

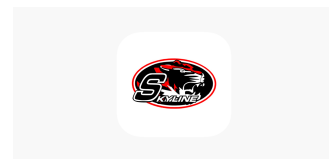
SKYLINE HIGH SCHOOL

2022-2023



***20663 US HWY 65
Urbana, Missouri 65767
Phone: 417/993-4226
Fax: 417/993-5947***

Web: www.skylineschools.info



Mr. Randy Dougherty

Superintendent

Mr. Jason Koele

High School Principal

Table of Contents

<u>Introduction</u>	
Letter to Student.....	<u>3</u>
Public Notice	<u>4</u>
Philosophy of Education.....	<u>6</u>
<u>Chapter I – Attendance, Scheduling and Graduation Requirements</u>	
Bell Schedule.....	<u>7</u>
School Attendance & Tardiness.....	<u>7</u>
Make-Up Work.....	<u>9</u>
Requirements for Graduation; Grading.....	<u>9</u>
Summer School & Credit Recovery.....	<u>10</u>
Academic Letter.....	<u>11</u>
Dual Credit Classes & VoTech.....	<u>11</u>
School to work Program.....	<u>12</u>
Cadet Teaching & Pathways.....	<u>12</u>
Graduation.....	<u>13</u>
<u>Chapter II – General Information</u>	
After-School Activities; Books/Equipment Policy, Club Dues...	<u>14</u>
Dances & Prom.....	<u>15</u>
Emergency Drills.....	<u>15</u>
Library information.....	<u>16</u>
Medicine; MSHSAA; Senior Composite.....	<u>17</u>
Special Services & Phones.....	<u>17</u>
Student Vehicles; Visitors.....	<u>18</u>
<u>Chapter III – Expectations, Conduct and Regulations</u>	
School Transportation & Bus Conduct	<u>18</u>
Dress Code & Conduct Standards.....	<u>20</u>
Discipline, Suspensions, & Sexual Harassment.....	<u>21</u>
<u>Chapter IV – Internet Policy</u>	
Internet Policy; Internet Rules.....	<u>26</u>
<u>Chapter V – Extra/Co-Curricular Activity</u>	
Attendance & Academic Eligibility.....	<u>27</u>
Extra-Curricular Activities/Activity Good Citizenship Policy....	<u>28</u>
Extra Curricular/Co-Curricular Drug Testing Policy.....	<u>30</u>
<u>Chapter VI – Student Drug Testing Program</u>	
Drug Testing Population & Procedures.....	<u>30</u>
<u>Chapter VII – Virtual School Policy</u>	
MOCAP & LAUNCH.....	<u>36</u>
<u>Appendix Items</u>	
Online Learning Agreement Form.....	<u>40</u>
Drug Testing Consent Form.....	<u>42</u>



HICKORY COUNTY R-1
— *Home of the* —
TIGERS

RESPECTFUL. RESPONSIBLE. SAFE.

Dear Skyline Tiger:

My name is Jason Koele and I will be serving as your High School Principal for the 2022-23 school year. I am very excited to meet you and look forward to an incredible year. For those of you who are returning for another year or if you are joining us for the first time, welcome to Skyline!

The Student Handbook is prepared to assist the students at Hickory County R-1 School in knowing what is expected of them while they are attending classes at Skyline High School. The Administration and the Board of Education believe that an understanding by each student of the school rules and expectations is necessary in order to create a positive learning atmosphere, and to maintain each student's individual rights. We ask you to read this handbook and discuss with your parents the rules and regulations set forth herein, as it contains much valuable information. It does not cover every possible situation, but it is intended as a guide to help you understand and adjust to the philosophy, policies and procedures of our school.

Again, welcome to Skyline High School. We are looking forward to a fine school year.

Jason Koele
High School Principal

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 **Hickory County R-1 School District** ensures 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 **Hickory County R-1 School District** ensures 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 **Hickory County R-1 School District** ensures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The **Hickory County R-1 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 Special Education Director's Office located in the Middle School building from 8:30a.m to 3:00p.m.during the days school is in session during the regular school year.

The **Hickory County R-1 School District** will conduct meetings in September and December to discuss the process for private/parochial/home school students, including referral, evaluation, diagnosis, and service options. Contact the District's Special Education Director, Mrs. Julie Foster, at 417-993-4254 for more information.

This notice will be provided in native languages as appropriate.

Last revised July 2011

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 107-110), 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 qualification 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 to the information that parents may request, districts must provide to each individual parent –

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

Philosophy of Education – Skyline High School

The school, through a flexible curriculum, must meet the educational and social needs required for the development of an educated citizenry, capable of living and functioning in a free and democratic society. The community, which encompasses this district, has shown a continuing commitment to education through the construction of new facilities and improvement of existing programs. The staff and administration at Skyline High School acknowledge this commitment and are dedicated to fulfilling the expectations of this community and the functions presently associated with the modern high school. The curriculum must reflect the articulation of educational material from that of pre-adolescent to that of the adolescent, while giving the individual a chance to explore, socialize and receive guidance which may help him use his knowledge in decision-making roles.

Objectives:

The objectives of the educational program at the Skyline High School are:

1. To provide a transitional education program suited to the needs, interests and abilities of pre – and early adolescents, which will appropriately bridge middle school experiences and those of secondary school.
2. To provide a curriculum which reinforces the student's basic educational skills.
3. To provide a cooperative learning environment in which students will be able to use acquired knowledge, beliefs, attitudes, interests and skills to study issues which affect them.
4. To guide and encourage students to discover and explore individual interests and aptitudes so they may increase abilities to determine future educational and vocational programs.
5. To provide favorable conditions in which to stimulate the student to gradually expand cultural, social, civic and recreational interest.
6. To provide educational and career guidance which will enable students to make decisions which will lead to the development of individuals having sound mental, emotional and social characteristics.
7. To provide students with educational experiences which will enable them to function as responsible, effective citizens in a complex, free, democratic society.
8. To develop a comprehensive curriculum flexible enough to ensure appropriate learning experiences for students with differing needs and/or abilities.
9. To provide an educational program which will enable all students to experience success.
10. To establish and promote constructive communication among the school, the home and the community.

Chapter I

Attendance, Scheduling and Graduation Requirements

Bell Schedule

1st Hour/Breakfast	8:00am – 9:11am
2nd Hour	9:15am -10:11am
3rd Hour	10:15am -11:11am
4th Hour/Lunch	1st Lunch Shift – 11:15am – 11:35am 2nd Lunch Shift – 11:43am – 12:03am 3rd Lunch Shift – 12:15pm – 12:35pm
5th Hour	12:39pm - 1:35pm
6th Hour	1:39pm - 2:35pm
7th Hour	2:39pm - 3:35pm

School Attendance

It is sincerely hoped by the administration and faculty that all parents will cooperate in making certain that their children will be present at all times when the student is in good health. This is the only way of assuring each child the full benefits of their education.

Regular attendance is very important to all students who wish to do their best work in school. Those students who do not attend regularly find it difficult to keep up with regular class assignments. Although students with absences are allowed to do make-up work, it is very difficult, if not impossible, for students to make up material brought out in class discussions. This fact alone is enough to indicate the importance of regular attendance.

With this in mind, the following attendance regulations will prevail:

1. The Missouri State Law states that all children between the ages of 7 and 17 are compelled to attend school or receive adequate private instruction in the State of Missouri. Names of children in this age group not meeting the attendance regulations of their local school district shall be submitted to county juvenile authorities for further action. In addition, parents whose children do not meet these attendance guidelines will be reported for educational neglect.
2. Persistent unexcused absences from school by a student will result in disciplinary action by the Principal's office. Persistent absences from school could result in no credit earned as determined by the Attendance Policy.

For these reasons, staff will closely monitor and maintain records of student attendance and implement intervention strategies and other actions as follows:

(Absences due to doctor's visits do not accumulate toward disciplinary action/ability to gain credit if the student provides the office with appropriate documentation from the doctor's office.)

1. When a student has accumulated 6 absences in any class period, in any semester, the principal or designee shall send a notification letter to the parent. This will inform the student/parent that the student is at risk of not obtaining credit. A parent meeting may be requested at that time.
2. When a student has accumulated 8 absences in a semester the principal will attempt to make contact with the parent to discuss the student's attendance record and risk of not obtaining credit. In addition, a certified letter will be mailed to notify student/parent that their next absence will result in the student's attendance record to be forwarded to the Missouri Children's Division for consideration of educational neglect.
3. When a student has accumulated 11 absences in a semester the student will not receive credit. The principal will contact the Mo Children's Division Child Abuse and Neglect Hotline to report educational neglect.
Monday School: Those who exceed the number of allowed absences may make up missed days by attending Monday School as approved by the principal's office. Once a student accumulates 14 absences, he/she will not be allowed to make up missed days by attending Monday School.
4. When a student has accumulated 12 absences in a semester the principal will notify the county prosecutor of the student's continued poor attendance. All records in relation to the student's attendance may be shared with the prosecutor. After 14 class periods missed the ability to make up attendance on Monday's will no longer be an option.

Students must maintain 90% attendance to participate or attend extra-curricular activities. Once enrolled in the district, the district expects the student to attend regularly and for the student's parents/guardians to communicate regularly and honestly with the district regarding the student's absences. The district will make every effort to ensure students are attending school as required by law.

STUDENTS WILL NEVER LEAVE SCHOOL UNLESS EXCUSED BY THE PRINCIPAL. Students who wish to attend school activities must be in attendance the day of that particular activity. Unless given prior approval by the principal, students may not attend activities on a day in which they are absent. Students who are absent 7 or more classes/days will not be allowed to attend any school trips during the school day.

Tardiness

School begins at 8:00 a.m. Students arriving after that time are tardy. A student arriving after 8:00 a.m. must sign in at the principal's office and obtain a permission slip to go to class.

A student must be in the classroom ready to work when the last bell rings, unless permission has been granted by an administrator or teacher.

A student shall not receive more than three (3) tardies during a quarter. Every tardy after 3, and up to 6, will result in another day of ISS. Every tardy over 6 will result in 1 day of OSS.

FOURTH TARDY: 1 day ISS

FIFTH TARDY: 1 day ISS

SIXTH TARDY: 1 day ISS

The tardy count starts over at the beginning of each quarter.

To the Student:

Regular and punctual attendance is as important to your success in school as the habits thus formed will be to your success in an occupation. If the purpose of school is to train youth for successful living, then an important part of this training is the development of habits and attitudes which lead to success.

When a student has been absent, students should ask their teachers for assignments for making up missed schoolwork. This opportunity cannot be given to students who delay the securing of such assignments.

Hall Pass

Students will not be allowed in the halls without a hall pass except between classes. Each teacher will have a hall pass. Any student found without a pass will be referred to the office.

Make-Up Work

Any student having an excused absence from school will have one day for each day missed to make up his work.

In the case of an excused absence when oral work is done, it will be required of the teacher in each case to decide upon either a written make-up report or an oral exercise for the student.

In the case of classroom work (i.e. food labs, typing lab, Vo-Ag shop work, physical education, etc.) missed, it will be entirely up to the teacher to decide on make-up work, but it must be done within one day for each day missed. A time limit for make-up work is not to exceed 10 days.

If a student is caught cheating on an assignment, that student will receive a zero for that assignment and will be disciplined accordingly.

Requirements for Graduation

Regular High School Diploma

Language Arts	4
Social Studies	3
Math	3
Science	3
Physical Education	1
Health	.5
Personal Finance	.5
Fine Arts	1
Practical Arts	1
Choice Electives	8
Total Credits	25

Grades & Grading

Grade Point Average and class rank will be determined by using the following point system on a 4.0 scale.

A	= 4.0
A-	= 3.667
B+	= 3.336
B	= 3.003
B-	= 2.670
C+	= 2.337
C	= 2.004
C-	= 1.671
D+	= 1.338
D	= 1.005
D-	= .662

Grade Scale

Report cards will be given out after the completion of the 9th and 18th weeks of each semester. A parent-teacher conference will be held at the end of the first quarter. At this time parents have the opportunity to discuss their child's progress. All parents are encouraged to attend.

The following percentage scale shall be used as a basis for determining grades for students in grades 5-12:

A 100-95
A- 94-90
B+ 89-87
B 86-83
B- 82-80
C+ 79-77
C 76-73
C- 72-70
D+ 69-67
D 66-63
D- 62-60
F 59 & below
NC No Credit

Class Standing

All students in grades 9-12 will be classified by current credits toward graduation as of the semesters end of each school year. Credits for graduation are earned by receiving a passing grade in each class attempted, by semester. For example, a grade of D- or above, per semester, earns $\frac{1}{2}$ credit. Seven classes passed for a semester equals 3 $\frac{1}{2}$ credits toward graduation.

The following system for classifying students by class has been established. These classifications are determined as of the semester of each school year.

0 – 6.5 credits = freshmen
7 – 13 credits = sophomore
13.5 – 20 credits = junior
20.5 + credits = senior

Summer School & Credit Recovery

High school summer school courses taken will receive a pass/fail grade and will not count toward a student's grade point average.

Credit recovery will be offered during the summer school to students who fail classes needed for graduation. Students are not allowed to repeat failed core classes during the regular school year. Summer school credit recovery policies are as follows:

1. Students may recover a maximum of 2 credits per summer.
2. Students are allowed 14 hours of excused absences during a 4 week session and 7 hours of excused absences during a 2 week session. Any student missing more than the time allowed will not be eligible to recover credit. Any student with an unexcused absence will not be eligible to recover credit and will be dismissed from the program.
3. Students must remain engaged in academic work assigned by the instructor at all times. No food or drinks are allowed in the credit recovery classroom.
4. Disrespectful or insubordinate behavior will result in the immediate dismissal from the program.

A student must have attended summer school in order to enroll in credit recovery during the school year (unless approved by administration). Credit recovery classes will replace elective classes in these students' schedules. Students who are enrolled in credit recovery during the school day must recover credit in order to obtain elective credit for those periods.

Honor Roll/Principal's List

Skyline High School will recognize the Honor Roll and Principal's List at the completion of each quarter. The names of these students will be released to local media to promote their achievement. To be on the Honor Roll, a student must earn a B- or above in all classes. To be on the Principal's List, a student must earn A's in all classes. All courses, including dual credit courses are included within these guidelines. A quarter grade and mid-term grade will be reported for all courses.

Academic Letter

To qualify for an academic letter and subsequent pins, a student must carry a 3.5 semester GPA for both semesters of the previous year. For example, sophomores will receive an academic letter for their ninth grade year, and a pin every year after that they sustain the 3.5 grade point average. Must be a full time student on campus to be eligible for academic honors.

Dual Credit & Weighted Skyline Classes

Juniors and seniors may enroll in the following classes for dual credit if they have met the specific criterion for enrollment in that class. Enrollment in dual credit courses require a 3.0 GPA, administrator/instructor approval and could include additional requirements. Juniors and seniors who qualify are allowed to use up to two class periods in their schedule to enroll in approved online dual credit courses. Any dual credit students who cheat or plagiarize on any course work may be disciplined by Skyline High School beyond what college discipline may be.

Dual Credit: All dual credit core courses, dual credit foreign language and dual credit Computer Science I will be weighted

Skyline Courses: Calculus, Trigonometry, Pre-Calculus, Chemistry, Physics, & Anatomy/Physiology.

Students who wish to enroll in dual credit courses must be full time Skyline students. Skyline does not accept dual credit coursework received elsewhere toward credit unless prior approval is given by the principal. In this case, a maximum of 2 credits can be accepted. Students who fail a dual credit course will not be allowed to continue to enroll in dual credit classes.

Weighted courses are calculated with .5 extra points per semester. Students taking dual credit classes may only take the course one time for weighted grades. Students may enroll in dual credit courses for Skyline credit only, avoiding the expense of tuition.

Grades for students enrolled in non-weighted college classes will use the regular Skyline grading scale. The percentage that a student earns will determine his/her letter grade according to this scale.

Correspondence Courses

Skyline will accept a maximum of 2 credits of online correspondence courses from accredited institutions.

Missouri Options Program

This program is offered to students who qualify as approved by the principal. This program has been established by the Missouri DESE. Students who complete the Missouri Options Program receive a high school diploma but, are not allowed to participate in graduation. Students must attend summer school prior to their senior year in order to attend the Missouri Options Program.

School to Work Program

Skyline second semester seniors will have the opportunity to participate in a work experience program. Students in this program are allowed to work a maximum of three hours a day and will be allowed a maximum of one hour travel time. Students who wish to apply for the school to work program must notify administration/submit an application at least 5 days before the end of the first semester. The student must obtain approval from the principal and a vocational teacher and must meet the following criteria to qualify for the school to work program:

1. The student must have taken two classes in business, vocational agriculture or family and consumer science.
2. The student must have completed or have the opportunity to complete courses required for graduation.
3. The student must be able to locate a position that meets the needs of the student. The principal and the teacher in the program from which the student qualified will determine if the position is appropriate.
4. The student must continue working for the entire semester. If employment is discontinued for any reason, the student is required to return to school for the full day. The student must also provide the vocational teacher and the principal with a report from his/her employer every two weeks. A student in the program will be allowed to earn a maximum of 1 credit per year.

The purpose of this program is to allow students the opportunity to learn job skills necessary in the workforce. Students will be evaluated by a school administrator, vocational teacher and job sight personnel. Students who complete the program will receive a "P" for passing on their grade card/transcript. The goal is to provide a transition from school to work. Our desire is to help students become productive citizens who are capable of having and holding jobs in today's workforce. Transportation to and from work will be the responsibility of the student.

Dallas County Technical Center - DCTC

Incoming juniors may apply to attend the Dallas County Technical Center. The number of students that may attend the DCTC school is limited. Students will be selected on the following criteria: attendance, G.P.A., discipline and the future plans of the student. Students who enter the DCTC program are expected to complete the two year program. Students must be full time Skyline students in order to attend the Dallas County Technical Center.

Students who are approved to attend shall maintain good grades and attendance. A student receiving an "F" for the semester will not be allowed to attend the following semester. If the student is a junior, the student will not be allowed to attend as a senior. Any student missing five (5) unexcused absences during the semester will not be allowed to attend the DCTC school the following semester. Students who miss the DCTC bus are required to stay at school for the remainder of the day. Students who leave without permission from the office will be considered truant. See the Dallas County Technical Center Student Handbook for additional guidelines. Students will have the opportunity to earn 3 credits at the career center each year. DCTC students will participate in the embedded credit program, but will not be awarded any additional credit.

Hickory County R-1 will provide transportation to and from DCTC school. Students shall ride the bus to and from DCTC unless approved by the administration. Any student who does not ride the bus to and from DCTC may forfeit his/her privilege to attend DCTC. Students who miss the DCTC bus in the morning will stay in ISS until his/her regularly scheduled classes in the afternoon.

Cadet Teaching & Pathways

A+ students are allowed to apply to be part of the Cadet Teaching program for one class period during their senior year or during summer school sessions in grades 9-12. The cadet teaching experience will allow students to explore teaching as a career option, while earning their A+ tutoring hours. Cadet teachers are required to be active in the A+ Program and must meet the following criteria: grade point average of at least 2.3 on a 4.0 grading scale; at least a 95% attendance rate while in high school; no instances of citizenship violations that would cause the student to be removed from the A+ Program. The A+ director and high school principal will evaluate student applications and make final determination of qualification and placement. Cadet teachers will receive a letter grade for their work in the program. If, at any time, students fail to maintain required GPA, attendance and citizenship, they may be removed from the program at the discretion of the A+ director and high school principal.

What are Career Paths?

Career Paths are clusters of occupations/careers that are grouped together because many of the people in them share similar interests and strengths. All paths include a variety of occupations that require different levels of education and training. Selecting a career path provides you with an area of FOCUS, along with FLEXIBILITY and a VARIETY of ideas to pursue.

Are Career Paths Designed for Me?

Career Paths are for ALL STUDENTS! By selecting a career path, you can prepare for the future, regardless of your interests, abilities, talents or desired level of education. All paths have equal dignity.

How Can Career Paths Help Me?

Deciding on a career path can help you prepare for your future. The intent is not for you to decide on a specific occupation for the rest of your life, but to select a career path into which you can begin directing your energies. Identifying a career path can help you in selecting school courses, activities and part-time employment. It can also help guide your participation in workplace readiness programs like school-to-work, internships or cooperative education.

What if I Change My Mind?

A career path choice is not a permanent commitment. As you have new experiences, you will learn new things about yourself and may change career paths. If you decide on a new career path, you should discuss it with your counselor and adjust your future course selections in accordance with your new career direction.

Missouri's Six Career Paths

Health Services	Human Services	Arts & Communication
Business, Management & Technology	Industrial & Engineering Technology	Agriculture/Natural Resources

Graduation

Graduation is an extracurricular activity; therefore student participation is a privilege. Students must attend eight semesters to be eligible to attend graduation. Seniors who exceed the allowed number of absences may not be allowed to participate in graduation. All students are required to take one of the following tests prior to graduation: ASVAB, ACT, Compass or SAT. Seniors must have 90% or better attendance to participate in graduation. In order to earn Skyline High School credit toward graduation and eligibility toward activities, all credits must be earned on campus or through an established Skyline program.

Graduation Honors

The Valedictorian and Salutatorian will be recognized at graduation and will be given the opportunity to speak briefly during the ceremony. Senior GPA will be calculated 2 days prior to graduation. Dual Credit grades or other grades received after this date will not be counted toward a student's GPA. When determining the Valedictorian and Salutatorian, grade point averages will be carried out in two decimal places. A student must have attended 4 semesters at Skyline to be eligible to be Valedictorian or Salutatorian. Discipline resulting in a student receiving ISS or OSS may prevent a student from being nominated Valedictorian or Salutatorian. Must be a full time student attending classes on campus to be eligible for academic and graduation honors. In addition to these honors, graduates who have earned a G.P.A. at the following levels will be recognized:

<u>Honor</u>	<u>G.P.A.</u>
Summa cum laude	3.85 or higher
Magna cum laude	3.700 – 3.84
Cum laude	3.500 – 3.69

Honors or Academic Diploma

To obtain the Honors/Academic Diploma a student must have a 3.5 cumulative grade point average at the completion of eight semesters and earn a score of 21 or higher on the ACT.

Chapter II ***General Information***

After-School Activities

People remaining on campus after the regular school day need to have a faculty sponsor and remain with the sponsor until approved transportation arrives. Students must be in attendance for a half day to be able to attend or participate in any activities after school. Any student that leaves the building at an after-school event must leave the school-grounds immediately.

Students who participate in activities must be full time students. It is a privilege for students to attend extra-curricular activities or after school activities. Students may lose this privilege due to inappropriate behavior at school or an activity. Students may also lose this privilege due to inappropriate behavior off school grounds.

Assemblies

Assemblies are designed for student enrichment. Since valuable class time is used, your complete attention and cooperation is an absolute necessity. Misconduct in assemblies may result in the loss of the privilege of attending assemblies. Students will be expected to sit with their grade levels and with their sponsors. Other faculty members will sit within the student body sections.

Book and Equipment Policy

Each student is responsible for all books and equipment issued to him/her. If an item issued to a student is misplaced, stolen or damaged, the student will be expected to pay for the item at the current cost of repayment. A second book will not be issued until the first book is paid for.

Bulletin Boards

A number of bulletin boards exist in various areas of school for the convenience of the student body. Information relative to classes, social functions and extra activities is posted. All information to be posted in these areas must first be given approval by the office.

Class Dues/Club Dues

A class or club may choose to set dues for that particular group. The amount must be approved by the supervisor and principal. Dues will not be refunded for any reason.

Class Trips

Any department that wishes to take a trip must get the approval of the principal before arrangements are made for the trip. All trips should be of an educational nature.

Any out-of-state costs of a school sponsored club contest in which students have qualified for national competitions will receive \$100 per student who is competing at the national level and \$100 per sponsor who accompanies the team(s) or individual.

Dances & Prom

The Board of Education has determined that prom will have a limit of \$3,500.00 for the total costs of prom.

All students must be academically eligible to attend prom. Juniors eligible to attend Prom will determine the Prom king and queen through secret ballot/majority vote. Eligible senior boys and girls will be placed on the ballot.

Prom is coordinated by the junior class sponsors. All students must purchase a ticket to gain admission to prom. Tickets for prom will be sold from February 1st through March 15th. Ticket price will be determined by the junior class sponsors and the administration. Each Skyline junior and senior is allowed to purchase a ticket for himself or herself and for one guest. Tickets are non-refundable and non-transferable. Guests must be 9th grade or older and must be approved through the principal's office two weeks prior to prom. Individuals not currently enrolled in school who have not earned a high school diploma will not be allowed as guests at prom. Students who are ineligible to attend prom for any reason may not attend as a guest. When arriving at prom, students and guests will sign in at the entrance. If students or guests choose to leave prom, they will not be allowed re-entry unless prior approval has been granted by school personnel. Students who leave prom must leave the premises immediately. Girls who have been elected as homecoming/courtwarding queen are not eligible to be prom queen.

All financial transactions for prom will be handled through the student activities prom account in the central office. Any leftover money will remain in the prom account for future proms.

The limit for high school Student Council dances is set at \$1500 to include expenses of disc jockey, decorations and any miscellaneous expenses.

Emergency Drills & Weather

Fire and tornado drills are held to prepare students and school personnel to cope with such emergencies. All persons are encouraged to familiarize themselves with the emergency procedures posted in each classroom.

The signal for FIRE is a solid, siren-sounding tone. The signal for a STORM/TORNADO drill is alternating tones. The signal for a LOCK DOWN is the doorbell-sounding tone.

We will have school if at all possible. Should school have to be canceled, listen to your radio or television. We will be listed as Hickory County R-1. (NOT SKYLINE) We will also utilize a mass calling system to notify parents of school cancellations. Phone the middle school office to make any changes to your contact numbers.

Each bus driver knows his route and in some cases they may not be able to run the complete route due to high water etc. The bus driver may want to set up a pre-arranged pickup place for these situations.

Flower and Balloon Delivery Policy

All flowers, balloons, etc., delivered to the school will be stored in the principal's office. They may then be picked up during the last hour only.

Fundraisers

Sponsors must show a need before fundraisers are permitted. All fundraisers must be approved by the principal first. Candy to be sold as a fundraiser may be sold before or after school. There are pop machines in the lobbies and near the cafeteria. All cans should be placed in the waste cans. Vending machines containing snack items are located in the Senior High lobby and Middle School Commons Area. Food and drink in the classroom is up to every individual teacher. Please respect and follow teacher rules.

No individual candy sales will be allowed. Any class or organization wanting to sign up for the concession stand must see the principal. A sponsor must supervise the students at all times in the operation of the concession stand.

Any fundraiser is to be scheduled according to the school calendar.

Library Information

The library is primarily a place for quiet study. During the school day it is expected that all users keep conversations as quiet and short as possible. Groups of students who are obviously in the library just to visit may be asked to go elsewhere.

Library Passes: All students must have a pass to visit the library during school hours unless accompanied to the library by the teacher. Students without passes will be sent back to class.

Library Rules: Most matters of conduct in the library can be covered by the “Golden Rule” and mutual respect. Food and drink are not permitted in the library or ITV room at any time. This includes unopened items.

Loan Periods: Students may check out as many items as needed, within reason. Reference materials, magazines, and videos may not be checked out. Articles from reference books and magazines may be taken to the office to be copied. Books are checked out for two weeks, and may be renewed once. **OVERDUE NOTICES:** Students will receive overdue notices on a weekly basis. Students with chronic overdue problems may have their borrowing privileges suspended.

Lost/Damaged Materials: Students are expected to pay for any lost or severely damaged library materials at the current replacement cost.

Library Computers: Library computers are intended for the use of all students and faculty. You must log in before use. Desktops, screensavers, home page, and favorites are set by the librarian. Students are not to change these unless directed to do so by the librarian. Students are not to check email during the school day. Computer games are not allowed during the school day. No games, programs, screensavers, toolbars, etc. are to be downloaded or added to browsers.

Lunch Cards

1. Students without cards will be served at the end of the line after all other students.
2. No student may use another student's card.
3. There will be a two-dollar charge to replace the first lost or abused card. A two-dollar charge will also be used for any subsequent lost or abused cards.
4. No student will be allowed to buy a second meal without money in their account

Lunch money envelopes must be dropped in the boxes by 9:00 a.m. in order to be credited to your account that day. Any money dropped off after that time will not be credited until the next day.

Medicine

Prescription or other over-the-counter medications are to be turned in to the Nurse. Students will be excused to take his/her medication. No student will be allowed to see the nurse without a pass. Students with asthma will be able to carry their inhalers with them after they register the medication with the nurses' office. This privilege will be revoked if the student is found to not be responsible.

Media

At times throughout the year, student names and pictures will be released to various media outlets including school internet pages. If you do not wish for your child's name or pictures to be released, notify the office.

MSHSAA

Skyline is a member of the MSHSAA. Our athletic programs are governed by this organization. Participation in these programs must abide by the guidelines set forth by MSHSAA. There are three seasons offered, fall, winter, and spring. All students participating in athletic teams must have the appropriate MSHSAA physical form completed and on file in the school office.

Plagiarism

Any student who plagiarizes material from any source, print or multimedia, shall receive an "F" for the project. The student shall also receive disciplinary action deemed appropriate by the principal or assistant principal. Legal action will be pending.

Senior Composite Picture

Seniors may provide the school with a picture that they wish to be used in the senior composite. Pictures must be of good quality, school appropriate and must be a head/shoulder picture. Administration will make the determination of any picture in question. A school photo will be used for any senior who fails to turn in a photo.

School Spirit

The official school name for our athletic teams is the Tigers. Official colors are black, and white. Many organized activities are planned before, during and after the regular school day. We encourage each student to take part in some activity. We extend a special invitation to new students to participate in school activities.

Special Services

Special Services are offered in a number of areas. Our Special Services programs are equipped and staffed to serve students with learning disabilities, mentally handicapped, behavior disorders and other handicapping conditions. A speech therapist is provided. Any student taking classes on a prorated basis due to Special Services or with limits written into their I.E.P. will be considered eligible for Academic Honors.

Parent Phone Calls & Student Cell Phones

We ask that parents limit phone calls during class as this disrupts the entire classroom each time a student is removed. Phone calls from parents during class time should be limited to urgent matters. Parents should not call their students cell phones during school hours. Please contact the office if an emergency arises and your students need to be removed from class. Calling/texting during class is a distraction and disruption to others in the room.

Cell phones will be prohibited from use during instructional time. They must remain put away either in backpacks or turned off while in the classroom. Cell phones are only permissible upon the permission of the teacher to utilize them for instruction. Students are permitted to use cell phones during passing time and lunch pending behaviors that could force limitations.

Student Vehicles

All student drivers must register vehicles that they will be driving in the high school office. Students are not to go to their cars during school hours without permission from the office. Students leaving school without permission or exhibiting unsafe driving will receive disciplinary action. Please refer to the discipline section/vehicle infractions for consequences for violations of this policy.

The school does not assume responsibility for the theft or damage to any vehicle. Vehicles are to remain in the parking lot until all school buses have left the grounds.

Warning – Vehicles Subject to Search

Any vehicle entering this area is subject to search by school authorities and the law enforcement personnel working with them. Such search may be conducted without warrant for any reasonable purposes. Search of the vehicle includes all compartments and components thereof. Once search begins, the person in control of the vehicle will not be permitted to remove it from the premises during the reasonable duration of the search.

Visitors

The school policy is to welcome only those visitors who have legitimate business to attend to at the school. Guests and visitors must report to the main office for authorization and must stay in the lobby. Visitors are expected to leave promptly once their business has been completed. We do not have student visitors for the day. Visitors are not allowed to go to classrooms or the cafeteria.

Chapter III ***Expectations, Conduct and Regulations***

School Transportation

1. The school furnishes transportation for those pupils who live one mile or more from the school building. (Except areas specifically approved by the Board of Education or the DESE.)
2. The driver is in charge of all pupils and the bus. Pupils will obey the driver promptly and cheerfully or forfeit the privilege of riding the bus.
3. Drivers will check attendance once a month and report passenger changes as they occur.
4. Pupils must be on time: the bus cannot wait beyond its regular schedule for those who are tardy.
5. Pupils are not permitted to leave the bus until they arrive at their destination, except upon written instructions from the principal or parents. If written instructions are received they are to be signed off for by the student's principal.
6. All bus routes are carefully laid out and approximate time schedules established. They are approved by the Board of Education and the State Department of Education. No deviations are to be made from these routes and schedules.
7. Students need to have a written note to be able to ride a different bus other than their regular scheduled bus.

***Requests for additional passengers on bus routes will be held to emergency situations only.

***A video camera will be in use on the buses when viable.

Bus Safety Regulations

1. Pupils should never stand in the roadway while waiting for the bus.
2. Unnecessary conversation on the bus and with the driver is prohibited.
3. Classroom conduct is to be observed by pupils while riding the bus. Except for ordinary conversation, unnecessary noise and loud talking are prohibited.
4. All pupils must remain seated at all times. Drivers may assign specific seats.
5. The use of tobacco is not permitted in the bus. (Use of tobacco on school property by a school-age student is prohibited by board policy.)
6. Pupils must not throw items out of bus windows.
7. Pupils must not at any time extend arms or head out of bus windows.
8. Pupils must not try to get on or off the bus, or move about within the bus, while it is in motion.
9. Pupils must observe directions of the driver when leaving bus.
10. Any damage to bus should be reported at once to the driver.
11. No one is to touch the emergency door except in case of emergency.
12. Pupils who refuse to cooperate and to observe these regulations will be denied the privilege of riding the bus.

Rules and Regulations Governing Transportation of Students

In order to maintain good behavior and safety for our students, the Hickory County R-1 Board of Education has adopted the following rules and regulations:

Bus Conduct Report

1. Bus drivers will issue a conduct report when behavior on the bus warrants such a report. We urge your cooperation with the corrective action taken by this report.

Bus discipline will follow the same steps as in-school discipline and will be recorded in your discipline file.

As in the regular conduct code, gross misconduct will be handled immediately. In most discipline matters, the stipulated steps will be utilized. The administrator may progress to any step as the situation warrants.

Care of School Property

A clean, neat school reflects on the good reputation of students who attend the school. How your school appears to others will have something to do with what they think of you.

1. Never mark, scratch or deface school property.
2. Do your part to keep the grounds and buildings clean.
3. Trash thrown in the halls from the snack/pop machines may result in the machines being turned off.
4. Eat food only in those places which have been set aside for this purpose.
5. Keep the restrooms clean and neat.
6. Consider the efforts of the custodians and help make their work easier.

Students are responsible for books, equipment, etc., checked out to them. They are responsible for damage they may inflict on other school property, such as school buses, desks, buildings, windows and lockers.

Dress Code

The school is for teaching and learning. A mode of dress and grooming which is conducive to establishing a climate for such teaching and learning is encouraged. The appearance of the individual student is primarily the responsibility of the student and parents.

Students and parents are requested to exercise good taste in school dress and grooming, keeping in mind the appropriateness and decency of choice as well as the health and safety of the student. Hats or bandanas that cover the head are not allowed to be worn in the school building.

Students are asked to wear clothing that is respectable and in good taste. Students are asked to wear clean clothing. Students may be asked to “change” an article of clothing and asked not to wear it to school again by the principal. In some cases parents will be notified of students' extreme dress. Decorative patches on hats or clothes promoting or implying drugs, alcohol, sex, tobacco, or inappropriate language are not to be worn to school. Hats, hoods, and bandanas are not to be worn in the building at any time. Bare midriff blouses (belly shirts) and open net shirts (transparent shirts) are not acceptable to be worn to school or any school sponsored activity. The straps on shirts need to be of suitable width, at least 1 inch wide. Students may wear shorts, skirts, and skorts of a suitable length to school. Any student with clothing or personal items deemed disruptive to the educational process will be required to remove/change such items.

All physical education students will wear prescribed attire. Students are expected to change clothes following active play in the physical education classes.

Expected Student Standards in School

Students are encouraged to display high standards of acceptable conduct, to be loyal to the school, take pride in its history, be appreciative of the building, courteous to fellow students and to realize that achievement is equated by effort.

The following guide for acceptable conduct is encouraged, and each student is asked to adhere to its principles:

In student relationships, by

1. Choosing friends carefully.
2. Showing affection for others at the proper time and place.

In athletic events, by

1. Cooperating with teachers, school officials, coaches and referees at all times.
2. Forming good mental attitudes; such as loyalty, sportsmanship and self-restraint.
3. Showing respect for training rules at all times.
4. Refraining from criticizing teammates or opposing players.
5. Accepting defeat not as a failure but as a stepping stone to victory.

In school events, by

1. Giving support and by participating in social events.
2. By remembering that the school is being represented at all times.

In the classrooms and halls, by

1. Arriving on time.
2. Getting to work promptly.
3. Having extra material ready for use.

4. Completing assignments on time.
5. Contributing helpful ideas to discussion.
6. Being an attentive listener.
7. Not running in the building.

No students in grades 9-12 are to be in the elementary or middle school buildings. If it is necessary for you to go to the elementary or middle school buildings you must have permission from a teacher or administration. After you have finished you shall return directly to the high school building.

Gun-Free Schools Policy - Weapons

The district recognizes firearm and weapon possession as a potential threat to health, safety and security of students, employees, and other persons. The district will not tolerate the presence of firearms or weapons on the premises of our schools. The prohibition includes possession of firearms and weapons on school playgrounds, school parking lots, school buses, and at school activities, whether on or off school property.

Individuals found to be in violation of this policy will be dealt with severely. Students will be disciplined up to and including expulsion as provided in Policy and Regulation 2630 – Firearms and Weapons in School. Non-students violating this policy will be barred from all school premises and school activities for a minimum period of one year and could be banned permanently.

Firearms

First Offense: Expulsion from school for a period of not less than one year, of any student who brings a firearm to school; (a year is defined as a calendar year, not a school year) except that the district's chief administering officer may modify the expulsion requirement on a case-by-case basis. The chief administering officer is the Hickory County R-1 Board of Education.

Students with disabilities will be disciplined in accordance with the requirements of Part B of the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act.

The district will notify the local sheriff's department and the Juvenile authorities of all violators.

The district will submit a descriptive report to SEA annually on any expulsions imposed under this one-year expulsion requirement.

The Hickory County R-1 District will not provide a student who has been expelled for bringing a weapon to school an alternative educational service. Other federal, state or local laws may, however, require that students receive alternative educational services in certain circumstances.

Discipline

Any organization, such as school, must have rules and regulations. Our goal is to make available to each student the best possible education. In order to achieve this goal, it is necessary to have good order. All students are capable of conducting themselves in socially acceptable ways. Basically, as students, you will be trusted and respected until you prove yourself to be otherwise.

The principal or assistant principal will handle any disciplinary problems that cannot be controlled by the classroom teacher. Disrespect for a teacher, use of profanity or vulgar gestures and classroom misbehavior are all unacceptable behaviors that will result in disciplinary action. Students with disabilities – IEP's will be followed.

Gross misconduct will be handled immediately. In most discipline matters, the stipulated steps will be utilized. All backpacks, lockers, vehicles and personal belongings are subject to being searched. ***The administrator may progress to any step as the situation warrants.***

Procedures of Disciplinary Action

The teacher works with all classroom discipline first. If improvement is not evident then the student is referred to the office.

Referral	Action
1	Conference
2	1-day In-School Suspension
3	2-day In-School Suspension
4	3-day In-School Suspension
5	3-day suspension & conference with principal
6	5-10 day suspension. Student suspended until the local Board of Education meets with student and parents to decide the educational future of the student
7	10-day suspension. Student suspended until meeting with parents and Board of Education is held again

Student Conduct

The Student Code of Conduct is designed to foster student responsibility, respect for the rights of others and to ensure the orderly operation of district schools. No code can be expected to list each and every offense that may result in the use of disciplinary action. However, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, or an aggravated circumstance of any offense, or an action involving a combination of offenses, may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. Teachers may set their own classroom rules as long as they are with-in the guidelines of this handbook. Teachers should have their classroom rules posted. Students with Individual Education Plans will follow the Procedural Safeguards for Children and Parents as required by Public Law 105-17 The Individuals with Disabilities Education Act (IDEA) Amendments of 1997.

Abuse (Verbal) – Disrespectful language or action to any administrative/staff member or student that is threatening in nature or perceived as a threat.

First Offense: In-school suspension, 3-10 days suspension.

Subsequent Offense: *In-school suspension, 10-30 days suspension, expulsion.*

Arson – Starting a fire or causing an explosion with the intent to damage property or buildings.

First Offense: In-school suspension, 11-180 days suspension or expulsion, notification to law enforcement officials.

Subsequent Offense: Expulsion, notification to law enforcement officials.

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

First Offense: 3-10 days suspension

Subsequent Offense: Expulsion, notification to law enforcement officials.

Bullying – Behavior that has malicious intent, occurs over time and creates/involves an imbalance of power.

First Offense: Principal/Student conference, in- school suspension, suspension

Subsequent Offense: In-school suspension, suspension.

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.

First Offense: Principal/student conference, bus suspension

Second Offense: bus suspension, in-school suspension

Third Offense: In-school suspension, suspension, bus suspension

Cheating – Copying the work of another student or the use of notes or other materials in an inappropriate manner; includes doing work for another student.

First Offense: Principal/student conference, in-school suspension.

Subsequent Offense: Principal/student conference, in-school suspension, or suspension.

Computer Infractions - Sending or displaying offensive messages or pictures; using obscene language; harassing, insulting, or attacking others; damaging computers, computer systems, or computer networks; violating copyright laws; using another's password; trespassing in another's folder, work, or files; intentionally wasting limited resources; employing the network for commercial purposes; accessing Internet chat rooms. Using the computer, internet or media to produce a result which is disrespectful or derogatory directed at the school or its employees. (On or off school grounds)

First Offense: Principal/student conference, 1-3 days in-school suspension, suspension, Internet privileges suspended or revoked.

Subsequent Offense: Principal/student conference, 1-10 days in-school suspension, suspension, Internet privileges revoked.

Cutting Class – Leaving school or avoiding class without permission.

First Offense: Principal/student conference, in-school suspension, suspension.

Subsequent Offense: Principal/student conference, in-school suspension, suspension.

Disparaging or Demeaning Language – Use of words or actions, verbal, written or symbolic, meant to harass or injure another person(s); i.e., threats of violence or defamation of a person's race, religion, gender, or ethnic origin. Constitutionally protected speech will not be punished.

First Offense: Principal/student conference, in-school suspension, or 1-10 days suspension.

Subsequent Offense: Principal/student conference, in-school suspension, 1-180 days suspension, expulsion.

Disrespectful Conduct or Speech – Rude, discourteous, disrespectful verbal, written, or symbolic language or gesture which is inappropriate to public settings.

First Offense: Principal/student conference, in-school suspension, or 1-10 days suspension.

Subsequent Offense: Principal/student conference, in-school suspension, 1-180 days suspension, expulsion.

Disruptive Speech or Conduct – Conduct or speech, be it verbal, written, or symbolic, which materially and substantially disrupts classroom work, school activities, or school functions or simply talking in class when told not to do so, excessive talking, lack of class materials, or lack of cooperation.

First Offense: Principal/student conference, in-school suspension, or 1-10 days suspension.

Subsequent Offense: Principal/student conference, in-school suspension, 1-180 days suspension, expulsion.

Drugs/Alcohol – A.) Possession of or attendance under the influence of any unauthorized prescription drug, alcohol, narcotic substance, counterfeit drugs, or drug-related paraphernalia.

First Offense: 1-180 days suspension, notification to law enforcement officials.

Subsequent Offense: Expulsion, notification to law enforcement officials.

B.) Sale, purchase, or distribution of any prescription drug, alcohol, narcotic substance, counterfeit drugs, and/or drug related paraphernalia.

First Offense: Expulsion, notification to law enforcement officials.

Electronic Devices

Use of cell phones/devices by students is allowed in supervised areas before school, in hallways during passing periods and at lunch. (except phone calls) Students must obtain permission at office to make phone calls. Cell phone/device use is not allowed in the classroom. Students who use cell phones/devices in the classroom are subject to disciplinary action listed below. Any use of a device that is a distraction to the educational process is a violation of this policy. The use of any electronic device to send, text, record, take pictures or post inappropriate, insulting or disrespectful content will result in disciplinary action as described in the 2nd or 3rd offense below. The use of any device to record a photo/video of anyone without their consent is prohibited and will be disciplined in the same manner. The use of any device in the restrooms or locker rooms is strictly prohibited and illegal.

First Offense: Principal/student conference, in-school suspension.

Second Offense: In-school suspension, suspension

Third Offense: Suspension

Extortion – Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.

First Offense: Principal/student conference, in-school suspension, 5 days suspension.

Subsequent Offense: Expulsion.

False Alarms – Tampering with emergency equipment, setting off false alarms, making false reports.

First Offense: Principal/student conference, in-school suspension, 10 days suspension.

Subsequent Offense: Expulsion.

False Statements - Untruthful statements, verbal or written, made to staff and administration.

First Offense: Principal/student conference, in-school suspension, suspension.

Subsequent Offense: Principal/student conference, in-school suspension, suspension.

Falsification of Signature – Forgery on a document for school use.

First Offense: Principal/student conference, confiscation, in-school suspension, suspension.

Subsequent Offense: Suspension, expulsion.

Fighting – Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

First Offense: suspension

Subsequent Offense: suspension, expulsion.

General Mischief – Conduct which is inappropriate in the classroom, hallways, playground, or cafeteria. (i.e. name calling, pushing, shoving, running, horseplay, restless, inattentive, annoying to classmates)

First Offense: Principal/student conference, in-school suspension, suspension.

Subsequent Offense: Principal/student conference, in-school suspension, suspension, expulsion.

Nuisance Items – Items that can disrupt the educational environment. (i.e. gum, radios, cards)

First Offense: Principal/student conference, confiscation, in-school suspension, suspension.

Subsequent Offense: Principal/student conference, in-school suspension, suspension, expulsion.

Obscene Language – Use of words which describe sexual conduct and which, considered as a whole, appeal to prurient interest in sex, portraying sex in a manner offensive to community standards, and do not have serious literary, artistic, political, or scientific value.

First Offense: Principal/student conference, in-school suspension, 1-3 days suspension

Subsequent Offense: Principal/student conference, in school suspension, 3-10 days suspension, expulsion.

Public Display of Affection – Physical contact which is inappropriate for the school setting. No PDA of any kind is allowed in the middle school, elementary or playground area.

First Offense: Principal/student conference, in-school suspension, suspension

Subsequent Offense: Principal/student conference, in-school suspension, suspension, expulsion.

Sexual Harassment – A.) Use of verbal, written, or symbolic language or behavior that is sexually harassing.

First Offense: suspension, 1-180 days suspension.

Subsequent Offense: 1-180 days suspension, expulsion.

B.) Physical contact that is sexually harassing.

First Offense: Principal/student conference, in-school suspension, 1-180 days suspension.

Subsequent Offense: In-school suspension, 1-180 days suspension, expulsion.

Stealing - Stealing, attempting to steal or possessing stolen private or school property of value exceeding fifty dollars. (\$50.00)

First Offense: Restitution and possible expulsion.

Theft – Theft, attempted theft or willful possession of stolen property (small items or small amounts of money).

First Offense: In-school suspension, suspension and a parent conference.

Subsequent Offense: In-school suspension, 1-180 days suspension, expulsion.

Threatening Behavior - Language or action toward another that is threatening in nature

First Offense: Principal/student conference, in-school suspension, suspension.

Subsequent Offense: In-school suspension, suspension, expulsion.

Tobacco/E-Cigarettes – A.) Possession or use of any tobacco, vaping product or e-cigarette on school grounds or at activity. This includes items that simulate tobacco or vaping products. Distribution of products will incur a larger suspension.

First Offense: Principal/student conference and 3 days ISS; Distribution 5-10 days OSS.

Subsequent Offense: 3 days OSS and referral to juvenile office/citation. 1-10 days OSS.

Tuancy – Absence from school without the knowledge and consent of parents/guardian and/or the school administration. Students are not allowed to make up work missed due to being truant.

First Offense: Principal/student conference, 1-3 days in-school suspension.

Subsequent Offense: 3-10 days in-school suspension.

Vandalism – Destruction to school property; willful damage or the attempt to cause damage to real or personal property belonging to the school, staff, or students.

First Offense: in-school suspension, 1-180 days suspension, expulsion.

Subsequent Offense: 1-180 days suspension, expulsion, notification to law enforcement officials.

Vehicle Infractions – Inappropriate actions with his or her vehicle. Which include peeling out, leaving without permission, careless driving, etc.

First Offense: Principal/student conference, in-school suspension, revoking driving privileges.

Subsequent Offense: Suspension, in-school suspension, revoking driving privileges.

Weapons – A.) Possession or use of any instrument or device, other than those defined in U.S.C. 921 or 571.010 RSMo., which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person.

First Offense: In-school suspension, 1-180 days suspension, expulsion.

Subsequent Offense: 1-180 days suspension, expulsion.

B.) Possession or use of a firearm as defined in 18 U.S.C. 921 or any instrument or device defined in 571.010, RSMo.

First Offense: One calendar year suspension or expulsion, notification to law enforcement officials.

Out-of-School Suspension

Students who receive out of school suspension may not be on school grounds or at school activities during the days of suspension. Students are expected to complete work while they are out and turn it in upon return.

In-School Suspension

I.S.S. is a method used to help discipline a student while keeping the student at school. Any discipline problems resulting from I.S.S. will result in an out-of-school suspension. **It is the responsibility of the student to obtain missed work from the teachers.**

Sexual Harassment of Students

1. When the offender is an adult

Definition: Sexual harassment is any sexual behavior or inappropriate sexual comments from an adult toward a student.

If you believe that you have been the victim of sexual harassment by an adult, or if you have questions or concerns about this issue, seek the help of another adult whom you trust, such as a teacher, counselor, your parent/guardian, or one of the building administrators. As soon as the principal is advised of your concern an investigation will be conducted immediately.

If it is determined that an adult has sexually harassed a student, serious disciplinary action toward the adult may occur.

2. When the offender is a student

Definition: Sexual harassment is unwanted sexual attention from anyone with whom the student may interact in the course of receiving an education in school or at school-sponsored activities.

If you believe that you have been the victim of sexual harassment by another student or if you have questions about this issue, seek the help of an adult whom you trust, such as a teacher, counselor, your parent or guardian, or one of the building administrators. The principal will investigate any report of sexual harassment and a written record will be maintained.

If it is determined that a student has sexually harassed another student, the possible consequences to the offending student may include:

- *Parent conference
- *Recommendation to the Board of Education for expulsion from school
- *Apology to victim
- *Suspension
- *Referral to the Police

Reprisals, threats, or intimidation of the victim will be treated as serious offense, which could result in a permanent separation from the school through expulsion (for student offenders) or dismissal from employment (for adult offenders).

ON ALL CASES, a high degree of confidentiality will be maintained by the school and school authorities to protect both the student and the alleged offender.

Chapter IV

Hickory County R-1 Internet Policy

We are pleased to offer students of Hickory County R-1 Schools access to the district computer network and the Internet. To gain access to the Internet, all students under the age of 18 must obtain parental permission and must sign and return this form to the Technology Coordinator. Students 18 and over may sign their own forms.

Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities

We are pleased to offer students of Hickory County R-1 Schools access to the district computer network and the Internet. To gain access to the Internet, all students under the age of 18 must obtain parental permission and must sign and return this form to the Technology Coordinator. Students 18 and over may sign their own forms.

Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Hickory County R-1 Schools support and respect each family's right to decide whether or not to allow for access.

District Internet Rules

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. General school rules for behavior and communications apply.

The network is provided for students to conduct research. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege – not a right. Access entails responsibility.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.

Within reason, freedom of speech and access to information will be honored. During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio, and other potentially offensive media.

As outlined in Board policy on student rights and responsibilities (page 157) and Board policy on student conduct (page 140), copies of which are available in school offices, the following are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Damaging computers, computer systems, or computer networks
- Violating copyright laws
- Using another's password
- Trespassing in another's folders, work, or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes
- Accessing Internet chat rooms and game rooms

Anyone that does not abide by the previous policies will be subject to the following disciplinary action:

First Offense: Principal/Student conference, 1-3 days in-school suspension, suspension, Internet privileges revoked.

Subsequent Offense: Principal/Student conference, 1-10 days in-school suspension, suspension, Internet privileges revoked.

Questions regarding this document should be directed to Mr. Jason Swearingin, Technology Coordinator at (417)993-4228.

Questions regarding discipline should be directed to Mr. Randy Dougherty, High School Principal at 417/993-4226.

STUDENTS MUST HAVE A SIGNED INTERNET USAGE AGREEMENT FORM ON FILE AT SCHOOL TO HAVE ACCESS TO COMPUTERS AT SCHOOL.

Chapter V:

Extra/Co- Curriculars & Activities

Attendance

Students who wish to participate in and/or attend extra/co-curricular activities must be full time students and maintain 90% attendance. At the completion of the 1st quarter and each subsequent grade check during the year, any student with less than 90% attendance may not attend or participate in activities until the attendance reaches 90%. Participation and attendance to extra/co-curricular activities is considered a privilege, not a right, and students wishing to participate or attend are required to meet standards of personal behavior and academic performance. Students must be full time at Skyline to be eligible for extra and co-curricular activities.

Academic Eligibility

Skyline High School places an emphasis on students performing at a high level in the classroom and while participating in extracurricular activities. Students participating in activities must adhere to the following policy. A student receiving an "F" for the quarter will not be eligible to participate until progress report at mid-quarter. If the student is passing all grades on progress reports at mid-quarter, the student will become eligible. If a student receives an "F" for the quarter and continues to maintain a failing grade(s) on the progress report, he/she will be ineligible to participate through the remainder of the quarter. Activities include athletics, band, chorus, cheerleading, debate, drama, FFA or any other activity that would place that student in front of the public representing Skyline High School. The Missouri State High School Activities Association also maintains guidelines

regarding good citizenship; all students participating or attending must adhere to MSHSAA rules at all times. ALL COURSES ARE INCLUDED WITHIN THESE STANDARDS, INCLUDING DUAL CREDIT COURSES. For dual credit courses, the semester grade will be used for eligibility purposes. In order to earn Skyline High School credit toward graduation and eligibility toward activities, all credits must be earned on campus or through an established Skyline program.

MSHSAA Academic Eligibility

You must have earned, the preceding semester of attendance, a minimum of 3.0 units of credit or have earned credit in 80% of the maximum allowable classes in which any student can be enrolled in the semester, whichever is GREATER, at your school. For your current semester, you must be enrolled in and regularly attending courses that offer 3.0 units of credit or 80% of the maximum allowable credits which may be earned at your school, whichever is GREATER. Credits earned or completed after the close of the semester will not fulfill this requirement. Summer high school courses for FALL academic eligibility may count provided the course is necessary for graduation or promotion or is a core subject course, and credit is placed on the school transcript. No more than one unit of credit in summer school shall be counted toward fall eligibility. Students promoted for the first time into 9th grade are considered academically eligible for the first semester after promotion. Do not drop courses without first consulting with your school principal, athletic director or counselor to determine whether doing so will affect your eligibility.

MSHSAA Eligibility Standards

<https://www.mshsaa.org/Activities/Eligibility/EligibilityStandards.aspx>

Regaining eligibility in summer school:

Students who fail a 4th quarter class are ineligible beginning in the fall sports season the next school year. However, these students may regain eligibility by attending summer school immediately following the 4th quarter. In order to regain eligibility by attending summer school, students must enroll and complete all courses in which they failed during the 4th quarter. Students who fail 1 class during the 4th quarter will be able to regain eligibility in this manner by attending summer school for 2 weeks. Students who fail 2 classes during the 4th quarter may regain eligibility in this manner by attending summer school for 4 weeks. Those who fail more than 2 classes during the 4th quarter will not be able to regain eligibility in this manner. These students will be ineligible until the mid-term grade reports the following fall.

Citizenship Policy

Student activities at Skyline High School provide programs and opportunities for students and enrich their educational experiences. Participating in activities help develop leadership abilities, promote school spirit, good citizenship and teamwork. Student activities are an important part of the educational process. These activities are a privilege to participate in and are secondary to classroom studies.

Skyline High School is committed to providing a healthy and safe learning environment for its students. Abuse of drugs, alcohol, and tobacco disrupts this environment and interferes with the academic and personal development of the student. Standards regarding the use of drugs, alcohol and tobacco must support local, state, and federal laws. The purpose of this policy is to encourage abstinence as an acceptable choice regarding drugs, alcohol and tobacco.

Skyline High School activity programs have traditionally been represented by excellent students who are outstanding citizens. Only a few students make errors in judgment which makes it necessary to review their conduct.

The Missouri State High School Activities Association Official Handbook contains the following statements in by-law 212.0:

Students who represent a school in interscholastic activities must be creditable citizens and judged so by the proper school authority certifying a list of students for competition. Those students whose character or

conduct is such as to reflect discredit upon themselves or their school are not considered “creditable citizens”. Conduct shall be satisfactory in accord with the standards of good discipline.

In order to be eligible to participate in any extra or co-curricular activity at Skyline High School, a student must:

1. Exhibit Creditable Citizenship and School Pride:
Creditable citizenship includes quality of conduct which promotes the best interests of the school. Therefore, students shall exhibit standards of behavior that will bring credit to the student, activities, the school and community. The Skyline School District has a long and proud tradition of excellence in education and community support. Students are encouraged to display school pride and respect for the property, staff and fellow students of this district.
2. Abide by eligibility standards set forth in the Skyline High School Student Handbook.

Participation in student activities is a privilege and not a right. A single serious breach of good conduct or creditable citizenship either in or out of school may be sufficient cause for declaring a student ineligible to participate in a school activity. These good citizenship guidelines apply to summer as well.

Student behavior must be in compliance with school board policy, student handbook regulations, and with public laws. Behavior not in compliance may result in suspension or expulsion from all extra or co-curricular activities. While it is not possible to cite every example of behavior that violates policies, regulations or public law, there are certain behaviors that are more frequently a problem for school systems.

Specifically, a minimum **7 calendar day suspension** from the activities program will be assessed for a level I violation. A minimum 20 school day suspension will be assessed for a level II violation. A minimum one calendar year suspension from the activities program will be assessed for a level III violation. Consequences at each level are minimum suspensions. Some violations will require suspensions to be extended. The administration may increase the suspension at any level when deemed appropriate. The administration has the right to determine the level of severity of any violation which is not addressed in this policy. A single serious breach of good conduct either in or out of school may also be sufficient cause for declaring a student ineligible to participate in school activities.

<u>LEVEL I (minimum 7 calendar day suspension)</u> Repeated classroom disruptions Truancy or skipping school Possession/use of tobacco products Any offense resulting in 1-5 days OSS Taunting/harassment of others Excessive tardies Careless driving on or around school property Possession or distribution of alcohol Violation of creditable citizenship guidelines Misuse of electronic devices, media, and/or school technology Use or possession of a counterfeit drug
<u>LEVEL II (minimum 20 school day suspension)</u> Repeat of any level I offense Use or possession of any illegal drug or counterfeit drug (including prescription drugs) Assaultive behavior Theft or knowingly receive stolen property Any offense resulting in 6-10 days OSS Use of alcohol
<u>LEVEL III (minimum one calendar year suspension)</u> Repeat of any Level II offense Distribution of alcohol or drugs on school property or while representing school or a school function

Any offense resulting in more than 10 days OSS

Each individual coach or sponsor, after consulting with administration, has the authority to decide whether or not a student will be allowed to practice with a team or school sponsored group while that student's eligibility is suspended under the provisions of this policy. The coach or sponsor also has the right to impose stricter standards than those in this policy as long as these standards are in compliance with school board regulations.

A violation is confirmed by any of the following:

- A. Admission by a student
- B. Personal Observation by a member of the staff or administration
- C. Law enforcement

These policies and guidelines apply to all extra-curricular and co-curricular activities or any student/group desiring to represent the school in any capacity.

TO BE ELIGIBLE TO PARTICIPATE IN ACTIVITIES, PARENT AND STUDENT MUST SIGN THE AGREEMENT FORM ON PAGE 42 AT THE END OF THE DRUG TESTING POLICY AND RETURN TO OFFICE.

All students wishing to participate in extra/co-curricular activities are required to participate in the drug testing program. Please refer to the activity drug testing policy detailed toward the end of the student handbook.

NOTE: Any student suspended from co-curricular activities, which as a result would impact his/her grade, will have the opportunity to complete a substitute assignment.

Chapter VI

EXTRACURRICULAR, CO-CURRICULAR ACTIVITY, AND STUDENT DRIVER - DRUG TESTING POLICY

Mission

To increase the capacity of school and communities to create safe and healthy environments that support the healthy growth and development of the whole child; and in particular, to eliminate the demand for, and use of alcohol, tobacco and other drugs by young people.

Philosophy

- Programs have clear “no use” message
- An effective program that is comprehensive and coordinated
- Treatment does not belong in the school
- School staff are not diagnosticians
- Allow for annual planning and implementation based upon student needs

Policy

The Board of Education recognizes that drug use is a serious problem confronting our community and, in an effort to protect the health and safety of its students from illegal drug use and abuse or injuries resulting from the use of drugs, thereby setting an example for all students of the Hickory County R-I School District, adopts the following policy for drug testing of students participating in extracurricular and/or co-curricular activities.

Statement of Purpose and Intent

It is the desire of the Board of Education, administration, and staff that every student in the Hickory County R-I School District refrains from using, possessing, or distributing illegal drugs. The sanctions of this policy relate solely to limiting the opportunity of any student in violation of this policy to participate in extracurricular and/or co-curricular activities. This policy is intended to supplement and complement all other policies, rules, and regulations of the Hickory County R-I School District regarding possession or use of illegal drugs.

Participation in school sponsored extracurricular and/or co-curricular activities at the Hickory County R-I School District is a privilege. Accordingly, students in extracurricular and/or co-curricular activities carry a responsibility to themselves, their fellow students, their parents and/or guardians and their school to set the highest possible examples of conduct, which includes avoiding the use of illegal drugs.

The purpose of this policy is to assure student safety and prevent and deter illegal drug use and to strive within the school district for an environment free of illegal drug use and abuse. The sanctions of this policy relate solely to limiting the opportunity of any student found to be in violation of this policy to participate in extracurricular and/or co-curricular activities. If the discipline policy of the Hickory County R-I School District is violated with respect to alcohol and drugs, the student will be subject to the penalties of the discipline policy. The violation will also be counted as a violation of this policy.

Use of illegal drugs (as defined below) is incompatible with participation in extracurricular and/or co-curricular activities of the Hickory County R-I School District. For safety, health and well-being of the students of the school district, the district has adopted this policy for use by all students participating in extracurricular and/or co-curricular activities in grades 9-12.

Drug Testing Guidelines

Each student participating in extracurricular and/or co-curricular activities as well as student drivers, shall receive copies of the "Student Extracurricular/Co-Curricular Activity Drug Testing Policy" and "Student Extracurricular/Co-Curricular Activity Student Drug Testing Consent" form which shall be read, signed, and dated by the student, parent and/or guardian. In order to participate in extracurricular, co-curricular activities and or drive to school, students must provide the "Student Extracurricular/Co-Curricular Activities Testing Consent" form to the high school office by the deadline stated on the form. Any student who does not turn in the required forms by the deadline will not be eligible to drive to school or participate in any extracurricular and/or co-curricular activity during the remainder of the school year, including the months of May through August when school may or may not be in session.

Transfer students who intend to participate in extracurricular and/or co-curricular activities have 10 school days from enrolling in the district to turn in to the high school office the "Student Extracurricular/Co-Curricular Activity, Student Driver Drug Testing Consent" form. Once a transfer student turns in the form, he/she will be placed in the testing pool within one week. If the transfer student fails to turn in the form within the required 10-day period, he/she will not be eligible to participate in any extracurricular and/or co-curricular activity during the remainder of the school year, including the months of May through August when school may or may not be in session. Students in extracurricular and co-curricular groups to be drug tested include, but are not limited to the following:

interscholastic sports, cheerleading, band, speech, drama, debate, FFA, FCCLA, FBLA, SHARC, choir, academic teams, student council, school dances/prom, A+ Program, Archery and academic clubs. Students who are not in the drug testing program may not participate in anything after normal school hours, including dances.

Definitions

- **Co-curricular activities**-activities that students participate in outside of the classroom as a result of being enrolled in a school-offered class.
- **Extracurricular activities** - activities that take place outside the regular course of study in school.
- **Drug Use Test** - scientifically substantiated method to test for the presence of illegal drugs in a person's urine.
- **DSO** – Designated School Official
- **Illegal Drugs** - the use, possession, distribution, sale or solicitation of alcohol, drugs (their imitators), unauthorized prescription or non-prescription drugs, drug-related paraphernalia, narcotic substances, marijuana or other intoxicants and any other substances, which an individual may not sell, possess, use, distribute, or purchase under either federal or Missouri law.
- **MRO**- Medical Review Officer
- **Positive Test Result** - when referring to a drug test administered under this policy, a lexicological test result which is considered to demonstrate the presence of an illegal drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.
- **Reasonable Suspicion** — a suspicion based on specific personal observations concerning the appearance, speech, or behavior of a participating student, and reasonable inferences drawn from those observations in the light of experience. Information provided by a reliable source, if based on personal knowledge, shall constitute reasonable suspicion.

Procedure

Students will be required to provide urine samples as follows: (In cases where a student fails to provide a urine sample, a swab test of the inside of the mouth may be used.)

1. Randomly selected based upon the frequency the district deems appropriate.
2. At any time requested based on reasonable suspicion

Any drug test required by the Hickory County R-I School District under the terms of the policy will be administered by or at the direction of a professional laboratory chosen by the school district using scientifically validated toxicological methods. The professional laboratory shall be required to have detailed written specifications to assure chain of custody of the specimens, proper laboratory control and scientific testing. All aspects of the drug-use testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of students to the maximum degree possible. The test specimen shall be obtained in a manner designed to minimize the intrusiveness of the procedure. If a student fails to provide a urine sample over a reasonable amount of time, the technician may use a swab test where the inside of the cheek is swabbed for a sample.

The specific procedure will be as follows:

1. Each student is assigned an identification number for random selection. The testing agency will randomly select identification numbers from all students in the pool and provide them to the school district. The district will identify students based on these identification numbers provided and proceed with testing. Upon receiving a notice from the designated school official that the student has been selected for a random drug test, the student will go to the testing site. Appropriate steps will be taken to respect the privacy of students while, at the same time, preventing the falsification of testing. Upon entering the testing site, the

student will be asked to provide the identification number given to him/her by the DSO. The student will then be asked to remove the contents of his/her pockets and remove outer garments. Next, the student will be asked to wash his/her hands. The collection technician will secure the bathroom by putting blue dye in the stool, taping off water supplies, removing trash cans, etc. The collection technician will then open a collection container in the presence of the student, remove the contents and hand the collection cup to the student, explaining that the student is to provide a urine specimen in the collection cup and then place the cup on a pre-designated flat surface upon completion of the void. The student will also be reminded not to flush the toilet or use the faucet until the collection is completed. The collection technician will step outside the bathroom and shut the door, allowing the student to provide a specimen in private.

Once the student has completed the specimen and opened the bathroom door, the collection technician will check the specimen for appropriate temperature, foreign color and odor. If the specimen does not show signs of tampering, the student will be allowed to wash his/her hands while the collection technician initiates a preliminary drug screen of the specimen. The collection technician will conduct all procedures in accordance with accepted industry practices.

2. If the initial screening test indicates the presence of a tested drug, or if the collection technician is conducting an internal self-audit of a testing device, the specimen collected will be poured into the specimen vials that came in the collection cup. The collection technician will initiate a split-specimen using a Custody and Control Form, that, when completed, will be sent (along with the specimen) to a SAMHSA-certified laboratory for a second screening test. If the second screening test is also non-negative, the laboratory will conduct a more in depth test by means of a gas chromatography/mass spectrometry (GC/MS) analysis.

If the GC/MS test is non-negative, the results will be forwarded to the Designated School Official (DSO). The DSO will contact the student's parent/legal guardian and ask for a meeting. At the meeting, the DSO will inform the parent/legal guardian of the non-negative result and ask for permission to forward the results to a Medical Review Officer (MRO). If permission is granted, the DSO will obtain the parent/legal guardian's name, ID # and contact phone # and forward that information to Employee Screening Services, who will then forward the information to the MRO. If permission is not granted, or the parent/legal guardian will not meet with the DSO, the lab results will be accepted as the final results.

When the MRO receives the above information, he will contact the parent/legal guardian, verify identification and then discuss the medications the student is taking. If any of the medications being taken by the student could explain the non-negative result, the MRO will verify with the prescribing physician that there is a legitimate prescription in the student's name. Once all pertinent information has been obtained, the MRO will make a final determination of the test results. Those results will be forwarded to ESS, who will then forward them to the DSO.

If the parent/legal guardian contests the MRO's decision, the parent/legal guardian may request, within 72 hours of the MRO's decision, to have the split specimen sent to the same or a different laboratory for a second-opinion analysis. The cost of the split specimen test will be at the parent/legal guardian's expense and may be required prior to the test being conducted.

If a student does not provide a urine sample within a reasonable amount of time, it will be considered a refusal to test. As a result of this, the student will have up to 5 days to provide a valid medical reason for failing to void within the reasonable time period. The MRO will determine the validity of the medical reason provided.

Retesting After Service of Suspension

A student who has tested positive or has refused to test and has served the required suspension period will be required to undergo one or more additional drug-use tests before he or she may rejoin an extracurricular and/or co-curricular activity. These students must produce a negative test in order to become eligible.

Confidentiality

Test results shall be kept in confidential separate files separate from a student's other educational records and released to school personnel only when absolutely necessary.

Violations

Any students who test positive in a drug-use test under this procedure shall be subject to the following restrictions:

First Offense

1. The student shall be suspended from driving to school and from participation in all extracurricular and/or co-curricular activities including all meetings, practices, performances, and competitions, for 45 days. (These offenses are cumulative during a student's high school career, they do not start over each year.) During this time, it is recommended that the parent/guardian obtain a substance abuse evaluation and education/counseling for the student. Students who obtain counseling from a school approved professional may appeal to the administration to reduce suspension to 30 days. Students who are enrolled in a class which involves co-curricular activities will remain in the class during the suspension and may participate in classroom activities, but may not participate in any activities outside of the regularly scheduled class time.

If because of the suspension, the student is unable to participate in an activity, which constitutes a portion of the student's grade, the student will be given the opportunity to complete alternative assignments so that the student can earn the same grade as he would have had he been allowed to participate in the activity.

Driving Suspensions:

Any student who fails to adhere to a driving suspension will be suspended from driving following these guidelines:

1. 1st offense for driving under suspension: 80 day driving suspension
2. 2nd offense for driving under suspension: calendar year driving suspension

This also results in removal from the A+ Program.

Second Offense

2. The student shall be suspended from driving to school and from participation in all extracurricular and/or co-curricular activities including all meetings, practices, performances, and competitions for 52 continuous and successive weeks (365 days) from the date of the initial report of the second offense as stated in this procedure.

If, because of the suspension, the student is unable to participate in an activity, which constitutes a portion of the student's grade, the student will be given the opportunity to complete alternative assignments so that the student can earn the same grade as he would have had he been allowed to participate in the activity.

Third Offense

3. The student shall be suspended from driving to school and from participation in all extracurricular and/or co-curricular activities including all meetings, practices, performances, and competitions for the length of the student's enrollment at the school district from the date of the initial report of the third offense as stated in this procedure.

If, because of the suspension, the student is unable to participate in an activity, which constitutes a portion of the student's grade, the student will be given the opportunity to complete alternative assignments so that the student can earn the same grade as he would have had he been allowed to participate in the activity.

Refusal to Submit to Drug Use Test or Failure to Comply with Drug Testing Procedures

Students who refuse to submit to a drug -use test authorized under this policy will be subject to the following restrictions. Students who fail to comply with the testing agent's instructions will also be subject to the following consequences. This includes students who attempt to provide a false sample or a sample that has been tampered with:

First Offense

The student shall be suspended from driving to school and from participating in any extracurricular and/or co-curricular activities including all meetings, practices, performances, and competitions for 45 days and until such time that a drug-use test has been administered and passed. After the 45 days, the participating student shall again be subject to the School District Drug Testing Policy.

Driving Suspensions:

Any student who fails to adhere to a driving suspension will be suspended from driving following these guidelines:

1. 1st offense for driving under suspension: 80 day driving suspension
2. 2nd offense for driving under suspension: calendar year driving suspension

This also results in removal from the A+ Program.

Second Offense

The student shall be suspended from driving to school and from participation in all extracurricular and/or co-curricular activities including all meetings, practices, performances, and competitions for 52 continuous and successive weeks (365 days) from the date of the initial report of the second offense as stated in this procedure.

If, because of the suspension, the student is unable to participate in an activity, which constitutes a portion of the student's grade, the student will be given the opportunity to complete alternative assignments so that the student can earn the same grade as he would have had he been allowed to participate in the activity.

Third Offense

The student shall be suspended from driving to school and from participation in all extracurricular and/or co-curricular activities including all meetings, practices, performances, and competitions for the length of the student's enrollment at the school district from the date of the initial report of the third offense as stated in this procedure.

If, because of the suspension, the student is unable to participate in an activity, which constitutes a portion of the student's grade, the student will be given the opportunity to complete alternative assignments so that the student can earn the same grade as he would have had he been allowed to participate in the activity.

Chapter VII:

SKYLINE HIGH SCHOOL VIRTUAL COURSE ENROLLMENT POLICY

Virtual Courses

Missouri Course Access and Virtual School Program (MOCAP) was established in 2007 as the state's online school. It was previously known as Missouri Virtual Instruction Program (MOVIP). MOCAP's mission is to offer Missouri students equal access to a wide range of high quality courses, and interactive online learning that is neither time nor place dependent.

Local school districts and charter schools may use their own preferred online provider. The Skyline School District's preferred provider is Launch. Launch is operated and overseen by the Springfield, MO School District and offers many courses. Courses are designed by Missouri teachers and aligned to the state standards. A formal review process is built into all course development to ensure high quality and rigor. Students wishing to take advantage of online learning opportunities will do so through Launch on campus. All information/procedures that follow in this document are in reference to Launch.

Profile of a successful Online Student

The most important question to answer is whether or not the student is well suited to be in an online learning environment. Parents and students should be aware that the demands of online courses are equal to or exceed those of traditional 'face to face' courses. Online instruction places much more responsibility on the student. A student should plan to spend at least one hour a day, five days a week, on each course. In other words, at least five hours per week on each course. This is similar to the amount of time a student would spend in a course at the local "brick and mortar" school. Instructors with online teaching experience agree that students who are successful at online learning have the following critical characteristics:

- **Good Time Management**
Can the student create and maintain a study schedule throughout the semester without face-to-face interaction with a teacher?
- **Effective Communication**
Can the student ask for help, make contact with other students and/or instructors online and describe any problem he/she is having with the learning materials using email?
- **Independent Study Habits**
Can the student study and complete assignments without direct supervision and Maintain the self discipline necessary to stick to a schedule?
- **Self-Motivation**
Does the student have a strong desire to learn skills, acquire knowledge and fulfill assignments in online courses because of their educational goals?
- **Academic Readiness**
Does the student have the basic reading, writing, math and computer literacy skills to succeed in an online course?
- **Technologically Prepared**
Does the student know how to open, create and/or save a document, use various technology tools and identify file formats (e.g., doc, xls, pdf, jpg)?

****The Stanford Research Institute examined the accessibility of online learning for students, especially those who were at risk of failure. Their report cautions that students who have failed face-to-face classes may have challenges that will affect their success in an online course as well. Many students do not realize that they will have to be even more accountable for their time, performance and productivity in an online class.****

Virtual Course Enrollment

In order to enroll in an online course under the provisions of Senate Bill 603 and House Bill 1552 (Virtual Courses Section), students must be a resident of the Skyline School District and be enrolled in the district. Students will not be able to take more than 2 online virtual or dual credit courses in a given semester. An appeals process will be outlined below for students with circumstances where more virtual classes may be allowed. Students who wish to take more virtual coursework in a given semester may consider enrolling with a virtual school as a full time student as detailed in HB 1552. Students who choose this option should fill out a Homeschool form for the district to have on file as well as directly enroll with the virtual school. The district will consider your student no longer a member of the Hickory County R-1 School district and the learning of that child will fall to you and the virtual school of your choice.

Upon determining that taking sections of online learning may be a viable option for a student, parents should contact the school counselor to pursue possible enrollment of courses within their schedule. A meeting will need to be scheduled with the student's counselor and student eligibility will be determined.

Any student wishing to enroll in virtual courses must meet these requirements:

1. A student must be enrolled full time in the Skyline School District.
2. A student must have attended a public or charter school on campus the semester prior to the request for enrollment.
3. The student must have passing grades the prior semester.
4. The student must have at least 95% attendance in the prior semester.
5. Understand that online courses will be completed at Skyline during a scheduled hour of the day
6. It must be in the best educational interest for the student.

The school district may deny a student/parent request to enroll in an online course at district cost if one or more of the following is true:

1. The online course is not capable of generating academic credit.
2. The online course is inconsistent with the remaining graduation requirements of the student.
3. The student has not completed the prerequisite coursework for the requested online course.
4. The student has failed a previous online course(s).
5. The course enrollment request does not occur within the same timeliness established by Launch and/or the school district.

Should a student meet the eligibility expectations and the course requests are aligned to graduation requirements, he/she will be enrolled in the Launch courses agreed upon. Students are expected to be on campus when taking virtual courses. An exemption may be made in extreme circumstances, when attending school is not possible for a student.

****If a student receives a passing grade in a course but wishes to retake it in hopes of attaining a higher grade, the district will not pay for the retake. For example, if a student receives a 'D' in algebra 1 and wants to retake it for a higher grade, the district will not pay for the retake online course. However, if the parent wishes to pay for the retake and receives a higher grade, the district will accept the grade but not for additional credit (a student can only receive credit for algebra 1 once).**

****If a family works directly with Launch and not through our district counselors to enroll in a Launch class, the family will be responsible for the cost of the course(s) in which they enroll their student(s), unless they are enrolling their student full time through the virtual school.**

Launch offers various types of online coursework and will still defer to districts to “gate keep” students enrolling in their programs. All coursework is aligned to the Missouri State Standards. Content is reviewed annually to ensure updated resources as well as access to high-quality digital resources. If a student wishes to drop a launch course, it must be done within the first 15 days of the semester. After 15 days, the student may not drop the class and will receive a letter grade at the completion of the semester.

Online Course Cap Appeals Process

Students whose circumstances require students to take more than the capped 2 online courses per semester must express such need in writing to the High School Counselor. It will be reviewed by both the Counselor, the High School Principal, and if the circumstances warrant, the Special Education Director.

Navigating Canvas

Announcements: Launch teachers will post a video announcement every week. Students need to be sure to watch these for important information regarding the course.

Feedback: Teachers provide feedback via rubrics and comments. Students should be reading this feedback in order to enhance their performance in the course. Also, students should feel free to respond to the feedback the teacher provides.

Instructor Information: Instructor information is provided at the bottom of the course page.

To Do: This is where the student will find a list of assignments and due dates. The list is found on the course homepage and will also lead the student to videos, discussion boards and other assignment items as needed. The calendar tab also provides a list of due dates.

Grades: The grades tab allows the student to see current progress in the Launch course and see the teacher’s feedback comments.

Syllabus: This link provides the syllabus for the course. It outlines the course’s major topics and units of study.

Google Drive: Students will use Google Drive to create many of the assignments and submit Google files to Canvas.

Plagiarism/Academic Dishonesty

Using someone else’s work and claiming it as your own, even if it is unintentional, is plagiarism. It is important that students cite sources and use quotation marks appropriately to avoid plagiarism. Launch has a specific plagiarism policy and list of consequences. Skyline High School also has discipline guidelines listed below. These same consequences can be invoked for cheating and/or forging/falsifying documents.

- 1st offense: Student will be issued a zero on the assignment and will be required to redo the assignment for full credit if they choose to complete it, otherwise the zero will stand.
- 2nd offense: Student will receive a zero on the assignment and will be assigned In School Suspension and be referred to the principal for consideration of removal from online courses.
- 3rd offense: Student will receive a zero for the assignment, will be assigned ISS and be referred to the principal for removal from online courses.

Graduation Requirements

To earn a Skyline High School diploma, students need to complete 25 credit requirements defined in the high school student handbook. Students and parents should work closely with the counselor to ensure that they are on track to graduate.

To be eligible for academic and graduation honors, a student must be enrolled full time and attend classes on campus. Virtual courses are not weighted in regard to a student’s GPA.

A+ Program

Students who are enrolled in the A+ program and take virtual courses will have their attendance recorded as actual seat time. Students who are enrolled and allowed to work off campus will have their attendance recorded as 95% to meet the A+ requirements. The student must meet all other A+ requirements.

Extra Curricular and Co-Curricular Activities

Students who desire to participate in activities must meet all MSHSAA requirements in addition to being a full time enrolled student at Skyline.

Getting Started

Day 1

- All Launch courses are offered through Canvas. Learn how to check your Canvas inbox.
- Watch the introduction announcement for your course.
- Complete at least one assignment to ensure you know the process.

Day-to-Day

- Start everyday by checking your Canvas inbox.
- Look at any recent feedback given from your teacher.
- Check the calendar for due dates each day.
- Keep working on the next assignments in your module.

Additional Support

- Communication through Inbox: Students can message teachers through the inbox feature in Canvas. Teachers may use this to reach the student as well. Typical response time is 24 hours.
- Announcements: Video announcements are posted weekly on the course homepage and provide information for the week including the teacher's office hours.
- Conferencing: On a weekly basis, teachers host a one hour video conference. This is a time for students to chat face-to-face with teachers and receive immediate feedback from teachers.
- Parent/Guardian Feedback: Teachers will make weekly contact with parents if a student is inactive or failing.

SKYLINE HIGH SCHOOL ONLINE LEARNING & DUAL CREDIT AGREEMENT

Please complete the information below as a part of the enrollment process.

Student Name: _____

Birth Date: _____

Grade Level: _____

Student Email: _____

Does student have an IEP? (circle one) Yes No

Does student have a 504? (circle one) Yes No

Parent/Guardian Name: _____

Parent/Guardian Phone Number: (_____) _____ - _____

Parent/Guardian Email: _____

Parent/Guardian Address: _____

Online Handbook Agreement

The Skyline High School Student Handbook and Online Course Handbook Policy is a vital part of our program. Though the handbook does not contain every specific rule or regulation concerning the program, it does have all major policies and general information to help students and their parents better understand this unique program. Please read the handbook carefully. The administration will make any program decisions that are not covered in the handbook.

Please explain below why you are interested in your child enrolling in a virtual or Dual Credit course:

Please list the online course(s) in which the student wishes to enroll:

1) _____

2) _____

*3) _____

*4) _____

The signature below indicates that we have received and reviewed the online course policy and student handbook and understand that it is our responsibility to follow all of the expectations set forth within the handbook.

Student Signature

Date

Student Name (Printed)

Parent Signature

Date

Parent Name (Printed)

APPROVAL SIGNATURE:

Principal Signature

Date

*Any appeals of the course cap must be expressed in writing and submitted to the Counseling office prior to the first day of school.

Hickory County R-I School District

Random Drug Testing Program Participation and Consent Form for Eligibility in the Athletics/Activity/Driving Program

Student's Name: _____ Date: _____

As a school's participant in athletics and/or activities I understand that participation is completely voluntary. I understand that my signature below authorizes the Hickory County R-I School District to obtain a urine sample from the student whose name appears below if his/her name is selected as part of the random selection procedures of the Drug Testing Program. I also understand that currently available instant screen tests are not 100% reliable and that an instant screen test that shows positive will always be followed with a more sophisticated laboratory test for confirmation as described in the Random Drug Testing Policy. I understand that if a "positive" test results, the student and parents or guardians may need to disclose to the laboratory or its medical review officer any over-the-counter or prescription medications the student is or has taken. I understand that if a violation of the drug-testing policy occurs that the parent/legal guardian of the student, building administration, and the respective coach/activity sponsor will be the only individuals made aware of this information. I further understand and agree that the Hickory County R-I School District will respond to a positive drug test result in accordance with the provisions of the Random Drug Testing Policy.

This completed form must be returned to the high school office within 10 days from entry into school. By signing this form, the parent/legal guardian and student understand and agree as follows:

1. The student and parent have read and understand the standards and guidelines for eligibility and participation in the Hickory County R-I School extra/co-curricular activities and student driver program as set forth by the board of education and student handbook.
2. I give permission for my child to participate in the Hickory County R-I Random Drug Testing Program.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____