

**De Soto High School
Student Handbook
&
Discipline Code
2009-2010**

**De Soto Senior High School
815 Amvets Drive
De Soto, MO 63020**

Attendance Clerk	636-586-1053
Principal's Office	636-586-1050
Fax	636-586-1059
Toll Free	1-877-586-1040
A+ Office	636-586-1066
Athletics/ Activities	636-586-1058
Counseling Center	636-586-1060
Student Services	636-586-1056

Mr. Brent Norton	Principal
Mr. Mike McBride	Assistant Principal
Mr. Allen Davis	Assistant Principal
Mrs. Theresa Hite	Counselor/A+ Coordinator
Ms. Tori Milligan	Counselor
Mrs. Lisa Queen	Counselor
Ms. Deborah Leeker	Librarian
Mrs. Julie Warden	Student Services
Ms. Cathy Schanz	Nurse
Mr. Bob Thompson	Athletic Director

Student Name:

	1st Semester	2nd Semester
1st Hour	_____	_____
2nd Hour	_____	_____
3rd Hour	_____	_____
4th Hour	_____	_____
5th Hour	_____	_____
6th Hour	_____	_____
7th Hour	_____	_____

DHS Bell Schedule

1st Hour 7:38 - 8:28

2nd Hour 8:33 - 9:23

3rd Hour 9:28 - 10:18

4th Hour 10:23 - 11:13

5th Hour 11:18 - 12:45

6th Hour 12:50 - 1:40

7th Hour 1:45 - 2:35

Lunch Schedule

1st Lunch 11:13 -- 11:36

2nd Lunch 11:36 -- 11:59

3rd Lunch 11:59 -- 12:22

4th Lunch 12:22 -- 12:45

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Mission Statement

The Mission of the De Soto 73 School District is to ensure learning, growth, and success for all students.

Equal Educational Opportunities

Each student, being limited only by individual differences, should be given the opportunity to develop and achieve to the maximum extent possible. Therefore, the school district will foster an educational environment that provides equal educational opportunities for all students.

Educational programs, services, vocational opportunities and extracurricular activities will be designed to meet the varying needs of all students, and will not discriminate against any individual for reasons of race, creed, color, sex, national origin, economic status or disability.

De Soto High School Graduation Requirements

<u>Graduation Requirements</u>		<u>College Prep Diploma</u>
Science	3	3 (Phys Sci, Bio, Intro Chem/Phys, Chem.)
Social Studies	3	3 (Am.Gov't, World History, Am. History)
Math	3	3 (must successfully complete Trigonometry or Coll. Alg.)
Communication Arts	4	4 (9 Eng, 10 Eng, 11 Eng, 12 Coll. Comp. or Coll. Prep)
Foreign Language	---	2 (Must be in the same language)
*Practical Art	1	1
Fine Art	1	1
Physical Ed.	1	1
Health	1/2	1/2
**ACT Prep	---	1/2
Electives	<u>7 1/2</u>	<u>5</u>
Total Units to Graduate	24	24

***1/2 credit must be taken in Introduction to Business to fulfill the Personal Finance requirement set forth by the State**

**Waived with a composite score of 24 or higher on ACT Test

Additional Requirements

- 1. GPA of 3.2 or higher**
- 2. 22 ACT Score**
- 3. Valedictorian/Salutatorian must complete College Prep Diploma**

*Graduation with Honors - 3 of 4 subject areas tested in MAP must score at advanced or proficient level.

Effective Graduation Class of 2010

The State of Missouri requires that a student pass tests on the Missouri and United States Constitutions before a student can graduate. These tests are administered as a part of the American Government classes.

Only those students who have completed all requirements for graduation and have paid all fines, fees, etc. are allowed to participate in commencement.

Insert School Calendar

Class Rankings

In the interest of encouraging and recognizing outstanding academic achievement, a valedictorian and salutatorian will be selected for each high school graduating class. When one or more students are tied for the highest grade point average on the 4.0 scale, the following procedures will be used to determine class rank.

All grades for classes taken in the first two years of high school will be calculated on an eleven point scale where an A = 11, an A- = 10, a B+ = 9, etc.

- A. The valedictorian will be the student with the highest grade point average as computed at the end of eight semesters of high school work.
- B. The salutatorian will be the student with the second highest grade point average as computed at the end of eight semesters of high school work.
- C. In case of a tie for valedictorian, co-valedictorians will be honored.
- D. In case of a tie for salutatorian, co-salutatorians will be honored.
- E. In case of a tie for valedictorian, no salutatorian will be honored.
- F. To be eligible for valedictorian or salutatorian honors, a student must be enrolled within the district prior to and continuously following the tenth school day of the student's junior year.
- G. In order to be considered for valedictorian or salutatorian honors, a student must complete requirements for a college preparatory studies certificate and must complete three units designated as college preparatory classes during the senior year.

GENERAL SCHOOL REGULATIONS

Bus Service

Busses will run promptly on schedule. Your driver will tell you the time of departure and arrival. It is your responsibility to meet your bus. Bus drivers have the same authority and exercise the same privileges working with the students as the teachers while the students are being transported to and from the school.

Students riding a bus other than their assigned bus must have proper authorization from the office.

Cafeteria

School lunches are served in the cafeteria each day. This is a Class A government-approved lunch. A snack bar is available in the cafeteria during the regular lunch hour. Free and reduced lunch tickets are to be picked up in the business office before school. Students are not to take trays from the cafeteria. Students are not to take food or drinks from the cafeteria. Students are to remain in the cafeteria during lunch.

Field Trips

Students are encouraged to attend field trips with their classes. Such trips provided by the school are a privilege; however, denial of attendance on such trips may be made by classroom teachers if a student is failing a class. While on a field trip, students are subject to all school rules and MSHAA guidelines.

Hall Passes

Students must have their planners when outside of class, other than the five (5) minutes allowed for passing between classes. Students may not be out of class without their planner signed by their teacher. Senior High students are not to be on the Junior High Campus (grounds or building) without permission/pass from the office.

Leaving School Grounds

Students may not leave school grounds unless they come to the office and sign out with a call-in from a parent or guardian. Students who do not follow this procedure will be considered truant, and disciplinary action will be taken.

Lockers

Lockers should be kept closed and locked at all times. School lockers are school property and may be opened for maintenance or reasonable cause without notification of the student. The interior of the lockers should be kept as neat as possible; nothing should be put in the interior of the locker which will damage the metal or remain permanently in the locker. Nothing should be posted in the lockers that is obscene or that is not allowed in the general classroom. Items deemed undesirable will be removed.

Lost and Found

There is a "lost and found" center located in the principal's office. Items not claimed within a month will be given away to charitable agencies. To guard against loss, do not bring items of value to school, label your possessions, and lock your locker. Students, not the school, are responsible for personal property.

Parking

Students will be required to purchase a permit sticker for their cars in order to park on school parking lots. Parking permit stickers for an assigned yearly parking space can be purchased for \$15.00 in the Business Office. Seniors, then juniors, will be given first opportunity to purchase a permit. This permit should be displayed so it can be seen from outside the automobile.

Students who park their automobiles on the school parking lots without a parking permit will be subject to school discipline. Students are not to be on the parking lots during school hours without permission from the office (see leaving school grounds).

As soon as students park their vehicles, regardless of where it is parked, students are to leave the automobile and come to the building.

Students Owing Monies or Fees

Any monies owed by the student must be paid for before report cards are issued at the end of the school year, enrollment is permitted the following year, or transcripts forwarded to receiving schools.

Substitute Teachers

Substitute teachers are an important part of our school system. They are part of the high school staff when they are employed on a daily basis.

Students' conduct in their presence should be as good as or better than their conduct when the regular teacher is present. They are to be given the utmost respect and cooperation.

Telephones

The office telephone is a business phone and should be used by pupils for emergencies only. Messages and deliveries from home should be left in the office. Students will be called out of class only in an emergency.

Textbooks and Equipment

Students are responsible for the care of textbooks and all school equipment. A fine will be charged for lost or misused books.

DRESS CODE

In accordance with Missouri law and the discretionary power granted to the School Districts under Missouri law, the policy of the De Soto School Dist.73 is to require all students to dress in what the school deems to be a moderate type and style that is appropriate. The conduct, manners, appearance and dress of each student plays a role in this process. The Board of Education expects student dress and grooming to be neat, clean, and in good taste so that each student may share in promoting a positive, healthy, and safe atmosphere within the school district. If a student's general appearance attracts undue attention to them or disrupts the educational process, the student will be asked by a building administrator to make necessary changes; therefore, if a student is dressed inappropriately, the students may be removed from class and required to correct the cause of the violation before being admitted to class. **The covering of inappropriate dress with a long coat or jacket will not be acceptable.** The De Soto School Dist. 73 requires that all students and parents adhere are not limited to the following guidelines.

1. No midriff tops, bathing suits, spaghetti straps, or tank tops shall be worn. Shirts and blouses need to cover from neck to shoulders (both sides), have a full back, and be long enough to cover the entire torso. No cleavage is to be exposed.
2. No see-through clothing shall be worn. Undergarments must not show.

3. No hats, caps, bandanas, or other headgear, including sunglasses, are permitted.
4. No clothing which illustrates, with words or symbols, statements condoning alcohol; tobacco or drug use, views concerning sexual issues, or depictions of violence or profanity.
5. No student on or about school property or at school functions shall wear, possess, use, distribute, display, or sell clothing, jewelry, large chains, emblems, bandages, symbols, signs, or other things which are evidence of membership or affiliation in any gang or cult.
6. Body piercing that becomes a safety issue is prohibited.
7. No spiked or studded jewelry or large wallet chains. Any jewelry that makes distracting noises, expresses violence, suggests obscenity, or presents possible hazard to the wearer or other students shall be prohibited.

It is the responsibility of the staff and administration to set the tone for the educational progress of the students of the De Soto School District. Extreme styles, fads, or circumstances not covered, or those that constitute a threat to health or safety, will be treated as inappropriate by the administration and staff. Student dress should lend itself to positive health and safety while meeting basic social expectations. Failure to comply with the guidelines set forth could subject the student to disciplinary action. The principal or designee will make the final decision at the school level as to whether specific attire is disruptive or inappropriate. If a student or parent is in doubt about the appropriateness of an item, the best decision is to leave the item at home. The school reserves the right under Missouri law to amend these guidelines without prior warning to the student.

SCHOOL SECURITY

De Soto High School is a closed campus. To ensure the safety of students and staff; everyone should cooperate to make the school safe.

- Persons having business with the school should report to the school office.
- Persons picking up students after school should remain in their vehicles.

Visitors

Parents and patrons are encouraged to visit. All visitors are requested to report to the main office upon entering the building. Students are not allowed to bring guests to school; this includes

young children. Persons should not be in the hallway without a visitor/guest badge; all others will be considered trespassers.

I.D. Cards

All students are expected to be in possession of their students I.D. card at any and all school functions. Students are required to produce their I.D. cards when requested by faculty or staff of the high school.

EMERGENCY PROCEDURES

Fire Drill

The signal for a fire drill will be the continual sounding of the fire horn. Students are to evacuate the building and move at least fifty feet from the building. Teachers are to call roll to insure that all students have left the building. Students will be called back to the building by one long ring of the school bell.

Violent Weather

The signal for violent weather will be a number of short rings of the bell for both buildings and/or an announcement over the intercom. No one is to leave the building for any reason. Teachers are to take their grade books with them. People in the lower hall should avoid windows.

Earthquake

Students should protect themselves according to standard earthquake practice (taking cover under desks and remaining there until further notice.) Our main effort will be to evacuate the buildings using fire drill procedures.

Code Red

There are occasionally situations that require teachers to hold students in their classroom until further notice. If a code red is announced, teachers should keep all students seated in their classrooms, keep doors closed, and continue regular class activity. Bells to signal class dismissal should be disregarded. Teachers will be notified when the situation is under control. Any need for a modified schedule will be announced.

Bomb Threats

Bomb threats will be announced over the intercom. Students need to leave their class and go to the nearest exit. Students will evacuate to the football field and practice field.

ATTENDANCE

Perfect Attendance

To be eligible for perfect attendance and to receive the perfect attendance award, a student must be in school every day school is in session and miss no more than three hours total absences for the entire school year. (Attendance is kept hourly.) Students on field trips or other school-sponsored trips shall be counted as present in school.

Attendance Policy

An absence for any reason will be counted as an absence. No distinction will be made to determine if the absence was excused or unexcused. Parents are expected to make the office aware of why students are missing school as soon as possible, as this would be considered pertinent information if needed during the appeals process. If contact is not made within three school days, a student will be deemed truant. Students and parents should be aware that any absence deemed as truancy will count toward the total absences.

Students will be allowed a maximum of six absences from school (or from individual class) during a semester. The student is responsible for making up work missed according to district policy.

The first six absences in a semester will not be entered as excused or unexcused. Absences will be entered as excused or unexcused after the 6th absence in a semester. Excused absences are defined as absences due to extenuating circumstances beyond the student's control that can be verified with written documentation. Examples of acceptable documentation include doctor's notes verifying appointment, a dentist's note to verify a dental appointment that cannot be scheduled outside of the school day, and/or official written verification of absences due to a death in the family. For the first 6 absences during a semester, students may make up missed work for credit. After the 6th absence in a semester, students must have written documentation as described above for each absence to verify that the absence is beyond the student's control in order to make up missed work for credit.

The Student Services office will make every effort to notify parents when a student has missed three (3) days (by a letter and /or other

communication) and five days (by letter and/or other communication). It is still the parent's responsibility to make school officials aware of the student's absences as they occur. Following the 6th absence (on the 7th absence), no credit or "NC" will be recorded for any class in which the student currently has a passing grade. Following the 6th absence (on the 7th absence) a grade of "F" will be recorded for any class in which the student currently has a failing grade. On the 7th absence, a letter will be sent to the parents, explaining that the child has exceeded the absence limit. In order to comply with state law, the school will notify the County Juvenile Office and/or the Division of Family Services, whichever applies, after the student's 8th absence for student under the age of sixteen.

A record of calls from parents will be held in the office with reasons listed for absences as they are given by the parents. These should prove informative if an appeal process is started.

All students are required to take finals and attend school on the days of final exams. Finals are worth 10% of the semester grade. Finals cannot be made up. The only exception is family or medical emergency with approval from the principal. School must be notified prior to the absence. Finals that may be made up must be on student's time, during teacher work days.

Appeals: Students absent in excess of the six day absence limit may appeal to the principal in writing, including any necessary documentation, on or before the 15th calendar day prior to the end of the semester. Both the student and parent must attend the appeal and bring all necessary documentation to the committee. The committee, which will be comprised of administrators, counselors, and teachers, will determine if the student has enough documentation needed to prove the reasons for the absences. A ruling of credit, no credit, or probation will be assessed at the close of each hearing. Students who exceed the 6-day absence limit during the last fifteen days of the semester must make a written appeal to the building by the last day of the semester.

All students will be afforded due process as guaranteed by constitutional provisions. The process will be in accordance with state law and with the provisions outlined in the district's policies and regulations regarding student attendance. The results of the appeal will be one of the following:

Credit: The committee found that sufficient evidence to prove the student had missed due to circumstances beyond his/her control. Credit will be awarded immediately.

No Credit: The committee found no substantiating evidence to validate the excessive number of absences. Credit is denied.

Probation: The committee found that there was some evidence of circumstances beyond the control of the student, such that the student would not have missed excessively if those circumstances had not presented themselves. The student must now meet attendance criteria for the following semester. When the probationary period is completed successfully, the grade percentages which have been assessed for the previous semester will be restored to the student's transcript. However, if the student fails to meet attendance criteria while on probation, the student will lose the credit from the previous semester and may put him or herself in a position to lose credit for the current semester as well. If a student transfers in to De Soto, he/she will be expected to follow all aspects of the attendance policy. Probation from former schools will be accepted as our own. If a student transfers in with excessive absences, he/she will be made aware that they will be placed on the non-credit list and may file an appeal if an appeal is deemed appropriate.

A student under suspension **will not** be given credit for work assigned during the suspension with the exceptions of major projects and tests for the first suspension of each year. Any major project assigned earlier which comes due during the first suspension will be accepted for full credit. Tests missed during a first suspension may be made up in Saturday School following the suspension. It is suggested students under suspension make up work using the following criteria in order to keep current.

Suspension Criteria:

1. Students must obtain work from peers or from the teacher before or after school at the teachers' convenience.
2. Teachers are not to be interrupted while teaching to get assignments for suspended students.
3. Work must be completed and turned in on the first day the student returns to school. Tests may be made up during Saturday School Detention.

4. Teachers are not expected to tutor a student to remediate them for lost time. However a student may come to a designated tutoring session for assistance after any absence. Regardless of tutoring, students would not be able to regain classroom points for assignments after their first suspension each year.

A suspension will count toward a student's total days missed; however, a single act of suspension will not take the student over the six day limit, so long as the days of suspension added to the days already missed do not exceed eleven per semester. The student will be held at six absences. Any further absences, after the days of suspension, would total seven or more, and may be cause for credit to be withheld.

Truancy is a student's absence from school with the knowledge of the parent or guardian and without the consent of the parent or guardian. Each day or part of a day constitutes one truancy. School personnel will notify the parents or guardians of the child's absence, arrange a conference if necessary, and offer assistance in solving the attendance problem. Guidance Counselors, child welfare departments, the juvenile courts, and other community resources may be used. Such assistance should be offered before the student had been absent without excuse for six days in a semester. In cases where the parent(s) or guardian is unwilling or unable to cooperate, a referral will be made to the Division of Family Services or to the Juvenile Court for educational neglect.

Tardiness is the act of arriving late or delayed beyond the expected or proper time for school or class. The student will be charged with an hour's absence for any tardy in excess of 10 minutes. A student who arrives tardy to school with no parental explanation for the tardiness may result with the student being charged with truancy. A student who comes to class late without proper authorization is to be assessed a tardy and a discipline notice is to be sent to the office by the teacher. Students will be allowed one time per semester to be late to school with proper notification by the parent within two days or they will be charged with a tardy to school.

GRADE REPORTING

Mid-Quarter Reports

Mid-quarter reports will be mailed home approximately 4 weeks into each quarter.

9th Grade Tutoring

DHS is instituting a policy on mandatory tutoring for 9th grade students failing core subject areas. Students who are failing at mid-quarter may be assigned mandatory tutoring until 3:30 p.m. Transportation home will be provided for students attending.

Report Cards

Report cards are issued quarterly, five (5) days after the end of each quarter. Scholarship grades are as follows: A-Outstanding Work, B-Above Average Work, C-Average Work, D-Below Average Work, F-Failing Work, I-Incomplete (must be made up); P-Passing; W-Withdrawn; N-No Grade. Incomplete grades must be completed according to the attendance policy. Report cards will be issued to students at the end of each quarter. Fourth quarter report cards will be mailed home.

Comments concerning attitude and work habits may be included. An explanation of these comments is included on the report card.

Honor Roll and Grading

An honor roll is published quarterly. To be on the honor roll, a student must have a B average 3.0. The High Honor Roll is made up of students with an A- average and no more than one B grade.

The grading scale for all work will be:

(A) 96-100%	(C) 73-76%
(A-) 90-95%	(C-) 70-72%
(B+) 87-90%	(D+) 67-69%
(B) 83-89%	(D) 63-66%
(B-) 80-82%	(D-) 60-62%
(C+) 77-79%	(F) 0-59%

Grade Classifications

Freshman:	0 - 4 ½ credits
Sophomore:	5 - 9 ½ credits
Junior:	10 - 14 ½ credits
Senior:	15 - 24 credits

Makeup Work

Students absent for any reason the day of a test or assignment due are expected to make up work upon returning to school.

Assignments are due upon the date of return. Students are allowed one day to make up missed work for each day absent from school.

Students who are deemed truant will not be afforded this

opportunity. The responsibility for securing and completing missed assignments lies with the student.

HEALTH SERVICES

The health services of De Soto School District goals are to promote and maintain preventative health care. Each campus of the district employs a school nurse that assists students in developing their full potential in health and education. Parents ultimately have the primary responsibility for the health of their children. The health services responsibility lies in promoting a school health program that will promote, protect, and maintain a student's health and to assist the parent in carrying out their responsibility. The health status of children affects their ability to learn. Healthy children learn better. The school nurse provides supportive professional and specialized health services for the school staff and the students.

Medication

A student found possessing and/or using any type of medication (medication includes: prescription, over-the-counter drugs and herbal preparations) is subject to Section V #2 of the De Soto Disciplinary Handbook. The district does not supply any type of medication. A student may bring personal medication only by following these directions:

- Written permission from parent stating that student may take medication during school hours.
- Medication must be in original package.
- Permission and medication must be turned in to the nurse prior to the end of the 1st hour of school.

All prescription medication must be labeled from a pharmacy with student's name, address, date, name of medication, how it is administered, and the doctor's name.

Medication that is not in original container, prescription bottle and/or is not turned in with written permission from parent will be held in the nurse's office until the last hour of the day and will be returned to the student to take home. Medication will not be given to the student throughout the course of the day.

Medication other than doctor ordered for specific time will not be given out until school has been in session for 3 hours. This will eliminate the possibility of an overdose of medication.

Head Lice Screening

The first reported case is screened. If nits or lice are found, parents are notified and the child is sent home. Siblings (and classmates in elementary buildings) are then screened. Students must be treated at home and checked by the nurse before being readmitted to class.

A no-nit policy is a district policy. Two (2) all elementary school screenings are scheduled each year. When nits and/or lice are found, the bus supervisor, building principal, and nurse supervisor are notified. Parents must bring their child to the nurse for proof of no lice and nit free prior to returning to class. If child does not return to school in one (1) week, Division of Family Services is notified. Students returning are checked weekly, until they are nit free for thirty (30) days.

Repeated infestation in a family indicates improper follow-up.

Immunizations

It is unlawful in the state of Missouri for any child to attend school unless he/she has been immunized as required under the rules and regulations of the Department of Health, (State Law Bill Nos. 904, 788 & 966, Section 167.181 and 376.995) or unless the parent or guardian has signed and placed on file a statement of religious exemption and/or a physician has signed and the parent or guardian has placed on file a statement of medical exemption with the school administrator and the students health records.

A child that is in progress of fulfilling the immunization requirements must have a Department of Health form IMM.P.14 on file with the student's health record. Failure to meet the next scheduled appointment constitutes noncompliance with the school immunization law and legal action will be initiated immediately. Students who are in noncompliance with the immunizations will be excluded from school until properly immunized. Legal action will be initiated against a student who is excluded from school for five (5) scheduled school days for noncompliance.

Emergency Information

A current (renewed yearly) signed and dated emergency form must be on file in the health service office. Medical care, notification of illness, and/or request permission to release from school will not be available unless a signed form is on file. When a student becomes ill

while at school, he/she should ask the teacher for a pass to the nurse. If the nurse deems it necessary, she will contact the student's parent/guardian and then authorize his/her release through the office. Students are to sign out in the office before leaving campus. Leaving school on their own or staying in the restroom is considered truancy, and disciplinary action will be taken. In the event of an emergency, an ambulance will be called. Without a current signed information form on file, the ambulance will not be able to transport until permission has been received by parent and/or legal guardian. If a student has any type of medical condition that the district is unaware of, it is therefore not liable in the event of an incident involving the student's medical condition.

Doctors Excuses and Adaptive Physical Education

Students may be excused from activity portion of P.E. only when a physician has written an excuse. The physician should also state what the student could do as an alternate activity.

A parent/guardian may write an excuse for the student for only one day, and then it is under the discretion of the school nurse to reject or approve the excuse.

A student who is unable to participate in P.E. for an extended period needs an order from a physician listing restrictions and alternate activities. Upon receipt of physician's order, accommodations will be arranged for the students to continue in adaptive P.E.

GUIDANCE SERVICES

Students are encouraged to utilize a wide range of available services, including:

1. Academic advisement on course selections
2. Career planning and interest inventories
3. Preparation for college entrance
4. Scholarship application assistance
5. ACT preparation
6. Vocational-technical programs
7. Student advocate role when an injustice is apparent
8. Conflict resolution with family, friends, or enemies.

Students will work with guidance in completing a Six Year Plan. This is a TENTATIVE OUTLINE OF PROSPECTIVE courses the student needs to attain goals.

Students are assigned a counselor by grade level. The senior counselor will take over scheduling and all other issues for the senior year. Students may work with the counselor assigned to their senior year. Students may work with the counselor assigned to their grade level. Workshops are provided to families on college entrance procedures, financial aid, and other orientation issues as needed.

Schedule Changes

Students should request all desired schedule changes PRIOR to the start of classes for that semester. After classes begin, only those changes considered to be “academic improvements” will be considered. Exceptions for misplacements or special circumstances MAY occur but are not the rule. After three weeks, counselors are to get administrative approval for any class changes.

Withdrawal from School

If a student must withdraw from school (moving, dropping out or transferring), he/she is expected to do so properly through the attendance clerk. Before a student is allowed to withdraw from school, a parent or guardian must furnish a written notice or phone call for verification. Failure to return all books or fulfill debt obligations will result in holding transfer records.

Graduation Policy

Only those students who have completed all requirements for graduation are allowed to participate in commencement.

Visit College/Vocational School or Job Interview

Juniors and seniors are allowed to two (2) college/vocational school visits per year with those days being removed from their file by following the proper procedures. The purpose of the college/vocational visit is a visit with counselors, department chairs, etc. which could not be performed during the non-school attendance. It is not intended to merely visit a campus to look at it. Students fill out and return a request form to the attendance secretary BEFORE the visit. Signed documentation from the college official with whom the student met must be returned to the attendance secretary within three (3) school days of the visit or the days of the visit will be counted against the student's attendance. This documentation may be hand-carried or faxed to 636-586-1087.

LIBRARY RESOURCE CENTER

Mission

The De Soto Secondary Learning Resource Center supports the teaching and learning environment of the school by providing instruction in fact-finding skills; providing an environment conducive to teaching, learning and individual inquiry; providing leadership in the use of information; providing resources representing diverse cultures, attitudes, opinions and experiences; and providing materials in all formats to support the school curriculum.

Operating Hours

The LRC is open Monday 7:05 AM to 3:05 PM, Tuesday 7:05 AM to 4:05 PM, Wednesday 7:05 AM to 2:40 PM, Thursday 7:05 AM to 4:05 PM, and Friday 7:05 AM to 3:05 PM.

Students must have a pass from their teachers if they come to the library during the school day. If the student wants to use the computers during the school day, he or she must have a green slip signed by the teacher whose assignment they will be working on. They do not need a pass or a green slip if they come in the library before or after school.

Computers

All computers provide access to the electronic catalog, which lists all books and non-print material in the collection. Approximately 24 PC computers and a laser jet printer are available for student and staff use, as well as the Media Room, which contains 30 laptops, a laser jet printer, and a Smart Board. All computers are connected to the Internet.

Collection

The library has a collection of more than 14,000 books, 50 magazines, and more than 1,000 videos, compact discs, laser disks, and videos for student and staff use.

Checkout Procedures

Students must have a student identification card to check out a book. Books and magazines are due in two weeks, and reference books are due in one day. Fines for overdue books and magazines are 5 cents per day. Students are charged 25 cents per day for overdue reference books.

Copies

Students will be charged 5 cents a page for copies made on the copy machine or computer printer. No copies will be made without the approval of the librarian or library secretary.

A+ PROGRAM

A student who qualifies according to the following criteria and continues education at a Missouri public community college or vocational-technical school is eligible for state reimbursement for tuition, books, and fees for up to two years pending legislative funding. Each student should enter into a written agreement with the school during his or her last three years prior to high school graduation.

Eligibility

1. Attended a designated A+ school for three consecutive years prior to graduation
2. Graduated from high school with a grade point average of 2.5 or higher.
3. Maintained at least 95% attendance record for the four-year period.
4. Performed 50 hours of unpaid tutoring or mentoring for other students by May 1st of student's senior year.
5. Registered with Selective Service.
6. Maintained a record of good citizenship and avoided the unlawful use of drugs and alcohol.
7. Made a documented, good faith effort to secure all available federal post-secondary students financial assistance funds that do not require payment. Students must file a FAFSA (Free Application for Federal Student Aid).

The student financial incentive part of the A+ Schools Program for applicant's who meet the A+ requirements to be eligible for state reimbursement for the cost of tuition, books, and fees while attending any Missouri public community college or post-secondary vocational or technical school as a full-time student. These costs will be reimbursable only after secured federal financial assistance

funds that do not require repayment have been applied. The incentive will be available for up to two years of attendance during the 4-year period following high school graduation.

STUDENT ACTIVITIES

Academic Team

The academic team is a competitive group that participates in quiz-bowl style meets. Tryouts for the team are in September, and meetings go from October through May. The team practices twice a week, simulating the quiz bowl atmosphere and doing research to be able to answer questions.

Art Club

Art Club is an extra-curricular club that meets once a month on the third Thursday after school in the LRC. A point system for participation throughout the year is used to determine who receives letters/pins. The yearly dues are \$5.00, which helps to pay for all activities. Requirements for participation include having passed at least one year of art in high school OR attending an art class presently. Being an excellent art student is NOT a requirement, but most club activities are art related. Activities include Homecoming parade, annual fundraiser, museum trip, school Christmas tree, food baskets, Mr. and Miss DHS dance, carnation sales, trip to Chicago, Easter eggs, and school art show.

Class Officers

Each class will elect officers (president, vice-president, secretary, and treasurer) at the beginning of the fall semester. Officer candidates must have a 2.0 GPA from the previous semester and must not have had any disciplinary suspensions during the previous school year. Student will submit a petition with 25 signatures from fellow classmates along with two recommendations from teachers.

French Club/Spanish Club

Students who are enrolled in a foreign language class or have made a C or better in a previously taken foreign language class in high school may join the foreign languages clubs. The clubs are designed to create fellowship between language learners and extend the learning and culture beyond the classroom. Some activities include field trips, food tasting, cultural celebrations, and working at school and community events such as Safe Halloween.

Future Business Leaders of America

The Future Business Leaders of America is a National organization open to all business students currently enrolled in a business course and also for those students who have successfully completed a business course. Professional development, civic activities, service to the

Community, and social fun are goals for FBLA. Students have the opportunity to compete at Districts in all areas of Business. Successful students advance to the state level and have an opportunity for national recognition. Election of officers is scheduled for the March meeting and meetings are held the fourth Tuesday of each month. The purpose of FBLA is to provide an integral part of business instruction and develop vocational and career opportunities.

Family Community Career Leaders of America

FCCLA is open to all high school students who have previously taken a Family and Consumer Sciences class in high school or are presently enrolled in a FACS class. The aim of FCCLA is to improve personal, family, community, and job/career life. FCCLA meets the fourth Thursday of each month. The organization is involved in school activities such as Homecoming, Safe Halloween, and other functions sponsored by the Student Council. The group members act as volunteers at the local food pantry. The opportunity is provided for students to participate on the regional, state, and national level. Dues are \$5 annually, and the club has a fundraiser yearly.

National Honor Society

The National Honor Society requires that students be evaluated on the following four qualifications: Scholarship, Leadership, Service, and Character. The De Soto High School Honor Society organization requires an accumulative grade point average of 3.35 and no grades below a C for its members. Members are selected and initiated by invitation only, based on all of the above qualifications. Faculty members are consulted in the selection process. The purpose of this organization is to create an enthusiasm for superior scholarship; to develop loyal pupil citizenship; to stimulate desire to serve faithfully one's school, community, and country; to promote trustworthy leadership; and to instill exemplary qualities of character in the students of the eleventh and twelfth grades of De Soto High School.

Math Club

Math club is for all students who have an interest in math and are enrolled in a math course. Students are required to maintain at least a C average in their math course. This organization has been involved in Safe Halloween, adopting a family at Christmas, competing in math contest in the spring, and pursuing math topics. Elections for officers are held in the spring. The club meets every third Wednesday of the month.

Science Club

Science club is open to any student who is currently enrolled or has completed one year of high school science. Members participate in Science Fair, Science Olympiad, a fall Stream Team activity and cookout, a spring educational/fun trip, and a variety of monthly activities.

Student Council

The Student Council provides for student activities and serves for attaining experience for both leaders and followers. The Council promotes the common good, gives students a share in the management of the school, develops high ideals for personal conduct, acts as a clearing house for student activities, seeks interest students in school affairs, and helps solve problems that may arise. Member of the Council are your representatives and have direct access to school administration. Elections are held in the spring for the following school year.

Student Dances

Attendance at De Soto High School dances will be limited to the following people:

1. De Soto High School students and their invited dates.
 - a) Different dances may be limited to particular students
 - b) Junior high school students may not attend high school dances
 - c) Any invited dates who are not De Soto High School students must be signed up in the high school office by lunch time two previous school days prior to the dance. These outside dates may be disapproved by the high school administration. De Soto High School students will be responsible for the behavior of their guests.
2. Members of the faculty of De Soto High School and their invited dates.

3. Special guests invited by the administration of De Soto High School. No other persons will be admitted to a dance. Regular school rules will be followed at school dances.

T.R.E.N.D.

T.R.E.N.D. is a club for all students willing to lead and promote drug free lifestyles. T.R.E.N.D. has been involved with Red Ribbon week activities, Safe Halloween, food drives, anti-tobacco campaigns, maintaining bulletin boards, and other activities. Members also participate in leadership training and social activities. Meetings are held the first Thursday of each month.

ATHLETICS (per MSHAA guidelines)

Sports

Boys

Cross Country
Football
Soccer
Basketball
Wrestling
Baseball
Golf
Tennis
Track

Girls

Cross Country
Softball
Volleyball
Basketball
Soccer
Golf
Tennis
Track
Cheerleader
Dance Team

Eligibility

1. Physical Examination: You must have a physical examination to participate in the athletic program. Only one physical exam is required per year and must be administered on or after February 15 of the previous year.
2. Citizenship: You must be a credible school citizen whose conduct, both in school and out of school, will not reflect discredit upon yourself or the school.
3. Academics: You must have earned, in the preceding semester of attendance, a minimum of 2.50 units of credit or have earned a 70% of the maximum allowable credits which may be earned, whichever is greater.
4. Participation Limits: You are eligible in any sport for a maximum of 4 seasons. Eligibility to participate in high school athletics begins when you first enter the ninth grade and last for the first

eight semesters that you are enrolled in high school. Your eight semesters must immediately follow your seventh semester.

5. If you reach 19 years of age prior to July 1, you will be ineligible the next school year. If you reach 19 on or after July 1, you will be eligible for all of the next school year, provided your attendance had been good during consecutive semesters.
6. Sportsmanship: If you should commit an unsportsmanlike act while participating in a high school event, you could become ineligible. If your conduct as a spectator is found to be unsportsmanlike, you could be barred from attending any high school athletic contests. The unsportsmanlike conduct of any spectator, regardless of age, could cause that spectator to be barred from attending high school athletic contests.

RENAISSANCE PROGRAM

The De Soto High School Renaissance Program is designed to acknowledge the educational achievements and outstanding contributions of the students, staff members, and school patrons through a process of positive reinforcement, recognition, and reward. The school works cooperatively with the business community to provide incentives for academic excellence. Renaissance assemblies are held regularly, and students receive recognition for academic achievements as well as good citizenship.

De Soto High School Discipline Code

I. INTRODUCTION

The Board of Education of the De Soto School District is pleased to make this handbook available to parents, students, staff, and other patrons. The purpose of the Disciplinary Policies, Rules, Regulations, and Procedures of the De Soto School District is to provide a uniform standard of conduct for all students in grades kindergarten through twelve. The contents of this handbook are to promote an environment that contributes to good citizenship and encourage learning. It defines terminology and gives all policies, rules, and regulations adopted by the Board of Education related to discipline.

These Policies, Rules, Regulations, and Procedures are based on the premise that rules must be enforced fairly, firmly, and consistently and in a fashion equitable and just, while complying with state mandates and regulations. It recognizes that as students progress in school and advance in age and maturity, they will assume greater responsibility for their actions. It also recognizes that differences in age and maturity require different types of disciplinary action.

Maintaining a good learning environment requires that combined effort and partnership of students, parents, teachers, and school administrators. During the 2006-07 school year, all discipline policies, rules, and regulations were reviewed, revised, and adopted by the Board of Education. These Policies, Rules, Regulations, and Procedures have been developed with input from parents, teachers, administrators, and board members. The contents of this document were adopted by the De Soto Board of Education in April of 2007. Manual was amended May 2007. The High School Discipline Code was revised by a committee of high school parents, teachers, students and administrators in the spring of 2007. It will be reviewed for revision each year.

Please read this information carefully. It is provided for parents, students, and employees to know the Policies, Rules, Regulations, and Procedures that are to be followed. Anyone who has a question or desires further explanation may consult with the school principal. The Policies, Rules, Regulations, and Procedures will be reviewed periodically, and changes will be made when and if necessary.

II. PHILOSOPHY OF STUDENT DISCIPLINE

The public schools of this community have the responsibility conferred on them by the state to provide public education for all children until they graduate or reach the age of 21. To discharge this function effectively and equitably, school authorities and parents must ensure an environment in each school which is conducive to the learning process.

Good discipline is imperative for the establishment and development of a successful school, teaching environment, and most importantly, success in learning. Discipline is not punishment that can be pronounced and forgotten. It must be considered as training – training that develops character, efficiency, and self-control. It requires as basic philosophy that good discipline is best thought of as being positive – not negative. It is helping a pupil adjust to the requirements of his environment rather than punishment for not having adjusted. Our focus is on prevention rather than remediation.

Schools must prepare students for their responsibilities as adults in a democratic society. The ultimate goal of good discipline is self-discipline on the part of the pupil in school and the community. Students exercise choice and must realize consequences for their actions of choice. The student discipline code is an integral component of the educational process and a symbol of the commitment of parents, students, teachers, and administrators to the maintenance of an effective learning environment. The rules you are about to read in this code of conduct supplement are in addition to our broad, discretionary authority to maintain safety, order, and discipline inside the school zone. These rules support, but do not limit, our authority.

III. STUDENT RIGHTS AND RESPONSIBILITIES

The board believes that students have rights which should be recognized and respected. It also believes that every right carries with it certain responsibilities. These student rights and responsibilities are the following.

- A. Each student has the right to:
 - Have the opportunity for a free education in the most appropriate learning environment,
 - Have the opportunity for freedom of speech and of the press (so long as the exercising of those rights is not disruptive),
 - Be secure in his persons, papers, and effects against unreasonable searches and seizures; privacy in regard to

his/her personal possessions, unless there is suspicion that the student is concealing materials,

- Expect that the school will be a safe place with no fear of bodily harm,
- Expect an appropriate environment conducive to learning,
- Privacy in respect to the student's school records,
- The right to due process of law with respect to suspension, expulsion, and decisions, which the student believes injure his rights,
- Not be discriminated against on the basis of sex, race, color, religion, national origin, or handicap,
- Expect to be fully informed of school rules and regulations.

B. Each student has the responsibility to:

- Know and adhere to rules and regulations established by the local Board of Education and implemented by school administrators and teachers.
- Respect the human dignity and worth of every other individual,
- Refrain from libel, slanderous remarks, and obscenity in verbal and written expression,
- Study diligently and maintain the best possible level of academic achievement,
- Be punctual and present in the regular school program,
- Dress and groom in a manner that meets standards of health, cleanliness, modesty, and safety as established by district policy,
- Help maintain and improve the school environment, preserve school property, and exercise the utmost care while using school facilities,
- Refrain from disobedience, misconduct, or other behavior which would lead to any physical harm or to the disruption of the educational process,
- Respect the exercise of authority by school administrators and teachers in maintaining discipline in the school and at school-sponsored activities,
- Obey the law and rules so as not to be subject to ill effects or endanger others by the possession or the use of alcohol, illegal drugs, and other unauthorized substances,
- Carry only those materials which are acceptable under the law or school rules and regulations and must accept the consequences for unacceptable articles stored in one's lockers or desk.

- C. A cumulative record shall be maintained on each student for his educational welfare, for the orderly and efficient operation of the school and other information as may be required by law for district regulation. Procedures and practices stemming from this policy shall be in compliance with "*The Family Educational Rights and Privacy Act of 1974*" and "*The Public School Laws of Missouri.*"

Student will be made aware of their legal rights and of the legal authority of the Board to delegate authority to its staff and make rules and regulations regarding the orderly operation of the district schools. School officials and teachers have the authority to interpret and apply policy. Students must obey any such interpretation subject to an appeal.

Schools must be a place where students are encouraged to learn. Standards of conduct are established by the Board to create an environment in which each student's right to learn is protected.

Failure to follow the rules and regulations of the school or the classroom may mean exclusion from certain school activities such as dances, athletic contests, field trips, etc. Each school has its own guidelines of denial of participation rights when a student has broken school or classroom rules.

Students and their parents will be notified of their rights and responsibilities, including standards of conduct, through handbooks distributed annually.

***Behaviors marked with cumulative behavior will be considered over four years (grade 9-12) rather than on a year to year basis.**

IV. Student Searches

The school district has the right to conduct reasonable searches of students (i.e., purse, wallet, cell phones, pockets, etc.) lockers, school property, and student automobiles in order to protect students, staff and visitors, and in order to maintain order and discipline in the schools. These searches are authorized whenever a reasonable belief exists that the student to be searched possesses illegal, unauthorized or inappropriate material, which would interfere with the maintenance of school discipline or order.

The District has the authority to control student conduct which is prejudicial to good order and discipline in the schools as provided by state law. School officials are authorized to hold students accountable for misconduct in school, on school property, during school-sponsored activities and for conduct away from school or in nonschool activities which affect school discipline.

Students forfeit their right to a public school education by engaging in conduct prohibited in Regulation 2610 and related provisions. Disciplinary consequences include, but are not limited to, withdrawal of school privileges (athletics, intramurals, student clubs and activities, and school social events); the reassignment of the student to another school; removal for up to ten (10) school days by school principals; extension of suspensions for a total of 180 days by the Superintendent; and longer term suspension and expulsion from school by the Board of Education.

V. DISCIPLINE OF STUDENTS WITH DISABILITIES

The Individuals with Disabilities Education Act (IDEA) Amendments of 1997 clarified the law and process of disciplining disabled students. Students with disabilities may have a modified discipline plan based on their disability and its ramifications. Principal may modify corrective actions as outlined in the student's Individual Education Plan (IEP).

Specific procedures occur when school personnel have behavioral concerns about a disabled student. A functional behavior assessment is done to determine why the behavior exists and what prompts the behavior. A manifestation determination is done to discover if there is a relationship between the student's disability and the behavior that is subject to a disciplinary action based on the findings of the behavior assessment and the manifestation determination, an outline in the plan, which is part of the student's IEP, to deal with problem behaviors.

If school officials believe that a child's placement is inappropriate, they can work with the child's parent through the IEP and placement processes to come up with an appropriate placement for the child. The goal of revising the IEP is to meet the needs of student, which results in his or her improved learning and the learning of others to ensure a safe environment.

VI. CONSEQUENCES FOR MISBEHAVIOR

All students attending or participating in school-sponsored events both on and off school campus are subject to discipline policy outlined in handbook.

Student Conference – Verbal Reprimand – A formal conference is held between the student and one or more school officials. During this conference, the student must agree to correct his or her behavior. Action and results will be recorded in the office.

Parent Contact – Parent(s) are notified by telephone, personal contact, or letter. A conference may be conducted between the student, his or her parent(s), a school administrator and/or teacher as appropriate. Action with results of the conference will be recorded in the office.

Restriction of Privileges – Extra-curricular activities including participating in school sponsored activities such as athletics, social events, clubs, outings, field trips, assemblies, lunch with peers, etc., are a special privilege offered to enhance the student's overall learning experience. Other benefits such as riding buses and driving vehicles to and from school are also privileges, not rights. Any or all of these privileges may be revoked. Parents are to be notified. Action will be recorded in the office.

Withdrawal from Class – For repeated disciplinary problems a student may be withdrawn from a class with a failing grade for the balance of the semester and assigned to a study hall. Parents are to be notified. Action will be recorded in the office.

Referral to an Outside Agency – Recommendation may be made to the parents to seek help through Mental Health, Family and Children's Services, Youth Emergency Services, etc.

Students may be referred to the County Juvenile Court for excessive absences (truancy), educational neglect, or problems of juvenile delinquency. Referrals will be made by the principal or assistant principal. Referrals will be made to the police in accordance with the Safe Schools Act.

A call to the Child Abuse Hotline when abuse is reasonably suspected will be made by teachers, counselors, nurses, assistant principals and principals who are mandated by law reporters of child

abuse. It is recommended that these calls originate in a school setting with notification of the principal.

Referral To Counselor – Students may be required to meet with an assigned counselor on a periodic basis. Counselor will advise student on ways of improving his or her behavior. The counselor may recommend special projects to student including reading, attending seminars, etc.

AFTER SCHOOL DETENTIONS

The detention program is De Soto High School's attempt to provide appropriate consequences for school misbehavior. It consists of students remaining at school after regular school hours so that they can concentrate more on school work. It is meant to be inconvenient for students.

Time: High school detention will be held from 2:45 PM until 3:45 PM Tuesdays, Wednesday, and Thursdays.

Supplies: You must bring a school text or library book and all other supplies but no magazines or outside materials are allowed.

Make – ups: If you are absent from school all day or 7th hour on the day of your assigned detention, your detention will be automatically reassigned on the next day of scheduled detentions. If another detention has already been assigned for that day, your make-up detention will be automatically reassigned to the next day detentions are held. Snows days count as an absence.

Test: Make-up tests may be taken during detention. Ask your teacher to send the test Room 7 with a note attached.

Changing the assigned date: In case of emergencies, **students may request one date change per semester, as long as the request is made to a principal before the beginning of 4th hour on the day detention is assigned.** After that, excused changes may only be made if they are pre-arranged by parents.

IN-SCHOOL SUSPENSION- D.A.A.T.S

(De Soto's Alternative Approach to Suspension) is in-school suspension for students who have discipline problems while meeting their educational needs. This program allows students to stay in school while they realize the consequences for their misconduct and demonstrates to them that they can follow rules.

RULES

1. Each student will be assigned a seat and will not move from that seat without permission from the D.A.A.T.S. teacher.
2. Each student must face forward and may not turn around without permission.
3. A student in D.A.A.T.S will not talk to any other students in D.A.A.T.S.
4. No student will sleep at any time.
5. Each student will spend time working on school assignments from classrooms or work assigned by the D.A.A.T.S. teacher. You must bring a school text or library book and all other supplies.
6. All homework or tests will be worth 100% credit in the classroom.
7. There is one restroom break in the morning and one in the afternoon.
8. Lunch will be from 10:55 AM until 11:13 AM. D.A.A.T.S. students may not make purchases from the snack bar in the cafeteria.
9. No food, candy, drinks, or gum is allowed in the D.A.A.T.S. room.
10. Students may not write, mark on, or otherwise damage school property in the D.A.A.T.S. room.

Make-ups: If you are absent from school all day or 7th hour on the day of your assigned detention, **your detention will be automatically reassigned on the next day of scheduled detentions. If another detention has already been assigned for that day, your makeup detention will be automatically reassigned to the next day detentions are held.** Snow days count as an absence.

SATURDAY SCHOOL DETENTION (S.S.D.) – This program is designed to discipline students for misconduct while making them responsible for their school work.

Changing the assigned date: **Parents may change a scheduled date one time with approval from an administrator prior to the date of the assigned detention one time per semester.** Students will not be allowed to reschedule their assigned days.

Time: S.S.D. will be held from 8:00 AM – 11:00 AM. Doors are closed at 8:00AM.

Procedures: Students will be issued rules of expected behavior upon arrival in the S.S.D. room. The rules sheet is to be read, signed, and returned to the S.S.D. instructor. There will be one 10 minute break. Students may not sleep, put their heads down, talk, or do nothing while in S.S.D. Students may not bring soda, drinks, or food to S.S.D.

Make-ups: If you are absent from school on the day of your assigned S.S.D, your S.S.D will be automatically reassigned on the next day of scheduled S.S.D.

Supplies: Students assigned to S.S.D. are required to get their assignments and have enough work to keep them involved in their studies for the entire session.

Tests: If a student assigned to S.S.D. has missed an exam as a result of his/her behavior, he/she is then required to take a makeup exam during S.S.D. The teachers will be informed of all S.S.D. assignments and will send exams to the office by 1 PM on Friday.

Make-Up Tests: Those students who are attending S.S.D. of their own volition to make-up tests are responsible for informing the teacher involved and have those tests sent to the office in advance. All tests being made-up from an absence will be worth 100% of the credit. The student must attend S.S.D. a minimum of one hour in making up tests, and the testing will begin at 8:00 AM.

SUSPENSION

- A. From an Individual Class --
A student may be removed from an individual class for a specified number of days or for the balance of a semester. The student is responsible for the completion of all major projects and tests for the first suspension of the year. Parents are to be notified. Action will be recorded in the office.
- B. From Field Trip or Other Activity – Students are suspended from attending a field trip or other activity. Parents must be notified.
- C. Out-of-School Short Terms (1-5 days) – Principal
Short-term suspension requires that the student be deprived of all privileges of attending school for one to five days. All extra-curricular privileges such as attending or taking part in sports activities, social events, etc., are also suspended.

Parents are notified by phone, if possible, and with a confirmation letter. A student will be responsible for the completion of major projects and tests for the first suspension of the year.

- D. Out-of-School Long Term (6-10 Days) – Principal
Long-term suspension requires that the student be deprived of all of the privileges of attending school for 6-10 days. All extra-curricular activities are suspended. Parents are to be notified by phone, if possible, and with a confirmation letter. A student will be responsible for the completion of major projects and tests for the first suspension of the year.
- E. Out-of-School Long Term (11-180 Days) – Superintendent
Further restrictions may be imposed by the superintendent before the student's re-admittance. A parent conference is required. Actions and results will be recorded in the office.
- F. Pending a Parent Conference (SPPC) – A student is suspended upon notification of the Parent/Guardian. A parent conference may be required before student is re-admitted.

Note: Students who are suspended out of school are not to be on school property nor in attendance at any school activities. Students who have missed a Friday due to suspension may not attend school activities until at least the following Monday. Failure to comply may result in the assignment of additional suspension.

Expulsion – Expulsion is the removal of a student from school by action of the Board of Education. This action means permanent removal from school. Action and results will be recorded in the student's permanent file.

Make-up Work – A student under suspension will not be given credit for work assigned during the suspension with the exception of major projects and tests for the first suspension of each year. Any major project assigned earlier, which comes due during the first suspension, will be accepted for full credit. Tests missed during a first suspension may be made up in Saturday School following the suspension.

Nondiscrimination and Student Rights

It is the policy of the District to maintain a learning environment that is free from harassment because of an individual's race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived

sexual orientation. The School District prohibits any and all forms of unlawful harassment and discrimination because of race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation.

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

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

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

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

BEHAVIOR/OFFENSE	First Offense	Second Offense	Third Offense
<p>Alcohol, Drugs, Narcotics Medication or Medicine (* cumulative behavior)</p> <p>A. Non-prescription medicine, i.e. Tylenol, etc. must be brought in a properly labeled bottle to the school nurse with request from the parent to be administered. Medication <u>must not</u> be brought in envelope, aluminum foil, etc.</p> <p>B. Possession and or use of alcohol, drugs, narcotics, medication or medicine as defined in common medical or pharmaceutical dictionaries, either prescription or non-prescription, substances purporting to be the same(imitation controlled substances) and /or related paraphernalia by any student while such student is upon school property, in attendance at a school function, whether off or upon school property or while on school furnished transportation is prohibited.</p> <p>Medication shall be delivered to the school nurse's office together with written dosage instructions from either a parent or doctor and shall be administered by nursing personnel as stated in board policy.</p>	<p><u>A. Non-prescription drugs</u> 3 days of D.A.A.T.S / 2 Saturday School**</p> <p><u>B. Alcohol, Drugs, Narcotics</u> 10 days of out of school suspension with recommendation to the superintendent for 20 additional days of suspension. Notification to law enforcement. Suspension may be reduce to 10 days if: 1. The student participates in a drug/alcohol assessment and follows recommendations. 2. Assessment must take place within 5 days after the suspension. <u>3. Students may be subject to periodic school administered drug tests.</u> In the event that the</p>	<p>5 days of D.A.A.T.S. / 3 Saturday Schools**</p> <p>10 days of out of school suspension with recommendation to the superintendent for 170 additional days of suspension. Notification to law enforcement. Safe Schools Report will be filed.</p>	<p>5 days out of school suspension</p>

BEHAVIOR/OFFENSE	First Offense	Second Offense	Third Offense
<p>C. The sale and/or distribution of alcohol, drugs, narcotics, medication or medicine, substances purporting to be the same (imitation controlled substances) and or related paraphernalia is the act of transferring such substance from one person to another by any student while such student is upon school property, in attendance at a school function, whether off or upon school property or while on school furnished transportation is prohibited.</p>	<p>recommendations should not be followed the full suspension will be assessed. Notification to law enforcement. Safe Schools Report will be filed.</p> <p>C. <u>Sale and Distribution</u> 10 days out of school suspension with recommendation to the superintendent for 170 additional days of suspension. Notification to law enforcement. Safe Schools Report will be filed.</p>	<p>10 days out of school suspension with recommendation to superintendent for expulsion. Notification to Law enforcement.</p>	
<p>Arson (*cumulative behavior) – Intentionally causing or attempting to cause a fire or explosion.</p>	<p>10 days out of school suspension with recommendation to the superintendent for 170 days of additional suspension. Notification to law enforcement.</p>		
<p>Assault of a Fellow Student (*cumulative behavior) – This category would include attempting to cause injury to another, intentionally placing another in reasonable apprehension of imminent physical injury, or knowingly causing physical injury to a fellow student.</p>	<p>5 days out of school suspension. Notification to law enforcement. Extenuated circumstances could result in further consequences and referral to the Superintendent</p>	<p>10 days out of school suspension with recommendation to the superintendent for 20 additional days of suspension. Notification to law enforcement.</p>	<p>10 days out of school suspension with recommendation to the superintendent for 170 additional days of suspension. Notification to law enforcement.</p>

BEHAVIOR/OFFENSE	First Offense	Second Offense	Third Offense
Assault of School Personnel (*cumulative behavior) - This category would include any act which creates or causes a reasonable apprehension in the faculty or staff member of an immediate harmful or offensive contact to their body or any act which actually brings about harmful or offensive contact to the faculty or staff member's body.	10 days out of school suspension with recommendation to the superintendent for 20 additional days of suspension. Notification to law enforcement. Extenuated circumstances could result in further consequences.	10 days out of school suspension with recommendation to the superintendent for 170 additional days of suspension. Notification to law enforcement.	10 days out of school suspension with recommendation to the superintendent for expulsion. Notification to law enforcement.
Bullying (*cumulative behavior) - Intentional intimidation or infliction of physical, emotional, or mental harm with pattern of harassment. This includes cyber-bullying and electronic bullying.	10-30 days out of school suspension. Extenuated circumstances could result in further consequences and referral to the Superintendent	180 days out of school suspension with recommendation to the superintendent for expulsion.	180 days out of school suspension with recommendation to the superintendent for expulsion.
Bus Offenses - Any misbehavior on a school bus not covered by any of the other definitions listed.	Up to 10 days of bus suspension	Up to 30 days of bus suspension	Possible loss of bus privileges for the remainder of the school year.
Cell Phones Use - Cell phones and other electronics may not be visible or in use between 7:20 a.m. and 2:35 p.m. on school grounds.	1 day of D.A.A.T.S. Phones will be confiscated and student may pick up phone after school.	2 days of D.A.A.T.S./ 1 Saturday School** Phones will be confiscated and student may pick up phone after school.	3 days of D.A.A.T.S./ 2 Saturday School** Phones will be confiscated for the remainder of the day and parent must pickup phone.
Cheating - To violate rules dishonestly on school work.	Student will be given a "0" and assigned 1 day of D.A.A.T.S.	Student will receive a "0" on the assignment and will be assigned 3 days of D.A.A.T.S./ 2 Saturday	Student will receive a "0" on the assignment and will be assigned 5 days of D.A.A.T.S./ 3 Saturday

BEHAVIOR/OFFENSE	First Offense	Second Offense	Third Offense
		School**	School**
Computer Misuse – This category includes: sharing confidential passwords; deleting, examining, copying or modifying files of other users; deliberate damage/disruption of the computer system; using the computer for vulgar or profane purposes; copying system files or copyrighted material; use of system to connect to other systems except authorized internet connections; customization of stations; using outside disks or installing programs not provided by the district.	According to nature of the offense, the consequences shall range from loss of computer privileges for a minimum of 14 days to long-term suspension. If damage occurs – full restitution will be made. Additional disciplinary action may be determined in line with existing school rules regarding inappropriate language or behavior.		
Defamation- Defamation of a person’s race, sex, religion, or ethic origin.	3 days of D.A.A.T.S. / 2 Saturday school. **	5 days of D.A.A.T.S. / 3 Saturday schools. **	
Defiance and Insubordination – This category is defined as the stated or implied intention not to comply with school rules or reasonable requests of school officials/instructors. This includes requests to do assigned work in class and dressing for PE.	3 days of D.A.A.T.S. / 2 Saturday school. **	5 days of D.A.A.T.S. / 3 Saturday schools. **	3-5 days of out of school suspension. **
Demonstration and/or Walkout - The act of student(s) protesting, demonstrating, walking out that causes or could cause disruption to the normal operations of the school.	10 days out of school suspension.	10 days out of school suspension with recommendation to the superintendent for 20 additional days of suspension.	10 days out of school suspension with recommendation to the superintendent for 170 additional days of suspension.
Disruptive Behavior / Breaking Classroom Rules - This category would include conduct or speech, be it verbal, written, or symbolic, which materially and substantially disrupts	2 detentions	3 days of D.A.A.T.S. / 2 Saturday schools**	5 days of D.A.A.T.S. / 3 Saturday schools**

BEHAVIOR/OFFENSE	First Offense	Second Offense	Third Offense
classroom work. This includes classroom, halls, lunchroom, restrooms, common areas, and on buses.			
Dress Causing Distraction, Disruption or Safety Hazard – See Dress Code Policy.	Student will receive a written warning; Parents will be contacted; Student will be required to change to appropriate clothing.	1 day of Saturday School. Student will be required to change to appropriate clothing.	3 days of D.A.A.T.S. / 2 Saturday schools** Student will be required to change to appropriate clothing.
Extortion - This category is defined as threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.	3 days out of school suspension.	5 days out of school suspension.	10 days of out of school suspension.
Fighting (*cumulative behavior) – mutual combat in which both parties have contributed either verbally or by physical action.	3 days out of school suspension. Extenuated circumstances could result in further consequences and referral to the Superintendent	5 days out of school suspension. Extenuated circumstances could result in further consequences and referral to the Superintendent	10-30 days out of school suspension. Extenuated circumstances could result in further consequences and referral to the Superintendent
Fire Extinguishers, Pulling Fire Alarms, Threats to School(*cumulative behavior) - Tampering with, removing and/or setting off fire extinguishers or fire alarms and threats to school property.	10 days out of school suspension. Notification to law enforcement.	10 days of out of school suspension with recommendation to the superintendent for 170 additional days of suspension. Notification to law enforcement.	
Fireworks, Chemical Disruption and (possession and/or use of) - Possession of fireworks, smoke bombs, stink bombs, etc. Possession includes on one's person, in gym bags, purse, locker, in automobile, etc.	3 days out of school suspension.	5 days out of school suspension.	10 days out of school suspension.
Forgery– Imitating the signature or work of others with intent to deceive.	1 days of D.A.A.T.S.	3 days of D.A.A.T.S/ 2 Saturday School**	5 days of D.A.A.T.S/ 3 Saturday School**

BEHAVIOR/OFFENSE	First Offense	Second Offense	Third Offense
Harassment of a Fellow Student (*cumulative behavior) - Hostile or offensive behavior which is intimidating in nature. This behavior may be physical, verbal, written or symbolic.	5 days of D.A.A.T.S. / 3 Saturday School** Extenuated circumstances could result in further consequences and referral to the Superintendent	5 days out of school suspension.	See Bullying.
When directed toward faculty -	5 days out of school suspension. Extenuated circumstances could result in further consequences and referral to the Superintendent	10 days out of school suspension	10 days out of school suspension with recommendation to superintendent for further action.
Indecent Exposure - Any act which intentionally reveals the private parts of the body.	10 days out of school suspension. Notification to law enforcement.	10 days out of school suspension. Notification to law enforcement.	10 days out of school suspension. Notification to law enforcement.
Miscellaneous Offenses – In addition to offenses previously stated, disciplinary action may be taken for any other offenses deemed to constitute conduct which is prejudicial to good order and discipline in the schools or which tend to impair the moral good conduct of the students.	Discretion of principal or assistant principal.		
Plagiarism- Imitating the work of another with the intent to deceive	1 day of D.A.A.T.S. and a “0” on the assignment.	3 days of D.A.A.T.S./ 2 Saturday School** and a “0” on the assignment.	5 days of D.A.A.T.S./ 3 Saturday School** and a “0” on the assignment.

BEHAVIOR/OFFENSE	First Offense	Second Offense	Third Offense
Snowballs, Rocks and Other Thrown Objects - The act of throwing of snowballs, rocks, or any other item on the school property.	1 day of D.A.A.T.S.	2 days of D.A.A.T.S./ 1 Saturday School**	3 days of D.A.A.T.S./ 2 Saturday School**
Tardiness - Arriving late or delayed beyond the expected or proper time for school or class (per semester). Detentions for tardies are assigned by the teacher but monitored by the principals. Tardies are cumulative over 7 periods not per teacher.	#1 - #3: will be documented by teacher and attendance clerk.	#4 - #7: 2 detentions	#8-more: 1 Saturday school
Theft/Possession of Stolen Property - Stealing or attempting to steal private or school property. Possession of stolen property shall be treated the same as the act of theft.	3 days of D.A.A.T.S.; make restitution.	5 days out of school suspension; make restitution.	Repeated or more serious offenses will lead to further action.
Threat - Any verbal or written statement to harm another student's person or property.	3 days of D.A.A.T.S. / 2 Saturday school**. Extenuated circumstances could result in further consequences and referral to the Superintendent	5 days of D.A.A.T.S. / 3 Saturday schools**.	Repeated or more serious offenses will lead to further action.
Threat to School Personnel – Any verbal or written statement to harm a staff member's person or property.	5 days out of school suspension. Extenuated circumstances could result in further consequences and referral to the Superintendent	10 days out of school suspension.	10 days out of school suspension with recommendation to the superintendent for additional days of suspension.
Tobacco Products (Possession of/Use of) - Possession or use of tobacco products including but not limited to cigarettes, cigars, chewing tobacco, snuff, lighters, matches, etc.	3 days of D.A.A.T.S. / 2 Saturday schools**	5 days of D.A.A.T.S. / 3 Saturday schools**	Repeated or more serious offenses will lead to further action.
Trifling – refusing to participate in classroom activities such as read, take notes, or do assigned written in-class work; refuses to listen; wastes time; unprepared for class.	Parent / Teacher conference	2 detentions	2 days of D.A.A.T.S. / 1 Saturday school**

BEHAVIOR/OFFENSE	First Offense	Second Offense	Third Offense
Truancy and/or Leaving School Without Permission - Truancy is a pupil's absence from school without the parent's knowledge or leaving school class(es) without permission by school authorities.	3 days of D.A.A.T.S. / 2 Saturday school**	3 days of D.A.A.T.S. / 2 Saturday school**	3 days of D.A.A.T.S. / 2 Saturday school**
Unauthorized Areas -	1 detention	2 detentions	3 days of D.A.A.T.S. / 1 Saturday school** Repeated or more serious offenses will lead to further action.
Unserved Detentions - Any student failing to attend and complete after school detentions.	1 day of D.A.A.T.S.	3 days of D.A.A.T.S./2 Saturday School**	5 days of D.A.A.T.S. / 3 Saturday school**
Unserved D.A.A.T.S. – Failure to attend and complete D.A.A.T.S.	Additional D.A.A.T.S. assigned.	1 day of out of school suspension. Students will return to D.A.A.T.S. after suspension is served. Students may not return to regular classes until assigned D.A.A.T.S. is served.	1 day of out of school suspension for each day of D.A.A.T.S. assigned.
Unserved Saturday School – Failure to attend and complete Saturday School.	1 additional Saturday School detention will be assigned.	1 day of out of school suspension will be served for each Saturday School Detention assigned.	

BEHAVIOR/OFFENSE	First Offense	Second Offense	Third Offense
<p>Vandalism to School, Staff or Student Property - This category is defined as willfully causing damage or attempting to cause damage to property, real or personal, belonging to the school, staff or students.</p>	<p>1-3 days of D.A.A.T.S.</p>	<p>5 days of D.A.A.T.S. / 3 Saturday schools** plus compensation.</p>	<p>Repeated or more serious offenses will lead to further action.</p>
<p>Weapons (*cumulative behavior) IN COMPLIANCE WITH THE SAFE SCHOOLS ACT: A student shall not bring, possess, or use a weapon on school property, a school bus, or at any school activity. The term "weapon" is defined to mean one or more of the following:</p> <ol style="list-style-type: none"> 1. A firearm as defined in 18 U.S.C. 921 2. Any device defined in Section 571.101 REMo. Including a blackjack, concealable firearm, firearm silencer, explosive weapon, gas gun, or switchblade knife. 3. An instrument or device customarily used for an attack or defense against an opponent, adversary or victim, or any instrument or device used to inflict physical injury or harm to another person. 4. An imitation or replica of a weapon shall mean an object that is not one of the items listed in Paragraph 2 above, but which by appearance (including shape, size, and marking) or by representations made would lead a reasonable person to believe that it is (i.e. that the object is "real") and could cause fear or harm to another individual. 	<p>IN COMPLIANCE WITH THE SAFE SCHOOLS ACT: In accordance with federal and state law, any student who violates this standard will be suspended from school for at least one calendar year or expelled and will be referred to the appropriate legal authorities. The suspension or expulsion may be modified on a case-by-case basis upon the recommendation by the Superintendent to the Board</p>		

1. All detentions will be 1 hour (from 2:45 pm to 3:45 pm).
2. Saturday school will run from 8:00 am to 11:00 am with 1 break.
3. DAATS may be assigned no more than 20 days per school year; after that it will result in suspension.
4. Failure to complete DAATS assignment will result in removal from school.

* Cumulative Behavior is throughout all years in high school. All other areas are cumulative for that school year.

** DAATS and Saturday School may be interchanged only at the discretion of the administrator.

The school is not responsible for any electronic device (ex. cell phone, MP3 players, etc) that is lost, stolen, or damaged on school grounds.