

# **STANBERRY R-II**

JUNIOR-SENIOR HIGH SCHOOL

HOME OF THE BULLDOGS

2016-2017

## **Student Handbook**

### **Stanberry R-II Schools**

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# Stanberry R-II School

## *Home of the Bulldogs*

### **To the Student,**

Welcome to a new school year! At Stanberry Junior/Senior high we are again looking forward to a great year. There have been a lot of changes to the school over the last couple of years.

We have a first class school district, and we are all proud of the honors the student body, faculty and community have achieved. The student handbook, while not totally inclusive, is designed to keep you informed on the basic rules and school formats. We have a great academic program, along with a variety of extra-curricular activities. I encourage everyone to take advantage of what our school offers. Have a great year!!!!

Lisa Craig, 7-12 Principal

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## **Attendance**

Regular attendance is extremely important. Every student is expected to attend each day of school except when illness or some other condition beyond his/her control prevents attendance. Upon returning to school after a period of being absent, students are expected to report to the office as soon as they enter the building. They are to notify the office they are in attendance and receive a permit slip. A note or phone call from parents is required. Students are expected to make up work missed. Students who are habitually absent, without valid reason, may be suspended from school. Students absent from school without the knowledge or consent of parents or guardians, or students leaving school during any session without the consent of the principal, shall be considered truants. Truants will automatically receive a day of Saturday School.

- A. Any student who comes to class within twenty minutes of the starting bell will be considered tardy for that hour. Anytime thereafter, will be considered absent from the class.
- B. Student absences shall be limited to five (5) excused days per semester for such incidents of sickness of the student or sickness or death of a member of the student's family, doctor's appt. The unused portion will not be carried into the second semester. Parents will be contacted through a written note on the fifth absence.
- C. Student absences on the eighth (8<sup>th</sup>) day will receive a Saturday School. Parents will be contacted through a written note. Special health issues will be considered with a doctor's note.
- D. Student absences on the ninth (9<sup>th</sup>) day will receive a Saturday School and In School Suspension for each absence above nine (9). Parents will be contacted through a written note. Special health issues will be considered with a doctor's note. The Juvenile officer may be contacted.
- E. Makeup work for credit will be allowed for any absence which falls within the above guidelines, but makeup credit will not be allowed for absences beyond the 5 day limit.
- F. Written or oral communication (a phone call between 8:00 am and 9:00 am is recommended) from parents or guardians will be required for all absences. However, after the five day limitation all will be unexcused unless prior arrangements are made in the office.
- G. When it is felt a student may have a valid reason for missing more than the allowable number of days, the administration may grant excused absences in circumstances which are not otherwise covered in this policy.
- H. Students with perfect attendance shall become eligible for special recognition.

## **Tardies**

A student arriving late to class disrupts the educational process. Any student who comes to class within twenty minutes of the starting bell for any class period will be considered tardy for that hour. If a teacher keeps you over, bring a pass from that teacher. Individual teachers will handle all tardy detentions. Students are allowed two tardies per quarter per class. Consequences for being tardy to class are:

- 1<sup>st</sup> - Warning
- 2<sup>nd</sup> - Warning and parents will be contacted through a written note.
- 3<sup>rd</sup> - Detention and parents will be contacted through a written note.
- 4<sup>th</sup> - Detention and parents will be contacted through a written note.
- 5<sup>th</sup> - 1 day In School Suspension and parents will be contacted through a written note.
- 6<sup>th</sup> - Saturday School and parents will be contacted through a written note.
- 7<sup>th</sup> - Saturday School and parents will be contacted through a written note.
- 8<sup>th</sup> - Saturday School and parents will be contacted through a written note.
- 9<sup>th</sup> and any additional - 1 Saturday School and 1 In School Suspension and parents will be contacted through a written note. The Juvenile officer may be contacted.

### **Requests for Excused During the Day**

When it becomes necessary for a student to be excused from school during the day, the parent of the student must make the request in writing, by phone, or in person to the principal's office. A student leaving the building without permission from the office automatically becomes a truant.

### **Illness at School**

Students who become ill during the day should report to the office where efforts will be made to contact the parents. Students who are ill will not be sent home unless there is someone at home to look after them.

### **ISS/OSS**

Any student serving an ISS, will be allowed to make up missed school work while serving the ISS.

Any student servings an OSS will not be allowed to make up missed school work while serving the OSS.

### **General Information, Rules and Regulations**

1. Students are expected to follow the directions and instructions of their teachers and school authorities.
2. Common courtesy and respect for the rights of others should be the hallmark of a Stanberry student.
3. Students may use the school building and facilities only under the direct supervision of the school staff. A faculty member must be physically present and supervising all activities held in the school building. This includes the weight-room.
4. Vandalism and destruction of school property will not be tolerated. This school and facility belongs to all of us. Let's keep it a nice place to learn. This would include picking up your trash and keeping your belongings in order.
5. Disrespect to faculty and staff is unacceptable as well as the use of foul language. Running, pushing, shouting, and hitting is immature and has no place in school.
6. This is a tobacco free school. Students are not allowed to smoke, chew or possess tobacco products on school property. This is a state law. Any students possessing tobacco products will be warned on the first offense, have detention on the second and suspended on the third. Any student using tobacco products will have detention on the first offense and be suspended on the second.
7. Alcohol, the use of drugs, or the possession of these items at school are obviously not allowed and will result in disciplinary action.
8. Public display of affection has no place at school or at school activities.
9. Fighting on school grounds will result in immediate disciplinary action.
10. Students are responsible for textbooks and other equipment issued to them. If lost, stolen, or damaged, they will have to pay for them.
11. We encourage students not to be in the school before 8:00 a.m. unless they are involved in a student activity. Students are not to remain in the building after dismissal unless under the supervision of a teacher.
12. Flowers, balloons, or other such arrangements may be picked up in the principal's office after 3:03.
13. Lunch: We have a closed lunch. Students must eat lunch and remain in the Multi-Purpose room. Some other minor rules must be enforced however:
  - a. Running to lunch will not be tolerated.
  - b. After eating, students are to remain in the multi-purpose room.
  - c. Money is to be deposited in the student's lunch account before school. Ala-Cart will be charged to student accounts.

14. Due to the large number of charges not being paid, students will only be permitted to charge up to ten meals. Once this limit is met students will no longer be able to charge meals and will have to bring their own lunch or eat an alternative meal provided by the school. The alternative meal will include a cheese sandwich, ½ serving of fruit or vegetable and milk. We ask that lunch charges be paid promptly. If a student's lunch account has a negative balance, they will not be allowed to charge ala carte items.
15. Visitors are required to report to the principal's office upon entering the school.
16. Keep phone calls to a minimum. Cell phones are not allowed inside of the classroom unless the teacher determines it will be used for educational purposes. Students will either leave their phone in their locker during the instructional period or turn it in to their teacher at the beginning of each hour. Students are allowed to use their cell phone during hall passing and during their lunch break.

**Cell Phones**-Students are allowed to use their cell phones during lunch and during hall passing periods. Students are encouraged to leave their phone in their locked locker. Students wishing to bring their phone to class are to place the phone in an area designated by their teacher. The school is not responsible for lost or stolen phones. Violations of the cell phone policy will be dealt with in the following manner:

First offense - Phone will be confiscated till the end of day, student conference will be held and parents will be notified.

Second Offense - Phone will be confiscated, a parent will have to retrieve the phone plus a 30 minute detention.

Third Offense - Phone will be confiscated, a parent will have to retrieve the phone and an automatic ISS the next available date.

Fourth Offense - Phone will be confiscated, a parent will have to retrieve the phone and an automatic Saturday School will be assigned. Further infractions will be dealt with OSS.

In addition cell phones are not to be out in any locker rooms and/or dressing areas anytime. Phones are not to be out and in use in restrooms.

17. While we do not have a dress code, inappropriate dress is not allowed however. An example might be a spaghetti strap tank top, an offensive tee shirt or one that advertises something inappropriate. No hats are to be worn in the building during the school day. Inappropriateness will be determined by the faculty and administration.
18. No food should be brought into any classroom or library. Only lidded drinks may be brought into classrooms upon teacher approval. The ala-cart breakfasts as well as drinks are to be consumed in the multi before school begins. Rules concerning the ever present problem of drinks and food will be addressed as needed. Highly caffeinated beverages are not allowed at school. Example- Monster Drinks, Red Bull, etc.
19. Discipline is based on the Board adopted Discipline Plan. Responses to improper behavior can include but are not limited to: verbal reprimand, loss of privileges, detention, in-school suspension, and out of school suspension. Corporal punishment is still recognized by the State of Missouri and the R-II School Board.
20. Leave all extra money and valuables at home!!!! When you bring large sums of money or valuable items to school you only invite trouble.
21. The school provides students with a locker in the hallway and in the athletic locker rooms. The school cannot be held responsible for student possessions that are left in unlocked lockers. The school strongly encourages all students to purchase lock(s) during school enrollment during the fall. A \$5.05 lock can easily prevent the theft of expensive personal belongings.

All locks will be purchased in the office for either athletic or book lockers. Only school purchased locks can be used for safety reasons. You own them and will take them with you when you graduate. Book lockers are for books, coats, and school supplies. Athletic locker rooms are for athletics. Use lockers that are assigned.

22. Prom: any junior with an F on the Thursday at noon before Prom setup, will not participate in prom setup on Friday. He/she will be expected to be at school, working to improve his/her grade.
23. In order to participate and attend Stanberry Prom, any Stanberry junior or senior student or Stanberry student who acts as a date:
  - a. Must have earned a minimum 15 credits by the beginning of the second semester of his/her junior year
  - b. Must have earned a minimum 22 credits by the beginning of the second semester of his/her senior year
24. Graduation: Once students turn in their release forms and are cleared, they are free to go. All **bills**, projects and grades must be cleared and paid at that time and senior release forms must be filled out and turned in or they will not receive a diploma on Graduation day. Any student, who does not meet graduation credit requirements, will not be allowed to participate in senior trip. He/she will attend school during this time to complete any missed work in order to ensure his/her diploma.

### **School Closing**

Announcements will be made on KAAN - FM 95.5, KFEQ - AM 68, KKJO - FM 105.1, KNIM - FM 99.3 or AM 15.80 due to inclement weather. It will also be announced on KQTV when notice of school closing is given the night before. A textcaster will be sent out as well.

### **Gun Free Policy**

Any student who brings a firearm to school will be suspended for not less than one year. This suspension can be appealed to the Superintendent if the student has an IEP developed by the special services staff.

### **Grades**

#### **Grade Scale**

The following grade scale is used by all teachers in the Junior and Senior High School.

96-100 -A  
 90-95 - A-  
 87-89 - B+  
 84-86 - B  
 80-83 - B-  
 77-79 - C+  
 73-76 - C  
 70-72 - C-  
 67-69 - D+  
 63-66 - D  
 60-62 - D-

#### **Weighted Grades/Graduation Requirements**

The Stanberry R-II School Board has approved the new weighted grade scale found in the appendix for the incoming class of 2020 and all classes thereafter. A complete listing can be found in the appendix.

Students can max out at 28 credits for Valedictorian and Salutatorian calculations. All outside credits will be reviewed by staff as in the past as to their validity or need in conjunction with school policy. In accordance with state law students must pass the state and national constitution requirement.

**Progress Reports**

Progress reports are given, if needed, approximately halfway into each quarter. They are figured and written by the teacher. The principal's office mails all progress reports to parents. These grades can be viewed electronically through the student records program.

## **Grade Cards**

Grade Cards are given at the end of each quarter if all bills and obligations are taken care of. First and Third quarter grades are given to parents at parent/teacher conferences. Second quarter grades are given to students. Fourth Quarter grades may be mailed depending on the end of year schedules.

## **Honor Roll**

A student honor roll for students' grades 7 through 12 will be published quarterly to recognize superior scholastic achievement. Students will be given a reception in the fall and certificates will be handed out at that time for 4 quarter (a full year) honor roll accomplishments during the previous year. Certificates for either High or Regular Honor Roll all 16 quarters of High School will also be available after senior grades are calculated. High Honor Roll is a grade card with all A's. Regular Honor Roll is a grade card with all A's or B's.

## **Bell Schedule**

8:10 Warning Bell  
 8:25 Warning Bell  
 8:30 1st Period Begin  
 9:20 1st Period End  
 9:23 2nd Period Begin  
 10:13 2nd Period End  
 10:16 3rd Period Begin  
 11:06 3rd Period End  
 11:09 4th Period Begin  
 Lunch)  
 11:29 1st Lunch Shift 7th & 8th Grade  
     (ends at 11:52 with return to rest of fourth hour)  
 11:59 4th Period Ends 9-12 and begin 2nd Lunch Shift  
 12:24 End of 2nd Lunch Shift 9-12  
     (End of 4th Period Junior High)  
 12:27 5th Period Begin  
 1:17 5th Period End  
 1:20 6th Period Begin  
 2:10 6th Period End  
 2:13 7th Period Begin  
 3:03 7th Period End

## **Prorated Bell Schedule**

8:10 Warning Bell  
 8:25 Warning Bell  
 1<sup>st</sup> Period 8:30 to 8:57  
 2<sup>nd</sup> Period 9:00 to 9:26  
 3<sup>rd</sup> Period 9:29 to 9:56  
 4<sup>th</sup> Period 9:59 to 10:26  
 5<sup>th</sup> Period 10:29 to 10:56  
 6<sup>th</sup> Period 10:59 to 11:27  
 7<sup>th</sup> Period 11:30 to 11:59 (JH/Intermediate  
 (11:59 to 12:25 HS Lunch – JH 7<sup>th</sup> Period)

## **Scheduling for Classes**

Pre-registration will be held in the spring during parent teacher conferences. Students and parents are encouraged to discuss all the information and plan accordingly to fulfill the best needs of the student.

Students will register early in August and sign up for lockers, receive all paperwork to be filled out and complete changes at that time. Dates will be advertised in the Tri-County News and the Gentry County Shopper. No classes will be changed after school starts, except for administrative reasons.( for example - an overloaded section)

## **Buses**

The district currently contracts 5 buses to cover its routes. A 6th bus runs a route to the Voc-Tech school at Bethany. Departure times and return are dependent on the Voc-Tech schedule. It is customary for the superintendent's office to handle bus service and questions about it. Any office however can handle requests for bus pick-up.

The following is some common sense information concerning buses and students:

1. Be courteous
2. No profanity
3. Please do not eat or drink on the bus, let's keep the bus clean
4. Remain seated
5. Obviously no smoking or violence
6. Keep hands and head inside the bus
7. Do not destroy property
8. For your own safety, do not distract the driver through misbehavior
9. The bus driver may assign seats.

The school bus driver will be responsible for referring discipline problems to the bus manager. The bus manager will contact the building principal. The building principal shall have authority to suspend a student from riding the bus after the student and parent have been informed.

## **Bullying**

The District is committed to maintaining a positive learning and working environment, free of any form of bullying or intimidation by students toward District personnel or students on school grounds, or school time, at a school sponsored activity or in a school related context. 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, or 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.

Students who are found to have violated this policy will be subject to those consequences detailed in the district's discipline policy.

## **Extra-Curricular Activities**

To be eligible to participate in school athletics and activities is a privilege - not an inherent right - granted if you meet the eligibility standards as set forth by the Missouri High School Activities Association. According to the MSHSAA eligibility standards, students must be good citizens in their school and community. More specifically, any student who represents his/her school in interscholastic activities must be a creditable citizen and be judged so by the proper school authority certifying the list of students for competition. A student whose character of conduct is such as to reflect discredit upon himself/herself or school is not considered a creditable citizen.

In addition all after school interscholastic activities are governed by our local eligibility policy. An F on a quarter grade card (grades 7-12) makes a student ineligible for one full quarter. If a student receives a 4<sup>th</sup> quarter F, he/she will be deemed ineligible effective the date grades are due until the completion of the next year's first quarter. No student will compete or participate in an interscholastic activity with an F.

The use of alcohol and drugs is unhealthy and against the law. A confirmation of a student's drinking or drug usage will result in the following consequences

1st offense - two weeks removal from games and practices

2nd offense - removal from the team

Students are expected to be at school for approximately half a day to participate in extra-curricular events or practices. Exceptions could be determined by administration in situations with extenuating circumstances such as funerals or medical events.

We have many extra-curricular activities at Stanberry both athletic and non-athletic. Each sport or activity has a set of participation rules to be given out by the individual coaches or sponsors. A complete list of activities and sponsors are located in the appendix.

Missouri State High School Activities Association (MSHSAA) policy 2.2.3 e. states:

If a student misses class(es) without being excused by the principal, the student shall not be considered eligible on that date. Further, the student cannot be certified eligible to participate on any subsequent date until the student attends a full day of classes.

### **Student use of cars**

Students who drive cars to school are to use the north parking lot on school property. If parking in the street areas obey signs and normal regulations concerning parking or you may be ticketed. When students drive away in the afternoon please do not drive around the school especially on the south side where elementary walkers and buses are. Basically just exit the area using 7th street and avoid the congested areas around the school. Common sense dictates that students should follow basic safe driving techniques around the school zone. While these areas are public streets law enforcement can be involved as well as items 9, 13, 17, 22 & 23 in the school discipline code

Do not park in the handicap areas or in the alley behind the building. No student will be allowed to go to their cars or move them during the day without permission.

School transportation will be used to all interscholastic events and trips. Students may ride home with their parent if they sign them out at the game using the form provided by the coaches. Only the students own parent or guardian may sign them out.

*Don't forget parking lots are school property. Leave those hunting guns at home!!*

### **Daily Announcements**

Daily announcements will be provided by the High School office. They will be sent out to teachers and read third hour. Announcements will also be posted outside the High School office and on the school website. All announcements should be turned in by 2:30 the previous day.



### **Internet Policy**

The Stanberry School has a board approved Computer and Internet Acceptable Use Agreement in place. It was developed by the Technology Committee. Due to the large expansion of computers and accessibility in the building, students and their parents will be required to have a signed use agreement on file before access is given to the Internet.

While the Internet is not the answer to every educational need it gives students the opportunity to access a wealth of information when used properly. It allows them to literally explore the world.

### **Access to Students Records**

Parents/guardians or eligible students are entitled:

- a. To inspect and review the student's educational records
- b. To request changes to the educational records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
- c. To consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that federal and state law authorize disclosure without such consent; and
- d. to obtain a copy of this policy and guidelines as found in Board Policy.

### **Textbooks**

Textbooks will be issued to students at the beginning of each term. Textbooks are to be returned in good condition. Fines will be levied for missing textbooks or excessive damage. Fines will be pro-rated using the original cost of a textbook as a baseline. Due to the increasing costs of textbooks all students are encouraged to take care of their books and use book covers. Grade reports, transcripts, diplomas may be held until all fines are paid.

### **Health Instruction**

The Stanberry R-II School District engages in health education which is a state requirement and does contain human sexuality. The Stanberry R-II School District presents a conservative, well rounded approach, which is medically and factually accurate. Parents/guardians can be advised of the content of this program or have the right to remove their student from any part of the District's human sexuality instruction.

### **Sexual Harassment Policy**

A comprehensive sexual harassment policy can be found in school board policy. Sexual harassment can take many forms and is unacceptable. All cases should be reported either to staff, counselors, or the building principals for disposition. A grievance process is in place.

## **Appendix**

The following pages contain the following school policy or information concerning different areas:

Stanberry R-II Staff Roster  
Weighted Grade Scale  
Graduation Requirements  
Voc-Tech Selection Process  
Saturday School  
Activities and their Sponsors  
Board Discipline Code  
Bus Rules and Regulations  
Public Law 107-110 Information  
Board Policy 2400  
Board Policy 2150  
Spec Ed Public Notice  
School Year Calendar

The Stanberry R-II School Board approved the following weighted grade scale to become effective during the fall of 2015 for the class of 2020 and all classes thereafter.

\*Due to state assessment program, Algebra I is required for all high school students therefore, no weight will be assigned to this class.

| Course Weight | Language Arts  | Math  | Science   | Social Studies                   | Business      | Band/Choir          |
|---------------|----------------|---|---|----------------------------------|---------------|---------------------|
| 1.1           |                | Algebra I<br>(not weighted for 2020 and thereafter) |   | Am. History II - Western Civ. II | Accounting I  | Band IV<br>Choir IV |
| 1.2           | Lang. Arts III | Algebra II<br>Geometry                              | Chemistry I<br>Biology II<br>(or A&P)           |                                  | Accounting II |                     |
| 1.3           | Lang. Arts IV  | Math Analysis<br>Trigonometry<br>Calculus           | Chemistry II<br>Physics<br>(or Adv. Phys. Sci.) |                                  |               |                     |

Any classes that are not listed on the above weighted grade scale are considered “1.0” in weight and will receive points normally awarded on a regular (non-weighted) 11.0 grade scale. Any additional classes that are added to the curriculum or revisions of the above weighted grade scale must first receive recommendation and approval from the weighted grade scale committee. Final approval for any weighted grade scale changes must be made by the Stanberry R-II School Board.

### **How the Stanberry R-II High School Weighted Grade Scale functions:**

#### **11.0 Grade Scale**

Stanberry R-II High School students receive points for each **semester letter grade** they earn; these points are averaged together to determine cumulative grade point averages (GPA) which establish class rank. For example, if a student earns an “A” in Biology, it would be worth 11.0 points when averaged for cumulative GPA since this class would be considered at “1.0” weight on the above scale. The 11.0 points for this “A” is then multiplied by its class weight (1.0) to receive a total point accumulation of 11.0. This 11.0 point total is then added when figuring cumulative GPA.

Language Arts IV, however, is weighted “1.3” on the above scale. If a student earns a “B” [worth 8.0 points on the regular (non-weighted) 11.0 scale], this 8.0 point total is then multiplied by its class weight (1.3) to receive a weighted grade scale total point accumulation of 10.4.

This

10.4 total is then added when figuring cumulative GPA.

Approved May 2015 – effective for the Class of 2020 and all classes thereafter.

Class of 2019 and prior classes are on the previous weighted grade scale.

**Stanberry R-II Regular**  
**(Non-Weighted) Grade Scale:**

96 - 100 = A

90 - 95 = A-

87 - 89 = B+

84 - 86 = B

80 - 83 = B-

77 - 79 = C+

73 - 76 = C

70 - 72 = C-

67 - 69 = D+

63 - 66 = D

60 - 62 = D-

Below 60 = F

# Stanberry R-II High School Graduation Requirements

## **Graduation Requirements**

A student must fulfill the following to satisfy specific state legal requirements, as well as local requirements, in order to be graduated from Stanberry High School. State mandated graduation requirements were approved by the State Board of Education in October of 2005. Furthermore:

A. To receive a Stanberry R-II High School diploma, a student must complete eight semesters of attendance during grades nine and above and earn a minimum of 24 units of credit in an educational program. This program should be cooperatively planned by the student, the student's parent(s)/guardian(s), and the school to meet the individual needs of the student. Additional information about high school classes and local requirements can be found in the 9-12 Course Description Guide. This educational program shall consist of at least the minimum units of credit in the following areas:

|                            | Units |
|----------------------------|-------|
| Communication Arts         | 4.0   |
| Social Studies             | 3.0   |
| Science                    | 3.0   |
| Mathematics                | 3.0   |
| Health/Keyboarding*        | 1.0   |
| Personal Finance/Bus Tech* | 1.0   |
| Fine Art                   | 1.0   |
| Physical Education         | 1.0   |
| Electives                  | 7.0   |
| Total                      | 24.0  |

\*Local requirements. Both of these, along with Personal Finance, will fulfill the State's requirement for 1 unit of a Practical Art and add .5 units of credit toward the 24 needed for graduation.

B. It is strongly recommended that all students attend high school for a total of eight semesters. However, the eight semesters of attendance may be waived by the Board if a student earns a minimum of 24 units of credit during grades nine and above in an educational program that should be cooperatively planned by the student, the student's parent(s)/guardian(s), and the school to meet the individual needs of the student.

C. The Stanberry Board of Education shall reserve the right to waive course requirements in special circumstances.

# Stanberry R-II Selection Process

## for the North Central Area Vocational-Technical School

Selection for the Stanberry R-II District's students who will attend the North Central Area Vocational-Technical School (NCAVTS) at Bethany, Missouri, will be dependent upon a variety of areas. A committee composed of the superintendent, the secondary principal, the guidance counselor, and a secondary instructor will make the final selection of students by using a ranking process.

Each Stanberry applicant will be ranked in relation to the areas which follow:

1. Four-year plan (review of applicant's plans since their freshman year).
2. Desire to complete the second year of a specific NCAVTS program.
3. Desire to complete a one-year NCAVTS program as a senior.
4. Attendance of Vocational Awareness Day at NCAVTS during the spring of the applicant's sophomore year.
5. Eleven Units of credit by their sophomore year.
6. Seventeen Units of credit by their junior year.
7. Attendance
8. Tardiness
9. Test scores at Stanberry R-II
10. Work ethic
11. Attitude
12. Timeliness of the application process

# Saturday School

By being placed in Saturday School, the student has either skipped school or other disciplinary measures have been exhausted. The school may also conduct an Academic Saturday School for students that are on the F list. While in Saturday School, the student will:

- Arrive to the Saturday School room and be seated by 8:00 am. You will be dismissed by noon.
- Bring all materials needed to complete assignments, or have free reading materials or other work to do. If the student does not bring work to do the supervisor will assign work to do.
- Demonstrate the following behaviors:
  - Follow all oral and written directions given by the supervisor.
  - Bring expected supplies to complete assignments. (The rest of the building is not open)
  - Sit properly in the chair and do not leave the assigned seat without permission.
  - No sleeping. You must be working, reading, etc. or you will be assigned further busy work.
  - Be respectful to peers and adults. Do not expect the supervisor to carry on a conversation.
- Take drinks or use the restroom only when instructed.
- Keep the area free from marks, trash, or litter.

The student will follow all the above rules and any additional verbal instructions given by the instructor. If any of the rules are not followed, the student will be asked to leave the school grounds and will be referred to the principal for further disciplinary action.

If a student was assigned for disciplinary purposes, the principal will assign a minimum of two days out of school suspension for any violation of the above rules or skipping an assigned disciplinary Saturday school.

If the student skips Academic Saturday school, a minimum of one day in school suspension will be given for the first missed Saturday school. On the second and subsequent days missed, two days ISS will be given.

Students may make up work during an ISS however if a student serves OSS, no credit for missed work will be given.

Stanberry R-II School District:

Code of Conduct

## STUDENTS

### Behavioral Expectations

The discipline code set out in this regulation is intended 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 regulation 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 the is 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 bell also be available for public inspection during normal business hours in the Superintendent's office.

1. Possession or presence under the influence of a controlled substance or substance represented to be a controlled substance while at school, on the school playground, on the school parking lot, on a school bus or at a school activity, whether on or off school property (including counterfeit drugs or drug-related paraphernalia.) In addition, this includes prescription medication without a valid prescription for such medication on school premises or on a school bus.

**First Offense:** 11-180 days out-of-school suspension, notification to law enforcement officials, and documentation in student's discipline record.

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

2. Sale or distribution of a controlled substance or substance represented to be a controlled substance (including unauthorized prescription drugs, counterfeit drugs, or drug related paraphernalia).

**First Offense:** 11-180 days out-of-school suspension, notification to law enforcement officials, and documentation in student's discipline record.

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

3. Assault of Student-Use of physical force with the intent to do bodily harm.

**First Offense:** In school suspension, Saturday School, 1-180 days out of school suspension, or expulsion, notification to law enforcement officials, and documentation in student's discipline record.

**Subsequent Offense:** 11-180 days out of school suspension, or expulsion, notification of law enforcement officials, and documentation in student's discipline record.

4. Assault of Staff Member-Use of physical force with intent to do bodily harm

**First Offense-** 1-180 days out of school suspension, or expulsion, notification to law enforcement officials, and documentation in student's discipline record.

**Subsequent Offense:** 11-180 days out of school suspension, or expulsion, notification of law enforcement officials, and documentation in student's discipline record.

5. Possession of a Firearm or Weapon on school premises - Defined in Policy 2620

**First Offense-** (Cannot be less than one-year suspension) (Students that have an IEP developed by the special services staff can appeal the suspension to the superintendent) Law enforcement will be notified and documentation in student's discipline record.

**Subsequent Offense-** (Cannot be less than one-year suspension) (Students that have an IEP developed by the special services staff can appeal the suspension to the superintendent) Law enforcement will be notified and documentation in student's discipline record.

6. Possession of or presence under the influence of alcohol while at school, on the school playground, on the school parking lot, on a school bus or at a school activity, whether on or off school property as provided for by the school policy for activities.

**First Offense-** 1-10 days out-of-school suspension

**Subsequent Offense-** 1-180 days out-of-school suspension, expulsion, documentation in student's discipline record.

7. Arson-Intentionally causing or attempting to cause a fire or explosion

**First Offense:** 11-180 days of out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record.

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

8. Inappropriate Sexual Conduct- Refer to Policy and Regulation 2130-Harrasement

**Physical touching of another student in the area of the breasts, buttocks, or genitalia**

**First Offense:** In-School Suspension, Saturday School, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.

**Subsequent Offense:** 1-180 days out-of-school suspension or expulsion, and documentation in student's discipline record.

**Use of sexually intimidating language, objects, or pictures**

**First Offense:** In-School suspension, Saturday School, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record

**Subsequent Offense:** 1-180 days out-of-school suspension or expulsion, and documentation in student's discipline record

**Indecent Exposure—Includes display of buttocks and genitalia in a public location**

**First Offense:** In-School suspension, Saturday School, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record

**Subsequent Offense:** 1-180 days out-of-school suspension or expulsion, and documentation in student's discipline record

9. **Harassment-Refer to Policy and Regulation 2130-Harassement**

**First Offense:** Principal/Student conference and/or detention, in-school suspension, Saturday School, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.

**Subsequent Offense:** In-School suspension, Saturday School, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record

10. **Threatening Language- Use of verbal threats to do bodily harm**

**First Offense** Principal/Student conference and/or detention, In-School suspension, Saturday School, 1-180 days out-of-school suspension, or expulsion,

**Subsequent Offense** In-School suspension, Saturday School, 1-180 days out-of-school suspension,

11. **Extortion-Verbal threats or physical conduct designed to obtain money or other valuables**

**First offense** Principal/Student conference and/or detention, In-School suspension, Saturday School, 1-10 days out-of-school suspension, or expulsion

**Subsequent Offense** Principal/Student conference and/or detention, in-school suspension, Saturday School, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.

12. **Fighting-Physically striking another in a mutual contact as differentiated from an assault**

**First Offense** Principal/Student conference and/or detention, in-school suspension, Saturday School, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.

**Subsequent Offense**, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.

13. **Disruptive Behavior-Conduct which has intentional effect of disturbing education**

**First Offense** Principal/Student conference and/or detention, In-school suspension, Saturday School

**Subsequent Offense:** Detention, In-school suspension, Saturday School, 1-90 Days out-of-school suspension

14. **Theft-Non-consensual taking or attempt to take the property of another**

**First Offense** In-school suspension, Saturday School, or 1-180 days out-of-school suspension, possible notification to law enforcement officials, and possible documentation in student's discipline record.

**Subsequent Offense** 11-180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record.

15. **Vandalism-Intentional damage or attempt to damage property belonging to the staff, students, or the District**

**First Offense** Restitution, Principal/Student conference and/or detention, in-school suspension, Saturday School, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.

**Subsequent Offense** , 1-180 days out-of-school suspension or expulsion, notification to laws enforcement officials, and documentation in student's discipline record.

**16. Truancy-Absent from school or leaving the building during any session without authorization**

**First Offense-** One Saturday School

Subsequent Offense 1-3 days In-school suspension or Out-of-school suspension

**17. Defiance of Authority-Refusal to obey directions or defiance of staff authority**

**First Offense** Principal/Student conference and/or detention, in-school suspension, Saturday School, 1-10 days out-of-school suspension

**Subsequent Offense:** Detention, In-school suspension, Saturday School, 1-180 Days out-of-school suspension

**18. Improper Displays of Affection-Consensual kissing, fondling, or embracing**

**First Offense** Principal/Student conference and/or detention, In-School suspension, Saturday School

**Subsequent Offense** Principal/Student conference and/or detention, in-school suspension, Saturday School, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.

**19. Indecent Exposure-Includes display in public location of breasts, buttock, and genitals**

**First Offense** In-School suspension, Saturday School, 1-10 days out-of-school suspension

**Subsequent Offense** 5-180 days out-of-school suspension, expulsion, possible documentation in student's discipline record

**20. Use of Obscene or Vulgar Language** Language, which depict sexual acts, human waste, and blasphemous language

**First Offense** Principal/Student conference and/or detention, In-school suspension, Saturday School

**Subsequent Offense:** Detention, In-school suspension, Saturday School, 1-180 Days out-of-school suspension

**21. Possession or use of tobacco or tobacco products**

Possession

**First offense** Student/Principal conference (warning)

**Subsequent Offense** Detention, 1-10 days out of school suspension

Usage

**First Offense** Detention

**Subsequent Offense** 1-10 days out of school suspension

22. **Disruptive Speech or Conduct-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.**

**First Offense** Principal/Student conference and/or detention, In-school suspension, Saturday School, or 1-10 days out-of-school suspension

**Subsequent Offense** In-school suspension, Saturday School, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.

23. **Bus Misconduct—Any offense committed by a student on a district-owned or contracted bus shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, bus-riding privileges may be suspended or revoked.**

24. **Students tardy to class-Discipline at the discretion of Principal and Staff**

25. **Cheating:** Student(s) will receive a zero on the cheated assignment.

**First Offense** A principal/teacher/student conference will be held, Detention, In-school suspension, Saturday School

**Subsequent Offense:** Detention, In-school suspension, Saturday School, 1-180 Days out-of-school suspension

### BUS RULES AND REGULATIONS

1. The driver is in charge of the pupils and the bus. Pupils must obey the driver promptly.
2. Classroom conduct is to be observed by the pupils while riding the bus, except for ordinary conversation.
3. Students must remain seated and face the front of the bus until their own bus stop is reached. The driver may assign a seat for any student.
4. Unnecessary conversation with the driver is prohibited.
5. Students must be on time. The bus cannot wait beyond its regular schedule.
6. Students riding on any but their assigned bus or getting off the bus at any but their assigned bus stop must bring a signed note from a parent to the teacher. If a parent calls school with a bus route or stop change, the teacher or school secretary will write a note confirming verbal permission from a parent.
7. Students must not at any time extend arms or head out of the bus window.
8. Eating or drinking on the bus is not allowed.
9. No tobacco products allowed on the bus.
10. Do not throw any article inside the bus or out the window.
11. No glass containers allowed on the bus.
12. Pupils who must cross the road after leaving the bus shall cross in front of the bus.
13. Stand back at the bus stop until the driver opens the door.
14. Students must treat each other with mutual respect. Verbal or physical harassment will be reported to the principal for necessary action.
15. The bus company cannot be responsible for items lost or stolen on the bus.
16. No animals, insects, etc., allowed on the bus without prior permission.

#### BUS CONDUCT PROCEDURE

Disciplinary incidents will be reported by drivers to the bus manager. The bus manager will turn bus conduct reports into the appropriate school principal. Upon receipt of a bus conduct report, the following action will be taken:

- First Offense: Principal conferences with student and contacts parents.
- Second Offense: Principal conferences with student, contacts parents, assigns student to a specific seat on the bus.
- Third Offense: Principal conferences with student, contacts parents, student suspended from the use of bus transportation for one week.
- Fourth Offense: Principal conferences with student, contacts parents, student may be suspended from the use of bus transportation for the rest of the school year (time elapsed between incidents will be taken into account).

#### SEVERE CLAUSE

Major violations, listed below, will be dealt with following school discipline procedures in the student handbook and may be subject to immediate suspension from the bus.

1. Smoking, having drugs, or throwing firecrackers in or at the bus.
2. Having dangerous items such as weapons, knives, matches, cigarette lighters, or sharp blades on the bus.

3. Foul, profane, or abusive language.
4. Damaging the bus, such as, cutting seats, etc.
5. Fighting on the bus.
6. Creating a safety hazard for the entire bus.

**GENERAL ADMINISTRATOIN**Form 1621**Private, State and Federal Programs Administration****Title 1 Parent Notification of Teacher Qualifications****NOTIFICATION OF TEACHER QUALIFICATIONS**

Dear Parent or Guardian:

Our district is required to inform you of certain information that you, according to the No Child Left Behind Act of 2001 (Public Law 10-110) have the right to know.

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

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

In addition the information that you may request, the District will provide to you individually:

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

Stanberry R-II School District

Adopted May, 2003

**(Regulation 2400)  
(Form 2400)**

**Student Educational Records**

A cumulative educational record shall be maintained for each student from his/her entrance into school through the last date of attendance or through graduation, whichever occurs first.

Each student's educational record will include information required by state and federal statutes, regulations, or agencies and shall include other information considered necessary by school officials.

The District will comply with the mandates of the Family Educational Rights and Privacy Act (FERPA) and the Safe Schools Act regarding confidentiality of student records and disclosure of personally identifiable information.

The parents/guardians of students who are attending or have attended the District's schools have the right to inspect and review the educational records of their students and to request amendment of their students' educational records. The District has adopted procedures (Regulation 2400) for granting of parental requests for access to the educational records of their students within a reasonable period of time, but in no case more than forty-five days after the request is made.

All information contained in a student's educational record, except information designated as directory information by the District, shall be confidential and shall be directly accessible only to school officials, who demonstrates a legitimate educational interest in the student's records and to parents/guardians or eligible students.

Upon request by military recruiters or an institution of higher learning, the District will provide students' names, addresses and telephone listings. Parents will be notified annually of their right to individually request that such information not be released without prior parental consent. Military recruiters will be provided the same access to students as is given to institutions of higher learning.

Adopted May, 2009

**STUDENTS****Policy 2150  
(Form 2150)****Nondiscrimination and Student Rights****Searches by School Personnel**

School lockers and desks are the property of the Board of Education and are provided for the convenience of students, and as such, are subject to periodic inspection without notice, without student, and without a search warrant. The lockers and desks may be searched by school administrators or staff who have a reasonable suspicion that the lockers or desks contain drugs, alcohol, material of a disruptive nature, stolen properties, weapons, items posing a danger to the health or safety of students and school employees, or evidence of a violation of school policy. In addition, the Board of Education authorizes the use of trained dogs to sniff lockers or other school property to assist in the detection of the presence of drugs, explosives, and other contraband.

Students or student property may be searched based on reasonable suspicion of a violation of District rules, policy or state law. Reasonable suspicion must be based on facts known to the administration, credible information provided or reasonable inference drawn from such facts or information. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses, if such witnesses are available. Students may be asked to empty pockets, remove jackets, coats shoes and other articles of exterior clothing for examination if reasonable under the circumstances.

No employee shall perform a strip search of any student. The exception to this would be if a school administrator reasonably believes that a student possesses a weapon, explosive, or substance that poses an imminent threat of physical harm to himself or another person, and if a commissioned law enforcement officer is not immediately available. Strip searches may be conducted by, or under the authority of, a commissioned law enforcement officer.

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

Law enforcement officials shall be contacted if the search produces a controlled substance, drug paraphernalia, weapons, stolen goods or evidence of a crime, in any case involving a violation of law when a student refuses to allow a search, or where the search cannot safely be conducted. Parents may also be contacted. A student who refuses to submit to a search may be appropriately disciplined by school officials.

**Stanberry R-II Schools**  
**PUBLIC NOTICE**

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Stanberry R-II School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation/intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

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

The Stanberry R-II School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision for FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Stanberry R-II School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the school during regular school hours.

This notice will be provided in native languages as appropriate.  
*Rev. September 14, 2007*