Koshkonong
High School
Welcomes You

Dear Students and Parents:

Welcome to the 2014-15 school year at Koshkonong High School. I am excited about the new school year and looking forward to a successful year. The success of the Koshkonong High School educational program comes from the collaboration between faculty, parents, community and students. By continuing to work together to achieve our common goals, we can continually improve upon the educational program at Koshkonong and produce the best-educated students. The education of children is a difficult job. At Koshkonong, we realize this cannot be accomplished without the assistance of parents and the community. We encourage parents and concerned community members to be active participants in the education of our students.

This handbook of rules and regulations and pertinent information about our school was prepared by the school administration and staff with complete approval of the Board of Education. It contains many of the rules, regulations, and procedures governing our school system. As students you should be fully aware of these rules and procedures and should make every effort to abide by them while you are attending this school. This booklet is not all encompassing with every detail and policy of the school. It only contains a few of the most important and general rules and regulations. We hope it will help each student and parent to better understand what is expected of them in as much as discipline and general conduct are concerned. We hope it will give parents and students alike a much better understanding of the system as a whole and its basic philosophy. We also think that much of the information in this book is valuable to new and old students alike, and will help each student to get along better during their tenure in high school.

The handbook this year contains changes in various areas. Each student should study the handbook carefully in order to be aware of these changes as well as using it as a helpful guide in making this year an enjoyable year at Koshkonong.

David Miller, Principal

"GO BLUE JAYS"

SCHOOL SPIRIT

The term "school spirit" is usually thought of in connection with the spirit of the group. It is the attitude of individuals that contributes to and makes the spirit of the school. A general school spirit is based upon a large number of interests and appreciations within the individual. It includes the desire for self-improvement and growth. The same spirit motivates the individual toward a cooperative attitude, which will make the school a place where others can enjoy and experience the same growth and improvement. School spirit is the manifestation of a desire on the part of the individual to develop and acquire those traits and abilities necessary for successful living. It means encouragement for one another and support for the school in all its programs

KOSHKONONG HIGH SCHOOL
STUDENT CREED

I am aware of the many opportunities existing for me in Koshkonong High School. As I benefit from these opportunities, I desire to help perpetuate and add to the splendid traditions and ideals which the school now enjoys. As a lamp to guide my course, I will keep uppermost in my mind this thought: "Is what I am about to do or say something that every student could do or say without injury to my school?"

OREGON-HOWELL R-III EDUCATIONAL MISSION AND BELIEFS

Oregon-Howell R-III School District has purposed as its mission to provide an educational environment for children of the district, which will foster and accelerate their intellectual, physical, social, and career development. Recognizing each student as an individual, **we believe**:

- All students are capable of learning
- All students are unique
- All students are worthy of respect
- All students can become productive, responsible, members of a global society

We believe that the staff is responsible for:

- Guiding and motivating students' achievement
- Creating a learning climate in which individual motivation for learning is the stimulus for achievement
- Promoting democratic ideals through instruction and modeling

We believe that the parents/guardians:

- Are a vital part of the learning process through active involvement and encouragement
- Must have a basic confidence in the school leadership, faculty, and staff

The Oregon-Howell R-III School District envisions students who:

- Will graduate from high school
- Will complete a selection of high school studies that is challenging and includes identified learning expectations
- Proceed from high school graduation to a college, a post-secondary vocational or technical school, or a high wage job with workplace skill development opportunities.

ADMINISTRATION

Robert Casteel	Superintendent
David Miller	Principal
Jessica Johnson	Counselor
David Miller	A+ Coordinator/At Risk Coordinator/ Athletic Director
Jennifer Johnson	Special Education Coordinator

FACULTY	TITLE	CONFERENCE TIME
Charlie Ballard	Math	10:25 - 11:10
Joe Brewer	History	11:15 – 12:05
Martha Perren	Art	9:30 – 10:20
Diane Sanders	Special Ed	
John Doss	Vo-Ag	10:25 – 11:10
Lisa Jackson	Music	9:30 – 10:20
Jennifer Johnson	Special Ed	
Jaclyn Krasuski	Science	1:30 – 2:15
Farrell Nicholson	Librarian/ English	
Iris Phipps	English	10:25 – 11:10
Jaime Ball	Business	10:25 – 11:10
Sandra Roberts	FACS	1:30 – 2:15
Peggie Lair	Nurse	
Denice Warden	Math	1:30 – 2:15
Fannie Willard	PE	

Oregon-Howell R3 School District
2014-2015 School Calendar

Aug 5-6	**Student Registration**
Aug 11-13	**Teacher In-Service**
Aug 12	**Open House Grades 9-12, 6:30 - 8:00 pm**
Aug 14	**Classes Begin**
Sept 1	**Labor Day (No School)**
Sept 19	**Teacher In-Service (No School)**
Oct 10	**End of 1st Quarter (40 days)**
Oct 16	**Report Cards / Parent Teacher Confs 3:10 - 7:00 pm**
Oct 17	**Teacher In-Service (No School)**
Oct 31	**Teacher In-Service (No School)**
Nov 24-28	**Fall Break (No School)**
Dec 19	**End of 2nd Quarter (43 days)**
Dec 22 - Jan 2	**Christmas Vacation (No School)**
Jan 5	**School Resumes**
Jan 9	**Report Cards**
Jan 16	**Teacher In-Service (No School)**
Jan 19	**MLK Holiday (No School)**
Feb 13	**Teacher In-Service (No School)**
Feb 16	**Presidents' Day (No School)**
Mar 6	**End of 3rd Quarter (41 days)**
Mar 9 - 13	**Spring Break (No School)**
Mar 19	**Report Cards / Parent Teacher Conf 3:10 - 7:00 pm**
Apr 3-6	**Spring Break (No School)**
May 13	**Eighth Grade Graduation**
May 14	**End of 4th Quarter (42 days)**
May 14	**Student's Last Day Dismiss at 12:15 pm**
May14	**High School Graduation - 7:00 pm**
May 15	**Teacher In-Service**

Number of Days in Session

First Semester 83 Days **Second Semester 83 Days**

Make-up days Jan 16, Jan 19, Feb 13, Feb 16 & Apr6 if more than 10 days are used for inclement weather

GENERAL INFORMATION

REGISTRATION AND ENROLLMENT

A pre-registration will be held in the spring for the following year. Information gained in this way will be used to organize the schedule of classes for the following year. Students planning to be enrolled for the next school year should indicate at this time the courses and activities in which they desire to be enrolled.

Legal names must be used on all school documents.

TIME SCHEDULE

1. School begins at 8:10 a.m. and the formal class work closes at 3:10 p.m. Students not physically riding the West Plains bus are expected to be in class at 8:10 (this includes Vo-Tec students).
2. If possible, a pupil should schedule his time so as to arrive no earlier than 7:30 no later than 7:55 a.m.
3. The library and classrooms will be open at 7:45 a.m., at which time students may go to them for study or conferences with the teachers.
4. The building should be quiet and ready for work at 8:10 a.m.

BELL SCHEDULE

1ST Bell	8:10 a.m.
1st period	8:15-8:35
2nd Period	8:37 - 9:27
3rd Period	9:30 – 10:20
4th Period	10:22 -11:12
5th Period	11:15 – 12-05
Lunch	12:05 – 12:30
6th Period	12:35- 1:25
7th Period	1:27 – 2:17
8th Period	2:20 – 3:10

Pledge of Allegiance

Every Tuesday and Thursday morning at approximately 8:30 AM, a student will lead the Pledge of Allegiance for the high school over the High School Intercom.

1. Students should stand (face the flag in the room or the front of the room), place the right hand over their heart and recite the Pledge of Allegiance.

2. Students who do not want to participate are not required, but should remain seated, quiet and respectful to those who do participate.

GENERAL POLICY

Every pupil in the Koshkonong Public Schools is expected to:

1. Comply with school policies and regulations.
2. Respect and obey all persons in authority.
3. Be prompt and regular in attendance, equipped with the necessary books, paper and other school supplies.
4. Meet classroom standards of behavior and performance.
5. Maintain appropriate habits of dress, speech and personal cleanliness.
6. Cooperate with pupils who have been given special responsibility.
7. Respect the dignity, rights and property of others, and avoid any activity that may endanger the health and safety of others.
8. Know and understand three basic classroom rules:
   a. Be in room and seated before the tardy bell rings.
   b. Keep hands and feet to yourself.
   c. Respect the property of the school and others
9. The proper chain of command to resolve discipline or grievance matters is:
   a. Teacher
   b. Principal
   c. Superintendent
   d. School Board
10. The Oregon-Howell R-3 Campus will be a closed campus.
11. *Any personal property a student brings, the school will not be responsible for it if lost or stolen.*

TARDIES

Students are expected to arrive to class on time. Any *tardy exceeding 5 minutes will be counted as truancy under the discipline code. Students will be given a detention for every 4 tardies in each individual class. Students must attend detention. ***Tardy by definition in this handbook is unexcused late to class. Student who are late to class but excused will not be marked tardy. All students not physically riding the West Plains bus are expected to be in their 1st hour at 8:10 AM.**

ATTENDANCE POLICY

Oregon-Howell R-III School District and Koshkonong High School was required by law to develop a Comprehensive School Improvement Plan. The purpose of this plan is to develop goals for school improvement as recommended by a community and school committee. This plan has been developed and was adopted by the Board of Education. This plan addresses the need for good student attendance by stating that all students should maintain a 95% attendance rate. To help comply with the student attendance standard, this attendance policy was developed. It should be noted that school officials are charged under the Missouri State Statutes 167.031, 167.081, and 167.11 with the duty of seeing that each child is in compliance with state laws and attendance policies.

Absenteeism hampers educational achievement and is detrimental to vocational and academic success. Parents, students, and teachers all share in the responsibility for encouraging regular attendance. Poor attendance is one of the greatest contributors causing school failure. Any student who fails to meet attendance standards will be required to make up the attendance with learning activities set by the school.

Absences will be classified as verified or not verified, students with unverified absences will lose daily participation points. Please note there is not a distinction between excused and unexcused absences. An absence will be marked as verified when a parent or

guardian reports the absence to the school by phone, note, email, or in person, brings a doctor/dentist note, or court appointment note within two days of the absence. Parents are encouraged to call the school (417-867-5601), email the Principal (miller@koshk12.org), or the High School Secretary (lancaster@koshk12.org) by 9:00 am on the day of absence to inform the office of the reason for the absence. When your child is absent and the school is not contacted, the school will try to contact the parent(s) or legal guardian to figure out the reason for the student's absence.

The limit of days missed is three per quarter. Upon the fourth absence in any quarter the student will be required to make up the absence before he/she can participate in any school activity. Absences for school sponsored activities are exempt from this policy. Students will spend one hour in After School Tutoring or Saturday School for each period missed. Attendance hours must be made up outside the regular school hours. Make-up work is expected from a student upon return to class from pre-arranged absences. The time allowed for make-up work to be completed will be reasonable and make up according to the late work policy for that class.

Procedure for Excessive Absences

After four (4) days of unverified absences during a quarter, the administration will file a referral with the County Juvenile Office.

ATTENDANCE REQUIREMENT FOR COURSE CREDIT

1. To receive course credit, a student must do passing work and have missed no more than three (3) class periods during the quarter. Once a student has exceeded the three (3) absences for a class periods during the quarter time must be made up to receive credit.
2. In case of a serious accident or illness requiring prolonged hospitalization, an extension of the 3-day limit may be granted by the high school administration if requested by the parents and if the student's prior attendance has been good.
3. The student shall provide information regarding the reasons for the excessive absenteeism, including doctor's notes or other verification of absences. If the school is not contacted about a student's absence, then the school will make contact with the parent(s)/guardian(s) to gain any verification for our records.

SUSPENSION

Students under suspension are encouraged to make up all work missed. However, students will miss out on classroom daily participation points and these cannot be made up. Assignments are due the day the student returns to class, unless different arrangements have been made by the teacher or administration.

TRUANCY

Truancy is when a student; a) leaves the campus without permission from the office; b) comes to school but does not attend any or all classes; c) is somewhere other than at school when the parents think the student is at school; d) obtains permission from a teacher or the office to go to a certain place on campus, but does not go there; e) is not at school and the school does not consider the reason for the absence acceptable or unavoidable; f) brings a parent-signed note that is forged or sets forth an invalid reason for the absence; or g) excessive non-verified absences. Class participation points cannot be made up and full credit for assignments missed may not be given.

THERE ARE NO SCHOOL-SANCTIONED CLASS "SKIP" DAYS. STUDENTS WHO PARTICIPATE IN ORGANIZED SKIP DAY ACTIVITIES WILL BE CONSIDERED TRUANT.

SCHOOL ACTIVITIES

School sponsored or sanctioned activities (*i.e.* field trips, interscholastic competition, etc.) are exempt from, and shall not count toward, the total three (3) absences. **If a student is absent due to a school activity, they will be allowed to earn all participation points other student can earn during their absence.** Students who will be absent from class are expected to check with the teacher in advance to arrange for make-up work. Students absent that day will not be permitted to attend or participate in any school-sponsored activity that night unless permission **(preapproved)** is obtained from the principal. If a student misses school the last school day before an extra-curricular event, the student will not be allowed to participate unless **prior** approval is obtained from the principal. If the day before an extra-curricular event was due to a school function (to include all days the district endorses such as approved college days or reward days granted by the school due to good attendance or other incentives) they will be allowed to participate in extra-curricular activities the following day.

Poor attendance may result in student not being able to attend out of school events.

TAKING STUDENTS OUT OF CLASS

Teachers should not cause a student to be absent from another teacher's class unless absolutely necessary. Prior approval should be obtained from the administration or teacher whose class will be missed.

PART TIME STUDENTS

Students who have a part time schedule should be sure to arrive in time to prevent them from being tardy to class and leave campus for the day when their last class is over. Part-time students may not visit, bring items to or hang out with other students still in class.

PERSONAL PROPERTY

Technologies, devices and resources used to access, process, store or communicate information will only be allowed to be used during lunch time. They will not be allowed at other times of the school day or at school activities. This includes but is not limited to cell phones, laptops, any music device, head phones or any other electronic device. (See Board policy EHB and JG-R). If the faculty, staff or administration notices one of these devices, they will be confiscated and handled according to the discipline policy.

Any personal property a student brings, the school will not be responsible for if lost or stolen.

Cell phone or electronic device will only be allowed during lunch and in areas allowed for lunch time. They are to be used in a school appropriate manner. Students should not be on Face Book during this time. Cell phone or electronic devise will not be allowed at any other times. This also includes riding the bus, restrooms, and locker rooms at all times. During school sponsored trips and events, students may use electronic devices with permission by the coach or sponsor. Otherwise, the same rules apply as the regular school day. During after school events such as ball games, cell phones will not be permitted for those participating in the event such as athletes. It will be up to the individual coaches on policy for their athletes in the stands that are not currently participating. Any type of harassment, bullying, or privacy issues (such as taking pictures of others) will be taken very seriously and punished accordingly. **Cell phone abuse: see cell phones in the discipline policy.**

Cell phone harassment, bullying, or privacy invasion will follow handbook policy on threats and harassment**.**

Reminder: Any loss, theft, or damage is solely the student's responsibility.

TELEPHONE

The telephone in the office is a business phone and is NOT for student use except in cases of extreme emergency (only before or after school and lunch).

MESSAGES
The school will deliver messages to students during school in a timely manner unless an emergency exists.

CARE OF SCHOOL PROPERTY
Pupils will be held responsible for proper care of all book, supplies, apparatus, and furniture provided them by the Board of Education. A $20.00 book deposit will be required of all students prior to their enrollment in school. If there was a claim against the deposit, a new deposit must be made. The deposit will be returned at the end of the student's senior year or when the student transfers out of the District. Pupils who deface or injure school property shall be required to pay all damages.

USE OF BUILDING AFER SCHOOL HOURS
Students are not to occupy the school buildings out of school hours unless chaperoned by school-authorized personnel. Students cannot wait around on campus for an evening event unless chaperoned by school-authorized personnel.

BULLETIN BOARDS
General information and special announcements will appear from time to time on the various bulletin boards. Pupils should observe these regularly. All announcements must be approved through the office. No student may remove or deface any material posted on the bulletin board.

OFFICE RULES
The High School office will open at 7:45. Pupils should be in the office only if they have business there. They should be courteous, quiet and businesslike and should leave quickly when business is completed.

CLASS OFFICERS
Class officers are president, vice-president, secretary, and treasurer. They are elected for the year by the members of the class.

ACTIVITY FUND
All funds collected by any class or organization in the school are to be deposited at the superintendent's office where a receipt will be given. This money will be deposited in the Board of Education Activity Fund.

BREAKFAST AND LUNCH FACILITIES
A cafeteria is operated for the convenience of students. Here well-balanced meals are served at cost. Students are urged to take advantage of this service. Students who eat breakfast at school should do so as soon as they get off the bus. Students who bring their lunch from home may eat in the cafeteria. The Oregon-Howell R-3 School is a closed campus and students will NOT be allowed to leave for lunch. Milk or juice not included with a plate must be paid for when purchased. Parents/Guardians are responsible for paying for their child's meals and extra milk or applying for free/reduced meals. Students are asked to pre-pay to avoid having outstanding balances. **If a student's lunch bill exceeds $50.00, that student will be ineligible for all extracurricular activities including, but not limited to, sports, clubs, field trips, and reward days. If a student has any lunch bill over a year old, they will also be ineligible for all extracurricular activities, but not limited to, sports, clubs, field trips, and reward days.**

LUNCH TIME STUDENT LOCATIONS
During lunch time students will be located in the cafeteria, on the high school patio or in the commons area in front of the Media Center only. In case of bad weather, students will be in the cafeteria only. **Until construction on the high school is complete, allowed locations may be changed. Students will be informed of any changes.**

SPECIAL EXCUSES
Pupils are not permitted to leave the school grounds while school is in session without first securing a special excuse from the principal's office and signing out. No student will be given permission to leave school unless they have permission from their

parent. They are not to be excused during the day except in cases of extreme emergency.

BUILDING PASSES

If it is necessary for a student to leave his assigned room, he ***MUST*** have a hall pass from his teacher. This includes too and from the gymnasium. The pass does not authorize pupils to leave the school grounds.

STUDENT DRIVING AND PARKING

PARKING ON SCHOOL PREMISES IS APRIVILEGE, NOT A RIGHT. Speed limit on campus is 10 miles an hour. Anyone exceeding the speed limit will be considered driving carelessly and could result in the loss of driving privileges. Students driving automobiles, motorcycles, or any other type of vehicle should go directly to the student parking lot, park their vehicle, and report inside the building. **Students are NOT TO RETURN to their vehicles during the school day unless accompanied by a staff member.** The principal or representative may authorize student to drive on the school campus during the school day. The School System retains authority to conduct routine patrols of student parking lots and inspections or searches of student vehicles as a condition for the privilege of permitting the vehicle on school grounds. Inspections or searches may be conducted without notice, without student consent, and without a search warrant.

CHANGE OF ADDRESS

Students must advise the office immediately of any change of address or living status during the school year.

COURTSHIP

Courtship is not part of the co-curricular activities of high school. Therefore, public display of affection (holding hands, kissing, embracing, etc.) is unacceptable during school hours or at school activities.

STUDENT DRESS CODE

Dress codes are designed to ensure that students understand that a standard of dress is expected for their safety, an orderly environment, and serious atmosphere to create a positive learning environment for all. Since fads in dress and appearance come and go, the school reserves the right to make adjustments to the dress code and its interpretation during the school year. If changes are made to the dress code, efforts will be made to inform students of the changes.

Students are expected to come to school properly dressed. Student dress should not be indecent, obscene, immoral, and suggestive or construed as impairing the moral atmosphere of the school or the educational learning environment. Personal hygiene is important. Students are expected to bathe regularly. Clothing that will be unacceptable includes **(but not limited to)**:

- Hats or head coverings inside the school buildings. Students may not have anything covering his/her face. Students wearing hats inside any school building will have the hat confiscated and lose the privilege of wearing any hat on campus for: 1st offense – 30 days, 2nd offense – rest of the school year. Wearing hats on school-sponsored days may be allowed on special occasions with administration approval.
- Shirts exposing the midriff, chest, undergarments or mesh, see-through clothing of any type. Shirts split down the sides. Underarm openings must also be reasonable. Open-back tops are not appropriate. Tops must have at least one-inch wide straps or sleeves (both sides).
- Under garment cannot be worn as outerwear. (*I.e*. boxers, sport bras, undershirts, etc.)
- Clothing with profanity, vulgarity, (*i.e.* with sexual words, sexual innuendoes, slogans, cartoons, etc.), nudity, figures with scarcity of clothing, pictures of, advertisements or logos of illegal drugs, alcohol or tobacco products.
- Dresses, skirts, shorts, etc. must be mid-thigh length or longer.

- Pants sagging down below the natural waistline. Pants must fit so they can be held up without support; otherwise a belt must be worn to prevent them from sagging.
- Holes in pants must not be above mid-thigh.
- Chains, trench coats or inappropriate body markings.
- Hair must be clean. Facial hair must be neat and of proper grooming.
- Other clothing that may distract from the educational process or that constitutes a threat to health/safety (to be determined by the school administration).
- Bare feet, house shoes or skate shoes

Consequences for students not adhering to the school dress code may be found in the Discipline Code.

STUDENT DISCIPLINE

The discipline policy at Koshkonong High School is designed to foster student responsibility, respect for the rights of others, student safety, and to ensure the orderly operation of the school. To that end, the principal and teachers have been given the responsibility and the authority to establish rules and regulations. No discipline code can be expected to list each and every offense which may result in the use of disciplinary action.
The following is a guide and the penalty may be more or less severe, depending on the seriousness of the infraction. The administration has the option of imposing "In-School Suspension" in the place of "Out-of School Suspension". This will be evaluated on a case by case basis. The discipline code set out in this regulation is intended to be illustrative but not an exclusive listing of acts of misconduct and the consequences for each. Misconduct which is not specifically listed in this regulation may be deemed to warrant discipline up to and including expulsion following provision of all due process procedures. In addition, the disciplinary consequence listed for each offense may be increased

or decreased by the Administration or the Board of Education due to mitigating or aggravating circumstances.
It should be noted that the Principal has the authority to suspend a student for a maximum of 10 days and subsequently request the Superintendent to suspend the student up to 180 days (one school year). The Superintendent may suspend a student for a maximum of 180 days or recommend the Board of Education expel the student.
When a student has served out-of-school suspension, the parents, student, and administration will conduct a conference prior to the student returning to class.

Corporal Punishment
Oregon-Howell R3 School District does allow for corporal punishment. We also allow parents /guardians to opt out of corporal punishment for their child. Upon request the parent/guardian will be provided a form to be filled out and returned to school. This form will be stored in the principal's office. Corporal punishment will be used at the discretion of the administration and will only be used as a discipline for enforcement of rules. Corporal punishment will not be used as discipline dealing with misbehavior of a violent nature or other serious misbehavior. If a student receives a paddling, the parent/guardian will be notified by phone and/or a discipline notice mailed home describing the incident and the punishment given.

Oregon-Howell R-III Koshkonong High School Discipline Procedures			
Offense	**1st Offense**	**2nd Offense**	**3rd Offense**
Academic Dishonesty	Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.		
	No credit for the work, grade reduction or replacement assignment	No credit for the work, grade reduction or replacement assignment	No credit for the work, fail class

Arson	Starting or attempting to start a fire or causing or attempting to cause an explosion		
	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Restitution if appropriate.	1-180 days out-of-school suspension or expulsion. Restitution if appropriate.	1-180 days out-of-school suspension or expulsion. Restitution if appropriate.
Assault 1	Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third degree.		
	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.	1-180 days out-of-school suspension or expulsion.	1-180 days out-of-school suspension or expulsion.
Assault 2	Knowingly causing or attempting to cause serious bodily injury or death to another person, recklessly causing serious bodily injury to another person, or any other act that constitutes assault in the first or second degree.		
	1-180 days out-of-school suspension or expulsion.	1-180 days out-of-school suspension or expulsion.	1-180 days out-of-school suspension or expulsion.
Automobile Misuse-Parking Lot Violation	Un-courteous or unsafe driving on or around school property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on school property.		
	Administrative Warning/Loss of Driving Privileges; Notification of Law Enforcement	Loss of Driving Privileges; Principal/Student conference, detention, in-school suspension, Notification of Law Enforcement	In-school suspension, 1-180 days out-of-school suspension, or expulsion. Notification of Law Enforcement

Bullying and Cyberbul-lying (see Board policy JFCF)	Intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; threats of retaliation for reporting such acts; sending or posting harmful or cruel text or images using the Internet or other digital communication devices; sending or posting materials that threaten or raise concerns about violence against others, suicide or self-harm. Students will not be disciplined for speech in situations where the speech is protected by law.		
	Detention, in-school suspension, or 1-180 days out-of-school suspension.	In-school suspension, 1-180 days out-of-school suspension or expulsion.	1-180 days out-of-school suspension or expulsion.
Bus Misconduct (see Board policy JFCC)	Any offense committed by a student on bus shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, bus riding privileges may be suspended or revoked. Bus misconduct should be reported to driver first and then administration		
Cafeteria Misconduct	Verbal outburst, inappropriate interaction with others, throwing food, or purposely making a mess and leaving it. Any disrespect or failure to comply with staff requests.		
	Warning/Conference/ Cleaning/Detention/ 1-3 Day ISS	Detention/ 1-3 Day ISS	1-3 Days ISS/ 1-10 Days OSS
Cell Phones/ Electronic Devices/ Disruptive Devices	Cell phone or electronic device use is not allowed at school during the school day. Neither turned on or in use. This continues from the time students arrive at school until school dismisses. This also includes riding the bus, restrooms, and locker rooms at all times. During school sponsored trips and events, students may only use them for urgent situations with specific permission by the coach or sponsor. Specific Electronic Devices may be used during school if the teacher gets authorization from the administration.		
	Confiscation, 3days Detention, Pick up device afterschool	Confiscation, Detention, 30 days loss of privilege to bring to school	Confiscation, 1Day OSS, parent must pick up device, loss of privilege to bring to school rest of year

Classroom Disruption /Misconduct	Causing any type of disruption to the learning environment and referred to the office for the disruption. Classroom teacher may handle the disruption without an office referral and may initiate a parent conference or assign classroom/lunch detention.		
	Administrative Warning/Detention/ 1-3 Day ISS	Detention/ 1-3 Days ISS/ 1-3 Days OSS	3-5 Days ISS/ 1-10 Days OSS
Defiance / Disrespect/ Non Cooperative	Refusal to obey directions or defiance of staff or person of authority. Verbal, written, pictorial or symbolic language or gesture that is directed at a staff member or person of authority that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions.		
	Warning/1-3 Days in-school suspension or 1-10 days out-of-school suspension.	1-5 Days in-school suspension or 1-180 days out-of-school suspension	1-180 days out-of-school suspension or expulsion.
Dress Code Violation	See Dress Code		
	Administrative Warning/ Correct the problem	Correct the problem/ Detention	Correct the problem/1-10 OSS
Dishonesty	Any act of lying, whether verbal or written, including forgery.		
	Nullification of forged document. Principal/Student conference, detention, or in-school suspension.	Nullification of forged document. Detention, in-school suspension, or 1-180 days out-of-school suspension.	Nullification of forged document. 1-180 days out-of-school suspension.
Disrespect-ful or Disruptive Conduct or Speech (see Board policy AC if illegal harassment or discrim-ination is involved)	Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.		

	Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.	In-school suspension, 1-180 days out-of-school suspension, or expulsion.
Drugs/ Alcohol (see Board policies JFCH and JHCD) (1)	Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.		
	In-school suspension or 1-180 days out-of-school suspension.	1-180 days out-of-school suspension or expulsion.	1-180 days out-of-school suspension or expulsion.
Drugs/ Alcohol (2)	Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.		
	In-school suspension or 1-180 days out-of-school suspension.	11-180 days out-of-school suspension or expulsion.	11-180 days out-of-school suspension or expulsion.
Drugs/ Alcohol (3)	Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.		
	1-180 days out-of-school suspension or expulsion.	11-180 days out-of-school suspension or expulsion.	11-180 days out-of-school suspension or expulsion.
Extra-Curricular Event/ School Trip Misconduct	Behavioral expectations are the same as during school hours, and will be treated as if the behavior happened at school. Consequence for violation will be imposed after returning to school. In addition, the student will be given a warning, or removed from the event, as necessary.		
	Administrative Warning	Removal from Event	Removal for the remainder of the season

Extortion	Threatening or intimidating any person for the purpose of obtaining money or anything of value		
	Detention, in-school suspension, or 1-10 days out-of-school suspension.	In-school suspension, 1 - 180 Days OSS; Notification of law enforcement	1 - 180 Days OSS/ Expulsion Notification of law enforcement
Failure to care for or return District Policy	Loss of, failure to return, or damage to district property including but not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment.		
	Restitution. Principal/Student conference, detention, or in-school suspension.	Restitution. Detention, in-school suspension or out of school suspension.	Restitution. In-school suspension or out of school suspension.
Failure to follow rules of ISS	Violation of in-school suspension rules (written or verbal), failure to work on assignments, sleeping or general misconduct. Other violations of the discipline code may be enforced.		
	Administrative Warning Repeat ISS /1-10 Days OSS	Double ISS/ 1-10 Days OSS	1-180 days out-of-school suspension
Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Conse-quences	Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence is disruptive to the educational process or undermines the effectiveness of the district's discipline policy.		
	Verbal warning, detention, in-school suspension, 1-180 days out-of-school	In-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to	1-180 days out-of-school suspension or expulsion.

	suspension, or expulsion. Report to law enforcement for trespassing if expelled.	law enforcement for trespassing if expelled.	Report to law enforcement for trespassing if expelled.
False Alarms (see also "Threats or Verbal Assault")	Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of district property.		
	Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.	Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.	Restitution. 1-180 days out-of-school suspension, or expulsion.
Fighting (see also, "Assault")	Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.		
	Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.	In-school suspension, 1-180 days out-of-school suspension, or expulsion.	In-school suspension, 1-180 days out-of-school suspension, or expulsion.
Gambling	Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games.		
	Principal/Student conference, loss of privileges, detention, or in-school suspension.	Principal/Student conference, loss of privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.	Detention, in-school suspension, or 1-10 days out-of-school suspension.
Harass-ment, Sexual	Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic		

Harass-ment see Board policy AC) (1)	protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic.		
	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.	In-school suspension, 1-180 days out-of-school suspension, or expulsion.	1-180 days out-of-school suspension or expulsion.
Harass-ment, Sexual Harass-ment (2)	Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.		
	In-school suspension, 1-180 days out-of-school suspension, or expulsion.	1-180 days out-of-school suspension or expulsion.	1-180 days out-of-school suspension or expulsion.
Hazing (see Board policy JFCF)	Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity. Hazing may occur even when all students involved are willing participants.		
	In-school suspension or 1-180 days out-of-school suspension.	1-180 days out-of-school suspension or expulsion.	1-180 days out-of-school suspension or expulsion.
Horseplay	General misconduct that affects the educational process and is not covered under any other procedures in this handbook.		
	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.	In-school suspension, 1-180 days out-of-school suspension, or

	suspension, or expulsion.		expulsion.
Incendiary Devices or Fireworks	Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks.		
	Confiscation. Warning, principal/student conference, detention, or in-school suspension.	Confiscation. Principal/Student conference, in-school suspension, or 1-10 days out-of-school suspension.	Confiscation. In-school suspension or 1-10 days out-of-school suspension.
Inappro-priate Sexual Conduct	Physical touching of another student in the area of the breasts, buttocks, or genitals.		
	In-school suspension or 1-10 days out-of-school suspension.	1-180 days out-of-school suspension.	1-180 days out-of-school suspension or expulsion.
Nuisance Items***	Possession or use of toys, games, headphones and portable media players that are not authorized.		
	Confiscation. Warning, principal/student conference, detention, or in-school suspension.	Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.	Confiscation. Detention, in-school suspension, or 1-10 days out-of-school suspension.
Public Display of Affection	Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping. This includes hugging, holding hands or putting arms around each other.		
	Principal/Student conference, detention, or in-school suspension.	Detention, in-school suspension, or 1-10 days out-of-school suspension.	In-school suspension, or 1-10 days out-of-school suspension
Sexting and/or Possession of Sexually	Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by		

Explicit, Vulgar or Violent Material	district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.		
	Confiscation. Principal/ Student/ Parent conference, detention, in-school suspension or out of school suspension and possible report to law enforcement	Confiscation. Principal/ Student/ Parent conference, in-school suspension or out of school suspension and possible report to law enforcement	Confiscation. Principal/ Student/ Parent conference, out of school suspension and possible report to law enforcement
Sexual Activity	Acts of sex or simulated acts of sex including, but not limited to, intercourse or oral or manual stimulation.		
	Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.	In-school suspension, 1-180 days out-of-school suspension, or expulsion.
Technology Misconduct (see Board policies EHB and KKB and procedure EHB-AP) (1)	Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device.		
	Restitution. Principal/Student conference, loss of user privileges, detention, or in-school suspension.	Restitution. Loss of user privileges in-school suspension, 1-180 days out-of-school suspension, or expulsion.	Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.
Technology Misconduct (2)	Using, displaying or turning on any personal electronic devices and resources used to access, process, store or communicate information, including, but not limited to, pagers, phones, personal digital assistants, or personal laptops while on campus, including during the regular school day or any district activity. The district is not responsible for any personal property a student brings to school if it is lost or stolen.		

	Confiscation, principal/student conference, detention, or in-school suspension.	Confiscation, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.	Confiscation, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Technology Misconduct (3)	Violations, other than those listed in (1) or (2) above, of Board policy EHB, procedure EHB-AP or policy or procedure regulating student use of personal electronic devices.		
	Restitution, principal/student conference, detention, or in-school suspension.	Restitution, Loss of user privileges, 1-180 out of school suspension.	Restitution, Loss of user privileges, 1-180 out of school suspension.
Technology Misconduct (4)	Use of audio or visual recording equipment in violation of Board policy KKB.		
	Confiscation, principal/student conference, detention, or in-school suspension.	Confiscation, detention, in-school suspension, 1-10 days out-of-school suspension.	Confiscation, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Theft	Theft, attempted theft or knowingly possessing stolen property		
	Financial restitution; returning property; detention, or in-school suspension 1-180 days out-of-school suspension. Notify law enforcement	Financial restitution; returning property; in-school suspension 1-180 days out-of-school suspension. Notify law enforcement	Financial restitution; returning property; 1-180 days out-of-school suspension. Notify law enforcement
Tobacco (1)	Possession of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be used in accordance with district policy JHCD.		
	Confiscation of tobacco product. Principal/Student	Confiscation of tobacco product. Detention, in-school	Confiscation of tobacco product. In-

	conference, detention, or in-school suspension.	suspension, or 1-10 days out-of-school suspension.	school suspension or 1-10 days out-of-school suspension.
Tobacco (2)	Use of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be used in accordance with district policy JHCD.		
	Confiscation of tobacco product. Principal/Student conference, detention, in-school suspension, or 1-3 days out-of-school suspension.	Confiscation of tobacco product. In-school suspension or 1-10 days out-of-school suspension.	Confiscation of tobacco product. 1-10 days out-of-school suspension.
Truancy or Tardiness (see Board policy JED and procedures JED-AP1, JED-AP2)	Absence from school without the knowledge and/or consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district.		
	Principal/Student conference, detention, or 1-3 days in-school suspension.	Detention or in-school suspension, and removal from extracurricular activities.	In-school suspension and removal from extracurricular activities.
Unauthor-ized 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; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.		
	Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.	1-180 days out-of-school suspension or expulsion.	1-180 days out-of-school suspension or expulsion.
Vandalism	Willful damage or the attempt to cause damage to real or		

(see Board policy ECA)	personal property belonging to the district, staff or students.		
	Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.	Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.	Restitution.1-180 days out-of-school suspension, or expulsion.
Weapons (see Board policy JFCJ) (1)	Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo.		
	In-school suspension, 1-180 days out-of-school suspension, or expulsion.	1-180 days out-of-school suspension or expulsion.	1-180 days out-of-school suspension or expulsion.
Weapons (2)	Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2).		
	One (1) calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.	Expulsion.	Expulsion.
Weapons (3)	Possession or use of ammunition or a component of a weapon.		
	In-school suspension, 1-180 days out-of-school suspension, or expulsion.	1-180 days out-of-school suspension or expulsion.	1-180 days out-of-school suspension or expulsion.

*** ***Nuisance Items*** - (i.e.: pocket knives, radios, CD players, multi tools, pagers, cell phones, electronic games, etc.) Students should not bring items that create a nuisance in school. Items of this nature that are brought by students will be confiscated and returned at the end of the school day. The second time, the item

will be confiscated, given to the building principal and returned after 1 week. The third time an item is confiscated, it will not be returned until the end of the semester. Items that are dangerous, exceed legal requirements or could be used to harm others will not be returned. Items lost or stolen are not the responsibility of the school.

PROM ATTENDANCE

Student must wear dress clothes (Boys-dress slacks and shirt are a must, tuxedo is optional. Girls-dresses, skirts, or dress slacks and blouse are a must, formal is optional). No guests over the age of 20 or below a freshman may attend prom. The Junior and Senior sponsors and the Principal must approve Senior Wills and Junior Prophecies. All out of school dates must be approved by the principal at least two weeks before prom.

STUDENT INSURANCE

Student insurance will be available for all students (K-12) to purchase. Forms will be sent home the first day of school. The school district will not pay for student insurance. Parents/students will be required to have health insurance to be eligible for extra-curricular activities or take field trips in activities.

Competition and Participation Eligibility along with Random Drug Testing is covered in the ACTIVITIES SECTION of this handbook.

SCHOOL SPONSORED TRIPS

Students must ride school furnished transportation to all school events unless arrangements are made in advance with the administration. Alternate return transportation must be arranged in **advance** by permission of parents only. Only school staff, chaperons, and students are permitted to ride the bus.

LOCKERS

At the opening of school, each student will be assigned a locker in the corridor. These lockers are for the storage of books, supplies and coats. Lockers should be kept closed and in a neat and orderly condition at all times. All lockers are a part of school property and remain at all times under the control of the school system. Students who deface or damage school property will be required to pay for damages. Students may not move from their assigned locker without permission from the office.

SEARCHES AND INSPECTIONS

The School System has the right to inspect student lockers and vehicles and conduct random searches for any reason at any time without notice, without student consent, and without a search warrant. Vehicles and lockers will be periodically searched for drugs and/or weapons. Student vehicles parked on school grounds are subject to being searched as a condition for the privilege of permitting the vehicle on school grounds. Lockers will be randomly searched.

VISITORS

ALL VISITORS WILL BE REQUIRED TO CHECK IN AT THE OFFICE AND OBTAIN A VISITORS BADGE TO BE WORN DURING THEIR STAY ON CAMPUS. Visitor badges will be available at each school office. Students having out-of-school visitors are to instruct these individuals that they are NOT to be on our campus between the hours of 8:00 a.m. and 3:10 p.m.

IMMUNIZATION LAW

It is unlawful for any child to attend school unless he/she has been immunized. If a student does not have the proper immunizations according to Missouri laws, that student will be sent home until proof of the proper immunizations are on file with the school nurses office.

ILLNESS POLICY

Healthy children are better learners; therefore, please do not send children to school if they have fever or have vomited. Our school guidelines for illness are to send a child home if HE/SHE HAS VOMITED AT SCHOOL OR HAS a FEVER OVER 99.6 DEGREES F. Our goal is to provide immediate care, not prolonged care.

Parents are notified when their child has been injured and in the judgment of school personnel may require further medical attention. It is essential for parents to have at least three current phone numbers for contacts if an emergency arise.
If a child requires immediate medical attention, the parent or guardian will be notified immediately. The parent will be asked to call a physician or accept the services of the physician selected by the school. In the event that a delay is judged to be potentially detrimental to the child's health and welfare and if a parent or guardian cannot be reached, a physician will be called to render treatment.

If, in the judgment of the nurse and principal, an injury or illness is serious enough to require hospitalization the child will be transported immediately by private vehicle or ambulance.
No sick or injured child will be sent home alone or with another student. In all cases a responsible adult will need to accompany the child. Providing transportation and adult supervision for a child needing to be sent home for sickness or injury is the responsibility of the parent or guardian. If parents are unavailable, they must secure transportation and supervision by a responsible adult.
Medication should be given at home if at all possible. However, if the physician's orders indicated it must be given during school hours, the medication may be administered at school by complying with the following instructions.

PRESCRIPTION MEDICATIONS

When a pupil is to receive any medication during school hours, the parent or guardian must provide the medication in the original prescription bottle to the nurse plainly marked with:

- Pupil's name
- Physician's name
- Date
- Name of medication
- Dosage
- Time of administration

The school district must have written permission from the parent o guardian to give any prescription medication. The note should include the times of administration and parent or guardian's signature. Send no more than one week's supply at a time, unless the school nurse has approved other arrangements. Only the paren or guardian may bring the medication to school. Please do not send medication with the student. Students will not be allowed to leave campus to go home to take medication. If a student forgets his/her medication, a parent/guardian must come to campus and administer the medication.

DISASTER PLANS

Fire, tornado, and earthquake drills will be held on a periodic basis so that students may learn proper procedures. Instructions are posted in each room. Students should follow teachers' instructions in every instance.

BAD WEATHER AND SCHOOL DISMISSAL

In event of school cancellation due to bad weather, all Springfield television and radio stations will carry school closings as well as those of the Ozarks Regional Radio Network.

AM Stations	FM Stations	TV Stations
KWPM 1450	KKDY 102.5	KYTV Channel 3
KUKU 1330	KSPQ 93.9	KOLR Channel 10
	KUPH 96.9	KAIT Channel 8
	KUKU 100.3	
	KAMS 95.1	

You may also find updated school cancellations on several web sites: KOLR – www.kolr10.com , KY3 – www.ky3.com and www.ozarkareanetwork.com .

ALERT NOW

Our Alert Now automated system may be used to contact parents with information concerning weather cancellations and school events. It is important for us to have current phone contact numbers.

ELEMENTARY BUILDING AND PLAYGROUND

High school student are not to go to the elementary classrooms or playground during the school day without permission of the principal. This includes before school and during the noon hour.

SCHOOL LETTER

A school letter may be earned in athletics, cheerleading, academics, etc. Only one letter will be given to a student. Recognition of the areas letter are earned in will be shown by pins and bars to wear on the letter.

MENTORING/TUTORING SERVICES

All Koshkonong High School students have the opportunity to participate in a mentor program. This program will match students with district teachers in an effort to provide students with additional support. Additional tutoring services may be available by making individual arrangements with faculty members. Computer facilities may also be available after school hours. Watch the daily announcements for the scheduled times and places.

FACTS ABOUT

MISSOURI'S A+ SCHOOLS PROGRAM

The A+ School program is a school-improvement initiative developed to raise academic standards and to open new doors to higher education which is funded by the State. The program enables us at Koshkonong to

- Reduce the dropout rate
- Raise academic expectations and eliminate "general track" courses
- Provide better "career pathways" for all students
- Work more closely with business and higher-education leaders

Goals of the A+ School

- To ensure that ALL students graduate from high school
- To ensure that ALL students complete a selection of high school study that is challenging and has identified learner expectations
- To ensure that ALL students proceed from high school graduation to a college or post-secondary vocational or technical school or a high wage job with workplace skill development opportunities

Student Benefits

Students meeting the requirements outlined below may be eligible for two (2) academic years of state reimbursement for the cost of tuition to any A+ designated Missouri public community college o vocational/technical school. This incentive will be available to graduates for a period of four (4) years after high school graduation. Tuition incentives will be made available after the

graduate has made a documented good faith effort to first secure all available federal post-secondary financial assistance. As State funds are available reimbursement for fees will be made directly to the college.

Student Eligibility Requirements

1. Enter into a written signed agreement with the school
2. Have attended a designated A+ School for three consecutive years prior to high school graduation
3. Graduated from high school with a grade point average of 2.5 points or higher on a 4.0 scale
4. Have at least a 95% attendance record
5. Performed 50 hours of unpaid tutoring for other students
6. Maintain a record of good citizenship and avoidance of the unlawful use of drugs
7. Have attempted to secure federal financial aid that does not require repayment
8. Must make proficient or advanced on the Algebra I EOC.

Student Responsibilities After Graduation to Maintain A+ Funding

1. Enroll and attend on a full-time basis an A+ designated Missouri public community college or vocation/technical school
2. Maintain a grade point average of 2.5 or higher on a 4.0 scale

A+ TURTORING

All students involved in the A+ program are required to volunteer to tutor other students a minimum of 50 hours during their high school career. Tutoring can be done by enrolling in a scheduled A+ class, before school hours, after school hours, or during the summer months. Tutors will be supervised at all times by district personnel. Arrangements are to be made through the A+ office.

T.A. – TEACHER'S AIDES

For those seniors interested in assisting a teacher, arrangements should be made through the high school counselor only. Who in turn will contact the teachers involved to work out the schedule. A student will be removed from a Teacher's aide position if the student improperly discloses confidential information or records. Improper disclosure of confidential information or records may also be subject to disciplinary action. To be an aide, student must have a 2.667 cumulative GPA and 95% cumulative attendance rate. Teachers will have only one aide per period. (Teachers may have a teacher's aide and A+ tutor during the same class.) All teachers' aide will be approved by the teacher and the Principal prior to enrollment.

EVALUATION

Teachers may use a percentage system of grading or a point system. In order to establish equal value in grading regardless of the system, the following percentage values are to be used in making the transfer to letter grades:

A (100-95)	B (86-83)	C (76-73)	D (66-63)
A- (94-90)	B- (82-80)	C- (72-70)	D- (62-60)
B+ (89-87)	C+ (79-77)	D+ (69-67)	F (59-0)

GRADE CLASSIFICATION

The following credit scale will be used to assign students to a class.

Freshman	0 – 5	Junior	12-18
Sophomore	6 – 11	Senior	19 or more

HIGH SCHOOL COURSES TAKEN IN THE EIGHTH GRADE (English I and Algebra I).

Koshkonong High School will accept English I and/or Algebra I credits taken in the eighth grade under the following conditions:

A. The credit is being transferred from an accredited school.

B. The student received a "C" 2.0 average or above for both semesters.
C. The student took an end of course exam (EOC) and scored proficient or above.
D. The student provides verification of grade and EOC score to the counselor.
E. The course and grade will be put on the transcript, but the grade will not be part of the GPA calculation and the credit will count toward the graduation requirements.

WEIGHTED CLASSES

Weighted classes have been adopted by the Koshkonong Board of Education. Weights will be used to figure GPA'S and class ranks only. All classes have a weight of 1.0 except the following.

Algebra II	1.1	Dual Credit Classes	1.2
Geometry	1.1	Biology II	1.1
Math Analysis	1.1	Chemistry	1.1
Physics	1.1	Chemistry II	1.1
Spanish II	1.1	Anatomy/Physiology	1.1

REGULAR	WEIGHTED
A=4.0000	A=5.0000
A-=3.6667	A-=4.5833
B+=3.3333	B+=4.1666
B=3.0000	B=3.7500
B-=2.6667	B-=3.3333
C+=2.3333	C+=2.9166
C=2.0000	C=2.5000
C-=1.6667	C-=2.0833
D+=1.3333	D+=1.6666
D=1.0000	D=1.2500
D-=.8333	D-=0.8333
F=0.0000	=0.0000

A 4.00 scale is used in order to determine class rank and honors.

GRADUATION REQUIREMENTS

(STATE AND LOCAL)*

COMMUNICATION SKILLS	4
(Eng. 9, 10, 11)	
MATHEMATICS	3
(Must include 1 unit Algebra I)	
SOCIAL STUDIES	3
(Must include 1 unit American History and ½ unit Government)	
SCIENCE	3
(Must include 1 unit Biology I)	
HEALTH	½
PERSONAL FINANCE	½
FINE ARTS	1
PHYSICAL EDUCATION	1
PRACTICAL ARTS	1
(Shop, business, and FACS courses)	
ELECTIVES	9
GRAND TOTAL	26

1. Pass proficiency exams in the Missouri and the United States Constitutions.
2. Score at Basic level or above on MAP tests or End of Course Exams given at the high school level.
3. Pass proficiency exams concerning American History, and American Institutions.
4. To receive Oregon-Howell R-III diploma students need to have earned at least 14 credits in an accredited school district's education program between the ninth and twelfth grades and be currently attending the Oregon-Howell R-III School District.
5. *(See Board policy IKF located on the school web site for exceptions to the graduation requirements)*
6. Students will be required to take and pass Algebra I and Biology for graduation. Reason (All students must take the EOC assessments for those courses). Since we are held accountable for student performance on that test, we feel students should be held accountable for taking the content.

COLLEGE PREPARATORY CERTIFICATE

To be eligible to receive a College Preparatory Certificate, students must meet the following guidelines:

1. Earn at least a 3.0 GPA in the combined subject areas of English/language arts, math, science, and social studies at the end of seven (7) semesters.
2. Score above the prior year's national composite average on the ACT or the SAT.
3. Maintain a 9 thru 12 attendance rate of at least 95%.
4. Complete the following units of credit:

English/Language Arts	4	Practical Arts	1
Math	4	Physical Education	1
Social Studies	3	Personal Finance	½
Science	3	Health	½
Fine Arts	1	General Electives	8

Please see the counselor for classes that are eligible and other specific information.

College classes taken by seniors on the campus of an accredited college during the school day may also count toward high school graduation requirements.

VALEDICTORIAN AND SALUTATORIAN

To be eligible for Valedictorian and Salutatorian honors, a student must be enrolled in the Koshkonong School at the beginning of their senior year. They also must be enrolled in regular academic classes (non-modified instruction) and have completed 8 semesters of study. Students transferring in during their senior year will not be eligible. Valedictorian and Salutatorian is based on the 8th semester rank in May of their senior year.

GRADUATION DRESS CODE

Dress clothes (Girls-dresses, skirt or dress slacks and blouse; Boys-dress slacks and shirt) and nice shoes will be required for graduation ceremonies. Students not appropriately dressed will not be allowed to take part in graduation ceremonies.

REQUIREMENTS FOR ACADEMIC EXCELLENCE

GRADES 9-12 ACADEMIC LETTER

1. Students must be enrolled in the regular academic classes (non-modified instruction).
2. Students must earn a minimum of 6 units of credit each school year
3. Students with a GPA of 3.33 or above for the school year on a 4.0 scale will receive a letter and an academic pin. Another bar will be given each succeeding year the GPA in maintained.
4. Students with a GPA of 3.66 or above for the school year will receive a special patch denoting academic excellence as an additional award. Each succeeding year the GPA is maintained, students will receive a chevron.
5. Those students with a "D" or "F" for a semester will not be eligible for an academic letter that year.
6. Graduating seniors who have met the requirements all 4 years will receive special recognition.

GRADES 9 – 12 HONOR ROLL

For a student to be eligible for the Oregon-Howell R-III Honor Roll, students must be carrying 6 credit earning classed for the quarter. Students with a GPA of 3.33 or higher for the quarter will be eligible for the Honor Roll. Those students with a "D" or "F" will not be considered for the Honor Roll. Senior high honor roll students who have made the Honor Roll each Quarter for the school year will receive an Academic Certificate.

BETA CLUB

Membership in the Beta Club is open to any student grades 9-12--in the regular academic classroom (non-modified instruction). Membership is based on honorable character, good mentality, creditable achievement, and commendable attitude. Beta Club members must maintain a cumulative average of 3.33 and 6 units of credit per year.

GOLD AND SILVER CARDS

Koshkonong High School will issue Gold or Silver Cards to students based on attendance percentage or grade point average (GPA).

Gold Card is 98% attendance and/or 3.75 GPA
Reward 2% point added to one class quarter grade, 2 daily homework passes, admittance free to home activities

Silver Card is 95% attendance and/or 3.5 GPA
Reward 1% point added to one class quarter grade, 1 daily homework pass, admittance free to home activities

STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the principal or appropriate official, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent the FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. (Optional) Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA are Family Policy Compliance Office U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.
5. The district has determined that the following information regarding the district's students is not harmful or an invasion of privacy, and therefore, will release this information without first obtaining parental consent. If a parent, guardian, person acting as a student's parent in absence of a parent or guardian,

or the student (if 18 or older), does not want the district to release the information listed below, they must notify the district in writing within (10) days of receiving this handbook of the information they do not want released.

DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Oregon-Howell R-III School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Oregon-Howell R-III School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Oregon-Howell R-III School District to include this type of information from your child's education records in certain school publications. Examples include:

1. A playbill, showing your student's role in a drama production;
2. the annual yearbook;
3. honor roll or other recognition lists;
4. graduation programs;
5. sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the Oregon-Howell R-III School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by August 23, 2012. The Oregon-Howell R-III School District has designated the following information as directory information:

1. Student's name and address
2. Participation in officially recognized activities and sports
3. Telephone listing
4. Weight and height of members of athletic teams
5. Electronic mail address
6. Photograph
7. Degrees, honors, and awards received
8. Date and place of birth
9. Major field of study

10. Dates of attendance
11. Grade level

Prepared by U.S. Department of Education Family Compliance Office

COLLEGE/MILITARY RECRUITER INFORMATION

In the new federal legislation “No Child Left Behind” (Section 9528 of ESEA) requires each LEA (School) that receives funds under ESEA, upon request by the military recruiter or an institution of higher education, access to names, addresses, and telephone listings for secondary students. However, parents may request that such information not be released for their child without parental consent. Therefore, we are requesting all parents who do not want this information released to please provide written notice to the Principal’s office within ten days after the first day of school. If we do not hear from you by that time, this information will be released to those listed in the first paragraph if /when requested.

COMPLAINT RESOLUTION PROCEDURE FOR NO CHILD LEFT BEHIND PROGRAMS

This complaint resolution procedure applies to all programs administered by the Missouri Department of Elementary and Secondary Education under the No Child Left Behind Act (NCLB).

A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplies, or misinterpreted by school district personnel or by Department of Education personnel.

Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

The written, signed complaint must be filed and the resolution pursued in accordance with local district policy: (insert your individual district’s policy here such as submitting to the superintendent, board president, etc.)

If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is no evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technica assistance to facilitate such resolution. Any persons directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplies, or misinterpreted by the Department itself.

Anyone wishing more information about this procedure or how complaints are resolved may contact local district or Department personnel.

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, highly mobile children, such as migrant and homeless children, 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 Oregon-Howell R-III 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, emotion disorders, hearing impairment and deafness, mental retardation, 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 Oregon-Howell R-III 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 Oregon-Howell R-III 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 my 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 Oregon-Howell R-III School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the Library, Monday thru Friday, 8:00 am to 3:00 pm.

Local school districts in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age twenty-one (21) that reside in the district. This census must be compiled by December 1 of each year. This information is treated as confidential and just includes: name of child: parent/legal guardian's name/address: birth date and age of child: the child's disability: and the services provided to the child. If you have a child with a disability or know of a child

with a disability who is not attending the public school, please contact the Superintendent or Special Services Coordinator.

This notice will be provided in native languages as appropriate.

STATEMENT OF NONDISCRIMINATION

The Oregon-Howell R-III School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The Oregon-Howell R-III School District will provide an environment free of sexual harassment. All such policies include grievance procedures. Should a student, parent, staff member, or community person have reason to believe they have been discriminated against or sexually harassed, they should refer to the grievance procedure outlined in the Board of Education policy. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Jennifer Johnson
Special Education Process Coordinator
PO Box 398
Koshkonong, MO 65692-0398
417 867-5601

For further information on notice of non-discrimination, you may contact:
The Office For Civil Rights Region VII
8930 Ward Parkway Suite 2037
Kansas City, MO 64114-3302
816-268-0592

THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. §1232h, requires Oregon-Howell R-III School District to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relations;
6. Legally recognized privileged relations, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or

8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings.

ABESTOS LETTER

Dear Parents and Employees:

On October 22, 1986, President Reagan signed into law the Asbestos Hazard Emergency Response Act (AHERA, Public Law 99-519). The law required EPA to develop regulations which provide a comprehensive framework for addressing asbestos problems in public and private elementary and secondary schools. On October 30, 1987, EPA published the Asbestos-Containing Materials in Schools Rule (40 CFR Part 763 Subpart E). This New Rule requires all public and private Elementary and secondary schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings, and implement response actions in a timely fashion. This rule became effective December 14, 1987.

The Oregon-Howell R-III School District conducted a complete inspection of its facilities in 1988, utilizing the services of Mead Environmental Associates, Inc. The results of this inspection have been included in a management plan. This management plan is available in the administrative offices of this District (and in the offices of each school) during normal business hours, without cost or restriction, for inspection by representatives of the EPA and the State, the public including teachers, other school personnel and their representatives, and parents. The District may charge a reasonable cost to make copies of management plans.

Periodic surveillance is required every six (6) months. A reinspection of our facilities is required every three (3) years and was conducted in September, 2013 Any fiber release episodes and any activities involving the disturbance of the ACM are also recorded in the management plan.

You, as a parent, are encouraged to examine the management plan that affects your child(ren).

The purpose of the Federal and State regulations is to protect the health and well-being of all persons entering the buildings of the District for any reason. This District takes very seriously the recommendations made in the management plan.

The person in the District trained to oversee asbestos activities and ensure compliance is Robert Casteel. As required in the Rule, Robert Casteel is the contact for the public to obtain information about asbestos-related activities in the District. You may reach Robert Casteel at the Superintendent's office; phone 417-867-5601.

Thank you for your cooperation and understanding.

BLUE JAY ACTIVITIES SECTION

STATEMENT OF PHILOSOPHY

Welcome to the Oregon-Howell R-III School District student/activities program. Our hopes are that by your taking advantage of our extra-curricular programs, you will grow academically, physically, and that the program will be challenging and rewarding.

We encourage you to become involved in as many extra-curricular programs as your time will allow and not interfere with your academic studies. We, in the Oregon-Howell R-III School District, want you to graduate on time and with the best education you are capable of attaining. Do not allow extra-curricular activities to interfere with your academics. With proper time management your academics could improve while participating in activities. Our primary goal is for students to achieve their highest possible level of academic and athletic excellence. Interscholastic activities and athletics present the opportunity for the student to acquire knowledge, skills, and emotional standards that helps one to become better citizens.

Interscholastic activities shall supplement the secondary academic program, and is a vital part of your total educational experiences. You as a student/athlete need to maximize your total education. The extra-curricular programs are a privilege, not a right, which carries many responsibilities to your parents, yourself, the school, and the community. Hopefully, through your participation you will grow emotionally, mentally, physically, and socially.

Students involved in activities and/or athletes spend more time and have unique opportunities to learn through the extra-curricular programs than from any other program. There is a variety of programs in which you can become a vital part. You need to get the most from your high school extra-curricular

activities for few are able to continue their activities after high school on a competitive basis.

Specialization in one sport is not encouraged; school activities should be a choice you make as one of our prize students. Due to conflicts of seasons, practice time, and schedules you have choices to make on your own. The Koshkonong School encourages you to take advantage of as many programs as you feel you have adequate time.

ACTIVITIES AT KOSHKONONG & COACH

Cross-Country (Girls & Boys) ---------- Charlie Ballard
JV &Varsity Girls Softball ---------- Joe Brewer
JV & Varsity Girls Basketball ---------- Charlie Ballard
JV & Varsity Boys Basketball ---------- Joe Brewer
JV & Varsity Boys Baseball ---------- Joe Brewer
Volleyball ----------Jaclyn Krasuski
Golf ----------Administration
7TH & 8TH Boys Basketball ---------- Joe Brewer
7TH & 8TH Girls Basketball ---------- Fannie Willard
7TH &8TH Baseball----------
7TH &8TH Softball----------Fannie Willard
7TH &8TH Volleyball----------Denice Warden
FFA ----------John Doss
FCCLA ---------- Sandra Roberts
FBLA ---------- Jaime Ball
Music ----------Lisa Jackson
BETA ---------- Jennifer Johnson
Quiz Bowl ---------- Iris Phipps

ACADEMIC REQUIREMENTS

1. A student in grades 9-12 must have earned the preceding semester of attendance, a minimum of 3.0 units of credit or have earned credit in 80% of the maximum allowable classes in which a student can be enrolled in the semester, whichever is greater, and shall currently be enrolled in and regularly attending courses that offer 3.0 units of credit or 80% of the maximum allowable credits which may be earned, whichever is greater; or a student must be enrolled in a full course at his or her level in a special education program for the handicapped approved by the Missouri State Department of Education which, though upgraded, enrolls pupils of equivalent age, and that student must have made standard progress for his or her level the preceding semester. A beginning 9th grade student shall have been promoted from the 8th grade to the 9th grade for first semester eligibility.
2. A student must be making satisfactory progress towards graduation as determined by local school policies. Koshkonong has determined satisfactory progress as no more than one "F" and/ or "NC" per grading period and a minimum of C- (1.667) GPA for the grading period.
3. A 7th or 8th grade student must meet the following requirements in order to be academically eligible to participate in interscholastic activities:

   A. Grading Period: A "grading period" is a period no less than six weeks and no greater than nine weeks where progress is determined and is reported to students/parents. A student must have been promoted to a higher grade or a higher level in special education at the close of the previous year. However, any such student who failed more than one scheduled subject, or failed to make standard progress in special education, shall be ineligible the following grading period regardless of promotion to the higher grade.
   B. Semester of Participation: The student shall be currently enrolled in and regularly attending the normal course for that grade or must have enrolled in a full course at his or her level in any public school special education program

for the handicapped approved by the Missouri State Department of Education which, though ungraded, enrolls pupils of equivalent chronological age.

c. Entry into 7th or 9th Grade: This section shall not apply to students promoted for the first time into the 7th or into the 9th grade prior to the first day of classes.

d. Check Oregon-Howell RIII School District High School Student/Parent Handbook for quarter grade average requirement.

CITIZENSHIP REQUIREMENTS

Citizenship: Students who represent a school in interscholastic activities must be creditable citizens and judged so by the proper authority. Those students whose character or conduct is such as to reflect discredit upon themselves or their schools are not considered "creditable citizens." Conduct shall be satisfactory in accord with the standards of good discipline.

Law Enforcement: A student who commits an act for which charges may be or have been filed by law enforcement authorities under any municipal ordinance, misdemeanor or felony statute shall not be eligible until all proceedings with the legal system have been concluded and any penalty (i.e. jail time, fine, court costs, etc.) or special condition of probation (i.e. restitution, community service, counseling, etc.) has been satisfied. If law enforcement authorities determine that charges will not be filed, eligibility will be contingent upon local school policies. Moving traffic offenses shall not affect eligibility, unless they involve drugs, alcohol, or injuries to others. After a student has completed all court appearances and penalties, and has satisfied all special conditions of probation and remains under general probation only, local school authorities shall determine eligibility.

Local School:

a. A student who violates a local school policy is ineligible until completion of the prescribed school penalties.

b. The eligibility of a student who is serving detention or in-school suspension shall be determined by local school authorities.

c. A student shall not be considered eligible while serving an out-of-school suspension.

d. A student who is expelled or who withdraws from school because of disciplinary measures shall not be considered eligible for 365 days from the date of expulsion or withdrawal.

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

f. Each individual school has the authority to set more restrictive citizenship standards and shall have the authority and responsibility to judge its students under those standards.

g. Each school shall diligently and completely investigate any issue that could affect student eligibility.

Student Responsibility: Each student is responsible to notify the school of any and all situations that would affect his/her eligibility under the above standards. If the student does not notify the school of the situation prior to the school's discovery, then the student shall be ineligible in activities and or sports for up to 365 days.

SPORTS PHYSICALS & INSURANCE

Physical: The school shall require of each student participating in athletics a certificate of an issued physical signed and authorized by a physician, advanced nurse practitioner in written collaborative practice with a physician, or a certified physician's assistant in collaboration with a sponsoring physician stating that the individual is physically able to participate in athletic practices and contests of his/her school. A student shall not be permitted to practice or compete for a school until a complete, signed certificate is on file at the school. The medical certificate is valid for the purpose of this rule if issued on or after February 1 of the previous school year.

Insurance: A student shall not be permitted to practice or compete for a school until it has verification that he or she has basic athletic insurance coverage.

STUDENTS RECEIVING OSS

Students who are assigned OSS will not be allowed to participate in or attend any school activities for 1 week from the date the OSS was assigned. Students will receive one week suspension from activities/athletics for each day of OSS.

*Once the OSS is served, students will be allowed to practice to maintain conditioning but not allowed to participate in competition until activity suspension week(s) is served.

TRANSPORTATION

Transportation shall be provided to all away activities for students in grades 7-12. In some cases transportation may be provided for elementary students. It is required that all team members ride to and home from away games unless a parent requests that an athlete ride home with him/her. Coaches will have a sign out sheet at the away games that the parents must sign before taking child. Students not signed out by a parent will ride bus back to area of departure. Parents should know that when their child has been released to an individual the school is no longer able to insure their safety. A parent must sign consent to travel release form in advance before a student can ride with anyone beside a parent. Consent for a student to ride home with someone other than their parent will not be accepted by a telephone call.

ACTIVITY TRIPS

Students who go on overnight activity trips will have their bags checked for contraband before leaving the school grounds. Sponsors should make arrangement for males to check male

baggage and females to check female baggage.

RANDOM DRUG TESTING FOR ACTIVITIES

The Board recognizes the importance of protecting the health and safety of students from the use of illegal drugs, performance-enhancing drugs and alcohol. The purpose of this policy is to help prevent substance abuse among students, to encourage treatment for students with substance abuse problems and to ensure that students have the opportunity to attend school and participate in activities in a fair, safe and healthy environment.

Participation in extra-curricular activities is a privilege and carries with it the responsibility to adhere to high standards of conduct, including refraining from the use of illegal drugs, performance-enhancing drugs and alcohol. To assist students in making healthy and safe choices, the district will conduct random drug testing of students in grades 7-12 as a condition of participation in extra-curricular activities.

Random drug testing will be held once a month. Students will be placec in a pool for random drug testing and the Oregon-Howell R-III School District will pay for the random test for students who are selected. If a student tests positive for drugs during a random test, they will be disciplined according to discipline policy and parents will pay for the drug test for their student to be reinstated into extra-curricular activities.

Students who wish to drop out of the drug testing pool must first have their parent/legal guardian schedule a meeting with the Principal or Athletic Director. The student must sign a release form stating they no longer wish to participate in the random drug testing pool. They will no longer be eligible to participate in any extra-curricular activity.

The parent signatures giving consent for Random drug testing is included on the Acknowledgement of Receipt

form given to students with their Student Handbook and must be completed before a student can participate in any extra-curricular activities at Koshkonong School. The consent is good for one year and must be renewed annually in order for the student to be eligible for any extra-curricular activities.

PARENT CONCERNS

Appropriate concerns to discuss with coaches:

1. The treatment of your child, mentally and physically.
2. Ways to help your child improve.
3. Concerns about your child's behavior.

It is very difficult to accept your child's not playing as much as you may hope. Coaches are professionals. They make judgment decisions based on what they believe to be best for all students involved. As you have seen from the list above, certain things can be and should be discussed with your child's coach. Other things must be left to the discretion of the coach.

Issues not appropriate to discuss with coaches:

1. Playing time.
2. Team strategy.
3. Play calling.
4. Other student-athletes.

There are situations that may require a conference between the coach/sponsor and the parent. These are to be encouraged. It is important that both parties involved have a clear understanding of the other's position. When these conferences are necessary, the following procedure should be followed to help promote a resolution to the issue or concern.

If you have a concern to discuss with a coach, the procedure you should follow is:

1. Call to set up an appointment.
2. The Koshkonong High School telephone number is 417-867-5601.

Please do not attempt to confront a coach/ sponsor before or after a contest or practice. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution.

The next step:

What a parent can do if the meeting with the coach did not provide satisfactory resolution.

1. Call and set up an appointment with the Athletic/ Activities Director to discuss the situation. (David Miller-417-867-5601)

Since research indicates a student involved in co-curricular activities has a greater chance for success during adulthood, these programs have been established. Many of the character traits required to be a successful participant are exactly those that will promote a successful life after high school. We hope the information provided within this pamphlet makes both your child's and your experience with the Koshkonong High School activities program less stressful and more enjoyable.

SPORTSMANSHIP: YOU'RE KEY TO BEING REMEMBERED AS OUTSTANDING

Sportsmanship plays a major role in your development as a student/athlete. Our program of interscholastic athletics is

important and gives you the opportunity to display your interests and abilities. Athletics gives you a great opportunity to mold your personality, to control your emotions, and direct your energy to being a positive individual and/or team member. Derogatory remarks, antagonizing your opponent intentionally, and encouraging or being involved in altercations with your opponents, is not a part of the Blue Jay way.

Downgrading of officials by players or coaches is not acceptable. Officials, like players and coaches, are not 100% correct; therefore, they should be treated accordingly. As a player you will error, as coaches all aspects of coaching will not work at the particular moment you would like for your decision to work. We must be able to hold our heads high in defeat and be excited when we win. We must care how victory is attained. We must exercise good judgment, by not being childish and by not using immature antics. Morals and good common sense need to be exercised, it is your responsibility.

Showing self-control at all times, accepting decisions, accepting with pride both victory and defeat, showing good conduct and cooperation with coaches, officials, and players are contained in a good winning philosophy. We, in the Oregon-Howell R-III School District, want you to win, to excel, and to be successful in your academic and athletic endeavors. Competition is the backbone of our society; it has been there since the beginning of our great country. There will be disappointment in academics, disappointments in activities, and disappointments in life. Your reactions to these disappointments will be a guide for you to realize what you have learned from your endeavors. There will always be competition. If you will always remember not to do anything that will be an embarrassment to you, your parents, your school, or your community you will always be a good citizen and will show good sportsmanship.

TABLE OF CONTENTS

A+ SCHOOLS PROGRAM 36
ACTIVITIES SECTION 50-59
ACTIVITY FUND 14
ADMINISTRATION LIST 4
ALERT NOW 35
ASBESTOS LETTER 49
ATTENDANCE REQUIREMENTS FOR COURSE CREDIT 9
ATTENDANCE POLICY 8
BAD WEATHER AND SCHOOL DISMISSAL 34
BELL SCHEDULE 6
BETA CLUB 42
BREAKFAST AND LUNCH FACILITIES 14
BUILDING PASSES 15
BULLETIN BOARDS 13
CALENDAR 5
CARE OF SCHOOL PROPERTY 13
CHANGE OF ADDRESS 15
CLASS OFFICERS 13
COLLEGE PREPARATORY CERTIFICATE 41
COLLEGE/MILITARY RECRUITER INFROMATION 46
COMPLAINT RESOLUTION PROCEDURE 46
CORPORAL PUNISHMENT 18
COURTSHIP 15
DIRECTORY INFORMATION 45
DISASTER PLANS 34
DISCIPLINE POLICY 18-30
EDUCATIONAL MISSION AND BELIEFS 3
ELEMENTARY BUILDING AND PLAYGROUND 35
EVALUATION 38
FACULTY CONFERENCE TIMES 4
GENERAL POLICY 7
GOLD AND SILVER CARDS 43
GRADE CLASSIFICATION 38

GRADUATION REQUIREMENTS 40
GRADUATION DRESS CODE 41
HIGH SCHOOL COURSES TAKEN IN 8TH GRADE 38
HONOR ROLL 42
ILLNESS POLICY 33
IMMUNIZATION LAW 32
LOCKERS 32
LUNCH TIME STUDENT LOCATIONS 14
MENTORING/TUTORING SERVICES 35
MESSAGES 13
OFFICE RULES 13
PART TIME STUDENTS 11
PERSONAL PROPERTY 12
PLEDGE OF ALLEGIANCE 7
PRESCRIPTION MEDICATIONS 34
PROM ATTENDANCE 31
PROTECTION OF PUPIL RIGHTS ADMENDMENT 48
PUBLIC NOTICE 47
REGISTRATION AND ENROLLMENT 6
REQUIREMENTS FOR ADADEMIC LETTER 32
SCHOOL ACTIVITIES 11
SCHOOL LETTER 35
SCHOOL SPONSORED TRIPS 31
SCHOOL SPIRIT 2
SEARCHES AND INSPECTIONS 32
SPECIAL EXCUSES 14
STATEMENT OF NONDISCRIMINATION 28
STUDENT DRESS CODE 16
STUDENT CREED 2
STUDENT DISCIPLINE 17
STUDENT DRIVING AND PARKING 15
STUDENT INSURANCE 31
STUDENT RECORDS 44
SUSPENSION 10
TAKING STUDENTS OUT OF CLASS 11
TARDIES 8
TEACHER'S AIDES 38
TELEPHONE 12
TIME SCHEDULE 6
TRUANCY 10
USE OF BUILDING AFTER SCHOOL HOURS 13
VALEDICTORIAN AND SALUTATORIAN 41
VISITORS 32
WEIGHTED CLASSES 39
WELCOME TO KOSHKONONG HIGH SCHOOL 1

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