



THIS HANDBOOK BELONGS TO:

GRADE:_____

***Mission: Graduate every Mustang in four years
prepared for a post-secondary education or a career***

SPECIAL SERVICES AVAILABLE AT THE ELDON R-1 SCHOOL DISTRICT

The Eldon R-1 School District is responsible to locate, evaluate and identify all children with disabilities who are under the jurisdiction of the agency, including those who are homeless or migrant, and those in private schools. The Eldon district assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include: autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation, multiple disabilities, 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 Eldon district has developed a Local Compliance Plan for the implementation of state regulations for the Individuals with Disabilities Education Act (IDEA). Local school districts in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age 21 that reside in the district, by December 1 of each year. The information is treated confidentially, and meets the requirements of the Family Educational Rights and Privacy Act (FERPA). The district also seeks to identify, evaluate and provide free and appropriate educational services in the least restrictive environment to all qualified students with disabilities within the definitions of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA).

If you have a child with a disability or know of a child with a disability who is not attending public school, please contact the Special Services Department at: (573) 392-8003

The following opportunities and programs are also available through the School District:

- **Parents as Teachers Program (for children from ages birth to five).**
- **Early Childhood Education and Early Childhood Special Education Programs**
- **Programs for Migrant and Homeless Students**
- **Programs for English for Speakers of Other Languages**

For more information on any of the special programs above, please contact the offices of:
Mr. Berendzen, Director of Special Services: (573) 392-8003

Notice of Non-Discrimination and Prohibition Against Illegal Discrimination and Harassment

The District does not discriminate on the basis of race, color, national origin, ethnicity, sex, religion, disability, age, sexual orientation or perceived sexual orientation in its programs, activities or employment practices. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

| Section | Title VI Coordinator | Title IX Coordinator |
|--|---|---|
| 504 Coordinator Director of Special Education 101 S. Pine Eldon, MO 65026 Telephone: 573-392-8003 | Director of Special Education 101 S. Pine Eldon, MO 65026 Telephone: 573-392-8003 | Director of Special Ed. 101 S. Pine Eldon, MO 65026 Telephone: 573-392-8003 |
| Americans with Disabilities Act (Title II) Coordinator Director of Special Education 101 S. Pine Eldon, MO 65026 Telephone: 573-392-8003 | Age Discrimination Act and Age Discrimination in Employment Act Coordinator Director of Special Education 101 S. Pine Eldon, MO 65026 Telephone: 573-392-8003 | Title VII Coordinator Director of Special Ed. 101 S. Pine Eldon, MO 65026 Telephone: 573-392-8003 |

The Eldon R-I School District has established the following grievance procedures for persons with complaints arising under any of the statutes listed above. Please also refer to Board Policy AC.

Grievance Process Overview

1. If a person designated to hear a grievance or appeal is the subject of the grievance, the next highest step in the grievance process will be used.
2. Investigation and reporting deadlines are not mandatory upon the district when more time might be necessary to adequately conduct an investigation and to render a decision. When extended, the person filing the complaint will be notified. If more than twice the allotted time has expired without a response, the appeal may be taken to the next level.
3. Failure of the person filing the grievance to appeal within the timelines given will be considered acceptance of the findings and remedial action taken.
4. The district will investigate all grievances, even if an outside enforcing agency such as the Office for Civil Rights, law enforcement or the CD is also investigating a complaint arising from the same circumstances.
5. The district will only share information regarding an individually identifiable student or employee with the person filing the grievance or other persons if allowed by law and in accordance with Board policy.
6. Upon receiving a grievance, district administrators or supervisors, after consultation with the compliance officer, will take immediate action if necessary to prevent further potential discrimination or harassment during the pending investigation.

Grievance Process

1. Level I – A grievance is filed with the district's compliance officer. The compliance officer may, at his or her discretion, assign a school principal or other appropriate supervisor to conduct the investigation when appropriate.
Regardless of who investigates the grievance, an investigation will commence immediately, but no later than ten (10) working days after the compliance officer receives the grievance. The compliance officer will complete a written report within 30 working days of receiving the grievance that 1) summarizes the facts; 2) makes conclusions on whether the facts constitute a violation of this policy; and 3) if a violation of this policy is found, recommends corrective action to the superintendent. If someone other than the compliance officer conducts the investigation, the compliance officer or acting compliance officer will review and sign the report. The person who filed the grievance will be notified in writing within five (5) working days of the compliance officer's completion (or review) of his/her written report, in accordance with law and district policy, regarding whether the policy has been violated.
2. Level II – Within five (5) working days after receiving the Level I decision, the person filing the grievance may appeal the compliance officer's decision to the superintendent by notifying the superintendent in writing. The superintendent may, at his or her discretion, designate another person (other than the compliance officer) to review the matter when appropriate.
Within ten (10) working days, the superintendent will complete a written decision on the appeal, stating whether a violation of this policy is found and, if so, stating what corrective actions will be implemented. If someone other than the superintendent conducts the appeal, the superintendent will review and sign the report before it is given to the person appealing. A copy of the appeal and decision will be given to the compliance officer or acting compliance officer. The person who filed the grievance will be notified in writing within five (5) working days of the Superintendent's (or his/her designee's) completion of his/her written report, in accordance with law and district policy, regarding whether the policy has been violated.
3. Level III – Within five (5) working days after receiving the Level II decision, the person filing the grievance may appeal the superintendent's decision to the Board by notifying the Board secretary in writing. The person filing the grievance will be allowed to address the Board, and the Board may call for the presence of such other persons deemed necessary. The Board will issue a decision within 30 working days for implementation by the administration. The Board's decision and any actions taken are final. The Board secretary will give the compliance officer or acting compliance officer a copy of the appeal and decision. The person who filed the grievance will be notified in writing within five (5) working days of the Board's issuance of a final decision, in accordance with law and district policy, regarding whether the policy has been violated.

Any person may also contact the Kansas City Office for Civil Rights, U.S. Department of Education, regarding the District's compliance with Section 504, Title II, Title VI, Title IX, and the Age Discrimination Act.

Office for Civil Rights U.S. Department of Education
8930 Ward Parkway, Suite 2037 Kansas City, MO 64114-3302 Telephone: 816-268-0550

Any person may also contact the Equal Employment Opportunity Commission for concerns relating to the Age Discrimination in Employment Act, or Title VII.

Robert A. Young Federal Building
1222 Spruce Street
Room 8.100
St. Louis, MO 63103

Telephone: 800-669-4000

Other agencies dealing with non-discrimination issues include:

Missouri Commission for Human Rights U.S. Department of Justice
Department of Labor and Industrial Relations 950 Pennsylvania Ave., NW
P.O. Box 1129, 3315 W. Truman Blvd. Washington, DC 20530-0001
Telephone: 573-751-3325 Telephone: 202-353-1555

NOTICE OF:

PROHIBITION AGAINST ILLEGAL DISCRIMINATION AND HARRASSMENT

The Eldon R-1 School District is committed to maintaining a workplace and educational environment that is free from illegal discrimination or harassment in admission or access to, or treatment or employment in, its programs, activities and facilities. Discrimination or harassment against employees, students, parents of elementary and secondary school students, sources of referral and applicants for employment, and all professional organizations that have entered into agreements with the Eldon R-1 School District is strictly prohibited in accordance with law, and are hereby notified that our School District does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, disability, age, or any other characteristic protected by law. The Eldon R-1 School District is an equal opportunity employer.

Sexual harassment is a form of discrimination on the basis of sex prohibited by law in education, as well as employment. Sexual harassment is defined as unwelcome conduct that occurs when benefits or decisions are conditioned upon submission to, or punishment is applied for refusing to comply with, unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature; or the school or work environment becomes permeated with intimidation, ridicule or insult that is sexual in nature that is sufficiently severe or pervasive enough to alter the conditions of participation in the district's programs and activities or the conditions of employment. All employees, students and visitors must immediately report to the district for investigation any incident or behavior that could constitute illegal discrimination or harassment. (Board of Education Policies AC, JG, JGR)

Any person having inquiries concerning our School District's compliance with the laws and regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination in Employment Act (ADEA), Section 504 of the Rehabilitation Act of 1973 (Section 504), or Titles II and III of the Americans with Disabilities Act of 1990 (ADA) is directed to the Compliance Coordinator below, who has been designated by our School District to coordinate our School District's efforts to comply with the laws and regulations implementing Title VI, Title IX, the ADEA, Section 504 and the ADA.

The Eldon R-1 School District has established grievance procedures for persons unable to resolve problems arising under the statutes above. The Compliance Coordinator of the applicable law, whose name is listed below, will provide information regarding those procedures upon request. (Board of Education Policy AC: Prohibition Against Illegal Discrimination and Harassment)

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

COMPLIANCE COORDINATOR FOR LAWS LISTED IN THIS NOTICE:

Mr. Berendzen, Director of Special Services: (573) 392-8003

NOTIFICATION OF RIGHTS UNDER FERPA

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

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will

make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

VIDEO SURVEILLANCE

The Eldon R-1 School District houses video surveillance equipment for the safety and security of our staff and students. All data and equipment is maintained by a law enforcement unit and is therefore not a part of the Eldon R-1 School District educational records.

SAFE SCHOOLS ACT OF 1996

The Safe Schools Act was enacted into law by the Missouri Legislature and signed by the Governor in July of 1996. This act is designed to reduce violence in schools. While school officials have some discretion in certain matters, principals do not have much freedom with this legislation. A student who brings a weapon of any kind to school, or commits an act of violence at school, is to be reported to the local police authorities. In turn, the police will refer these reports to the juvenile authorities as required or appropriate. Reports under this law are placed into the student's permanent record file and will follow the students when he/she transfers to another district or state. It is important that the parent/guardian knows of this law and that all possible help is given to the child to avoid his being reported and placed into the juvenile criminal system.

ASBESTOS

On October 22, 1986, the Asbestos Hazard Emergency Response Act (AHERA-Public Law 99-519) was signed into law. This law required the EPA to develop regulations, which provide a comprehensive framework for addressing asbestos problems in public and private schools. One rule requires the schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings and implement response

actions in a timely fashion. Eldon R-1 conducts semi-annual inspections of all asbestos containing building materials and has an outside-certified agency conduct a comprehensive district-wide inspection every three years. A management plan is on file in the Central Office. Please call 573-392-8000 for further information.

NO CHILD LEFT BEHIND ACT OF 2001

These are the requirements that the Eldon R-1 School District has under this act. This law, which provides federal support to school district, also requires us to provide you with certain notices. One of these notices is the “right to know” that your child is being taught by highly qualified staff. Under this act, please be aware of the following provisions:

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

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

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

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

STANDARD COMPLAINT PROCEDURE FOR NO CHILD LEFT BEHIND PROGRAMS Eldon R-1 School District

This complaint procedure applies to all programs administered by the Missouri Department of Elementary and Secondary Education under the No Child Left Behind Act (NCLB), Title I, IIA, IID, IVA, V, and VIB.

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

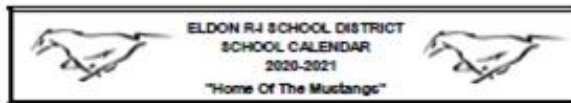
Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other personnel directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide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

The written, signed complaint must be filed and the resolution pursued in accordance with local district policy. The Eldon School District Policy indicates that the principal may schedule a conference to resolve the complaint. If the complaint is not resolved, it then may go to the Superintendent, and then if not resolved to the Board of Education. If the issue can’t be resolved at the district level, then a complaint may be filed with the Missouri Department of Education. If there is not evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide assistance to facilitate the resolution.

Anyone wishing more information about this procedure or how complaints are resolved may contact local district or department staff. The Federal Programs Coordinator for the Eldon School District is Kari Hinds, Elementary Assistant Principal, at 392-8030.

EXTENUATING CIRCUMSTANCES

THE PRINCIPAL RESERVES THE RIGHT TO AMEND ANY PROVISIONS IN THIS HANDBOOK, WHICH ARE DEEMED TO BE IN THE BEST INTEREST OF THE EDUCATIONAL PROCESS.



Board Approved 12/16/2019

| AUGUST | | | | | | |
|--------|-----|----|----|----|----|----|
| S | M | T | W | TH | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | *17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

6 School Days

| SEPTEMBER | | | | | | |
|-----------|----|----|----|----|----|----|
| S | M | T | W | TH | F | S |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

21 School Days

| OCTOBER | | | | | | |
|---------|----|----|----|----|----|----|
| S | M | T | W | TH | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

19 School Days

| NOVEMBER | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | TH | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

18 School Days

| DECEMBER | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | TH | F | S |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

17 School Days

| JANUARY | | | | | | |
|---------|----|----|----|----|----|----|
| S | M | T | W | TH | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

18 School Days

| FEBRUARY | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | TH | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | | | | | | |

19 School Days

| MARCH | | | | | | |
|-------|----|----|----|----|----|----|
| S | M | T | W | TH | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

22 School Days

| APRIL | | | | | | |
|-------|----|----|----|----|----|----|
| S | M | T | W | TH | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

19 School Days

| MAY | | | | | | |
|-----|-----|-----|-----|-----|-----|----|
| S | M | T | W | TH | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | *21 | 22 |
| 23 | *24 | *25 | *26 | *27 | *28 | 29 |
| 30 | 31 | | | | | |

14 School Days

| | | | | | | |
|--|--|--|--|--|--|--|
| Any days missed due to inclement weather may extend the school year beyond May 20 | | | | | | |
| *Possible makeup days are marked with an asterisk | | | | | | |
| January 18 - Snow Make Up Day | | | | | | |
| February 15 - Snow Make Up Day | | | | | | |
| April 1 - Snow Make Up Day | | | | | | |
| May 21 - June 1 - Snow Make Up Days | | | | | | |
| <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> - Students Do Not Attend <input checked="" type="checkbox"/> - Students Dismissed Early </div> | | | | | | |

DATES TO REMEMBER:

| | | | |
|---------------------------|-------------------------------------|---|----------------------------------|
| August 13, 14, 17 | New Teacher's Workshop | January 4 | P. D. Day |
| August -18, 19, 20 | Teacher Orientations | January 18 (Possible Make Up Day) | Martin Luther King |
| August 24 | First Day For Students | February 15 (Possible Make Up Day) | President's Day |
| September 7 | Labor Day | March 10 | End Third Quarter |
| October 12 (Columbus Day) | P. D. Day | March 17 | Parent Teacher Conf. 3:00-6:00 |
| October 21 | End of First Quarter | March 18 | Parent Teacher Conf 4:00 -6:00 |
| October 29 | Parent Teacher Conf. 9:00 am-6:00pm | March 19 | No School |
| October 30 | No School | April 1 - April 5 (April 1 Poss. Make Up Day) | Easter Break |
| November 25 - 27 | Thanksgiving Break | May 14 | 8th Grade Promotion |
| December 23 (Early Out) | End First Semester | May 16 | High School Graduation |
| December 23 - January 1 | Christmas Break | May 20 (Early Out) | Last Day for Students & Teachers |
| | | May 31 | Memorial Day |

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SECTION ONE: GENERAL INFORMATION

Welcome to Eldon High School

Dear Students and Parents:

This resource has been prepared for you to become familiar with the expectations, policies, procedures, and regulations for all students at Eldon High School. We are a comprehensive high school offering a variety of courses and extra-curricular activities. We challenge you to become an active participant in the educational process and to promote life-long learning. If we can assist you in any way, please contact the high school office at 392-8010.

Eldon High School Mission Statement

Graduate every Mustang in four years prepared for a post-secondary education or a career.

Eldon R-I Mission Statement

Be one of the Top 50 Schools in the State...

Eldon R-I Vision Statement

Rigor-Relevance-Relationships

Eldon R-1 Core Values

- 1. Cooperation and communication are essential for progress.*
- 2. Individuals are responsible for contributing their unique gifts and talents for the betterment of their community.*
- 3. An investment in the community is an investment in the future.*
- 4. Accountability and mutual respect build trust.*
- 5. All individuals have the right to live and learn in a safe and secure environment.*
- 6. Positive role models are crucial for character development.*
- 7. Learning is a lifelong process that is nurtured through the partnership between home, school, and community.*
- 8. Pride is vital to the ongoing progress and spirit of our community.*
- 9. Excellence is a result of high expectations.*

Eldon R-1 Objectives

- 1. To have 100% of students graduate and move on to post-secondary education or a skilled career as measured by DESE performance standards.*
- 2. To identify and serve 100% of the at-risk children in the Eldon R-1 school district.*
- 3. To have 100% of students and staff feel safe and secure in facilities that are conducive to a positive learning environment.*

Eldon R-1 Goals

- 1. Develop and implement plans to effectively communicate with our school community.*
- 2. Develop and implement accountability structures.*
- 3. Provide a positive learning climate.*
- 4. Model and reinforce positive character traits.*
- 5. Improve student achievement.*
- 6. Decrease the dropout rate to 3.5% or less.*

Bell Schedules – 2020-2021

BELL SCHEDULE (M,T,Th,F)

| | |
|-------------------|--------------------------|
| 8:25..... | Five Minute Bell |
| 8:30-9:16..... | First Period |
| 9:21-10:09 | Second Period |
| 10:14-11:00..... | Third Period |
| 11:00-11:23..... | Lunch A |
| 11:28-12:14..... | Fourth Period A |
| 11:05-11:51..... | Fourth Period B |
| 11:51-12:14 | Lunch B |
| 12:19-1:05..... | Fifth Period |
| 1:10-1:56..... | Sixth Period |
| 2:01-2:47 | Seventh Period |
| 2:52-3:15..... | Eighth Period (Advisory) |

WEDNESDAY'S BELL SCHEDULE

No Eighth Period on Wednesdays

| | |
|----------------------------|--------------------|
| 8:25 | Five Minute Bell |
| 8:30-9:11..... | First Period |
| 9:16-9:59..... | Second Period |
| 10:04-10:45..... | Third Period |
| 10:45-11:08..... | Lunch A |
| 11:13-11:54.....,,..... | Fourth Period A |
| 10:50-11:31..... | Fourth Period B |
| 11:31-11:54..... | Lunch B |
| 11:59-12:41..... | Fifth Period |
| 12:46-1:28..... | Sixth Period |
| 1:33-2:15..... | Seventh Period |
| Students dismissed at 2:15 | |
| 2:15-3:15 | PLC (Faculty only) |

Building Supervision

Supervision is provided at Eldon High School starting at 7:45 a.m. through 3:45 p.m. The district will not be responsible for supervising students outside the stated times unless a student is otherwise instructed on an individual basis or participating in an extracurricular activity. Students should not be dropped off or left at school during unsupervised periods. Office personnel will be available from 7:20 to 3:45.

SECTION TWO: ENROLLMENT/GRAD. REQUIREMENTS/ACADEMICS

Enrollment Process

The Guidance Department does enrollment for classes in the spring. Students select courses based upon graduation requirements and selected elective classes. There are dual-credit enrollment options for juniors and seniors. EHS has a seven academic period day and an academic advisory period 4 days a week. Twenty-five credits are required for graduation.

Graduation Requirements

Students and parents should read these requirements carefully. The school will advise and keep students informed of their status, but completion of coursework and compliance with school policies are the responsibility of the student. A total of 25 units of credit must be earned, including the core curriculum listed below.

Correspondence Courses, Home School

The Principal must approve all courses to be used toward satisfying graduation requirements. Strict guidelines for completion of courses must be observed. Seniors must have completed correspondence courses by the time senior grades are due. The student is responsible for knowing and meeting all deadlines. If approved, unaccredited correspondence courses and home school courses may be entered as Pass/Fail on the student's transcript. Only 7 credits per year of a combination of accredited correspondence courses and accredited home-schooled courses (core and non-core) will be counted toward GPA. (The same policy will hold for students transferring in from a four-block school.)

Core Curriculum Requirements

- 4 units: Language Arts
- 3 units: Social Studies
- 3 units: Science
- 3 units: Math
- .5 unit: Technology Requirement
- .5 unit: Personal Finance
- .5 unit: Health
- 1 unit: Practical Art (Business, Family and Consumer Science (FACS), Industrial Arts, Agriculture, or other Vocational Classes)
- 1 unit: Fine Art (Music, Art, or Drama)
- 1 unit: Physical Education
- 7.5 units: Electives
- 25 Total Units of Credit Required

Academic Progress of Students by Grades

| | |
|-----------|-----------------------------|
| Freshman | Less than 5 units of credit |
| Sophomore | 5-10 ½ units of credit |
| Junior | 11-17 ½ units of credit |
| Senior | 18 units of credit and over |

A student must be classified in that particular class at the beginning of the school year in order to participate in the class activities.

HONORS DIPLOMA / PROGRAM

Purpose and Philosophy: Eldon High School is dedicated to embracing the philosophy of an inclusionary environment through differentiated instruction. In order to foster this goal in the midst of heterogeneous classes, we offer an Honors Program for students who have a strong desire to strengthen their depth of knowledge in a given subject. We believe that all students want to learn and respond to the opportunity for intellectual stimulation. Students may choose to take any number of honors courses throughout their career at Eldon High School. Students who meet specific requirements will have the opportunity to receive an honors diploma.

The following requirements must be met in order to receive this award:

1. A minimum of 13 honors courses, the equivalent of core graduation requirements. This would mean students must complete a minimum of 3 honors courses in Science, Social Studies, and Math, and a minimum of 4 honors courses in Communication Arts. (Class of 2024 needs a minimum of 2.5 honors science and 12.5 total honors courses)
2. Attendance must meet the A+ requirement of 95%.
3. Students must attain a 3.75 cumulative GPA on a weighted scale.
4. Achievement of ACT composite score of 23 or higher (national average is approximately 21).
5. EOC test scores of Proficient or Advanced in all areas required by the state.
6. Maintain a full-time schedule / attendance status. Students must enroll and complete 7 classes per semester for all four years.

Grades in honors courses will be worth 1.2 grade points. Class rank will be determined by total grade points rather than by GPA. Summer school courses will neither hurt or help class rank.

A **Seal of Excellence** will be offered for students who excel in specific departments but may not qualify for the Honors Diploma. A student may receive up to three seals of excellence.

The following requirements must be met in order to receive this award:

1. A student must complete a minimum of 3 honors courses for Social Studies, or 3.5 honors courses in Science, or 4 honors courses for all other core areas, with no semester grade lower than a B- in the subject area that the seal is being sought. (Class of 2024 needs a minimum of 3 honors science)
2. Attendance must meet the A+ requirement of 95%.
3. Students must attain a 3.2 cumulative GPA on a non-weighted 4.0 scale.
4. Achievement of ACT score of 23 or higher in the tested subject area. English = English, Reading = Social Studies, Math = Math, Science = Science.
5. State required EOC test score of Proficient or Advanced in the subject area that the seal is being sought.
6. Maintain a full-time schedule / attendance status. Students must enroll and complete 7 classes per semester for all four years.

An Honors Committee will consider issues such as types of assessments, research, fine arts component of courses, and other implementation subjects. A representative from each of the four core areas, counselor, and high school principal will be included on the committee. This committee will also ensure consistency with staff changes, within departments, and between departments.

A+ Program Criteria

Eldon was evaluated by the State Department of Elementary and Secondary Education, and approved for A+ designation. The class of 1998 was the first class eligible to receive financial grant awards for those students going to a community college or a vocational school. To be eligible for this financial grant, students must have signed an A+ agreement, which requires the following, for all four years of high school:

1. Must graduate with a 2.5 or higher, cumulative grade point average.
2. Must have at least a 95% cumulative attendance record.
3. Must perform 50 hours of unpaid tutoring or mentoring. Twenty-five percent of those hours can be earned through job shadowing.
4. Attend an A+ designated school for 3 consecutive years.
5. Must earn Proficient or Advanced on the Algebra I EOC exam.
6. Must have maintained a record of good citizenship.

For more information concerning the A+ program and the financial aid possibilities, contact the A+ Coordinator, 392-8010.

M.S.H.S.A.A. Academic Eligibility

To participate in a high school sport, a student must have earned 3.0 credits in the semester prior to the start of the selected sport season. The student must also be enrolled in 6 courses (3.0 credits) during the semester in which they are participating. All freshmen are eligible first semester. Missouri Options students are not eligible to participate. (Missouri State High School Activities Association)

NCAA/NAIA Eligibility Center

If you are planning to enroll in college and wish to participate in Division I, Division II, or NAIA sports, you must be certified by the NCAA/NAIA Eligibility Center. You should start the certification process early, by the end of your sophomore year. There are several steps in this process and this is just a brief overview. For more information, you should visit www.eligibilitycenter.org, or www.playnaia.org or contact the High School Counseling Department or the Athletic Director.

ELDON R-1 Athletic Code Of Conduct

PAGE 54 CONTAINS THE ATHLETIC CODE OF CONDUCT FORM.

Dual-Credit Enrollment Criteria and Options

Eldon High School sophomores, juniors and seniors may take certain classes and earn both high school and college credit. These courses do require a MANDATORY FINAL in both semesters. Students enrolled in college-level courses must take finals and they will count as a teacher determined percentage of their grade, even if the student is not earning college credit. High school held-harmless status **DOES NOT APPLY**. College credit is offered through Missouri Baptist University and State Fair Community College. Students must meet course requirements and eligibility in order to enroll in dual-credit classes.

STUDENT TESTING:

PreACT TEST - The PreACT™ offers 10th-graders the opportunity to practice for the ACT® test with a shortened version of the test. It provides scores on the ACT 1-36 scale, as well as a full view of students' college and career readiness by identifying areas of strength and improvement for student success. The test is given to sophomores in the fall on a volunteer basis with the cost to be determined by the company. The results also give

an excellent indication of how the student might do on the ACT. The PreACT is also a part of the nomination process for the Missouri Scholars Academy.

PSAT - The Preliminary Scholastic Aptitude Test (PSAT) is offered in October to students in their junior year. There is a charge to the student for taking this test. Juniors interested in the National Merit Scholarship competition must take the PSAT in order to be considered.

ACT - The ACT is the test required for admission for most of the colleges and universities. Results are also used for scholarships and placement. There are five regular testing dates during the following months: September, October, December, February, June, and July. Current cost is \$52 for ACT. The optional Writing Assessment is available with the regular ACT. There is an additional charge (currently \$16) for taking this test. Contact your college and ask if they require the writing portion. ACT requests that students register online at www.actstudent.org.

Eldon's High School Code is 260-930.

Eldon's Test Center Code is 207-780.

ACCUPLACER – The Accuplacer test is given to sophomores in the Fall and Spring. This is a college placement test which evaluates skill levels in reading, writing, and math. The cost is \$2.50 per section of the test.

SAT-Students interested in taking the SAT I or SAT II tests need to register at www.collegeboard.org. All necessary information such as test dates and cost can be found on the website.

ASVAB - This aptitude test is offered to all juniors (it is optional for seniors) in the fall of each school year. The test is given and paid for by the United States Department of Defense. There is no fee for this test.

MISSOURI CONNECTIONS – Missouri Connections is a career assessment tool for students to explore career areas. Students will take the assessments and use Missouri Connections throughout high school. There is no fee for this service.

End-of-Course Exams - Students will be required to take an end-of-course exam in a variety of core subjects. These exams are sanctioned by the State of Missouri to evaluate each individual student's performance and to evaluate curriculum and instruction. The results will be part of the district's accountability, and the end-of-course exams will count for 10% of the student's final grade in the respective courses.

Transfer Credits

Students who transfer to Eldon High School from a system other than a 7-period day will have transfer credits awarded on an individualized basis.

Schedule Changes – Classes are scheduled and teachers' assignments are made on the basis of course selections students make in the spring. Therefore, class changes will not be allowed except as follows:

1. A class must be changed or added to meet graduation requirements.
2. Change is necessary because a student is academically misplaced (must be recommended by a teacher or counselor and approved by the administration).

No schedule change is effective until the proper forms are completed, all required signatures are obtained, and the form is returned to the counseling office.

Semester Exams

All students are required to take semester finals with one exception. Graduating seniors will not take 2nd semester finals unless taking the final would keep them from failing a class. **(Seniors, however, still must take finals in dual credit classes.)** All finals must be taken before credit or grades may be issued. Semester grades are determined by adding the points a student earns during a semester, including the semester final, divided by the total number of points possible. Some teachers may elect to make tests, homework, quizzes, etc. a certain percentage of the final grade. The semester grade is not an average of 1st and 2nd quarter but a cumulative grade for the entire semester. No student may receive more than 100%, and A+ grades are not awarded. End of semester testing (finals) is important for all classes. Consequently, all classes will administer finals during the designated time periods. Eldon Career Center classes on an hourly schedule will also follow these guidelines:

- All classes will have finals calculated to be worth approx. 10%, or twice a regular test, whichever is more.
- For those classes using an end of unit test as the final, at least 25% must be comprehensive.
- Production/performance items on the test will be at the teacher's discretion.
- Finals in special services classes will be at the teacher's discretion.
- Semester finals will be given only on the days scheduled by the main office, unless special permission has been obtained from the principal.

Held-Harmless Finals for Exemplary Attendance. Students missing eight or fewer class periods and having nine or less tardies will be "held harmless" on finals. The student must attend school and take finals; however, the finals can only help his or her grade - not hurt it. This is a reward for good attendance, not a punishment for poor attendance. If a student misses more than eight periods, excused or unexcused, or more than nine tardies; he or she will not be eligible for this reward. If a student is disruptive during a final, the "held-harmless" status may be removed and the final will count towards the student's grade. **IMPORTANT:** *Students enrolled in college-level courses must take finals and they will count as a teacher determined percentage of their grade, even if the student is not earning college credit. High school held-harmless status **DOES NOT APPLY.***

GRADING SCALE

| | |
|----|--------------|
| A | 95 and Above |
| A- | 90-94 |
| B+ | 87-89 |
| B | 83-86 |
| B- | 80-82 |
| C+ | 77-79 |
| C | 73-76 |

| | |
|----|-----------------|
| C- | 70-72 |
| D+ | 67-69 |
| D | 63-66 |
| D- | 60-62 |
| F | Below 60 - Fail |
| P | Pass |
| NC | No Credit |

Honor Roll

Full-time students are recognized for Honor Roll at the end of each quarter. Honor Roll designation is based on GPA. There are two levels for Honor Roll distinction:

- A HONOR ROLL- Students earning a 3.667 GPA and above
- B HONOR ROLL-Students earning a 3.0 to 3.666 GPA

Academic Honors Recognition

Academic excellence will be awarded in the following ways. Any full-time student earning the following cumulative weighted GPA will be celebrated at the annual Recognition of Academic Excellence and at commencement.

Summa Cum Laude: 4.25+ weighted GPA

Magna Cum Laude: 4.00+ weighted GPA

Cum Laude: 3.75+ weighted GPA

Valedictorian/Salutatorian

To be eligible for Valedictorian or Salutatorian, the student must be a full-time student (7 classes each semester) in EHS for their last two years of school. These positions will be determined by cumulative grade points.

National Honor Society (NHS)

NHS is an organization whose members are selected by a faculty committee based on the student's character, leadership, service to school and community, and academic achievement with a cumulative GPA of 3.0 or above. Students who are second semester sophomores, juniors, and seniors meeting all criteria are eligible for selection. There will be a selection each year at the beginning of second semester. There will be one formal induction ceremony during second semester.

1. To be eligible for membership, the candidate must be a member of the sophomore, junior, or senior classes. Candidates must also have been in attendance at Eldon High School one semester prior to their being considered for membership.
2. Candidates must have a cumulative grade point average of 3.0 on a 4.0 scale.
3. Candidates who meet the scholastic requirement shall then be evaluated on the basis of service, leadership, and character.
4. Sophomores, juniors, and seniors will be asked to complete a Student Activity Information Form during the school year. Students who fill out the Student Activity Information Form must understand that this form is NOT an application for membership. This form is an essential tool that the Faculty Selection Committee uses to choose members, but the fact that a student completes the form does not guarantee membership.
5. Students who elect not to fill out the Student Activity Information Form shall not be penalized in any way by Eldon High School other than they relinquish their right to be considered for membership to National Honor Society.
6. The Eldon High School faculty shall also be invited to make comments on the candidates by completing a rating sheet on which they may rank each candidate in the area of character on a scale of 0 (poor) to 4 (excellent). Each faculty member will rank only the candidates with which he or she is familiar. Although the entire faculty of Eldon High School is invited to rank the candidates, five members of the faculty committee will make the actual selection of National Honor Society members.
7. When the preceding information is gathered, each candidate's score from individual teachers will be averaged. This average will constitute the student's character score. The Student Activity Information Form will be used to rank each candidate in the areas of leadership and service on a scale of 0 (poor) to 4 (excellent). Only students who have not reported any leadership and service on a scale will receive a 0 in that category. Only activities which have been reported on the form will be used in determining leadership and service scores. When all scores have been compiled, they will be used by the faculty committee to help them to evaluate the candidates in the areas of scholarship, service, leadership, and character.
8. After the evaluation, each National Honor Society candidate will be voted on by the faculty committee. The candidate shall be invited to become a member of National

- Honor Society if he or she receives a simple majority of yes votes from the faculty committee.
9. Students who have complied with all the requirements to be considered as a candidate for National Honor Society membership and are not selected may be reconsidered for membership if they have maintained a 3.0 cumulative grade point average. This may be done the next time candidates are to be considered by the faculty committee.

Graduation Ceremony Participation

To participate in Commencement exercises, a student must have successfully completed **all** graduation requirements set forth by the State Department of Education and the Eldon R-I School District, no later than the end of the seniors last day of school. **Any senior that has more than 10 days of absences, excused or unexcused; or 12 absences during any one class period either semester, including 8th hour, will not earn the privilege of walking at the graduation ceremony.** That student will be allowed to make-up hours* to earn their diploma but participation at the graduation ceremony will not be allowed. A student under suspension will not be allowed to participate in the ceremony.

**Reference Excessive Absenteeism p.21 for procedures*

Alternative School

Eldon High School values the success of all students. Admittance into Mustang Academy is divided into three categories with an application and interview required.

| Missouri Options Program | Credit Recovery | High School Discipline |
|--|--|---|
| 1) 5 th Year senior 2) 2 nd Semester senior 4 or more credits behind 3) Must take the TABE D test to be accepted into Options Program 4) Students admitted on a probationary period | 1) Must be behind 3.5 to 7 credits 2) One semester in duration | 1) 1-10 Days of OSS 2) Work provided by EHS instructors 3) 100% attendance required 4) Students will read articles based on discipline issues and respond. |
| Looks Like 1) 30 hours per week 2) 15 in school 15 volunteer/work/community service 3) Students will be dropped by quarter for attendance less than 100% 4) ECC classes 5) Flexible schedule 6) Must have vocational aspirations within four weeks of attendance 7) Issues of non-compliance will result in a drop 8) No excused absences | Looks Like 1) Full time attendance (8:00 to 2:00) 2) Required attendance for entire semester 3) Upon completion of coursework assigned – volunteer/community service | Looks Like 1) Mandatory full time attendance no absences 2) Work must be complete in order to return to EHS. |

Fifth Year Senior

- All students will graduate on credits if possible. If graduating on credits, graduation requirements are met upon completion.
- Must test at a minimum 9th grade reading level to be accepted into the MOP.
- Required Coursework – minimum Government, Personal Finance, Health, and others as determined and assigned by staff.

- 15 hours of instruction, 15 hours of work/volunteer/community service or ECC courses
- Students have met graduation requirements when the test is passed. If taking ECC courses must receive passing grade at semester and meet all attendance and high school requirements.

Fourth Year Senior Non-MOP

- All students will graduate on credits if possible.
- If courses are completed before graduation, the student must work/volunteer/community service until graduation.
- Students will fulfill all Missouri mandated core requirements.
- If taking ECC courses must receive passing grade at semester and meet all attendance and high school requirements.

Fourth Year Senior MOP

- All Missouri core requirements will be attained, same as Eldon High School core requirements.
- Students must test at a minimum 9th grade reading level to be accepted into the MOP.
- 15 hours of instruction, 15 hours of work/volunteer/community service, or ECC courses. If taking ECC courses must receive passing grade at semester and meet all high school and attendance requirements.
- Students will test upon completion of core classes and determination of staff.
- After passing test 30 hours per week of work/volunteer/community service until last date for seniors.

Non – Compliant Students

- Students have the opportunity to turn in 480 verified hours by August 1 to receive diploma.

Graduation

- All requirements must be COMPLETED by the last day for seniors in order to participate in graduation activities. Those students completing after this date will receive their diploma only.
- All fines, negative lunch balances, outstanding library books, and classroom books must be paid for or returned by the last day of school before graduation in order to receive their diploma during graduation.
- All required EOC tests must be taken before graduation.

High School Activities

- Students must have no major or recurring discipline referrals to attend.
- Students attending the academy for disciplinary reasons at the time of the event may not attend.

SECTION THREE: POLICIES & PROCEDURES

Driving and Parking

All students will be required to register the vehicles they will be driving to school. Each student will be issued a parking tag that must be displayed while parking on campus. If you drive to school, drive carefully and **quietly** about the building. Drivers should watch for students coming from between cars.

Eldon High School has reserved two parking lots for student use. Students will park in the lot north of the Career Center next to the First Christian Church or behind the

gymnasium. **Students are prohibited from parking between the gym and agricultural center as well as the west side of C building.**

Student Vehicle Search Policy: Students are permitted to park on school premises as a matter of privilege, not of right. The school retains the authority to conduct routine patrols of the student parking lots. The interior of a student's automobile, on school premises, may be searched by school authorities and law enforcement personnel working with them if the school authority has reasonable suspicion to believe that illegal, unauthorized, or contraband items are contained inside. A search of the vehicle includes all compartments and components thereof. Once a search begins, the person in control of the vehicle will not be permitted to remove it from the premises during the reasonable duration of the search. Random dog searches of the parking lot are a part of our security plan.

School Dress Code

The Eldon R-1 School District recognizes that decisions regarding student dress and grooming require careful balance of the student's right of self-expression against the School District's obligations to ensure an appropriate educational environment. It is the belief of many that an individual's conduct is in direct proportion to that individual's personal appearance. It is also believed that those individuals who are well groomed and neat in appearance attain a higher level of achievement. Students are required to dress appropriately for school. Students are not to wear clothing that disrupts the educational process such as, but not limited to:

1. Hats, caps, sunglasses, beanies, or other head coverings
2. Costume wear (prosthetic teeth, costume contacts, etc.)
3. No "sagging" that shows undergarments
4. Clothing that can be perceived as gang related or displaying sexual innuendoes, other suggestive languages, or clothing containing comments, designs or music lyrics that are obscene, lewd, or vulgar
5. Clothing that displays advertisements for or references to alcohol, tobacco products, or other drugs
6. Clothing that is too tight or too revealing including tank tops, muscle shirts, ripped or unhemmed shirts, midriffs, halter tops, strapless tops, low-cut tops; low-cut jeans or skirts; excessively revealing shorts or skirts; tops or dresses that are backless; clothing with holes in inappropriate places, or see through clothing (spaghetti strap tops or dresses must be worn with a jacket or shirt on top)
7. Clothing that is meant to be worn solely as sleep wear (No blankets)
8. Appropriate footwear should be worn (no slippers) for safety reasons
9. No chains (with the exception of short wallet chains)
10. Teachers will determine safety requirements needed in their classrooms and students must conform in dress, accessories, and hair confinement.
11. The principal or the assistant principal reserve the right to determine whether the clothing is distracting, indecent, or inappropriate to wear in the school environment.

Enforcement of Dress Code

1. Staff members will report perceived violations of the dress code to the building principal or designee, who will interpret and apply the code. Students may be required to call home for someone to bring different clothes.
2. Students who publicly represent the school or school organization at an activity away from this district are required to dress in full accordance with the reasonable expectations of the staff member in charge of the activity. Students unwilling to comply with this requirement will disqualify themselves from participation.

3. Students will not be permitted to attend a school-related function, such as a field trip, school dance, or after-school activity unless they are attired and groomed in accordance with this dress code.
4. The principal or designee may waive application of the dress code on a day especially scheduled for students' free expression in dress and grooming.

Consequences for violation of Dress Code:

- 1st Offense Warning & change clothes
- 2nd Offense ASD & change clothes
- 3rd Offense 1-3 days ISS

Prom

The Eldon R-1 School District recognizes that prom is a formal affair and students must dress accordingly. Formal dress is required. Any hats worn must compliment above attire. Sunglasses will not be permitted. Students out of compliance will not be admitted. Attending Prom is a privilege. Any student who owes attendance hours or is on suspension will not be allowed to attend. All guests must be pre-approved with a guest form. Guests who are over the age of 20 and/or are not attending high school in good standing will not be approved to attend.

Cell Phone Use

Cell phones may be used before and after school, during lunch, and during passing time between classes. All cell phone use during class time is not allowed and will result in disciplinary consequences. Cyber bullying, sexting, and all other misuse of technology is strictly forbidden and will result in school and possibly legal consequences.

Attendance Procedures

A student's attendance record is a very important part of his or her permanent record. Students with regular attendance generally will be more successful in their classes. The responsibility for school attendance is with the student and their parents/guardians. It is the expectation that students will maintain a high rate of attendance (95% or higher) each school year. The terms of this policy may be modified in a student's Individual Education Plan (IEP) or 504 Plan if necessary to accommodate a disability.

When a student is absent, it is the responsibility of the parents/guardians to call the attendance office (392-8010) on the day of the absence. The call must be made before 10:00 a.m. The attendance office is open at 7:30 a.m. Excessive absences will be reported to Law Enforcement. State Law requires attendance accounting.

For each absence the student has one additional day to make up homework. After two missed days, a parent/guardian may request homework for the student. Requests for make-up work should be made no later than 8:30 a.m. to give the teachers enough time to turn work into the front office. Make-up work must be picked up by 3:30 p. m. the same day of request.

From time to time a daily bell schedule will change due to special testing (i.e. End of Course Exams or Final Exams). OJT students will be expected to attend their scheduled classes no matter if the time of the class has shifted for an hour or two.

Procedure Following an Absence

After any absence, the student has one school day to bring a written note from home (including doctor's notes) or parents should call explaining the absence.

Long-Term Illness or Hospitalization

In case of illness where the student is absent for an unusually long period of time (documented by a physician's statement on file), consideration should be given to referring the student for homebound instruction. Parents will be responsible to initiate this request with the Director of Special Services, Mr. Berendzen.

Excessive Absenteeism

When a student exceeds 6 days of excused or unexcused absences in a semester, he or she must make up the hours missed to earn credit for those classes. The administration and the student will develop a plan to earn the hours back that have gone beyond six class periods. Students without an agreed upon contract can be considered ineligible for extracurricular activities.

When a student reaches 10 days of excused or unexcused absences in a semester, he or she will be Out Of School Suspended until a parent meeting with administration takes place. This meeting will result in a signed contract for making up the hours within the next 30 days. Failure to comply with the contracted agreement will result in no credits earned for the semester. Seniors who do not fulfill their graduation requirements:

- 1. Will NOT participate in the graduation ceremony.*
- 2. Will begin credit recovery on the Monday after graduation.*
- 3. Will receive their diploma upon completion of credits.*

Because state law requires district staff to report all instances of abuse and neglect, including educational neglect, suspected incidences of educational neglect will be reported to the Children's Division of the Department of Social Services and/or to the Miller County Juvenile Office if the absences are considered trancies.

Guidelines For Earning Hours Towards Attendance

When a student has missed seven or more periods in any one class, in a semester, he or she must make up the hours above six to earn credit in that class. If a student does not attend the required hours during the time period approved by administration, the student will earn an "F" for that class.

- Each class period missed over six, including 8th hour, must be earned back by serving one full hour.
- If a student is absent from school and is enrolled in AOE/OJT those hours must also be made up to receive credit.
- Hours must be made up during After School Detention, before school in the office, or Saturday School when available. Teachers may check a student out of ASD for tutoring purposes.
- This time is for students to work quietly on homework or some other quiet activity, and/or receive tutoring assistance from a certified teacher.

Tardy Policy

Philosophy: Being on time is a life skill important to each student's future. Parents have the responsibility to teach the importance of this skill while the school has the responsibility to protect the instructional time it provides. Tardiness of individual students interrupts instructional time. Promptness to class protects the teacher's right to begin the instruction of all students on time. Learning the responsibility of getting to class on time is an integral part of the Eldon R-1 School District standard of excellence, which is designed to prepare students for success.

The classroom teacher will determine if it was an excused or unexcused lateness. If a teacher detains a student after class, the teacher will sign a pass for the student to take to his/her next class. The teacher will enter the tardy on the computer and only that teacher can change the designation.

Tardies – Arriving up to 10 minutes late to class. Semester Consequences for Being Tardy:

- **4th tardy** of the semester – 1 hour ASD
- **6th tardy** of the semester – 2 hours ASD
- **8th tardy** of the semester – 3 hours ASD & Parent Contact
- **10th tardy** of the semester – **Parent Meeting**

Closed Campus

EHS has a closed campus. Once students arrive on campus for their school day, they may leave campus only with prior parental permission and following checkout procedures in the main office. The student checkout procedure is as follows:

- Parents must notify the EHS attendance office and explain why their student must leave campus during the day.
- No student is to leave campus until he has been approved to do so through the office. Again, only students with prior parental permission may go through the checkout procedure.
- Upon returning to campus, at any time, a student must check in at the main office to receive an admit pass back to class.
- Any student who leaves campus without permission and going through checkout procedure will be considered truant and subject to disciplinary action.

Visitors

Although visitors are not prohibited, we feel that visiting must be controlled to prevent interference of the instructional process. For that reason, all visitors must report directly to the office and obtain a pass prior to being anywhere outside the office area. Visitors without educational purposes should visit the school outside of instructional time. Visitors will not be permitted during standardized testing.

Students Leaving School During the School Day

Students are not to leave school during the school day, nor go to the parking lot, without clearance from the office. Any time a student leaves school for any reason, he must sign out in the front office. The proper procedure is a phone call from a parent or to bring a written note from home explaining the reason for asking to leave. This note must be left with the secretary and the student must sign out in the presence of a secretary or principal, noting the time leaving and their destination. This shall be approved by the secretary or principal. Upon return, the student must indicate the time on the clipboard. AOE, COE, and Learn and Serve students must obtain a pass stating their destination in order to be in compliance with the city ordinance. Students will be considered truant if they do not report to the cafeteria at their designated lunch time, or if they leave the cafeteria early without permission.

The only reasons you may check out of school are as follows:

1. For a doctor, dentist, driver's test, or other legitimate scheduled appointment.
2. If your parent picks you up from school.
3. A signed note from a parent or guardian.
4. By special permission of the principal or assistant principal.

Eldon High School has a "closed campus" policy and students are not allowed to sign out to leave campus for lunch.

In the afternoon, all buses will load between the High School and the ECC building. The school has a legal liability for supervision from the time school ends until the last bus leaves the high school in the afternoon. Once students leave school grounds on their own, the school is no longer responsible for their transportation home.

Field Trips

School sponsored trips for the purpose of enrichment will be limited to students passing all classes. A student who is not passing in any one class will be ineligible to participate. When teachers receive a field trip list, it is the teacher's responsibility to notify the field trip sponsor if that student is not passing their respective course.

Absenteeism and Extracurricular Activities

A student participating in any extracurricular or co-curricular activity must be in school that day in order to participate. Exceptions due to valid extenuating circumstances shall be granted only through the superintendent, principal, or assistant principal, in advance. Students are responsible for all make-up work missed. Students may be ineligible if on an attendance contract. Students without an agreed upon contract can be considered ineligible for extracurricular activities. Students owing attendance hours will not be allowed to attend Prom.

Grades and Extracurricular Activities

A student in any extracurricular activity who is failing two or more classes at any progress report will not be allowed to participate until academic progress is made.

Transportation to Out-Of-Town Activities

Students who participate in extracurricular activities when a bus is provided are required to go to and from out-of-town events on the bus. Students will not be permitted to drive their own cars, or ride with a friend, on a school sponsored extracurricular activity. The principal, or designee, may make exceptions if requests are made by parents well in advance of the activity.

Flower Deliveries

Students receiving flowers during the school day will be able to pick them up in the office after school. Students will receive a note from the office if they receive flowers. The office secretaries and office helpers are not allowed to handle money for flowers. School personnel are not responsible for lost/misplaced flowers.

Weight Room/Gymnasium

Students are permitted to use the weight room or gymnasium facilities only under the immediate supervision of a certified Eldon High School employee and as long as the use does not interfere with a class or an in-season sport which is using the facility at the time.

Distribution of Non-Curricular Student Publications

Within the guidelines of Board Policy IGDBA, students may distribute, at reasonable times and places, unofficial written material, petitions, buttons, badges, or other insignia. Anyone wishing to distribute unofficial written material must first submit for approval by the principal a copy of the material 24 hours in advance of desired distribution time. School resources are not to be used for non-curricular student publications.

Student Lockers

Each student is issued a locker for storage. These lockers belong to the school and are subject to inspection at any time. The following are guidelines for the use of your locker.

1. Do not keep valuables in your locker. The school is not responsible for items stolen from lockers.
2. You may put a lock on your locker. All locks can be rented from the office for \$5.00. This fee will be refunded upon the return of the lock at the end of the year. Other locks may be used **IF** combination or key is supplied to the office.

Student Rights

At Eldon High School, every student has the right to:

1. A free public education up to the age of 21 as prescribed by state law.
2. Information about guidance services available in the high school.
3. Equal treatment in every aspect of the educational system, regardless of sex, race, creed, color, or religion.
4. An explanation of the basis for any grade given.
5. Fundamental guarantees of free speech, press and assembly, so long as the exercises of these rights are not disruptive to the educational process.
6. Information on school policies, rules and regulations, to include the right of parents/guardians to review course content, curriculum materials, and instructors' credentials.
7. Make-up class work after any absence.
8. Dress and groom according to individual taste, as long as such dress and grooming do not present a health or safety hazard, nor disrupt the educational process.
9. Receive all educational services as required by law, when married and/or pregnant, under the same conditions as any other student as his/her physical or mental condition permits.
10. Reasonable, fair, courteous, and consistent treatment which does not violate his/her rights.
11. Privacy of his/her personal possessions, subject to the right of school officials to inspect and protect school property and students, and to aid law enforcement officials in properly enforcing the law. Principals or their designees are authorized to conduct a search of a student, a student's car, backpack, purse or any locker, if there is reasonable suspicion that a student has violated a school rule, or committed an offense under the laws of the state of Missouri.
12. Participate in authorized student organizations and extracurricular activities for which they are eligible.
13. Access their cumulative records.
14. Oral or written notice of charges against him/her and the facts which prompt the charge before receiving any disciplinary action.
15. An opportunity to present his/her version of an incident before being disciplined and the right to appeal.

Eldon R-1 School District is providing notice to parents and students that no student, as part of any federally funded program shall be required to submit to a survey, analysis or evaluation, without parental consent. Eldon R-1 School Policy KI. The student may provide consent if he is an adult or emancipated minor. Instructional materials used in connection with any of the above will be available for public inspection.

Student Responsibilities

At Eldon High School, every student is expected to:

1. Comply with school and district policies and regulations.
2. Respect and obey all persons in authority.
3. Be prompt and regular in attendance, equipped with the necessary books, paper, and other school supplies.
4. Meet classroom standards of behavior and performance.
5. Maintain appropriate habits of speech, dress, and personal cleanliness.
6. Respect the dignity, rights, and property of others and avoid any activity which may endanger the health and safety of others.
7. Assume responsibility for the care of school property.
8. Accept the consequences of his/her actions.

9. Make a positive commitment to academics with an attitude of willingness to learn.

Student Code of Conduct

This Code of Conduct applies to any student who is on school property, who is in attendance at school, or at any school-sponsored activity, or whose conduct AT ANY TIME OR PLACE has a direct and immediate effect on maintaining order and discipline in the schools. In addition, this Code of Conduct shall apply, whenever a student crosses non-school property when passing between classes. Chronic offenders may be liable for more severe consequences, which may include extended periods of out-of-school suspension or expulsion.

Our schools are to be a positive learning environment for the majority. When one or two individuals or even a small group is trying to disrupt that environment, there must be consequences. The safety and well being of our students will be our first priority. The list of offenses, on the next pages, is not exhaustive. Eldon High School can discipline a student for any action that is disruptive to the school environment whether it occurs on or off school property.

Reporting Bullying

In order to promote a safe learning environment for all students, the Eldon R-I School District prohibits all forms of hazing, bullying and student intimidation. Students participating in or encouraging inappropriate conduct will be disciplined in accordance with policy JG-R. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. Students who have been subjected to hazing or bullying are instructed to promptly report such incidents to a school official. Any student involved in or a witness to acts of bullying should report them immediately to a teacher, counselor, or administrator.

School Spirit

School spirit is the positive feeling you have for your school at all times. Being a gracious host, a mature guest, and an enthusiastic spectator or participant, are vital ingredients for good school spirit. Each student is an important part of the overall image of our school. Always represent yourself, your family, and your community, as well as your school, by showing your spirit, pride, and maturity. We cannot always be number one in a particular sport, but we can always be number one in spirit and good sportsmanship.

EDGE Tutor

Being an EDGE Tutor/Mentor is an excellent way to earn tutoring hours which are needed for A+. Invitations are given in the spring to Sophomores and Juniors who have a minimum of 2.5 unweighted GPA and 95% attendance with no major discipline problems. Students must fill out the application, including the essay, and return by the due date in order to be considered. Students who are selected will be notified by letter. If you participate in the program a second year, after you receive your tutoring hours for A+, you can also use the time as community service hours for college admittance and scholarship applications or on resumes. EDGE tutors will be given the following privileges:

1. Free admission to athletic activities
2. Early release to lunch – every Thursday
3. 1 Held Harmless Final per Semester (No dual credit class)

ELDON HIGH SCHOOL DISCIPLINE DEFINITIONS, SCOPE, AND SEQUENCE

This section describes a broad range of acts of misconduct, which are prohibited in school. It is meant as a guideline and not as an exhaustive list of prohibited acts. Because the following does not include all types of misconduct, the student who commits an act of misconduct not listed, shall be subject to the discretionary authority of the classroom teacher or building principals, following the guidelines of this policy. The seriousness of the offense, the academic placement, the attitude and past behavior of the student, the pattern of misconduct, the age and strength of the student, the degree of cooperation, the nature and severity of punishment and availability of less severe, but equally effective, means of discipline should be considered in determining which action should be taken. The process is intended to be instructional and corrective, not just punitive.

Students who need assistance with personal problems (Example: emotional and family crisis) should schedule an appointment with the counseling office. Classroom teachers should be notified prior to the student's visit to the counseling or principal's office.

1. Academic Dishonesty

In the event that students are found to be involved in academic dishonesty (i.e., cheating) they must realize that serious consequences will follow.

- **1st** No credit given for that assignment or test; parents notified; 1 day ISS
- **2nd** No credit given for that class for the semester; parent conference; 1-3 days ISS

2. Alcohol or Drugs

Possession of or attendance at school and school related events while under the influence of any unauthorized prescription drug, alcohol, narcotic substance, counterfeit drugs, or drug-related paraphernalia will be reported to law enforcement and punished by the school as follows:

Police Report must be written by School Resource Officer.

A. Possession or Use

- **1st** 10 days OSS, possible extended suspension
- **2nd** 10 days OSS with recommendation for extended suspension or expulsion

B. Sale or Distribution

- **1st** 10 days OSS, possible extended suspension
- **2nd** 10 days OSS with recommendation for extended suspension or expulsion

The Eldon R-1 School District reserves the right to use alcohol detection device when deemed necessary.

3. Arson

The intentional and knowing use of fire on School District property which may or may not cause damage to School District property or property of others; or, the attempt to commit arson. Arson violations are divided into two categories:

Police Report must be written by School Resource Officer.

A. Class I Arson – Characterized by arson which causes no appreciable property damage, injury to persons or interruption to the educational or extra-curricular process; or, an attempt to commit arson.

- **1st** 1-3 days OSS
- **2nd** 4-10 days OSS

- B. Class II Arson** – Characterized by arson which causes property damage, injury to persons, or interruption to the educational or extra-curricular process.
- **1st** 5-10 days OSS, possible extended suspension
 - **2nd** 10 days OSS with recommendation for extended suspension or expulsion

4. Assaultive Behavior

Assaultive Behavior is generally defined as intentionally or recklessly causing physical injury to another. Assaultive Behavior is divided into nine categories: **Police Report must be written by School Resource Officer.**

- A. Class I Assaultive Behavior Offense** – Is defined as assaultive behavior that does not meet the definition of a Class II Assaultive Behavior Offense toward a person who does not indicate a desire to fight and thereafter does not engage in such conduct.
- **1st** 5-7 days OSS
 - **2nd** 6-10 days OSS, possible extended suspension
 - **3rd** 10 days OSS with recommendation for extended suspension or expulsion
- B. Class II Assaultive Behavior Offense** – Is defined as assaultive behavior toward a person who does not indicate a desire to fight and thereafter does not engage in such conduct, which causes significant physical injury (i.e. stitches, broken bones, unconsciousness, or where an ambulance must be called to care for any person).
- **1st** 5-10 days OSS, possible extended suspension
 - **2nd** 10 days OSS with recommendation for extended suspension or expulsion
- C. Class I Fighting** – Is defined as physical conflict involving two or more participants which does not cause significant physical injury (i.e. stitches, broken bones, unconsciousness or where an ambulance must be called to care for any person) to any person engaged in the physical conflict.
- **1st** 5-7 days OSS
 - **2nd** 6-10 days OSS, possible extended suspension
 - **3rd** 10 days OSS with recommendation for extended suspension or expulsion
- D. Class II Fighting** – Is defined as physical conflict involving two or more participants, which causes significant injury, as defined above, to any person engaged in the physical conflict.
- **1st** 5-10 days OSS, possible extended suspension
 - **2nd** 10 days OSS with recommendation for extended suspension or expulsion
- E. Threatening to Fight** – Is defined as expression of the intent to engage in assaultive behavior toward one another.
- **1st** Conference; referral to counselor; to 3 day OSS
 - **2nd** 2-5 days OSS
 - **3rd** 6-10 days, possible extended suspension

- F. Assaultive Behavior Toward School Personnel** – Is defined as assaultive behavior toward a school district employee whether the conduct occurs on or off School District property; or threatening to engage in assaultive behavior toward a school district employee whether the conduct occurs on or off School District property; or verbally or physically intimidating conduct toward a school district employee whether the conduct occurs on or off School District property.
- **1st** 10 days OSS with recommendation for extended suspension and/or expulsion
- G. Assaultive Behavior Toward Non-Students** – Is defined as assaultive behavior toward non-students, including but not limited to student teachers, visitors, volunteers, law enforcement personnel; or threatening to engage in assaultive behavior toward non-students; or verbally or physically intimidating conduct toward non-students on school district property or at school sponsored event.
- **1st** 10 days OSS with recommendation for extended suspension and/or expulsion
- H. Threats of Violence Toward a Person** – Is defined as the verbal, written, or physical communication of a threat:
- 1) to inflict serious physical injury or death upon any person; or,
 - 2) to bring a weapon or explosive device onto School District property; or
 - 3) to possess a weapon or explosive device while traveling to or from school; or
 - 4) to bring a weapon or explosive device onto a vehicle operated by or for the School District for the transportation of students; or
 - 5) to bring a weapon or explosive device to a school-sponsored or school-directed activity; or
 - 6) to use a weapon or explosive device upon any person.
- **1st** 10 days OSS with recommendation for extended suspension and/or expulsion
- I. Threats of Violence Involving Property** – Is defined as the verbal, written, or physical communication of a threat to inflict serious property damage upon School District property or property which is located on School District property by use of a weapon, explosive device, or the use of fire.
- **1st** 1-10 days OSS, possible recommendation for extended suspension or expulsion
- 5. Automobile/Vehicle Misuse** – Is defined as discourteous or unsafe driving on or around school property; illegal parking; failure to move vehicle at the request of school officials; failure to follow direction or established rules given by school officials.
- **1st** 1-3 days ISS
 - **2nd** 3-5 days ISS
 - **3rd** 1-3 days OSS
- 6. Bullying** (see board policy JFCF) – Any intentional effort to inflict physical, emotional, or mental suffering on another individual or group of individuals. (Includes students participating in or encouraging inappropriate conduct). Bullying includes, but is not limited to verbal taunts, name-calling and put-downs, or damaging property and exclusion from a peer group. **Any student involved in or a witness to acts of bullying should report them immediately to a teacher, counselor, or school administrator.**

- **1st** Conference to 3 days OSS
- **2nd** 3 days ISS to 10 days OSS
- **3rd** 6-10 days OSS, possible extended suspension

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

8. **Defiance of Authority or Disrespect for Authority**

A. **Defiance of Authority/Insubordination** – Is defined as refusal to comply with a reasonable request or direction of school personnel or others in authority where there is no expressed disrespect for authority.

- **1st** Conference to 1 day ISS
- **2nd** 2 days ISS to 2 days OSS
- **3rd** 3 days ISS to 3 days OSS
- **4th** 4-10 days OSS, possible recommendation for extended Suspension

B. **Refusal to Work in Classroom** – Is defined as refusal to participate in classroom activities, including physical education.

- **1st** Conference to 3 days ISS
- **2nd** 2 days ISS to 2 days OSS
- **3rd** 3 days ISS to 3 days OSS

C. **Disrespect for Authority** – Is defined as overt conduct which exhibits a lack of proper respect for school personnel or others in authority, including incivility, irreverence, impudence, discourtesy or profanity directed toward any person in authority; or such conduct toward any School District employee during or in conjunction with any school-sponsored activity either on or off School District property.

- **1st** 1 day ISS – 5 days OSS
- **2nd** 5-7 days OSS
- **3rd** 7-10 days OSS, possible extended suspension
- **4th** 10 days OSS with recommendation for extended suspension or expulsion

9. **Disorderly Conduct** – Is divided into six categories

A. **Disorderly Conduct** – Is defined as conduct outside of the classroom which is riotous, rowdy, disruptive, or unruly; including but not limited to the use of non-directed profanity; or offensive/inappropriate language or conduct such as departing or possession or use of inappropriate material.

- **1st** Conference to 5 day ISS
- **2nd** 1-5 days ISS
- **3rd** 1-5 days OSS

B. **Disorderly Conduct in the Classroom** – Is defined as riotous, rowdy, disruptive or unruly conduct which breaks up the order or progress of the educational process in the classroom; or the general use of non-directed profanity in the classroom.

- 1st Conference to 5 days ISS
- 2nd 1-5 days ISS
- 3rd 2-5 days ISS
- 4th 1-3 days OSS
- 5th 4-10 days OSS, possible extended suspension

C. **Group Disorderly Conduct** – Is defined as riotous, rowdy, disruptive or unruly conduct which breaks up the order or progress of the educational process, or school sponsored or directed activities, where two or more person are involved and/or act in concert.

- 1st 3-10 days OSS, possible extended suspension

D. **Class I Sexual Misconduct** – Is defined as the exhibitionist display of a person's buttocks, genitals, or the female breasts. This includes pornographic material in any form. This offense may qualify as a Safe Schools Violation and require administration to notify staff members on a need-to-know basis.

- 1st Conference to 10 days OSS with possible recommendation for extended suspension and/or expulsion

E. **Class II Sexual Misconduct** – Is defined as conduct which is of a sexual nature by or between students which involves the intentional physical contact with a person's clothed or unclothed buttocks, genitals, or the breasts of a female. This offense may qualify as a Safe Schools Violation and require administration to notify staff members on a need-to-know basis.

- 1st 1 day OSS to 10 days OSS with possible recommendation for extended suspension and/or expulsion

F. **Sexual Misconduct Toward School Personnel** - Is defined as conduct which is of a sexual nature by a student toward a staff member which involves verbal comments, exhibitionism, or intentional physical contact.

- 1st 10 days OSS with possible recommendation for extended suspension and/or expulsion

10. **Electronic Devices**

Electronic devices of any type including cell phones are commonly owned and possessed by students. However, an electronic device and/or cell phone should not disrupt the learning environment in any manner. If inappropriate use occurs the electronic device or cell phone may be required to be relinquished, and consequences will be assigned. The inappropriate use of cell phones (video recording, texting, etc.) or other electronic devices also fall under the guidelines of other specific disciplinary policies outlined in this handbook.

Eldon High School will not be responsible or liable for damage, loss, or theft.

- 1st Warning: electronic device kept in the office for the remainder of the day and parent contact made
- 2nd 1 ASD: parent must pick up the electronic device
- 3rd 1 ISS: parent must pick up the electronic device

11. Explosive Devices-Use or Possession of: Possession or use of any explosive device is divided into two categories:

A. Class I Explosive Device – Is defined as the possession or use of fireworks or incendiary devices on School District property which are otherwise legal to possess.

➤ **Possession**

- **1st** Conference to 2 days OSS
- **2nd** 3-5 days OSS

➤ **Use or Attempted Use**

- **1st** 5-10 days OSS, possible extended suspension.
- **2nd** 10 days OSS with recommendation for extended suspension or expulsion

B. Class II Explosive Device – Is defined as the possession or use of explosives, incendiary devices, bombs or similar devices; or possession of materials to manufacture such devices in whole or in part; or possession of instructions or directions for the manufacture of such devices or other explosive devices. **(School Resource Officer must write a Police Report for Class II)**

- **1st** 10 days OSS with recommendation for extended suspension

12. Extortion – Is defined as gaining or attempting to gain something of value from another by compulsion, by actual force, or by threats which place the person in fear.

- **1st** 1-3 Days ISS
- **2nd** 3-5 Days OSS

13. False Alarms/Filing a False Emergency Report – Includes tampering with emergency equipment or setting off false alarms; making false reports; communicating a threat or false report for the purpose of frightening, disturbing, or causing the evacuation or closure of school property.

Police Report must be written by School Resource Officer.

A. Class I False Emergency Report – does not disrupt any educational, extra-curricular activity or the school environment (such as a false 911 call).

- **1st** 5-10 days OSS, possible extended suspension, charges filed.
- **2nd** 10 days OSS with recommendation for extended suspension or expulsion, charges filed.

B. Class II False Emergency Report – disrupts an educational or extra-curricular activity or the school environment such as pulling a fire alarm or making a bomb threat.

- **1st** 10 days OSS with recommendation for extended suspension or expulsion, charges filed.

14. Falsification of Information – Is divided into two categories.

A. Giving False Information/Falsifying School Records – Is defined as falsely altering any record maintained by the School District; or filing, processing, or using false information with the School District with the intent to deceive School District personnel.

- **1st** Conference to 2 days ISS
- **2nd** 2-5 days ISS
- **3rd** 3 days OSS
- **4th** 4-10 days OSS, possible extended suspension

B. Forgery – Is defined as conduct which consists of making and/or using a signed document which is purported to have been signed by another.

- **1st** Conference to 1 days ISS
- **2nd** 2-5 days ISS
- **3rd** 3 days OSS
- **4th** 4-10 days OSS, possible extended suspension

15. Harassment – Is generally divided into 3 categories.

A. Inappropriate Non-Physical Harassment – (See Board policy AC and regulation AC-R)

Is defined as harassment which is inappropriate verbal, written or non-verbal, non-physical conduct such as demeaning comments or jokes concerning a person's race, color, religion, gender, sexual orientation or perceived sexual orientation, national origin or disability, or requests for sexual favors, sexual advances or other non-physical conduct of a sexual nature.

- **1st** Conference to 3 days OSS
- **2nd** 3 days ISS to 5 days OSS
- **3rd** 6-10 days OSS, possible extended suspension

B. Inappropriate Physical Harassment – (See Board policy AC and regulation AC-R)

Is defined as harassment which is physical in nature including hazing or physical tormenting of a person because of the person's race, color, religion, gender, national origin, or disability.

- **1st** 2 days ISS to 3 days OSS
- **2nd** 6-10 days OSS, possible extended suspension
- **3rd** 10 days OSS with recommendation for extended suspension and/or expulsion

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

- **1st** Conference to 3 days OSS
- **2nd** 4-10 days OSS
- **3rd** 10 days OSS with recommendation for extended suspension and/or expulsion

16. Plagiarism – The act of plagiarism includes but is not limited to the following:

- Copying word for word without quotation marks or acknowledging the original source (including copying and pasting from internet sources.)

- Using key words or phrases without quotation marks or acknowledging the original source.
- Paraphrasing key words, phrases or ideas without acknowledging the original source.
- Using an author's ideas without crediting the original source.
 - **1st Offense** A student who plagiarizes shall receive no credit for the assignment and be referred to the Administrator. A parent conference will be held during which the student and parents will be advised of the plagiarism and informed of the consequences for future offenses. The student will serve 1 day ISS.
 - **2nd Offense** The student will receive a failing grade for the course and be removed from the course. A referral will be made to the Administrator, and parents advised of all consequences. The student will serve 1-3 days ISS.

17. Public Displays of Affection – Is defined as physical contact which is inappropriate for the school setting: including but not limited to kissing, hugging, walking arm in arm, and groping.

- **1st** Administrator/Student conference
- **2nd** 1 day ISS, parent contact
- **3rd** 2 days ISS, parent contact, referral to counselor

18. Skating – For safety reasons, no skating in any form will be permitted on school premises.

- **1st** Warning, skating device kept in the office for the remainder of the day
- **2nd** 1 day ISS, parent must pick up the skating device

19. Tardies – Arriving up to 10 minutes late to class. Semester Consequences for Being Tardy:

- **4th tardy** of the semester – 1 hour ASD
- **6th tardy** of the semester – 2 hours ASD
- **8th tardy** of the semester – 3 hours ASD & parent contact
- **10th tardy** of the semester – **Parent Meeting**

20. Technology Misconduct (See Board Policy EHB and regulation EHB-R) – Is divided into three sections: Any misconduct will result in suspension of computer privileges.

A. Unauthorized Use of a Computer – Is defined as the use of a computer or computer system, to access without authorization a database, computer network, or computer system owned by the School District. Use of a computer at school to download or review data or other materials from a database, computer network, or computer system, with or without authorization, when access or downloading such data is prohibited. Materials such as pornography, violent images, images promoting civil disorder, music files, movie files, gaming files, or any other copyrighted materials are expressly prohibited. **Students will be liable for any penalty by law.**

- **1st** 3-5 days OSS
- **2nd** 6-10 days OSS, possible extended suspension

B. Tampering with Computer Equipment or Data – Is defined as the unauthorized (a) modification or destruction of data or programs (or supporting documentation for) residing or existing internal to a computer, computer system, or network; or (b) disclosure or taking of data, programs or supporting documentation residing or existing internal or external to a computer, computer system, or computer network; or (c) entry into a computer, computer system, or computer network to intentionally examine information about another person or entity.

- **1st** 5-10 days OSS, possible extended suspension
- **2nd** 10 days OSS with recommendation for extended suspension and/or expulsion

C. Inappropriate Use of Computer – Is inappropriate use of computer not otherwise defined in A or B.

- **1st** Conference to 2 days ISS
- **2nd** 1-3 days OSS

21. Theft – Theft, attempted theft, or knowingly possessing stolen property.

A. Class I Theft – Theft of property with a value or replacement cost of less than one hundred dollars (\$100.00) in the opinion of the building administration.

- **1st** 1 day ISS to 3 days OSS
- **2nd** 3-5 days OSS
- **3rd** 6-10 days OSS, possible extended suspension

B. Class II Theft – Theft of property with a market value or replacement cost of one hundred dollars (\$100.00) or more, in the opinion of the building administration.

- **1st** 3-5 days OSS
- **2nd** 5-10 days OSS, possible extended suspension

22. Tobacco –

To promote the health and safety of all students and staff and to promote the cleanliness of district property, the district prohibits all employees, students and patrons from smoking or using tobacco products, electronic cigarettes or imitation tobacco or cigarette products in all district facilities, on district transportation, and on all district grounds at all times and at any district-sponsored event or activity while off campus. This prohibition extends to all facilities the district owns, contracts for or leases to provide educational services, routine healthcare, daycare or early childhood development services to children. (Policy AH)

Eldon tobacco ordinance (1999) makes it unlawful for any person under the age of eighteen years to smoke, use, or possess cigarettes or any tobacco product in any public location within the City of Eldon. **A report may be made by the School Resource Officer.**

- **1st** 1-5 days ISS
- **2nd and subsequent** 3 days ISS to 2 days OSS

23. Truancy – (See Board Policy JEDA) Any unauthorized absence from school. Any student leaving campus without signing out in the office and informing either a secretary, principal, or assistant principal that they are leaving, will be considered truant. Any student leaving campus after arrival before classes begin will be considered truant. Any student not in their assigned area, including lunch, will be

considered truant. **Juvenile authority will be notified if the student is under 17 years old.**

- 1st 3 hours ASD
- 2nd 6 hours of ASD to 3 days of
ISS with parental conference
- 3rd 3 days of ISS to 3 days of OSS
with parental conference

24. Unauthorized Entry – Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; or assisting unauthorized persons to enter a district facility through any entrance. **Trespass charges will be filed with police department.**

- 1st 1-3 days OSS
- 2nd 3-5 days OSS

25. Unsportsmanlike Behavior at Athletic Contest – In addition to other appropriate disciplinary action for assault, disorderly conduct, etc.

A. Inappropriate Language and Disorderly Conduct

- 1st Conference to 7 calendar day suspension from participating or attending athletic events to suspension for remainder of the school year from participating or attending any school activity

B. Fighting, assaultive behavior; throwing objects or possession of inappropriate objects at any activity.

- 1st 14 calendar day suspension from participating or attending athletic events to suspension for the remainder of the school year from participating or attending any school activity
- 2nd Suspended for remainder of school year from participating or attending any school activity

26. Vandalism/Destruction of Property – Willful damage or the attempt to cause damage to real or personal property belonging to the School District, staff, or students. Conduct which destroys, mutilates, vandalizes or defaces objects, buildings, material or property belonging to the district or to school personnel wherever the property is located.

A. Class I Vandalism/Destruction of Property – Conduct which involves destruction of property/vandalism where the property has a market value, repair or replacement cost of less than one hundred dollars (\$100.00) in the opinion of the building administration.

- 1st 1-3 days OSS
- 2nd 4-10 days OSS, possible extended suspension

B. Class II Vandalism/Destruction of Property—Conduct which involves destruction of property/vandalism where the property has a market value, repair or replacement cost of more than one hundred dollars (\$100.00) in the opinion of the building administration.

- 1st 3-10 days OSS, possible extended suspension
- 2nd 10 days OSS with recommendation for extended suspension and/or expulsion

27. Weapons (see Board policy JFCJ)

Students are forbidden to bring any item considered to be a weapon including any firearm. Examples are not limited to blackjack, clubs, firearms, concealable firearms, explosive weapon, gas gun, knife, machine gun, projectile weapon, chains, metal knuckles, pistols, rifle, shot gun, spring gun, or switchblade knife. This includes any type of weapon by whatever name which will, or which may be, readily converted to expel a projectile by the action of any explosive propellant. Also included are explosives of any type, incendiary devices of any type, bombs, and any type or form of ammunition. The possession of any instrument or device by whatever name that can be used to inflict physical injury or harm to another person is prohibited in all schools, on or about school grounds, on or about school buses and at all school activities. Random locker checks and sporadic use of drug dogs may be employed. Backpacks, coats, and other personal belongings are subject to reasonable search and seizure. The use by authorized personnel of reasonable physical force, or restraint, may be employed to ensure the safety of students and staff.

- A. **Class I Weapon** – Articles designed for other purposes but by inappropriate use could easily be used to inflict bodily harm and/or intimidate others, such as belts, pencils, compasses, scissors, chains, etc.

➤ **Use**

- **1st** 1-180 days OSS, with possible long term suspension or expulsion

- B. **Class II Weapon** – Any knife, butterfly knife, dagger, or other bladed hand instrument readily capable of inflicting physical injury; finger rings or brass knuckles adapted for the purpose of inflicting serious physical injury, blackjack, or switchblade knife that opens automatically with a button.

➤ **Possession/Use**

- **1st** 1-180 days OSS, with possible long term suspension or expulsion

- C. **Class III Weapon** – Any firearm or other weapon designed to expel a projectile by the action of an explosive, including firearms, concealable firearms machine guns, rifles, shotguns, and spring guns. Any explosive weapon such as an explosive, incendiary, or similar device designed for the purpose of inflicting death, serious property damage, or serious physical injury. Any projectile weapon such as any bow, crossbow, pellet gun, paint gun, or other weapon which is capable of expelling a projectile that could inflict serious physical injury or death.

➤ **Possession**

- **1st** 1-180 days OSS, with possible long term suspension or expulsion

➤ **Use**

- **1st** 1-180 days OSS and recommendation for expulsion

Out-Of-School Suspension

According to Missouri law, a building principal, or an assistant principal, may suspend students for a maximum of 10 school days. The superintendent may suspend students for a maximum of 180 school days. The local Board of Education has the authority to expel

students from school. Students who are suspended out-of-school for up to 10 days will be allowed to make up their work for credit, if they attend Mustang Academy for the entire duration of the suspension. Second offenders of assaultive behavior will not be allowed to attend the academy. Students with a weapons violation will not be allowed to attend the academy. Students who are long-term suspended for 11-180 days will be unable to receive credit through the Mustang Academy. Suspended students are not to be on school grounds or at any school function unless prior permission has been obtained from the principal or assistant principal. Suspended students found on school grounds or at school functions without permission from the high school principal or assistant principal will be subject to arrest for trespassing and additional disciplinary action will be taken.

In-School Suspension

Procedural guidelines for the administration of the school's In-School Suspension program shall be as follows:

1. Students will bring all textbooks from all courses in which they are enrolled.
2. Students will bring supplies of note paper, pencils, erasers, etc.
3. Students will be given the assignment form from the teachers.
4. Students will be productive in course assignments.
5. No food or drink will be allowed in ISS with the exception of lunch.
6. ISS students will eat during the lunch period in the ISS room.
7. Students WILL NOT be allowed to sleep.
8. All portable electronic devices will be turned in to the ISS instructor at the beginning of the day.
9. Students will not speak to any other student or the instructor without permission.
10. Two restroom breaks will be allowed during the day.
11. Failure to report to ISS at the proper time will result in the student spending the remainder of the current day in ISS and making up the time missed.
12. Any student who is removed from ISS for violation of ISS regulations will be given OSS, but must complete ISS assignment upon returning to school. Parents or guardians and juvenile authorities may be notified.
13. Repeated disciplinary infractions may result in OSS instead of ISS.
14. Failure to complete assignments to the satisfaction of the ISS teacher, or the regular classroom teacher, who has assigned the work, will result in additional ISS placement to complete the assignments.
15. Absences will delay, not eliminate, days in ISS. The time will be served upon returning to school. Medical excuses from a physician may be required if the absence occurs during the time ISS is assigned.

Saturday School

Procedural guidelines for the administration of Saturday School shall be as follows:

1. Hours for Saturday School are from 7:30 a.m. to 3:30 p.m.
2. Students are responsible for their own transportation.
3. Students will not speak to any other student or the instructor without permission.
4. Students are responsible for bringing all study materials and assignments, and/or the teacher may provide instruction and assignments or ways to help students learn to manage their own behavior. The instruction and assignments may include reading, discussion, research, writing of essays, etc.
5. Students WILL NOT be allowed to sleep.
6. No food or drink will be allowed with the exception of lunch.
7. Students must bring their own lunch and will not be allowed to leave.
8. No phones, headsets, electronic equipment, games, etc. are allowed.
9. Two restroom breaks will be allowed for Saturday School.

10. Students should meet at the front entrance by the flagpole.
11. Once a student leaves they are not allowed to return.

After School Detention

Procedural guidelines for the administration of After School Detention shall be as follows:

1. Hours for ASD are from 3:30 p.m. to 5:00 p.m. on Monday, Tuesday, Thursday, and Friday.
2. Students must be on time to their ASD assignment or will not be admitted.
3. Students are responsible for their own transportation.
4. Students will not speak to any other student or the instructor without permission.
5. Students are responsible for bringing all study materials and assignments, and/or the teacher may provide instruction and assignments or ways to help students learn to manage their own behavior.
6. Students WILL NOT be allowed to sleep.
7. No food or drink will be allowed.
8. No phones, headsets, electronic equipment, games, etc. are allowed.

DISCIPLINE APPEALS PROCEDURE

1. The appeal must be directed to the person who originally took the action upon which the appeal is based. The person shall reconsider his/her original action and give the decision to the appellant. If satisfaction is not reached, then:
2. The appeal must be directed to the designated superior of the person who took the original action. If the appeal is directed to a teacher, the immediate superior would be the assistant principal, then the building principal. The designated superior shall review the original action that was taken and shall render a decision or suggest a solution that might be mutually satisfactory to all parties. If either party is not satisfied with the decision of the superior, the appeal may be directed to the superintendent.
3. The superintendent may elect to hear the appeal or redirect it to an appropriate person for disposition. The superintendent shall review the complaint, and shall issue a decision regarding the appeal. If the appellant is not satisfied with the decision rendered, the appellant may carry the appeal to the Board of Education, only if the punishment is for suspension out-of-school for more than ten school days.
4. The appellant should submit the appeal in writing to the Office of the Superintendent for review by the Board of Education of the decision rendered by the superintendent for suspensions longer than ten school days. The Board may, at its discretion, hold a hearing or review past records and findings in reaching its decision. In cases of expulsion decisions, a hearing and notice of hearing are required.

Extracurricular Activities While in ISS

Students will be unable to participate in any manner, in extracurricular activities during the 24-hour period (midnight to midnight) if they were assigned ISS.

Interrogations and Searches by School Personnel

School lockers and desks are the property of the Board of Education and are provided for the convenience of students, and as such, are subject to periodic inspection without notice. Lockers and desks may be searched by school administrators who have reasonable suspicion that the lockers or desks contain drugs, alcohol, material of a disruptive nature, stolen properties, weapons, or other items posing a danger to the health or safety of students and school employees.

Students or student property, such as backpacks, may be searched based on reasonable suspicion of a violation of district rules, policy, or state law. Reasonable suspicion must

be based on facts known to the administration, credible information provided or reasonable inference drawn from such facts or information. Personal searches, and searches of student property shall be limited in scope based on the original justification of the search. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses and never in front of other students.

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

Custody of Children

If there is a situation in your family in which a child is not allowed to leave school with a particular individual, parent/guardian must notify the school office of the situation at the beginning of each school year. A parent must have legal custody of a child before he/she can deny the other parent from equal access to the child. A certified copy of custody papers must be filed with the school officials at the beginning of the school year, or at the time of enrollment, in order for school officials to carry out the mandate of the court.

Bus Information

While the law requires the school district to furnish transportation, it does not relieve parents of students from the responsibility of supervision until such time as the student boards the bus in the morning and after the student leaves the bus at the end of the school day. Once a student boards the bus, he/she becomes the responsibility of the school district. Such responsibility shall end when the student is delivered to the regular bus stop at the close of the school day. In cases when a student does not conduct himself/herself properly on a bus, such instances are to be brought to the attention of the building assistant principal by the driver. The building assistant principal will take proper action to improve the student's behavior.

Students who become a serious disciplinary problem on the school bus may have their riding privileges suspended. In such cases, the parents of the students involved become responsible for seeing that their student gets to and from school safely. Most student discipline problems can be resolved if the parent and school officials work together. We ask for their help in matters of discipline and offer the following rules of good conduct and discipline:

1. The bus driver is in charge of students while riding the bus. Pupils must obey the driver promptly and courteously.
2. Students must be at the pick up point on time. The driver cannot wait and cause other students to stand a long time on the road. Students will be picked up and let off only at the regular stop. Pupils will not be let off the bus at a stop other than their own unless authorized by parents and approved by the building principal.
3. Students should never stand in the roadway while waiting for the bus.
4. Unnecessary conversation with the driver should be avoided.
5. Except for ordinary conversation, classroom conduct is to be observed while riding the bus.
6. Students must not extend arms or their head out of the bus window.
7. Students must not move about inside the bus while the bus is in motion.
8. A student must have permission from the parent and principal in order to ride a bus other than his own regular bus. Since all buses are scheduled near capacity only emergency transfers will be considered.
9. No animals are allowed on the bus.
10. Knives, matches, glass containers, or any other materials, which could result in damage to others, will not be allowed on the bus.

11. Possession of tobacco or tobacco products by a student is against school policy and will result in possible temporary suspension from riding the bus.
12. Alcohol or any alcohol products are not permitted on the bus.
13. Property damage to buses such as slashed bus seats, broken or damaged items may result in permanent removal from the bus.
14. Profane language will not be tolerated on the bus.
15. Drivers have the option to assign seats on a routine basis or as needed in order to maintain student control.
16. Soft drinks and food will not be consumed on the bus.
17. Students are not to exit the bus through the emergency door unless during an actual emergency or an emergency drill directed by the bus driver.

Students will only be allowed to ride one bus to one destination, either home or to their baby-sitter. This is important because drivers and other school personnel cannot keep up with the high volume of daily changes in home destinations and because some buses are already filled to near capacity. Students will not be allowed to ride a different bus except in emergency situations. It is the parent's responsibility to make other arrangements-not the schools.

Emergency Bus Pass

There will be no temporary bus passes issued. If an emergency occurs and you as a parent or guardian have absolutely no other way of transporting your child home, you may then visit with the building principal. If the building principal deems the situation as an emergency, an emergency pass will be issued. The bus driver must have a copy of the form, which will have important information, and specific locations of the drop off.

Trespass of a School Bus

A person commits the crime of trespass of a school bus if he knowingly and unlawfully enters any part of or unlawfully operates any school bus. Trespass of a school bus is a class A misdemeanor. For the purpose of this Section, the terms "unlawfully enters" and "unlawfully operates" refer to any entry of operation of a school bus which is not approved of and established in a school district's written policy on access to school buses; or authorized by specific written approval of the school board. All district staff and drivers shall report any instance of trespass to appropriate administrators and law enforcement agencies.

District Sponsored Trips

During the school year students may have the opportunity to participate in school sponsored trips. Transportation for these trips will usually be provided by district owned buses. There may be exceptions to the rule when the building principal approves alternative means of transportation. Parents and student permission slips must be obtained when alternative transportation is being used.

Students participating in field trips, co-curricular activities, or extra duty activities are expected to represent the district in an exemplary manner. All district wide policies will be in effect for students while being transported and while attending any school-sponsored activity. Activity sponsors may require more stringent behavior expectations in addition to district policies' being met.

Any student not complying with these school guidelines may be restricted from attending all school-sponsored trips. Please remember that attending these activities is a privilege. The district has high expectations for any group that serves as a representative for our school and community.

Emergency Procedures – Severe Weather

Upon receiving information of an approaching storm, you will be notified by intercom and the action to be taken by all students is as follows:

1. At the direction of your teachers, quietly evacuate your classroom in an orderly manner. Proceed to the shelter area to which your teacher directs you. Every classroom will have an evacuation route and destination posted. Become familiar with each classroom that you are in each hour to decrease the confusion that may be present at the time of evacuation.
2. Students should keep away from doors and windows to avoid injury from swinging doors and flying glass.
3. Get close to the wall, kneeling on the floor, with your head covered by your hands.
4. Please remain in your area until the ALL CLEAR is sounded or your teacher gives you permission to return to class.
5. It is important that you stay with your class in the designated area assigned in order that your teacher may account for everyone in the class.

Emergency Procedures – Fire

In the event of a fire, the teacher should activate the fire alarm, have the students evacuate the building immediately, and notify the office of the nature of the fire. At the sound of the fire alarm, students should evacuate the building. Students should be familiar with the evacuation process by observing the following:

1. At the direction of your teacher, quietly evacuate your classroom in an orderly manner. Proceed to the area to which your teacher directs you. Every classroom will have an evacuation route and destination posted. Become familiar with each classroom that you are in each hour to decrease the confusion that may be present at the time of evacuation.
2. Please remain in your area until the all clear is sounded or your teacher gives you permission to return to class.
3. It is important that you stay with your class in the designated area in order that your teacher may account for everyone in the class.

Emergency Procedures - Earthquake

During a major or moderate earthquake, the greatest immediate hazard to people in or near a building is the danger of being hit by falling objects. During the ground shaking, the school population is safest finding immediate shelter under desks, tables, or counters. If indoors, stay inside. Move away from windows, shelves, heavy objects, and furniture that may fall. Take cover under a table, desk, or in a strong doorway. Although doorways have traditionally been regarded as safe locations, it is important to anticipate that doors may slam shut during an earthquake.

In halls, stairways, or other areas where no cover is available, move to an interior wall. Turn away from windows, kneel alongside wall, bend head close to knees, cover sides of head with elbows, and clasp hands firmly behind neck.

In library, immediately move away from windows and bookshelves, and take appropriate cover.

In laboratories and kitchens, all burners should be extinguished (if possible) before taking cover. Stay clear of hazardous chemicals that may spill.

Violence Prevention Hotline

Students who feel threatened at school may call the Violence Prevention Hotline to make a report. The number is 1-866-748-7047.

Distribution of Non-Commercial Foods

In the interest of providing a healthy environment, snacks brought by students or parents, to share with other students or treats for parties during the school day,

must be purchased at a store or bakery. Food brought should be individually wrapped or in the original unopened container. Teachers may present learning activities involving food providing all participants use proper hand washing procedures and preparation is closely supervised. In order to ensure all students can participate, alternative foods must be provided to those students with known medical conditions prohibiting consumption of particular food items.

Lunch Deliveries

Students may have lunch delivered to the school office by a parent to be picked up during their lunch period. At no time may a student order take-out to be delivered to school.

Cafeteria

The cafeteria is for the convenience of all students. Students may buy the school breakfast and lunch, or bring their own and eat it in the cafeteria. Students may not eat in classrooms, the gym or halls. Lunch and breakfast money may be brought in each morning before third hour. Student lunches for the 2020-2021 school year will be \$2.40 daily or \$12.00 weekly. Student or adult breakfast may be purchased for \$1.35 per day. A la carte items are available for both meals for an additional charge. It is recommended that you pay for at least a week's worth of lunches and breakfasts. All students must be in the cafeteria during their assigned lunch period. Students will be considered truant if they do not report to the cafeteria at the assigned time, or if they leave the cafeteria without permission.

The Eldon R-1 Schools charge policy is designed for the convenience of the parents and students. A high school student will be allowed to charge up to three school meals. After the third meal charge is reached, the student will receive an alternative meal until they pay their charges. Parents are able to access their child's meal balance through the parent portal of SIS. Charging will not be permitted from May 1 through the duration of the school year. Unpaid balances are required to be paid by the end of the year. Outstanding balances will be mailed home at the end of the school year. If you receive one, please send a check or money order made out to Eldon High School, 101 S. Pine, Eldon, MO 65026. Outstanding balances will be carried over to the next school year.

Free and reduced price meals are available for students from families whose income falls within the guidelines established annually by the United States Department of Agriculture. If you feel that you qualify for these meals, you may obtain an application at your child's school during enrollment in August or from your school office at any time during the school year. For students qualifying for free or reduced meals, a "lunch" consists of one main entrée (hamburger, spaghetti, chicken and rice, etc.) plus 3 "sides" (vegetable, salad, or dessert) and 1 milk. The minimum free/reduced meal must be at least the main entrée and any 2 other items. For those students paying the regular meal price, the same "lunch" qualifications apply.

During both the "regular schedule" (M,T,Th,F) and the Wednesday schedule, students will go to lunch with their 4th period class.

USDA Non-discrimination Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discrimination based on race, color, national origin, sex,

disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800)877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, DC 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Calendar of School Events

An Activity Calendar is maintained in the office. All organizations must check this before scheduling activities. The sponsor of the activity and the building principal must approve the event before it is placed on the calendar.

Daily Announcements

Announcements will be read over the intercom at the beginning of 2nd hour. Teachers will be emailed a copy of the bulletin by the end of second hour. Students should listen closely to the announcements for meetings, activities, and other items of interest to them. Should they not hear the announcements when they are read, they should check with their second hour teacher for the bulletin. A daily bulletin is also posted on the bulletin board in the main office and on the window outside the counseling center. Students who have announcements to present should have them approved by administration and in the office before 3:00 p.m. the previous day.

SECTION FOUR: MEDIA CENTER & HEALTH

Library Media Center Hours

| | |
|------------------|------------------------|
| Monday | 7:30am – 3:45pm |
| Tuesday | 7:30am – 5:30pm |
| Wednesday | 7:30am – 2:15pm |
| Thursday | 7:30am – 5:30pm |
| Friday | 7:30am – 3:45pm |

The Media Center and two Computer Labs are open during all class hours and lunch periods for student and staff use. Extended morning and evening hours are provided to support student academic and recreational needs. Additional hours are available during finals and at teacher request.

Destiny: Online Library Media Center Catalog – Resources in the Media Center

The Destiny catalog provides student and staff access to available resources. The catalog can be accessed anywhere in school and off campus. Information for off campus access is given to all students and teachers at the opening of the school year.

Resources available in the Media Center include fiction and nonfiction materials, reference materials, visual materials, electronic resources, specialized databases, eBooks, and Internet access. Books circulate on a two-week period. Reference materials, current periodicals, reserve materials, and media circulate on an hourly basis during the day and are available for overnight use.

Media Center Web Site: <http://www.eldonmustangs.org>. The EHS Media Center web site provides access to a wide variety of research and recreational tools for class assignments and personal interests.

Interlibrary Loan: Students and staff have access to additional resources through interlibrary loan services from these libraries: *Eldon Public Library; Ellis Library – University of MO-Columbia*. Links to each of the library online catalogs are provided on the Media Center and Destiny home pages.

Computer Labs / Specialized Online Databases / Internet Usage Agreement: Multimedia workstations with Internet access are provided in the two computer labs, the Media Center and the mobile lab to serve student and staff needs. The Media Center, Computer labs, and mobile lab are wireless.

EHS provides online database access for students and teachers for educational use only. Specialized databases are provided to support student academic and informational needs. Databases are accessible at school and off campus from the Media Center and Destiny web sites. Remote access information is available at the circulation desk.

All students and teachers must sign an Internet User Agreement prior to use of the Internet on any computer system. Agreement guidelines explain responsible use and what constitutes a violation of the agreement. A copy of the Internet User Agreement is available in the Media Center Handbook and on the EHS school web site. <http://eldonmustangs.org/>

STUDENT HEALTH (Policy JHCD)

School Nurse Information

A full-time licensed nurse is on call every day for cases of illness or emergencies. **THE SCHOOL NURSE IS RESPONSIBLE FOR CALLING PARENT OR GUARDIAN WHEN ILLNESS OCCURS. AT NO TIME IS A STUDENT TO CALL OR TEXT HOME.** The school nurse's office is located across from the main office. The nurse is on duty from 7:55 a.m. – 3:45 p.m.

The following procedures must be followed when it is necessary to go to the nurse's office:

1. Written permission must be secured from your teacher before going to the nurse.
2. Go directly to the nurse's office.
3. Return directly to class with your pass signed from the nurse

According to Missouri State Law regarding student's immunization, all such records are to be updated each school year. Noncompliance will result in exclusion of the student from school as mandated by Missouri Law.

Dispensing of Medication at School

Prescription Drugs (Those prescribed by a physician)

If your child needs to take prescribed medication during school hours, the medication must be in the container from the pharmacy with only those doses to be given at school. A physician must fill out an **AUTHORIZATION FOR MEDICATIONS TO BE TAKEN DURING SCHOOL HOURS** from the school nurse, or a prescription form from the physician **BEFORE** the medication will be given by the school nurse or the principal's designee. Any questions should be directed to the nurse. The medication must be given to the nurse. As soon as the student gives the medication to the nurse it will be locked up in the health room to prevent misuse or accidental ingestion.

Non-Prescription (Any over the counter medication)

The school will provide medication listed on the Parent Medication Permission form. This form must be signed by a parent prior to any medication given to the student. If the parent provides other medication it must be in the original container properly marked with the student's name and a note accompanying it stating how often it is to be given. Failure to comply with the medication requirements will result in students not receiving medication. At no time will students be permitted to carry **ANY** medication including Tylenol, ibuprofen, Midol, cough suppressant, etc.

Self-Administration of Medication

Students with asthma or potentially life-threatening respiratory illness may carry with them for self-administration metered-dose inhaler containing "rescue" medication. The Authorization for Medications form must be completed by the parent and physician. Authorization must be on file with the nurse.

ANY POSSESSION, SELLING, DISPENSING, OR DISTRIBUTING ANY KIND OF MEDICATION BY STUDENTS WILL BE REFERRED TO LAW ENFORCEMENT.

Medication available at the nurse's office for First Aid use:

Triple antibiotic ointment
Sore throat spray
Calamine lotion
Hydrocortisone cream
Anbesol

Illness and Injury During School

In the event that a child becomes ill or seriously injured, the nurse will contact the parent or guardian by telephone. If the parent cannot be reached, the nurse will call the emergency number listed on the student's emergency information sheet.

Doctor's Written Medical Excuse

If a student needs to be excused from physical education or from any physical stress, the parent/guardian should obtain it in writing from their physician. The written notice should be brought to the nurse's office only and the teachers will be notified.

Head Lice Policy

It will be the responsibility of the school nurse to examine any student who is possibly infested with head lice or eggs (nits), and to recommend his or her removal from school if warranted. The student will be excused the day sent home and one additional day to get free of the lice and nits. The student must be lice and nit free to return to school as stated in the head lice policy.

Conditions that Require Exclusion from School

The following information is provided to help parents understand certain conditions that could require exclusion from school. Fever, rash, vomiting, diarrhea, fainting, eye infection, impetigo, ringworm, lice, scabies, chickenpox, mumps, and other conditions that require exclusion from school will be at the discretion of the school nurse. Students sent home are asked to stay home until symptom free.

SECTION FIVE: CLUBS/ORGANIZATIONS & SCHOLARSHIPS

CLUB AND ORGANIZATION MEETINGS

In an effort to protect instructional time, the following procedures will be used for club and organization meetings during the school year. All clubs and organizations will meet during advisory period. Additional meetings may be held before and after school, or handled by the club's officers. The club or organization must notify the high school office at least two weeks in advance of the day and hour the meeting is to be held. Sponsors are not to plan club or organization activities that would take students out of school unless it is directly related to the educational mission of the school. All strictly fun activities must be planned outside of school time.

Art Club

Activated in 1992, the EHS Art Club follows National Art Honor Society by-laws. The Art Club works with the Greater Lake Area Arts Council, National Oil and Acrylic Painter Society, Student Council, and the Eldon Chamber of Commerce volunteering workers to further the aesthetic awareness in the community as well as the high school. Field trips taken to art colleges, museums, or galleries are designed for education and enrichment. Membership is open to any student who has been, or is currently enrolled in art and has maintained a "B" in art.

Athletics

There are a number of athletic teams on which students may be able to participate provided they meet the academic standard required by the Missouri State High School Activities Association (MSHSAA) of passing six classes the previous semester. If a student is not passing a class at a progress report, they will not be allowed to compete until that grade is at a passing level. A completed physical form with proof of insurance must be on file and fourteen practices are required before an athlete may become eligible.

A fall athletic program offers Football, Cross Country, Volleyball, Girls' Golf, and Girls' Softball on the freshmen, junior varsity, and varsity levels. The winter athletic

program is comprised of Wrestling and Boys and Girls Basketball, which is offered on the freshman, junior varsity, and varsity levels. The spring athletic program offers Boys and Girls Track, Golf, and Baseball. Eldon High School is a member of the Tri-County Conference, which is made up of the following schools: Eldon, Versailles, California, Boonville, Blair Oaks, School of the Osage, Southern Boone, and Hallsville. At the end of this handbook is a copy of the Eldon R-1 Athletic Code of Conduct. All athletes will be subject to drug screening throughout their high school career. (see Board Policy JFCI)

Cheerleaders

The primary objective of Eldon High School Cheerleaders is to enhance and promote school spirit and good sportsmanship. Tryouts for cheerleading are held in the spring for the following school year and possibly in the fall for winter athletics. Cheerleaders must follow MSHSAA eligibility guidelines, as well as adhere to the Eldon R-1 Athletic Code of Conduct. All cheerleaders will be subject to drug screening throughout their high school career. (see Board Policy JFCI)

Distributive Educational Clubs of America-DECA

Participating in DECA provides students with the opportunity to become involved in many exciting activities related to their marketing curriculum. Involvement in DECA offers students leadership training and a chance to compete in local, state, and national events in ten career areas all designated to stimulate and motivate classroom interest and vocational competence.

Drama Club

Drama Club members participate in two major productions each school year. Auditions for the Fall play take place in May of the previous school year and auditions for the Spring One-Act Showcase take place in November to allow ample preparation time for the shows. Members of the Drama Club can work in many different capacities of the production, such as acting, lighting and sound design, and stage crew. While you do not have to take a Drama Class to be a member of a production, you do have to join the club to take part in these productions. Club dues are \$20, which cover a members t-shirt, some snacks during long rehearsals, and helps to cover the upfront costs of the production.

Speech and Drama Squad

The traveling EHS Speech and Drama Squad is made up of students from two performance-based classes at Eldon High School. Students who receive approval from the coach can join the squad without taking the classes. A student can participate on the squad and travel to 10 tournaments plus the district and state competition in both speech/drama and debate events (one-man Lincoln-Douglas, two-man Public Forum, or two-man Policy Debate). It is possible to letter in Speech and Drama after some advancement and competition. All squad members are subject to drug screening throughout their high school career and are required to be members of the Drama Club (see above). (see Board Policy JFCI)

Fellowship of Christian Athletes-FCA

The mission of the Fellowship of Christian Athletes is to present the opportunity, challenge and adventure of fellowship, growth and outreach at regularly held meetings. All students are invited to participate.

Future Business Leaders of America-FBLA

Future Business Leaders of America is an organization of student members preparing for careers in business. The main goals of FBLA are to promote competent, aggressive business leadership, establish career goals, encourage scholarships, and develop character and self-confidence. Anyone previously enrolled or currently enrolled in a business class may become a member of FBLA. The local chapter will be active at local, district, state, and national levels.

Future Farmers of America-FFA

The FFA is an organization for all students enrolled in agriculture classes. It has as its primary aim "To Develop Agricultural Leadership, Cooperation, and Citizenship." FFA provides many opportunities for personal growth. Students develop skills in leadership,

public speaking, cooperation and interpersonal communication, all of which can be put to use in any career. The local FFA Chapter is active on all levels-local, district, state, and national.

Future Teachers of America

A program that trains exceptional high school students who have an interest in teaching or simply a desire to give back to their community.

Local Area Network Club-LAN Club

Students are invited to meet in Mr. Wilson's room (ECC) for computer games and board games. All are welcome. Watch for posters for details and meeting times.

Music

Our Music Department participates in the music activities sponsored by the Missouri State High School Activities Association (MSHSAA). As our association recommends that the activities be an outgrowth of our regular school music program, we will insist that anyone representing our school be a member of the group he/she is representing in our school program. The Music Department has printed regulations that will be distributed to each member of each group. All musicians will be subject to drug screening throughout their high school career. (see Board Policy JFCI)

National Honor Society-NHS

National Honor Society is a school and community service organization whose members are selected by a faculty committee based on the student's character, leadership ability, service to school and community as well as having a cumulative grade point average of 3.0 or better. Students who are second semester sophomores or above, are eligible for selection. There will be one selection each year—at the beginning of 2nd semester—with one formal induction ceremony during the second semester.

Scholar Bowl

Scholar Bowl can be characterized as competition in which subject matter in multiple academic disciplines is used. This activity features head to head academic team competition, quick response answers, time limits on questions and use of recognition systems by participants. This is a MSHSAA sponsored activity. All scholars will be subject to drug screening throughout their high school career. (see Board Policy JFCI)

Science Club

Science Club consists of members ranging from freshmen through senior levels in high school. Its purpose is to enhance its members' interests in science through participation in Science Olympiad and by providing an opportunity for them to share their experience with younger students.

SkillsUSA

All students of Eldon Career Center (ECC) are eligible for membership in SkillsUSA. Membership entitles one to participate in leadership, social, and professional development activities. The Eldon Career Center SkillsUSA Chapter is active on the local, state, and national levels. The highlight of each year for members who choose to participate is contests. Skill and knowledge contests are held at the district, state, and national level for each training field. ECC consistently prepares many students who win at the district and state level.

Spanish Club

Established in 2001, Spanish club consists of students currently and formerly enrolled in Spanish class. Its purpose is to enhance its members' interests in foreign language through club activities and field trips. Active service to the Spanish Club can serve as a gateway to the Hispanic National Honor Society.

Sociedad Honoraria Hispanica (Spanish Honor Society)

The Spanish Honor Society of Eldon High School is a local chapter of the American Association of Teachers of Spanish and Portuguese. Membership requirements for admittance into the SHS are as follows: students must have maintained a B- average or higher for all work awarded secondary school credit, and an A- average for all work in the subject of Spanish. Candidates must be enrolled in the 3rd or higher Spanish course.

Candidates must be actively involved in the Spanish Club, showing a true interest in the study and promotion of the language and Hispanic culture. Members will have the opportunity for recognition at the graduation ceremony.

Student Council

The Student Council is regulated by its Constitution and By-laws. The Student Council is in charge of selected assembly programs, homecomings and any other dances, promoting school spirit, and acts as a resource for students to voice concerns.

Technology Student Association-TSA

This is a club for students that are interested in extending their knowledge in technology. TSA is State and Nationally affiliated.

AWARDS AND SCHOLARSHIPS

The guidance office, via the daily bulletin, postings in the guidance office, and through the school web site, advertises scholarships and awards. Applications should be picked up from the guidance office and careful attention given to application deadlines. The selection process varies and usually involves sponsoring organizations. Criteria vary, and application information may be obtained through the guidance office or visit our web site, <http://eldonmustangs.org/>, Eldon High School Scholarships. Seniors need to continually communicate with the E.H.S. guidance counselors and refer to announcements and handouts for more information on scholarship opportunities.

MOCAP – The Missouri Course Access Program

In accordance with state law, the district will pay the cost of student enrollment in MOCAP virtual courses as long as all requirements are met:

1. The student meets eligibility requirements;
2. The student has approval for enrollment in accordance with this policy; and
3. Taking the courses does not cause the student to exceed full-time enrollment in the district.
4. The student resides in and is enrolled in the district on a full time basis;
5. The student has attended a public school or charter school for at least one semester immediately prior to enrolling in a MOCAP course; and
6. The principal or designee must approve the enrollment.

Please refer to the Eldon School District Board Policy Manual under **Policy – IGCD**. The Manual can be found on the Eldon School website.

Additional Policy can be found in the online student handbook at eldonmustangs.org.

Parent Acknowledgment Form

2020-2021

| |
|----------------------|
| Student Name: |
|----------------------|

| | |
|-----------------|---------------|
| Advisor: | Grade: |
|-----------------|---------------|

1. We have received a student/parent handbook from the school this year and understand our rights and responsibilities outlined in the handbook. A copy of the Eldon R-1 School District policies and procedures are available on the school district's website.
2. We have read the student discipline section of the handbook. The discipline process (1) maintains high expectations for personal responsibility and accountability, (2) sustains a safe and positive climate for learning, (3) respects the students and school, (4) involves a partnership between the home, school and community, and (5) recognizes the relationship between behavior and academic achievement. Non-compliance with these standards may result in student suspension, expulsion, and/or reporting to law enforcement or the appropriate agency.
3. We have read the guidelines for discipline/consequences that are in the district handbook in the transportation section. We understand that students riding to and/or from school or any activity are subject to the rules of the Eldon R-1 School District and the laws of Missouri. Any misbehavior is very serious and may be hazardous to the safety of all passengers. Long-term suspension of bus privileges may result from continual bus misconduct.
4. We have received an Internet Use Consent form for internet/technology usage. Students will be able to use the district's technology resources as long as the district's guidelines are followed. Misconduct is outlined in Board Policies EHB and KKB.
5. In the case of an emergency, every attempt will be made to reach parents and other emergency contacts provided to the school. If no parent or contact can be reached, we understand that our student may be transported to and treated at the local emergency room in the case of a medical issue or the local police station for any other types of serious issues.
6. We have read the notice for directory information section of the handbook. We understand that throughout the course of the school year, it is occasionally asked to supply student information, including pictures, to various organizations and/or business, including the local newspapers. If you **do not** want this information released, then you must complete the form on page 56 and return it by September 14, 2020.

Students –Return this form to your 8th hour teacher

| | |
|---------------------------|--------------|
| Student Signature: | Date: |
|---------------------------|--------------|

| | |
|--------------------------|--------------|
| Parent Signature: | Date: |
|--------------------------|--------------|

Eldon R-1 Athletic Code of Conduct:

Covered activities include those that are regulated by the Missouri State High School Activities Association (MSHSAA), excluding all activities in which students receive an academic grade for participation.

The Athletic Department believes that the athletics sponsored by the school district are a vital part of the total educational program and should be used as a means of developing social interactions, as well as knowledge and skills. It is further believed that student-athletes participating in the sports program are role models and serve in a leadership capacity for the student body. Therefore, these student-athletes participating in extracurricular activities are held to a higher standard of conduct both at school and in the community.

All student-athletes participating in the sports program are subject to district supervision and discipline. All athletes must comply with all policies, eligibility requirements, rules, and procedures established by the district and established by the Missouri State High School Activity Association (MSHSAA) including by laws relating to citizenship (MSHSAA, By-Law 212.0) as they apply.

All coaches will enforce and all Athletes will adhere to the following codes:

The use, possession, and/or distribution of alcohol, tobacco or drugs will not be tolerated during a student's participation in extracurricular sport. Athletes should avoid placing themselves in situations where their guilt or innocence may be questioned. Should the school be made aware of any use, possession, and/or distribution of alcohol, tobacco or drugs through law enforcement contact, faculty witness or self-confession, the administration will investigate the allegations and take appropriate action. Should the investigation validate the allegation, the student will be disciplined using the following guidelines.

Drugs: See Policy JFCI.

Alcohol: (after student is charged): See Policy JFCI.

Tobacco: See Policy JG-R

Unexcused Absences/Out-Of-School Suspension O.S.S./In-School Suspension I.S.S.: Students will be unable to participate in any manner, in extracurricular and co-curricular activities during the twenty-four hour period (midnight to midnight) if they were assigned ISS, OSS, or an unexcused absence. All students will be assigned to ISS on a first come, first serve basis. ISS assigned students must attend practice and participate in conditioning but not organized practice. Student must attend but not participate in games. Students serving ASD can participate in the event if their legal guardian takes them.

Academics: Eldon students in grades 9-12 must meet the following requirements in order to be academically eligible to participate in interscholastic activities:

- 1. Semester prior to participation:** The student shall have earned, the preceding semester of attendance, a minimum of (3.0) units of credit or have earned credit in (80)% of the maximum allowable classes in which a student can be enrolled in the semester, whichever is greater, or a student must have made standard progress for his or her level the preceding semester in a special education program for the handicapped approved by the Missouri State Department of Education which, though un-graded, enrolls pupils of equivalent age.
- 2. Semester of Participation:** The student shall currently be enrolled in and regularly attending courses that offer (3.0) units of credit or (80) % of the maximum allowable credits which may be earned, whichever is greater, or a student must be enrolled in a full course at his or her level in a special education program for the handicapped approved by the Missouri State Department of Education which, though un-graded, enrolls pupils of equivalent age. (MSHSAA BY-LAW 213.0)
- 3. Semester of Participation:** If a student receives a failing grade on their progress report, they will not be eligible to participate in a game until that grade is brought to a passing level.

Citizenship Standards: You must be a credible citizen. Credible citizens are those students whose conduct-both in school and out of school-will reflect positively upon themselves or their school. A head coach committee of at least three, on a case-by-case basis, will discipline students who do not show credible citizenship.

Respect Issue: No relationship, including a team, will work without RESPECT. Team members recognize that they must display respect for their coaches, their teammates, their school, the opposing team, the officials, equipment, facilities, and themselves. Disrespectful behavior will NOT be tolerated. Coaches will handle discipline at their discretion, for respect issues.

Appearance: Athletes who represent the Eldon School should be neat and dress in good taste. Student athletes should follow the coaches stated expectations.

Appeals Committee: Any decision may be appealed to the appeals committee, which consists of the Superintendent, Principal, Athletic Director, and Head Coach.

Covered activities include those that are regulated by the Missouri State High School Activities Association (MSHSAA), excluding all activities in which students receive an academic grade for participation.

DIRECTORY INFORMATION

Eldon High School

Please sign and return this form to Amy in the main office ONLY if you DO NOT want information about your student released.

You have the right to choose whether your student's directory information is released or not. If you want to limit the disclosure of directory information about your child, please sign below and return this form to your student's school by September 14, 2020. This is for the 2020-2021 school year and applies only to the 2020-2021 school year.

***Directory information may be prepared for mass release (school yearbook, school directory, athletic programs, summer camps, businesses, churches, military recruiters, etc.) unless parents, guardians, or eligible students indicate they do not wish the information to be disclosed. Directory information means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to:**

**Name of Student
Present Address
Electronic Mail Address
Telephone Number
Name of Parent, Step-Parent, and/or Guardian
Gender
Photograph
Date and Place of Birth
Dates of Attendance
Grade Level
Enrollment Status**

I am requesting that directory information for the 2020-2021 school year regarding

_____ **NOT be released.**
(Print Student's name)

Parent/Guardian Signature

Date

Return by September 14, 2020

Student Name _____ Reading Goal _____
Subject/Teacher _____ Semester/Year _____

Subject/Teacher _____ Semester/Year _____

[illegible]

Student Name _____ Reading Goal _____
Subject/Teacher _____ Semester/Year _____

Subject/Teacher _____ Semester/Year _____

[illegible]

Student Name _____ Reading Goal _____
Subject/Teacher _____ Semester/Year _____

Subject/Teacher _____ Semester/Year _____

[illegible]

Student Name _____ Reading Goal _____
Subject/Teacher _____ Semester/Year _____

Subject/Teacher _____ Semester/Year _____

[illegible]

Student Name _____ Reading Goal _____
Subject/Teacher _____ Semester/Year _____

Subject/Teacher _____ Semester/Year _____

[illegible]

Student Name _____ Reading Goal _____
Subject/Teacher _____ Semester/Year _____

Subject/Teacher _____ Semester/Year _____

[illegible]

Hall Pass

Name: _____ Grade: _____

[illegible]

Destination Codes: C=COUNSELOR L=LOCKER N=NURSE
PO=PRINCIPAL'S OFFICE R=RESTROOM

Hall Pass

Name: _____ Grade: _____

[illegible]

Destination Codes: C=COUNSELOR L=LOCKER N=NURSE
PO=PRINCIPAL'S OFFICE R=RESTROOM

2020-2021 Testing Schedule

National ACT Testing Dates

No Writing \$55, Plus Writing \$70.00

(\$30.00 Late Fee Required)

| Test Date | Registration Deadline | Late Registration |
|---|--|---|
| September 12, 2020 October 24, 2020 December 12, 2020 February 6, 2021 April 17, 2021 June 12, 2021 July 17, 2021(Eldon not testing) | August 14, 2020 September 18, 2020 November 6, 2020 January 8, 2021 March 12, 2021 May 7, 2021 June 18, 2021 | August 15-28, 2020 Sept 19-Oct 2, 2020 November 7-20, 2020 January 9-15, 2021 Mar 13-Mar 26, 2021 May 8-21, 2021 June 19-25, 2021 |

Other Tests

| | | |
|---|---|-------------------------------|
| <u>ASVAB</u> TBD | All Juniors will be tested and it is also open to any Senior. | No Cost |
| <u>PSAT</u> TBD | Open to any Junior | Cost is TBD |
| Pre-ACT TBD | Open to any Sophomore | Cost is TBD |
| <u>Accuplacer</u> Test will be given in Fall & Spring | Open to Sophomores, Juniors and Seniors | Cost is \$2.50 Per Section |

Policy AC

The Eldon R-I School District Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law. The Eldon R-I School District is an equal opportunity employer.

As required by law, the district will provide equal access to district facilities and related benefits and services and will not discriminate against any group officially affiliated with the Boy Scouts of America, the Girl Scouts of the United States of America or any other youth group designated in applicable federal law.

When a report is made or the district otherwise learns of potential discrimination, harassment or retaliation, the district will take immediate action to protect the alleged victim, including implementing interim measures. For example, the district may alter a class seating arrangement, provide additional supervision for a student or suspend an employee pending an investigation. The district will take immediate steps to prevent retaliation against the alleged victim, any person associated with the alleged victim, or any witnesses or participants in the investigation. These steps may include, but are not limited to, notifying students, employees and others that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment or retaliation have occurred.

The Board designates the following individual to act as the district's compliance officer:

Director of Special Education
Eldon School District
112 South Pine Street
Eldon, MO 65026
Phone: 573-392-8003
Fax: 573-392-8080

In the event the compliance officer is unavailable or is the subject of a report that would otherwise be made to the compliance officer, reports should instead be directed to the acting compliance officer:

Superintendent of Schools
Eldon School District
112 South Pine Street
Eldon, MO 65026
Phone: 573-392-8000
Fax: 573-392-8080

Policy IGBA

It is the policy of the Board of Education to provide a free and appropriate education for students with disabilities, including those who are in need of special education and related services.

Policy IGBH

The Board of Education recognizes the need to provide equal educational opportunities for all students in the district. Therefore, if the inability to speak and understand the English language excludes a student from effective participation in the educational programs offered by the district, the district shall take appropriate action to rectify the English language deficiency in order to provide the student equal access to its programs. Identifying students who are English language learners (ELL) and ensuring them equal access to appropriate programs are the first steps to improving their academic achievement levels.

Policy KL

The district will notify all parents/guardians of the process for filing a complaint with the district, including the process outlined in this policy. In addition, the district will provide all parents/guardians a copy of DESE's No Child Left Behind Act of 2001 Complaint Procedures. If a person files a complaint regarding one of the listed federal programs, the person will be provided another copy of DESE's No Child Left Behind Act of 2001 Complaint Procedures if the issue is not resolved at the district level.

Process for Resolving a Concern or Complaint

The following steps are to be followed by parents/guardians, students or the public when concerns or complaints arise regarding the operation of the school district that cannot be addressed through other established procedures.

1. Concerns or complaints should first be addressed to the teacher or employee directly involved.
2. Unsettled matters from (1) above or concerns or complaints regarding individual schools should be presented in writing to the principal of the school. If the complaint is regarding a federal program listed above, the complaint must specify the federal law or regulation alleged to have been violated and the facts supporting the allegation. The principal will provide a written response to the individual raising the concern within five business days of receiving the complaint or concern unless additional time is necessary to investigate or extenuating circumstances exist.
3. Unsettled matters from (2) above or concerns or complaints regarding the school district in general should be presented to the superintendent or designee in writing. The superintendent or designee will provide a written response to the individual voicing the concern within five business days of receiving the concern or complaint, unless additional time is necessary to investigate or extenuating circumstances exist.
4. If the matter cannot be settled satisfactorily by the superintendent or designee, a member of the public may request that the issue be put on the Board agenda, using the process outlined in Board policy. In addition, written comments

submitted to the superintendent or the secretary of the Board that are directed to the Board will be provided to the entire Board.

5. For most complaints, the Board's decision is final. However, if the complaint involves one of the federal programs listed above, the individual may appeal the issue to DESE.

Policy GBL

In accordance with federal law, at the beginning of each school year the district will notify the parents/guardians of each student attending any school receiving Title I funds that they may request information regarding whether the:

1. Student's teacher is certified to teach in the grade levels and subject areas in which the teacher provides instruction.

2. Student's teacher is teaching under emergency or other provisional certification status.

3. Student is provided services by a paraprofessional and, if so, the qualifications of the paraprofessional.

Policy IL

The district will implement the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all students in meeting the standards adopted by the Missouri State Board of Education.

End-of-course (EOC) assessments will be administered in accordance with law and the rules of the Department of Elementary and Secondary Education (DESE). In courses where EOC assessments are given, the superintendent will determine what percent of the course grade will be decided by performance on EOC assessments.

Policy KB

A school accountability report card for each school building in the district and the district as a whole will be produced in accordance with law and made available to the public. The district will provide information included in the report card to parents/guardians, community members, the print and broadcast news media, and legislators by December 1 annually or as soon thereafter as the information is available to the district. The district will distribute the information in substantive official communications such as student report cards. The district will make reasonable efforts to supply copies of the reports or other information regarding the reports to businesses such as real estate and employment firms, so that parents/guardians and businesses from outside the district that may be contemplating relocation have access to this information. (§ 160.522, RSMo.)

Policy KB

The district will provide information about the state children's health insurance program, MO HealthNet for Kids (MHK), to parents/guardians enrolling students in the district. If a parent/guardian indicates on an application for free and reduced-price meals that a child does not have health insurance, the district will

notify the parent/guardian that the MHK program is available, if household income is within eligibility standards. (§ 208.658, RSMo.)

Policy JO

Directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The district will designate the types of information included in directory information and release this information without first obtaining consent from a parent or eligible student unless a parent or eligible student notifies the district in writing as directed. Parents and eligible students will be notified annually of the information the district has designated as directory information and the process for notifying the district if they do not want the information released.

Even if parents or eligible students notify the district in writing that they do not want directory information disclosed, the district may still disclose the information if required or allowed to do so by law. For example, the district may require students to disclose their names, identifiers or district e-mail addresses in classes in which they are enrolled, or students may be required to wear, publicly display or disclose a student identification card or badge that exhibits information that is designated as directory information.

The school district designates the following items as directory information.

General Directory Information – The following information the district maintains about a personally identifiable student may be disclosed by the district to the school community through, for example, district publications, or to any person without first obtaining written consent from a parent or eligible student:

Student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; athletic performance data; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

Limited Directory Information – In addition to general directory information, the following information the district maintains about a personally identifiable student may be disclosed to: parent groups or booster clubs that are recognized by the Board and are created solely to work with the district, its staff, students and parents and to raise funds for district activities; parents of other students enrolled in the same school as the student whose information is released; students enrolled in the same school as the student whose information is released; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services:

The student's address, telephone number and e-mail address and the parents' addresses, telephone numbers and e-mail addresses.

Policy JHDA

In accordance with law, no student, as part of any program wholly or partially funded by the U.S. Department of Education, shall be required to submit to a survey, analysis or evaluation (hereafter referred to as "protected information survey") that reveals any of the following information without written consent of a parent:

1. Political affiliations or beliefs of the student or the student's parent.
2. Mental or psychological problems of the student or the student's family.
3. Sex behavior or attitudes.
4. Illegal, antisocial, self-incriminating or demeaning behavior.
5. Critical appraisals of other individuals with whom respondents have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers.
7. Religious practices, affiliations or beliefs of the student or the student's parent.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

Notice and Opportunity to Opt Out

In accordance with law, parents will receive prior notice and an opportunity to opt a student out of:

1. Any other protected information survey, as defined above, regardless of the funding source.
2. Any nonemergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and not necessary to protect the immediate health and safety of a student, or any physical exam or screening permitted or required under state law, except for hearing, vision or scoliosis screenings.
3. Activities involving the collection, disclosure or use of personal information obtained from students for marketing, selling or otherwise distributing information to others.

Policy EBAB-API

The district will comply with all state and federal laws regarding the identification, management and abatement of asbestos in district buildings.

Policy EBC

As part of the implementation of the district's adopted crisis intervention plan, the superintendent or designee has the responsibility for developing and maintaining the district's emergency preparedness plans and emergency drill schedules.

Policy IGAEB

The Board of Education recognizes that parents/guardians are the primary source of sexuality education for their children. The Board also recognizes that effective sexuality education, taught in concert with parents/guardians, helps students avoid risks to their health and academic success and prepares them to make informed

decisions as adults. Therefore, pursuant to the requirements of state law, any course materials and instruction relating to human sexuality and sexually transmitted diseases shall be medically and factually accurate and shall:

1. Present abstinence from sexual activity as the preferred choice of behavior in relation to all sexual activity for unmarried students because it is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted diseases and the emotional trauma associated with adolescent sexual activity. Students shall be advised that teenage sexual activity places them at a higher risk of dropping out of school because of the consequences of sexually transmitted diseases and unplanned pregnancy.

2. Stress that sexually transmitted diseases are serious, possible health hazards of sexual activity. Students shall be provided with the latest medical information regarding exposure to human immunodeficiency virus (HIV), acquired immune deficiency syndrome (AIDS), human papillomavirus (HPV), hepatitis and other sexually transmitted diseases.

3. Present students with the latest medically factual information regarding both the possible side effects and health benefits of all forms of contraception, including the success and failure rates for the prevention of pregnancy and sexually transmitted diseases, or present students with information on contraceptives and pregnancy in a manner consistent with the provisions of federal abstinence education law.

4. Include a discussion of the possible emotional and psychological consequences of preadolescent and adolescent sexual activity and the consequences of adolescent pregnancy, as well as the advantages of adoption, including the adoption of special needs children, and the processes involved in making an adoption plan.

5. Teach skills of conflict management, personal responsibility and positive self-esteem through discussion and role playing at appropriate grade levels to emphasize that the student has the power to control personal behavior. Students shall be encouraged to base their actions on reasoning, self-discipline, sense of responsibility, self-control and ethical considerations, such as respect for one's self and others. Students shall be taught not to make unwanted physical and verbal sexual advances or otherwise exploit another person. Students shall be taught to resist unwanted sexual advances and other negative peer pressure.

6. Advise students of the laws pertaining to their financial responsibility to children born in and out of wedlock and advise students of the provisions of Missouri law pertaining to statutory rape and statutory sodomy.

7. Teach students about the characteristics of and ways to identify sexual predators.

8. Teach students safe and responsible Internet use, including the dangers of online sexual predators, when using electronic communication methods such as

the Internet, mobile phones, text messages, chat rooms, social media, e-mail and instant messaging.

9. Instill in students the importance of having open communication with responsible adults, reporting any inappropriate situation, activity or abuse to a responsible adult and, depending on intent and content, to local law enforcement, the Federal Bureau of Investigation (FBI) or the National Center for Missing and Exploited Children's "CyberTipline."

10. Explain the potential consequences, both personal and legal, of inappropriate text messaging and sexting, even among friends.

Policy JO-AP

Disclosure of information from a student's education records will be made only with the written consent of the parent or eligible student, subject to the following exceptions. The district may disclose education record information without consent in accordance with law, including when the disclosure is:

To military recruiters or institutions of higher education that have requested the names, addresses and telephone listings of secondary school students. However, if a parent, or a secondary school student who is at least 18, submits a written request, the district will not release the information without first obtaining written consent from the parent or the student.

Policy JFG

School lockers, desks and other district property are provided for the convenience of students and, as such, are subject to periodic inspection without notice.

Student property may be searched based on reasonable suspicion of a violation of district rules, policy or law. Reasonable suspicion must be based on facts known to the administration, credible information or reasonable inference drawn from such facts or information. Searches of student property shall be limited in scope based on the original justification of the search. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses and not in front of other students, unless exigent circumstances exist.

The school retains the authority to conduct routine patrols of any vehicle parked on school grounds. The interior of a student's automobile on school premises may be searched if the school authority has reasonable suspicion to believe that such a search will produce evidence that the student has violated or is violating either the law or district policy.

The administration will contact law enforcement officials to perform a search if the administration reasonably suspects that a student is concealing controlled substances, drug paraphernalia, weapons, stolen goods or evidence of a crime beneath his or her clothing and the student refuses to surrender such items. Law enforcement officials may be contacted for assistance in performing a search in any case in which a student refuses to allow a search or in which the search cannot safely be conducted.

School employees and volunteers, other than commissioned law enforcement officers, shall not strip search students, as defined in state law, except in situations where an employee reasonably believes that the student possesses a weapon, explosive or substance that poses an imminent threat of physical harm to the student or others and a commissioned law enforcement officer is not immediately available. If a student is strip searched, as defined in state law, by a school employee or a commissioned law enforcement officer, the district will attempt to notify the student's parents/guardians as soon as possible.

During an examination, and if reasonable under the circumstances, school employees may require students to empty pockets or remove jackets, coats, shoes and other articles of exterior clothing that when removed do not expose underwear. Employees may also remove student clothing to investigate the potential abuse or neglect of a student, give medical attention to a student, provide health services to a student or screen a student for medical conditions.

Policy JG

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

Reporting to Law Enforcement

It is the policy of the Eldon R-I School District to report all crimes occurring on district property to law enforcement including, but not limited to, the crimes the district is required to report in accordance with law. A list of crimes the district is required to report is included in policy JGF.

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

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

Documentation in Student's Discipline Record

The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools and in accordance with law and policy JGF.

Conditions of Suspension, Expulsion and Other Disciplinary Consequences

All students who are suspended or expelled, regardless of the reason, are prohibited from participating in or attending any district-sponsored activity, or being on or near district property or the location of any district activity for any reason, unless permission is granted by the superintendent or designee. When appropriate, the district may prohibit students from participating in activities or restrict a student's access to district property as a disciplinary consequence even if a student is not suspended or expelled from school. Likewise, a student may become ineligible for or be required to forfeit any honors and awards as a disciplinary consequence.

In accordance with law, any student who is suspended for any offenses listed in § 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline, shall not be allowed to be within 1,000 feet of any district property or any activity of the district, regardless of whether the activity takes place on district property, unless one of the following conditions exist:

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

If a student violates the prohibitions in this section, he or she may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences," listed below.

Academic Consequences

Students who are suspended from the high school for 11-180 days will not receive credit for work during the period of the suspension. Students who are suspended from the high school for 1-10 days may earn up to 100 percent for the work completed during the suspension. Students who possess weapons on school property are not allowed to attend Mustang Academy and students with assaultive behavior may not be allowed to attend the academy. The district will provide appropriate due process in accordance with law prior to finalizing the student's grade for a course.

For students in grades K–8, absences due to an out-of-school suspension may result in the student earning a lower grade in accordance with the district's policy on absences.

Prohibited Conduct

The following are descriptions of prohibited conduct and potential consequences for violations. Building-level administrators are authorized to more narrowly tailor potential consequences as appropriate for the age level of students in the building within the ranges established in this regulation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

Bullying and Cyberbullying (see Board policy JFCF) – Intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft or property damage; oral, written or electronic communication, including name-calling, put-downs, extortion or threats; or threats of reprisal or retaliation for reporting such acts. Cyberbullying is a form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager.

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

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

Drugs/Alcohol (see Board policies JFCH and JHCD)

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

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

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

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| First Offense: | In-school suspension or 1-180 days out-of-school suspension. |
| Subsequent Offense: | 11-180 days out-of-school suspension or expulsion. |

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

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| First Offense: | 1-180 days out-of-school suspension or expulsion. |
| Subsequent Offense: | 11-180 days out-of-school suspension or expulsion. |

Consequences – Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled, "Conditions of Suspension, Expulsion and Other Disciplinary Consequences."

As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence is disruptive to the educational process or undermines the effectiveness of the district's discipline policy.

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| First Offense: | Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled. |
| Subsequent Offense: | In-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled. |

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

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

Gambling – Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games.

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

Harassment, including Sexual Harassment (see Board policy AC)

1. Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic.

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

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

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

2. Violations, other than those listed in (1) above, of Board policy EHB, procedure EHB-AP1 or any policy or procedure regulating student use of personal electronic devices.

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

3. Use of audio or visual recording equipment in violation of Board policy KKB.

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

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

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

Policy JFCF

In order to promote a safe learning environment for all students, the Eldon R-I School District prohibits all forms of bullying. The district also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students.

Definitions

Bullying – In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

Cyberbullying – A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. The district has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

School Day – A day on the school calendar when students are required to attend school.

Designated Officials

The principal of each building is hereby designated as the individual to receive and investigate reports of bullying. Each building principal shall designate at least two teachers or administrators in the building who are authorized to receive and investigate reports of bullying in the principal's absence or at the principal's discretion.

The district compliance officer appointed in policy AC will serve as the districtwide antibullying coordinator. The antibullying coordinator will receive all completed investigative reports from all buildings and analyze the reports to identify any information that would inform the district's antidiscrimination and antibullying education and training programs. In addition, the antibullying coordinator will assist in making any relevant reports as required by state and federal law.

Reporting Bullying

School employees, substitutes or volunteers are expected to intervene to prevent student bullying, appropriately discipline the perpetrator, assist the victim and report the incident to the building principal or designee for further investigation and action. Any school employee, substitute or volunteer who witnesses or has firsthand knowledge of bullying of a student must report the incident to the building principal or designee as soon as possible, but no later than two school days after the incident.

Students who have been subjected to bullying, or who have witnessed or have knowledge of bullying, are encouraged to promptly report such incidents to a school employee. Any school employee receiving such a report shall promptly transmit the report to the building principal or designee.

If the bullying incident involves students from more than one district building, the report should be made to the principal or designee of the building in which the incident took place or, if more appropriate, to the principal or designee of the building attended by the majority of the participants in the incident.

Investigation

Within two school days of receiving a report of bullying, the principal or designee will initiate an investigation of the incident. Reports that involve students from multiple buildings will be investigated cooperatively by the principals of each building involved, or those principals may request that the district's compliance officer designated in policy AC conduct the investigation. If at any time during the investigation the principal determines that the bullying involves illegal discrimination, harassment or retaliation as described in policy AC, the principal will report the incident to the compliance officer designated in that policy, who will assist in the investigation. If the alleged bullying involves a special education student or a student with disabilities, the principal will also notify the special education director.

The investigation shall be completed within ten school days of the date the report of bullying was received unless good cause exists to extend the investigation. Upon completion of the investigation, the principal will decide whether bullying or harassment occurred and, if so, whether additional discipline is warranted in accordance with the district's student discipline code. The principal will generate a written report of the investigation and findings and send a copy of the completed report to the district's antibullying coordinator. The principal or designee will document the report in the files of the victim and the alleged or actual perpetrator

of bullying. All reports will be kept confidential in accordance with state and federal law.

If the incident involved allegations of illegal discrimination or harassment, the principal's decision may be appealed in accordance with policy AC. Student discipline may be appealed when allowed by law in accordance with Board policy.

The principal or other appropriate district staff will work with victims and their families to access resources and services to help them deal with any negative effects that resulted from the incident.

Consequences

Students who participate in bullying or who retaliate against anyone who reports bullying will be disciplined in accordance with the district's discipline code. Such discipline may include detention, in-school suspension, out-of-school suspension, expulsion, removal from participation in activities, exclusion from honors and awards, and other consequences deemed appropriate by the principal or superintendent. The district will also contact law enforcement when required by law or notify social media companies of inappropriate online activity when appropriate.

Even in situations where the district does not have jurisdiction to discipline a student for bullying, such as when the acts take place off campus and there is an insufficient nexus to the district, the principal or designee will take appropriate actions to assist student victims. Such actions may include, but are not limited to, contacting the parents/guardians of the victim and the alleged perpetrators, communicating that this behavior is not allowed on district grounds or at district activities, notifying the appropriate district staff to assist the victim, and taking additional action when appropriate, such as notifying law enforcement or social media companies of inappropriate online activity.

District employees and substitutes who violate this policy will be disciplined or terminated. Discipline may include suspension with or without pay, a negative evaluation, prohibition from being on district property or at district activities, mandated training or other appropriate remedial action. Volunteers who violate this policy will no longer be permitted to volunteer.

Policy Publication

The district shall annually notify students, parents/guardians, district employees, substitutes and volunteers about this policy and the district's prohibition against bullying. A copy of this policy shall be included in student handbooks and posted on the district's website.

Training and Education

The district's antibullying coordinator will provide information and appropriate training designed to assist employees, substitutes and volunteers who have significant contact with students in identifying, preventing and responding to incidents of bullying.

The district will provide education and information about bullying and this policy to students every year. The principal of each school, in consultation with school counselors and other appropriate school employees, will determine the best methods for facilitating the discussion. Methods may include, but are not limited to: assemblies; homeroom presentations; class meetings; team or club meetings; special presentations by counselors, social workers or mental health professionals; and open-house events. When practical, parents/guardians will be invited to attend.

In addition to educating students about the content of this policy, the district will inform students of:

1. The procedure for reporting bullying.
2. The harmful effects of bullying.
3. Any initiatives the school or district has created to address bullying, including student peer-to-peer initiatives.
4. The consequences for those who participate in bullying or engage in reprisal or retaliation against those who report bullying.
School counselors, social workers, mental health professionals, school psychologists or other appropriate district staff will educate students who are victims of bullying about how to overcome the negative effects of bullying including, but not limited to:

1. Cultivating the student's self-worth and self-esteem.
2. Teaching the student to defend him- or herself assertively and effectively without violence.
3. Helping the student develop social skills.
4. Encouraging the student to develop an internal locus of control.

Additional School Programs and Resources

The Board directs the superintendent or designee to implement programs and other initiatives to address bullying, respond to such conduct in a manner that does not stigmatize the victim, and make resources or referrals available to victims of bullying. Such initiatives may include educating parents/guardians and families on bullying prevention and resources.

Policy JHCD

The district will permit a student to possess and self-administer medications as required by law, except for substances that are illegal under state or federal law, and as allowed in this section. Permission to possess and self-administer medications may be revisited if there is evidence that the student is not handling or administering the medication appropriately or that the student's actions may be harming his or her own health or the health and safety of other persons. Such permission is required for students to possess and self-administer medications while at school, at a district-sponsored activity and on district-sponsored transportation. Such permission shall be effective only for the same school and school year for which it is granted.

Policy KKB

Because the district predominantly serves minors, is subject to a number of confidentiality laws, respects parent/guardian and community concerns about privacy, and seeks to minimize disruption to the education environment, the district prohibits audio and visual recordings on district property, district transportation or at a district activity unless authorized in this policy.

Any recording activity, even activity permitted under this policy, will be prohibited if the activity creates a disruption to the education environment. No recording equipment will be used or placed in areas of the building where the occupant would have a reasonable expectation of privacy, such as restroom facilities or locker rooms.

Policy GBH

Staff members are encouraged to communicate with students and parents/guardians for educational purposes using a variety of effective methods, including electronic communication. As with other forms of communication, staff members must maintain professional boundaries with students while using electronic communication regardless of whether the communication methods are provided by the district or the staff member uses his or her own personal electronic communication devices, accounts, webpages or other forms of electronic communication.

The district's policies, regulations, procedures and expectations regarding in-person communications at school and during the school day also apply to electronic communications for educational purposes, regardless of when those communications occur. Staff communications must be professional, and student communications must be appropriate. Staff members may only communicate with students electronically for educational purposes between the hours of 6:00 a.m. and 10:00 p.m. Staff members may use electronic communication with students only as frequently as necessary to accomplish the educational purpose.

Policy JHCB

No child is permitted to enroll in or attend district-sponsored preschools, daycare centers or nursery schools until the district has satisfactory evidence demonstrating that the child has been immunized, that immunizations are in progress or that the student has an immunization exemption as permitted by law. Upon request from a parent/guardian of a student enrolled in or attending district-sponsored preschools, daycare centers or nursery schools, the district will inform the parent/guardian whether any student enrolled or currently attending the facility in which the district-sponsored preschool, daycare center or nursery school is located has an immunization exemption on file. The district will only verify whether any student has an exemption on file. The district will not release any information that would identify a particular student with an exemption or a particular type of exemption.