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Jake Webb	Technology Coordinator
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**2018-2019 Certified Staff**

Kent Anderegg	Social Studies
Jennifer Baldwin	Librarian
Jason Bright	Social Studies
Ginger Brown	Mathematics
Vanessa Case	2 <sup>nd</sup> Grade
Lisa Cropper	HS/Elementary PE
Crystal Darrow	Special Education
David Davis	Elem Principal
Donna Davis	1 <sup>st</sup> Grade
Melissa Earl	Title One
Penny Etcheson	3 <sup>rd</sup> Grade
Sylvia Evans	JH/HS Special Education
Jill Goodman	FACS
Anya Gripka	2 <sup>nd</sup> Grade
Tyler Gripka	Admin. Asst.
Elizabeth Hailey	5 <sup>th</sup> Grade
Chad Harris	Business
Laura Hensley	Science/Ag Ed
Debbie Hodge	6 <sup>th</sup> Grade
Kristin Holliday	Mathematics
Steve Hummel	Drivers Education
Ashlee Jackson	Curriculum Dir.
Jared Jeffries	Agriculture
John Jensen	6 <sup>th</sup> Grade
Peggy Jensen	5 <sup>th</sup> Grade
Anthony Keenan	Band
Janel Kellenberger	Reading Recovery
Janese Kellenberger	Kindergarten
Susan Kumer	Special Ed.Dir.
Michele Logan	Art
Tami Maneval	3 <sup>rd</sup> Grade
Tresa Maneval	Vocal Music
Jessica Miller	4 <sup>th</sup> Grade
Annastasia Morris	1 <sup>st</sup> Grade
Charonda Moss	4 <sup>th</sup> Grade
Daniel Osborne	JH Mathematics
David Osborne	Science
Kelly Perkins	Language Arts
David Pitts	HS/Elementary PE
Stacy Pope	Counselor
Linda Pugh	Special Education
Jessica Reed	3 <sup>rd</sup> Grade
Jamie Richey	Language Arts
Mary Roeber	Special Education
Christina Spencer-Hess	JH/HS Principal, Superintendent

## Secondary & Elementary Policies

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Jasper R-V School District, with certain exceptions, obtains your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Jasper R-V School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Jasper R-V School District to include this type of information from your child's educational records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production
- The annual yearbook
- Honor Roll or other recognition lists
- Graduation program
- Sports activity sheets, such as for basketball, showing weight and height of team members

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

If you do not want Jasper R-V School District to disclose directory information from your child's educational records without your prior written consent, you must notify the District in writing by August 20 of the current school year. Jasper R-V District has designated the following information as directory information:

*Student's Name	*Participation in officially recognized activities and sports
*Address	*Weight and height of members of athletic teams
*Photograph	*Degrees, honors, and awards received
*Grade level	

Jasper R-V School District

### 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, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Jasper Co. R-V 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, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Jasper Co. R-V School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Jasper Co. R-V 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 Jasper Co. R-V 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 regarding storage,

disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed 201 West Mercer Jasper, MO 64755 between the hours of 8:00 AM and 3:00 PM Tuesday through Friday.

This notice will be provided in native languages as appropriate.

### **Parental Notification to Access Public Insurance**

#### **Dear Parent(s)/Guardian(s):**

For a number of years, Missouri has participated in a Federal program called Medicaid School-based Services. The program helps school districts by providing partial reimbursement for some medically-related services listed on a student's Individualized Educational Program (IEP). Under the Individual with Disabilities Education Act (IDEA), school districts are permitted to seek payment from public insurance programs such as Medicaid (called MO HealthNet in Missouri) for some IEP services provided at school.

In 2013, the requirements under the IDEA changed and now school districts must provide parents with written notification before they access your public insurance for the first time and then every year thereafter. This notification is to inform you of the requirements under the Individuals with Disabilities Education Act (IDEA), regarding written notification and consent to access public insurance, such as MO HealthNet (Medicaid).

You will be asked to provide a one-time written parental consent to release information from your child's educational records or information about the services your child receives through his or her IEP. This information is needed for the purpose of billing MO HealthNet and seeking partial reimbursement for some medically-related IEP services.

#### *Do I need to do anything?*

You will be asked to provide a one-time parental consent to release information from your child's educational records or information about the services your child receives through his or her IEP. This information is needed for the purpose of billing MO HealthNet and seeking partial reimbursement for some medically-related IEP services.

#### *What type of information will be in the consent form?*

The consent form must tell you the personally identifiable information that may be disclosed (including your child's name, birthdate, Medicaid number or other ID, disability, IEP and evaluations, type of service, times and dates of service, and progress notes), the purpose of the disclosure (e.g., payment from MO HealthNet) and the agency that will get the information.

#### *What does it mean if I give my consent?*

By consenting, you state you understand and agree that your MO HealthNet insurance will be billed to partially pay the cost of IEP services and that the necessary information about your child and his/her IEP services may be shared with MO HealthNet Division, a contracted billing agent, and/or a physician to obtain necessary supporting documentation (e.g. physician scripts, referrals) in order for the billing to be done. There will be no cost to you for the services.

#### *Can I be required to enroll with MO HealthNet Division (MHD) for public insurance?*

You cannot be required to sign up for or enroll in public insurance for your child to receive free appropriate public education, including IEP services.

#### *Will my consent affect my family's MO HealthNet benefits?*

No. Reimbursed services provided by your school district do not limit or reduce lifetime coverage or benefits, change eligibility, affect benefits, count against visit or funding limits in MO HealthNet programs, or increase costs to you.

#### *What if I change my mind?*

You have the right to withdraw consent to disclose your child's personally identifiable information to MO HealthNet Division for billing purposes at any time.

#### *Will my consent or refusal to give consent affect my child's IEP services?*

No. Your school district must provide all required IEP services to your child at no cost to you, whether you give consent or refuse to give consent for purposes of the school accessing your MO HealthNet benefits

What if I have a question?

Please call your school district's Special Education Department with questions or concerns.

**Admission of Home Schooled Students**

Students who enroll in the district from a home-school status must meet residency requirements as stipulated in policy 2230. Grade placement will be determined by an administrative evaluation of records from the home school setting and assessment of student's age, total educational experience, achievement tests administered at the time of registration, and consultation with parents/guardians.

**Discrimination**

The Jasper R-V School Districts is committed to an academic and work environment in which all students and employees are treated with dignity and respect. The District does not discriminate on the basis of race, color, sex, age, national origin, ethnicity, disability, or perceived sexual orientation in its programs and activities. Discrimination and harassment of students and employees, whether committed by supervisors, employees of students and regardless of whether the victim is an employee or a student, will not be tolerated. Inquiries, complaints, or grievances from students and their parents or guardians, employees, or members of the public regarding discrimination and harassment may be directed to:

Jasper R-5 Superintendent of Schools  
201 West Mercer Street  
Jasper, Missouri 64755 Phone: 417-394-2416  
(This notice may be provided by request in any language necessary).

**Nit Free Head Lice Policy**

The school nurse will schedule regular unannounced examination dates with classroom teachers. Students absent at the time of the classroom examination will be sent to the nurse's office upon returning to school.

If the school nurse or teacher should discover head lice/eggs on a child in the classroom, the parent/guardian of that child will be notified and the child will be removed from the classroom and from school. All siblings of the infected child and other students living in the same household will also be checked.

The school nurse will instruct the parent/guardian concerning various shampoos and sprays that can be purchased for the head lice/eggs and will also give information concerning necessary procedures to be taken in the home to ensure that the head lice is eradicated.

Children will not be returned to the classroom until they have been treated for head lice and have been to the school nurse to have their hair examined. Within six to ten days after being readmitted to school, the child will be examined again by the school nurse.

**The second time head lice/eggs are found, the child will not be readmitted to school without a signed form from the Barton Health Department, stating the head lice/nit treatment was successful.** This note will be presented to the school nurse upon returning to school.

Lice is considered a communicable disease, and as such, falls under Missouri Statute Section 167.191. The day the child is sent home with lice is "day 1" and is an excused absence. "Day 2" is the next school day and is also considered excused for lice treatment. Unexcused and reportable absences begin on "day 3".

If head lice/eggs are not successfully eradicated in a timely manner, it may become necessary to report the situation to the Division of Family Services. If a child is absent for an unreasonable amount of time, it may be construed as educational neglect.

**Cancellation or Closing of School**

If it is deemed necessary to close school early due to snow, severe weather, or equipment failure, announcements will be made over radio stations and TV stations. KODE-TV, KSN16, and KOAM-TV are all included, as well as their affiliates. There are also several radio stations that announce school closings, including KDMO 95.1 (MIKE FM), KSYN 92.5, and KKOW 96.9. School officials will also use the PowerSchool announcement that will send an automatic phone call, text message or email to all registered users of the PowerSchool system. However, PowerSchool announcements will not be available in the event of a power

outage. Appropriate social media sites will also be used to advertise school closings. School Closing announcements will be made, if at all possible, at least one and one-half hours in advance.

### **Arrival at School and Dismissal**

School instruction begins promptly at 8:00 a.m. Elementary students who do not ride a bus and eat breakfast in the cafeteria, should arrive at 7:35 a.m. and report immediately to the cafeteria. Students who do not ride a bus and do not eat breakfast in the cafeteria, should not arrive before 7:45 a.m. Elementary students not eating breakfast should report immediately to the gym.

Jr. High Students should report to the cafeteria, High School students may enter the high school building using the east entrance, Parents dropping off their child may do so by pulling into the parking lot across from the elementary school, dropping off their child who will then cross with the crossing guard in front of the elementary. If you need or want to escort your child into the building, please park in the parking lot and walk your child across, taking advantage of the crossing guard. There will be NO dropping off of children on Mercer Street, due to safety considerations. The doors will be locked until 7:35 a.m. Please do not leave your student until 7:35 a.m. All students are to leave the building by 3:40 p.m. unless under the direct supervision of a teacher, coach, or sponsor.

### **Walkers**

Parents are urged to instruct their children in the safest and most direct route to and from school. Students should always cross the street by taking advantage of the crossing guard(s) who are posted there. Students should not walk or ride bicycles through the parking lot as drivers may not always see them.

### **Bicycles**

Children who ride bicycles should always walk their bicycles when on the sidewalk at school. All bicycles should be locked when parked on school property. Skateboards are not permitted at school. Please do not ride your bike on Mercer Street to school. This street is very busy before school starts and immediately after school is dismissed. It is safer to use First Street.

### **Parent- Teacher Conference**

A Parent-Teacher conference will be held after the first quarter and after the third quarter. The purpose of the conference is to discuss academic progress. Parents are encouraged to contact the teachers at any time they are concerned about their child's performance. It is through the cooperation of parents and teachers that the maximum in education progress can be attained.

### **Visitors**

Parents are always welcome at school. When parents wish to visit with a teacher, the counselor, or the principal, they should call ahead for an appointment to be assured of an opportunity for an uninterrupted visit. **Please do not interrupt classes.** All visitors are to report first to the Principal's office when entering the building. This is necessary to ensure the safety of our students. Students are not to bring guests with them to school.

### **Student Insurance**

Student insurance is available at a nominal cost. Athletes and cheerleaders must be covered by school accident insurance or show proof of their own coverage before they can try out or practice and play games. The coverage is provided as a service. The school merely supplies the insurance forms and assumes no liability, either for the injury or the subsequent negotiations with the insurance company. The student insurance is to be mailed directly to the company by the parents of the student and is the responsibility of the parents. Claims will be handled by the parents directly with the insurance company.

### **Immunization**

According to the School Immunization Rule (19 CRS 2028.010), all students must present proof of compliance with the immunization rule on the First Day of School. There is no longer a grace period; therefore, if a child arrives without proper proof of immunization, he/she must be sent home.

### **Disaster Drills**

Disaster drills will be conducted during the school year. A plan has been developed for each room. Please follow this plan explicitly.

## **Missouri Statute #167.031**

“Every parent, guardian or other person in this state having charge, control or custody of a child between the ages of seven and sixteen years shall cause the child to attend regularly some day school, public, private, parochial or parish, not less than the entire school term of the school which the child attends or shall provide the child a home with regularly daily instructions during the usual school hours which shall in the judgment of a court of competent jurisdiction be at least substantially equivalent to the instruction given the children of like age in the day school in the locality in which the child resides.”

## **Social Security Number Request**

According to the Privacy Act of 1974, Section 7(b), “Any Federal state or local government agency which requests an individual to disclose his/her social security account number shall inform that individual whether that disclosure is mandatory or voluntary, by what statutory authority such number is solicited, and what used will be made of it.”

Jasper School request for social security numbers is voluntary; however, it is imperative that we have this number in order to receive optimal federal funding. This number is used ONLY for the purpose of obtaining federal reimbursements. It is also the policy of the Jasper R-V School District to require social security number or birth date for checks payable to the district.

## **Harassment**

It is policy of the District to maintain a learning environment that is free from harassment because of an individual’s race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation. The School District prohibits any and all forms of unlawful harassment and discrimination because of race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived orientation.

It shall be a violation of District policy for any student, teacher, administrator, or other school personnel of this District to harass or unlawfully discriminate against a student through conduct of a sexual nature, or regarding race, color, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation as defined by this policy.

It shall also be a violation of District policy for any teacher, administrator, or other school personnel of this District to tolerate sexual harassment or harassment because of a student’s race, color, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation, as defined by this Policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extra-curricular activities, under the auspices of the School District.

For purposes of this Policy, the term “school personnel” includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the District.

The school system will act to promptly investigate all complaints, either formal or informal, verbal or written, of unlawful harassment or unlawful discrimination because of race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation; to promptly take appropriate action to protect individuals from further harassment or discrimination; and, if it determines that unlawful harassment or discrimination occurred, to promptly and appropriately discipline any student, teacher, administrator, or other school personnel who is found to have violated this Policy, and/or take another appropriate action reasonably calculated to end the harassment/discrimination.

## **Suspension-Expulsion**

The principal has the authority to discipline any student for misbehavior. The discipline will be as the principal determines necessary and proper. Out-of-school suspension given by the principal shall not exceed ten school days. Superintendents can suspend up to 180 days. Students, who conduct themselves in such a manner as to have a detrimental and demoralizing effect on the student body, may be expelled from school by the Board of Education. Students are to refrain from the following: (1) Fighting (2) Profanity/Vulgarity (3) Weapons (4) Vandalism (5) Stealing (6) Defiance and Disrespect (7) Truancy (8) Public Display of Affection (9) Drugs, Alcohol, and Tobacco (10) Food, Candy, Drinks in Rooms/Hall.

## **School Telephone/Cell Phones**

The telephone in the school office is considered to be a business phone and is not available to students except for school-related matters and may be used only with the permission of the office staff. Students who have cell phones are not allowed to use them during class time; this includes Eagle Hour. They may be used between classes and during lunch.

## **Use of Buildings and Facilities**

Anyone wishing to use the school buildings or facilities is requested to contact the High School secretary. Student groups desiring to use the buildings must have a teacher/sponsor present. Any student who shall willfully damage or destroy any school property shall be disciplined and required to pay for the damage.

## **Conduct On School Bus**

Bus Regulations: A student who becomes a discipline problem on the bus may be deprived of the privilege of riding the bus. The school bus student policies that have been adopted by the Jasper R-V School District are regulations written by the Missouri School Laws and Departments of Education and Secondary Education Regulations. The policies are:

1. Driver is in charge of the pupils and the bus. Pupils must obey the driver promptly.
2. Pupils must be on time; the bus cannot wait beyond its regular schedule for those who are tardy.
3. Pupils should never stand in roadway while waiting for the bus.
4. Unnecessary conversation with the driver is prohibited.
5. Classroom conduct is to be observed by pupils while riding on the bus, except for ordinary conversation.
6. Pupils must not at any time extend arms or head out of bus window.
7. Pupils must not try to get on or off the bus, or move about within the bus, while it is in motion.
8. Pupils must follow directions of the driver when leaving the bus.
9. Any damage to the bus should be reported at once to the driver.
10. Misbehavior on the bus may result in punishment applied by the principal and/or denial of bus service.

## **Directory Information Policy**

Directory information means information contained in any education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. By law the following information is public record and will be released:

1. Names, address, and phone number of students.
2. Class, weight, and height of members of athletic teams.

This information can be withheld in whole or in part upon written request of the parent or guardian.

## **Firearms and Weapons in School**

The District recognizes firearm possession as a potential threat to the health, safety, and security of students, employees and other persons. The District will not tolerate the presence of firearms on the premises of our schools. Duly certified law enforcement officers or school safety officers, either on or off duty, may possess a firearm on school premises. The District complies with the provisions of the Improving America's School Act of 1994, the Individuals with Disabilities Education Act, and other applicable federal and state laws.

Students who violate this policy will be suspended for no less than one (1) year and are subject to permanent expulsion. However, the Superintendent may recommend to the Board a modification of the suspension on a case-by-case basis.

Nothing in this policy shall prohibit the District from permitting a Civil War re-enactor to bring a Civil War era weapon to school for educational purposes so long as the weapon is not loaded or from teaching safety courses in gun or bow and arrow use.

The Policy will be annually submitted to the Department of Elementary and Secondary Education together with a report of disciplinary action taken for possession of a "firearm" as defined in Regulation 2620.

## ***Junior & Senior High School Policies***

### ***---Section One (Policies and Procedures) ---***

#### **Admission Requirement:**

Students enrolling must live with their parent/guardian or court appointed legal guardian. Students transferring from another accredited school will be classified on the basis of a transcript from the school from which they are transferring. Students transferring from another district must be in good standing in that district and must serve any suspensions and/or expulsions before enrolling at Jasper R-5 School District.

Credit of student transferring from an unaccredited private school or who have been receiving instruction at home by parents will be evaluated according to guidelines by Missouri State Department of Elementary and Secondary Education dated October 1981. A placement exam may be utilized to help determine placement.

#### **Classification and Promotion of Students**

Classification and promotion of students is done on an annual basis. Failure to pass a required subject will necessitate the student repeating the course. A student should successfully complete a minimum of 7 units each year. High School students should be making satisfactory progress towards graduation.

**Freshman:** Satisfactory completion of eighth grade.

**Sophomore:** Two semesters attended and satisfactory completion of six units.

**Juniors:** Four semesters attended and satisfactory completion of thirteen units.

**Seniors:** Six semesters attended and satisfactory completion of twenty units.

## **JH Retention/Summer School Policy**

Students advancing in 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grades must pass more than 80% of the preceding core semester classes of math, science, social studies, language arts and literature/reading to advance to the next grade level. If a student fails two or more semesters of these outlined classes, attendance and a passing grade for summer school in one of the failing areas will be required (if available) for the students to advance to the next grade level in the following year.

### **Requirements for Graduation**

The student must have eight full semesters of attendance after grade eight. A senior who can document a compelling need for graduation at the end of the seventh semester must submit a written request to the principal no later than December first, explaining the unusual circumstance. This request is approved by the school board.

A student that graduates at the seventh semester of his/her senior year can only go to the following events: Prom, senior trip (if all other requirements are met) and Graduation. All students must pass an examination of both the U.S. and Missouri Constitution in order to graduate.

### **Graduation Requirements**

English.....4 units	American History.....1.0 unit	Practical Art (agriculture, business).....1.0 unit
Math.....3 units	American Government.....1.0 units	Physical Education.....1.0 units
Science.....3 units	Fine Art (music, band, art)...1.0 unit	Health.....0.5 units
SS Elective.....1 unit	Personal Finance.....0.5 units	
General Electives (May be selected from any of the courses offered).....		10 units

Total Units needed for graduation: **26** credits

Students may apply up to two credits of correspondence courses toward graduation. The courses must be taken through an accredited institution. The University of Missouri offers several high school level courses. Students may earn credit by scoring the basic, proficient, or advance ranges on any state assessments end of course exam. A grade of P will be placed in their transcript and these credits will not count against the student's grade point average. A student cannot take an end of course exam without teacher, counselor and principal's permission.

A student may receive a Science credit by earning credit in Ag science 1 and 2 plus an upper level Ag course related to Science. The student must have attempted Physical Science and Biology in order to receive this credit.

Vo-Tech students may receive a Language Arts credit through their embedded credit program.

Students may be allowed to take a course under "independent study". This must be approved by both the principal and the supervising teacher. Specific instructional objectives must be developed prior to the approval for enrollment. Exception: Courses in Math, Science, Social Studies, or Language Arts that are required for graduation cannot be taken under individualized study.

### **--Section Two General Policies--**

#### **Schedule Change**

Changes can be made or a course dropped through the first week of classes if: 1) The change is possible in terms of the student's existing schedule and the change will not overload a particular class 2) The change results in a reasonable program of study in terms of the established curriculum; and 3) A parent and the counselor approve the change. After the first week of the semester, there will be no class changes allowed without the approval of the principal. Students will not be allowed to change classes at will.

#### **Textbooks**

Students are responsible for damaged or lost text books or computers issued for instructional purposes. Minor damage will be reimbursed to the school at \$5.00 per book while major damaged or lost textbooks will be reimbursed at the value of the textbooks. Damage to computers will be assessed at the repair value.

#### **Activities**

The calendar in the principal's office will be the official calendar for the high school. All activities must be cleared with the principal at least one week in advance, before being placed on the calendar. In the event of a conflict, the activity placed on the calendar first will take priority.

School organizations wishing to engage in fundraising activities must receive prior approval from the sponsors and the building principal. There is a shared calendar that approved fundraisers will be noted on. Only two fundraisers per organization will be approved per year.

A student must be present at least half of the day of school on the day of an extracurricular activity unless advanced approval has been gained from the principal.

A student who leaves an activity will not be allowed to reenter and must leave the school grounds.



## **Attendance Policy- Grades 7-12**

### **ATTENDANCE POLICY – Approved July 26, 2012**

Students who have good attendance generally achieve higher grades, enjoy school more, and are more attractive to prospective employers after leaving high school. Frequent absences of students from regular classroom learning experiences disrupt the continuity of the instructional process for everyone. The benefit of regular classroom instruction is lost and cannot be entirely regained, even by extra after-school instruction.

Each student is expected to attend school regularly and to be on time for classes. This is necessary for the student to receive the maximum benefits from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. There is a high correlation between poor attendance and class failure.

A successful educational experience requires a regular continuity in instruction, classroom participation, learning experiences, and study to receive maximum educational benefits.

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

**EXCESSIVE ABSENCES:** Excessive absences have a detrimental effect upon academic progress and may be one factor considered in promotion/retention decisions. As students mature and progress through the educational system, they should increasingly assume responsibility for regular attendance. However, parents have a legal and moral responsibility to require regular attendance at school. When a pattern of Absenteeism/Truancy becomes evident, the principal will investigate and take such action as circumstances dictate. Section 210.115 RSMo mandates reporting to the Division of Family Services when there is reasonable cause to suspect that a student's nonattendance is due to educational neglect by the parents/guardians.

**Absences will be considered neither excused nor unexcused, with the exception of Suspension or Truancy, which will be unexcused.** Students will be considered Truant unless the school is notified of the absence by the parent, either by parent phone call, parent note (upon return to school), or doctor's note (upon return to school). If parents are unable to take their child to the doctor, it is strongly encouraged to bring your child to the school to be examined by the school nurse. The Jasper R-5 School District Attendance Policy allows for **TEN** absences within the entire school year. Students participating in a school sponsored activity outside the school building will not be counted toward the ten (10) allowable absences. Once the student misses more than 10 school days, credit for classes will automatically be withheld. Students and/or parents will be allowed to petition the Attendance Committee for credit restoration. Doctor's and Nurse's notes will be considered when making a decision regarding the case. School administrators may utilize attendance contracts, the county juvenile referral system or any other procedure designed to help reduce student absenteeism.

### **College Visitation Days**

Seniors may take two (2) days and juniors may take one (1) day per year for the purpose of visiting a college, technical school, or military recruiter. The visit must include an appointment with an officer of the institution to be visited that has been scheduled, by the counselor, at least one week in advance. Students must also complete a college visit request form and have it on file in the guidance office prior to the visit.

### **Perfect and Exceptional Attendance**

Perfect attendance for the year will be a student who has not missed any school other than for a school sponsored activity. Any student who has missed 14 or fewer periods for the entire year will be exceptional or near perfect attendance for the year.

### **Absences & Make-Up Work**

Students who are absent must keep up their class work and homework if possible.

1. There will be no excused or unexcused absences, except for truancy and out-of-school suspension.
2. There will be no need for an "Admit to Class" slip following an absence.
3. When a student returns to school, he/she shall report directly to class when the bell rings.
4. The student shall assume responsibility for getting all makeup work upon his/her return to school.

5. The student will be allowed to make up missed work due to an absence other than out of school suspensions and truancy. Work that was assigned on the day of the absence will be assigned to the student the next time the class meets.
6. When a student is absent, he/she will make up the work or get a grade of "O".
7. Parents are still asked to call the school when a student is absent so the office knows that the parent is aware of the absence.
8. Students who arrive late to school must go to the principal's office to get an admit slip.

### **Truancy**

Any student who is absent from school without the knowledge and permission of his/her parent/guardian and/or the school principal shall be considered truant. A student is also considered truant if they arrive at school and then leave the school grounds without permission or without signing out in the office.

### **Tardies**

Students are expected to arrive at school and to class on time. If you are not in your classroom when the teacher starts class, you are tardy. Tardiness will be handled by the classroom teacher and may result in a disciplinary action. If a student is tardy for more than half the class period, the student will be counted absent.

### **Leaving School during the Day**

Students should arrive at school on time and not leave the school grounds before the end of the school day. When it becomes necessary for a student to leave before the day is over, the student must get permission from an administrator or counselor as well as a parent or guardian. When possible, a written note, signed by the parent, should be brought to the office by 8:00 a.m. This allows time to confirm the note and avoid any possible delay.

### **Procedure for Early Dismissal for Medical Reasons**

All requests for dismissal for health reasons must be referred to the school nurse. Students may be excused by the classroom teacher to go to the health office. The nurse will contact parents or provide transportation home if necessary. If a change of clothing becomes necessary, go to the health office. Arrangements will be made by the nurse. Under no circumstances should a student just walk away from school. This would be considered truancy. The school nurse will notify the principal if the student must leave school.

### **Prescription Drugs**

Prescription Drugs will be administered by the school nurse. All medications **MUST** be checked in at the nurse's office.

### **Hall Passes**

All students are required to have a pass in their possession if it becomes necessary for them to leave their regularly scheduled class period. It is the student's responsibility to secure a hall pass before leaving the class. A student out of class during the period and not in possession of a hall pass may be assigned detention. Passes to leave the building must be issued by the office.

### **School Lunch**

1. Food items may not be taken out of the cafeteria.
2. Students are not to cut in line or have someone save them a place.
3. After eating, students are to dispose of paper items in the trash cans and return their trays and silverware to the window.
4. Students bringing a lunch from home will eat in the cafeteria and follow the same procedure for going to and from as those students purchasing lunches.
5. Students are not allowed to have pop in the cafeteria.
6. Lunches should be paid in advance. When charges become excessive, students will be served an alternative lunch such as peanut butter sandwiches.

**Jasper High School has a closed campus. This means students are not to leave school once they have arrived in the morning unless excused by the office. This includes lunch time. All students are to report directly to the cafeteria at lunch. Students will NOT BE ALLOWED to sign out for lunch, whether they are attending VoTech or not.**

### **Locker**

All students will be assigned a locker. Locks may be obtained through the school for a five dollar deposit which is returned at the end of the year. If the lock or lockers are damaged, the student will be required to pay for them. If a personal student lock is used, a combination or key must be provided to the principal's office.

The following regulations govern the use of lockers:

1. We recommend that lockers be locked to ensure safety of contents.
2. Lockers are to be clean, orderly and contain only appropriate materials and daily school clothing.
3. Locker inspections may be made by the administration at any time.

### **Driving of Vehicles**

In the interest of safety the administration asks all students driving to school to drive directly to school and park immediately upon arrival. After parking vehicles, students are to leave the parking lot and report to the school campus. Remaining in cars or in the parking lot is not permitted. Students failing to heed this request and insist upon driving carelessly near the school will be issued a citation by city police. Continued violations after such citation, will result in suspension of driving privilege. Students will not be allowed to enter the parking lot from 8:00 a.m. to 3:30 p.m. without permission from the principal or superintendent's office. In the morning or after school, students are requested not to drive on Mercer Street in front of the school until all the buses and the students who are walking are gone. Students are not to drive their vehicles behind the high school building between the hours of 7:00 a.m. and 4:00 p.m. without permission from an administrator.

Junior and Senior High School students who ride a bus home from school will be dismissed at 3:30 pm to go to their bus. All other students will remain in class until the last bus has passed the school heading west on Mercer. At that time the rest of the student body will be dismissed to walk, ride bikes or drive off the parking lot. Coaches of student athletes who have practice immediately after school, will furnish a list of their athletes to the office and those students will also be allowed to walk directly to Tabler or Godfrey Gym to prepare for practice.

### **Extracurricular Activities**

Field trips, music festivals, athletic events, and other school sponsored events which take a student out of school are not counted as absences. Students riding the bus to school events are expected to ride the bus back. Failure to secure permission from the sponsor to return with your parents, may forfeit your privilege of riding the bus to extracurricular events. Permission to do so will be granted only upon the personal request of a student's parents or guardian, by filling out a form in the principal's office.

After extracurricular activities have completed their season of participation, it is imperative to return all equipment/supplies and to pay all fees. Students will not be issued equipment/supplies for an activity unless they have turned in all equipment/supplies and paid all charges (books, fines, book charges, replacement fees or damaged equipment/supplies).

### **Extracurricular Definition**

Activities are considered extracurricular if the activity involves competition to place or competition in general among schools. In school and out of school suspension policies will still be in effect, as stated in the handbook, for all students involved in extracurricular practice or participation.

### **Jasper Activity Policy**

- I. Eligibility to represent a school in interscholastic activities is a privilege to be attained by meeting the standards of eligibility set by the member schools through the Missouri State High School Activities Association. Jasper R-V Schools reserve the right to set higher academic and citizenship standards than what is outlined by Missouri State High School Athletic Association. Eligibility to represent a school in interscholastic activities is a privilege students may attain by meeting the essential eligibility requirements established by member schools through this association and any additional requirements set by a member school for its own students. Eligibility is not a student's right by law, and precedent-setting legal cases have affirmed this.
- II. **Academic Standards**
  1. A full-time enrolled student in grades 7-12 must be enrolled in courses offering no less than 3.5 units of credit.
  2. Students in grades 9-12 shall have earned, the preceding semester of attendance, a minimum of 80% of the maximum allowable classes in which a student can be enrolled in a semester. Students in grade 7 and 8 must pass 80% of the maximum allowable classes each preceding 9 week quarter to be eligible the following quarter. In other words, students must pass at least 80 percent of their total number of classes.
  3. In addition to semester and quarter academic requirements, students will be required to pass all classes on a weekly basis to remain eligible to participate in extra-curricular activities
  4. Semester grades will be checked weekly throughout the school year to determine eligibility. If a student has a semester F as of the grade check, they are deemed ineligible for that week. If the student has a semester D+, D, or D-, they are on a warning list that is provided to teachers. Students should use that week to work on improving their grades.
  5. Grade checks will be performed using Powerschool at 9 a.m. each Monday morning or the following day if school is not in session. Note: Instructors are expected to update grades on a weekly basis before 9:00 a.m. and have grades posted in Powerschool within a week of the due date of the assignment.

6. Students who are deemed ineligible under this policy will be allowed to continue to practice.
7. Summer school courses (if available) may count toward maintaining academic eligibility provided the credit earned for each course is placed on the school transcript, such course(s) must count toward meeting graduation requirements, and no more than one credit earned in summer school shall count toward maintaining academic eligibility. Students that are deemed ineligible because of an F on the 4<sup>th</sup> quarter grade card will become eligible upon successful completion of a summer school course whether the course counts toward meeting graduation requirements or not.

### III. **Citizenship Standards**

Students who represent Jasper High School in interscholastic activities must be a credible citizen, which is determined by coaching staff, athletic director, and administration. Students whose character or conduct is such as to reflect discredit upon themselves or the schools are not considered creditable citizens.

1. A student shall not be considered eligible while under suspension. The student who is expelled or who withdraws from school because of disciplinary measures shall not be considered eligible while expelled.
2. A student will not be considered a creditable citizen after habitual misconduct, excessive school suspension and/or found guilty of actions unacceptable to the administration. A non-creditable citizen may lose their eligibility for up to one school year determined by the administration.
3. It is the philosophy of Jasper High School that students should be encouraged and supported in their efforts to develop and maintain a chemical-free lifestyle. We recognize the use of mood-altering chemicals as a significant health problem for students, resulting in negative effects on behavior, learning, and the total development of each individual. If it has been determined that a student has at any time during the school year consumed alcohol or illegal drugs, that student will be subject to the consequences as outlined by the Student Activities Drug Testing Guidelines: For the first offense, the participant shall be suspended from participation in all in-season or off season activities including meetings, practices, performances, competitions, and dances for (10) days from the day of the receipt of the confirmation of the positive test and will be subject to random testing during the suspension from activities. The suspension may be reduced to (5) days if all of the following criteria are met:
  - a. Completion of a substance abuse evaluation approved by the district.
  - b. Written documentation of enrollment and regular attendance at participant's expense in an education/counseling program approved by the district.
  - c. A follow-up drug test with a negative result from the district's drug-testing program at the participant's cost.

This suspension may also be reduced 1 day if the student has, in a timely manner, self-reported the incident to the administration. The student that self-reports violations in this manner will also be allowed to practice in team activities.

If the participant does not meet any of the above criteria, the participant will become ineligible for participation in activities effective at the time the failure to follow the program is identified.

Confirmation of this use must be made by an administrator or coach, by an arrest, or by student admission to be in violation of this rule. It is the student's responsibility to self-report violations of alcohol or illegal drug use.

4. A student will not be considered a creditable citizen after missing a detention or Saturday School. Eligibility will be reinstated after the student completes the disciplinary action assigned.
  5. If a student misses more than half a day of school on the date of a contest without being excused by the principal, he shall not be considered eligible on that date.
  6. Sportsmanship at Jasper High School is a must. A student who is ejected for poor sportsmanship in a contest or event is subject to disciplinary action. In the event of a student ejection MSHSAA guidelines will be followed. The coach may also discipline the student in addition to state guidelines. In such cases where a student is ejected from more than one event in a school year, a review panel consisting of the principal, athletic director, head coach/sponsor, and faculty member will review all pertinent information and recommend additional disciplinary action.
  7. All Jasper students are expected to conduct themselves in an orderly manner when representing their school. Students are expected to be polite and to look and to behave like ladies and gentlemen. It is important that people in other communities develop a high opinion of Jasper students. Your behavior will be remembered long after the event is forgotten.
- IV. Parental permission (Sports and Cheerleading only) –Prior to each year of interscholastic participation, the student shall furnish a statement, signed by the student's parents/guardians, which grants permission for the student to participate in any extra or co-curricular activity.
- V. Physical Exams and Insurance (Sports and Cheerleading Only)
- (a) A student shall not be permitted to tryout, practice, or compete in any interscholastic athletics until the school has received a physician's certificate stating that he/she is physically able to participate in athletic contests.
  - (b) A student shall not be permitted to tryout, practice, or compete in an interscholastic until the school has received certification that he/she has basic athletic insurance coverage.
- VI. Attendance- A student must be present for no less than half the school day in order to participate in practice or in a game on the same day. Extenuating circumstances will be considered upon parent request in advance.

- VII. Lettering- The interscholastic athlete must meet the criteria set by the coach or sponsor to qualify for a letter. These criteria may include, but are not limited to, participation, citizenship, attendance, and skill. The coach reserves the right to use his/her discretion in the event of injury, illness, and situations beyond control of the player and/or coach.
- VIII. We expect our athletes to be well groomed and clothed for all athletic trips and contests; appropriate attire will be left to the discretion of the coaching staff.
- IX. All students participating in a school activity must ride school transportation. The following are exceptions to students riding school transportation.
  - A. Students will be released to their parents after the event only after the sponsor or the sponsor's designee has had contact with the parent in person.
  - B. Students can be released to an adult other than parents.
    - 1. The parents must sign a written request in the Principal's office before the activity trip naming the adult to take responsibility for their child.
    - 2. The principal will decide at that time if a student is to be released to the non-parent.
    - 3. Students will be released only after **face-to-face** meeting with the sponsor or the sponsor's designee and the approved responsible party.

#### IV Sportsmanship

Any spectator, who is removed from a school-sponsored activity by either a school official/designee or game official/referee for any reason, shall be suspended from attending the next scheduled activity for that team/group. In the event the season is over this sanction can be carried over into the next school year or applied to another school activity.

A second offense, during the same school year, resulting in removal from a school-sponsored activity by either a school official/designee or game official/referee for any reason, shall result in all of the following:

1. Be suspended from attending the next scheduled activity for that team/group.
2. Must complete a Sportsmanship Course at the school before attending **ANY** school-sponsored activity.

A third offense, during the same school year, resulting in removal from a school-sponsored activity by either a school official/designee or game official/referee for any reason, shall result in the superintendent or designee informing the spectator that he/she is not welcome back on district property or at district events indefinitely or for a specific period of time.

#### Dress Code

Extremes in dress and/or grooming detract from the educational process. The following standard of permissible dress is necessary to maintain proper discipline in our school. Sunglasses, chains, caps, hats, gang paraphernalia, unusually tight fitting apparel and other distracting and unsafe accessories are not permitted in any school building during the school day. Clothing which advertises alcohol, drugs, tobacco or other vulgar activities will not be allowed. Short shorts or skirts are not allowed. This will be judged by having the student extend their arms to their sides. If the fingertips are past the shorts or skirt, it is considered too short. The principal will use discretion in case a student has long or shorter arms.

Neither the length nor design of any garment shall disclose undergarments. All attire shall be free from obscene or suggestive writing or advertising. Bare midriff blouses/shirts or articles of apparel on the upper part of the body which are backless or do not meet the top of their lower garment are not allowed. See through blouses/shirts and camisole tops are not allowed.

A teacher will be allowed to restrict manner of dress or length of hair when it pertains to the health and/or safety of a student in that teacher's specific area.

#### Dress Requirement for Special Occasions

Certain events require students to have special dress standards in order to attend:

1. **Junior-Senior Prom:** This event is considered dressy. Girls should wear a dress or formal attire. Boys should wear dress slacks, black jeans, a suit or tuxedo. No blue jeans or shorts will be allowed.
2. **Sweetheart Party:** Boys should wear dress shirts and slacks. Girls should wear nice dresses or other appropriate attire.
3. **Graduation:** Girls wear dresses and dress shoes; boys wear dress slacks, black jeans, dress shirts, dress shoes, dark socks, ties are recommended but not required.

#### Dances

1. To be eligible for dances each student must participate in the school's random drug testing program.
2. All dances will be chaperoned by school staff.
3. Outside dates will be allowed at high school dances only after signed permission forms are turned into the office at least two days prior to the dance. The permission form will include name of date, date's age, date's parents and phone numbers and must be signed by the student's parent/guardian.
4. No junior high students may attend a high school dance.

5. Dates must be under the age of 21 and not a current year dropout of Jasper High School. Outside dates must provide driver's license I.D. if above the age of 16.
6. Parents and guests of parents may attend but will not participate in any dance activities.

### **Report Cards**

Report cards will be issued within two weeks following each nine-week period. Parents are encouraged to study each report for their children. It is not necessary for report cards to be returned to school at the Secondary Level.

At the end of the fifth week of each quarter a progress report is sent to the parent with the student. A report may be sent to a parent when a student's grade is falling rapidly even though it is not a failing grade.

Students doing failing work may be requested to have a conference with parents, principal, teacher, or counselor to ascertain why he/she is failing. Parents are encouraged to visit school at any time. Please come by the principal's office upon arrival. Progress reports may be sent by teachers for commendable work by students at any time.

### **Grading System and Class Rank**

Your permanent record is used by college officials, prospective employers, and others. The following system will be used by all secondary teachers.

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

Cadent teaching will not be included in class rank or honor roll. They will receive a pass or fail grade.

### **Extra Credit and Retesting Policy**

Extra Credit and retesting is allowed at the discretion of the teacher:

**Retesting** is allowed at the discretion of the teacher.

### **Weighted Classes**

Jasper High School offers eight weighted classes: Anatomy & Physiology, Chemistry, Physics, College Algebra and Trigonometry, Pre-Calculus, Calculus, Research Writing and any core area dual-credit or dual-college enrolled classes that are taken on the Jasper High School campus and approved by both the High School Counselor and High School Principal. The grades of these classes will be measured differently than other classes.

The scale for these classes is as follows:

A...5.0	C...3.0	F...0
B...4.0	D...2.0	

These classes are weighted because they require a large time investment from the student. We hope that the weighted scale will help encourage students to take classes to help them in college and to not have any fear of losing their class ranking or grade point average. For example, if a student made a "B" in one of the three weighted classes he/she would get the same amount of credit as an "A" in another class. Honor roll eligibility, honor patches, and academic banquet invitation will be determined after the weighted scale is figured.

### **Purchasing**

In rare instances when students or their parents are in a position to make purchases for the school or for some school organization, they must secure permission from the sponsors and a purchase order signed by the principal and superintendent. Failure to do so may result in the student or parent paying for the purchase.

### **Policies toward Drugs and Alcohol**

**Purpose and Intent...**The purpose of the policy is to provide consistent and clear-cut guidelines to all students and the school population in general regarding alcohol and other drug use situations. Furthermore, it is the intent of this school to provide a drug-free, safe, learning environment to all students. It is the expectation of the school that all students will arrive at school in a suitable mental and physical condition to perform their educational responsibilities in a satisfactory manner and behave appropriately.

The school realizes that chemical dependency, as most other illnesses, is a treatable health problem and does not respect any age or group.

As a tool to promote a drug free lifestyle, all students who wish to participate in any school related activity (dances, attendance at games, MSHSAA sponsored athletics or activities, etc.) will sign a consent to be randomly drug tested. The district will contract with a testing company who will submit random lists of approximately ten percent of the high school and junior high population at minimum of three times during the school year. Additional testing situations may be requested by district administrators. Students who have an onsite non-negative drug or alcohol test will have the specimen sent to an offsite laboratory for confirmation. The student will be notified of the onsite non-negative test and will remain eligible for all activities while the district is waiting on confirmed results. Once administration receives confirmation of the non negative or negative result, students will be notified. In the event of a non-negative confirmed result, the student will face consequences as outlined in the school discipline policy.

**Policy**....The possession, sale, transfer, or use of alcohol or other drugs and paraphernalia, including legal and illegal drugs and paraphernalia, while on school premises or at a school-related function is prohibited.

Students are expected to report to school in a drug-free condition except as specified below. All forms of alcohol are included in the policy as narcotics, depressants, stimulants, hallucinogens, cocaine, marijuana, and any other drugs, prescription or otherwise, which may impair the student's ability to perform in the academic setting.

This school will give the same consideration to persons with chemical dependency problems as it does to students having other health problems. Seeking assistance for such problems will not jeopardize a student's continued education; whereas, ongoing decreased performance, attendance, or behavioral problems may do so.

Students under a physician's care and requiring medication are required to bring the amount only for that day and leave it at the nurse's office for distribution. Students are not to carry any medication with them, unless a physician's order states so.

### **Self-Referrals**

School personnel contacted by students seeking alcohol or drugs related help or advice should:

1. Discuss with student the availability of treatment/evaluation service.
2. Strongly encourage the student to involve the parents.
3. Help facilitate an appointment with the appropriate agency.
4. Inform the student that the school will be supportive but does not tolerate use on campus, or being under the influence which affects school performance.

### **Disciplinary Procedures and Actions Corrective and Remedial Disciplinary Processes and Options**

The list of discipline options is not all-inclusive or necessarily in sequence.

- A. A conference is held with the student to obtain a commitment, oral or written for correcting the behavior.
- B. The student is moved into the classroom.
- C. The student is assigned specific educational assignments or tasks.
- D. The student is placed in detention by the teacher and given assigned tasks; parents are informed.
- E. Parents of the student are contacted or a conference with the parents is held to inform them of the situation and obtain assistance.
- F. The student is referred to the principal for appropriate action.
- G. The principal contacts or holds a conference with the student and his/her parents for the purpose of accomplishing acceptable student behavior.
- H. The student is referred by the principal or his/her designee to other school departments (counseling), district departments (clinics), or other educational medical, social or governmental units for assistance.
- I. The student's daily class schedule is changed by the principal or with the principal's approval.
- J. The student is given an in-school suspension or detention assignment by the principal after an attempt is made to notify the parents. Written notification will be sent and if desired by the parents/guardian, a conference will be set up by the principal.
- K. The student is placed on probation under certain prescribed conditions by the principal with parental knowledge.
- L. Charges for illegal behavior may be filed against the student with governmental authorities having jurisdiction.
- M. When other corrective options have not been successful, or suspension is specified by conduct, the student is suspended from class or school by the principal for a period not to exceed ten school days, or by the superintendent for a maximum of ninety school days. The student may not attend or participate in school activities while under suspension.
- N. Student's expulsion is recommended when all other actions have not been successful or the nature requires this action.
- O. Corporal Punishment is allowed when other options have failed.

The exercise of reasonable judgment, respect for the right of the person, and compliance with legal procedural requirements must be observed in cases of unacceptable behavior. Any pupil committing an infraction of any law excluding minor traffic violations requiring his/her presence in court may lose his/her privilege to participate in extracurricular activities. Prior notice must be given to the principal.

## Discipline Policy

One of the most important lessons education should teach is discipline. While it does not appear on the schedule as a typical subject, it underlines the entire education organization and orderliness. It is key to proper conduct and relationships not only with yourself, but also with others.

The responsibility of proper conduct **lies with each individual** student, **not** the teacher, principal or parents. Individual decisions are made, and if wrong, responsibility for that action must be accepted. It is also hoped that this discipline policy will serve as a guide for those who are unsure of proper behavior and will be an aide to improvement of the overall school climate.

### Definitions:

1. Out-Of-School Suspensions (OSS): The student is to remain out of school with no credit on any work. Extracurricular activities and attendance at any school function is prohibited. A parent/guardian must accompany the child upon reentry to school.
2. In-School-Suspension (ISS): The student is assigned for a specific length of time to the In School Suspension Teacher. Student assignment sheets are electronically shared by the Principal with appropriate teachers via a Google document. Applicable assignments are written by the teachers on the sheet which the ISS teacher has access to. Students not prepared for the day in ISS will be assigned additional time in the program after school. To fulfill the requirements of ISS, satisfactory progress towards the assigned work for the day must be completed. Students who do not satisfactorily complete a day of ISS will be reassigned another day of ISS. Students assigned multiple days of ISS are ineligible to participate in other activities until the completion of their assigned time.
3. After School Detention (ASD): The student will remain after school from 3:30 p.m. until the designated time under the supervision of the principal or teacher. The student will work during the entire session and the student or parent is responsible for the child's transportation home. Students should remain on school grounds until after ASD.
4. Saturday School (Sat. Sch.): The student will serve suspension from 8 a.m. to 11 a.m. on the designated Saturday(s) under the supervision of a designated school employee. All regular school day rules apply. Penalties are meant to be progressive in nature and will eventually result in long term suspension or expulsion if repeated. Violations by the same offender in different discipline situations will also be dealt with a progression of discipline measure (ASD, Sat Sch, OSS, and Expulsion). The use of Saturday School is approved for both elementary and junior high/high school students.

Instances where civil or criminal laws are violated, the authorities will be summoned. School matters and legal matters will be handled separately as far as penalties for both are concerned. Students who are in Saturday school or out-of-school suspension will not be allowed to participate in any school sponsored activities on those days (a day will be defined as the first day of suspension and any days the student is in suspension).

\*A student serving a Saturday school will be deemed ineligible on the preceding Friday and day of suspension. (Students serving multiple Saturday schools will be ineligible until the last day served).

### Due Process

Students have the right to due process concerning disciplinary actions:

1. To be given oral and/or written notice of the charges against them.
2. To be given oral and/or written explanation of the facts which form basis of the proposed disciplinary action.
3. To be given the opportunity to present their version of the incident.
4. To appeal staff members decision and actions to the building administration. The appeal process for any situation is the individual teacher, building administrator, superintendent, Board of Education, and any further pertinent legal or educational services.

The following reference marks will be used throughout the Code of Student Conduct section of the handbook.

\*\*Notice to law enforcement officials and documentation in the student's permanent discipline record to be forwarded to school upon referral.

\*\*Possible documentation in the student's permanent discipline record to be forwarded to school upon transfer.

### Code of Conduct

#### I. Violations against Persons

- A. Assault-Attempting to cause injury to another; intentionally placing another in reasonable apprehension of imminent physical injury.



\*\*1<sup>ST</sup> OFFENSE- 1-180 days of OSS or expulsion

\*\*SUBSEQUENT OFFENSES: 11-180 days of OSS/expulsion

- B. Fighting-Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.  
\*\* 1<sup>ST</sup> OFFENSE: Principal/Student conference of 1-180 days of OSS.      \*\*SUBSEQUENT OFFENSES: 11-180 days OSS or expulsion.
- C. Weapons-Possession or use of any instrument or device as define in 18 U.S.C. 921 or 571.00, RsMo, which is customarily used to inflict physical injury to another person and any instrument or device used to inflict physical injury to another person.  
\*\*1<sup>ST</sup> OFFENSE: 1-180 Days OSS/Expulsion  
\*\*SUBSEQUENT OFFENSES: 11-180 day OSS/Expulsion (Possession of a firearm/dangerous weapon at school will result in a minimum of 1 calendar year of expulsion).
- D. Verbal abuse to Staff-Disrespectful or inappropriate language to staff members.  
\*\*1<sup>ST</sup> OFFENSE: Principal/Student Conference, 1-10 days of ISS or 1-10 days of OSS.  
\*\*SUBSEQUENT OFFENSES: 2-180 days of OSS/Expulsion.
- E. Physical Conduct of School Personnel-Inappropriate or threatening contact.  
\*\*1<sup>ST</sup> OFFENSE: 11-180 days of OSS/Expulsion.
- F. Verbal Harassment/Disparaging of Demeaning Language-Use of Words or actions, verbal, written or symbolic meant to harass or injure another person; i.e. threats of violence or defamation of a person's race, religion, or ethnic origin.  
\*\*1<sup>ST</sup> OFFENSE: Principal/Student Conference and Saturday School, 1-10 days of ISS, or 1-10 days OSS.  
\*\*SUBSEQUENT OFFENSES: 11-180 days OSS.
- G. Sexual Harassment  
Use of verbal, written, or symbolic language that is sexually harassing.  
\*\*1<sup>ST</sup> OFFENSE: Principal/Student Conference and 1-10 days of ISS, or 1-10 days of OSS  
\*\*SUBSEQUENT OFFENSES: 11-180 days of OSS.
- H. Sexual Harassment that involves physical contact  
\*\*1<sup>ST</sup> OFFENSE: 1-180 days OSS.  
\*\*SUBSEQUENT OFFENSES: 11-180 days OSS/Expulsion

## II.      **Violations against Public Health and Safety**

Policy regarding Alcohol and Other Drugs- the purpose of this policy is to provide consistent and clear-cut guidelines to all students and the school population in general regarding alcohol and other drug use situations. Furthermore, it is the intern of this school to provide a drug-free, safe, learning environment to all students. It is the expectation of this school that all students will arrive at school in suitable mental and physical condition to perform their educational responsibilities in satisfactory manner and behave appropriately.

The school realizes that chemical dependency is a treatable problem and can strike any individual, age or group.

- A. Possession of or attendance under the influence of any unauthorized prescription drugs, alcohol, narcotic substance, counterfeit drugs, or drug related paraphernalia.  
\*\*1<sup>ST</sup> OFFENSE: 11-180 days OSS.  
\*\*SUBSEQUENT OFFENSES: Expulsion (Law enforcement official will be contacted in any of these areas).
- B. Sale, purchase, or distribution, of any prescription drug, alcohol, narcotic substance, counterfeit drugs and/or related paraphernalia.  
\*\*1<sup>ST</sup> OFFENSE: 1-180 days of OSS or Expulsion.  
\*\*SUBSEQUENT OFFENSES: Expulsion (Law enforcement official will be contacted in any of these areas if warranted).
- C. Possession of any tobacco products/paraphernalia (lighters/papers) or vaping products on school grounds, bus or at any school activity.  
\*\*1<sup>ST</sup> OFFENSE: In School Suspension  
\*\*2<sup>ND</sup> OFFENSE 3 Days in School Suspension  
\*\*SUBSEQUENT OFFENSES: 1-10 days OSS.  
(If school officials have reasonable suspension of tobacco possession they may search a student in private for the tobacco products. A 3<sup>RD</sup> party will witness this search).
- D. Use of any tobacco products or vaping products on school grounds, bus or at any school activity.  
\*\*1<sup>ST</sup> OFFENSE: 2 days In School Suspension  
\*\*2<sup>ND</sup> OFFENSE: 5 Days in School Suspension  
\*\*SUBSEQUENT OFFENSES: 1-10 days OSS.

### III. **Violations against Property**

- A. Extortion- Threatening or intimidating student for the purpose of obtaining money or something of value from them.  
\*\*1<sup>st</sup> OFFENSE: In school Suspension, or 1-10days OSS.  
\*\*SUBSEQUENT OFFENSES: 1-10 days OSS/Expulsion
- B. Theft-Stealing or attempted theft or willful possession of stolen property.  
\*\*1<sup>st</sup> OFFENSE: Restitution and 1-180 days OSS.  
\*\*SUBSEQUENT OFFENSES: Restitution and 1-180days OSS/Expulsion.
- C. Vandalism- Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff, or students.  
\*\*1<sup>st</sup> OFFENSE: Restitution and 1-180days OSS/Expulsion.  
\*\*SUBSEQUENT OFFENSES: Restitution and 1-180 days OSS/Expulsion.
- D. Arson-Starting a fire or causing an explosion with the intention to damage property or buildings.  
\*\*1<sup>st</sup> OFFENSE: 11-180 days OSS/Expulsion.  
\*\*SUBSEQUENT OFFENSES: Expulsion. (Law Enforcement officials will be contacted if warranted).

### IV. **Violations against School Policy**

- A. Truancy- Being Absent from school without the expressed consent of parent/guardian.  
\*\*1<sup>st</sup> OFFENSE: Principal/Student Conference and Sat School (1).  
\*\*SUBSEQUENT OFFENSES: Saturday School (2).  
\*\*SUBSEQUENT OFFENSES: Referral to Jasper Co. Juvenile Authorities
- B. Abuse of Vehicle Privileges  
\*\*1<sup>st</sup> OFFENSE: 1 week no vehicle  
\*\*2<sup>nd</sup> OFFENSE: 4 weeks no vehicle  
\*\*3<sup>rd</sup> OFFENSE: Loss of driving privileges for the remainder of the school year. (May extend into succeeding school year). Actions will also coincide with appropriate disciplinary detention/suspension.
- C. Public Display of Affection-Physical contact which is inappropriate for the school setting:  
\*\*1<sup>st</sup> OFFENSE: Principal/Student Conference, 3 ASD, or 1 ISS or 1-180 days OSS.  
\*\*SUBSEQUENT OFFENSES: 1-180 Days OSS/Expulsion.
- D. Misbehavior at Activities.  
\*\*1<sup>st</sup> OFFENSE: No school activities (2 weeks)  
\*\*2<sup>nd</sup> OFFENSE: No school activities (Semester)  
\*\*3<sup>rd</sup> OFFENSE: No school activities (Rest of Year)  
Actions will also coincide with appropriate disciplinary detention/suspension.
- E. Tardiness (calculated per semester)  
\*\*1<sup>st</sup> OFFENSE: After School Detention  
\*\*2<sup>nd</sup> OFFENSE: 1 Day in School Suspension  
\*\*3<sup>rd</sup> OFFENSE: 1 Day in School Suspension and After School Detention  
\*\*4<sup>th</sup> OFFENSE: 2 Days in School Suspension and 2 Days After School Detention  
(Teachers will refer the student to the office for disciplinary action following every third tardy their class. It is the student's responsibility to know how many tardies they have accumulated. Saturday School may also be used as a corrective for multiple tardies.
- F. Cheating or Plagiarism  
\*\*1<sup>st</sup> OFFENSE: Loss of points on the assignment (# determined by the teacher), and possible In School Suspension, parental notification.  
\*\*2<sup>nd</sup> OFFENSE: Loss of a letter grade for the quarter, and 2 Days in School Suspension.  
\*\*SUBSEQUENT OFFENSES: 1-180 days OSS.
- G. False Alarms- Tampering with emergency equipment, setting off false alarms, making false reports.  
\*\*1<sup>st</sup> OFFENSE: Principal/Student Conference, 1-180 days OSS/Expulsion.  
\*\*SUBSEQUENT OFFENSES: 1-180 Days OSS.
- H. Leaving School Grounds After Arrival-Involves Cases such as leaving after student arrives on the bus in the morning.  
\*\*1<sup>st</sup> OFFENSE: Principal/Student Conference, In School Suspension.  
\*\*2<sup>nd</sup> OFFENSE: 2 Days in School Suspension  
\*\*3<sup>rd</sup> OFFENSE: 3 Days In School Suspension  
\*\*SUBSEQUENT OFFENSES: 1-180 Days OSS.
- I. Use of Pagers, Cellular Phones, electronic devices, etc.  
\*\*1<sup>st</sup> OFFENSE: Confiscate device and conference with student  
\*\*2<sup>nd</sup> OFFENSE: Parental Pick-up of device and In School Suspension  
\*\*3<sup>rd</sup> OFFENSE: Parental pick-up of device, 2 Days in School Suspension and a 30 day check in of device to school secretary.  
\*\*4<sup>th</sup> OFFENSE: Parental pick-up, additional days of ISS to OSS, loss of device privilege for remainder of school year.
- J. Inappropriate Dress  
\*\*1<sup>st</sup> OFFENSE: Students will correct dress to school policy.

- \*\*2<sup>nd</sup> OFFENSE: Correct Dress, In School Suspension.
- \*\*3<sup>rd</sup> OFFENSE: Correct Dress and 2 Days In School Suspension
- \*\*4<sup>th</sup> OFFENSE: ISS/OSS.

## V. **Violations against Good Order**

- A. Use of inappropriate Language.
  - \*\*1<sup>st</sup> OFFENSE: Principal conference to In School Suspension
  - \*\*2<sup>nd</sup> OFFENSE: 2 Days In School Suspension
  - \*\*3<sup>rd</sup> OFFENSE: 3 Days In School Suspension
  - \*\*4<sup>th</sup> OFFENSE: OSS
- B. Disrespect/Insubordination
  - \*\*1<sup>st</sup> OFFENSE: ISS
  - \*\*2<sup>nd</sup> OFFENSE: 3 Days In School Suspension
  - \*\*3<sup>rd</sup> OFFENSE: OSS.
- C. Missed Detentions/Suspensions.
  - \*\*1<sup>st</sup> OFFENSE: will result in the next higher disciplinary action that was administered. Repeated failure to cooperate will result in progressive penalties and/or OSS.
- D. Disruptive Class Behavior (General Nature)
  - \*\*1<sup>st</sup> OFFENSE: Principal Conference, ISS.
  - \*\*2<sup>nd</sup> OFFENSE: 2 Days In School Suspension
  - \*\*3<sup>rd</sup> OFFENSE: 3 Days in School Suspension
  - \*\*4<sup>th</sup> OFFENSE: OSS

## VI. **Technology Violations**

- A. Viewing Inappropriate Material, Creating or Sending Inappropriate Material, Logging-on as Someone Else, Using Unapproved e-mail sources, Use of Technology Equipment while under Suspension for Misuse.
  - \*\*1<sup>st</sup> OFFENSE: Principal conference, ISS, loss of computer privileges for 1-30 school days.
  - \*\*2<sup>nd</sup> OFFENSE: 2 Days In School Suspension, loss of computer privileges for 30 school days.
  - \*\*3<sup>rd</sup> OFFENSE: 3 Days In School Suspension, loss of computer privileges for the remainder of the school year.
- B. Communication with parents is a vital aspect of the discipline policy. Any disciplinary action resulting in more than a conference with the principal will involve contact by letter, phone, or in person with the parent/guardian.
- C. Due to Safe Schools Legislation, the Jasper School District is required to compile and maintain records of any “serious violation” of the district policies. Records will be made available to district personnel with the need to know basis based upon their assigned duties and shall also be sent to any district the student subsequently attends. Serious violates might include any that are excessive, violent, involve substance possession use, and are threatening to the overall school climate.

### **Lost And Found**

A lost and found department is kept in each building principal’s office. Students losing or finding articles should report to the principal’s office. Keeping lockers locked will minimize this problem. This includes physical education lockers. Any article or book left out will be picked up and taken to the office.

### **Withdrawal from School**

If a student wishes to withdrawal from school, a parent must request, in person, a withdrawal form from the guidance office. The student will return all textbooks to the classroom teachers. The student must pay all fines and charges and the Librarian will assess any library charges.

### **Physical Education Class**

All students are required to pass one year of physical education by the Missouri State Department of Education and the Jasper Board of Education. Students needing to be excused from physical education classes will need to have on file with the principal a statement from their family physician explaining the circumstances. This situation may be made up by doing weekly units of study on current issues in physical education and sports.

Students must have a change of clothing for physical education class separate from what has been worn to school, which shall include white t-shirt, shorts, socks, shoes, and towel. During the late Fall, Winter, and early Spring, sweat bottoms and sweat tops may also be needed when going outdoors. All clothing shall be marked visibly on the front so as to help in identification if lost. Students will need to purchase shoes which will be worn on the gym floor. Clothing will be taken home and washed at least weekly and will be checked at regular intervals throughout the course.

### **Daily Bulletin**

If a student is absent, it is the student's responsibility to check the bulletin board in the hall or in his/her classroom to read the announcement for the day.

### **Guidance and Counseling Service**

The guidance program provides services to students, teachers, parents, and community members. The guidance department shall be an information center for the entire district. Students and parents are encouraged to take advantage of the guidance program for their own benefits.

The guidance and counseling programs intended to be an integral part of the school's total education program. It is developmental by design and includes activities organized and implemented by a certified school counselor with the support of teachers, administrators, students and parents. The guidance program includes:

1. **Guidance Curriculum-** The purpose of the guidance curriculum is to provide students with knowledge of normal growth and development, to promote their positive mental health, and to assist them in acquiring and using life skills. The program is also designed to address the needs of all students by helping them acquire competencies in career planning and exploration knowledge of self and others, and educational and vocational development.
2. **Individual Planning-** Activities which help all students plan, monitor, and manage their own learning as well as their personal and career development, within the component, students evaluate their educational, occupational and personal goals and plans. The activities are generally delivered on an individual basis, or by working with individuals in small groups or advertisement groups.
3. **Responsive Service-** Responsive services consist of activities to meet immediate needs and concerns of students whether these needs or concerns require counseling, consultation, referral, or information. This component is available to all students and is often student-initiated.
4. **System Support-** Management activities that establish maintain and enhance the total guidance program. This component is implemented and carried out through activities in the following areas: Professional Development, Staff and Community relations, Consultation with teachers, Advisory Councils, Community Outreach, Program management and Operations and Research and Development.

### **--Section Three Organizations— Organizations**

Our student organizations are an extremely important part of our school's educational program. Each student is encouraged to become a member of the school organization which will best serve his/her interests and needs. All extracurricular activities are meant for full time students. Senior students who plan to attend part day the second semester should not plan to participate in extracurricular activities or hold positions of leadership. All organizations may have the opportunity to meet once each month during academic lab with permission from the principal.

#### **Student Council**

The preamble to the Student Council Constitution states: The purpose of the Student Council shall be: To develop student initiative, leadership, and democracy. To promote good fellowship among the students, faculty, and the community. To create a wholesome interest in all activities of the school and community. To create and maintain standards of good citizenship among the students.

The Student Council shall be composed of five representatives each from grades 9-12; These representatives will be chosen the preceding spring by Student Council Sponsors and administrative staff. *All officers of the Student Council should be of the highest quality in leadership and school citizenship.*

#### **Future Business Leaders of America**

FBLA is a nonprofit vocational student organization for young men and women enrolled in business education classes in grades 7-12. FBLA's mission is to bring business and education together in a positive working relationship through innovative leadership and career development programs.

#### **FFA**

A student must be enrolled in vocational agriculture to become an FFA member. Students in vocational agriculture must carry a productive project of crop and animals and keep accurate records on the project. Regular meetings are held. Local, district, and state contests are conducted between judging teams, of dairy production, dairy products, farm mechanics, livestock, field crops, soils, meats, horticulture, entomology and poultry.

#### **Family, Career, and Community Leaders of America (FCCLA)**

This organization is designed to stimulate student's interest in becoming excellent homemakers. This is a vocation very vital to the welfare of our nation.

### **Cheerleaders**

Cheerleaders are selected in the Spring. They must meet the necessary requirements according to the cheerleader constitution and MSHSAA guidelines.

### **Class Officers**

Officers for each class are selected by a vote of the class. Any class member in good standing is eligible to be elected to an office. All officers should be highly responsible young people.

### **National Honor Society**

This is a service organization of Junior and Senior students who are recognized for outstanding achievement in school work, maintaining a cumulative grade point average of 3.50 or above on a 4.00 scale. A five member faculty advisory committee selects students of this organization based on leadership, character, and service to the community.

### **Qualities considered by the council include:**

#### **Character:**

1. Takes criticism willingly and accepts recommendations.
2. Maintains high principles of morality and ethics.
3. Demonstrates cheerfulness, friendliness and stability.
4. Cooperates by complying with school and classroom regulations.
5. Demonstrates honesty and reliability.
6. Shows courtesy, concern and respect for classmates, teachers and others.
7. Demonstrates perseverance in work or allow others access to answers.

#### **Leadership:**

1. Demonstrates leadership in promoting school activities.
2. Demonstrates leadership in the classroom.
3. Is resourceful in applying principles and making suggestions.
4. Exercises influence on classmates in up-holding school ideas and rules.
5. Is able to delegate responsibilities.
6. Demonstrates academic initiative.
7. Effectively hold school offices or positions of responsibility.
8. Has a positive attitude towards school.
9. Inspires positive behaviors in others.

#### **Service:**

1. Volunteer's dependable and well-organized assistance.
2. Is gladly available and willing to sacrifice to offer help.
3. Is willing to uphold scholarship and maintain a loyal attitude.
4. Is willing to represent the class or school in scholastic competition.
5. Shows courtesy by assisting visitors, teachers and students.
6. Works well with others.
7. Does committee and staff work willingly.

**Scholarship:** Must have accumulative grade point average of 3.5 on a 4.00 grade scale. If selected and the grade point falls below, the member will be on academic probation for one semester. If the grade point has not returned to a 3.5 or higher, that student will no longer be a member.

### **---Section Four: Awards and Honors---**

Various awards and honors are given by the different departments of the school. Also civic organizations make presentations to deserving students. Each student should do his or her utmost to be the recipient of an award.

### **Vocational Agriculture**

Vocational Agriculture awards are presented at the annual Parent and Member Banquet.

### **Salutatorian and Valedictorian**

To be eligible the student must attend Jasper High School their final three complete semesters. A complete semester is interpreted as meaning that the student will be enrolled no later than the first ten days of the semester. These rankings will be determined at the end of the seventh week of the fourth quarter. The top twenty percent of the senior class and the top senior boy and girl will also be determined at the end of the seventh week of the fourth quarter. These rankings will be determined on a four point scale.

### **Local Scholarships**

Seniors are encouraged to apply for the following local scholarships: Jasper Farmers Exchange Scholarship, Business and Professional Scholarship, Jasper Community Teachers Association Scholarship, VFW Scholarship, Roy and Thelma Webb Scholarship, Jasper Community Education Foundation Scholarship, Jasper R-5 PTO Scholarship, Jasper Chamber of Commerce Scholarship, MFA Oil Foundation Scholarship, Class of 1971 Scholarship, Jesse L. Hall Scholarship, Jasper Elementary Booster Scholarship, F.F.A Alumni Scholarship, Missouri P.T.A Teacher's Scholarship, Southwest Missouri Bank Scholarship, Elvin Ummel Memorial Scholarship, Vietnam Veterans Chapter 610 Scholarship, and the Sam Walton Scholarship.

### **Department Awards**

Each teacher has the prerogative to present student awards from his/her department.

### **Quarter Honor Roll: (Grades 7-12)**

“A” Honor Roll – No grade lower than an A-

“B” Honor Roll – No grade lower than a B-

### **Academic Excellence Honor Patch (9-12)**

Student must have 24 “A’s” or “A-’s” to qualify (4 quarters at least 6 “A’s” or “A-’s” per quarter). Students must take more than 24 classes ( Students carrying more than six (6) full time classes per quarter) must have at least “B+” in these classes.

Students must be enrolled in at least six (6) graded and credit courses. (Pass-Fail or S or U) graded courses cannot be counted as one of the six classes. Grading periods used for this purpose will be.

- |                   |                   |
|-------------------|-------------------|
| A. First Quarter  | C. Third Quarter  |
| B. Second Quarter | D. Fourth Quarter |

Patches will be awarded at the awards assembly at the end of the year.

### **Queen/King Candidates**

A student may not be named queen or king more than once in a given school year. This does not include Mr. And Miss Merry Christmas which is sponsored by the Chamber of Commerce nor does it include Barnwarming or Sweetheart Dance since those honored are selected by the organization sponsoring the activity. Once named king or queen, those students may not be nominated for subsequent royalty positions, except as excepted above. Students may be named a queen or a king in successive school years. Students must have attended Jasper R-V for a minimum of two full semesters in order to be named a school wide king or queen candidate.

## **Elementary Policies**

### **Attendance**

#### **ATTENDANCE POLICY – Approved July 26, 2012**

Students who have good attendance generally achieve higher grades, enjoy school more, and are more attractive to prospective employers after leaving high school. Frequent absences of students from regular classroom learning experiences disrupt the continuity of the instructional process for everyone. The benefit of regular classroom instruction is lost and cannot be entirely regained, even by extra after-school instruction.

Each student is expected to attend school regularly and to be on time for classes. This is necessary for the student to receive the maximum benefits from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. There is a high correlation between poor attendance and class failure.

A successful educational experience requires a regular continuity in instruction, classroom participation, learning experiences, and study to receive maximum educational benefits.

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

**EXCESSIVE ABSENCES:** Excessive absences have a detrimental effect upon academic progress and may be one factor considered in promotion/retention decisions. As students mature and progress through the educational system, they should increasingly assume responsibility for regular attendance. However, parents have a legal and moral responsibility to require regular attendance at school. When a pattern of Absenteeism/Truancy becomes evident, the principal will investigate and take such action as circumstances dictate. Section 210.115 RSMo. Mandates reporting to the Division of Family Services when there is reasonable cause to suspect that a student's nonattendance is due to educational neglect of the parents/guardians.

Absences will be considered neither excused nor unexcused, with the exception of Suspension or Truancy, which will be unexcused. Students will be considered Truant unless the school is notified of the absence by the parent, either by parent phone call, parent note (upon return to school), or doctor's note (upon return to school). If parents are unable to take their child to the doctor, it is strongly encouraged to bring your child to the school to be examined by the school nurse. The Jasper R-5 School District Attendance Policy allows for **TEN** absences within the entire school year. Students participating in a school sponsored activity outside the school building will not be counted toward the ten (10) allowable absences.

**After the fifth (5<sup>th</sup>) time a student is Truant, and any Truancy thereafter, a referral will be made to the Jasper County Juvenile Officer.**

**For students in grades 9-12 where credit is granted for the purpose of graduation, after the 10<sup>th</sup> time a student is absent in a class the student will be ineligible to receive credit for that particular class.**

**After the tenth (10<sup>th</sup>) allowable time a student is absent, and any Absence thereafter, a referral will be made to the Jasper County Juvenile Officer.**

**In cases where the absences are beyond the control of the parent/student the Attendance Review Committee will meet to discuss any relevant issues and then make a decision regarding the case. Doctor's and Nurse's notes will be deciding factors in making a decision regarding the case.**

**The Attendance Review Committee will be composed of the Principal, the Counselor, the School Nurse, and current classroom teacher of the student.**

**A Perfect Attendance** certificate will be issued to those students who do not miss any school during the year for any reason.

**An Outstanding Attendance** certificate will be given to those who miss less than six hours during the school year.

## **Absence**

Please call the elementary secretary after 8:00 am if your child will be absent from school that day. If you know ahead that your child will be absent, please send a note to school.

## **Return from Absence**

When a child returns to school after being absent, if contact was not made the previous day, they will be required to present the teacher/office a written note, signed by their parents, describing the reason for their absence, or the student will be counted truant. All Doctor/Dentist notes must be turned into the elementary office upon return to school.

## **ABSENCES & MAKE-UP WORK**

Students who are absent must keep up their class work and homework, if possible.

1. There will be no excused or unexcused absences, except for truancy and out-of-school suspension, which will be unexcused and will result in a "0" for all assignments/tests given on that day.
2. There will be no need for an "Admit To Class" slip following an absence.

3. When a student returns to school, he/she shall report directly to class when the bell rings.
4. The student shall assume responsibility for getting all makeup work upon his/her return to school.
5. Upon returning to school after an absence, the student must make up all work that was assigned. Students will have one day for each day absent to complete and submit makeup work. If a parent wishes to get a child's work early, please call that morning and it will be available by 3:15 pm. Students will NOT be allowed to make up work due to out of school suspension and truancy.
6. When a student is absent, he/she will make up the work or get a grade of "0".
7. Parents are still asked to call the school when a student is absent so the office knows that the parent is aware of the absence.
8. Students who arrive late to school must go to the principal's office to get an admit slip.

### **Homework Policy**

Students in grades K-6 who receive three homework notices in one week will serve one After School Detention.

1. First Notice- Warning and notice sent home to parents. Teacher may assign additional consequence.
2. Second Notice- Warning, conference with Counselor, and notice sent home to parents. Teacher may assign additional consequence.
3. Third Notice- Conference with Principal, and Detention notice sent home to parents.
4. If a student receives three detentions, he/she will be referred to the START PROGRAM.
5. Refer to Assignment Book Policy.

### **Assignment Book Policy**

**\*All homework and parent signatures from the previous day are due at 8:00 A.M. to begin each school day. They are considered late after that.**

### **Beginning of the School Year/Beginning of the Second Semester**

All students in grades 2-6 will be required to keep an assignment book and fill it out with that day's assignments, teacher notes, etc. All 2<sup>nd</sup> Grade Students **will** be required to get a parent signature each day in their assignment book. Failure to fill out assignment book and get a parent signature will result in a **minor** under responsibility. No homework notice will be given.

All 3-6 Grade Students who are **not** in the START program will **not** be required to get a parent signature each day in their assignment book, but will be subject to the following plan:

### **GRADES 3-6**

#### **Stage 1**

If a student receives one detention due to receiving three homework notices in one week they will be required to get a parent signature each day in their assignment book. If they can keep from getting another detention during the required number of weeks (3<sup>rd</sup> Grade – 3 weeks, 4<sup>th</sup> – 6<sup>th</sup> Grades – 4 weeks) they will no longer be required to get a parent signature. Failure to fill out assignment book and get a parent signature will result in a **minor** under responsibility. No homework notice will be given.

#### **Stage 2**

If a student receives a second detention for homework notices they will be required to get a **teacher signature and a parent signature** each day in their assignment book. It is the student's responsibility to get a teacher's signature, not the teacher's responsibility. If they keep from getting another detention during the required number of weeks they will no longer be required to get a teacher and parent signature. Failure to fill out assignment book, get a teacher and parent signature will result in a **minor** under responsibility. No homework notice will be given.

#### **Stage 3**

If a student receives a third detention for homework notices they will be placed in the START program.

**Students who are currently in the START program will follow the rules and procedures for the START program.**

### **Arrival at School**



School instruction begins promptly at 8:00 a.m. Students who do not ride a bus and eat breakfast in the cafeteria, should arrive after 7:35a.m. and report immediately to the cafeteria. Students, who do not ride a bus and do not eat breakfast in the cafeteria, **should not arrive before 7:35 a.m. Students not eating breakfast should report immediately to the gym. Parents dropping off their child may do so by pulling into the parking lot across the street from the elementary and dropping off their child at the entrance of the crosswalk. If you need to escort your child into the building please park in the parking lot and walk your child across taking advantage of the crossing guard. Please be considerate of buses pulling into the unloading zone. The doors will be locked until 7:35 a.m. Please do not leave your student until 7:35 a.m.**

### **Arrival Late/Leaving Early**

We encourage students to attend school daily and to be in school for the entire session. However, if it is necessary to bring a student late or take a student out before the regular dismissal time, the parent must sign the child in or out at the principal's office. These periods of time will be noted as partial absences.

### **Tardiness Policy**

Students are expected to arrive at school and to class on time. Students will be in their classroom when the bell rings. Students failing to do so will be given a tardy. Tardiness will be handled by the classroom teacher. The following are exceptions to Tardiness:

1. Doctor or Dental appointments verified with appointment card or note from doctor.
2. Family Emergency.

\*All tardies will still accumulate absentee time.

The teacher will refer the student to the office for disciplinary action following every third tardy to their class (**per semester**). The student will be assigned 3 days of After School Detention. **This will count as a Major Office Referral which will exempt the student from PBS activities.**

### **Student Withdrawal and Transfer**

In order to properly withdraw a student, parents should notify the school at least three days in advance of a pupil transfer. The process involves collecting information for permanent records that must be forwarded to the new school and clearing financial obligations.

### **Admission and Withdrawal**

Students who enroll in the District from a home-schooled status must meet residency requirements as stipulated in Policy 2230. Grade placement will be determined by an administrative evaluation of records from the home-school setting and assessment of student's age, total educational experience, achievement tests administered at the time of District registration, and consultation with parents/guardians.

### **Cafeteria**

Students should pay for their lunches in their classroom on the first day of the week. We request that payment be made by the week or month. All money sent to school should be in an **envelope marked with the amount and the child's name.** When charges become excessive, students will be served an alternative lunch such as peanut butter sandwiches.

### **Textbooks**

The school district provides textbooks to all students. Each student is assigned a set of books and is responsible for their care. Loss or mistreatment of these books will result in payment to the district. If the lost book is found, the student will be refunded their money

### **Field Trips**

Field trips are usually taken near the completion of each school year. Parents are welcome to attend and help supervise these trips; however, they are not permitted to accompany the class on the school bus. "Students riding the bus to school events are expected to ride the bus back. Failure to secure permission from the sponsor to return with your parents or individuals designated by the parent, in person, may forfeit your privilege of riding the bus to extra-curricular events. Permission to do otherwise will be granted only upon the personal request of a student's parent or guardian". Board of Education, adopted 12-20-1992.

### **Evaluation of Student Progress**

Report cards will be issued following each nine-week quarter. Parents should study each report, sign the provided envelope and return it to the school promptly. Letter grades will be used for students in grades 4-6. Special symbols and terms appropriate to

the educational program may be used to indicate student progress. Exceptional pupils shall be graded according to the I.E.P's. Grades will be based on many factors such as: text assignments (both oral and written), class participation, special assignments, research activities, projects and special circumstances. Grading will not be used as a tool for disciplinary action or be influenced by pressure from parents.

Any sixth grade student having a midterm deficiency may be removed from band for the remainder of the quarter and will return to the regular assigned class.

### **Grading Scales for Grades 4-6**

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

### **Honor Roll**

Student must have A's and B's to be on the Honor Roll. Any grade of a C+ or below automatically disqualifies a student for that particular quarter.

### **Deficiency Reports**

Deficiency reports will be sent home after the fifth week of each grading period. Parents will be notified by a deficiency report or personal contact if a student earns a grade of C- or below (grades 4-6).

### **Retention/Promotion**

When in the opinion of the teacher and the principal, it would be in the best interest of an elementary student to repeat a grade a conference should be arranged with the child's parents to consider this possibility. After reviewing all circumstances, the principal will make a final decision on the basis of the best interest of the individual child.

Students advancing in 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grades must pass more than 80% of the preceding core semester classes of math, science, social studies, language arts and literature/reading to advance to the next grade level. If a student fails two or more semesters of these outlined classes, attendance and a passing grade for summer school (If Available) in one of the failing areas will be required for the students to advance to the next grade level in the following year.

### **Discipline Code**

One of the most important lessons education should teach is discipline. While it does not appear on the schedule as a typical subject, it underlines the entire education organization and orderliness. It is key to proper conduct and relationships not only with yourself, but also with others.

The responsibility of proper conduct **lies with each individual** student, **not** the teacher, principal or parents. Individual decisions are made, and if wrong, responsibility for that action must be accepted. It is also hoped that this discipline policy will serve as a guide for those who are unsure of proper behavior and will be an aide to improvement of the overall school climate.

Teachers, with the approval of the administration, will establish rules for their classrooms which will help ensure a safe and orderly environment for learning.

### **Definitions:**

5. Out-Of-School Suspensions (OSS): The student is to remain out of school with no credit on any work. Extracurricular activities and attendance at any school function is prohibited.
6. In-School-Detention (ISD): The student is assigned for a specific length of time to the In School Detention Teacher. Students who do not satisfactorily complete a day of ISD will be reassigned another day of ISD or possibly be assigned OSS or Saturday School.
7. After School Detention (ASD): The student will remain after school from 3:30 P.M. until 4:30 P.M. The student will work during the entire session and the student or parent is responsible for the child's transportation home. Students should remain on school grounds until after ASD.
8. Saturday School (Sat. Sch.): The student will serve their Detention from 8 a.m. to 11 a.m. on the designated Saturday(s) under the supervision of a designated school employee. All regular school day rules apply. Penalties are meant to be progressive in nature and will eventually result in long term suspension or expulsion if repeated. **If the student is late (8:01 A.M.) to Saturday School, he/she will be sent home and further consequences will be assigned.**

Instances where civil or criminal laws are violated, the authorities may be summoned. School matters and legal matters will be handled separately as far as penalties for both are concerned.

Students who are in out-of-school suspension will not be allowed to participate in any school sponsored activities on those days (a day will be defined as the first day of suspension and any days the student is in suspension).

#### **Consequences:**

- A. First visit to principal's office with Discipline Notice.
  - 1. Administrator will conference with student.
  - 2. Parent will be contacted and Discipline Notice sent.
  - 3. Time out or I.S.D.
  - 4. After School Detention or Saturday School.
- B. Second visit with Discipline Notice.
  - 1. Administrator will conference with student.
  - 2. Parent will be contacted and Discipline Notice sent.
  - 3. I.S.D./O.S.S or Swats.
  - 4. After School Detention or Saturday School.
- C. Third visit with Discipline Notice.
  - 1. Administrator will conference with student.
  - 2. Parent will be contacted and Discipline Note Sent.
  - 3. I.S.D., O.S.S., A.S.D., Swats, or Saturday School.
  - 4. Possible Referral to CARE Team.
- D. Additional visits with Discipline Notice:
  - 1. Possible extended O.S.S.
- E. **Any Policy not specifically mentioned in the elementary policy, please refer to high school policies.**

ANY severe misconduct may result in immediate progression to consequence B or C. Extreme misconduct such as fighting, theft, damage or misuse of property, possession or use of fireworks, weapons, tobacco, alcohol, or drugs will result in disciplinary actions determined by the administration and/or school board. Refer to the High School Handbook regarding consequences for possession or use of alcohol, drugs, firearms or weapons, theft and damage of property. Corporal punishment is allowed when other options have failed. Parents or Guardians will be contacted.

#### **Health Safety and Illness**

If a child becomes ill during the day, the parent will be notified. If the parents cannot be reached, the emergency number listed on the child's registration card will be called. Each parent/guardian should make sure that the **emergency number is listed and kept current.** The parent/guardian may indicate on the card if they are willing for school personnel to authorize medical treatment in those cases when parents cannot be reached. A child who has temperature elevation or shows signs of illness should be kept home. He/she should have normal temperature for 24 hours and be in normal health before returning to school. Any contagious disease should be reported to the school office immediately.

#### **Medication**

Medication that is to be given to a child at school should be administered by the school nurse. All medication should be **delivered to the school by the parent or other designated adult.** Prescription medication should be kept in the current prescription bottle. Specific written instruction stating the exact dosage, the hour of the day to be given and the termination date should accompany both prescription and nonprescription medicine.

#### **Excuse from Physical Education**

In most instances, a child healthy enough to attend school is considered healthy enough to participate in physical education activities. When it is necessary for a pupil to be excused from these activities, a note to that effect should be given to the teacher in the morning.

#### **Custody**

If a parent has sole legal custody, and the noncustodial parent is not to see the child, the school must have a legal document stating this. We cannot deny a parent access to a child unless we have a legal document.

#### **Changes for Going Home**

When it is necessary for a child to deviate from his/her normal routine, such as walk to Grandma's instead of riding the bus, a note from the parent must be presented to the teacher. If at all possible, we urge parents to make these decisions before school rather than calling during the school day. **All changes must be made before 3:00 P.M. daily.**

### **Sale of Items**

Students are not to bring items to school to sell unless prior approval of the administration has been attained.

### **Bringing Items to School**

Students should not bring articles to school which are fragile or of great value. No baseballs, softballs, bats, videogames, toys, or electronics, etc. should be brought to school. Teachers will instruct the classes as to when they may bring items to share with the class. Parents should always check with the teacher before bringing animals to school. Also, students are not allowed to wear heelys (shoes with roller skates) to school. Valuables may be left in the office for safekeeping when they must be brought to school. Students should not carry money to school, except for fees to be paid at school.

### **Lost and Found**

The lost and found should be checked periodically for missing articles. It is located near the nurse's office. Please label all student articles so that lost items can be returned.

### **Student Appearance**

Students are asked to attend school groomed neatly and dressed appropriately. Wearing apparel or personal appearance which disrupts the education program will not be allowed. Acceptable attire for students will be any garment which is within the accepted standards of modesty. Neither the length nor design of any garment shall disclose undergarments. Students will not wear see-through shirts/blouses, tank tops, headbands, clothing which leaves the midriff bare, or clothing that contains messages or emblems that are obscene, in poor taste or that refer to controlled substances. Sunglasses, sun visors, caps and hats are not to be worn in the building.

**Refer to High School Handbook for additional information.**

**Have a Great Year!**

Missouri Department of Elementary & Secondary Education  
**No Child Left Behind Act of 2001 (NCLB)**  
**COMPLAINT PROCEDURES**

This guide explains how to file a complaint about any of the programs<sup>1</sup> that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the No Child Left Behind Act of 2001 (NCLB)<sup>2</sup>.

Missouri Department of Elementary and Secondary Education Complaint Procedures for NCLB Programs Table of Contents	
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**1. What is a complaint under NCLB?**

For these purposes, a complaint is an allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under NCLB.

**2. Who may file a complaint?**

Any individual or organization may file a complaint.

**3. How can a complaint be filed?**

Complaints can be filed with the LEA or with the Department.

**4. How will a complaint filed with the LEA be investigated?**

Complaints filed with the LEA are to be investigated and attempted to be resolved according to locally developed and adopted procedures.

**5. What happens if a complaint is not resolved at the local level (LEA)?**

A complaint not resolved at the local level may be appealed to the Department.

<sup>1</sup> Programs include Title I, A, B, C, D, Title II, Title III.A.2, Title IV.A, Title VI, Title VII.C  
<sup>2</sup> In compliance with NCLB Title IX Part C, Sec. 9304(a)(3)(C)

Local education agencies are required to disseminate, free of charge, this information regarding NCLB complaint procedures to parents of students and appropriate private school officials or representatives.

**6. How can a complaint be filed with the Department?**

A complaint filed with the Department must be a written, signed statement that includes:

1. A statement that a requirement that applies to an NCLB program has been violated by the LEA or the Department, and
2. The facts on which the statement is based and the specific requirement allegedly violated.

**7. How will a complaint filed with the Department be investigated?**

The investigation and complaint resolution proceedings will be completed within a time limit of fifty calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

1. **Record.** A written record of the investigation will be kept.
2. **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
3. **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. **Report by LEA.** Within forty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
5. **Verification.** Within ten days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, and/or telephone call(s).
6. **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

**8. How are complaints related to equitable services to private school children handled differently?**

If the complaint is an LEA is not providing equitable services for private school children, in addition to the procedures listed in number 7 above, the complaint will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Departments' resolution of the complaint (or its failure to resolve the complaint).

**9. How will appeals to the Department be investigated?**

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. An independent on-site investigation may be conducted if the Department determines that it is necessary. The investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

**10. What happens if a complaint is not resolved at the state level (the Department)?**

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.