

SOUTH HOLT R-1



7-12 STUDENT HANDBOOK

2018-19

Approved June 2018

South Holt JR/SR High School

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Mission Statement

“It is the mission of the South Holt R-1 School District, in partnership with the citizens of the district, to provide all students the opportunity to acquire the skills needed for productive lives in a changing world by using all available resources to provide a variety of programs, activities and services.”

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Hello and welcome to the 2018-2019 school year. Please allow me to introduce myself. My name is Mark Anderson the Jr/High School Principal at South Holt. My career in education began as a student in the Nodaway Holt School District. I attended Northwest Missouri State University majoring in Physical Education, and completed my Masters in Educational Leadership at Northwest while teaching at Maryville High School. Next, I continued my teaching career in the Saint Joseph School District teaching and coaching at Bode Middle School. Recently, I completed my Educational Specialist at Arkansas State University in the area of "Principalship". My wife Kara, is a former graduate of South Holt, and together we have three children.

I hope that as a student, you will find the information presented in this packet beneficial. Please review the contents of this packet in their entirety and contact myself or the appropriate district personnel if questions arise. I am hopeful that the information will help to serve as a communication tool to assist you in understanding your school program, policies, and standard day-to-day operations.

For parents, the South Holt R1 School District is pleased to have the opportunity to work with you in the joint venture of providing an excellent school system for your family. Working together as a team, the parents and school district can have a tremendous impact on the lives of our youth and provide an excellent opportunity for each student to excel. Please check over the information with your son/daughter, and if any questions arise, feel free to reach out to me any time.

Respectfully,

Mark Anderson

The student handbook is issued to provide needed information for students and parents. It is not all-inclusive and the South Holt Board Policy Handbook takes precedence over this handbook should any conflict exist. Teachers may also have rules specific to their classrooms. If you want to know more about any section in the handbook, please ask. Keep this handbook for reference to questions and situations which may arise during the school. Those items not covered specifically in the handbook will be judged by the administration after consideration of all the facts.

JH/HS Bell Schedule

Regular School Day		Early Out Day	
1st Bell	8:20	1st Bell	8:20
1st Hour	8:24-9:09	1st Hour	8:24-8:52
2nd Hour	9:13-10:00	2nd Hour	8:56-9:26
3rd Hour	10:04-10:49	3rd Hour	9:30-9:58
4th Hour	10:53-11:38	4th Hour	10:02-10:30
5th Hour	12:04-12:49	5th Hour	10:34-11:02
6th Hour	12:53-1:38	6th Hour	11:06-11:34
7th Hour	1:42-2:27	7th Hour	12:00-12:28
8th Hour	2:31-3:16	8th Hour	12:32-1:00
Lunch Shift (7-12)		Lunch Shift (7-12)	
11:42-12:00		11:38-11:56	

GENERAL INFORMATION

Arriving at School and Leaving: Once students arrive on school grounds either by bus or other vehicle, they are to remain on the school grounds. Failure to do so may result in disciplinary action. Upon arrival, junior high students should remain in the cafeteria until the first bell rings. If a teacher allows students in their classroom, a teacher should be present and ensure students remain in the classroom until the first bell rings. There should be no junior high students in the hallway. Violation will result in disciplinary action.

Students that leave during the day must sign out through the office. If a student is to leave early during the school day their parent/guardian must sign them out or contact the office and personally make arrangements for their student to leave. Students that do not sign out and clear this with the principal or secretary will have their absence recorded as being unexcused and be considered truant. Students are not to be in the building without proper supervision. Violation will result in disciplinary action. Students waiting for rides after school and extracurricular activities will be asked to wait outside the office, by the main entrance.

Visitors: All visitors must report to the school office. If they are going to a classroom or another place in the building they are required to sign in. Because of crowded conditions, no visitors will be allowed to attend classes at South Holt.

Lunch: Students are required to stay on campus. All lunches are to be eaten in the cafeteria whether they are school lunches or sack lunches. Out-of-school lunch orders must be delivered by a parent or guardian to the office. Junior High students will remain in the cafeteria until the bell rings for 5th hour. High School students will be allowed to go to the student lounge during lunch time. Breakfast and lunch money can be deposited in the locked deposit box located opposite the high school office. No lunches are to be paid for as you go through the lunch line. Parents will be notified of student lunch charges. Students are not allowed to use other students' lunch account. No soft drinks are allowed in the lunchroom. Students are not allowed in the hallway during lunch. There should not be any continuous traveling between locations or at lockers during lunch. Lunch costs \$2.05 for students and \$2.50 for adults. JH students may charge up to \$20.00 and HS students will only be able to charge one meal (Policy 5550).

Lunch time student lounge rules grades 9-12:

1. Eat your lunch in the cafeteria (this includes all lunches) and go directly to the lounge.
2. Once you are in the lounge area stay there until the lunch hour is over. Students are not to be outdoors and in the gym or locker rooms during lounge.
3. No visitors will be allowed other than for business purposes. Any visitors during the lunch hour must check into the office.
4. Students are not to go across the street during the school day or at lunch time. If it is necessary to go to your car, please get permission from the principal. If seen in the parking lot without a pass, the office will be notified and may be treated as truancy.
5. Trash should be picked up before leaving.
6. Do not sit on heaters, tables, or window ledges.

Electronic devices: For the purpose of administering policy on the use of electronic devices in schools, on school grounds, and on school busses; electronic devices are categorized as any cell phone/communication device/internet accessible personal computing device, gaming, music, photograph and/or video device, etc.

- Students will not be allowed to use their electronic device from 8:24 am-3:16pm. Cell phones must be turned off. If a student's phone is confiscated for any reason (ex: using phone, texting, ringing, etc.) it will be turned in to the administration and consequences will be enforced (see discipline policy). Parents may be required to pick up electronic devices for each offense between the hours of 7:00 am and 3:45 pm. Electronic devices will be allowed in the classrooms only for school assignments at the teacher's discretion.
- Cameras, video cameras, video phones, and/or other type of photograph or video recording devices are strictly prohibited at all times from being used in locker rooms, restrooms, dressing rooms, or any other location where students may be changing clothes or have similar expectations of personal privacy.
- Discipline:
 - 1st offense: Device will be confiscated until the end of the day.
 - 2nd offense: Device will be confiscated until the end of the day, parent contact, and 30 minute detention
 - 3rd offense: Device will be confiscated until the end of the day and returned to the parent, and 30 minute detention.

Care of school property: Students are responsible for the proper care of books, supplies and furniture supplied by the school. Restitution will be required for students that disfigure property, break windows, or do other damage to school property, at school sponsored events, or equipment. Damage of a malicious nature will be considered and treated as a very serious offense. Suspensions and/or expulsions will be considered in all cases of damage to grounds or facilities.

Library and Computer Labs: These resources are open during regular school hours; however, school personnel should be present when in use by students.

Lockers: Students will be assigned lockers before school starts. You are responsible for your own valuables. Your locker is secure until you tell someone your combination. Little can be done concerning lost articles if you do not lock your lockers. Lockers are school property and may be checked or searched at any time.

Lost and Found: Articles found should be taken to the principal's office or to the locker room lost and found. If something is misplaced or stolen, it should be reported immediately. They may be claimed upon identification. The school district assumes no responsibility for loss to students' personal property.

Student Use and Care of School Property (Policy 2654): The Board of Education recognizes that acts of destruction, defacing, trespassing, burglary and theft of District property are contrary to the interests of students, staff and tax payers. The District officials will cooperate fully with all law enforcement agencies in the prevention of crimes against District property as well as in the prosecution of persons involved in such conduct.

The District will seek restitution from students and other persons who have damaged or destroyed District property. As permitted by law, the District will also seek restitution from the parent/guardian of children involved in such misconduct.

Posting notices: Any notices to be posted to bulletin boards, lockers, or in the hallways must receive prior approval from the principal. Personal notices will not be permitted.

Stolen Items: Students are responsible for locking and securing all personal property. The school cannot accept responsibility for personal items. Reports of theft should be made to the office immediately.

School telephones: Students will not be called out of class for a phone call unless it is an emergency. A message will be taken, and the call can be returned between classes or during lunch. No long distance calls should be made from school unless approved by the office. No private long distance calls will be charged to the school. To do so will result in repayment and possible suspension. Students are only to use the telephones located in the hallways. These telephones are available before and after school, and during lunchtime only. The phones are not

to be used during or between classes.

Use of the gym: The gym is not to be used after school hours for any type of activity unless approval is obtained from the office. No student is to use the gym to play before school starts or after school has been dismissed. Students or persons not directly involved in the activity in the gym should not be in the gym or in the building after school has been dismissed for the day.

Physical Education lockers: Individual lockers and locks are provided for the safe storage of clothing and personal items. It is the student's responsibility to see that all personal belongings are stored prior to participating in physical education classes. Again, if a locker is not locked the school is not responsible for lost or stolen items.

School Closing Due to Inclement weather: If school should have to be closed due to hazardous conditions, announcements will be made by stations KKJO, KQTV, KMA, and KFEQ. Do not call the school, as the phones are needed for urgent business at this time.

Organizational meetings: Class and club meetings will be held before/after school or during lunch. Rarely will meetings be held during class time. All class and club activities must have the approval of the principal and be announced at least one day in advance of the meeting time, placed in the announcements, and all stakeholders notified of meeting.

Fire, tornado, disaster: In the case of an emergency the student should follow specific instructions given by their teacher. The following general rules should be followed by all:

1. Walk at a rapid pace - do not run.
2. Do not talk - your teacher will have important instructions for you.
3. Do not stop in front of doors or on steps.

To keep the students alert, the high school stages fire and storm drills at various times, both announced and unannounced. All students should be familiar with the following:

Fire bell - Continuous Bell **Tornado bell** - Intermittent Bell

Accidents: Every accident that occurs in relation to the school must be reported immediately to the person in charge and to the school office. School staff will fill out an accident report form and submit it to the office.

Textbooks: Textbooks are checked out to each student at the beginning of the course. A record is kept of the condition of the book and the book number. The student is expected to retain the same book that was checked out to them. Students not returning a book will be required to pay the cost for a replacement. Students returning books showing excessive damage will be assessed a charge to cover the cost of repair or replacement.

Fundraising: All school fundraising events must have sponsor and principal approval before planning and activities begin.

Assemblies: At all times the student's behavior should be refined and courteous. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, uncalled for clapping, boisterousness, use of an electronic device (not part of the assembly), and talking during a program. These same guidelines also apply to field trips and other such activities. Any student not wishing to participate in the assemblies needs to contact the principal prior to the start of the assembly.

Dances: High School students do not attend junior high dances. Junior High students do not attend High School dances. All high school out-of-school dates must be registered in the principal's office. Junior High students are not allowed to bring out-of-school dates or friends.

Prom: Juniors fundraise, plan, and hold a Prom for seniors. Juniors and seniors are invited to attend prom. They can invite a date based on the dance criteria and registration of out-of-school dates. A meal, in conjunction with the prom schedule, will be provided to seniors at no cost. Their guests and juniors are required to pay for the cost of their meal. Students who owe fees will not be able to attend prom until all fees are paid.

Senior Trip: Seniors need to be on track to graduate with a maximum of 4 credits needed to graduate 2nd semester. Seniors need to be in good standing regarding discipline and attendance (see page 14). They also need to have all fees paid by the end of 1st semester.

Withdrawal from school: A student who desires to withdraw from school should have his/her parent or guardian telephone the office (446-3454). Any student withdrawing from school for any reason other than transfer must discuss the matter with the counselor prior to being allowed to withdraw. Students who follow the proper withdrawal procedures will receive a withdrawal slip from the office which they are to present to teachers and to the librarian along with their books. When the slip is returned to the office by the student, all debts cleared, the student is given permission to withdraw. Transcripts will not be sent out until all debts are cleared.

Guidance program: The purpose of the program is to assist you to better understand yourself, your abilities, and limitations, so that you may live up to your fullest potentialities. Students and parents are urged to use the available guidance services.

Grading System: South Holt uses a 4.0 point grading system, as shown below. An Honor Roll is compiled each quarter and is based on this system. The Honor Roll is figured by taking the average of the quarter grades, or semester grades, as the case may be. To qualify for the regular Honor Roll, your average must be from 3.0 thru 3.49. High Honor Roll averages will be 3.5 or above. Any student that receives an "F" in any class will be ineligible for Honor Roll.

The following grading system will be utilized:

A	=	4.0	C	=	2.0
A-	=	3.67	C-	=	1.67
B+	=	3.33	D+	=	1.33
B	=	3.0	D	=	1.0
B-	=	2.67	D-	=	0.67
C+	=	2.33	F	=	0

Report cards: Progress reports will be issued semi-quarterly and report cards of a non-returnable type will be issued quarterly. The following grading scale will be used by all teachers.

A	=	95-100%	C	=	73-76
A-	=	90-94	C-	=	70-72
B+	=	87-89	D+	=	67-69
B	=	83-86	D	=	63-66
B-	=	80-82	D-	=	60-62
C+	=	77-79	F	=	59 and below

The semester grade of all students shall be determined by the comprehensive method of adding the percentages earned in quarter one and quarter two (or quarters three and four) and dividing by two. The resulting score shall be applied to the established grading scale to determine the final semester grade. Semester final exams may be figured into the second (or fourth) quarter grade, or as a separate percentage applying to the semester grade.

College dual credit: South Holt offers a variety of dual credit classes through our partnership with Missouri Western State University. Students who successfully complete these courses will receive both high school credit through South Holt and college credit through Missouri Western.

Weighted classes: Classes that will be weighted are as follows. They will be used in determining your South Holt class rank.

1.2 WEIGHTING				1.3 WEIGHTING							
Dual credit Art and, Dual credit Archaeology				Dual credit Algebra, Dual credit English, and Dual credit Biology							
A	=	4.8	C	=	2.4	A	=	5.2	C	=	2.6
	=			=			=			=	2.16
A-		4.4	C-		2.0	A-		4.77	C-		7
	=			=		B	=		D	=	
B+		4.0	D+		1.6	+		4.33	+		1.73
B	=	3.6	D	=	1.2	B	=	3.9	D	=	1.3
	=			=			=			=	0.86
B-		3.2	D-		0.8	B-		3.47	D-		7
	=			=		C	=			=	
C+		2.8	F		0	+		3.03	F		0

Incomplete grades: Any incomplete grade at the end of any grading period shall be received as zero after the student fails to make up all work as directed by the instructor. Make up time for assignments shall be according to present school policy except under extenuating circumstances arising from extended absenteeism. Under these noted extenuating circumstances arrangements will be made with the building principal concerning make-up work.

Early Graduation: Graduation, with all attendant privileges, will be allowed any time after six (6) semesters of attendance beginning with grade nine and attainment of all requirements as set by the South Holt Board of Education (Policy 2540). See board policy for complete information regarding early graduation.

Graduation: Students who fulfill requirements may walk during graduation.

Requirements:

1. In good standing regarding discipline (See Student Discipline Code of Conduct).
2. Earn the required credits in the required areas or take part in a qualifying program.
3. Have all fees paid.
4. Have a cap, gown, and tassel.
5. Wear business attire at graduation (no jeans, tennis shoes, dirty footwear, or t-shirts).

Examples of business attire are dresses, dress pants/slacks, collared shirt, dress shoes.

Graduation requirements: The following subject area requirements are established as a part of the minimum units or credit required for graduation.

Required course areas	Units of credit required		
	Graduation Requirements for South Holt*	Missouri Public 4 year Colleges/ Universities	Entering Freshman University of Missouri System Credit Requirements
Language Arts	4	4	4
Mathematics	3	4	4
Social Studies	3	3	3
Science	3	3	3
Fine Arts	1	1	1
Practical Arts	1	1	1
Physical Education	1	1	1
Foreign Language	0	0	2
Personal Finance	.5	.5	.5
Health	.5	.5	.5
General Electives	11	8	5
Specified Core Electives	0	3 (can include Foreign Language)	3
TOTAL CREDITS	28	28	28

		ACT =21**	ACT=24**
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*Policy 2525

**Colleges/Universities may take into account other criteria for admissions.

All students are required to attend 8 semesters between grades 9 and 12, except under special circumstances (requiring Board of Education approval).

College Prep Certificate: All students completing a course of study that reflects the Missouri Public 4 year College/University units of credit criteria and scoring a 21 or better on their ACT will receive a College Prep Certificate and be recognized at graduation.

SOUTH HOLT R-1 ATTENDANCE POLICY

The Board of Education believes that regular attendance is essential to achieving success in school. Education is a total process based upon continual communication and shared responsibilities among parents, students, teachers and school. As students mature and progress through the educational system, they should increasingly assume responsibility for regular attendance. However, parents have a legal and moral responsibility to require regular attendance at school. (Policy 2310)

Attendance affects the student's behavior, attitude, learning, and overall high school success. We trust parents will emphasize to their students the importance of regular attendance. We believe that schools can make a positive difference in your people's education when they attend regularly.

Monitoring Attendance: Absences from school may be classified as excused, unexcused, or truancy.

1. Excused absences include the following:
 - a) Medical appointments: (doctors, dentists, etc.)
 - a. ALL such appointments require that a note from the health provider be presented at the principal's office on the day the student returns to South Holt. Failure to present this note to the office will result in the absence being counted as UNEXCUSED.
 - b) Court Appearances: (Civil and Criminal)
 - a. ALL such appearances require that a note from a court officer be presented at the principal's office on the day the student returns to South Holt.
 - c) Bereavement: Up to three days of excused absence may be granted for the death of an immediate family member (parent, sibling, or grandparent). Students may be excused to attend funerals of other relatives or friends at the discretion of the principal.
 - d) Family vacations: Vacations (outside of normal school breaks) will be considered excused up to a maximum of five days per school year. Any absences in excess of

five days will be unexcused. The student must contact the administration in advance for it to be excused.

- e) Driver's test
2. Unexcused absences include the following:
 - a) Recreational activities (Hunting, fishing, shopping, etc.)
 - b) Out of School Suspensions (OSS)
 - c) Personal business
 - d) Working for hire
 3. A student will not be readmitted to a class from which they have been absent until they have obtained an admit slip from the principal's office. If the absence is excused, students will be permitted to make up work lost by such absence. It is the responsibility of the returning student to check with their teachers regarding makeup work.
 4. Authorized school business (i/e. fieldtrips/school activities) is not an absence. Students are responsible for missed assignments/homework **due no later than** the day they return to class.
 5. All students must check out through the office before departing. It is the student's responsibility to follow this procedure. The student will be released if a parent/guardian has called and checked him/her out. If a student leaves school without going through this procedure, the student will be counted as unexcused or truant.
 6. Students with an "unexcused" absence will not be allowed to make up missed assignments, including tests, major papers, and homework. They will be recorded in teacher gradebooks as zeroes.
 7. No student is allowed to sign out for lunch.
 8. A student must be in attendance at school all day to be eligible to participate in any school activity that night, unless **prearranged** with the principal. Should a student miss school on Friday, he/she will be ineligible for Saturday activities unless consent is given by administration **prior** to the absence. A parent call does not necessarily excuse an absence unless an administrator grants permission. Students with appointments (doctor, dental, etc.) must present a note from that professional to the high school office upon their return to school.
 9. Seniors are allowed two college days to visit prospective schools and juniors are allowed a half day to job shadow each semester. Arrangements for such visits must be made through the counselor's office. Failure to make such arrangements and provide documentation of visit will result in an unexcused absence. Approved days are not counted as absent.
 10. A student will be allowed one day to complete missing assignments for each day missed, up to a maximum of three days upon their return to school. (Example: A student is absent for five days. He/she will have three days to make up all work). A student may ask for extra time when extenuating circumstances apply. Students must have assignments completed upon their return to school. Students failing to make the necessary contact in sufficient time to arrange for completed work will not receive credit for work.

11. Parents/guardians are expected to notify the school on any day their child is absent by 9:30AM. The parent may contact the school in a number of ways. They should contact the school by telephone (660-446-3454), written note (subject to verification), or e-mail (andersonl@southholtr1.com or andersonm@southholtr1.com). **An absence for which insufficient reason is presented, or if no contact is made by the parent before 9:30AM on the morning of the student's return will be considered unexcused.** The high school office will follow up with a telephone call to the parents if it has not been notified by 9:30AM.
12. The school will make every attempt to keep parents informed about their student's attendance record. If a student accumulates more than two unexcused absences or eight excused absences (per semester), the school will notify the Juvenile Office.
13. Attendance Bonus: Students with very high attendance rates will be rewarded with bonus points that will be added to their semester grades.

<u>Absences</u>	<u>Bonus</u>
0	3%
1	2%
2	1%

14. Students with prior notice of absence (fieldtrip, athletics, appointments, etc.) must acquire classwork before the absence. Failure to do so may result in a zero for the classwork.

Early Dismissal Procedures (Policy 2330):

Students are to be released from school during school hours only with permission of the building principal/designee. Early dismissal of a student may be approved only by the principal/designee. Normally requests for early dismissal must be in writing, signed and dated by a parent/guardian.

Senior Trip: Seniors with more than 8 total absences for any one class a semester (or more than 5 unexcused absences) will forfeit their Senior Trip (receiving no cash).

TRUANCY AND EDUCATIONAL NEGLECT (POLICY 2340)

The Board of Education believes regular attendance is important to academic success. Therefore, the Board directs that problems with attendance on the part of any student be investigated and acted upon promptly.

Truancy is defined as deliberate absence from school on the part of the pupil with or without the knowledge of the parent/guardian and for which no justifiable excuse is given. When a pattern of truancy becomes evident, the principal will investigate and take such action as circumstances dictate.

Section 210.115 R.S.Mo. mandates reporting to the Division of Family Services when there is reasonable cause to suspect that a student's nonattendance is due to the educational neglect of the parents/guardians.

Any school official or employee who knows or has reasonable cause to suspect that a student is being subjected to home conditions or circumstances which would reasonably result in truancy will immediately report or cause a report to be made to the building principal, or his/her designee, who will then become responsible for making a report via the Student Abuse Hotline to the Missouri Division of Family Services (DFS). The building principal shall inform the Superintendent/designee that a report has been made, and keep the Superintendent apprised of the status of the case.

TARDIES

Period one tardies will be received by the high school office. Students will be allowed three tardies per grading period, regardless of reason. On the fourth unexcused tardy, the student will be assigned a 30 minute detention and their parent/guardian will be contacted. Upon the sixth unexcused tardy, the student will be assigned a 60 minute detention and a letter will be sent home to the parent/guardian outlining consequences for future tardies within the grading period. Upon the 8th tardy, the student will be assigned one day of ISS and a letter will be sent to the juvenile office. Upon the 10th tardy, the student will be assigned two days of ISS. For each subsequent tardy during the grading period, the student will serve an additional day of ISS. If the student misses half the period or more, it is considered an absence.

1st hour tardies:

- 1st-3rd tardy = warning
- 4th tardy=30 minute detention
- 6th tardy= 60 minute detention
- 8th tardy= One day ISS
- 10th tardy= Two days ISS
- Subsequent tardies= additional day of ISS

Other tardies occurring during the school day will be received and the excused or unexcused status decided by the classroom teacher's syllabus. If the teacher determines the tardy to be unexcused, a detention will be assigned. If the student fails to serve the tardy detention, the student will be referred to the office and consequences will be assigned by the administrator.

STUDENT CONDUCT

Our primary goal is to educate, not discipline. This high school will not tolerate any student stopping another student from learning or a teacher from teaching. The teacher is in charge of the classroom. A student at South Holt is constantly representing the entire student body. A student should keep that in mind in the classroom, on the bus, at activities, and driving to and from school.

Missed detention: Students failing to serve their detention (or make adequate arrangements to do so) will result in the detention being doubled. If the student fails to serve that detention, the student will be placed in ISS the following day. Extracurricular practices are not an appropriate excuse to skip a detention. Detentions can be held before or after school or during lunch.

In-school suspension: In-School Suspension (ISS) will be assigned by the administration. Students will not attend their regular class schedule. ISS will be served in a designated room, supervised by school personnel. Students are not allowed interaction with others, must stay on task, and should complete work assigned.

Expectations:

1. ISS students are responsible for completing any assignments for their classes (quizzes, tests, daily work) on the same schedule as their non-ISS classmates.
2. Students are not to be in the hallways during passing periods. Permission is needed to be in the hallways.
3. ISS students will eat lunch at 12:00.
4. Students are not to lay their head down or sleep.
5. Violation of any of these rules will result in additional suspension time (either ISS or OSS).

Out-of-school suspension: Out of School Suspension (OSS) will be assigned by the administration. The student is not to be on school property before, during, or after school hours until the full suspension is completed. This includes activities such as ball games, dances, performances, etc. Students will not be eligible for any school activity until OSS is satisfactorily completed, and they have attended a full day of classes. Students will earn no credit for missed assignments, tests, quizzes, or projects during their time of OSS.

Student Use of Tobacco, Alcohol and Drugs (Policy 2640):

Smoking- The Board of Education believes that smoking; the use of any tobacco products; and substances appearing to be tobacco products are detrimental to the health and well-being of staff and students. Therefore the Board prohibits the use, sale, transfer and possession of tobacco products and substances appearing to be tobacco products, i.e. e-cigarettes, at school and at school activities.

Alcohol and Drug Use- The improper use of controlled substances, alcohol and substances represented to be such is detrimental to the health and welfare of students and is detrimental to discipline in school. Such conduct, as well as the possession of drug paraphernalia, is prohibited and is subject to disciplinary action as set forth in Regulation 2610.

Pursuant to 29 U.S.C. 705(20)(c)(iv), a student with a 504/ADA disability who is currently engaging in the illegal use of alcohol or drugs is not considered a student with a disability under those laws and the District, may take disciplinary action – to the same extent that disciplinary action is taken against nondisabled students – in relation to that use or possession of alcohol or drugs. In such cases, the due process procedures contained in the Section 504 regulations will not

apply to protect those students. This provision does not apply to students who are identified as disabled under the Individuals with Disabilities Education Act. However, school personnel may remove an IDEA disabled student to an interim alternative educational setting for not more than 45 school days without regard to whether that student's behavior is a manifestation of his/her disability where that student knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the District's jurisdiction. "Illegal drug," as it pertains to the discipline of IDEA students, means a controlled substance but does not include a controlled substance that is legally possessed or used under the supervision of a licensed health-care professional or under any other authority.

The determination of whether or not a student is under the influence of alcohol or a controlled substance is based upon a variety of information including but not limited to, physical appearances, speech patterns, and witnesses statements. While not required, District administrators may request a student suspected of alcohol use to submit to a Breathalyzer. Conduct that includes possession of or use of alcohol or controlled substances as well as the possession of drug paraphernalia is prohibited and is subject to disciplinary action as set forth in Regulation 2610.

Misconduct and Disciplinary Consequences (Policy 2610): All students attending school in District schools will be expected to accept the obligation and responsibility to attend school on a regular basis and to comply with the District's discipline code set forth in Regulation 2610. Those students who choose not to fulfill their responsibilities at school will be held accountable for their conduct. Consequences for individual acts of misconduct are calculated to discipline the student, to deter future misconduct, and to provide a safe and positive environment in which students can learn. Students who engage in significant acts of misconduct off campus which materially and adversely impact the educational environment of district students to the extent allowed by law will be subject to discipline up to and including expulsion.

STUDENT DISCIPLINE CODE OF CONDUCT

Part of the educational responsibility of South Holt JR/SR High School calls for a disciplined setting to provide a productive learning environment. To achieve this environment, responsibility is to be shared by everyone involved: students, faculty, administration, parents, and member of the community. By sharing this responsibility, the cooperative effort will enhance our educational setting and benefit every student.

The Student Code of Conduct is designed to foster student responsibility and respect for the rights of others, and to ensure the orderly operation of the South Holt School. No code can be expected to list each and every offense, which may result in the imposition of certain disciplinary action. Any conduct not included herein, or an aggravated circumstance of an 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. Individual school counseling services and school health services will be provided

when appropriate. Students in grades 9-12 that are disciplined throughout their 4 years of high school for items B-D, H, J-L, Q, R, T-V, X, and Z may lose the privilege of attending their senior trip.

A. Academic Dishonesty (Cheating/Plagiarism) - To copy from others or to submit work that does not represent one's own work.

First Offense: Loss of credit and parents notified by teacher

Subsequent Offense: Loss of credit, possible failure of quarter, ISS

B. Arson - Starting a fire or causing an explosion with intention to damage property or buildings.

First Offense: 1-10 days of OSS, possible long term suspension or expulsion, notification to law enforcement officials, documentation in student's discipline record.

Subsequent Offense: 10 days of OSS, recommendation for expulsion to the superintendent, notification to law enforcement officials, documentation in student's discipline record.

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

First Offense: ISS, 1-10 days of OSS, recommendation for 11-180 days of OSS, notice to law enforcement officials

Subsequent Offense: 10 days of OSS, recommendation for long term suspension, notification to law enforcement officials

D. Bullying/Harassment - To trouble, worry, intimidate, or torment someone. This includes threats of violence, defamation of a person's race, religion, gender, or ethnic origin.

First Offense: Detention, ISS, 1-10 days of OSS, parents/guardians contacted

Subsequent Offense: ISS, 1-10 days of OSS, legal authorities notified

E. 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 school. In addition, bus riding privileges may be suspended (see transportation section).

1st pink slip: Signatures

2nd pink slip: Driver and parent telephone conference

3rd pink slip: Principal and parent telephone conference; 3 day suspension from bus

4th pink slip: Principal and parent telephone conference; 5 day suspension from bus

Additional pink slips: Principal and parent telephone conference; 10 day suspension from bus

F. Disorderly Conduct - Unruly behavior or behaving as a nuisance by being offensive to public order or decency.

First Offense: Detention, ISS

Subsequent Offense: ISS, 1-10 days of OSS

G. Disrespectful Conduct or Speech - Disrespectful verbal, written or symbolic language or gesture which is inappropriate to the public setting or directed at a staff member.

First Offense: Detention, ISS, 1-3 days of OSS

Subsequent Offense: ISS, 3-10 days of OSS

H. Drugs or Alcohol

a. Possession of or attendance under the influence of any unauthorized prescription drug, alcohol, narcotic substance, counterfeit drug or drug-related paraphernalia, or substance represented to be such on school grounds, bus, or at any school activity.

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

First Offense: 1-10 days of OSS, long term suspension, notification to law enforcement officials, and documentation in student's discipline record. Controlled substance shall be turned over to law enforcement agencies. Possible referral to intervention care group for rehabilitative recommendations. If the student is a senior, they will not be allowed to go on the senior trip.

Subsequent Offense: 11-180 days of OSS, expulsion, notification to law enforcement officials, and documentation in student's discipline record. Controlled substance shall be turned over to law enforcement agencies. Referral to intervention care group for rehabilitative recommendations. If the student is a senior, they will not be allowed to go on the senior trip.

I. Electronic Devices – This includes but not limited to using electronic devices without permission, using social media, and or using for purposes that harm other individuals.

First offense: Device will be confiscated until the end of the day.

Second offense: Device will be confiscated until the end of the day, parent contact, and 30 minute detention

Subsequent offenses: Device will be confiscated until the end of the day and returned to the parent, and 30 minute detention, revoking of permission to have an electronic device at school.

J. Extortion - Threatening or intimidating any student for the purpose of obtaining money or anything of value.

First Offense: ISS, 1-3 days of OSS

Subsequent Offense: ISS, 3-10 days of OSS, recommendation for long term suspension to superintendent.

K. False Alarms - Tampering with emergency equipment, setting false alarms, making false reports.

First Offense: ISS, 1-3 days of OSS

Subsequent Offense: 3-10 days of OSS, law enforcement officials notified, possible long term suspension, documentation in student's discipline record.

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

First Offense: ISS, 1-3 day of OSS

Subsequent Offense: 1-10 days of OSS, Recommendation of 11-180 day of OSS

(possible expulsion)

- M. Graduation** – A student will lose the privileges of participating in graduation exercises if financial obligations are not met or currently serving an out-of-school suspension.
- N. Inappropriate Dress** - See Student Dress Code
First Offense: Student will be required wear extra-large South Holt t-shirt.
Subsequent Offense: Detention
- O. Insubordination** - Defiance of authority, refusal to follow reasonable directions, which includes leaving a classroom without permission from the teacher.
First Offense: Detention, ISS, 1-3 days of OSS
Subsequent Offense: ISS, 1-10 days of OSS
- P. Public Display of Affection** - Physical contact which is inappropriate for the school setting, including hugging, kissing, etc.
First Offense: Administrative warning, detention
Subsequent Offense: Detention, ISS
- Q. Sexual Contact**
First Offense: Principal/Student Conference, 3-5 days OSS
Subsequent Offense: 5-10 days OSS with recommendation of long-term suspension.
- R. Sexual Harassment** -
a. Use of verbal, written, or symbolic language that is sexually harassing.
b. Physical contact that is sexually harassing.
First Offense: ISS, 1-3 days of OSS
Subsequent Offense: 3-10 days of OSS, recommendation for long term suspension or expulsion, Juvenile officer notified
- S. Technology Misconduct** – Breaking the technology agreement.
First Offense: Restitution, Principal/Student conference, loss of user privileges, 3 days ISS
Subsequent Offense: Restitution, Principal/Student conference, loss of user privileges, 3-10 days OSS, Recommendation for long term suspension.
- T. Theft** - Attempt or willful possession of stolen property.
First Offense: Detention, ISS, 1-3 days of OSS, restitution
Subsequent Offense: ISS, 3-10 days of OSS, restitution, law enforcement officials contacted.
- U. Tobacco** - Possession, use, or sale of any tobacco product on school grounds, bus or any school activity.
First Offense: ISS, 1-3 days of OSS
Subsequent Offense: ISS, 1-10 days of OSS
- V. Truancy** - Absence from school without the knowledge and consent of parents/guardian and/or the school administration.
First Offense: ISS
Subsequent Offense: ISS, law enforcement officials notified
- W. Unauthorized Entry** – Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public. This also includes getting into a person’s personal belongings and taking pictures without their permission.

First Offense: Principal/Student conference, Detention

Subsequent Offenses: Principal/Student/Parent conference, Detention, ISS, OSS

X. Vandalism - Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff or students.

First Offense: Detention, ISS, 1-10 days of OSS, student will make restitution for damage done.

Subsequent Offense: ISS, 1-10 days of OSS, student will make restitution for damage, and law enforcement officials contacted.

Y. Verbal Abuse/Threats to Students/Teachers - Obscene, threatening, or disrespectful language in verbal or written form.

First Offense: Detention, ISS, 1-10 days OSS

Subsequent Offense: 3 days ISS, 1-10 days OSS, Recommendation for further suspension.

Z. Weapons - A Weapon is defined to mean one or more of the following:

- a. A firearm as defined in 18 U.S.C. 921
- b. Any device defined including blackjack, concealable firearm, firearm, firearm silencer, explosive weapon (including firecracker), gas gun, knife, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun, or razors.
- c. Any instrument or device customarily used for attack or defense against an opponent, adversary or victim; or any instrument or device used to inflict physical injury or harm to another person.

Firearms and Weapons in School (Policy 2620): The District recognizes firearm and weapon possession as a potential threat to the 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. This 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. The District complies with the provisions of the Improving America's Schools Act of 1994 and other applicable federal and state law.

Nothing in this policy shall prohibit the District from permitting a Civil War re-enactor to bring a Civil War era weapon to school for educational purposes so long as the weapon is not loaded.

Students who violate this policy will be suspended for no less than one (1) year and are subject to permanent expulsion. However, the Superintendent may recommend to the Board a modification of the suspension on a case-by-case basis. Students with disabilities under the Individuals with Disabilities Act and/or Section 504 of the Rehabilitation Act are entitled to the protections of those laws.

In accordance with federal and state law, any student who brings or possesses a firearm or a device considered a weapon on school property or at any school activity will be suspended from school for at least one (1) calendar year or expelled and will be referred to the appropriate legal authorities. The suspension or expulsion may be modified on a case-by-case basis upon

recommendation by the superintendent to the Board of Education. Students who use or possess other weapons defined in this policy will be subject to suspension and/or expulsion from school and will be referred to the appropriate legal authorities.

Detention, In-School Suspension, and Out-of-School Suspension

Discipline (Policy 2600): The District has the authority to discipline for student conduct that is prejudicial to good order and discipline in the schools as provided by state law. School officials are authorized to hold students accountable for misconduct in school, on school property, and during school-sponsored activities. Students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline up to and including expulsion. However, no student will be confined in an unattended locked space except for emergency situations while awaiting the arrival of law enforcement officials.

Students forfeit their right to a public school education by engaging in conduct prohibited in Regulation 2610, the code of student conduct, and/or state or federal law. Disciplinary consequences include, but are not limited to, withdrawal of school privileges (athletics, intramurals, student clubs and activities and school social events); the reassignment of the student to another school; removal for up to ten (10) school days by building principals; extension of suspensions for a total of 180 days by the Superintendent; and longer term suspension and expulsion from school by the Board of Education. See also Policies 2610, 2662, and 2663.

Removal of any student who is a student with a disability under Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act is subject to state and federal procedural due process rights. See policy 2672 and its corresponding regulation. (Policy 2600)

After-school detention, in-school suspension (ISS), and out-of-school suspension (OSS) will be used as the normal methods of student discipline. The principal has the authority to suspend any student for misbehavior or for other sufficient reason. Out-of-school suspension carries with it the forfeiture of whatever credit could have been earned and loss of participation in extracurricular activities. Students whose conduct is judged to be detrimental to the student body may, on the recommendation of the superintendent and principal, be expelled from school by the Board of Education. In accordance with the 1996 Safe Schools Act, several disciplinary actions must be reported to legal authorities and could include up to a 365-day expulsion for school.

These offenses include:

Arson	Forcible rape	Possession of a weapon
Assault	Forcible sodomy	Robbery
Bomb Threat	Murder	Sale or distribution of drugs
Distribution of drugs to a minor		Willfully inflicting injury on another

Detention (Policy 2660): The provisions of a detention program for student violations of policies, rules and regulations shall provide principals with an additional alternative for dealing

with disciplinary problems that occur in the schools. Detention is an assigned before-school and/or after-school period, during which student activity is closely monitored and severely restricted. Students are expected to be quiet during the entire detention period and to work exclusively on assigned tasks.

In-School Suspension (Policy 2661): In-school suspension is a structured disciplinary action in which a student is isolated or removed from regular classroom activities, but is not dismissed from the school setting. The principal/ designee may assign students to the in-school suspension program for a reasonable and specified period of time.

Suspension (Policy 2662): Suspension refers to an exclusion from school for a specific period of time short of permanent exclusion. Building principals are authorized to suspend students for periods of time not to exceed ten (10) consecutive school days for violation of District regulations, and are authorized to impose additional suspensions of not more than 10 consecutive school days in the same school year for separate acts of misconduct. Building principals may also recommend extensions of suspension for periods of time up to 180 consecutive school days by the Superintendent. The Superintendent of schools may suspend students for periods up to 180 consecutive school days and recommend longer suspensions and expulsions to the Board of Education. Only the Board may impose suspensions in excess of 180 consecutive school days.

Expulsion (Policy 2663): The term "expulsion" refers to permanent exclusion from school. If a student consistently or grossly refuses to conform to school policies, rules and/or regulations, the Superintendent may recommend to the Board of Education that the student be expelled from school. Parent(s) (guardian(s)) may waive the right to a hearing for their student provided the student is under the age of eighteen (18) and provided the waiver is in writing.

Reporting of Violent Behavior (Policy 2673): The District requires school administrators to report acts of school violence to all teachers at the attendance area and other District employees who are directly responsible for the student's education or who interact with the student in the performance of the employee's duties, and who have a need to know. School administrators will also disclose to appropriate staff members portions of any student's individualized education program that is related to past or potentially future violent behavior. Violent behavior and the phrase acts of school violence are defined as the use of physical force by a student with the intent to do serious physical injury to another person while on school property, including a school bus, or while involved in school activities.

In addition the Superintendent/designee will report to law enforcement officials, as soon as is reasonably practicable, the commission of any of the acts or related juvenile offenses listed in Regulation 2673, which are committed on school property, including school buses, or while involved in school activities.

Enrollment or Return Following Suspension and/or Expulsion (Policy 2664): No student shall be readmitted, or permitted to enroll or otherwise attend school (except as may otherwise be required by law), following a suspension or expulsion from this or any other school until the District has conducted a conference to review the conduct that resulted in the expulsion or suspension, and any remedial actions needed to prevent any future occurrences of such or related conduct.

Student Discipline Hearings (Policy 2671): Parents/guardians of students suspended for more

than ten (10) school days may make a written request for a hearing before the Board of Education. This request will be addressed to the Superintendent who will review all matters concerning the suspension and refer the request for a Board hearing. In conducting a discipline hearing the Board will carefully consider the information presented by the administration and by the parent/guardian. In making its decision concerning guilt and innocence as well as punishment, the Board will be mindful of Board discipline policies in place, the effect of its decision upon the individual student, and the safety and welfare of District students and staff.

Discipline of Students with Disabilities (Policy 2672): The obligation and the responsibility to attend school regularly and to comply with the District's discipline policies applies to all students. The District may discipline a student with a disability who has not complied with the District's discipline policies in a manner that is consistent with the District's policies and applicable law. Special education services will be provided to a disabled student if the student has been removed from school for more than ten (10) school days. If a student with a disability is removed for less than ten (10) cumulative days, educational services will be provided only if such services are provided to students without disabilities who have been similarly removed in accordance with applicable federal and state law and Board policy.

NONDISCRIMINATION AND STUDENT RIGHTS

Equal Opportunity (Policy 1300): The District is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion and contracted service. The District further commits itself to the policy that there shall be no unlawful discrimination against any person because of race, color, religion, disability, age, gender or national origin. The District's equal opportunity policy extends to prohibitions against unlawful harassment of students or employees because of the individual's race, color, religion, disability, age, gender or national origin.

Religious Expression (Policy 1110): The District is committed to provide educational services and to maintain a learning environment, which does not limit or deny participation in constitutionally protected prayer or other protected religious expression. Consistent with the provisions of the First Amendment, the District and its employees, who are engaged in official duties, will not sponsor any religious activity or expression. Conversely, the District and its employees, who are engaged in official duties, will not discourage or preclude religious expression that is privately initiated, consistent with this policy and regulation. (For Board policy regarding instruction and religious or controversial issues, refer to Policy 6242 - Religious or Controversial Issues.)

Drug-Free Schools (Policy 2641):

Pursuant to requirements of the 1989 amendments of the Drug-Free Schools and Communities Act and to the requirements of the Safe Schools Act, and for the purpose of preventing the use of illicit drugs and alcohol by students, the District shall provide age-appropriate, developmentally based drug and alcohol education and prevention programs to all students from early childhood level through grade twelve (12). (See also Policy 6130 - Drug Education.) Such programs will

address the legal, social and health consequences of drug and alcohol use, and provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.

The District shall provide information about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to students. Students may be required to participate in such programs in order to avoid suspension or expulsion if they are found to be in violation of this policy. All parents/guardians and students shall annually be provided with a copy of this policy.

The District certifies that it has adopted and implemented the drug prevention program described in this policy in the form required by the Department of Elementary and Secondary Education or the United States Department of Education. The District conducts a biennial review of such program to determine its effectiveness, to implement necessary changes and to ensure that the disciplinary sanctions are consistently enforced.

Civil Rights, Title IX, Section 504 (Policy 1310): The District assures that it will comply with:

1. Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d et seq., which prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance.
2. Section 504 of the Rehabilitation Act of 1973 (Section 504), as amended, 29 U.S.C. 794, which prohibits discrimination on the basis of disability in programs and activities receiving Federal financial assistance.
3. Title IX of the Education Amendments of 1972 (Title IX), as amended, 20 U.S.C. 1681 et seq., which prohibits discrimination on the basis of sex in educational programs and activities receiving Federal financial assistance. The provisions of Title IX apply to students with regard to educational opportunities and freedom from harassment, employees with regard to employment opportunities and freedom from harassment, and to individuals with whom the Board does business.
4. The Age Discrimination Act of 1975, as amended 42 U.S.C. 6101 et seq., which prohibits discrimination on the basis of age in programs or activities receiving Federal financial assistance.
5. All regulations, guidelines, and standards lawfully adopted under the above statutes by the United States Department of Education.

The District shall appoint an administrator(s) to assure compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, and the Age Discrimination Act of 1975. A District may designate only one employee to serve as both the Title IX and Section 504 Coordinator. In that case, the individual must assume the responsibilities of both coordinators. Those responsibilities are outlined in Regulation 1310.

It is the policy of the District to process all grievances in a fair and expeditious manner, with the intent of resolving them in a mutually agreeable manner. Regulation 1310 provides mechanisms

for the resolution of grievances/complaints by employees, patrons and/or students relating to discrimination under Section 504 and Title IX.

This policy and the corresponding regulation do not pertain to the identification, evaluation or placement of students under Section 504. The topics of the identification, evaluation and placement of students under Section 504 are addressed in the following separate District policies and regulations: Policy and Regulation 2110 - Equal Education Opportunity, and Policy and Regulation 6250 - Instruction for Students with Disabilities.

For issues pertaining to freedom from harassment, refer to Policy and Regulation 2130 - Harassment, and Policy and Regulation 4810 - Sexual Harassment.

Nondiscrimination and Student Rights (Policy 2100): The Board of Education reaffirms its belief that every student regardless of race, color, sex, national origin, age, ethnicity, religion, disability, sexual orientation or perceived sexual orientation be given equal opportunity for educational development.

The Board recognizes the importance of providing each student with a school environment conducive to intellectual, emotional and social growth through participation in a full range of educational programs and activities. Board and staff commitments insure equal educational opportunities in course offerings, guidance and counseling, test procedures, extracurricular activities, discipline procedures and student support services.

Harassment-Students (Policy 2130): It is the policy of the District to maintain a learning environment that is free from harassment because of an individual's race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation. The School District prohibits any and all forms of unlawful harassment and discrimination because of race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation.

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

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

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

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

The District prohibits retaliation against a person who files a complaint of discrimination or harassment, and further prohibits retaliation against persons who participate in related proceedings or investigations.

Student Educational Records (Policy 2400): A cumulative educational record shall be maintained for each student from his/her entrance into school through the last date of attendance or through graduation, whichever occurs first.

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

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

The parents/guardians of students who are attending or have attended the District's schools have the right to inspect and review the educational records of their students and to request amendment of their students' educational records. The District has adopted procedures (Regulation 2400) for the granting of parental requests for access to the educational records of their students within a reasonable period of time, but in no case more than forty-five (45) days after the request is made.

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

Upon request by military recruiters or an institution of higher learning, the District will provide

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

BULLYING

Definition:

"Bullying" means intimidation or harassment that causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of, but is not limited to, physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting of such acts. Bullying by students is prohibited on school property, at any school function, or on a school bus.

"Cyberbullying" means bullying as defined in this subsection through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager."

First Offense:	Detention, ISS, 1-10 days of OSS, parents/guardians contacted
Subsequent Offense:	ISS, 1-10 days of OSS, legal authorities notified

Any student who believes they have been a victim of bullying, sexual harassment, or harassment should report it to a teacher, administrator, or complete the online reporting tool located on the South Holt website as soon as possible.

Bullying (Policy 2655): The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation by students toward District personnel or students on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict physical, emotional or mental suffering on another individual or group of individuals.

Bullying occurs when a student:

- Communicates with another by any means including telephone, writing, cyberbullying, or via electronic communications, intention to intimidate, or inflict physical, emotional, or mental harm without legitimate purpose, or
- Physically contacts another person with the intent to intimidate or to inflict physical, emotional, or mental harm without legitimate purpose. Physical contact does not require physical touching, although touching may be included.

Students who are found to have violated this policy will be subject to the following consequences depending on factors such as: age of student(s), degree of harm, severity of

behavior, number of incidences, etc. Consequences: Loss of privileges, classroom detention, Conference with Teacher, parents contacted, conference with Principal, in-school suspension, out-of-school suspension, expulsion and law enforcement contacted. District employees are required to report any instance of bullying of which the employee has first-hand knowledge. Moreover, the District will provide training for employees relative to enforcement of this policy.

STUDENT COMPLAINTS AND GRIEVANCES

Any alleged act of unfairness or any decision made by school personnel, which students and/or parents/guardians believe to be unjust or in violation of pertinent policies of the board or individual school rules, may be appealed to the school principal or a designated representative. The following guidelines are established for the presentation of student complaints and grievances.

1. The principal shall schedule a conference with the student and any staff members involved to attempt to resolve the problem. Parents/Guardians may be involved in the conference or a later conference for parents/guardians may be scheduled at the discretion of the principal.
2. If the problem is not resolved to the satisfaction of the student and/or parents/guardians, a request may be submitted for a conference with the Superintendent of Schools. The superintendent shall arrange a conference to consider the problem and inform participants of the action that will be taken.
3. If the student and/or parents/guardians are not satisfied with the action of the superintendent, they may submit a written request to appear before the Board of Education. The decision of the Board will be final.

All persons are assured that they may utilize this procedure without reprisal. All records of notices, conferences, and actions taken to resolve student complaints and grievances will be filed and identified as grievance records, and will not be placed in personnel files.

STUDENT DRESS CODE

The Board of Education expects student dress and grooming to be neat, clean and in keeping with community standards, so that each student may share in promoting a positive, healthy and safe atmosphere within the School District. This expectation includes the school day and school sponsored extracurricular activities. Students shall observe modes of dress and standards of personal grooming that are in conformity with the educational environment and necessary to maintain an orderly and safe atmosphere for all students. Apparel is expected to conform to reasonable student standards of modesty, and as such, no excessive or inappropriate areas of skin or undergarments may be exposed. No apparel or grooming which presents a safety concern is permitted. No apparel displaying messages that are gang-related, sexually explicit, vulgar, violent, or advocating illegal activities is permitted. Further, no clothing or personal grooming

that disrupts, or can be forecasted to disrupt, the educational environment is permitted. (Policy 2651)

Apparel worn by students must be neat, must adequately cover the wearer, and must be in no way distracting or disruptive to the academic process.

School policy prohibits

- Apparel that is backless and/or exposes the midriff. This includes, but is not limited to, halter tops, crop tops, tube tops, tie-strap/tie-back tops, and related clothing.
- Shirts with the arms cut out are not allowed for either boys or girls.
- Sleeveless tops, tank tops, and garments with spaghetti straps are allowed, but they must be of such a style that they adequately cover the wearer and are not revealing.
- Undergarments are expected to be worn, and all undergarments must be covered for both boys and girls.
- Shorts, skirts, and dresses must be of sufficient length to adequately cover the wearer. Anything shorter than fingertip length may be deemed inappropriate.
- Other prohibited clothing that is revealing; see-through garments; clothing that refers to drugs, alcohol, or tobacco products; clothing that has improper designs; clothing with language that is vulgar, abusive or suggestive.
- Sunglasses, hats, or ball caps may not be worn in the building upon arrival to school and throughout the school day.
- Shoes must be worn. The administration has the responsibility of determining apparel that is unacceptable or disruptive. Students wearing unacceptable attire will be given extra-large South Holt t-shirts to wear for the remainder of the day. The dress code applies to clothing worn during the school day, during before- and after-school activities (except for formal dances).

CARS AND PARKING

Due to the potential danger of accidents occurring, students will not drive a car or ride in a car driven by anyone other than a parent during the school day unless special permission is given and approved by the principal. Driving a car is considered a privilege. You are to park your car or motorcycle upon arrival at school and not enter it again until leaving at the end of the day. Any student not driving in a safe and proper manner on the streets adjacent to the school may have the privilege of parking a car on the school parking lot revoked. Be particularly watchful of the elementary children. Please exit to the south of the football field at the end of the school day to avoid the congestion at the 4-way stop. No student cars are to be parked on the street of the east side of the school.

HILLYARD TECHNICAL SCHOOL

For those South Holt students who have chosen to attend Hillyard Technical Center (HTC), the training possibilities are excellent. In order to receive the best possible training, regular attendance is a must. The safe transportation of our students to and from St. Joseph is our number one priority. To accomplish these goals the district has provided the following rules and information:

1. If South Holt does not have school because of winter weather, Hillyard students will not go to St. Joseph.
2. If South Holt is not in session, and HTC is in session, students WILL attend Hillyard.
3. If Hillyard is not in session, and South Holt is in session, students will not be expected to report until their South Holt classes until 5th hour.
4. The end of the regular school year at South Holt will also be considered the end of the school year for Hillyard students.
5. Students attending HTC will be expected to abide by all bus rules.
6. Students are not to leave South Holt once they return from HTC. They are to stay in a designated area (lunchroom or teacher classroom-with permission). No roaming the halls.
7. Students are required to ride the bus to and from Hillyard. Roll will be taken by the bus driver for both the rides down and back.
8. Violations of this rule will result in the following consequences:
 - **First offense:** Warning
 - **Second offense:** One hour detention.
 - **Third offense:** One day in-school suspension (ISS) upon return from Hillyard.
 - **Fourth offense:** One day out of school suspension (OSS). Student will not be allowed to enroll at HTC for the following semester.
9. Exceptions:
 - a) Working/Clinicals (provide days of the week to administration for approval)
 - b) Periodically taking a vehicle to HTC for service or repair.
 - c) Situations that require a student's early dismissal from Hillyard (doctor/dentist appointment, school function, etc.)

These exceptions require written approval in advance from parents, and all requests must be approved by the principal.

HEALTH SERVICES

The school nurse will be at our school twice per week (usually Wednesdays and Thursdays) during the school year. Various tests will be conducted, such as eye, ear, etc. Students feeling sick should report to the office. They will then be sent to the nurse on the days she is in the building. Before any student leaves the school, he or she must report through the office. Parents will be notified before sending a student home from school.

Food Allergies

Students are not to share or trade food at any time. Other students in the school (or bus) may have a LIFE-THREATENING food allergy, usually to NUTS/PEANUTS. Always check with

the classroom teacher with regards to any food allergies if bringing foods to school for parties/classroom events.

Administering Medicines to Students

Regulation 2870

Prescription Medication

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

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

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

Medication is kept in the nurse's office at all times.

Over-the-Counter Medication

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

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

Emergency Medication

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

Storage and Administration of Medication

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

The administration of medication, including over-the-counter medications, is a nursing activity, governed by the State of Missouri Nursing Practice Act. It must be performed by the registered professional school nurse. The nurse may delegate and supervise the administration of medication by unlicensed personnel who are qualified by education, knowledge and skill to do so. The registered nurse must provide and document the requisite education, training, and competency verification. The nurse is also empowered to contact the prescriber or pharmacist filling the prescription to discuss the prescription if the nurse has questions regarding the administration of such medication. Qualified employees will be held harmless and immune from civil liability for administering medication or medical services in good faith and according to standard medical practices.

School employees who are not qualified according to standard medical practices will not be required to administer medications or medical services. Such unqualified employees who refuse to administer medications or medical services will not be subject to disciplinary action for such refusal.

Pre-filled Auto Syringes

A school nurse or other school employee trained and supervised by the nurse may be authorized by the Board of Education to maintain an adequate supply of pre-filled auto syringes of epinephrine with fifteen hundredths milligram (15/100 mg) or three tenths milligram (3/10mg) delivery at school. The school nurse shall recommend to the school board, through the superintendent, the number of pre-filled epinephrine auto syringes to be maintained at each school. Licensed school nurses have the discretion to use an epinephrine auto syringe on any student the school nurse believes is having a life threatening anaphylactic reaction based upon the nurses training in recognizing an acute episode of an anaphylactic reaction. Trained employees administering life-saving methods will be immune from civil liability for administering life-saving methods for administering a pre-filled auto syringe in good faith consistent with standard medical practices.

Self-Administration of Medication

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

1. A licensed physician has prescribed or ordered such medications for use of the student and has instructed the student in the correct and responsible use of such medications;

2. The student has demonstrated to the student's licensed physician or designee and the school nurse, the skill level necessary to use the medications and any device necessary to administer such medications;
3. The student's physician has appended and signed a written treatment plan for managing asthma and anaphylaxis episodes of the student and for medications for use of the student. Such plan will include a statement that the student is capable of self-administering the medication under the treatment plan;
4. The student's parent/guardian has completed and submitted to the school the student's treatment plan and liability statement.
5. The student's parent/guardian has signed a statement acknowledging that the district and its employees will incur no liability as a result of any injury arising from self-administration of medication by the student or administration of such medication by school staff. (see Form 2870.1)

The authorization for the possession and self-administration of medication to treat a student's asthma or anaphylaxis permits authorized students to possess and self-administer such student's medication while in school, at a school sponsored activity, and in transit from school or school sponsored activity. Such authorization will be effective for the school year when issued and for the school attended when the authorization is issued. Such authorization must be renewed each subsequent year in order to remain effective. Information concerning the student's condition treatment plan, authorization, and related documents will be kept on file in the school nurse's office and be easily accessible in the event of an asthma or anaphylaxis emergency. Duplicate prescribed medication, as described in this policy, will be kept in the school's nurses office and be reasonably accessible to the student and school staff in the event of an asthma or anaphylactic emergency.

Cardiopulmonary Resuscitation Training

Upon Board of Education authorization, the District will provide instruction in cardiopulmonary resuscitation to District students in grades 9-12. The instruction will be part of a health educational course and will include hands-on practice and skill testing to support cognitive learning. However, the District may elect to develop an agreement with a first responder to provide the required practice and testing. Students with disabilities may participate to the extent appropriate as determined by the student's IEP or 504 Plan.

Administration of Asthma Rescue Medication

The Board of Education, by a majority vote, may authorize a licensed registered nurse to maintain a supply of asthma related rescue medication at each District school. The nurse will recommend the quantity of such medication to be maintained. The asthma rescue medication will be obtained by prescription written by a licensed physician, a physician's assistant, or nurse practitioner. Such prescription shall list the District as the patient, will contain the nurse's name,

and will be filled at a licensed pharmacy. A school nurse or other school employees trained by and supervised by the nurse shall have the discretion to use asthma related rescue medications on any student the school nurse or trained employee believes is having a life-threatening asthma episode based upon their training in recognizing an acute asthma episode. Immunity, under §167.624, from civil liability for trained employees administering life-saving methods shall apply to trained employees administering an asthma related rescue medication under this policy.

Parent/Guardian Administration

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

Exception for Potentially Harmful Administration

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

Students with Communicable Diseases (Policy 2860)

A student shall not attend classes or other school-sponsored activities, if the student (1) has, or has been exposed to, an acute (short duration) or chronic (long duration) contagious or infectious disease, and (2) is liable to transmit the contagious or infectious disease, unless the Board of Education or its designee has determined, based upon medical evidence, that the student:

1. No longer has the disease.
2. Is not in the contagious or infectious stage of an acute disease.
3. Has a chronic infectious disease that poses little risk of transmission in the school environment with reasonable precautions.

School officials may require any child suspected of having a contagious or infectious disease to be examined by a physician and may exclude the child from school, in accordance with the procedures authorized by this policy, so long as there is a substantial risk of transmission of the disease in the school environment.

A student who has a chronic infectious disease, and who is permitted to attend school, may be required to do so under specified conditions. Failure to adhere to the conditions will result in the student being excluded from school. A student who has a chronic infectious disease and who is not permitted to attend school or participate in school activities will be provided instruction in an alternative educational setting in accordance with District policy.

Students with acute or chronic contagious or infectious diseases and their families have a right to privacy and confidentiality. Only staff members who have a medical reason to know the identity

and condition of such students will be informed. Willful or negligent disclosure of confidential information about a student's medical condition by staff members will be cause for disciplinary action.

The District will implement reporting and disease outbreak control measures in accordance with the provisions of Missouri Department of Health publication PACH-16, "Prevention and Control of Communicable Diseases: A Guide for School Administrators, Nurses, Teachers and Day Care Operators," a copy of which shall be on file in the office of the Supervisor of Health Services and in the office of each school nurse.

Health Information Records (Policy 2410): Except as otherwise required to comply with the Individuals with Disabilities Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 (Section 504), records containing student health information will be stored separately from other student records in a locked file cabinet or in a secure computer file.

SCHOOL BUS TRANSPORTATION

The safety of students during their transportation to and from school is a responsibility which they and their parents/guardians share with the bus drivers and school officials. Therefore, the rules of student conduct will be issued to all students at the beginning of the school year, and to new students upon enrollment. (Policy 2652)

The bus driver is in charge of the students riding the bus and the same relationship exists as if the student were in a classroom. Riding the bus is a privilege that may be revoked if the student cannot behave. **All students representing South Holt High School in activities will ride the bus to and from events unless picked up by their parent.** Bus transportation is provided to students living more than one mile from school. In addition, most students ride the bus for field trips or special occasions. Buses are considered an extension of the school environment. Classroom conduct is expected. School administrators will work with bus drivers in enforcing the following rules and consequences to ensure the safety of all passengers.

If you know that your child/children will not be riding the bus for a few days for some reason, please call your bus driver and let him/her know. If you wish for your child to go home on the bus with another student you must send a signed, dated note to school. Some buses are very full. You will be notified if your request cannot be approved.

Bus Rules:

1. Follow the driver's instructions at all times.
2. Bus drivers have the authority to assign seats to individual students or all students. If seats are assigned: sit in your assigned seat; do not sit in someone else's assigned seat.
3. Sit in the seat properly and stay seated while bus is in motion. (Do not kneel in the seat.)
4. Keep all objects (including hands, arms, head, legs) inside the bus and out of the aisle. (Never throw anything out the bus windows.)

5. Speak quietly using only acceptable language. (No yelling, screaming, profane language/ gestures, or sexually oriented remarks.)
6. Help keep the bus safe, clean, and in good repair. (No littering, marking on, or damaging the bus in any way.)
7. The possession/use of tobacco, alcohol, or drugs in any form (including look-a-likes) is prohibited.
8. Treat other riders with respect. Keep hands, feet, and objects to yourself. (No crowding, pushing, fighting, teasing, or disturbing other riders.)
9. Glass objects, sharp objects, weapons (real or toy), ammunition, and matches/lighters, etc., and materials of a sexual nature are not allowed on the bus.
10. Each driver has the authority to allow (or not allow) radios, and CD players on the bus. If allowed, they must be personal size, and earphones must be used
11. Each driver has the authority to allow (or not allow) food and/or drink on the bus. If allowed, riders are responsible to keep the bus free of trash and to clean up spills, etc.

Consequences:

Consequences for breaking bus rules include the following: loss of a privilege, confiscation of items, pink slip, parent conference, suspension of bus riding privileges, cleaning of the bus, restitution for property damage, in-school/out-of-school suspension.

For most offenses the bus driver will issue a pink slip. Pink slips must be signed by the driver, parent, and principal. The following progression of consequences will apply:

1st pink slip: Signatures

2nd pink slip: Driver and parent telephone conference

3rd pink slip: Principal and parent telephone conference; 3 day suspension from bus

4th pink slip: Principal and parent telephone conference; 5 day suspension from bus

Additional pink slips: Principal and parent telephone conference; 10 day suspension from bus

For serious offenses (including deliberate/open defiance, fighting, weapons, drugs, property damage) the usual progression of consequences may be set aside and more serious consequences applied.

STUDENT TRAVEL TO EXTRACURRICULAR EVENTS

Student travel to and from extracurricular events is the responsibility of the South Holt School District. From a liability standpoint student travel is so important that delegating travel to anyone other than the student's parents is a questionable act. With this in mind, we want to reiterate the current policy. Students traveling to an event on district-provided transportation will ride home on district-provided transportation unless the student's parent/guardian personally sees the group sponsor to tell them their son/daughter will be riding home with them and signs a release sheet indicating that their son/daughter will not be riding the bus home. **Only under emergency or very necessary situations will a student be allowed to ride to or from an event with someone other than the parent/guardian.**

SOUTH HOLT R-1 ACTIVITY ACADEMIC POLICY

Junior or Senior High school students wishing to participate in any school-sponsored activity, either during or after school hours, must meet the following local academic requirements:

1. A student must be in attendance at school all day to be eligible to participate in any school activity that night, unless prearranged with the principal. Should a student miss school on Friday, he/she will be ineligible for Saturday activities unless consent is given by administration prior to the absence. A parent call does not necessarily excuse an absence unless an administrator grants permission. Students with appointments (doctor, dental, etc.) must present a note from that professional to the high school office upon their return to school.
2. The student must maintain the appropriate academic standards. The minimum South Holt academic standard requires that High School and Junior High students pass 3.0 units of credit, or 80% of the maximum-allowable credits which may be earned, **whichever is greater**, to maintain eligibility for the next semester.
(Ex. 80% of the 4.0 credits available to SH students each semester equals 3.2 credits.) **In other words, a student can fail no more than one class the preceding semester and still retain his/her eligibility.**

STUDENT ELIGIBILITY STANDARDS FOR EXTRACURRICULAR ACTIVITIES

PHILOSOPHY

The South Holt R-I School District believes that participating in extracurricular activities is a valuable experience for all students. Additionally, the district believes that participation in extracurricular activities is a privilege and not a right. The purpose of extracurricular activities is to develop leadership, good sportsmanship, school pride, and new and lasting relationships.

ACTIVITIES

Activities are defined as any and all school-sponsored events, whether they occur on school property or off school property under the direct sponsorship of the school. Activities governed by the Missouri State High School Activities Association (MSHSAA) are included, as are other activities including but not limited to: FFA, FCCLA, Student Council, National Honor Society, academic contests, field trips (including senior trip), and school dances.

CITIZENSHIP

All students at South Holt R-I are to conduct themselves in a manner that brings credit to the group, team, school, community, family, and themselves. MSHSAA By-law 212 requires that student participants in extracurricular activities be "creditable citizens". At South Holt R-I the citizenship requirement extends beyond MSHSAA activities to all school-sponsored activities.

CONDUCT AND CONSEQUENCES

Any student deemed to not be a “credible citizen” may be declared ineligible to participate in extracurricular activities by the school administration. The consequences outlined in this policy are minimum guidelines for student suspension from activities.

Coaches and sponsors may initiate their own rules and guidelines, provided they have been discussed with administrators and participants. Further disciplinary consequences as outlined in the school’s discipline policy may also be imposed.

CONSEQUENCES

Any student found to be in possession of any type of tobacco product will not be allowed to participate in approximately 10% of the season each time the offense occurs.

For any student found to be in possession of alcohol, unauthorized prescription drugs, narcotic substances, counterfeit (or look-alike) drugs, drug-related paraphernalia, or any type of illegal drug by a teacher, administrator or law enforcement official:

1st Offense: Student will not be allowed to participate in the next ten (10) percent of that sports season.

2nd Offense: Student will not be allowed to participate in the next fifty (50) percent of that sports season.

For any student deemed to be a non-credible citizen for such actions as theft, vandalism, or destruction of property, the above list of penalties would apply.

Should a student reach the second offense, a panel of coaches and the athletic director will meet to determine the future eligibility of the student should a third offense occur.

All offenses will carry over for one (1) calendar year. If at the end of that calendar year no other offenses have occurred, the student’s record will be wiped clean and he/she will be allowed to start over.

24-Hour Rule:

Parents or relatives who wish to speak with coaches after a game about conflicts (playing time, benching, technical fouls, etc.) must wait until the next day to do so, and schedule the parent-coach conference in advance. South Holt administrators will likely sit in on such meetings. This restriction serves as a “cooling-off” period to allow both parents and coaches to think the situation over, and allows the school to gather any relevant information (Officials reports, attendance records, etc.) prior to the meeting. **Failure to adhere to the 24-hour rule may result in the parents being banned from attending athletic events for the rest of the season, both home and away.** (Other area schools will honor any such South Holt ban.)

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 South Holt R-1 School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, 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 South Holt R-1 School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The South Holt R-1 School District assures 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 South Holt 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 South Holt R-1 Superintendent's office anytime Monday through Friday from 8:30 a.m. to 4:00 p.m.

Title IX Coordinator:

Mr. Bob Ottman, Superintendent
201 South Barbour Street
Oregon, MO 64473
Phone: 660-446-2282
Email: ottmanb@southholtr1.com

Section 504 Coordinator:

Ms. Haylee Olberding, School Counselor
201 South Barbour Street
Oregon, MO 64473
Phone: 660-446-3454
Email: Olberdingh@southholtr1.com

This notice will be provided in native languages as appropriate.
Rev. August 15, 2013

South Holt R-1
2018-2019 School Calendar

Aug. 14, 2018	Open House
Aug. 15	Student's First day
Aug. 16	Hillyard Technical Center 1 st day
Sept. 3	No School(Labor Day)
Sept. 15	1 st Quarter Midterm grades
Sept.12	No School for Students-Teacher PD
Sept. 15	Early Out-1pm Dismissal
Oct. 16	1 st Quarter Ends
Oct. 25	No School P/T Conferences
Oct. 26	No School
Nov. 5	No School for Students-Teacher PD
Nov. 10	2 nd Quarter Midterm
Nov. 21-23	No School-Thanksgiving Break
Dec. 21	Early Out-1pm Dismissal
Dec. 21	1 st Semester/2 nd Quarter Ends
Dec 22, 2018-Jan. 6, 2019	No School-Winter Break
Jan. 7	No School for Students-Teacher PD
Jan. 8	2 nd Semester Begins-Students Return
Jan. 21	No School-Martin Luther King Day
Feb. 2	3 rd Quarter Midterm
Feb. 4	No School for Students-Teacher PD
Feb. 18	No School-Presidents Day
Mar. 4	No School-Teacher PD
Mar. 12	3 rd Quarter Ends
Mar. 22	No School
Apr. 18	Early Out -1pm Dismissal
Apr. 19-Apr. 22	No School Spring Break
Apr. 13	4 th Quarter Midterm
May 3	Seniors Last Day
May 6-7	Senior Trip
May 15	Last Day of School for Students-1pm Dismissal
May 15	2 nd Semester/4 th Quarter Ends
May 16	Last Teacher Day (Snow Makeup Day 1)
May 19	Graduation
May 17-23	Snow Makeup Days if Needed

South Holt R-I Student Technology Acceptable Use Policy

The South Holt R-I School district provides technology to our students as one of many tools to promote and encourage learning.

The technology available to students has been set up for, and its use is limited to, activities connected with their education at South Holt R-I School. The guidelines included in the agreement are not all inclusive but are based on South Holt R-I School Board Policy. The administration of South Holt R-I School may remove the privileges for technology use at any time for abusive conduct. Further disciplinary action may be taken and, if appropriate, referral to law enforcement officials will occur.

1. Students have no right to personal privacy on school district computers or through programs and resources provided by the district. All files are subject to open monitoring and review by district and school personnel.
2. Students are not permitted to obtain, download, view or otherwise access materials which may be deemed unlawful, abusive, obscene, pornographic, descriptive of destructive devices, or otherwise objectionable.
3. Students may not reveal their names, personal addresses, telephone numbers or the names, addresses or telephone numbers of students, employees, or other individuals through electronic means.
4. Technology services and features are intended for educational use, defined as those activities directly related to current class assignments. Any commercial use (offering, providing, purchasing of, or subscribing to products or services) is expressly forbidden.
5. Students are not to access a login and/or password other than the one assigned to them by the district. Providing your password or attempting to acquire the password of another user is expressly forbidden. Any problems that occur from the users sharing his/her account/password are the responsibility of the account holder.
6. Web surfing is expressly forbidden.
7. Non-educational games are expressly forbidden.
8. Student files should be saved to the folder provided on the network. No files should be saved to the local machine. Any electronic storage devices used on district machines must be virus scanned prior to each use with district equipment.
9. E-mail services and access to e-mail accounts are restricted to those e-mail accounts provided to students by the district, and are limited in use to those activities directly related to the completion of class assignments and course activities.
10. Adding, removing, or changing computer programs and settings must be cleared with the Technology Coordinator. (This includes desktop designs, the location of icons, and monitor settings.)
11. Students are not to use technology without proper staff supervision.
12. Student technology users are expected to be polite and non-abusive. Using inappropriate language, insulting, harassing, or threatening will not be tolerated.

13. Student users may not use the district's resources in such a manner that would damage, disrupt, or prohibit the use of the network by other users. Use of district resources for unlawful purposes will not be tolerated and is prohibited.
14. While the district provides access to electronic resources, it makes no warranties, whether expressed or implied, for these services.
15. In compliance with the applicable provisions of the Children's Internet Protection Act (CIPA- the District shall use filtering, blocking or other technology to protect students from accessing Internet sites that contain visual depictions that are obscene, pornographic, or harmful to minors.
16. Rules for technology use may be reviewed and modified from time to time by the administration of the South Holt R-I School District. Students are subject to these modified rules and regulations. Consequences for misuse of technology will be found in the discipline policy of the South Holt R-I School District.

Parents wishing their child's picture or school related work NOT be published on the district web page (www.southholtr1.com) should submit a separate signed, written request including the student's name to the building principal for that student.

PRINT- Student Name: _____

Date: _____ GRADE IN SCHOOL THIS YEAR: _____

Student Signature: _____

Parent Signature: _____

SOUTH HOLT DIRECTORY INFORMATION

OPT-OUT REQUEST FORM

School officials may release “Directory Information”. This includes print and electronic publications of the school district. Such information is also considered a “public record” which must be released upon demand to any person who requests it, under the Missouri Sunshine Law. Directory information is information designated by the school district which, if disclosed, would not generally be considered harmful or an invasion of privacy.

The school district designates the following items as Directory Information: student’s name, parent’s name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports including audiovisual or photographic records of the openly visible activities thereof (e.g. artistic performances, sporting contests, assemblies, service projects, award ceremonies, etc.), weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended, and photograph including photos of regular school activities that do not disclose specific academic information about the child and/or would not be considered harmful or an invasion of privacy.

Parents or eligible students will have ten (10) school days after the annual public notice to view the student’s directory information and the school district’s Opt-Out form stating in writing that they choose to not have this information released. Unless notified to the contrary in writing within the ten (10) school day period, the school district may disclose any of those items designated as directory information without prior written consent. You may pick the form up in the South Holt JH/HS.

The Opt-Out Request Form must be completed on an annual basis. This form is located in the main office, located at 201 South Barbour Street, Oregon, MO, 64473.

I choose to “Opt-Out” and *not* have my child’s Directory Information released.

Student Name: _____ **Date of Birth:** _____

School: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Handbook Signature Page

This student handbook is a guideline for you and is issued to provide the needed information for students and parents. It is not all-inclusive, and the Board Policy Handbook takes precedence over this handbook should any conflict exist. Teachers may also have rules specific to their individual classrooms.

Thank you for reading the South Holt 7-12 Student Handbook. If you have any concerns, please contact the high school administration. The handbook is a general guide and reference instrument. The school system will follow the handbook as accurately as possible. The administration does have discretionary power to interpret issues based on situations or events which may arise.

We have read the South Holt 7-12 Student Handbook (2018-19). If we have questions or concerns, we will contact the high school administration. In order for the student to be completely enrolled, the parent or guardian must sign and return this page to the high school office.

Student signature _____ Date _____

Parent signature _____ Date _____

Sincerely,

Mark Anderson
Principal