superintendent/ 9-12 Principal**

*Mrs. Heather Harden*

**K-8 Principal**

### SCHOOL SONG

By Mae Traller

Oh! Missouri pride of all our states  
From shining shore to shore,  
We sing with ready voices  
All her praises o’er and o’er,  
Of fertile field, the rivers wide,  
The rolling Ozark hills,  
And the lovely valleys threaded  
By your sparkling pearly rills.  
So wave on high the black and gold,  
The emblem of her strength untold,  
Long live our dear old E.H.S.,  
We’ll plant her name upon the honored Roll of fame.  
Ne’er may shine her glory less!

### SCHOOL COLORS

**BLACK, GOLD**

### SCHOOL MASCOT

**TIGER**



## EVERTON R-III SCHOOL PERSONNEL 2013-2014

### School Board

Mrs. Tammy Gillaspay President	Mr. Bus Bryant	Member
Mrs. Kristen Limpus Treasurer	Mr. Michael Douty	Member
Mr. Monte Gladden Vice-President	Mr. Scott Vandegrift	Member
Mrs. Tammy King	Member	

### Administration

Dr. Karl Janson Superintendent/ 9-12 Principal	Mrs. Heather Harden K-8 Principal
Mrs. Kim Gladden Special Education and Athletic director	

### Secretarial and Nursing

Mrs. Connie Stanford Board Secretary	Mrs. Jolene Bendon School Secretary
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### Faculty

Mrs. Darla Spalding	Kindergarten	Mr. Jeff Bryant	HS Business/Technology
Ms. Melody Smith	First Grade	Ms. Jennifer Miller	HS Social Studies
Mrs. Jill Hunt	Second Grade	Mr. Kip Spalding	HS Communication Arts
Mrs. Jaudawn Janson	Third Grade	Ms. Sharon Gadiant	HS Math
Mrs. Cheryl Bryant	Fourth Grade	Mr. Kevin Kimbrell	HS Science
Mrs. Krista Armstrong	Fifth Grade	Ms. Cheryl Ficken	Agriculture/FFA
Mrs. Dana Dreier	Visual Arts	Mrs. Melba Lackey	MS Comm Arts/Math
Ms. Melody Drawbond	Librarian/Title I Math	Mr. Derrick Gladden	MS Science/Title I Rding
Mr. Kevin Grice	Music	Mrs. Loretta Cameron	Spanish/PE
Mr. Rob Shelton	Speech/Language Therapist	Mrs. Lisa Corbitt	Guidance Counselor
Mrs. Leah Hurt	Special Ed Aide	Mrs. Regina Hurd	Parents As Teachers
Mrs. Carla Hayes	Aide		

### Kitchen Staff

Mrs. Suzanne Steeley Head Cook	Mrs. Vicki Bias	Cook
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### Custodians

Mrs. Marilyn Gilmore	Mr. Cory Gilmore
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### Maintenance

Mr. Bobby Moore

### Bus Drivers

Mr. Lynn Kenney	Mr. Harold Mitchell	Mrs. Vicky Gillen
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# 2013 – 14 EVERTON SCHOOL CALENDAR – 4 day

- August 6 New Teacher/Mentor Orientation
- Aug. 6 – 9 Teacher/Staff In-Service
- Aug. 12 \*Mon. Meet the Teacher Night 6 – 8 p.m.
- Aug. 13 First Day of School
- Aug. 26 \*Mon. Teacher/Staff In-Service
- Sept. 9 \*Mon. Teacher/Staff In-Service
- Sept. 23 \*Mon. Teacher/Staff In-Service
- Oct. 7 \*Mon. Teacher/Staff In-Service
- Oct. 11 End of First Quarter
- Oct. 21 \*Mon. Parent/Teacher Conferences 1 – 7 p.m.
- Nov. 4 \*Mon. Teacher/Staff In-Service
- Nov. 15 Friday\* - MTC Professional Development
- Nov. 28 – Dec. 2 Thanksgiving Holiday
- Dec. 9 Mon. Teacher/Staff In-Service
- Dec. 20 End of Second Quarter & End of First Semester
- Dec. 23 - Jan. 1 Christmas Holiday
- Jan. 2 Classes Resume
- Jan. 27 \*Mon. Teacher/Staff In-Service
- Feb. 10 \*Mon. Teacher/Staff In-Service
- Feb. 24 \*Mon. Teacher/Staff In-Service
- March 7 End of Third Quarter
- March 10 – 17 Spring Break
- March 18 Classes Resume
- March 24 \*Mon. Parent/Teacher Conferences 1 – 7 p.m.
- April 7 \*Mon. Teacher/Staff In-Service
- April 28 \*Mon. Teacher/Staff In-Service
- May 12 \*Mon. Teacher/Staff In-Service
- May 18 \*\*Sunday – Graduation 2:00 p.m.
- May 20 Tues. \*Last Day of School – Out at 12:30 : End of 4th Quarter & 2<sup>nd</sup> Sem.
- May 21 Wed. \*Last Day for Teachers/Staff

Make up days: 01/20, 02/24, 03/03, 04/14, 05/21, 05/22 \*\*other Mondays may be used due to inclement weather

Days in each Quarter	
1 <sup>st</sup> quarter	36
2 <sup>nd</sup> quarter	37
3 <sup>rd</sup> quarter	38
4 <sup>th</sup> quarter	37
TOTAL DAYS 148	

## BELL SCHEDULE

<b>7:35</b>	<b>Breakfast Bell</b>
<b>7:55</b>	<b>End of Breakfast &amp; Warning Bell</b>
<b>8:00</b>	<b>Start of First Period – Tardy Bell</b>
<b>9:00</b>	<b>End of First Period</b>
<b>9:04</b>	<b>Start of Second Period – Tardy Bell</b>
<b>10:02</b>	<b>End of Second Period</b>
<b>10:06</b>	<b>Start of Third Period – Tardy Bell</b>
<b>10:45 – 11:09</b>	<b>Elementary Lunch</b>
<b>11:07</b>	<b>End of Third Period</b>
<b>11:11</b>	<b>Start of Fourth Period – Tardy Bell</b>
<b>11:30 – 11:54</b>	<b>Middle School Lunch (5<sup>th</sup> – 8<sup>th</sup>)</b>
<b>12:09</b>	<b>End of Fourth Period (HS only)</b>
<b>12:09 – 12:34</b>	<b>High School Lunch (9<sup>th</sup> – 12<sup>th</sup>)</b>
<b>12:34</b>	<b>End of Fourth Period (MS – 6<sup>th</sup> – 8<sup>th</sup>)</b>
<b>12:38</b>	<b>Start of Fifth Period – Tardy Bell</b>
<b>1:35</b>	<b>End of Fifth Period</b>
<b>1:39</b>	<b>Start of Sixth Period – Tardy Bell</b>
<b>2:37</b>	<b>End of Sixth Period</b>
<b>2:41</b>	<b>Start of Seventh Period – Tardy Bell</b>
<b>3:42</b>	<b>End of Seventh Period</b>

## **I. EDUCATIONAL PHILOSOPHY**

### **EDUCATIONAL MISSION**

The Everton R-III School District, in partnership with parents and community, will graduate all students with the academic, social and life skills necessary to meet the challenges of an ever-changing world.

### **PHILOSOPHY OF EVERTON R-3 SCHOOL DISTRICT**

The Board of Education of the Everton R-III District believes that education is an investment and is tremendously important to our country and our community. In order to perpetuate and improve our democratic way of life, the school shall strive to develop in students the knowledge, skills, habits, understanding, attitudes and character traits which are essential for sound choice of and effective participation in a vocation, for noble and satisfying human relations, and for responsible, contributing citizenship.

Important achievement goals for each student are as follows: a strong moral character, a deep appreciation for spiritual value, a love of home and country, a respect of duly constituted authority, a general concern and thoughtful consideration for the welfare and rights of others regardless of race or creed, a willingness to act in the interest of the general welfare, a disciplined approach to the varied responsibilities of life, a desire ever to improve in those competencies essential to effective persona and social living.

The Board of Education believes these outcomes can be achieved only with the full cooperation and support of all agencies of the community, which share responsibility for the welfare and development of our youth. It is, therefore, essential that a close relationship should exist with these agencies, especially the home.

### **PURPOSE OF EVERTON R-3 SCHOOLS**

We believe that education is of life and for life; therefore, living in the present, evaluating the past, and looking forward to the future are the guiding principles of our schools. In this principle the following beliefs are implicit.

- ❖ there is a direct correlation between the quality of all school programs (academic, sports, extracurricular) and the support and trust provided by students, parents, community, and faculty
- ❖ that this mutual trust can best be guarded by verifying facts before stories involving the school are repeated by any parent, student, or faculty member
- ❖ that opportunity must be given for all, verbal as well as non-verbal, to learn according to their abilities
- ❖ that students should be given the opportunity to assume civic responsibility
- ❖ that opportunities to explore and investigate vocational interests should be provided
- ❖ that the physical and mental health of both pupils and teachers are vital factors in the learning process
- ❖ that character development should be the responsibility of every teacher and parent
- ❖ that the opinions of parents are important in making decisions affecting school life and should be sought and valued by the school community
- ❖ that attendance at school is important and expected, since daily classroom experience substantially affects the quality of learning
- ❖ that honesty is a virtue that should continually be expected in all contacts between the home and school and the school and home

### **PURPOSE OF THE HIGH SCHOOL**

- ❖ To aid the beginning student in adjusting to his/her new situation in high school.
- ❖ To help the student to develop tastes and interests this will make life more worthwhile to the individual and make the individual more worthwhile to society.
- ❖ To equip students who wish to continue their education in higher institutions of learning.
- ❖ To encourage interest in the arts to make life more enjoyable.
- ❖ To continue to assist students in developing and maintaining good health and safety habits.
- ❖ To provide social activity acceptable to this community.
- ❖ To build ideals of an ethical nature, of high behaviors, to self and others.
- ❖ To develop an understanding of human nature and psychology and how to get along in close contact with others.
- ❖ To teach ideals of citizenship, to place the group above the individual, fair play, service, civic responsibility and patriotism.

## **PUBLIC NOTICE**

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 as having a disability and in need of special education even though they are advancing from grade to grade. The Everton R-III School District 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, speech or language impairment, traumatic brain injury, visual impairment/blindness and young children with a developmental delay.

The Everton R-III School District assures that it will provide the 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 Everton R-III School District 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 Everton R-III School District 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, 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 the Superintendent's office during regular school hours.

Local school districts in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age twenty-one (21) who reside in the district. This census must be compiled by December 1 of each year. This information is treated as confidential and must include: name of the child; parent/legal guardian's name/address; birth date and age of the child; the child's disability; and the services provided to the child. 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 the Everton R-III Schools.

This notice will be provided in native languages as appropriate.

## **NCLB TEACHER CERTIFICATION NOTIFICATION**

Our district is required to inform you of certain information that you, according to The No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know,

Upon your request, 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, any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

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 consecutive weeks by, a teacher who is not highly qualified.



## II. EDUCATIONAL PROCESS

### IDENTIFICATION INFORMATION

“Directory information” will be released as deemed necessary by school officials. The school district designates the following items as directory information: student’s name, parent’s name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received, most recent previous school attended and photograph. Parents or eligible students will have ten (10) school days after the annual public notices to view the student’s directory information and to provide notice in writing to the school district that they choose to not have this information released. Unless notified to the contrary in writing within the ten (10) school day period, the school district may disclose any of those items designated as directory information without prior written consent.

As changes in address or phone number occur during the year, they should be reported to the office so our files will be accurate when they are needed. Upon enrolling your student, it is the parent’s responsibility to inform the school of any special circumstances. We must have official documents verifying any special circumstances.

### GRADUATION REQUIREMENTS

Graduation requirements for the Everton R-3 School District shall be a minimum of 26 units of credit completed during grades nine through twelve. The school district will participate in the College Preparatory Studies Certificate Program sponsored by the Missouri State Department of Elementary and Secondary Education.

<u>Subject</u>	<u>Requirements</u>
English	4 units
Social Studies	3 units
Mathematics	3 units
Science	3 units
Fine Arts	1 unit
Practical Arts	1 unit
Physical Education	1 unit
Health	.5 unit
Keyboarding*	1 unit
Electives	8 units
<u>Personal Finance</u>	<u>.5 unit</u>
<b>TOTAL</b>	<b>26 units</b>

In addition to the program of study for graduation, a student must pass proficiency exams concerning American History, American Institutions, and both the Missouri and the United States Constitutions to qualify for graduation from the district. All students will be required to take American History, World History, and Government/Geography.

\*Students receiving a passing grade during two (2) semesters of keyboarding instruction in Junior High School or High School are considered to have met this requirement. Students receiving both semesters of instruction during Junior High School will choose an additional elective during High School.

### NOTICE OF NONDISCRIMINATION

The Board of Education believes in the right of every student to receive equal opportunities in all educational programs and activities conducted by the school district. The Board also believes in the right of every qualified individual to expect fair and equal treatment both as an applicant for employment and as an employee.

It is the policy of the Board of Education to accord equal consideration and impartial treatment regardless of race, color, national origin, ancestry, religion, socioeconomic status, marital status, sex, age, disabling condition, or organizational memberships. This policy will prevail in all matters concerning the staff, the students, the public, the educational programs and services of the district, and individuals with whom the Board of Education does business.

In keeping with the requirements of federal and state law, this school district strives to remove any vestige of discrimination in employment, assignment, and promotion of personnel, in educational programs, offerings, services and vocational opportunities offered to students, in the assignment of students to schools and classes, in student discipline, and in the location and use of facilities and educational materials. Any person having inquiries concerning Everton R-III School District compliance with the regulations implementing Title VI, Title IX, Section

504, P.L. 93-112 or P.L. 94-142 is directed to contact the administration of the school district at telephone number 535-2221. 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, Section 504, P.L. 93-112 or P.L. 94-142.

Grievance procedures concerning nondiscrimination will be followed according to Everton R-III Board of Education policies.

## **STUDENT ABSENCES AND EXCUSES**

As directed by the Board, the following procedures will be used to implement the district's attendance policy.

### **Definitions**

*Attendance* A student is considered to be in attendance if the student is physically present in a class; participating in a district-sponsored or district-approved activity; participating in a class through alternative methods or media as allowed by Board policy; receiving homebound services; or receiving services at another location pursuant to law or by arrangement of the district.

*Parent* A parent, guardian or person acting as a parent in the absence of the parent or guardian if the student is under 18. If the student is 18 or otherwise emancipated, the student will serve as the parent for purposes of this procedure.

*Tardy* A student is tardy if the student arrives after the expected time class or school begins, as determined by the district. Tardiness will be counted as an absence in situations where the student arrives too late to have meaningful participation in the class, lesson or activity.

*Truancy* A student is truant if the student is absent from class or school without the knowledge and consent of the parents and the administration. A student is also considered truant if the student leaves school without the consent of the principal or accumulates excessive unjustifiable absences, even with parental consent. Truancy is a type of unexcused absence.

### **Attendance Standards**

The following absences will be excused. Documentation must be provided as indicated.

1. Illness or injury of the student, with written excuse from parent.
2. Illness or injury of a member of the student's family when the student's presence is necessary or expected, with written excuse from parent.
3. Medical appointments, with written appointment confirmation by medical provider.
4. Funeral, with written excuse from parent. The principal may require a program or other evidence of attendance as additional verification.
5. Religious observances, with written excuse from parent.
6. Other appointments that cannot be scheduled outside attendance hours, such as court appearances, with written excuse from parent.
7. Out-of-School suspension.
8. Visits with a parent or legal guardian who is an active duty member of the military who has been called to duty for, is on leave from, or is immediately returned from deployment to a combat zone or combat support posting, with permission of the superintendent or designee.

All other absences and any absence for which required documentation is not provided are unexcused.

### **Consequences for Violations**

Students will be expected to make up all assignments from missed classes regardless of whether an absence is excused or unexcused. Attendance and participation are part of a successful learning experience. Except in certain situations with foster care children in accordance with law, students with more than seven (7) excused absences or any unexcused absences in any class in a **semester** will be issued an academic penalty in the form of grade reductions as follows:

<b>Excused Absences</b>	<b>Grade Reduction</b>	<b>Unexcused Absences</b>	<b>Grade Reduction</b>
8	2%	1	4%
9	4%	2	8%
10	8%	3	16%
11	16%	4	32%
12	32%	5 +	50%
13+	50%		

This academic penalty represents the participation portion of the student's grade and is intended as a deterrent to excessive absences. Academic consequences accumulate more quickly for unexcused absences, since they are completely avoidable. Penalties are cumulative so that a student with ten (10) excused absences and one (1) unexcused absence would be penalized twelve (12) percent. Unexcused absences will not count in the excused total, so a student with seven (7) excused absences and one (1) unexcused absence would only receive a four (4) percent penalty.

Any student may reduce accrued absences by attending make-up study or counseling sessions scheduled by the principal during non-instructional times. The student must notify the principal that he or she wishes to make up attendance days, and the principal will provide the student information on the next available session. Make-up sessions do not match the educational value of actual class attendance, so no student will be allowed to make up more than five (5) absences by attending make-up sessions.

The district will contact the Children's Division (CD) of the Department of Social Services or the local prosecutor in cases where the district has a reasonable suspicion that a student's lack of attendance constitutes educational neglect on the part of the parents or that parents are in violation of the compulsory attendance law. No such action will be taken unless other strategies and interventions have been implemented and proven ineffective.

### **Notice and Due Process**

A summary of the Board-adopted attendance policy and related procedures will be published in student and other handbooks and posted on the district's website. In addition, students and their parents will be notified prior to the imposition of any consequence and given the opportunity to appeal the imposition of the consequence to the superintendent. On appeal, the student and his or her parents may present evidence that the student has missed fewer days than the district's records show or that an absence recorded as unexcused should have been recorded as excused. An appeal will not be taken based on whether the reason for the absence justifies an exception to this rule.

### **Intervention and Engagement Strategies**

The district will utilize the following intervention and engagement strategies as part of the district's overall approach to improve student attendance and achievement. The superintendent or designee will:

1. Conduct community-wide public relations efforts that stress the importance of school attendance.
2. Collaborate with community groups and other organizations that engage youth in activities to create a consistent message about the importance of education.

Building-level administrators and staff will:

1. Contact the family any time a student is absent.
2. Assign truant students to academic support, detention or in-school suspension rather than out-of-school suspension.
3. Assign students who are frequently absent to a staff mentor or participation in a group advisory program.
4. Assign students to tutoring outside of the regular academic day.
5. Provide access to behavioral counseling, including information about community resources.

6. Facilitate family counseling sessions focusing on the power of the family to provide solutions.

### **Evaluation**

Principals, with the assistance of building staff, will conduct annual evaluations of all strategies used to improve student attendance. The evaluations will include:

1. A summary of which strategies are being implemented.
2. The number of participants.
3. Records of targeted interventions for particular students.
4. Changes in overall attendance rates.
5. Changes in attendance rates and academic achievement of students participating in the various strategies.
6. Changes in attendance rates and academic achievement of individual students receiving targeted intervention.
7. Any other data that can be used to assess the effectiveness of strategies and interventions.

Strategies found to be ineffective will be modified or replaced. The principal will provide evaluation information to the superintendent.

### **Excused Absences that will not count against perfect attendance are:**

- a. 2 days for personal college visits or military entrance, MEPS (seniors only)
- b. Half-day for driver's test, does not include the written exam

### **Daily Absence Reporting**

The following guidelines should be used when a student is absent from school for any reason or length of time:

1. Parents should notify the high school office each day a student is absent. The high school office opens every morning at 7:35 a.m. If a parent fails to contact the school, the school will contact the parent.
2. When a student returns to school after an absence, if the parents have not previously contacted the office prior to the absence, he/she should present a written statement which is dated, states the reason for the absence and is signed by the parent/guardian. An admit slip, issued by the office, will be given to the student to take to their teachers whose class they missed. No student shall be admitted to any class following an absence without an admit slip.
3. Students who return to school without a parent's excuse are considered truant until the parent can be contacted to verify a student's absence. A note found not to be signed by the parent/guardian, "forged", will result in disciplinary action being taken for truancy.
4. Students who leave school during the school day without prior parental consent and without checking through the office will be considered truant.
5. If it appears that an attendance problem may be developing, the school will contact the parent to make them aware of the student's attendance situation.

### **Make-up Work**

The fact that a student is absent from school does not decrease his or her need for information or learning. Therefore, subject to the following conditions, students will be allowed and expected to make up any and all work missed. Extra-curricular activity trips and other field trips are not considered absences. Work from these should be made up before returning to class the next school day.

Make-up work will be allowed for all absences except those due to truancy.

Students are responsible for finding out (preferably by contacting another classmate) what class assignments they missed and complete the work. It is the responsibility of the student to check with the teacher as to work missed during the absences and the procedures to follow. Should a student choose not to contact a teacher within two (2) school days, the teacher is absolved of any responsibility for the student's negligence in this matter and will record an "F" or "0" for each of the assignments missed during the absence. All make-up assignments and alternative assignments will be completed within two days or be recorded as a zero. Make-up work should not interfere with class. All make-up work is to be handled outside of regular class time. Skill courses where work can be accomplished by attendance only cannot be made up. Experience of this type must be recognized as missed. Promptness is a part of your educational responsibilities. Any student who arrives in his/her classroom when or after the bell to start the class rings is considered tardy. Tardies will be counted on a quarterly basis. The consequences for tardies for each class per quarter are as follows: 1<sup>st</sup> tardy: Warning; 2<sup>nd</sup> tardy: 30-minute detention by teacher; 3<sup>rd</sup> tardy: 1 day ISS

**Discipline for the fourth and subsequent tardies is outlined in the student discipline section of the handbook.**

These procedures are established for your guidance and compliance. The instructional format for courses offered in the secondary school of the Everton Public School requires that students attend classes regularly. The compulsory attendance statute of the State of Missouri also reinforces the expectation. Please be familiar with the following terms concerning attendance:

- **Absence:** Failure to attend class during the regular scheduled class time or failure to sign-in at the office upon late arrival. Missing more than fifteen (15) minutes of any class period will constitute an absence for that period. **Students will be allowed two days to make up work for each excused absence.**
- **Tardy:** Arrival in class at or after the ringing of the bell to start the class.
- **Truancy:** An elective absence of more than fifteen (15) minutes that was not approved in advance by parents and or by school officials. Work missed because of truancy *MAY NOT* be completed for credit. Truancy is a violation of state statutes as well as school regulations and may result in suspension or other disciplinary action.
- **Detention:** Detention will be served one hour after school. Detention will be assigned by an administrator. Students serving detention will stay awake, and have homework, administrator assignment and/or a book to read for the entire hour, with no food or drink and no communication with other students. Failure to attend a detention without administrative approval can result in ISS being assigned. (Teachers may also assign after school detention to be served with that teacher or another designated teacher.)
- **Suspension:** An absence required by school authorities as disciplinary action for inappropriate student behavior. Work missed because of an out of school suspension can be made up for 50% credit for the first (OSS). Any subsequent OSS *MAY NOT* be completed for credit. Work assigned by teachers for students to complete during in-school suspension (ISS) will be similar, but does not have to be exactly like work missed in class. This work must be completed before a student can return to his/her regular class. Students *MAY NOT* attend or participate in extracurricular activities, practices, or school events either ON OR OFF campus until all suspension days have been served.
- **Other Absences:** All absences, including those approved in advance by parents and school officials, except for school-sponsored activities, will count against a student's days absent. The student should be careful in the use of absences because excessive absences will affect a student's class credit.

**In order to represent the school as a participant in or attend an extracurricular event, students must be in school the day of the contest for ALL HOURS (1-7). ANY absence for any period on the day of the contest must be excused by the Principal in order for the student to be eligible for competition. Parents must contact the Principal's office to verify legitimate reason for the absence. Students must bring a note from a parent or guardian stating the reason for the tardy or absence.**

#### GRADE LEVEL CLASSIFICATION

It is understood that the regular course of a student's education will enable her or him to graduate from high school in four years. Therefore, every 1st year high school student will be classified as a freshman. The following guidelines will be used for 10<sup>th</sup>-12<sup>th</sup> grade classification:

Freshman (9 <sup>th</sup> )	_____0 – 6 credits
Sophomore (10 <sup>th</sup> )	-----6.5-13.5 credits
Junior (11 <sup>th</sup> )	-----14-20 credits
Senior (12 <sup>th</sup> )	-----20.5 or more credits

All students and parents should understand that not all students will automatically graduate after their fourth year of high school. Students will only be graduated after having completed all state and local graduation requirements, and after having attended high school for at least eight semesters.

It is of great importance that all students strive to pass all courses in which they are enrolled. If a student must repeat a class due to a failing grade, scheduling becomes extremely difficult.

#### GRADING SYSTEM

Each student is encouraged to achieve high grades. College officials, prospective employers, and others use your permanent record. Be proud of your work and work to your ability! Your permanent record tells much about you. All teachers for Jr. High and High School students use the following grade scale.

A	95-100.....	A-	90-94
B+	87-89.....	B	86-83

B- 80-82.....	C+ 77-79
C 73-76.....	C- 70-72
D+ 67-69.....	D 63-66
D- 60-63.....	F 0-59

### GRADE POINT AVERAGE

Student GPA's will be figured using a four-point scale. Points are awarded for each course completed on the following basis:

A= 4.0	A-= 3.66	B+= 3.33	B= 3.0
B-= 2.66	C+= 2.33	C= 2.0	C-= 1.66
D+= 1.33	D= 1.0	D-= .66	F= 0

Valedictorian and salutatorian will be chosen by cumulative GPA at the end of the 3rd quarter of the senior year. The student with the highest GPA will be named valedictorian; the student with the second highest GPA will be named salutatorian.

### CLASS CHANGES

Class changes between first and second semester will only be allowed for semester classes, or to meet graduation requirements. Once a semester has begun, class changes must be made through the counselor's office during the first week of the semester. A parent signature will be required for any class changes following the start of the semester.

### III. EMERGENCY PROCEDURES

#### Fire

1. The signal for fire or drill is **PULSATING RING TONE**.
2. close doors and windows [only if feasible, in your judgment]
3. take the grade book or use the class list to call roll
4. Send students through the nearest available exit.
5. Students should proceed in a single file line through the hall or doorway in an efficient manner. Students should not be talking.
6. Instruct students to go to the designated "safe place" it should be approx. 300 feet from the school building, avoiding street and traffic areas to aid in the arrival of emergency vehicles.
7. If it is not possible to use the exiting procedures, use whatever exit is necessary to protect students and self from injury.
8. Call roll and **report missing students immediately to the principal**
9. Do NOT allow students to leave the area until further instructions are given or the all clear signal has been given.

#### Tornado

1. The signal for a tornado or drill is a **STEADY RING TONE**.
2. All classes in the high school wing will proceed to the music room and adjacent hallway. K-4 students will proceed to the elementary restrooms. Students in rooms between the 5<sup>th</sup> grade room and the business lab will take shelter against the wall on the south side of the hall immediately outside the Superintendent's office, closing the emergency doors at the east end of this hallway.
3. All students should duck and cover.
4. Take gradebook, and as soon as students are settled, take roll. **Report any missing students to the principal immediately.**
5. All personnel should remain calm and firm. Methods should be used to prevent panic.
6. An all clear signal will be issued to the staff when appropriate.

#### Lockdown

1. An announcement will be made over the intercom indicating a lockdown.
2. All teachers should immediately lock their classroom doors and close window shades.
3. Keep students away from sight lines (windows, doors, etc).
4. Keep students calm and quiet.
5. No persons should be allowed in or out of the classroom until an all clear code is given.
6. Codes for a lock down are:  
Level 1 – All outside doors are locked. Classes are to go on as scheduled except that students are not to go outside for recess and Ag. Classes will be escorted to and from the class.  
Level 2 – Continue teaching, but no students are to leave class. Close blinds and do not allow students out

of the classroom.

Level 3 – Full lockdown. Close Blinds. Get students away from doors and windows. Complete silence.

### **Earthquake**

1. The signal for an earthquake or drill is an intercom announcement.
2. Stay put, and stay calm.
3. If indoors, crouch under a desk or heavy table. Stay away from windows.
4. If outdoors, stand away from buildings, trees and power lines
5. An all-clear signal will be given when appropriate. **Take roll immediately, report missing students.**

### **Bomb Threat**

1. The signal for a bomb threat or drill is a **SIREN RING TONE**.
2. Take the grade book or use the class list to call roll.
3. Send students through the nearest available exit.
4. Students should proceed in a single file line through the hall or doorway in an efficient manner. Students should not be talking.
5. Instruct students to go to the designated "safe place". It should be approx. 300 feet from the school building, avoiding street and traffic areas to aid in the arrival of emergency vehicles.
6. If it is not possible to use the exiting procedures, use whatever exit is necessary to protect students and self from injury.
7. Call roll and **report missing students immediately to the principal**.
8. Do NOT allow students to leave the area until further instructions are given or the all clear signal has been given.

## **IV. STUDENT RESPONSIBILITIES**

### **DRESS CODE**

Student dress should be modest and appropriate for the school setting. Specific guidelines in some areas are listed below, however any clothing or personal appearance that is disruptive to the educational process or is deemed to be immodest will not be allowed at school. Organizations need to remember that they represent the school and should set the pace in appropriate dress. The sponsors of organizations/teams have the right to regulate dress above and beyond the general school regulations.

- Shirts must be long enough to cover the stomach at all times. No mesh shirts are to be worn. Shirts from which the sleeves have been cut off or that have open or plunging armholes or necklines are not to be worn. Shirts with deep plunging necklines are not to be worn.
- Tank top straps must be a minimum of 1 inch wide. Backless shirts are not to be worn.
- Shorts and skirts must be of modest length defined as a maximum of 6" above the knee of the wearer or not above the fingertip of the wearer with the arm fully extended, whichever is longer. Pants must be worn at or above the hip line, regardless of under wear or covering of a shirt.
- Hats, caps, and bandanas are considered inappropriate for students during the school day (special hat days will be designated). Hoods are not to be worn over the head in the building.
- No spandex shorts will be allowed, unless another pair of shorts is worn over them.
- Clothing with holes that create an inappropriate appearance or that are distracting are prohibited.
  - No holes in clothing which exposes undergarments are permitted. Tights and leggings are defined as undergarments and clothing of the appropriate length must be worn over them
- Sunglasses are not to be worn in the building, unless prescribed by a doctor.
- Shoes must be worn at all times.
- Students may not wear any article of clothing, or in any other way display, any advertisements, illustrations, or symbols that mention or depict alcohol, tobacco, drugs, sexual suggestions, or other inappropriate items.
- All articles of clothing must be clean and in good condition.
- Hair color must be a natural color (excluding spirit days approved by building administration).

### **CLOSED CAMPUS**

Our school operates under closed campus rules, which simply means that students are not free to come and go as they please. Students are to be in the cafeteria during the lunch hour. The only exception to this is to be picked up at school by parents and checked out through the office. Students who leave without going through proper procedures will be considered truant and may receive disciplinary action.

Students may not leave school for any reason at any time without first having done two things:

1. Obtain permission to leave. This requires parental verification in person or by phone.

2. Sign-out on the daily register located in the office. If you return to school during the school day, you must sign-in at the office to have your attendance records reflect your return.

School doors will open at 8:05 and students should not arrive prior to this time unless attending a school- sponsored activity. Likewise, the school building closes at 3:45 and students must not be in the building past that time, unless attending a school sponsored activity.

#### **ACADEMIC ETHICS**

**Everton High School promotes academic honesty. Cheating and plagiarism will not be tolerated. Violations of academic ethics will be handled at the discretion of the teacher and may be subject to referral to the administration.**

#### **ASSEMBLY RULES**

- Find a seat in your teacher's assigned section as quickly as possible. Move toward the middle of the seating area.
- Give your undivided attention to the person or persons who have the floor.
- Leave through the exit directed by the teacher in charge.
- Leave in an orderly manner, using steps instead of the bleacher seats.
- Get quiet as soon as the person in charge appears.

#### **TEXTBOOKS**

Textbooks are furnished free of charge. However, if a book is returned in damaged condition, or is not returned, then a fee will be charged for the book. Students are expected to take care of the books that are checked out to them for their use.

#### **USE OF TELEPHONE**

Students will only be called out of class to take a telephone call in case of an emergency. Other calls or messages will be taken by school personnel and forwarded to the student. The office phones are business phones and are not for normal student use. Students may use the phone in the hallway before and after school for local, collect or phone card calls. Only in emergencies will students be allowed to use the office phone. The phone is not to be used during class time.

Students are not allowed to have cell phones on or in use during school hours. Any violation of this rule will result in the phone being confiscated and an after school detention assigned immediately. Second offense will result in an after school detention being served and **a parent must pick-up the cell phone.**

Third offense will result in a day of ISS. Further offenses will result in ISS or OSS at the discretion of the administration.

#### **BUS RULES**

- The driver is in charge of the students and the bus. Students must obey the driver promptly.
- Classroom conduct is to be observed by students while riding the bus, except for ordinary conversation.
- Students must not throw waste paper or rubbish on the floor of the bus.
- Students must not try to get on or off the bus or move about within the bus while it is in motion.
- Students may ride only the bus to which they have been assigned. Written permission must be obtained from the office to ride any other bus or to get off at a location other than the student's regular stop.
- There is to be no eating or drinking while on the bus.
- Unnecessary conversation with the driver is prohibited.
- Drivers have the authority to assign seats on a bus and may have a student removed from the bus for disciplinary reasons. The principal will handle discipline problems.
- Students must not, at any time, extend arms or head out of the bus windows.
- Any damage to the bus should be reported at once to the driver.
- Do not place objects in the aisles. Articles are to be kept on your lap or at your feet.
- A second violation of bus rules will result suspension from bus riding privileges to be determined by the administration.

#### **LOCKERS/LOCKS**

Students will be issued a locker at the beginning of each school year. Students should use their assigned lockers only and should not change lockers without permission from the office. Students will be issued locks for lockers. Therefore, students will be held accountable for all items found in his or her locker. Locks must be turned in at the end of the year. Failure to return a lock will cost the student \$5.00. Some students may have to share lockers.

Lockers are school property made available for students' use. The school administration reserves the right to open and search any locker for justifiable reasons (health, safety, etc.). The school is not liable for losses incurred from lockers.



## SOCIAL RELATIONSHIPS

The Board of Education and the administration of Everton High School feel that school is not the proper place for affection to be shown by one student to another. Therefore, the following policy will apply:

- ◆ No embracing, kissing or any other signs of affection will be allowed.
- ◆ Students violating this rule will be given one warning to refrain from this type of behavior at school.
- ◆ A second offense will lead to in-school suspension and parental contact.
- ◆ Any further repeat offenses will lead to further in-school suspension and possible suspension from school.

## SCHOOL DANCES

- ❖ Students must be in attendance for the entire school day in order to attend a school dance. If the dance is held on a day when school is not in session then students must be in attendance on the last school day prior to the dance.
- ❖ Students who would like to bring a date other than a student who attends Everton Schools must turn in an Application for an Outside Date to the principal one-week prior to the dance.
- ❖ Age limits for outside dates will be restricted to less than 21 years of age.
- ❖ No one, students or guest, who have dropped out of school, been expelled from school, or are on a current suspension will be allowed to attend Everton School dances
- ❖ Students with multiple discipline write ups may be denied the privilege of attending school dances

## STUDENT PARKING

Driving to school is a privilege. In order to keep this privilege, certain guidelines are to be followed. Students will fill out a vehicle registration form for the transportation they drive and this form will be kept on file in the High School Office. If a new vehicle is purchased or a temporary vehicle is used, notification of the principal is required in addition to a note on the dash stating temporary car and name of the driver. Student parking is strictly limited to parking in the lot to the north of the high school wing or along the west side of the building along the high school wing. It should be remembered that we have very limited parking available to us, so students should use courtesy when parking. Please park as close together as possible while still remaining safe.

Upon arrival to school students are to vacate their vehicles and enter the school building immediately. When school dismisses, students are to leave promptly in a safe and orderly fashion exiting down Gymnasium Street or turning right onto School Street. Special permission must be received to drive in front of the school building. No loitering in or around vehicles before or after school on school grounds. **Students are not permitted to go to their vehicles during the school day without permission from the administration.**

Parking regulations are strictly enforced. Suspension of driving privileges may occur when violations of these regulations occur. Student's vehicles are subject to search and seizure according to Missouri law while on school premises if there is reason to suspect that illegal or harmful items may be concealed in the vehicle.

## CAFETERIA

Students will be issued a lunch card that is scanned electronically when food or drink is purchased in the cafeteria. Money to be deposited in student's account should be given to the high school secretary.

<b>Prices</b>	<b>Breakfast</b>	<b>Lunch</b>	<b>Milk</b>	<b>Extra Entrée</b>
Students (K-5)	1.00	1.60	.40	
Students (6-12)	1.00	1.85	.40	.85
Adults	1.00	2.10	.40	.85
Reduced	.30	.40		

## IMMUNIZATION RECORDS

Students attending Everton High School should be immunized for polio, diphtheria, measles, rubella, tetanus, pertussis, and mumps, as provided by law.

## V. PROGRAMS AND SERVICES

### LIBRARY

- ☞ The library is generally open from 7:35-4:00 (or later), but due to librarian schedule, please see library schedule for availability.
- ☞ Students should feel free to ask the librarian for help in finding materials, and are asked to speak in quiet tones when talking with other students so that others may work without being disturbed.
- ☞ All materials on the shelves in the library should be returned to the proper place when the student is through

with it and the work area should be left clean.

- ☞ Books are checked out for two weeks and may be renewed for two weeks. A reference book may be checked out for one period during the school day or at the end of the day for overnight use. Those checked out for overnight use will be due the next school day before the beginning of first period. Periodicals may be checked out for one week at a time.
- ☞ Students are expected to be responsible for the proper care of books. A fine will be charged if a book has been damaged. Replacement cost will be charged if a book is lost.
- ☞ Fines must be paid before grade cards will be issued.
- ☞ The library computers may be used for research only unless special permission is received from the Librarian. Games are not to be played on them at anytime.

### **VOCATIONAL-TECHNICAL SCHOOL REGULATIONS**

- ✍ All students must ride the Vo-Tech bus from Everton to Ash Grove and back and from Ash Grove to and from Vo-Tech in Springfield. If a student has a compelling reason or a request from Vo-Tech for exception to this, he/she must have special permission from the Everton High School principal. Students who miss the bus will receive disciplinary action. Repeatedly missing the bus may result in the student being removed from attendance at Vo-Tech.
  - ✍ While attending Vo-Tech, the student from Everton remains an Everton High School student, and therefore, is subject to discipline and attendance procedures for the Everton campus plus those as practiced at the Vo-Tech campus while there. Behavior problems and/or absences may result in removal from the Vo-Tech program.
  - ✍ Any student who fails the first semester at Vo-Tech will be removed at the close of the semester and assigned to classes at Everton High School for the second semester. Any student who fails the second semester will be denied to enroll the following school year.
  - ✍ All students attending Vo-Tech must sign a tuition contract.
- Complete rules and regulations that apply to Vo-Tech are available from the Counselor's office.

### **PRE-COLLEGE DUAL CREDIT PROGRAM**

The Pre-College Dual Credit Program is a coordinated effort between Everton High School and various institutions of higher learning from the surrounding area. Through this program, qualified high school juniors and seniors are able to enroll in specially approved classes taught during normal high school hours. Students receive "dual credit" (both high school and university credit for their work). Dual credit gives motivated, college bound high school students the opportunity to get a jump start on college by earning college credit before attending on a full-time basis. More information and enrollment requirements are available in the counselor's office. Parents are financially responsible for initial costs of dual credit classes. Upon completion of class with a grade higher than a B-, Everton School will reimburse families up to \$300 per semester or \$600 per year.

### **WORK RELEASE**

Students who have earned enough credits to graduate and would like to be excused for part of the school day for work release, must apply and be approved by the principal's office. Student's work will be monitored through the Agriculture Department's AOE or the Business Department's SBE program.

### **USE OF INTERNET**

Students are expected to maintain good digital citizenship on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. **Access is a privilege – not a right. Access entails responsibility.**

Individual users of the Everton District computer network are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.

Network storage areas will be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers or computer hard drives would always be private.

In order to protect the technology that we have acquired, and attempt to insure that the network information

resources are used in an appropriate, educational manner, the following are NOT permitted:

- Changing settings on computers (that includes desktop background colors and screensavers)
- Student E-mail (unless assigned and monitored by an instructor)
- Chatting through Internet chat rooms
- Giving out personal information to websites accessed through school computers
- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Hacking or unauthorized access to any network at school or use of school equipment to hack into outside networks
- Violating copyright laws
- Trespassing in another's folders, work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes
- Using disks from outside the school
- Willful introduction of computer viruses or other disruptive/destructive programs
- Copying of programs that are currently installed on the network or on the standalones.

Please help us take care of the equipment and stop any improper usage that might arise. Violations may result in a loss of access as well as other disciplinary and/or legal action.

Disciplinary actions for violating the Internet User Agreement can range from a conference with the principal to suspension of Internet use to school suspension and/or legal action.

#### **MEDICAL INFORMATION**

Any information concerning a student, including medical problems, vision/hearing, learning problems, discipline procedures or any other special concerns should be reported to the nurse and to the school principal. This information is kept confidential. **No medication will be given to any student at school without parent/guardian's written permission.** The school will only be allowed to treat injuries as a first-aid measure. Home injuries/accidents must be treated at home. Minor first aid will be administered by the school nurse for accidents that occur on the school grounds. If a child has a temperature of 100° or is experiencing continued discomfort or pain, the family will be notified. It is extremely important for us to have every child's **emergency information** form on file in the office so we may contact the parent/guardian quickly if necessary. Emergency treatment will be performed in each individual case in order to prevent undue pain or serious consequences. Children should be cautioned to never take medication belonging to another child and to never to give his/her medication to anyone but the teacher or nurse. Remember, medication can cause serious problems if given to the wrong person. **All medication must be turned in to the school nurse or health aide at the beginning of the school day. Anytime ANY medication is sent to the school with a student the parent must also call the school nurse or health aide to inform and confirm the medication. Any medication brought to the school which is not turned in appropriately and is not confirmed by a parent will be confiscated and will not be given until appropriate confirmation of it's use is obtained.** In the event a student should become ill while at school, he/she will be referred to our school nurse or health aide. If the nurse feels the child needs to go home, parents will be contacted and are responsible for having their child picked up from school. EVERTON R-III School district has the following policies:

1. Screening tests for vision, hearing, scoliosis and lice will be conducted. Parents/Guardians will receive a written notice of any screening result that indicates a condition that might interfere or tend to interfere with a student's progress. Directions and requirements for compliance will be included with the notification.
2. The parents of the district will be informed of any communicable diseases and needed precautions. There are certain guidelines regarding communicable diseases—if you have any questions, please contact the nurse's office for guidelines for exclusion from school for common communicable diseases such as pink eye, chicken pox, measles, mumps, lice, impetigo, TB, scabies, Hepatitis A, etc. Parents are required to notify the school nurse or health aide of any communicable disease which their child is currently experiencing prior to attending school.

**STUDENT MEDICATION POLICY  
ADMINISTERING MEDICINES TO STUDENTS**

- A. With the exception of students in special education programs, or those with Section 504 Accommodation Plans, the school district is not obligated to supply or administer medication to children. However, the Board recognizes that some students may require medication for chronic or short-term illness during the school day to enable them to remain in school and participate in their education. Therefore, the Board directs the Superintendent to establish procedures for the administration of medication for any student provided the following requirements are met. The administration of medications, including over-the-counter medications, are nursing activities which must be performed by a registered professional nurse or a licensed practical nurse (the health aide under the direction of a Registered Nurse may administer OTC medications which are approved by the parent and given according to the package directions.) At Everton R-III, we are fortunate to have a registered professional nurse who oversees the administration of medications. **Parents of students diagnosed with asthma, diabetes, or any other potentially life threatening conditions are required to provide the school with accurate up to date medical emergency contact numbers at all times!**

**I. Prescription Medication:**

- A. The student's physician shall provide the school with a written request that the student be given medication during school hours. The request shall state the name of the student, name of the drug, dosage, frequency of administration, how the medication(s) is to be given and the doctor's name and signature. The prescription label will be considered an equivalent of the physician's order for short-term medication. When possible, descriptions of any adverse effects and any applicable emergency instructions will be provided.
- B. The parent/guardian will provide a written request that the school district comply with the physician's request to give medication. The district will not administer the first dose of any medication.
- C. The parent/guardian will supply the medication in a properly labeled container from the pharmacy with only those doses to be given at school, and with instructions for any special need for storage such as refrigeration. Medication supplies should not exceed a 30-day supply. Most pharmacies can provide a duplicate bottle and label.

**II. Over-the-Counter Medication:**

- A. Written permission must be obtained from a parent/guardian to administer over-the-counter medications.

**I. Emergency Medication**

- A. Emergency medication and physician's orders for such medication shall be kept in a secure place but easily accessible to qualified, designated personnel.

**Asthma management and medication:**

**Parents of students diagnosed with Asthma are required to:**

- A. Notify the school nurse of this condition within the first week of school attendance.**
- B. Complete an Asthma assessment form and return it to the school nurse with in one week.**
- C. Meet with and assist the school nurse as needed to complete an Asthma Action Form and any other required documentation necessary to assure adequate Asthma Management for the student.**
- D. Sign and return permission forms and acquire any required physician documentation for students who need to carry their inhalers with them during school hours.**
- E. The school will not be responsible for loss, damage, or misuse of any Asthma inhalers kept or carried by any student.**

**Missouri School Immunization Requirements**

All students must present documentation of month, day, and year of each immunization before they attend school.

All immunizations must be up-to-date before students are permitted to attend classes.

The Advisory Committee on Immunization Practices (ACIP) allows a 4-day grace period, so students in all grade levels may receive immunizations up to 4 days before they are due.

For children beginning kindergarten during or after the 2003-04 school year, required immunizations should be administered according to the current ACIP Schedule (<http://www.cdc.gov/vaccines/recs/schedules/child-schedule.htm>).

To remain in school, students "in progress" must have an Imm.P.14 form on file and must receive immunizations as soon as they become due.

Religious (Imm.P.11A) and medical (Imm.P.12) exemptions are allowed. The appropriate exemption card must be on file.

Grades	Immunizations	
<b>K-4</b>	4+ DTaP/DTP/DT/Td1 3+ polio2 2 MMR (measles, mumps, rubella)	3+ hepatitis B 1 varicella (chickenpox) or proof of disease3
<b>5-6</b>	4+ DTaP/DTP/DT/Td1 3+ polio2	2 MMR (measles, mumps, rubella) 3+ hepatitis B
<b>7-10</b>	4 DTaP/DTP/DT/Td1, 4 3+ polio2	2 measles, 1 mumps, 1 rubella, 3+ hepatitis B5
<b>11-12</b>	3+ DTaP/DTP/DT/Td4 3+ polio2	2 measles, 1 mumps, 1 rubella, 3+ hepatitis B5

## VI. STUDENT DISCIPLINE CODE OF CONDUCT

It is important that patrons and students take pride in the general tone of good behavior that exists in our school. This comes about only through the efforts of our students and parents cooperating with school officials in an effort to maintain good discipline and respected behaviors. The efforts of all concerned will ensure that all experiences of our students and parents are positive.

The Student Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to insure the orderly operation of our school. Although it is impossible to list all discipline problem areas, we have attempted to list the majority of those that might occur. Any conduct not included herein, or an aggravated circumstance of any offenses or an action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. When problems do occur, it is important that parents and students understand the problem area. These may occur and disciplinary action may take place throughout the school day, at any school-sponsored event whether on or off school property, on a school bus going to or from a school event, or on the school campus. **Students are accountable for their actions.**

# **GUIDELINES**

## **FOR**

### **STUDENT BEHAVIOR**

**Everton R-III School District**  
**211 School St.**  
**Everton, MO 65646**

School is a place where students come to get an education. We feel they should be offered the opportunity to learn in a school that is safe and orderly. The students, parents, and school must share in the responsibility for creating the best possible school environment.

The information on the grids on pages illustrates the discipline actions which will be taken for each infraction. Minimum and maximum disciplinary actions are listed for first and repeated problem areas.

A student's discipline record may be considered when discipline action is taken. Student's discipline records that reflect three (3) different disciplinary actions; the Everton R-III School Board directs administration to move to subsequent offense actions. If a student's negative behavior is directly related to an identified handicap, officials will take such conditions into account (refer to Board of Education policy for further information).

In the case of several violations of rules, the disciplinary action taken may extend beyond these guidelines.

#### **INTRODUCTION**

The Board of Education, administration, and faculty of the Everton R-III Schools have the responsibility to ensure an environment conducive to the learning process. While there are many factors which affect the learning environment, perhaps the most harmful are the problems that result from inappropriate conduct and lack of consistent and effective disciplinary response.

Organizations, businesses and industries cannot operate successfully without procedures, goals, expectations and satisfied workers; neither can schools. Rules which establish discipline guidelines for students are necessary and basic to their growth and development. Thus, it becomes the responsibility of the school district to have a discipline code which reflects the communities standards and expectations for student behavior.

The discipline code which follows is intended as a guide for administrators and teachers in dealing with inappropriate student behavior. All district personnel responsible for the care and supervision of students are authorized to hold every pupil strictly accountable for any disorderly conduct in school or on any property of the school, on any school bus going to or returning from school, during school sponsored activities, or during intermission or recess periods.

**Ref. RSMo. 160.261, 162.680, 167.020, 167.161, 167.171, 170.260, 195.214, 195.248, 304.076, 574.085, 575.090.**

This student disciplinary code was developed in accordance with the requirements of House Bills 1301 and 1298 of the 88<sup>th</sup> General Assembly. Section 160.261, which pertains to the code is quoted below:

1. The local board of education of each school district shall establish a policy of discipline, a written copy of which shall be made available in the office of the superintendent of such district, during normal business hours, for public inspection.

2. The policy shall contain the consequences of failure to obey standards of conduct set by the local board of education, and the importance of the standards to the maintenance of an atmosphere where orderly learning is possible and encouraged.

3. All school district personnel responsible for the care and supervision of students are authorized to hold every pupil strictly accountable for any disorderly conduct in school or on any property of the school, on any school bus going to or returning from school, during school-sponsored activities, or during intermission or recess periods.

4. Teachers and other authorized personnel in public schools responsible for the care, supervision and discipline of school children, including volunteers selected with reasonable care by the school district, shall not be civilly liable when acting in conformity with established policy of discipline developed by each board under this section.

THE ADMINISTRATIVE STAFF SHALL BE ALLOWED TO EXERCISE THEIR OWN JUDGMENT IN THE ADMINISTRATION OF DISCIPLINARY OPTIONS SET FORTH UNDER THIS STUDENT DISCIPLINE CODE POLICY.

FILE: JG  
Critical

#### **STUDENT DISCIPLINE**

It is essential that the district maintain a classroom environment that allows teachers to communicate effectively with all students in the class and allows all students to learn. To assist district staff in maintaining the necessary classroom environment, the Board of Education has created a discipline code that addresses the consequences, including suspension or expulsion, for students whose conduct is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of other students. The Board authorizes the immediate removal of a student upon finding by a principal or superintendent that the student poses a threat of harm to self or others, as evidenced by the prior conduct of such student. Any such removal will be subject to the appropriate due process procedures and in accordance with law.

These policies, regulations and procedures will apply to all students in attendance in district instructional and support programs as well as at school-sponsored activities. All district staff are required to enforce these policies, regulations and procedures in a manner that is fair and developmentally appropriate and that considers the student and the individual circumstances involved.

Off-campus misconduct that adversely affects the educational climate will also be subject to these policies, regulations, and procedures. Students who have been charged, convicted or pled guilty in a court of general jurisdiction for commission of a felony may be suspended in accordance with law.

Building principals are responsible for the development of additional regulations and procedures student conduct needed to maintain proper behavior in schools under their supervision. Teachers have the authority and responsibility to make and enforce necessary rules for internal governance in the classroom, subject to review by the building principal. The Board expects each teacher to maintain a satisfactory standard of conduct in the classroom.

All employees of the district shall annually receive instruction related to the specific contents of the district's discipline policy and any interpretations necessary to implement the provisions of the policy in the course of their duties including, but not limited to, approved methods of dealing with acts of school violence, disciplining students with disabilities, and instruction in the necessity and requirements for confidentiality.

The comprehensive discipline policy of the district is composed of this policy and includes, but is not limited to, the following policies, procedures and regulations: JG-R, JGA, JGB, JGD, JGE, and JGF. A copy of the district's comprehensive discipline policy will be provided to every student and parent or guardian of every student at the beginning of each school year and will be available in the superintendent's office during normal business hours.

Cross Refs.: GBH, Staff/Student Relations  
JFCC, Student Conduct on School Transportation  
JFCH, Student Alcohol/Drug Use

JFCJ, Weapons in Schools  
JGA, Corporal Punishment  
JGB, Detention and/or In-School Suspension of Students  
JGD, Student Suspension and Expulsion  
JGE, Discipline of Students with Disabilities  
JGF, Discipline Reporting and Records

Legal Ref: 160.261, 167.161, 171, 171.011, RSMo  
Safe and Drug-Free Schools and Communities Act, P.L. 107-110  
Beussink v. Woodland R-IV School District, 30 F.Supp.2d 1175 (E.D. Mo. 1998)

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every 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 the imposition of a certain disciplinary action. Any conduct not included herein, or an aggravated circumstance of any offense or an action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on school property, including playgrounds, parking lots and school transportation, or at a school activity, whether on or off school property.

### **Reporting to Law Enforcement**

It is the policy of the Everton R-III School District to report all crimes occurring on school grounds to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law.

The following acts, regardless of whether they are committed by juveniles, are subject to this reporting requirement:

1. First or second degree murder under §§ 565.020, .021, RSMo.
2. Voluntary or involuntary manslaughter under § 565.024, RSMo.
3. Kidnapping under § 565.110, RSMo.
4. First, second or third degree assault under §§ 565.050, .060, .070, RSMo.
5. Sexual assault or deviate sexual assault under §§ 566.040, .070, RSMo.
6. Forcible rape or sodomy under §§ 566.030, .060, RSMo.
7. Burglary in the first or second degree under §§ 569.160, .170, RSMo.
8. Robbery in the first degree under § 569.020, RSMo.
9. Possession of a weapon under chapter 571, RSMo.
10. Distribution of drugs under §§ 195.211, .212, RSMo.
11. Arson in the first degree under § 569.040, RSMo.
12. Felonious restraint under § 565.120, RSMo.
13. Property damage in the first degree under § 569.100, RSMo.
14. Child molestation in the first degree pursuant to § 566.067, RSMo.
15. Sexual misconduct involving a child pursuant to § 566.083, RSMo.
16. Sexual abuse pursuant to § 566.100, RSMo.

The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten (10) days or expulsion of any student who the district is aware is under the jurisdiction of the court.

### **Documentation in Student's Discipline Record**

The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools. In addition, any offense that constitutes a "serious violation of the district's discipline policy" must be documented in the student's discipline record in accordance with law. Policy



JGF defines a "serious violation of the district's discipline policy" as one (1) or more of the following acts if committed by a student enrolled in the district:

1. Any act of school violence or violent behavior.
2. Any offense that occurs on school property, on school transportation or at any school activity and that is required by law to be reported to law enforcement officials.
3. Any offense that results in an out-of-school suspension for more than ten (10) school days.

#### **Prohibition against being on or near School Property during Suspension**

All students who are suspended or expelled are prohibited from being on school property for any reason unless permission is granted by the superintendent or designee.

Any student who is suspended for any offenses listed in 160.261, RSMo., or any act of violence or drug related activity defined by policy JGF as a serious violation of school discipline shall not be allowed to be within 1,000 feet of any public school in the district unless one (1) of the following conditions exist:

1. The student is under the direct supervision of the student's parent, legal guardian or custodian.
2. The student is under the direct supervision of another adult designated by the student's parent, legal guardian, or custodian, in advance, in writing, to the principal of the school that suspended the student.
3. The student is in an alternative school that is located within 1,000 feet of a public school in the district.
4. The student resides within 1,000 feet of a public school in the district and is on the property of his or her residence.

If a student violates this prohibition he or she may be suspended or expelled on accordance with the offense, "Failure to Meet Conditions of Suspension," listed below.

#### **Prohibited Conduct**

The following are descriptions of prohibited conduct as well as potential consequences for violation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

1. **Arson**--Starting or attempting to start a fire or causing or attempting to cause an explosion.

First Offense: Detention, in-school-suspension, 1-180 days out-of-school suspension, or expulsion. Restitution if appropriate.  
Subsequent Offense: 1-180 days out-of-school suspension or expulsion. Restitution if appropriate

2. **Assault**

a. Hitting, striking and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person.

First Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

b. Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another.

First Offense: Expulsion. A. Assault/Student B. Assault/Staff

3. **Automobile/Vehicle Misuse**—Un-courteous or unsafe driving on or around school property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on school property.

First Offense: Suspension or revocation of parking privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: Revocation of parking privileges, detention, in-school suspension, or 1-180 days out-of-school suspension.

4. **Bullying** (see Board policy JFCF)--Repeated and systematic intimidation, harassment and attacks on a student or multiple students, perpetuated by individuals or groups. Bullying includes, but is not limited to: physical violence, verbal taunts, name-calling and put-downs, threats, extortion or theft, damaging property, and exclusion from a peer group.

First Offense: Detention, in-school suspension, or 1-180 days out-of-school suspension.  
Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

5. **Bus or Transportation Misconduct** (see Board policy JFCC)--Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

6. **Dishonesty**--Any act of lying, whether verbal or written, including forgery.

First Offense: Nullification of forged document. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.  
Subsequent Offense: Nullification of forged document. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

7. **Disrespectful or Disruptive Conduct or Speech** (see Board policy AC if illegal harassment or discrimination is involved)--Verbal, written, pictorial or symbolic language or gesture that is directed at any person and that is rude, vulgar, defiant, in violation of district policy or considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

First Offense: Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

- a. Defiance of Authority/Insubordination - refusal to follow the reasonable request of school personnel or willful disobedience toward any staff member.
- b. Offensive/Obscene Language to Staff
- c. Obscene Materials - Lewd or obscene literature, writing, objects, or materials.
- d. Disorderly/Disruptive Conduct - Language, behavior, or dress(SEE DRESS CODE) which is disruptive to the orderly educational procedure of school.
- e. Disruptive/Harmful Device - The use or threat of use, possession or sale of devices, items, etc., (i.e. firecrackers, water balloons, rocks, water guns, pea-shooters, etc.)
- f. Reckless Endangerment - Reckless conduct which creates substantial risk of physical injury.(i.e. wrestling, scuffling, tripping, horse-play, etc.)
- g. Littering - The littering of school premises (toilet papering, etc.)
- h. Failure to do Work - Chronic failure to work on assignment/assignments during class/home.

8. **Drugs/Alcohol** (see Board policies JFCH and JHCD)

a. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.

First Offense: In-school suspension or 1-180 days out-of-school suspension.  
Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

b. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202 of the Controlled Substances Act.

First Offense: In-school suspension, 1-180 days out-of-school suspension.  
Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

c. Sale, purchase, or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV, or V in section 202 of the Controlled Substance Act.

First Offense: 1-10 days out-of-school suspension or expulsion.  
Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

9. **Extortion**--Threatening or intimidating any person for the purpose of obtaining money or anything of value.

First Offense: Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.  
Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

10. **Failure to Meet Conditions of Suspension**--Coming within 1,000 feet of any public school in the district while on suspension for an offense that requires reporting to law enforcement or for an act of school violence or drug-related activity defined by district policy as a serious violation of the district's discipline policy. See section of this regulation entitled, "Prohibition against Being on or near School Property during Suspension."

In determining whether to suspend or expel a student, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence within 1,000 feet of the school is disruptive to the educational process or undermines the effectiveness of the school's disciplinary policy.

First Offense: Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.  
Subsequent Offense: Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

11. **False Alarms** (see also "Threats or Verbal Assault")--Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening, disturbing, disrupting or causing the evacuation or closure of school property.

First Offense: Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.  
Subsequent Offense: Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

12. **Fighting** (see also, "Assault")--Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

First Offense: Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.  
Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

13. **Hazing** (see Board policy JFCF)--Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity. Hazing may occur even when all students involved are willing participants.

First Offense: In-school suspension or 1-180 days out-of-school suspension.  
Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

14. **Public Display of Affection**--Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

First Offense: Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.  
Subsequent Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

15. **Sexual Harassment** (see Board policy AC and regulation AC-R)

a. Use of unwelcome verbal, written or symbolic language based on gender or of a sexual nature that has the purpose or effect of unreasonably interfering with a student's educational environment or creates an intimidating, hostile or offensive educational environment. Examples of sexual harassment include, but are not limited to, sexual jokes or comments, requests for sexual favors and other unwelcome sexual advances.

First Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

b. Unwelcome physical contact based on gender or of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with a student's educational performance or creates an intimidating, hostile or offensive educational environment. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether or not the touching occurred through or under clothing.

First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

16. **Technology Misconduct** (see Board policy EHB and regulation EHB-R)

a. Attempting, regardless of success, to gain unauthorized access to a technology system or information; to use district technology to connect to other systems in evasion of the physical limitations of the remote system; to copy district files without authorization; to copy district files without authorization; to interfere with the ability of others to utilize district technology; to secure a higher level of privilege without authorization; to introduce computer "viruses," "hacking" tools, or other disruptive/destructive programs onto or using district technology; or to evade or disable a filtering/blocking device.

First Offense: Restitution. Principal/Student conference, loss of user privileges, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

b. Violation other than those listed in "a," or of Board policy EHB and regulation EHB-R, administrative procedures or netiquette rules governing student use of district technology.

First Offense: Restitution. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

17. **Theft**-- attempted theft or knowing possession of stolen property.

First Offense: Return of or restitution for property. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: Return of or restitution for property. 1-180 days out-of-school suspension or expulsion.

18. **Threats or Verbal Assault**--Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

First Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

19. **Tobacco**

a. Possession of any tobacco products on school grounds, school transportation or at any school activity.  
First Offense: Confiscation of tobacco product. Principal/Student conference, detention, or in-school suspension.  
Subsequent Offense: Confiscation of tobacco product. Detention, in-school suspension, or 1-10 days out-of-school suspension.

b. Use of any tobacco products on school grounds, school transportation or at any school activity.

First Offense: Confiscation of tobacco product. Principal/Student conference, detention, in-school suspension, or 1-3 days out-of-school suspension.

Subsequent Offense: Confiscation of tobacco product. In-school suspension or 1-10 days out-of-school suspension.

20. **Truancy** (see Board policy JEDA)--Absence from school without the knowledge and consent of parents/guardians and/or the school administration; excessive non-justifiable absences, even with the consent of parents/guardians.

First Offense: Principal/Student conference, detention, or 1-3 days in-school suspension.

Subsequent Offense: Detention or 3-10 days in-school suspension.

21. **Unauthorized Entry**--Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.

First Offense: Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

22. **Vandalism** (see Board policy ECA)--Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff or students.

First Offense: Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

23. **Weapons** (see Board policy JFCJ)

a. Possession or use of any instrument or device, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo., which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person.

First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

b. Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2).

First Offense: One (1) calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.

Subsequent Offense: Expulsion.

<b>Secondary</b>	<b>Discipline</b>	<b>Grid</b>	<b>6-12<sup>th</sup> Grade</b>				
<b>OFFENSE</b>	<b>FIRST</b>	<b>SECOND</b>	<b>THIRD</b>	<b>FOURTH</b>	<b>FIFTH</b>	<b>SIXTH</b>	<b>SEVENTH</b>
<b>Arson</b>	90 days OSS	Expulsion					
<b>Assault/Student</b>	3-20 days OSS	10-20 days OSS or Expulsion	Expulsion				
<b>Assault Staff</b>	Expulsion						
<b>Automobile Misuse Careless Driving</b>	8 <sup>th</sup> hour	1 day ISS	5 days OSS	11-90 Days OSS	Expulsion		
<b>Bullying</b>	3 days ISS Parent Conf	5 days ISS	5 days OSS	11-90 days OSS	Semester of OSS	Expulsion	
<b>Bus Conduct</b> (plus offense punishment)	Warning	3 days off	5 days off	Off rest of year			
<b>Academic Dishonesty</b>	3 days ISS	6 days ISS	10 days OSS	Suspension 11-90 days OSS			
<b>Dishonesty</b>	1/2 day of ISS	1 day of ISS	3 days ISS	3 days OSS	10 days OSS	Expulsion	
<b>Defiance of Authority/ Insubordination</b>	1 day ISS	3 days ISS	6 days OSS	Suspension 11-90 days OSS	Expulsion		
<b>Disorderly or Disruptive Conduct</b>	1/2 day of ISS	1 day of ISS	3 days ISS	3 days OSS	10 days OSS	11-90 days OSS	Expulsion
<b>Obscene Materials</b>	3-5 days ISS Parent Conf.	3-5 days OSS	11-90 days Suspension	Expulsion			
<b>Offensive Obscene Language to staff</b>	3 days ISS	3 days OSS	30 days OSS	Expulsion			
<b>Disruptive/Harmful Devices</b>	3 days ISS	6 days ISS	10 days OSS	11-90 days OSS			
<b>Reckless Endangerment</b>	Warning- move to steps 2 or 3 if injuries	1/2 day ISS	1 day ISS	3 days OSS	6 days OSS	10 Days OSS	11-90 days OSS
<b>Littering</b>	Clean up campus on own time	Clean up and 3 days ISS	Clean up and 5 days OSS	Clean up and 10 days OSS	Clean up and 11-90 days OSS	Expulsion	
<b>Alcohol/Drugs (possession)</b>	Suspension (30 days OSS)	Expulsion					
<b>Alcohol/Drugs (selling/giving)</b>	Suspension (90 days OSS)	Expulsion					

<b>OFFENSE</b>	<b>FIRST</b>	<b>SECOND</b>	<b>THIRD</b>	<b>FOURTH</b>	<b>FIFTH</b>	<b>SIXTH</b>	<b>SEVENTH</b>
<b>Extortion</b>	1-10 days OSS	11-180 days OSS					
<b>False Alarm</b>	1-180 days OSS	Expulsion					
<b>Gambling</b>	1-3 days ISS	Expulsion					
<b>Harassment</b>	3 days ISS Parent Conf.	3 days OSS	OSS semester	Expulsion			
<b>Fighting</b>	1-3 days OSS	10 days OSS	11-90 days OSS	Expulsion			
<b>Hazing</b>	5 days ISS Parent Conf.	5 days OSS	(11-90 days OSS)	(91-180 days OSS)	Expulsion		
<b>Public Display of Affection</b>	1-180 days ISS	1-180 days OSS					
<b>Verbal Sexual Harassment</b>	1-180 days ISS	1-180 days OSS	Suspension OSS Semester	Expulsion			
<b>Sexual Harassment Phys. Contact</b>	1-180 days ISS	1-180 days OSS	Suspension OSS semester	Expulsion			
<b>Technology Misconduct</b>	1-180 days ISS	1-180 days OSS					
<b>Theft</b>	(3 days ISS) Restitution	(6 days ISS) Restitution	(10 days OSS) Restitution	OSS Semester Restitution			
<b>Theft over \$50</b>	(3-30 days OSS) Restitution	OSS semester Restitution	Expulsion Restitution				
<b>Threatening to Student</b> (severe go step 2 or 3)	Suspension (5 days ISS)	10 days OSS	Suspension	Expulsion			
<b>Threatening to Staff</b>	11-90 days OSS Suspension	Expulsion					
<b>Tobacco Possession</b>	Confiscation and 1 day of ISS	3 days ISS	10 days OSS	11-90 days OSS	Expulsion		
<b>Tobacco - Use</b>	1 day of OSS	3 days OSS	10 days OSS	11-90 days OSS	Expulsion		
<b>Tardies Unexcused per quarter</b>	Warning	30 Min ASD	1 day ISS	2 days ISS	3 days ISS	1-3 days OSS	
<b>Truancy Half Day plus</b>	3 days ISS	3 days OSS	10 days OSS	11-90 Days Suspension			
<b>Less than 1/2 day</b>	1 day ISS	3 days ISS	5 days ISS	5-10 OSS			
<b>Unauthorized Entry</b>	1-180 days ISS	1-180 days OSS					
<b>Vandalism</b>	1 day ISS restitution	2 days ISS restitution parent conf	3 days OSS Restitution Parent Conf	10 days OSS Restitution Juvenile Ath	11-90 days OSS Restitution	Expulsion	
<b>Vandalism over \$50.00</b>	3-30 days OSS Restitution	Expulsion Restitution					
<b>Weapons</b>	30 days OSS	Expulsion					
<b>Weapon- Firearm</b>	Suspension	for one	calendar	year			

## DISCIPLINARY ACTIONS

Students who become involved in areas of problem behavior will be subject to certain disciplinary actions. Depending upon the behavior problem of the student, one or more of the following actions will be taken by school officials. **Students are not allowed to participate in or attend any school-sponsored activities or programs if they have missed an assigned detention or have a suspension to serve.**

- a. **ACTIVITY SUSPENSION** – Removal from an extra-curricular activity or assembly and being prohibited from future attendance. An activity suspension can last for a brief time period, a full season (fall, winter, spring), or a full academic year. Activity suspensions can be limited to certain extra-curricular activities if deemed acceptable by administration.
- b. **BUS SUSPENSION/REMOVAL** – Bus riding is a privilege that may be revoked. Students may be prohibited from riding the bus for violations of bus rules. This suspension can include either short-term suspensions or long-term suspensions.
- c. **CONFERENCE** - A formal conference is held between the student and one or more school officials. During this conference, the student must agree to correct his/her behavior.
- d. **DETENTIONS** - Detentions will be served after school for one hour. Detention will be held twice per week and assigned by an administrator. Students serving detention will stay awake, have homework or a book to read for the entire hour, do an assignment by the principal and have no food or drink plus no communication with other students. Failure to attend a detention without administrative approval can result in more severe consequences.
- e. **EXPULSION** - The Board of Education authorizes the expulsion of students. The student is informed that he/she is subject to expulsion. The student is afforded the appropriate due process procedure. Following this procedure, if the superintendent of schools determines that the expulsion is appropriate, he will make that recommendation to the Board of Education with whom the authority for expulsion rests.
- f. **GENERAL DISCIPLINARY MEASURES - REMOVAL FROM CLASS** - The student may be removed from one or more classes, but remain at school during these class periods, or receive other appropriate disciplinary actions.
- g. **INFORMAL TALK/WARNING** - A school official (teacher, administrator, or counselor) will talk to the student and try to reach an agreement regarding how the student should behave.
- h. **IN SCHOOL SUSPENSION** – This is a classroom in which students spend their day in isolation from other students. They do not attend their regular schedule but are allowed to complete missed classwork. Students are expected to follow strict rules during this time (see below). Students who are referred to the office for being unable to follow the rules of ISS will be required to repeat the day of ISS or are placed on OSS. Students will be required to serve their full ISS term upon return to school.
- i. **LUNCH DETENTION**– The student will be placed at a separate table during lunch and will not be allowed to talk or interact with other students as they eat and during the remainder of the lunch period.
- j. **OUT OF SCHOOL SUSPENSION**- Removal from the school setting due to discipline infraction. This can occur as either a short-term suspension or a long-term suspension:
  - **SHORT-TERM SUSPENSION (UP TO TEN [10] SCHOOL DAYS)** - The student is informed that he/she is subject to a suspension. The student is afforded the appropriate due process procedure. Following this procedure, if the principal determines that a suspension is in order, it will be administered at that point. According to the violation, either in-school (ISS) or out-of-school (OSS) suspension will be assigned.
  - **LONG-TERM SUSPENSION (UP TO ONE HUNDRED EIGHTY [180] SCHOOL DAYS)** - The Board of Education authorizes the superintendent of schools to suspend a student for up to one hundred eighty (180) school days. The student is informed that he/she is subject to a suspension. The student is afforded the appropriate due process procedure. Following this procedure, if the superintendent of schools determines that a long suspension is in order, it will be administered at that



point. A suspension of more than ten (10) school days may be appealed to the Board of Education through the superintendent of schools.

- k. **PARENT INVOLVEMENT** - Parent(s) notified by telephone, personal contact, or letter. A conference may be conducted between the student, his/her parent(s), appropriate school personnel, and any other individuals concerned.
- l. **CORPORAL PUNISHMENT** – The Everton R-III School District does not engage in the practice of corporal punishment.

#### **RULES FOR IN-SCHOOL SUSPENSION (ISS)**

1. The student will report to ISS at 8:00 a.m.
2. The student will be reading or studying the entire time.
3. Lunch can both be brought from home or purchased from the cafeteria and must be eaten in the ISS room.
4. There will be no sleeping, reclining, or putting head on desk.
5. The student will bring all textbooks and a reading book (not magazines or newspapers) to ISS.
6. The student will have no communication with any other students while serving ISS (including those also in ISS).

The student must complete all daily assignments as a condition for release from ISS. Infractions of the above rules will result in lengthening ISS or other disciplinary measures, including out-of-school suspension.

#### **RELATIONSHIP BETWEEN PROBLEM AREA AND DISCIPLINARY ACTION**

The following chart illustrates the types of disciplinary action that may be taken for each problem area. In each case, a minimum and maximum action is listed as well as action for the first occurrence and one for repeated occurrences.

No student or parent should expect to automatically receive either the minimum or maximum disciplinary action when they are involved in a problem. This will be determined on an individual basis based on a wide range of variables such as, but not limited to, the age of the student, past record of behavior, attitude, the severity of the infraction, and the severity of the problem as it exists in that particular setting. School administrators must exercise professional judgment in these decisions.

Students who violate the discipline policy repeatedly face the possibility of receiving the maximum consequence. The first violation is considered a first offense and each subsequent violation will be considered a second offense, third offense, etc. Repeated violations of the discipline policy will result in out of school suspension and a possible recommendation for expulsion.

#### **DUE PROCESS**

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 of the charges and the opportunity for the student to respond.

#### **SUSPENSION**

The school principal has the right to suspend for a period of up to ten (10) school days. In these cases, an informal hearing between the school administrators, student, and other appropriate persons will be conducted. During this hearing the student would be given notice of the charges against him/her, and given an opportunity to present his/her version of the incident. If the pupil denies the charges, he/she will be given an explanation of the facts, which form the basis of the proposed suspension.

If after the hearing is completed, the administrator decides that a suspension is necessary, it will become effective immediately. The parents or guardian will be notified in each case of a suspension. The superintendent has the right to revoke a suspension.

The school principal has the right to recommend to the superintendent of schools a suspension of up to one hundred eighty (180) school days. Should this occur, both the student and his/her parents will be notified of the recommendation. Part of this notification will include instructions regarding the due process and appeal procedures. If an appeal is requested, it is conducted by the Board of Education through the superintendent of schools.

#### **PROHIBITION AGAINST BEING ON OR NEAR SCHOOL PROPERTY DURING SUSPENSION**

All students who are suspended or expelled are prohibited from being on school property for any reason unless permission is granted by the superintendent or designee.

Any student who is suspended for any offenses listed in section 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline shall not be allowed to be within 1,000 feet of any public school in the district unless conditions are met as addressed in School Policy JG-R.

### **DISCIPLINE OF STUDENTS PLACED IN SPECIAL EDUCATION PROGRAMS**

Students receiving special education services are subject to disciplinary, suspension, and expulsion policies and procedures as set forth by the board of education. The existence of a handicapping condition shall not exempt a student from the disciplinary process, nor entitle a student to participate in programs when their behavior significantly disrupts the education of other students in the program.

The Everton R-III School District shall implement the following as procedural safeguards for children with disabilities before suspension, expulsion, or transfer to a more restrictive environment.

#### **Review Procedure**

Before a student with a disability can be suspended or expelled, the administration and the child's teachers must review the student's special education placement to determine whether:

1. The behaviors which lead to suspension are related to the child's handicapping condition.
2. The special education placement is appropriate.

\* Since these problem areas include violation of the law, school officials may also need to notify the appropriate law enforcement officials. Any action taken by the enforcement officials might be in addition to the action taken by the school.

### **CHRONIC DISCIPLINE REFERRALS**

Any student referred to the Principal's Office who has already received ISS or OSS on three separate occasions during the school year will also receive an additional punishment:

4 <sup>th</sup> offense	3 days OSS
5 <sup>th</sup> offense	5 days OSS
6 <sup>th</sup> offense	7 days OSS
7 <sup>th</sup> + offense	10 days OSS

### **BEHAVIOR NOT COVERED ABOVE**

- If a student commits multiple violations of any provision of this policy as part of the same course of conduct, or violates multiple provisions of this policy as part of the same course of conduct, then if the policy provision or provisions violated include a maximum penalty of ten or more days of out-of-school suspension, the maximum penalty for such multiple or violations of multiple provisions may be expulsion
- If any student who commits an offense under this policy with a maximum penalty of ten or more days of out-of-school suspension has been suspended out-of-school for any period during the previous six (6) months, disregarding semester breaks or periods between school year, then the maximum penalty for such offense may be increased to expulsion.
- Any act or behavior by a student for which a specific penalty is not listed and which constitutes conduct which is prejudicial to good order in the schools or which tends to impair the moral of students as described in section 167.161, Revised Statutes of Missouri, shall be subject to punishment by out-of-school suspension of up to 180 days, or expulsion.
- Punishment and consequences may carry over from one year to the next.

### **PATRON/STUDENT COMPLAINTS AND GRIEVANCES**

Alleged acts of unfairness or any decision made by school personnel, except as otherwise provided for under student suspension and expulsion, which students and/or parents/guardians believe to be unjust or in violation of pertinent policies of the Board or individual school rules, may be appealed to the school principal or a designated representative. The following guidelines are established for the presentation of student complaints and grievances:

- The principal shall schedule a conference with the student and any staff members involved to attempt to resolve the problem. Parents/guardians may be involved in the conference, or a later conference for parents/guardians may be scheduled at the discretion of the principal. The principal may require a written grievance before a parent conference is considered.
- If the problem is not resolved to the satisfaction of the student and/or parents/guardians, a written request may be submitted for a conference with the superintendent of schools. The superintendent shall arrange a conference to consider the problem, and to inform participants of the action that will be taken.
- If the student and/or parents/guardians are not satisfied with the action of the superintendent, they may submit a

written request to appear before the Board of Education. Unless required by law, a hearing will be at the discretion of the Board. The decision of the Board shall be final.

### **PUBLIC COMPLAINTS**

All persons are assured that they may utilize this procedure without reprisal. The Board recognizes that situations of concern to parents/guardians or the public may arise in the operation of the district. Such concerns are best resolved through communication with the appropriate staff members and officers of the school district, such as faculty, the principals, the superintendent or the Board. The following steps are proper procedures to be followed by persons with questions or complaints regarding the operation of the school district:

1. Complaints on behalf of individual students should first be addressed to the teacher.
2. Unsettled matters from (1) above, or problems and questions concerning the school district should be directed to the principal.
3. Unsettled matters from (2) above, or problems and questions concerning the school district, should be directed to the superintendent.
4. If the matter cannot be settled satisfactorily by the superintendent, it should be brought to the Board of Education. Questions and comments submitted to the secretary of the Board in letter form will be brought to the attention of the entire Board at a regularly scheduled or called meeting. If necessary, a Board hearing will be scheduled to resolve the complaint. However, the decision of the Board shall be final except in the case of complaints concerning the administration of federal programs. Complaints of this nature can be directed to the appropriate section of the Department of Elementary and Secondary Education.

The Board considers it the obligation of the professional and support staff of the district to field the questions of parents/guardians or the public.

### **STANDARD COMPLAINT RESOLUTION PROCEDURE FOR IMPROVING AMERICA'S SCHOOLS ACT PROGRAMS**

This complaint resolution procedure applies to all programs administered by the Department of Elementary and Secondary Education under the Goals 200: Educate America Act and the Improving America's Schools Act (IASA.) 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. Although no member of the community shall be denied the right to petition the Board of Education for redress of a grievance, the complaints will be referred through the proper administrative channels for solution before investigation or action by the Board. Exceptions are complaints that concern Board actions or Board operations only. The Board advises the public that the proper channeling of complaints involving instruction, discipline, or learning materials is as follows:

1. Teacher
2. Principal
3. Superintendent
4. Board of Education

Any complaint about school personnel will be investigated by the Administration before consideration and action by the Board. If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is no evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution. Any persons directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplied, or misinterpreted by the Department itself. Anyone wishing more information about this procedure or how complaints are resolved may contact local or Department personnel.

## **VII. EXTRA-CURRICULAR ACTIVITIES**

### **CITIZENSHIP REQUIREMENTS**

Everton High School strives to provide a wide variety of extra-curricular activities to you. The Missouri High School Activities association governs many of these activities. MSHSAA By-law 212 provides for standards of

conduct for all participants in extra-curricular activities. By-law 212 states:

“Students who represent a school in interscholastic activities must be creditable citizens and judged so by the proper school authority certifying a list of students for competition. Those students whose character or conduct is such as to reflect discredit upon them or their schools are not considered to be ‘creditable citizens’. Conduct shall be satisfactory in accord with the standards of good discipline.

A student shall not be considered eligible while under out-of-school suspension. The student who is expelled or who withdraws from school because of disciplinary measures shall not be considered eligible for 365 days from the date of expulsion or withdrawal. If a student misses class on the date of a contest without being excused by the principal, he or she shall not be considered eligible on that date.”

**Students are not allowed to participate in or attend any school-sponsored activities or programs if they have missed an assigned detention, an assigned ISS or have an out of school suspension to serve.**

#### **TRANSPORTATION**

Students participating in activities sponsored by Everton High School must travel on school transportation to and from the event. Only parents will be allowed to request that students ride home with them. Parent contact must be made with the sponsor. Any student wishing to ride home from an event with another student’s PARENT must obtain PRIOR PERMISSION from their parents. This must be given in person or by telephone BEFORE leaving on the activity trip (it is preferred that the request be written and verbal from the parent).

#### **MIDDLE SCHOOL ACADEMIC REQUIREMENTS**

A student may not participate in any extra-curricular activity event if he/she received two (2) failing grades on his/her preceding quarterly grade report. Each student must also have a GPA of at least 2.0 (C- average) on his/her grade report. Eligibility for junior high athletics will be determined by the quarter grades and the 5<sup>th</sup> week grade report.

#### **INTERSCHOLASTIC ATHLETICS**

The Board of Education believes that individual students shall have opportunities to grow physically and intellectually through experience in self-discipline and contribution to a team effort made possible through competitive interscholastic athletics. An interscholastic athletic program shall be conducted in the school district to further the development of students as competitors and spectators through friendly inter-school contests. The purpose of the program is to develop leadership good sportsmanship, personality development, new friendships and a friendly rivalry with other schools.

The Board will provide interscholastic athletic competition for secondary school students in a variety of sports. Students will be allowed to participate in the individual sports on the basis of physical condition and desire. Qualified professional staff will be provided for coaching, and for the supervision of all athletic events.

The inter-scholastic athletic program of the district will be organized under the following guidelines:

- A. The athletic program is an integral part of the high school curriculum and comes under the authority of the principal to same degree as all other phases of the curriculum.
- B. Participation in inter-scholastic athletics is primarily for students in grades 9-12, with a limited participation of students from grades 7 and 8 as determined by league or conference requirements, as allowed by the Board.
- C. Programs of inter-scholastic athletics will be available to students, and will provide equal access to school facilities; coaching and instruction; scheduling of practice times and games; number of activities at each level of competition; and equipment, supplies, and services.
- D. The school district is a member of the Missouri State High School Activities Association (MSHSAA). In all athletic matters the district will adhere firmly to the rules and regulations of that body, and to the philosophy of inter-scholastic athletics that the MSHSAA encourages. The eligibility of students to participate in the athletic program shall be determined in accordance with the MSHSAA regulations.
- E. No student may start practice for any athletic team until he or she has been examined and approved by a physician, and until written consent has been obtained from the parent/guardian.
- F. Everton Board of Education policy IGDJ-A provides that: Item 6 - The Board of Education recommends that student contestants use school provided transportation to and from athletic activities. A parent or legal guardian may release his/her child to secure and use transportation other than that which is provided by the school district. A parent or legal guardian desiring that his/her child use alternate transportation (other than school provided) to an athletic activity, to/from an athletic activity, or from an athletic activity shall sign a

written release in the presence of the coach, the designated sponsor, or a school administrator prior to the departure time of the school provided transportation.

- G. Expenditures for the athletic program are incorporated as part of the general budget of the Board of Education.
- H. District participation in inter-scholastic athletics will be subject to approval by the Board. This will include approval of membership in any leagues, associations or conferences.
- I. Insurance against accident or injury will be required for students engaged in inter-scholastic athletics.

**ELIGIBILITY**

All students in grades 5-12 shall meet the following standards to be eligible to participate in extra-curricular activities.

1. Meet all Missouri State High School Activities Association standards were applicable.
2. Everton students who choose to participate in extra-curricular activities shall earn each semester:
  - a. A minimum grade point average of 2.0, based on a 4.0 system.
  - b. No more than one F.
3. An ineligible student may attend and participate in practice/rehearsals, but shall not travel with team/group or actively participate in extra-curricular events.
4. Ineligible students may request a one-time two (2) week grace period, **high school only**. All team and activity privileges are extended during the grace period. The grace period begins the first day the ineligible student participates in the activity. The student will also be on academic probation for the remainder of the school year and will have their grades checked every two weeks while playing sports. If at any time during their probation they fail to meet the requirements of rule number 2 above, they will be ineligible for the remainder of the season.
5. Fall sports, (practice begins before school is in session) the grace period begins the first day of school.
6. Students who choose to participate in the grace period shall actively take part in a tutoring program, under the direction of their teacher/coach.
7. Should a student fail to actively participate in the tutoring program, they shall forfeit their right to continue in the activity. Failure is determined by the teacher/coach.
8. Student progress shall be continually monitored by the teacher/coach. At the end of the grace period, (approximately two (2) weeks the student shall:
  - a. gather a grade from each teacher;
  - b. present these grades to their teacher/coach;
  - c. the teacher/coach shall use these grades to determine the participants current GPA;
  - d. a successful participant shall have earned a minimum 2.0 GPA and have no more than 1 F.
9. The grace period may be utilized by a student only once per school year.

**Athletic Discipline Policy**

	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>4<sup>th</sup> Offense</b>	<b>5<sup>th</sup> Offense</b>
<b>ASD</b>	no penalty	no penalty	one quarter or two innings	one half or 4 innings	one game suspension
<b>ISS (Days)</b>	one quarter or two innings	one half or 4 innings	<i>not eligible until served or one game if none are scheduled during ISS</i>		
<b>OSS</b>	not eligible until suspension is served				
<b>Tobacco, alcohol , or drugs</b>	10% of scheduled games	50% of scheduled games	<b><i>ineligible for the school year</i></b>		

**MHSAA Rule 2.2.2 Law Enforcement:** A student who commits an act for which charges may be or have been filed by law enforcement authorities under any municipal ordinance, misdemeanor or felony statute shall not be eligible until all proceedings with the legal system have been concluded and any penalty (i.e. jail time, fine, court costs, etc.) or special condition of probation (i.e. restitution, community service, counseling, etc.) has been satisfied. If law enforcement authorities determine that charges will not be filed, eligibility will be contingent upon local school policies. Moving traffic offenses shall not affect eligibility, unless they involve drugs, alcohol, or injuries to others. After a student has completed all court appearances and penalties, and has satisfied all special conditions of probation and remains under general probation only, local school authorities shall determine eligibility.

**SAFE SCHOOLS ACT SUMMARY**

The following information summarizes the main parts of the safe schools act that apply to students. It is important that every student and parent become familiar with the law because it drastically changes the way in which schools handle student behavior, proof of residency, and reporting procedures.

\* School Discipline Policies: Schools are required to establish written discipline policies. Everton’s discipline

policy has been revised in accordance with the mandates from the Safe Schools Act and has been approved by the Board of Education.

- \* **Reporting Requirements:** District administrators are required to report certain violent acts, certain behavior that would be felonious if the student were an adult, weapon possessions, and drug possessions to appropriate law enforcement agencies. The most common of these acts is third degree assault. By definition, a person commits assault in the third degree if that person:
  - \* Attempts to cause or recklessly causes physical injury to another person; or,
  - \* With gross negligence, causes physical injury to another person by means of a deadly weapon; or,
  - \* Purposely places another person in apprehension of immediate physical injury; or,
  - \* Recklessly engages in conduct which creates a grave risk of death, serious disfigurement or protracted impairment of the function of any part of the body, of another person; or,
  - \* Knowingly causes physical contact with another person knowing the other person will regard the contact as offensive or provocative.
- \* **Student Suspension for Weapons:** The Safe Schools Act provides for a minimum one-year suspension for expulsion for a student who brings a weapon to school. The Everton R-III District has defined a weapon as:
  - \* Firearm: as defined in 18 U.S.C. 921 (pursuant to Gun Free Schools Act of 1994).
  - \* Knife: Any dagger, dirk, stiletto, or bladed hand instrument that is readily capable of inflicting serious physical injury or death by cutting or stabbing a person.
  - \* Any instrument or device customarily used for attack or defense against an opponent, adversary, or victim; or any instrument or device used to inflict physical injury or harm to another person.
- \* **Discipline Records:** Districts are required to compile and maintain discipline records on all students. These records must be made available to certain district personnel and be sent to any district a student subsequently attends.
- \* **Residency Issues:** Prior to registration a student, parent or legal guardian must establish proof of residency, or must request a waiver of the proof of residency. Submitting false information, relating to residency is defined as a Class A misdemeanor.
- \* **Statement of Disciplinary History:** The Everton R-III School District requires a parent, guardian, or other custodian to provide a statement indicating whether a student was previously expelled, violated board policy on weapons, alcohol, or drugs, or willfully inflicted injury on another. Persons making a false statement are guilty of a Class B misdemeanor.
- \* **Communication with Juvenile Officers:** Juvenile officers must notify school officials when students have committed certain specified acts. The school is conversely required to notify juvenile authorities upon the suspension of any student within the jurisdiction of the court.
- \* **Drug-Free School Zone:** Drug free- school zones are expanded from 1,000 to 2,000 feet of public school property and include school buses within that zone.
- \* **Removal of Threatening Students:** Schools may immediately remove a student upon finding that the student poses a threat of harm to himself or others as evidenced by poor conduct.

## **FIREARMS AND OTHER WEAPONS**

FILE: ECA  
Critical

No person shall carry a firearm, a concealed weapon or any other weapon readily capable of lethal use into any school, onto any school transportation or onto the premises of any function or activity sponsored or sanctioned by the district, except for authorized law enforcement officials and those designated by the School Board and the Superintendent. Adults and students may possess weapons on school property for the limited purpose of facilitating or participating in a school-sanctioned firearm-related event, as long as the weapons are not concealed and the weapons are not carried onto school transportation or onto the premises of any other school or school-sponsored activity. Any person who possesses a weapon in violation of this policy will be asked to leave. In addition, district administrators may report the incident to law enforcement officials, ban the person from school property or school events in accordance with policy KK or seek other legal remedies. Possession of weapons by students is governed by policy JFCJ and regulation JG-R.

# Everton R-III School District

211 School Street  
Everton, MO 65646  
417-535-2221



## Parent/Guardian:

The Everton R-III School District Board of Education has established this student handbook containing the discipline policy in order that students and parents alike can be well informed as to the contents of the discipline policy as well as the procedures of Everton High School.

Please read this handbook carefully. Since it does contain the discipline policy and procedures of the high school, make sure your child understands what is written. If you have any questions about any part of this handbook, please call me at 535-2221.

Please sign the following statement and return this form to the high school office by August 20<sup>th</sup>. Students must have this form signed by a parent or guardian and returned to school in order to be eligible to participate in extra-curricular activities.

Sincerely,

*Dr. Karl Janson*  
Superintendent/ 9-12 Principal

*Mrs. Heather Harden*  
K-8 Principal

I have read and understand what is expected of my child according to the Everton R-III School District handbook.

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Student's Name

Students Signature

---

Parent/Guardian Signature

Date