

FORWARD

We serve as your representatives and look upon our duties and responsibilities as public trust. We pledge our best efforts to provide the best education possible within the framework of the abilities and financial resources of the community. In doing this, we seek your cooperation and invite your constructive criticism. Our primary concern as board members, administrators, and teachers must be the welfare of our students. To maintain order and fulfill the purposes and objectives of the school, written policies are a necessity. The purpose of this handbook is to make information available regarding our school and its operational policies, rules, and regulations.

MISSION STATEMENT

The mission of the Prairie Home R-V School District is to develop lifelong learners who value themselves, contribute positively to their community and succeed in an ever-changing world. (Adopted 3/14/95, reaffirmed 1/18/02)

VISION

In order to carry out the school's mission, we strive to achieve the following:

1. Direct and assist the student in developing an understanding and appreciation of the responsibilities as an American citizen.
2. Create an atmosphere in which the student can utilize his/her creative abilities and capabilities.
3. Guide the student so that he/she may become aware of his/her interests, abilities, and potential.
4. Equip the student with the necessary training to enable him/her to choose an appropriate and rewarding vocation.
5. Develop the intellectual, physical, and emotional growth of the student.
6. Provide a well-planned, well-routed curriculum that will enable the student to become proficient in many areas of knowledge.
7. Prepare the student for the responsibilities and privileges of family life.
8. Instill in the student a deep sense of pride in himself/herself, in the school and the community.
9. Provide a safe and orderly environment so students may achieve at the optimum level of his/her ability.

EQUAL OPPORTUNITY INSTITUTE AND EMPLOYER

The Prairie Home R-V School District does not discriminate against any applicant, employee, or student on the basis of race, religion, national origin, marital status, handicap, or sex.

STUDENT RESPONSIBILITIES

It is our sincere desire that students experience a positive and rewarding school year. In order to achieve this goal, we feel it is essential for students to become familiar with the following rules and regulations. If there are rules or procedures not understood, please do not hesitate to check with the principal, counselor, or teachers.

★ ACADEMIC INTEGRITY

The integrity of the academic program and the evaluation of each student's achievement are of primary concern to educational institutions. Cheating on any educational exercise not only reflects dishonesty on the part of the cheater, but also diminishes the value of the work done by his/her classmates. Any student cheating or plagiarizing is subject to the consequences set forth in the student conduct summary. Students who falsify notes, signatures, or otherwise engage in devious behavior shall be dealt with in the same manner listed in the student conduct summary.

★ ASSEMBLIES

Assembly programs are an extension of the classroom-learning environment. Students are expected to conduct themselves at assembly programs as they would during any other classroom activity. Guests are frequent visitors during these programs and the behavior of the students reflects on the school and the student body. Therefore, misbehavior will not be tolerated. Offenders will be warned for minor offenses or barred from all future assemblies for major offenses.

★ ATTENDANCE POLICY

Missouri Compulsory Attendance Law requires all students, ages 7-16, to regularly attend school. Excessive truancy will be referred to the County Juvenile Office after the parent/guardian has been notified of the student's activities or absences and given a chance to improve the situation. A school absence is defined as not being present at school for all or any part of a regular school day. A class absence will be recorded when a student misses more than 15 minutes of the class period. However, absences due to student participation in school-sponsored activities will not be recorded as an absence.

The staff and administration of Prairie Home R-V School believe regular and attendance in school is of extreme importance for students to receive full benefits from the educational program and state the following reasons for this conclusion:

1. Students with good attendance generally achieve higher grades and are more involved in school.
2. Regular attendance is of great importance to prospective employers after students leave high school.
3. Frequent absences from classroom learning experiences disrupt the continuity of the educational process.
4. Once lost, regular classroom instruction cannot be entirely regained through makeup work.
5. Regular continuity of instruction, classroom participation, learning experiences, and studies are required in order to maximize learning.

The following procedures have been established for students attending Prairie Home R-V School:

1. Students are to be in class and ready to work when the tardy bell rings. Ready to work is defined as being seated when the bell rings and having all necessary work materials.(i.e. writing utensil, planner, textbook, paper, outside reading book, etc.)
2. Parents/guardians will be notified if the child is absent when attendance is taken if the school has not had prior notification of the student's absence.
3. Students are allowed eight (8) absences per semester.
 - a. Students do not receive semester credit for classes in which they surpass eight (8) absences.
 - b. Students not receiving credit & who surpass eight (8) absences per semester may appeal to the school board.
4. There will be no excused or unexcused absences. Students are to bring notes or have a parent/guardian notify the school in order to allow students to return to class.
5. Parents/guardians will be informed of the number of absences their student has accumulated:
 - a. Parents/ guardians will be notified at the 5th and 8th absence.
 - b. On the 8th absence, the Division of Family Services may be notified.
 - c. The parent/guardian may appeal by initiating a conference with the principal within five (5) days after the last day of the semester.
 - d. Any appeal to the Board of Education must be made in writing and delivered to the principal before the next regularly scheduled school board meeting (Parents/guardians should attend the board meeting to make the appeal).
 - e. Seniors who need to request a waiver must do so prior to commencement.
 - f. Students suspended from school forfeit their right for a waiver.
6. In extenuating circumstances, the principal will consider the following absences:
 - a. Chronic illness or injury that would be covered by a physician's statement.
 - b. Severe family emergency.
7. Authorized absences may be:
 - a. Failure of school bus to run.
 - b. Approved school activities.
 - *Juniors are allowed one (1) day & seniors two (2) days for college/recruitment activities with prior approval of the principal. These days should be scheduled prior to May 1st and proof of attendance must be presented to the office.*
8. Junior high and high school students must get an admit slip from the office the day he/she returns to school. Admit slips must be obtained for ALL ABSENCES except school-sponsored trips. **THE ADMIT SLIP SHOULD BE PICKED UP BEFORE FIRST HOUR BEGINS.**

★ **LEAVING SCHOOL DURING THE DAY**

It is understood there are times when a student must be absent from school. When this occurs, it assists the school if the following procedure is followed:

1. If a student is absent from school, the parent/guardian should call the school before 9:00 a.m. and inform the school of the reason for the absence.
2. If the parent/guardian does not have access to a telephone, a note written by the parent/guardian must accompany the student giving the reason for the absence.
3. A student with parent/guardian permission to leave school premises after the school day has begun is required to report to the office to sign out, indicate the time leaving and where he/she is going. Upon returning to school, the student must sign in. Students may not leave for lunch. The student must have a legitimate reason for leaving during the school day (e.g., doctor's appointment, driver test, funeral) and must have approval from the principal before he/she will be permitted to sign out.
4. Parents/guardians bringing students to or taking students from school premises after the school day has begun are required to notify the school office and sign the student in/out.

★ **MAKE UP WORK**

Students are provided the opportunity to make up work missed during an authorized absence from class. Teachers are not required to permit make-up work for absences over eight (8).

1. The student is responsible for making up any and all work missed due to his/her absence. Late make-up work will result in a lower grade or no credit being given for those missing assignments.
2. Students have the same number of school days to submit make-up work as was missed except in cases of extended absences for medical reasons. When extended absences occur, parents/guardians should contact the school office and inform the principal of the special circumstances (homebound instruction may be available in some cases).
3. A portion of each student's grade may be based upon classroom participation. Teachers may, at the student's request, be given extra assignments to compensate for lost participation.
4. If an Incomplete (IC) is recorded on a student grade report, the student will have the first ten (10) days of the following quarter to complete and submit missing assignments, projects, and/or tests.

★ **TRUANCY**

Truancy is defined as any of the following:

1. Absence from school without parents/guardians permission or knowledge.
2. Leaving school without permission from the office.
3. Leaving class without permission from the teacher or the office.
4. Not attending a regularly scheduled class while at school.

★ **BUILDING REQUEST**

The Prairie Home R-V School Board must approve any activity that requires the use of the school building. Written building requests must be submitted to the superintendent's office prior to the next regularly scheduled board meeting.

★ **BUS REGULATIONS**

Any child who lives one (1) mile or more from their assigned attendance center is eligible to be transported by school bus.

1. The driver is responsible for each student and may assign seats. Students should respond to the driver in a positive manner.
2. Pupils must be on time; the bus cannot wait beyond its regular schedule for those who are late.
3. Pupils should never stand in the roadway while waiting for the bus.
4. NO alcoholic beverages, drugs, tobacco, fireworks, guns, knives, sticks or pieces of metal are permitted on the bus.
5. Unnecessary conversation with the bus driver is prohibited.
6. Classroom conduct is to be observed while riding the bus.
7. Pupils must remain seated while the bus is in motion.
8. Parents are responsible for the conduct of their children while in route to and from school and will be required to pay for any damage done by their children while passengers on the bus (i.e., damage to seats or the bus itself or damage to public/personal property).
9. Pupils must not extend arms or heads out the windows.
10. At the driver's discretion, students may be allowed snacks and/or soda on the bus.
11. Bus drivers will not discharge riders at any unauthorized stop unless prior notice has been given to the office and bus driver (*Authorization from principal or superintendent*).
12. Profanity will not be tolerated.
13. All pupils will be subject to supervision and discipline from a teacher or administrator whenever the need arises.
14. Riding the bus is a PRIVILEGE that may be removed.

Bus Behavior

All rules and regulations of the Prairie Home R-V School District apply to all students riding on a school bus. Behavior on school buses that violates school policy may result in a student being suspended from riding on the bus or having other disciplinary action taken.

Bus conduct reports are issued by the bus driver to students who are involved in inappropriate behavior. A copy of the report will be provided to the principal with a student conference to be held. **Students must have their parents sign and return a copy of the report to return to the bus the next day following the incident**

★ **CELLULAR PHONES, PAGERS, AND OTHER PERSONAL COMMUNICATION DEVICES**

Developments in cell phone technology in recent years have resulted in enhanced communication opportunities. However, the use of cell phones in schools poses increasing risks of school disruption, bullying, criminal activity, and academic dishonesty.

As a result, beginning with the 2008-2009 school year, student cell phones, digital cameras, and all other personal electronic devices will be banned during the instructional day, as well as, during bus transportation and extracurricular activities.

Parents may apply to the building principal to obtain a hardship exception. In such cases, the student's cell phone must be retained in the principal's office. Students granted a hardship may visit the office to use their cell phone for approved purposes. Telephones are also available in school offices for parents to contact their student for legitimate purposes.

★ **CHANGE OF ADDRESS**

In order to keep files up-to-date, it is necessary for students to notify the office of changes in residence location, mailing address, and emergency, work, and resident telephone numbers.

★ **CODE OF CONDUCT**

Expectations of All Students

School is a safe place for teaching and learning. Therefore, students are expected to:

1. attend school regularly;
2. arrive at school ready to participate in learning activities;
3. accept responsibility for one's own behavior;
4. cooperate with school personnel and fellow students;
5. abide by all school regulations;
6. abide by all laws of the state of Missouri;
7. complete all assignments fully and in a timely manner;
8. cooperate with school officials in the investigation of any violation of school rules;
9. refrain from any action which hinders other students safety, welfare, peace of mind or achievement;
10. respect the right of teachers to teach and students to learn;
11. assist the principal and faculty in the operation of the school as a safe place for all students to learn and to develop socially; and
12. Leave backpacks/book bags in lockers upon entering school property for the purpose of attending school until departing school grounds following the end of the regular school day. Such devices may not be visibly displayed during these times. They may be confiscated and held for later return to a parent or guardian.

Failure to comply with the student code of conduct may result in disciplinary action.

★ **CORRESPONDENCE COURSEWORK**

Any student within two (2) credits of meeting all graduation requirements may, with the approval of the principal, enroll in a correspondence course through the University of Missouri. Meeting with the school counselor and completing the prescribed course(s) four (4) weeks prior to graduation may accomplish this

★ **COUNSELING AND CRISIS INTERVENTION RESOURCES**

Students who desire information or counseling for alcohol abuse, drug abuse, or personal problems are encouraged to meet with the school counselor. Other resources available are:

- ★ Juvenile Office - 660-882-7472
- ★ Cooper County Counseling Center - 660-882-7573
- ★ Mid-MO Mental Health - 573-884-1300
- ★ Cooper County Sheriff- 660-882-2771

★ **DETENTION**

If a student is assigned detention, the student should receive at least 24 hours advance notice. It is the student's responsibility to inform their parents/guardians and arrange for transportation home. *[Any teacher may hold his/her own detention period].*

★ **DISASTER DRILLS**

GENERAL EMERGENCY REFERENCE

Fire, tornado, and other emergency drills are conducted each year. Detailed emergency plans are shared with all staff and students and are posted in each classroom.

★ **EARTHQUAKE DRILL**

In case of an earthquake, take cover immediately under a desk or table. After the quake has stopped, use the same procedures followed for a fire drill to evacuate the building. Watch for downed power lines at the front, east, and west breezeway doors. Also, watch natural gas pipeline by east breezeway door (see disaster drill chart posted inside each classroom).

★ **FIRE DRILL**

Fire drills are held periodically throughout the school year. The fire signal is the intermittent ringing of bells. When the signal is given, students will file outside in an orderly manner and assemble in a predetermined area at least 100 feet from the building as instructed by their immediate teacher. In general, ALL students leave through the nearest exit, always keeping to the nearer side of the corridor.

★ **TORNADO DRILL**

If a tornado warning should occur during the school day, the students will be moved to the safest area of the building. Practice tornado drills occur throughout the school year so as to acquaint each student with proper procedures. Parents are requested not to come to school during a tornado warning to pick up their children and not to telephone the school while the warning is in effect. The warning for the tornado alarm is the continuous ringing of the bells.

★ **DISMISSAL OF SCHOOL**

The superintendent or his designee may dismiss school due to impassable roads, severe storm or other emergencies that may arise (i.e., town water pump quits). If school is not to be in session for any day, the following radio and television stations will be notified at the earliest possible time:

KWRT - Boonville, 1370 AM

KCLR - Columbia, 99.3 FM

KOMU - TV, Channel 8

KRCG - TV, Channel 13

KMIZ - TV, Channel 17

★ **DRESS CODE:**

Within certain prescribed bounds, the responsibility for the appearance of the students of Prairie Home R-V School rests with the parents and students themselves. We consider modesty, cleanliness, health/hygiene and safety as characteristics of appropriate dress.

It is expected that students avoid wearing any clothing or related items that disrupt or distract from the educational process. The following is a list of general guidelines for appropriate school attire:

1. All clothing must be clean and neat. Clothing designed to call undue attention or make the wearer conspicuous is inappropriate.
2. Proper and safe footwear is required at all times.
3. Shorts and skirts that are below mid-thigh in length may be worn to school.
4. No strapless or see-through tops, halter-tops, spaghetti straps, tube tops or bare midriffs. Sleeveless shirts are allowed provided the shirt falls reasonably close to the shoulder and directly below the underarm to insure the torso and undergarments are not inappropriately exposed.
5. Wearing or displaying items of clothing, jewelry, or accessories representative of or encouraging the use of alcoholic beverages, controlled dangerous substances, or tobacco is strictly prohibited.
6. Hats or any head covering are not to be worn in the building at anytime, unless prior approval by the principal.
7. Sunglasses may not be worn in the building.
8. Items of clothing with any form of double meaning language or inappropriate symbolic representation(s) are prohibited.

★ **DRIVING AND PARKING REGULATIONS**

All vehicles driven by students need to be parked in the area south of the elementary building. Students should park carefully in this limited area. It is sometimes necessary for other students to leave during the school day and they must be able to get out of the parking lot. If a student blocks another car in, the offending driver will lose parking privileges for a term determined by the principal. *A speed limit of 10 M.P.H. is in effect. Violation of this limit and/or reckless driving may result in loss of student's driving/parking privileges and parent/guardian may be notified.*

Students must stay out of their vehicles during the school day. Students are to keep their books, physical education equipment, school supplies, and clothing in their assigned locker. Students will not be permitted to go to their vehicle for any purpose without a pass obtained from the office. Once a student's vehicle has entered the road to the parking lot, it is to be parked immediately. Students will not be permitted to leave the parking lot once they arrive at school. Students are to use the far

southwest drive only and yield the right of way to the busses leaving school property. *Student vehicles parked on District property are subject to search by school officials where there is a reasonable suspicion of a violation of District rules, policy or state law (Policy 2150).*

• **DRIVING PRIVILEGES FOR VO-TECH/WORK STUDY STUDENT**

Students who are work-study students may drive to Vo-Tech classes on days they go directly to work sites after Vo-Tech classes. Vo-Tech students who do not work are required to ride the Vo-Tech bus. *Students must provide proof of insurance to the principal prior to driving. No passengers are permitted to ride with the students.*

★ **EMERGENCY INFORMATION**

Each student is required to have the following information on file in the school office. Failure to return this information may make the student ineligible for extracurricular activities:

- ☎ Parent/Guardian name.
- ☒ Complete and up-to-date address.
- ☎ Home telephone number and parent(s) work telephone number.
- ☒ Name, address, and telephone number of a person to contact in the event a parent/guardian cannot be reached.
- ☎ Physician's name and telephone number.
- ☒ Medical alert information.

In case of an emergency, school authorities refer to the student information report of supplementary health report that is filled out for each student at the beginning of each school year. If the parent/guardian cannot be contacted, school authorities will use their best judgment with regard to the student information /supplementary health report in seeking the best treatment for the student. Parents who do not want their child cared for in accordance with this statement should indicate their preferences in writing to: Superintendent of Schools, Prairie Home R-V School District, 301 Hwy. 87, P.O. Box 105, Prairie Home, MO 65068-0105.

★ **FINANCIAL OBLIGATIONS**

All fines and debts must be paid from the previous quarter before students will be permitted to participate in extracurricular activities, check out library books, or make further charges.

★ **FINES AND STUDENT FISCAL RESPONSIBILITY**

Students are permitted to use school district textbooks, materials, and building facilities. Each student must assume responsibility for their personal property as well as the property of others. When damage or destruction to property occurs, the student responsible for the damage will be assessed the amount necessary to replace or repair the property; this includes but is not limited to damage to the building facilities, textbooks, locks, lockers, busses, and any other property on school grounds.

★ **FOOD SERVICES**

Every student will be assigned a numbered lunch account. Students are required to deposit money into their account and the account will be debited when the student any food offered through the school breakfast/lunch program. When a student's account reaches \$2.00 or less, a notice will be given to the student. Notices will be sent home via the student for grades K - 8. Students 9 - 12 are expected to take on this responsibility themselves. Deposits should be made before the beginning of the school day. At the end of the school year, remaining funds may carry over to the following year or be refunded in the form of a check. Refund checks may require a reasonable amount of time to process in order to be approved by the School Board.

★ **FOOD SERVICE CHARGES**

BREAKFAST: \$1.00

LUNCH: \$1.50 (K – 6th), \$1.75 (7th – 12th) and \$2.00 (adults).

If a student's account has a negative balance of \$5.00 or more, the student will receive a peanut butter or cheese sandwich and milk for lunch. The student will only be charged for the milk. **Students will not be allowed extras while maintaining a negative food service balance.**

★ **FINANCIAL ASSISTANCE WITH BREAKFAST/LUNCH PROGRAM**

Financial assistance is available for the breakfast/lunch program where a need is established; the application must be approved before assistance is available. Applications for free and reduced breakfasts/lunches are made available to each family at the beginning of the school year or at the time a student registers. Free and reduced lunch applications may be obtained and returned to the principal's office.

★ **GRADE CARDS/PROGRESS REPORTS**

Grade cards are issued quarterly and are to be taken home as a report to the parents/guardians. Notices of unsatisfactory progress will be sent to parents/guardians during the 5th week of each quarter. Students earning a D or F in class will receive a deficiency letter. In some instances, students experiencing rapid grade decline may also receive such notification.

★ **GRADE PLACEMENT**

Students in elementary school will be placed in Kindergarten, 1st, 2nd, 3rd, 4th, 5th, or 6th; grades 7 and 8 follow class schedules similar to high school students (changing classes and teachers); the total number of credits a high school student has earned determines high school placement. The following is a list of classification status:

Senior = minimum of 18 units of credit at the beginning of the seventh semester.

Junior = minimum of 12 units of credit at the beginning of the fifth semester.

Sophomore = minimum of 6 units of credit at the beginning of the third semester.

★ **GRADING SCALE**

A	97 - 100	C	78 - 80
A-	94 - 96	C-	75 - 77
B+	90 - 93	D+	72 - 74
B	87 - 89	D	69 - 71
B-	84 - 86	D-	65 - 69
C+	81 - 83	F	64 and below

A student may choose to have a pass/fail (P/F) grade one (1) time during his or her high school career in a high school level ITV course; this does not include any dual-credit ITV courses. The P/F grade applies credit to a student's transcript but does not apply credit toward the student's grade point average. The student choosing this option must submit, in writing, a letter of intent to the high school counselor and high school principal no later than 30 instructional days into the semester.

★ **GRADING SCALE FOR WEIGHTED CLASSES**

For dual credit classes in which a student is enrolled for both high school and college credit and earns at least a C-, the following weighted scale will be applied to the grade received in the class:

Grade	Regular GPA	Weighted GPA
A	4.0000	5.0000
A-	3.6667	4.6667
B+	3.3333	4.3333
B	3.0000	4.0000
B-	2.6667	3.6667
C+	2.3333	3.3333
C	2.0000	3.0000
C-	1.6667	2.6667

Many colleges do not accept a cumulative GPA above a 4.0; therefore, any student who has a cumulative GPA above 4.0 will have it forwarded to colleges as a 4.0. Within the school, the actual cumulative GPA will be used for class rankings.

GRADUATION REQUIREMENTS

In order to participate in graduation exercises, seniors must successfully complete all coursework designated by the Prairie Home R-V School District.

1. All students are required to attend eight (8) semesters of high school. Permission may be granted by the Board for an exception to this requirement.
2. Students are expected to attend school with a full 7-hour schedule.

3. To meet minimum graduation requirements, students must complete 24 units of credit; this includes all correspondence work. Beginning with the class of 2013, state graduation requirements include 25 units of credit.
4. Students under long-term suspension or expulsion are excluded from participating in extracurricular activities and graduation ceremonies.

Academic credit is granted based upon the semester concept. A class meeting 50 minutes per day for 18 weeks will earn .5 unit of credit. Vocational classes meeting in three (3) hour blocks will be granted 1.5 units of credit. The General Curriculum is required of all students and is an acceptable curriculum for college entrance; however, the choice of the College Preparatory Curriculum should better prepare a student for success in the college/university of their choice.

★ **COLLEGE PREPARATORY CERTIFICATE AND DIPLOMA**

To be eligible for the college preparatory certificate starting with the class of 2010, a student must meet the following requirements:

1. Earn a minimum of 3.0000 GPA on a 4.0 scale in the combined subject areas of English/Language Arts, Mathematics, Science, and Social Studies.
2. Score above the national average on the American College Test (ACT) or the Scholastic Aptitude Test (SAT).
3. Complete credits in coursework listed below:
 - ✓ *English - Four (4) units (one of which may be speech or debate); English I and II, Composition, and one additional English elective.*
 - ✓ *Mathematics - Four (4) units (high school algebra and above): Algebra I and II, Geometry, Advanced Math, Calculus.*
 - ✓ *Social Studies - Three (3) units: American History, American Government, and World History.*
 - ✓ *Science – Three (3) units (excluding General Science and one must be a laboratory science); Physical Science, Biology, Chemistry, or Physics.*
 - ✓ *Fine Arts - One (1) unit: Visual Arts, Music, Dance, and Drama/Theater.*
 - ✓ *Practical Arts - One (1) unit.*
 - ✓ *Personal Finance – One-half (.5) unit*
 - ✓ *Physical Education - One (1) unit.*
 - ✓ *Health - One-half (.5) unit (must be taken as a freshman).*
 - ✓ *Electives - Seven (7) units selected from foreign language and/or combinations of the above courses (two units of foreign language are strongly recommended).*

★ **REQUIREMENTS FOR GENERAL DIPLOMA**

STATE REQUIREMENTS BEGINNING WITH CLASS OF 2010

✓ 4 Units of English	4 Units of English
✓ 3 Units of Social Studies*	3 Units of Social Studies
✓ 3 Units of Mathematics	3 Units of Mathematics
✓ 3 Units of Science	3 Units of Science
✓ 1 Unit of Fine Arts	1 Unit of Fine Arts
✓ 1 Unit of Practical Arts	1 Unit of Practical Arts
✓ 1 Unit of Physical Education	1 Unit of Physical Education
✓ .5 Unit of Health	.5 Unit of Health
✓ .5 Unit of Personal Finance	.5 Unit of Personal Finance
✓ <u>7 Units of Electives</u>	<u>8 Units of Electives</u>
24 TOTAL UNITS OF CREDIT	25 TOTAL UNITS OF CREDIT

- *Note: Students must pass American History, American Government, and World History. Students must also successfully pass the U.S. and Missouri Constitution Tests. Section 170.011 RSM (1989) requires all students to successfully complete a unit in American Government and Citizenship.*

★ **GUIDANCE SERVICES**

Prairie Home R-V School District offers guidance services in hopes that the school may provide each student with individual guidance and counseling. When problems arise, we encourage students to take these issues to the Guidance Counselors. All schedule changes must be made through the guidance counselor. Schedules must be changed within the first three (3) days of the semester. Change will be based upon space available, parent/teacher/counselor conference, and with final approval made by the principal. All students will have the opportunity to meet and discuss future educational and occupational plans with the counselor.

★ **GUIDED STUDY PROGRAM**

Students may have the opportunity to complete courses for high school credit through Independent Study.

1. The course chosen needs to be one not offered by the district (unless it is a course being repeated).
2. The student may work on only one (1) independent study course at any given time.
3. Only Juniors or Seniors may complete Independent Study courses, unless approved by the Principal.
4. The student must complete the course within one (1) year.
5. Parents and students will be aware of and agree to the above stipulations.

★ **HEALTH AND SAFETY**

No student shall attend school while affected with any contagious or infectious disease. Any teacher, with the consent of the principal, may require a student suspected of having a disease or being able to transmit a disease to be excluded from school until examined by a physician. Before re-entering school, the student must provide a written statement of health from a physician.

★ **HONOR ROLL REQUIREMENTS**

Students maintaining certain grade point averages will be placed on the following honor rolls: 3.8400 - 4.0000 = Principal's Honor Roll of Distinction; 3.5866 - 3.8399 = Principal's Honor Roll; 3.3333 – 3.5865 = Honor Roll. Students must carry a full academic load to be placed on either Honor Roll and must have no Ds or Fs reported on their grade card for the quarter/semester. For high school students, weighted grades will be included in determining eligibility for either Honor Roll.

★ **ILLNESS OR INJURY**

Students not feeling well should ask permission from a teacher and report to the school nurse or the school's secretary. The nurse or secretary will determine if the student should contact a parent/guardian or report back to class. *Students should never miss class because of illness without first reporting to a teacher and/or the office.*

★ **IMMUNIZATIONS**

As required by immunization rule (19 CSR 20-28.010), it shall be the duty of the parent/guardian of every student entering public schools to furnish proof of compliance on the first day of school. In addition to diphtheria, polio, measles, rubella, and mumps, all students will be required to provide proof of immunization for tetanus. Students six years of age and younger will be required to provide proof of immunization for pertussis. (Exception - Section 167.181 RSM - Parent/guardian must furnish written objection to the immunization of the student to the principal).

★ **INVESTIGATION**

Whenever there is any reasonable suspicion of the use/abuse of alcohol, other drugs, or weapons, the principal or the principal's designee will be involved in the investigation; this may include a search. A student's locker is considered school property and may be searched at any time; it may also be necessary to search the student's belongings or person. Although student consent is not required when there is reasonable suspicion the search will result in the discovery of alcohol, other drugs, drug paraphernalia, or weapons, the school official should first request the student volunteer any of these items. Any search should be conducted in the presence of another school staff member or the student's parent/guardian.

★ **LICE**

Prairie Home R-V School maintains a "NO-NIT" policy regarding lice. No student shall attend school while infected with lice. Any teacher, with the consent of the principal, may require a student suspected of having lice or nits be sent to the school nurse for examination. The school nurse will do periodic examinations throughout the school year. When lice are detected, the student will be sent home for treatment.

★ **LOCK AND LOCKER POLICY**

1. Lockers are the property of the District and are provided for the convenience of students. Lockers may be searched by school administrators or staff members who have a reasonable suspicion of a violation of District rules, policy, or state law. (Policy 2150)
2. Students will be responsible for keeping their locker clean.
3. Students may not change lockers without the consent of the principal.

4. The office can provide combination locks for lockers and recommends lockers be kept locked at all times. If the lock is not returned at the end of the school year, the student will be assessed the cost of the lock. It is the student's responsibility to provide the office with the combination or extra key to any other lock being used.
5. No opened containers of liquid are permitted in lockers.
6. The school does not assume any liability or responsibility for theft or damage to personal items in lockers.

★ **MEDICAL UPDATE**

A medical update is located on the back of the student information report that is sent home, filled out, and returned at the beginning of each school year. The information needed includes immunizations received during the summer and any information concerning physical problems the school should be aware of in order to provide better service to the student.

★ **MEDICATION (Regulation 2870)**

Prescription Medication

The student's authorized prescriber shall provide a written request that the student be given medication during school hours. The request shall state the name of the student, name of drug, dosage, frequency of administration, route of administration, and the prescriber's name. The diagnosis/indication for use of the medicine shall be provided. When possible, the prescriber should state adverse effects and applicable emergency instructions.

The District shall require that a prescription label be properly affixed to the medication in question. Said label must contain the name of the student, name of the drug, dosage, frequency of administration, route of administration, diagnosis and the prescriber's name.

A parent/guardian must request in writing that the School District comply with the authorized prescriber's request to give medication. (The District will not administer the initial dose of any new prescription except in an emergency.)

Over-the-Counter Medication

The student's authorized prescriber shall provide a written request that the student be given medication during school hours with the exception of Ibuprofen, Tylenol, and Tums which may be authorized by parents. When authorized by parents, the Ibuprofen, Tylenol and Tums must arrive at school in their original packaging and provided to the nurse. The request shall state the name of the student, name of drug, dosage, frequency of administration, route of administration, and the prescriber's name (or parents name as indicated above). The diagnosis/indication for use of the medicine shall be provided. When possible, the prescriber should state potential adverse effects and applicable emergency instructions.

A parent/guardian will provide a written request that the District comply with the authorized prescriber's request to give medication.

Emergency Medication

Written standing orders will be obtained annually for the administration of emergency medication.

Storage and Administration of Medication

A parent/guardian or other responsible party designated by the parent/guardian will deliver all medication to be administered at school to the school nurse or designee. All medication, prescription or over-the-counter, must be in a pharmacy or manufacturer-labeled container. The District shall provide secure, locked storage for medication to prevent diversion, misuse, or ingestion by another individual.

The administration of medication, including over-the-counter medications, is a nursing activity, governed by the State of Missouri Nursing Practice Act. It must be performed by the registered professional school nurse. The nurse may delegate and supervise the administration of medication by unlicensed personnel who are qualified by education, knowledge and skill to do so. The registered nurse must provide and document the requisite education, training, and competency verification. The nurse is also empowered to contact the prescriber or pharmacist filling the prescription to discuss the prescription if the nurse has questions regarding the administration of such medication.

Self-Administration of Medication

Students with asthma or any potentially life-threatening respiratory illness may carry with them for self-administration metered-dose inhalers containing "rescue" medication. Possession and self-administration of these prescription medications must comply with the Missouri Safe Schools Act, 1996. The directives of this Act will be given to each parent/guardian who requests that his/her student be permitted to carry and self-administer such medication. A permission form for self-administration (Form 2870) is required.

Parent/Guardian Administration

In situations where the above requirements are not met, or any time the parent/guardian chooses, the parent/guardian may come to school to administer medicine to his/her student.

Exception for Potentially Harmful Administration

It shall be the policy of this District that the District will not knowingly administer any medication to a student if the District's registered professional school nurse believes, in his/her professional judgment, that such administration could cause harm to the student, other students, or the District itself. Such cases may include, but are not necessarily limited to, situations in which the District is being asked to administer medication in a dosage that exceeds the highest recommended dosage listed in the current annual volume of the Physician's Desk Reference or other recognized medical or pharmaceutical text.

★ ORGANIZATIONS AND ACTIVITIES

The school's student organizations provide a valuable contribution to school life. These organizations are both recreational and educational and provide many worthwhile interests not found in the classroom. They furnish opportunities for student initiative, cooperation and leadership, and pleasant social relations as well.

There are many activities in the district; therefore it is necessary to limit the number of parties and dances that are given during the school year.

The administration has set a maximum standard during the school year as follows:

1. Each club or society may have one (1) activity during the school year.
2. All events are placed on the school calendar only with principal approval.

★ PARENT/TEACHER CONFERENCES

In addition to regularly scheduled parent/teacher conferences (one per semester), teachers have a conference/planning period each day and may be reached by calling the office and scheduling time for a return call or arranging a conference.

★ RESOLUTION PROCESS

If there is a concern/issue/problem that needs to be addressed at school, please follow these guidelines:

1. Contact the teacher involved.
2. If there are still concerns, contact the principal to arrange a conference.
3. Contact the superintendent.
4. Request a Board of Education Contact Form from the superintendent. Submit the form to the Board of Education to be included on the agenda at the next regularly scheduled meeting.

★ RETENTION POLICY FOR SEVENTH AND EIGHTH GRADE

Seventh and Eighth grade students must successfully complete 5 out of 8 semester units of core subjects (English, Math, Science, or History). Academic performance in electives will also be considered in the retention process. The decision to retain will be made by a committee comprised of junior high teachers, the school's counselor, and the principal. Successful completion of summer school or extended school year may be offered as an alternative to retention.

★ SCHOOL DANCES

To prevent group/class scheduling or monopolization concerns, dances are to be scheduled through the principal at least one (1) month in advance. Dances will, in most instances, be held on Friday evenings and will be open to Prairie Home School students and their dates. Outside dates must be signed up in the office prior to the dance. *[Only grades 9-12 may attend the Jr/Sr Prom].*

★ SCHOOL INSURANCE

The Prairie Home R-V School District offers accident insurance for teachers, staff, and students. Medical insurance is required for sports & cheerleading (grades 7-12).

★ SCHOOL SPONSORED TRIPS

A school trip is any chaperoned excursion by a group of students off of school grounds, planned by the school, for the benefit of the students. A certified member of the teaching staff must accompany all school trips at all times. A complete schedule of the

trip, including all events, must be approved and placed on the calendar by the principal. No arrangements for transportation, no advertising, and no financial commitments will be made prior to approval of the trip. *[Students must have a signed parental permission slip in order to participate in school-sponsored trips].*

★ **SEMESTER FINALS/END-OF-COURSE TESTS**

A cumulative semester final will be administered in all courses in junior high and high school. Semester finals will be 10% of the semester grade as specified in course syllabus. State end-of-course tests in identified courses will replace the semester final for those courses. End-of-course tests will be 10% of the semester grade.

★ **SODA AND JUICE MACHINES**

The juice and soda machines are available before and after school and will remain off during the school day. Both machines are a privilege and violation of these rules will lead to altering this policy and/or removal of the machines.

★ **STUDENT ACTIVITY PARTICIPATION POLICY**

Activity purposes at Prairie Home R-V will make use of the mid-quarter and quarter's end grading period in addition to the Study List. The student must:

1. Meet all school guidelines and regulations
2. Meet all MSHSAA guidelines and regulations
3. Have no failing grade at each grading period.

To clarify what is covered by our eligibility policy and obtain consistency between programs in our system, the following will apply:

1. Eligibility will affect every activity that happens during the school year. This includes activities occurring during the school day, after school, and on weekends (e.g., athletic events - excluding practice, band and choir events – excluding after school rehearsals, FCCLA trips and events, class trips and events, club meetings and contests, and dances).
2. Events not covered by the eligibility policy are recognition banquets, prom, assemblies, and events pre-approved by the administration.
3. Clubs may write their own constitutions that further explain their policy (e.g., office status, working for/belonging to the club, or participation in meetings).

Students will not be permitted to attend any extracurricular activities unless they have attended at least four (4) class periods during the school day or the last school day prior to the activity. *[The principal may set this rule aside if he/she feels it is appropriate].*

★ **STUDENT COUNCIL**

The student council is a representative body of students selected from each class and is responsible for such activities as student elections, chartering school organizations, planning social functions, helping plan assembly programs, assisting in raising money for school activities, and promoting interscholastic relationships. Student Council representatives may not serve as class officer in the same year. *The student council shall have the right to include in their constitution a code of conduct that shall identify procedures for removing members from the council.*

★ **STUDENT ELIGIBILITY STANDARDS FOR ATHLETICS AND EXTRACURRICULAR ACTIVITIES**

Interscholastic activities are offered for boys and girls enrolled full time at Prairie Home R-V School District. Any student wishing to be a participant on any athletic team must notify the team coach of their desired participation within one week of the start of practices, instruction, conditioning or other athletic-related activities normally required for participation.

All those wishing to be participants are expected to attend the practices and other required activities, as well as comply with all MSHSAA rules for eligibility. Failure of a student to notify the coach of their intended participation within the first week of pre-season activities or practices will disqualify the student from participation on that athletic team for the current season. Failure to attend these practices or other required activities, after the first week as mentioned above, will disqualify the student from participation on that athletic team for the current season unless there are medical or other unusual circumstances that the coach deems "excusable." If the coach determines that there is a good reason for the absences and deems the actual absences excusable, the student may continue to participate on the athletic team. Also, in the even of some unforeseen circumstance, and if the coach feels it necessary to allow a certain student to participate even though they have not met the requirements as outlined above, the coach may ask the Administration and Board of Education to waive this requirement on an individual basis.

All students participating in any sports activities must have a medical examination before that season is started. Insurance against accident or injury will be required for students engaged in interscholastic athletics. The accident insurance that may be purchased through the school will satisfy this requirement.

Students suspended from school will not be allowed to participate in any interscholastic programs that day. Students with any referrals for the day may lose the privilege of participating in interscholastic programs. **Students must ride to and from the event in transportation provided by the district.** Students may only be released to parents at the event after the parent has signed a sign out form in the presence of the sponsor.

In addition, all students participating in interscholastic activities must meet the requirements of Prairie Home School Policy and the Missouri State High School Activities Association and are expected to maintain passing grades in all subjects. Students on the Study List will not be allowed to participate in any interscholastic games, competitions, or activities until the end of the next two-week period if they are passing all classes. Students will be allowed to practice with their team during their period of ineligibility. Students are also expected to follow the student code of conduct at any/all extracurricular functions. [*Queen and King Candidates for Homecoming and Prom must not have any failing grades at the time of nomination and election of candidates*].

★ STUDY LIST

For the purposes of student eligibility for activities, a study list will be published that identifies students with a D or F in any class. The study list will be used to determine student eligibility and will be published at intervals throughout each quarter as determined by the principal. Study lists will be turned in Friday by noon and will go into effect the following Monday and will be in force until the next publishing of the study list. Students on the Study List with an F will not be allowed to attend activities as a spectator or participant (i.e. sporting events, concerts, etc.) as covered in the Student Activity Participation Policy.

★ TARDY POLICY

Tardy records are kept by quarter/semester and students must report to the office for an admit slip if they are tardy for class. Students may be considered tardy when they are not sitting in their classroom ready to begin work when the tardy bell rings. If a student is not quiet or not prepared for class (pencil, paper, etc.) when the tardy bell rings, this may cause interference in the instructional process and the student will be considered tardy (*For consequences, see student conduct summary*).

★ TEXTBOOKS

Students are provided textbooks by the school district and should be kept in good condition. Lost and defaced books are reported to the principal or his/her designee. Books that are lost, defaced, or torn will be charged according to the age and damage done.

★ TRANSFER CREDITS

At this time, students transferring to Prairie Home R-V School District from another district where credits have been accumulated under the block-scheduling system will have their schedule and graduation status determined by a committee consisting of the superintendent, principal, and counselor. If necessary, this determination may involve the School Board.

★ VISITORS

All visitors must sign in at the office upon arriving at school. All-day and drop-in visits by friends are not allowed.

★ VO-TECH ADMISSION

Students interested in attending the Boonslick Area Vocational Technical School must achieve the class ranking of Junior or Senior and submit the following to be eligible to attend:

1. Completed Vo-Tech Application form
2. Be approved by the Prairie Home administration, teacher in a related area, and/or the high school counselor. To be approved, students must take the ASVAB Test and their career goals should correspond with the classes they choose to attend at Vo-Tech. They should also have good attendance records from their freshman and sophomore years in school.
3. Have application accepted by the Vo-Tech School administration.

★ **STUDENT DISCIPLINE (BOARD POLICY 2160)**

The discipline code set out in this handbook is designed to be illustrative but not an exclusive listing of acts of misconduct and the consequences for each. Misconduct which is not specifically listed in this handbook may be deemed to warrant discipline up to and including expulsion following provision of all due process procedures. In addition, the disciplinary consequence listed for each offense may be increased or decreased by the Administration or the Board of Education due to mitigating or aggravating circumstances.

Copies of this regulation as well as the District's corporal punishment policy will be provided to each student at the beginning of each school year. Copies of these documents will also be available for public inspection during normal business hours in the Superintendent's office.

* *Any offense that constitutes a "serious violation of the district's discipline policy" will be documented in the student's discipline record.*

***The principal reserves the right to vary from the discipline code as warranted.*

Definitions:

In-School Suspension (ISS) - The student is isolated from other students at school, but is permitted to do his/her homework and take tests.

Out of School Suspension (OSS) - The student is not permitted to come to the school and cannot make up any homework or tests missed during the suspension.

★ **ACADEMIC DISHONESTY:**

Cheating and Plagiarism. Claiming ownership of the work of others, copying assignments, cheating on test and assignments, improper or missing citations and any such dishonest actions concerning assignments and/or grades. Those knowingly supplying the materials for academic dishonesty are subject to similar consequences.

First offense – No credit for the assignment, written notification to parents, and 1-3 days ISS.

Second offense – No credit for the assignment, written notification to parents, and 1-10 days ISS

★ **ARSON**

Intentionally causing or attempting to cause a fire or explosion.

First offense - 11-180 days OSS or expulsion, notification to law enforcement, & restitution.

Subsequent offense - Expulsion, notification to law enforcement, & documentation in student's discipline record*.

★ **ASSAULT**

A person commits the offense of assault and battery if he: (1) Attempts to cause or recklessly causes physical injury to another person; (2) With criminal negligence, causes physical injury to another person by means of a deadly weapon; (3) Purposely places another person in apprehension of immediate physical injury; (4) Recklessly engages in conduct which creates a grave risk of death or serious injury to another person; (5) Knowingly causes physical contact with another person knowing the other person will regard the contact offensive or provocative.

The New Safe Schools Act of 1996 stipulates that: 1. A person commits the crime of assault while on school property if the person: (1) Knowing caused physical injury to another person: or, (2) With criminal negligence, causes physical injury to another person; or (3) recklessly engages in conduct which creates a grave risk of death or serious injury to another person; and the act described under subdivision (1), (2), or (3) of this subsection occurs on school or school district property, or in a vehicle that at the time of the act was in service of the school or school district sponsored activity. 2. Assault while on school property is a CLASS D FELONY.

1. Attempting to cause injury to another person; intentionally placing a person in reasonable apprehension of imminent physical injury.

First offense - 1-180 days OSS, or expulsion, possible notification to law enforcement, and documentation in student's discipline record*.

Subsequent offense - 11-180 days OSS or expulsion, notification to law enforcement, and documentation in student's discipline record*.

2. Attempting to kill or cause serious physical injury to another.

First offense - Expulsion, notification to law enforcement, and documentation in student's discipline record*.

★ **BULLYING (additional consequences as set by the Board may be enforced)**

Bullying is the intentional action by an individual or group of individuals to inflict physical, emotional or mental suffering on another individual or group of individuals. Bullying occurs when a student:

*Communicates with another by any means including telephone, writing or via electronic communications, intention to intimidate, or inflict physical, emotional, mental harm without legitimate purpose, or

*Physically contacts another person with the intent to intimidate or to inflict physical, emotional, or mental harm without legitimate purpose. Physical contact does not require physical touching, although touching may be included.

First offense - 5-10 days OSS

Subsequent offense - 10-180 days OSS, or expulsion, and documentation in student's discipline record*.

★ **BUS MISCONDUCT**

First offense – Seat reassignment for 1 week.

Second offense – Seat reassignment for 9 weeks.

Third offense – Removal from bus for 1 week.

Fourth offense – Removal from bus for 2 weeks.

Subsequent offense – Removal from bus for semester.

★ **CELLULAR PHONES, PAGES, AND OTHER PERSONAL COMMUNICATION DEVICES**

Students who are found in possession of a cell phone or other electronic devices will receive the following:

First offense – 1-10 days OSS

Subsequent offense – 1-10 days OSS

★ **DETENTION - Failure to serve**

First offense - Two detentions

Second offense - 2 days ISS

Third offense – 4 days ISS

Fourth offense - Administrative decision

★ **DISOBEDIENCE TO AUTHORITY/INSUBORDINATION**

Refusal through verbal or other actions to immediately comply with any legitimate request of a teacher, administrator, or staff member.

First offense – 1-3 days ISS

Subsequent offense – 4-10 days ISS, 1-10 days OSS

★ **DISPARAGING OR DEMEANING LANGUAGE**

The use of hate language to demean other persons due to the race, gender, disability, natural origin, or religious beliefs. This provision also includes conduct, verbal, written, or symbolic speech which materially and substantially disrupts class, school activities, transportation, or school functions. Constitutionally protected speech will not be punished.

First offense – 1-3 days ISS

Subsequent offense - 4-10 days ISS, 1-10 days OSS

★ **DISRESPECTFUL CONDUCT OR SPEECH**

Disrespectful verbal, written or symbolic language or gesture that is inappropriate to public settings directed at a staff member.

First offense – 1-3 days ISS

Subsequent offense - 4-10 days ISS, 1-10 days OSS

★ **DISRUPTIVE SPEECH OR CONDUCT**

Conduct or verbal, written, or symbolic language, which materially and substantially disrupts classroom work, school activities or functions or the safe transportation of a student.

First offense – 1-3 days ISS

Subsequent offense - 4-10 days ISS, 1-10 days OSS

★ **DRESS CODE VIOLATIONS**

Wearing clothes or objects as defined in the dress code as inappropriate.

First offense – Warning and student changes clothes.

Second offense – Student changes clothes and ASD.

Third offense – Student changes clothes and 1 day ISS.

Subsequent offense – Student changes clothes and 1 day OSS.

★ **DRUGS/ALCOHOL - POSSESSION/USE**

The possession and use of illicit drugs and/or alcohol, is unlawful, wrong, harmful, and prohibited. Also prohibited is the possession of or attendance under the influence of any unauthorized prescription drug, alcohol, narcotic substance, substances represented to be a controlled substance, or drug-related paraphernalia.

First offense - 11-180 days OSS, notification to law enforcement officials, & documentation in student's discipline record*.

Subsequent offense - Expulsion, notification to law enforcement officials, & documentation in student's discipline record*.

★ **DRUGS/ALCOHOL - POSSESSION/SALE**

Sale, purchase, or distribution of any prescription drug, alcohol, narcotic substance, substances represented to be a controlled substance and/or drug-related paraphernalia.

First offense – 90-180 days OSS.

Subsequent offense - Expulsion, notification to law enforcement officials, and documentation in student's discipline record*.

★ **EXTORTION**

Verbal threats or physical conduct designed to obtain money or other valuables...

First offense – 3-5 days ISS

Subsequent offense - 11-180 days OSS, or expulsion & documentation in student's discipline record*.

★ **FALSE ALARMS**

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

First offense - 1-10 days OSS

Subsequent offense - 11-180 days OSS, or expulsion, & documentation in student's discipline record*.

★ **FIGHTING**

Fighting (legally defined as Public Affray) occurs when two or more persons voluntarily or by agreement, engage in any fight or use any blows or violence towards each other in any angry or quarrelsome manner or do each other any willful mischief, or if any person shall assault another and strike him in a public place to the terror or disturbance of others, the person or persons shall be deemed guilty of a misdemeanor. Mutual combat in which both parties have contributed to the conflict either by verbal or physical action.

First offense - 1-5 days OSS, and documentation in student's discipline record*.

Subsequent offense – 5-10 days OSS and documentation in student's discipline record*.

★ **INTENT TO ORGANIZE OR PROMOTE A PHYSICAL ACTION**

First offense – 2 days ISS

Second offense – 1 day OSS

Third offense – 3 days OSS

Fourth offense – 5 days OSS

Subsequent offense – 10 days OSS

★ **INTERNET INFRACTION**

Any intentional misuse of the Internet. (i.e. viewing/downloading of pornography, sending malicious email, etc.)

First offense – Loss of network privileges for 1 week.

Second offense – Loss of network privileges for 2 weeks.

Subsequent offense – Loss of network privileges for the remainder of the year.

★ **MISCONDUCT AT EXTRA-CURRICULAR EVENT**

First offense – Warning

Second offense – Removal from event (no refund of money)

Subsequent offense – Suspended from school activities

★ **PUBLIC DISPLAY OF AFFECTION**

Consensual kissing, fondling, or embracing other than holding hands.

First offense - Warning

Second offense – 1-5 ASD

Subsequent offense – 1- 10 days ISS

★ **SEXUAL HARASSMENT – (INAPPROPRIATE SEXUAL CONDUCT) - PHYSICAL**

Physical touching of another student in the area of the breasts, buttocks, or genitals.

First offense - 1-10 days OSS & documentation in student’s discipline record*.

Subsequent offense - 11-180 days OSS and documentation in student’s discipline record*.

★ **SEXUAL HARASSMENT – (INAPPROPRIATE SEXUAL CONDUCT) -VERBAL/WRITTEN**

Use of sexually intimidating language, objects or pictures.

First offense - 1-10 days OSS and documentation in student’s discipline record*.

Subsequent offense - 11-180 days OSS and documentation in student’s discipline record*.

★ **TARDIES (per quarter)**

First offense - Warning - tardy recorded

Fourth offense - 2 hrs. ASD

Second offense - Warning, tardy recorded

Subsequent offense – 1-10 days ISS

Third offense - 1 hr. ASD

★ **TECHNOLOGY MISCONDUCT**

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

First offense – 7-30 days loss of network privileges and restitution

Second offense – 45 days loss of network privileges and restitution

Subsequent offense - Loss of network privileges for the remainder of the year, restitution, and 1-5 days OSS

★ **THEFT**

Nonconsensual taking, attempting to take or willful possession of the property of another.

First offense - 1-4 days OSS, possible notification to law enforcement officials, restitution, and documentation in student’s discipline record*.

Subsequent offense - 5-180 days OSS, expulsion, notification to law enforcement officials, restitution, and documentation in student’s discipline record*.

★ **THREATS OR VERBAL ASSAULT**

Verbal, written, pictorial, or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

First offense – 1-5 days OSS

Second offense – 6-180 days OSS

★ **TOBACCO - POSSESSION**

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

First offense – 1-3 days ISS

Subsequent offense – 1-10 days OSS.

★ **TOBACCO - USE**

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

First offense – 3-5 days ISS

Subsequent offense - 5-10 days OSS.

★ **TRUANCY**

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

First offense – 1-3 days ISS and loss of extracurricular activities

Subsequent offense - 3-10 days ISS and loss of extracurricular activities

★ **VANDALISM**

Intentional damage or the attempt to cause damage to real or personal property belonging to the District, staff, or students.

First offense - 1-10 days OSS, possible notification to law enforcement officials, restitution, and documentation in student's discipline record*.

Subsequent offense - 11-180 days OSS or expulsion, notification to law enforcement officials, restitution, and documentation in student's discipline record*.

★ **WEAPONS - POSSESSION**

Definition – The Safe Schools Act of 1996 states “WEAPON” shall mean a “FIREARM” as defined under 18 U.S.C. 921, and the following items as defined in section 571.010, RSMo: a blackjack, a cancelable firearm, an explosive weapon, a firearm, a firearm silencer, a gas gun, a KNIFE (of any length), knuckles, a machine gun, a projectile weapon, a rifle, a SHOTGUN, a spring gun, or a switchblade knife. The Prairie Home R-V school district classifies items listed in 18 U.S.C. 921 and RSMo 571.010 as **Category I Weapons**. In addition, other items considered by the district to be weapons, classified as **Category II Weapons** include pellet guns, B-B guns, stun and look-alike items, daggers, swords, razors, etc., explosives, poisons, numchucks, throwing stars, or other devices that could be used as a weapon to threaten others, devices or objects designed to be worn over the fist or knuckles, bow and arrows, sling shots, and other devices or instruments used to intimidate, threaten or inflict harm. Other items which will be viewed as weapons and designated **Category III Weapons** include: fireworks, firecrackers and smoke bombs, throwing darts, nuisance items and toys, unauthorized tools, mace, Laser lights, etc.

**Category III Weapons will be graded to Category II if they are set off or used in any way.

Policy – All weapons or instruments that have the appearance of a weapon are prohibited within all school environments and the school zone except for educational purposes as authorized in advance by Principal or designee. These environments include, but are not limited to district-owned buildings, Issued or rented facilities, school sponsored activities, field trips, school vehicles and buses, and any school bus stops. This policy is in effect before, during and after school.

Student Reporting – Students who see or become aware of a weapon in school must not touch it or remain in its presence, and are required by law to notify a school representative immediately.

Exceptions – Pursuant to Missouri Statutes, exceptions are granted to licensed peace officers, military personnel or students participating in military training while performing official duties, school district approved firearm safety courses, school district approved possession and use of dangerous weapons by a ceremonial color guard, school district approved possession and use of starter guns for athletic contests, or other school district pre-approved use for valid education purposes.

Class 3

First offense – 2 days ISS

Subsequent offense – 1 day OSS

Class 2

First offense – 1-10 days OSS

Subsequent offense – 11 days OSS or expulsion

Class 1

First offense – 365 day suspension or expulsion

Parental Code of Conduct

Introduction

The mission of the Prairie Home R-V School District, in partnership with parents and the community, is to provide educational challenges and character building experiences that culminate in graduation and responsible citizenship.

The Code of Conduct is intended to provide school community members with guidelines for the effective conduct of meetings and the development of positive relationships within the school community.

General Conduct

Community Members agree to;

- a. Support the Principal and staff in the development of a safe learning community based upon the Board of Education Policies;
- b. Support the School's policies developed in consultation with all stakeholders. (The Principal has the responsibility to implement these policies);
- c. Accept responsibility for their child's/children's progress and work with the teaching staff to deal promptly with areas of concern;
- d. Treat all members of the school community with respect and courtesy; and
- e. Acknowledge and affirm success in individual and school achievement.

Conduct at Meetings

- a. Meetings between community members and administration, faculty, and staff are an opportunity for community members to contribute to discussion on issues that will have a positive impact on the school community.
- b. To ensure that this is carried out effectively, community members agree to;
- c. Conduct activities in accordance with the Prairie Home R-V School District Board of Education Policies,
- d. Participate in meetings and other community activities in a constructive manner and respect the views of others,
- e. Acknowledge that the decisions taken and actions proposed are representative of the majority of the school community,
- f. Adhere to the processes available to have decisions addressed and decisions reviewed,
- g. Support the President and members of the Board of Education when they are required to make decisions on behalf of all parents in the school community, and
- h. Use appropriate conduct when participating in meeting discussions and promote positive personal relationships among community members.

Conduct Unbecoming

If a community member is in breach of this code, the community member will meet with the Superintendent and the Principal to decide appropriate action.