



# Raymore-Peculiar High School

## 2020/2021

### DIAL DIRECT TELEPHONE NUMBERS:

- Main HS Office – 892-1400
- HS Attendance Office – 892-1412
  - RPHS Fax -892-1401
  - RPHS Counseling Office Fax - 892-1423
- Administrative Services Center – 892-1300

Property of: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

In case of emergency, please notify:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

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Bartel, Carissa.....	2261	Heist, Nikki.....	2101	Roberts, Mike.....	2262
Beneke, Brett.....	2102	Hellums, Amy.....	1427	Robison, Ivan.....	2207
Benson, Jonathan.....	2036	Hemmingsen, Patrick.....	1456	Ropp, Rachel.....	2360
Berkovich, Alex.....	2185	Henry, Joshua.....	2268	Rowland, Ashley.....	2170
Brown, Doug.....	2222	Hipple, Kirk.....	1410	Russ, Stefani.....	1444
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Elmer, Teresa.....	2379	Moore, Jeff.....	1458	Thomas, Staci.....	2258
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Fish, Christa.....	1414	Mussatti, Anne.....	2046	Thompson, Kourtney.....	2078
Frey, Michael.....	7212	O'Neal, Joe.....	1449	Tierney, Emily.....	.....
Fultz, Tina.....	2105	Parisi, Michaela.....	2230	Tilawen, Brenda.....	2221
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Gray, Cheryl.....	1435	Ransom, Brandon.....	2251	White, Charlene.....	2336
Gray, Darrick.....	2122	Renfrow, Sarah.....	2158	Zendejas, Sergio.....	2071

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# **NON-DISCRIMINATION STATEMENT**

The Raymore-Peculiar R-II School District Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law in its programs, activities or in employment. The board also prohibits retaliatory actions against those who report or participate in the investigation of prohibited discrimination or harassment. The Raymore-Peculiar R-II School District is an equal opportunity employer. The district also provides equal access to the Boy Scouts of America, the Girl Scouts of the United States of America and other designated youth groups in accordance with federal law. The district will identify, evaluate and provide a free, appropriate education to all students with disabilities accordance with law. Anyone who knows or believes that a student may have a disability - regardless of whether the student is currently enrolled in the Raymore-Peculiar R-II School District - is encouraged to contact the district's compliance officer listed below.

Anyone who, because of a disability, requires an auxiliary aid or service for effective communication or requires a modification of policies or procedures to participate in a program, service or activity should contact the compliance officer listed below as soon as possible, but no later than 48 hours before the scheduled event. The district's non-discrimination policy and grievance forms are available at any district office. The following compliance officer has been designated to address inquiries, questions and grievances regarding the district's non-discrimination policies:

**Director of Human Resources**

**P.O. Box 789**

**Peculiar, MO 64078**

**816-892-1300**

## **STATEMENT OF PURPOSE**

The purpose of Raymore-Peculiar High School is to provide a safe, caring and dynamic learning environment where all students are prepared to be responsible, productive, self-sufficient citizens.

### **THE RAY-PEC HIGH SCHOOL MISSION:**

It is the mission of Raymore-Peculiar High School to prepare ALL students for a successful and meaningful life in a global society by providing them with opportunities to nurture their own unique abilities and to empower them with life-long learning skills so as to be responsible, productive citizens.

### **RAY-PEC FIGHT SONG**

Go you Panthers, fight the enemy  
Make them kneel before our varsity  
We're behind you with our battle cry –  
Indestructible, a do or die  
For R - P High  
We've got the Panther Pride  
We are brave and we are bold  
So fight, fight for R - P High  
We are the black, white and gold.

Dear Parents and Students,

We welcome you to Raymore-Peculiar High School for the 2019-20 school year. Our wish is that we all share a year of outstanding successes and that we work together to provide a quality educational environment. Within our high school curriculum, we offer a wide range of courses, along with career and service opportunities. This allows students to gain an understanding of themselves, as well as the skills and techniques involved with living and working with others.

It is our desire that students avail themselves of all opportunities for personal growth and fulfillment. Please become familiar with the material in this handbook. Have a great year.

Steven Miller

Principal

Dr. Kristina Martin

Associate Principal

Dr. Jerry Edson

Assistant Principal

Mark Cook

Assistant Principal

Dr. Jeanne Kuhlman

Assistant Principal

Kirk Hipple

Activities Director

## **RAYMORE-PECULIAR SCHOOL DISTRICT INTERNET/NETWORK USAGE AGREEMENT**

The internet/network usage agreement provided for by board policy 6320 must be signed and on file prior to use of any school district computers.

### **STUDENT DIRECTORY INFORMATION**

Please be advised that the school district will release "Directory Information" concerning your child upon request. This will include the following information: student's name, parent's name, date and place of birth, grade level, enrollment status, participation in school-based activities and sports, height and weight of members of athletic teams, dates of attendance, diplomas and awards received, photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy. If you do not want this type of information about your child released, please send a note to that effect to your child's principal. (See Board Policy 2400)

### **STUDENT RECORDS**

Board of Education Policy 2400 will guide school administration and staff decisions on student records. All parents will have the right to inspect their child's education records as allowed by law. As used in policy 2400, a "parent" includes a biological or adoptive parent, a guardian or an individual acting as a parent in the absence of a natural parent or guardian. The district will extend the same rights to either parent, regardless of divorce, custody or visitation rights, unless the district is provided with evidence that the parent's rights to inspect records have been legally revoked.

### **OUT-OF-DISTRICT MEDICAL AND PSYCHOLOGICAL EVALUATIONS**

Occasionally parents seek evaluations that require information from school district employees. The school district will partner with other professionals in order to provide accurate information. It is the district's practice to first obtain a release of information from the parent that will allow us to share information with the requesting agency. Subsequently, all rating scales, narratives, and other requested information will be forwarded directly to the agency itself.

Raymore-Peculiar School District's practice is to allow observations of students by qualified district personnel or those professionals with whom the district contracts directly. Raymore-Peculiar School District will provide a detailed record of the observation so that information about the student in the school setting can be shared. District personnel will work with the parent and the outside agency to select the appropriate staff member to match the type of observation requested.

## **INTERNET ACCESS**

The purpose of the district's Internet access and other technological resources is to support and enhance learning and teaching by providing students and faculty with the tools necessary. This access enables them to participate in the type of educational activities which will both prepare students for entry into the increasingly complex environment they will face in the workforce and will also ensure that teachers and other staff have access to the latest in research materials.

Due to the far-reaching implications of these resources, the Board realizes that parameters must be set to assure that activities, which are not appropriate to the learning environment, do not take place. Acceptable uses of the computer resources are activities resulting from specific tasks and assignments, which support learning and teaching, promote the district's goals and objectives and advance the mission of the district. Unacceptable uses are those which violate the rights to privacy of others; violate copyright law; spread computer viruses; deliberately attempt to degrade or disrupt system performance; and locate, transmit, receive, store or print files or messages that are profane, obscene or that use language that is offensive or degrading to others.

The school district is responsible for securing its network and computing systems in a reasonable and economically feasible degree against unauthorized access and /or abuse while making them accessible for authorized and legitimate users. This responsibility includes informing users of expected standards of conduct and the punitive measures for not adhering to them. The administration may develop rules and regulations to help ensure that this informational resource is used in accordance with acceptable guidelines.

Teachers are responsible for teaching proper techniques and standards for participation, for guiding student access to appropriate uses of technological resources and for assuring that students understand that if they misuse them, they will lose their access.

All users of the district's computer resources are responsible for respecting and adhering to local, state, federal and international laws governing usage of the available technology. Any attempt to violate the provisions of the district's rules and regulations governing usage may result in revocation of user privileges, suspension, or other disciplinary action appropriate to the circumstances.

## **OFFICE HOURS**

Administrative Services Center – 8:00 a.m. - 4:30 p.m.

High School – 7:00 a.m. - 4:00 p.m.

## **ACADEMIC CALENDAR**

First Day of School	August 24
End of 1st Grading Period	September 30
End of 2nd Grading Period	November 10
End of 1st Semester	December 23
Second Semester Begins	January 6
End of 4th Grading Period	February 19
End of 5th Grading Period	April 13
Last Day of School	May 25

The last day is subject to change if school is closed due to inclement weather or emergency closings.

## **SCHOOL CLOSINGS**

In the case of an emergency or inclement weather that necessitates a school closing, announcements will be made on local TV and radio stations, and will be posted on the district's website and recorded on the district's information hotline at 816-892-3988. In addition, the district now uses School Messenger, an automated calling system to provide information on school closings.

## STUDENT BREAK SCHEDULE

Labor Day Holiday	September 7
Fall Break	November 25-27
Winter Break	Dec. 24-Jan. 5
No School	Jan. 18-19
No School Day-Staff Development	Feb. 15-16
No School-Spring Break	Mar. 29-Apr. 2
No School Day-Staff Development	April 5

## 7 PERIOD MONDAY, TUESDAY, FRIDAY SCHEDULE

7:25 - 8:14	1st Period
8:19 - 9:08	2nd Period
9:13 -10:02	3rd Period
10:07-10:32	Advisory (M) Panther Time (T & F)
10:37-11:26	4th Period
11:31-12:57	5th Period

A Shift 11:31-11:51

B Shift 11:52-12:13

C Shift 12:14-12:35

D Shift 12:36-12:57

1:02 - 1:51	6th Period
1:56-2:45	7th Period

## WEDNESDAY SCHEDULE

7:25 - 8:58	1st Period
9:03 -10:36	3rd Period
10:41 - 11:06	Panther Time
11:11 - 1:07	5th Period
11:11 - 11:32	1st Lunch Shift
11:42 - 12:04	2nd Lunch Shift
12:14 - 12:36	3rd Lunch Shift
12:46 - 1:07	4th Lunch Shift
1:12 - 2:45	7th Period

## LATE START THURSDAY SCHEDULE

9:33 - 11:06	2nd Period
11:11 - 1:07	4th Period
11:11 - 11:32	1st Lunch Shift
11:42 - 12:04	2nd Lunch Shift
12:14 - 12:36	3rd Lunch Shift
12:46- 1:07	4th Lunch Shift
1:12 - 2:45	6th Period



# EARLY RELEASE SCHEDULE

7:25-11:41

Period 1	7:25-7:58
Period 2	8:03-8:36
Period 3	8:41-9:14
Period 4	9:19-9:52
Period 5	9:57-10:30
Period 6	10:35-11:08
Period 7	11:13-11:46

## EARLY RELEASE DAYS

October 2 - Staff Professional Development  
November 5 - Staff Professional Development  
December 23 - Staff Workday  
May 25 - Last Day of School

## PANTHER TIME

Panther Time is an intervention program designed to provide academic support for students during the school day. During Panther Time, which will be provided three days a week on Monday, Tuesday, and Friday, students will have opportunities to receive academic support from their classroom teachers. Panther Time can be on a voluntary basis if a student independently chooses to visit a teacher's classroom, but it can also be mandated by teachers and staff for students who are struggling academically. For those students who are assigned Panther Time by a classroom teacher, the expectation will be that students report directly to the requesting staff member during the Panther Time period. Failure to report for a mandated Panther Time session will result in a progressive set of disciplinary consequences.

1st Offense:	Warning and re-assign tutoring
2nd Offense:	45-minute detention
3rd Offense:	90-minute detention
4th Offense:	3-hour detention
5th Offense:	1 day ISS
Subsequent offenses:	1 day of ISS

## LATE STARTS

Late starts due to inclement weather will be announced on all major television and radio stations, posted on the district's website and recorded on the district's information hotline. In the event of a late start announcement, bus transportation will be provided two hours later than regular pickup times. School sessions will begin two hours later than normal times also, but dismissal time will remain the same.

## PARENT-TEACHER CONFERENCES

Parent-Teacher conferences are scheduled for October 2 and 3, 2019. Parents are encouraged to attend. Conferences are typically set up for parents to meet with teachers on a walk-in basis. Appointments times are not scheduled.

## VISITORS

Students may not bring visitors or guests to the high school during the school day. Visitors are required to check in at the front office with appropriate identification. Visitors may not bring outside food to any student during the school day.

## RP UPDATES

Parents can receive a weekly school district news update. This information is available to all employees, patrons and friends of the district. To subscribe, send an email to: [rp.update@raypec.org](mailto:rp.update@raypec.org). In the message, type "subscribe RP update". To stop receiving these messages, type "unsubscribe RP update". Senior & Scholarship information can be found <http://rpseniors.weebly.com/>. You can also follow our twitter account @RPScholarships.

# HEALTH SERVICES

## Policies regarding illness and accidents:

1. When a student becomes ill at school, he/she must report to the nurse's office. The nurse will notify the student's parent/custodian or a responsible adult if the student is too ill to remain at school.
2. All accidents are to be reported to the nurse's office immediately. An accident report will be completed when appropriate. Following any serious accident, the parent/guardian will be notified immediately.
3. In the case of serious illness where medical attention is immediately required, the student will be sent to the preferred hospital via emergency vehicle.
4. Parents should be certain the school has an emergency telephone number in addition to the home and work telephone numbers.
5. Students should not come to school ill. It is very important that we attempt to control the spread of communicable disease. We would appreciate your compliance in following these guidelines:
  - a. Students should be fever-free (without the influence of fever-reducing medicine) for 24 hours before returning to school.
  - b. The student health services recognize an oral or tympanic (ear) temperature as 100.0 degrees Fahrenheit as a fever. Students with a temperature of 100.0 degrees or greater will be sent home from school.
  - c. Students should be free from continuous coughing.
  - d. Students with vomiting or diarrhea will be sent home from school. An exception will be made for students vomiting secondary to certain medications, physical activity, or by the medical judgment of the school nurses. Students should remain at home for 24 hours after their last episode of vomiting or diarrhea.
  - e. Students should remain at home for 24 hours after taking the first dose of an antibiotic for infection. **The first dose of any medication should be taken at home and the child should remain at home for 24 hours.**
  - f. Students that are found to have head lice will not be allowed to attend school until free of living specimens and all nits.
  - g. Students will be excluded from school for pink eye/conjunctivitis until on medication for 24 hours with primary care provider's written orders or until clearing of the eye.
  - h. The health services department shall be informed of any student with an illness characterized by rash, recurrent episodes of bleeding, or who has draining skin lesions. The lesions and/or rashes should be covered at all times.
6. The nurse will not treat injuries that happen away from school.
7. **Parent/Guardian or their designated adult representative must deliver and pick up all medications to the health room.**
8. **A STUDENT MAY FACE DISCIPLINARY ACTION FROM SCHOOL FOR CARRYING, TAKING, OR DISTRIBUTING ANY TYPE OF UNAUTHORIZED PRESCRIPTION OR NON-PRESCRIPTION SUBSTANCES AT SCHOOL, INCLUDING VITAMIN PRODUCTS.**

The health services department realizes that parents are busy and have many responsibilities. However, it is in the best interest of your student and the other students to avoid sending sick children to school. Time spent in the health room is time NOT spent in the classroom.

## IMMUNIZATIONS AND MEDICATIONS

1. Each student should have a health inventory form and documentation of required immunizations on file in the health room before entering school.
2. Each student must meet Missouri State law immunization requirements.

## MEDICATION POLICY FOR HIGH SCHOOL

Medication brought to school will be governed through the health room. Over the counter medication must come in the original container and must be accompanied by a note from parent or guardian and physician stating dosage and time given.

No medication is to be carried by the student at school unless they are asthmatic and have been ordered by a physician to carry their inhaler with them. **All medications must be delivered directly to the health room by a responsible adult and will be dispensed by designated personnel.**

1. Prescription medications must come in the original current pharmacy bottle with the student's and Primary care provider's name clearly visible and must be accompanied by written physician's instructions along with a signed parental/custodial consent to administer. In accordance with school policy medications will not be administered within one (1) hour of dismissal unless there is a written primary care provider's order and signed parental/custodial consent to administer or the student is involved in a school-sponsored after-school activity.
2. Students who have been diagnosed with asthma may carry a prescription inhaler on their person provided there is a written primary care provider's order to do so on file in the health room.
3. Students experiencing coughing may carry and use a non-prescription cough drop.
4. School-owned medication will be dispensed only if a current Medication Order and Consent form is on file in the health room. The Medication Order and Consent form must be completed and signed by the parent/custodian. This form needs to be renewed annually.

### **Crisis Planning**

Schools are safe environments, but emergencies and/or crisis situations can happen anytime and anywhere. Our Emergency Planning process is focused around three central foundational principles, Readiness, Response and Recovery.

The READINESS component includes:

- Analyzing our facilities for safety, security, equipment capabilities and other areas of operational and functional ability.
- Researching and preplanning to determine the most probable scenarios that could adversely affect our staff and the community we serve.
- Training our staff members so they can act as a team to mitigate a threat or minimize the impact to our children when a natural or man-made disaster occurs.
- Constant vigilance to make necessary changes when protocols or actions need to be modified.
- Reflection on past experiences to inform new practices.

The RESPONSE component includes:

- Recognizing an emergency or disaster early and communicating initial actions to co-workers, students and parents.
- Early notification of Public Safety when appropriate (911, Police, Fire, Rescue, Sheriff)
- Staff implementing actions that follow a predetermined plan to mitigate a threat or minimize the impact to our students when a natural or man-made disaster occurs.
- Staff working seamlessly with Public Safety officers when they arrive to maximize positive outcomes.
- Communicating and working with families for an effective reunification.

The RECOVERY component includes:

- Having predetermined programs in place to provide counseling services to staff, students and parents when a situation and/or need arise.
- Having the ability to continue operations or the capacity to restore basic services quickly and effectively.
- Maintaining a fiscally sound financial business model so the organization has an emergency funding mechanism.
- Utilizing the "hot wash" methodology (immediate review of the response to the situation), so we can continue to reinforce the readiness process.

An Emergency Reference Guide has been developed to assist the Raymore-Peculiar School District staff with preparation, communication and education. This guide provides a step-by-step procedure to follow for most of the predictable scenarios our school district may experience.

### **Critical Steps for Effective Emergency Management**

1. Assess the situation.
2. Call 911 or other emergency numbers as appropriate.
3. Secure the building for the safety of students and staff. Take initial actions as provided by the Emergency Reference Guide.
4. Notify the Superintendent and other appropriate personnel.
5. Refer media inquiries to the Communications Coordinator.
6. Notify families of the students and/or people involved.

7. Mobilize the building and/or district Crisis Management Team.
8. Keep a log of all activity.

### **Communications**

Communications are established between all sites of the Raymore-Peculiar School District, the District Office and the appropriate Public Safety agencies. Due to the geographical makeup of the District, there are several Public Safety entities involved, depending on the precise location of the situations or event. These agencies are:

- Local Police and Fire Departments
  - o Raymore Police Department and Peculiar Police Department.
  - o South Metro Fire Department and West Peculiar Fire Department.
  - o Cass County Sheriff's Department and Emergency Management
  - o Missouri State Highway Patrol

The Superintendent's Office will communicate information and procedures to the public in the event of an emergency situation involving a district site. Information that may be communicated include:

- Emergency situation information
- Dismissal procedures
- Family unification procedures

If school must be canceled or dismissed early due to weather conditions or other emergencies, an announcement will be made through the School Messenger, RPSD website, area television and radio stations and other media sources (official District social media sites).

## **FIRE/EVACUATION DRILLS**

Periodic fire/evacuation drills will be held. Evacuation routes are posted in each room. Please observe the following points:

- \* Once drill is initiated or alarm sounds, teachers will line up classes along the wall preparing students to leave the classroom. Teachers and students will remain in the classroom until further instructed.
- \* While students are lined up in the classroom, administrative personnel will walk the hallways to determine if evacuations are necessary. If it is determined that evacuation is necessary, office personnel will direct staff and students to do so via intercom.
- \* When evacuating the building, the following protocol should be followed:
  - Close windows
  - Walk rapidly, single file; do not run or talk
  - Take purses or valuables with you. Leave books and class materials behind.
  - Go at least 100 feet from the building. Do not block the driveway. Do not re-enter the building until all clear is sounded (long bell).
  - Stay with your group or class.

## **TORNADO DRILLS**

Everyone should prepare for tornado drills. It might be necessary to change plans in the event of a serious threat. An announcement will be made over the intercom indicating the start of the drill. Please observe the following points:

- Stay calm.
- All teachers and students in Phase 1 classrooms should immediately proceed in an orderly fashion to the Dome gymnasium. Those teachers and students in Phase 2 classrooms should shelter in place until further instructions are provided. **Phase 2 classrooms are interior classrooms that are highlighted in yellow on the Tornado Shelter Map.**
- If students are outside and do not have time to move into a safe building, they should lie flat in the nearest depression or ravine.
- All students should stay away from other gymnasiums and glass windows.
- \* All students should stay in the Dome gymnasium until the building "ALL Clear" signal is given.

## **EARTHQUAKE**

- Students should be instructed to move away from windows and other possible hazards.
- Students should be instructed to get under a desk, table, or other shelter or against an inside wall. If the shelter moves, move with it, and stay under it.
- Students should assume the DROP position and be silent so directions can be heard above the noise of the earthquake.
- Students should stay in the DROP position until the earthquake is over and/or further instructions are given.
- After the initial shock and things settle down, students and teachers will evacuate classrooms being alert to the possibility of after -shocks.

## **LOCKERS**

Lockers are the property of the school and are subject to inspection at any time for any reason. Lockers are assigned at the beginning of the school year. Students are not to change lockers without permission from the assistant principal. There is a \$5.00 charge for a lost lock. There may be a fee for a student who damages or fails to maintain his/her locker.

## **LOST AND FOUND**

Any items found should be turned in to the principal's office. If a student loses an item, he/she should check with the front office.

## **TELEPHONES**

Office telephones may not be used except in an emergency. Telephone calls are to be made between classes, during lunch periods, and before or after school. Students are not to use their personal phone during class time unless approved by the teacher. Incoming calls to the school office, which are an emergency or of an urgent nature, will be accepted only from a parent/guardian, in which case, the message will be delivered as soon as possible.

## **CHANGE OF ADDRESS/TELEPHONE**

It is the responsibility of the student to immediately notify the principal's office in the event of a change in address or a telephone number.

## **STUDENT RECORDS REQUEST**

Current Juniors, Seniors and graduates needing to send an official transcript for college, military, or scholarships need to submit a request using steps provided on the Senior Weebly website: <http://rpseniors.weebly.com/>. Select the transcript tab for instructions. Contact Christa Fish in the Senior Office with questions at 816-892-1414 or [christa.fish@raypec.org](mailto:christa.fish@raypec.org). All other transcripts needed for transfers will contact Megan Speer in the counseling department at 816-892-1422.

## **ID BADGES**

Because safety is always a high priority, all Ray-Pec High School students will be issued ID badges. Students must have their ID badges with them at all times.

Students in the building who do not present their badges when instructed to do so will be given consequences or will have privileges revoked.

Badges will be replaced at the cost of \$5.00. ID badges will be required for admittance to all dances.

## **STUDENT AGENDAS**

An agenda is provided for every Ray-Pec High School student. These agendas contain information about policies, activities, student services, etc. as well as a tardy card and hall passes. Therefore, **students must have their own agenda with them at all times.** Failure to do so will result in hallway restriction and possible disciplinary consequences. The replacement cost for a lost agenda is \$5.

## A+ PROGRAM

Any student may enroll in the A+ program. Students who graduate with A+ status will be eligible to receive scholarship funds to attend any public community college or vocational/technical school in Missouri.

To be eligible, students at graduation must: (1) have attended RPHS for three years (2) earned a 2.5 non-weighted grade point average (3) have 95% attendance over all 4 years of high school (4) performed 50 hours of tutoring/mentoring and (5) must also have scored proficient or better on the Algebra I or Geometry or Algebra II end-of-course exam or achieve a math subscore of 17 on the ACT.

An A+ student must exhibit good citizenship. At Ray-Pec, citizenship is based on points earned for disciplinary referrals. Students receive 2 points for each after-school detention, 3 points for each day of ISS and 4 points for each day of OSS. Students may accumulate up to 20 points per year. When a student accumulates 21 points he/she is dismissed from the A+ program.

Students will be given the opportunity to sign up for the A+ Program during their freshman year.

Attendance guidelines for the A+ program are not the same as the regular high school attendance policy. An A+ student must maintain a 95% cumulative hourly attendance rate. The attendance committee may grant an appeal after proper paperwork is filed with the A+ coordinator. Students in the A+ program are expected to review all policies regarding the program in the A+ student handbook which is available online at [www.raypec.k12.mo.us](http://www.raypec.k12.mo.us)

## MISCELLANEOUS FEES

Class Dues (9-12)	\$15.00
Parking Tag	\$50.00 (Aug.-May)
2nd Semester only	\$25.00 (Jan.-May)
Student Athletic Pass	\$40.00

## SCHOOL COUNSELING DEPARTMENT

The Raymore-Peculiar High School counselors strive to aid each student in utilizing their abilities to the fullest, in making sound choices and in developing self-understanding. School Counseling services available include:

### INDIVIDUAL COUNSELING

Students may make an appointment during passing time or before and after school in the counseling office to speak with their counselor. A pass will be given to the student when the appointment is made for the requested time. Students may visit the school counseling office by obtaining a pass from their teacher for emergencies.

### GROUP COUNSELING

Various small groups will be offered over the course of the school year. Students may get more information in the counseling office. All students are eligible to participate unless a parent/guardian submits an opt-out form to the counseling office either during registration or at a later date.

### SCHEDULE CHANGES

All schedule change requests should be made prior to the start of a semester. No schedule change requests will be accepted after 3 days into the semester.

Changes in student schedules will only be made for the following reasons:

1. **Student lacking a graduation requirement.**
2. **Course prerequisites were not completed successfully.**
3. **Prior approval, as required, was not obtained.**
4. **Student previously received a grade of D+ or below from an instructor.**
5. **Health reasons- a doctor's note will be required.**
6. **Vocational job assignment/early release**
7. **Add college level course, requirement for college or career placement.**
8. **Drop a course level at second semester if the first semester grade is a D+ or below.**

9. **If counseling and other corrective measures have failed to create a positive situation for the student and the rest of the class. The removal may include a withdraw/fail on the student's permanent transcript, pending administrator's approval.**
10. **Add/change possibly to reduce class load. If a student has 5 or more weighted classes, they can reduce to 4.**

Students must carefully consider all classes in which they pre-enroll and realize that the school will not allow any student to increase class size beyond acceptable limits for learning. All students are given an equal opportunity to sign up for classes they wish to take through pre-enrollment. Students enrolled in a class are expected to attend that class.

### **GRADE LEVEL CREDIT RECOMMENDATIONS:**

Beginning of:

10th grade - 7 credits

11th grade - 13 credits

12th grade - 19 credits

### **COLLEGE AND CAREER**

College and career planning will be done using the Naviance Student platform. Students will have the opportunity to participate in interest inventories in addition to college and career exploration. A link to Naviance Student may be found on the Ray-Pec High School website.

### **TESTING**

The school counseling office will provide information for college entrance examinations. The school counseling office also administers and interprets other standardized tests throughout the school year.

## **GRADUATION REQUIREMENTS**

Seniors graduating from Raymore-Peculiar High School will be required to have 26 credits. In addition, each student must pass an examination on the provisions of the Citizenship, U.S., and Missouri Constitutions. The credit requirements for each class are:

<b>Department</b>	<b>RPHS Unit Requirements</b>
English	4 Units (Must include 1 core English class for each grade 9-12)
Social Studies	3 Units (Must include 1 unit American History, 1 unit World History, 1 unit American Government)
Math	3 Units (Must include 1 unit Algebra I, 1 unit of Geometry, and 1 unit of Algebra II unless special circumstances apply.)
Science	3 units (Must include 1 unit Biology, 1 unit of a physical science, and 1 elective unit of science.
Fine Art	1 unit
Physical Education	1 unit
Practical Art	½ unit
Personal Finance	½ unit
Health	½ unit
Electives	9.5 units
Totals	26 units

## **REQUIREMENTS TO PARTICIPATE IN GRADUATION CEREMONIES**

All graduation requirements must be met by 3:00 pm on the Wednesday before graduation ceremonies.

## **EARLY GRADUATION**

Applications for early graduation can be picked up in September. The counselors will review applications and provide a list of applicants to the Raymore-Peculiar School Board.

The student who chooses early graduation will be allowed to participate in the spring graduation ceremonies and senior activities as determined by the high school principal.

If a student does not complete all of the requirements by the end of the first semester, he/she will need to re-enroll for the second semester

## **PART-TIME ATTENDANCE**

The student must demonstrate a definite need to attend school on a part-time basis. Examples are: a) financial needs of student or family, b) health problems of self or family, c) vocational training in school or on the job, d) enrollment in a school of higher education, and e) unique curriculum offerings. Students must complete an application the semester prior and final approval will be at the discretion of the counseling/administrative team.

## **CREDITS REQUIRED OF TRANSFER/HOMESCHOOL STUDENTS**

If a student has attended a school outside the Raymore-Peculiar district and it is found that he/she cannot earn all required credits due to fewer opportunities at the previous school, an official transcript will be reviewed and then a determination will be made on the number of credits needed for graduation.

Homeschooled students must present at enrollment all courses taken, lists of books used, grades received and hours logged. Credit will not be awarded for home school courses until all documentation is received. Parents and students may refer to the Board of Education policy regarding transfer of acceptable credits.

## **REPEATING COURSES**

A prerequisite course that requires a certain grade to take other courses may be re-taken to improve the grade previously earned. The lower of the two grades will not count toward meeting the number of credits for graduation.

Exclusions can be made by the principal in advanced courses if college acceptance is in jeopardy.

## **ASSISTANCE WITH POST-SECONDARY EDUCATION**

The counseling office will provide information and application forms for college, technical and vocational training and financial assistance. Juniors and seniors are expected to use this service soon after school begins.

## **REFERRAL SERVICES-COMMUNITY AGENCIES**

Counselors will provide information concerning community agencies and services to benefit students.

## **GRADING SYSTEM**

In order to maintain an equitable reporting system, it is essential that teachers at all levels use a similar grading scale. The following scale shall be used for determining grades on a percentage basis:

<b>POINTS</b>	<b>LETTER</b>	<b>PERCENT</b>
4.00	A	100 - 93
3.66	A-	92 - 90
3.33	B+	89 - 87
3.00	B	86 - 83
2.66	B-	82 - 80
2.33	C+	79 - 77
2.00	C	76 - 73
1.66	C-	72 - 70
1.33	D+	69 - 67
1.00	D	66 - 63
.66	D-	62 - 60
0	F	59 - 0



## **WEIGHTED CLASSES (GRADUATING CLASSES OF 2020 AND 2021)**

Students will be offered an opportunity for weighted credit in Advanced Placement (AP) courses, International Baccalaureate (IB) courses and dual credit courses based on the following criteria:

- a. In AP courses, for the purpose of calculated weighted GPA, 1 GPA point will be added to the student's course GPA with a passing grade and completion of the AP exam.
- b. In IB courses, for the purpose of calculated weighted GPA, 1 GPA point will be added to the student's course GPA with a passing grade and completion of the IB exam.
- c. In dual credit courses, for the purpose of calculated weighted GPA, 1 GPA point will be added to the student's course GPA with a passing grade.

## **WEIGHTED CLASSES (GRADUATING CLASSES OF 2022 AND BEYOND)**

- **AP Courses, Dual Credit Courses (except for Calculus), and Level 1 IB courses (IB courses that are in the first year of a two-year sequence or that are only one year long) will receive an additional weight of 1.00 GPA point per semester course taken. NOTE: Single year IB and AP Courses will only receive weight pending the successful completion of the IB or AP Exam for the course.**
- **Theory of Knowledge, which is provided only for IB Diploma candidates, will receive an additional weight of 1.00 GPA point per semester.**
- **Calculus and Level 2 IB courses (IB courses that are in the second year of a two-year sequence) will receive an additional weight of 1.333 GPA points per semester course taken, pending completion of the IB test for the course.**
- **No additional grade points will be awarded in any weighted course for a letter grade below a C-**

## **INTERNATIONAL BACCALAUREATE**

The International Baccalaureate (IB) Program at Raymore-Peculiar High School will be a two-year, college preparatory program with a comprehensive curriculum designed to address the needs of academically driven, challenge-seeking students. Upon successful completion of the diploma program, students will earn an IB diploma, which is recognized throughout the world by universities and colleges. University and colleges often offer advanced standing, preferential admission, course credits, and financial benefits to diploma earners.

## **ADVANCED PLACEMENT**

The Advanced Placement Program (AP) is a cooperative educational endeavor between secondary schools and colleges and universities. It gives high school students exposure to college level material through involvement in an AP course, and then gives them an opportunity to show what they have learned by taking an optional AP Exam. Colleges and universities are then able to grant credit, placement, or both to these students.

## **DUAL ENROLLMENT**

Juniors and seniors may sign up for classes at MCKC (Longview) if they are in good standing with regards to graduation credits. Qualified students should see their counselor for a Dual Enrollment Procedures handout and a School District-MCKC Dual Enrollment Approval Form. There are specific procedures for how dual enrollment courses affect GPA, graduation requirements, transcripts, and weightedness. The approval form must be signed by student, parent, and counselor/principal and activities director prior to enrollment at MCKC. Dual enrollment credit does not become a part of the high school transcript unless it qualifies for high school credit under the terms of the agreement with the Metropolitan Community Colleges.

Regulations for dual enrollment:

- 1) **2.5 GPA** to qualify for career-technical courses, **3.0 GPA** to qualify for academic courses
- 2) College credit may apply to high school credit if pre-approved (see your school counselor)
- 3) Appropriate placement score (if applicable)

## **COLLEGE CREDIT**

Students may receive college credit for successful completion of college courses listed in the Career and Educational Planning Guide. Credit is issued through UMKC, UCM, Missouri State, and MCC. Colleges require payment to be made directly to the university. Classroom teachers will provide this information. Students must receive a C or better to earn college credit. College transcripts are housed with the college and are not available from the high school.

## COLLEGE VISITS/JOB SHADOWING

Juniors and seniors with a 2.5 cumulative GPA or higher will be granted two college visits/ job shadow opportunities per semester. These will be considered school-related absences if proper documentation is provided. Documentation includes a college visit form and a pre-arranged absence form from the Senior office which should be approved prior to the visit. Students will have 48 hours to provide documentation of the visit. Students cannot job shadow their current place of employment. Students are discouraged from job shadowing their parents place of employment. Students can't use the same place of employment more than once per year.

## CORRESPONDENCE COURSES

Board of education policy 6190 will guide administrative decisions on the acceptance of summer school, correspondence, and online courses for credit towards early graduation.

The Raymore-Peculiar R-II School district recognizes units of credit obtained through accredited schools, including credits earned through correspondence courses or courses delivered primarily through electronic media, such as satellite video, cable video or computer-driven or online courses. For the purposes of this policy, an "accredited school" is the Missouri Virtual Instruction Program (MoVIP); a private agency where students with disabilities are placed by a public school; or any school accredited by the Missouri Department of Elementary and Secondary Education (DESE) or the North Central Commission on Accreditation or equivalent and School Improvement (NCA CASI). Except for courses earned through MoVIP, a student may apply a maximum of two (2) credits from correspondence courses to meet graduation requirements.

## OFF-SITE OPPORTUNITIES

Students who are interested in attending the Cass Career Center (CCC), Summit Technology Academy (STA), or Southland CAPS (SCAPS) are required to complete an application as part of the selection process through the counseling office. Students will be selected for these programs based on attendance, grades, discipline, and progress towards graduation requirements and occupational goals.

**Students selected for attendance at these facilities are required to follow the rules and regulations established by CCC, STA, or Southland CAPS and will be under their auspices while in attendance.**

**Students attending SCAPS will be required to provide their own transportation. For CCC & STA, students will be required to ride the bus provided by the school to and from either facility unless excused by a principal.** On days that CCC or STA is not in session, students are required to be in attendance at Ray-Pec. **On days that CCC or STA are in attendance and Ray-Pec is not, students will be expected to attend CCC or STA and ride district transportation.** Anytime a student wishes to drive, or ride with anyone other than a parent/guardian, a driving/riding permit from CCC or STA must be obtained prior to the event. Verification is not accepted after the event. Procedures are in place for the safety of students.

Students may be removed from any off-site program for excessive discipline, absenteeism or failing grades. Students who are on OSS at Ray-Pec will jeopardize their opportunity to attend their off-site facility until their suspensions are completed.

**Advisory attendance is mandatory on the day scheduled for all off-site programs.**

## ACADEMIC LETTER

Students may earn an academic letter from Raymore-Peculiar High School by achieving a 3.95 weighted grade point average cumulative of both semesters during one school year term. The following terms will be qualifying criteria:

- GPA will be computed on a yearly basis, averaging the first and second semester GPA each year.
- A first year qualifying student will receive the academic letter. Each subsequent qualifying year, the student will receive a bar.
- The academic letter is independent of all other letters.
- Students enrolling during the school year will have grades/credit earned at previous schools used for consideration in computing the yearly GPA.
- Credit earned in summer school or through correspondence courses is not applicable to the academic letter.

## HONOR ROLL

Those students who have a weighted grade point average of 3.5 or higher will appear on the Honor Roll. Those students who have a weighted grade point average of 3.7 or higher will appear on the Principal's Honor Roll. All courses taken are considered in computing the GPA.

## **LAMP OF LEARNING AWARD**

A student who makes the Principal's Honor Roll both semesters will receive a Lamp of Learning at the beginning of the following year.

## **NATIONAL HONOR SOCIETY**

### **SELECTION OF MEMBERS**

Section 1. Candidates eligible for election to this chapter must be members of the sophomore, junior or senior class.

Section 2. Candidates must have a cumulative scholastic average of at least 3.5 (on a 4.0 scale) or the equivalent standard of excellence. Candidates shall then be evaluated on the basis of service, leadership, and character.

Section 3. The selection of each member to the chapter shall be by a majority vote of the faculty council.

Section 4. A description of the selection procedure shall be published in an official school publication, which is widely available in a timely fashion to all students and parents of the school. The selection procedure shall be determined by the faculty council and shall be consistent with the rules and regulations of the National Honor Society.

## **PROGRESS REPORTS & SEMESTER GRADES**

Grade reports will be issued via email to students every six weeks. The third grade report will be the first semester grade and the sixth grade report will be the second semester grade. Each grading period is cumulative every semester.

## **CREDIT FOR COMPLETION**

The credit for completion program provides an opportunity for students to earn credit in a non-weighted required course in which they earned a 55% or above during the previous semester. Students have 6 weeks in which to complete assignments demonstrating competence in subject matter and skills identified by the teacher. The highest amended grade that students can earn is a D-. Courses for which the program is offered for: Health, Personal Finance, English I, Advanced English I, Advanced English II, English II, English III, English 4, SWS Math, Mathematics with Business Applications, American History, Advanced American History, World History, American Government, Biology, Advanced Biology, Physical Science and Chemistry,

## **CREDIT RECOVERY**

Students whose credits have fallen behind the pace needed in order to graduate with their cohort may be eligible to complete online courses provided through the district. Students must have previously attempted the course and have not received credit for the course in order to be eligible for credit recovery. Applications are available in the counseling office.

## **PLAGIARISM**

At Raymore-Peculiar High School, academic and personal integrity is the foundation of a strong academic community. One of the ways staff and administrators expect students to demonstrate academic integrity is by avoiding plagiarism.

At RPHS, plagiarism is defined as:

- The failure to produce original work
- Theft (unintentional or intentional) of another person's work
- Claiming another's work as your own
- Paraphrasing without citing original source(s)
- Copying from internet source(s) or websites
- Purchasing or receiving a paper from an outside source
- Presenting facts or ideas without giving proper credit to the original author

Consequences for plagiarism can be found in the discipline code under "Academic Dishonesty".

# ATTENDANCE POLICY

Absences are recorded as verified, excused, and unexcused.

Students missing 30 or more minutes of the class period will be charged with a full absence for that class.

Students needing to leave school before dismissal must sign out (and may not ride with other students) in the attendance office and provide documentation of the reason for leaving (parental phone call, appointment note, etc.) in advance. Parents may not call in after a student has left campus to verify the absence.

Students under the age of 17 with excessive absences will be referred to juvenile authorities.

## LATE ARRIVALS

A student arriving at school after 7:35am will be considered "late" (Late will be included in the

Tardy consequence) rather than "tardy". The maximum number of late arrivals and/or tardies that a parent can verify is 3 per semester for 1st period. Parents may not verify tardies earned transitioning between classes. Students will begin receiving a 45-minute detention upon the 4th verified late/tardy

## VERIFIED ABSENCES

Verified Absence is defined as an absence from class resulting from illness or unforeseen circumstances which is verified by a parent within 48 hours of the absence.

Parents are urged to call the attendance office at 892-1418 on any day their child will be absent from school to verify the absence.

## EXCUSED ABSENCES

Excused absences will be granted when a note is received by the attendance office. The following situations will be considered excusable:

- Illness, injury or office visit substantiated by a medical practitioner.
- Funeral of an immediate family member. (2 days)
- Court appearance - substantiating documentation is required
- School-sponsored activities
- Religious observances.
- 2 college/ job shadow visits (juniors & seniors with 2.5 GPA & above)

Students with excused absences will be allowed to make up all work missed; however, it is the **STUDENT'S** responsibility to obtain this work from the teacher upon returning to school.

## UNEXCUSED ABSENCES / TRUANCY

Any absences not verified or excused will be considered unexcused and are subject to consequences.

## LOSS OF CREDIT

Students and parents will be notified after the student's **4th** absence from a class that he/she are in danger of losing credit.

Students absent from a class for more than **10** periods during a semester with or without verification of the absences will not receive credit for that class.

Upon the **11th** absence a student and parent will be notified of the loss of credit in that class. **Within two weeks of notification of credit loss, a student may make an appointment to appeal the loss of credit to the Attendance Appeals Committee.** Attendance appeal forms can be obtained from the grade level principal. Until the appeal is heard, the student will continue to attend class and will be graded as usual. The decision of the appeals committee will be final.

Students appealing the loss of credit may appear with parents and submit any materials they believe would be valuable in the defense of their credit. The committee will consider all extenuating circumstances before coming to a final decision. The appealing student will be notified of the committee's decision within 48 hours of the appeal. If the committee's decision is not satisfactory to the student or parents, a second appeal may be made to the building principal.

Students absent for 21 consecutive days (**includes weekends**) will be dropped from the rolls of Ray-Pec High School unless parents or students contact the attendance office.

## **TARDY POLICY**

Punctuality is important in every aspect of life. Being on time is a personal responsibility on the part of the student, and all will be expected to report to class on time. (See Tardy Policy within Disciplinary Codes)

## **HOMEBOUND REQUEST**

Students who are going to be out of school for an extended period of time due to illness or injury may be eligible for homebound services. Requests for homebound services should be made to the Special Services Department located at the Administrative Services Center at 892-1352.

## **WITHDRAWAL**

Students wishing to withdraw from school may have parents obtain a student withdrawal form from the counseling office. These forms must be signed by the student's parent, completed and returned to the counseling office prior to the finalization of the withdrawal.

Students withdrawing from school before or during their senior year will forfeit the privilege to attend prom or participate in graduation. Students absent for 21 consecutive days will be withdrawn from school unless the student or his/her parents contact the attendance office.

## **LIBRARY MEDIA CENTER (LMC)**

The Library Media Center provides the students of Raymore-Peculiar High School with many print and electronic resources, facilities and equipment. Students are urged to make use of the available materials for research or personal. The LMC is open Monday through Friday from 7:00 a.m. to 3:30 p.m. Other available times will be determined later. Student privileges in the LMC may be revoked for outstanding over dues or charges, as well as a result of inappropriate behavior. Excessive printing from databases or the internet, as well as personal projects and classroom sets for assignments, will be assessed a charge of \$.10 per page of text and \$.50 per page of pictures. The LMC welcomes and appreciates any suggestions for resources. Nook eReaders are available to borrow with a signed parent permission form on file.

## **BOOKS**

Textbooks are owned by the school and loaned to the students of the high school. In some subjects it is necessary for students to pay for materials, purchase additional books, paper, etc.

## **CLASS AND CLUB INFORMATION**

Each class/club elects a president, vice-president, secretary, treasurer, and student senate representative. All candidates must possess a grade point average of **2.8** and be willing to devote some time and work to the class and its activities. Candidates and elected officials need to be good citizens. Elected students may be removed from office.

A student may hold many elected offices during his/her high school attendance. However, a student may hold only one major office at a time. Those considered to be major offices are **Student Senate president, vice-president, secretary, or treasurer and any class president.**

### **CLASS/CLUB EXPECTATIONS ARE AS FOLLOWS:**

1. Every club shall file a list of officers and members with the Activity Director by the end of the 1st month of school.
2. No club shall hold a regular, called or cabinet meeting without the presence of the sponsor.
3. No student shall be president of two clubs.
4. The building is not to be used at night except by special arrangement with the principal or activities director.
5. No club or organization shall present any public performances unless it has been prepared under the personal supervision of a faculty member.
6. No posters or advertisements shall be placed in any teacher's room without permission of the teacher. All posters must be removed by the organization placing them as soon as possible after the event is over. The sponsor must approve all posters and advertising before they can be placed on the bulletin board or in the hallways.
7. Only one in- school and one out-of-school fund-raising project may be held and must be approved and placed on the school calendar by the activity director.
8. All classes and club monies must be deposited through the principal's office.

## CLUBS

- Art Club
- Book Club
- DECA
- Drama Club
- FBLA
- FCCLA
- GSA
- Industrial Tech
- International Club
- Environmental
- TSA
- C.O.R.P.S.
- National Forensics League
- National Honor Society
- No Place for Hate
- Red Cross Club
- Robotics
- S.A.D.D.
- Student Senate
- Student Athletic Trainers
- Chess Club
- FDIM-Fashion Design
- HOSA

**Many other interest groups form and meet during Panther Time.**

## STUDENT SENATE

The Raymore-Peculiar High School Student Senate consists of the president, vice-president, secretary, and treasurer. Members are elected by the student body in late April for the coming school year. Each class elects three representatives from each of the four grades and one elected representative from each club. Class presidents are also members of the council.

## ATHLETICS/ACTIVITIES

Team membership is open to all students who wish to participate and meet team requirements. Girls' athletics include volleyball, cross-country, soccer, basketball, track, golf, tennis, softball, swimming and diving. Boys' athletics include football, soccer, cross-country, wrestling, basketball, track, golf, tennis, baseball, swimming and diving.

## SPORTSMANSHIP

The Raymore-Peculiar School District promotes the value of participation, sportsmanship, team play, and personal excellence to develop citizens who make positive contributions to their community and support the democratic principles of our state and nation. A mainstay of our interscholastic athletic program is good sportsmanship. If our interscholastic activities are to be worthwhile and afford continuing, supplemental educational experiences for our boys and girls in relationship to our educational goals and objectives, we must have good sportsmanship at our schools. Good sportsmanship is built and maintained through a collective effort by administrators, coaches, players, cheerleaders, and spectators. A TEAM EFFORT is necessary in our school if good sportsmanship is to exist.

## EXTRACURRICULAR ACTIVITY PARTICIPATION POLICIES

Students are expected to be in ATTENDANCE the day they are participating in an extracurricular activity. Students not in attendance for the full day of a planned activity or event will be ineligible to participate unless receiving prior administrative approval through the activities office. Students and parents will be required to have a signed handbook contract on file with the Activity Director's office prior to competing in the 1st contest of the school year.

### ACTIVITY FEES

A student activity fee of \$50.00 per season will be charged to all students participating in athletics, speech and debate, band, scholar bowl, choir and theatre. There will be a maximum fee of \$100.00 per student or \$150 per family regardless of the number of students participating. There is also a catastrophic insurance fee of \$5.00 per student, per year. **(Note: an activity pass that is valid for all regular season home games will accompany the student activity fee payment)**

## **STUDENT SUSPENSION**

1. Any student receiving an out-of-school suspension (OSS) will not be allowed to practice, participate in, or attend any school activity until reinstated in school and approval to continue in an activity is granted by an administrator.
2. Any student receiving an in-school suspension (ISS) will be allowed to practice for an extracurricular activity; however, he/she may not participate in an interscholastic game, meet, or activity until ISS is completed.
3. A student receiving a detention may not practice for or participate in an activity until the detention is served on the day assigned.

## **EXTRACURRICULAR ACTIVITY ACADEMIC STANDARDS**

1. Students must be enrolled in a minimum of **six courses** or 3.0 units of credit during the semester of participation.
2. Students must take a minimum of 2 credit bearing courses with seat time on campus during the semester of participation.
3. Students must have passed a minimum of **six courses** or 3.0 units of credit during the semester prior to participation.
4. The students must be making satisfactory progress toward graduation as outlined by Policy 2525.
5. When a student, who is involved in an extracurricular activity, allows the GPA to fall below a 1.67, or receives an "F" in one class, he/she will be required to attend a "tutor session". The student will remain in the "tutor session" for a minimum of three weeks. Grade checks for these students will be conducted. During this period, the student will be allowed to participate in activity events. In order to remain eligible, a student must show satisfactory improvement. Ineligibility is defined as being allowed to practice, but cannot participate in a game/event. The classroom teacher, the "tutor session" instructor, the high school principal, and the activity director will determine satisfactory improvement. If there is improvement, but the GPA is below 1.67, the student will remain in the "tutor session". Students with handicapping conditions must be enrolled in a full course at his/her level in a special education program for the handicapped approved by the Missouri Department of Education, which, though upgraded, enrolls pupils of equivalent age. That student must have made standard progress for his/her level for the preceding semester.

## **TRAINING RULES**

Each head coach is responsible for establishing training rules for his/her program, which are consistent with district policies. These rules should be written and distributed to participants at the beginning of the activity season. One copy should also be submitted to the Activities Director. Although specific rules are to be determined by each head coach, the following minimum guidelines will apply to all activity programs:

### **USE OR POSSESSION OF ANY FORM OF TOBACCO OR SUBSTITUTE PRODUCT**

No student is permitted to use or possess any form of tobacco.

Disciplinary Action:

1st Offense-5 school day suspension from game event (or equivalent to 10% of contests)

2nd Offense-Dismissal from team

### **USE OR POSSESSION OF ANY FORM OF ALCOHOLIC BEVERAGE**

No student is permitted to use or possess any form of alcoholic beverage.

Disciplinary Action:

1st Offense-10 school day suspension from games (or equivalent to 20% of contests)

2nd Offense-Dismissal from team

### **USE OR POSSESSION OF CONTROLLED SUBSTANCES, AND DRUGS NOT PRESCRIBED BY A PHYSICIAN**

No student is permitted to use or possess any form of controlled substance, substances represented as controlled substances, or drugs considered dangerous or addictive that has not been prescribed by a physician.

Disciplinary Action:

Dismissal from team.

The above rules are applicable at any time during the school year or when practices are being conducted prior to the opening of the school in the fall.

## CITIZENSHIP

Students who represent Raymore-Peculiar in extracurricular activities must be credible citizens and judged so by the proper school authority. Those students whose character or conduct is such as to reflect discredit upon them, their activity, or their school are not considered “credible citizens” and are subject to disciplinary action, which may result in temporary or permanent suspension from that activity. Students are expected to be credible citizens at all times.

## CHEERLEADING/POMPON

A panel of judges selects the Cheerleading and Pom squads for the next school year during the second semester of the current school year. Candidates must meet school participation standards. Candidates are selected on the basis of ability, leadership, cooperation and citizenship.

## SCHOOL FIELD TRIPS

As a student you are reminded that all Ray-Pec school policies are in effect while you are in attendance at a school activity either here or away, and that you are expected to conduct yourself in a credible manner. Students on school probation will not be allowed to attend school field trips and will be given an alternative assignment.

In most cases a bus with teacher supervision will be provided for activities away from our high school. If you ride this bus, you must also ride it back to school. The only exception is if YOUR parents or guardians are present at the activity and personally request of the supervising sponsor that you be discharged to their (the parents) care. Any other arrangements must be made in advance with approval of an administrator.

**Students with 2 or more F's or absent 7 or more days in any class (verified/ unexcused) will not be able to attend class field trips.**

## DANCES

The administration reserves the right to approve or disapprove all outside guests to all dances including prom. Students are to observe the following rules and regulations at school dances:

- a. No person over the age of 20 will be admitted to any dances—including Prom.
- b. Invitations to people outside of the Ray-Pec High School are to be registered in the principal's' office three days in advance of the dance and are limited to one per student.
- c. Students who drop out of school prior to graduation will not be allowed to attend any dances.
- d. All students will be required to show their student I.D. at the gate in order to be admitted to the dance.
- e. Students not in attendance at school on the day of a Friday evening dance will not be admitted to the Friday or Saturday dance.
- f. Students must remain in the building until departing the dance.
- g. Students may not return to the dance after leaving the building.
- h. All other rules and regulations are in effect. All dances will be concluded by 11:00 pm.
- i. **At the dances: There will be no making out or groping and no front-to-back dancing or grinding.** Failure to comply with these expectations may result in removal from the dance.
- j. **Any student on disciplinary probation will not be able to attend dances including PROM.**
- K. Once a student has been voted as a Queen or King, they cannot be selected for candidacy for any remaining dances during the same school year. (for example - a student who is elected as Homecoming Queen cannot run for Court-warming, etc.)
- l. Homeschool guests need to provide proof of enrollment and current progress in the Homeschool program or GED program.

## LUNCHTIME

All students are to go to the cafeteria during their assigned lunch period. Students may use the restroom in the commons area. Students are not to be in the halls during their lunch shift. Food purchased in the cafeteria should be consumed in the commons area only. No outside food is to be brought into the lunchroom. Students are not allowed to have food delivered to the school. Students using another student's PIN number will be dealt with under the theft policy. Any disruptive or inappropriate behavior in the cafeteria will result in lunchroom clean-up duty, detention or suspension.



# CHILD NUTRITION PROGRAM

Child Nutrition is committed to providing affordable, high quality, freshly prepared, nutritious food and quality service. We provide a friendly environment where you are encouraged to make healthy choices. Good nutrition is essential in the learning process and the district will provide nutritious food options so that you are ready to learn. Our cafeteria provides a variety of daily options for breakfast and lunch. Breakfast options include two hot entrée choices or cereal and assorted breakfast bars and breads available daily. At lunch, you'll find two hot entrée options, pizza by the slice, build to order subs or salads at our new Fresh Express plus a create-your-own bar with a feature of the day. Meals come with your choice of self-serve hot vegetables, frozen or canned fruit as well as multiple fresh fruit and vegetable choices and milk or juice.

## MEAL REQUIREMENTS:

A student breakfast includes choice of entree, self-serve fruit and milk.

To make a breakfast, meal students must;

1. Take at least ½ cup fruit and/or juice
2. Take a breakfast entree

A student lunch includes choice of entrée, self-serve vegetables and fruit and milk.

There are five food groups to a student lunch: fruits, vegetables, grains, proteins and dairy. Students only have to do two things to make a lunch meal:

1. Take a least 1/2 cup fruit and/or vegetable
2. Take two other food groups to make a meal (Entrees are typically grains & protein)

## MENUS & PRICES:

Refer to the monthly menus available at [www.rpchildnutrition.org](http://www.rpchildnutrition.org) for current meal prices. We also offer a large variety of a la carte items. It is important that you and your family discuss available options in order to determine what meets your family goals and nutritional needs. A la carte items are purchase separate from the meal and vary in price from \$0.25 to \$2.00. Daily menus also can be found on our app! Download "Web Menus by School Nutrition and Fitness" at the App Store or on your Android. Have our menus at your fingertips anytime!

## STUDENT ACCOUNTS:

All students are assigned an account and PIN. This helps get students through the lines quickly. Please make sure to keep your PIN confidential. Accounts are meant to be debit accounts with purchases subtracted from a balance. When accounts reach a balance of \$5.00, automated reminder emails are sent. Child Nutrition staff will also make account balance reminder calls if an account remains below \$5.00. If a student account falls below a zero balance, students may not make a la carte purchases until funds are deposited. A regular meal can be charged for a limited period of time. However, future purchases may be disallowed for accounts remaining at a significant negative balance. Invoices are sent monthly to student accounts with a negative \$15.00 or more account balance. After three consecutive invoices, the negative account balance may be sent to an external collection agency unless payment arrangements are made.

## FREE & REDUCED MEALS:

Our goal is to provide a meal to each and every student needing one therefore we participate in the Free and Reduced Meal Program. Students who are qualified will receive either a free or reduced price breakfast AND lunch daily. If you are interested in receiving this type of assistance, please complete the application at: [www.rpchildnutrition.org](http://www.rpchildnutrition.org) and click on the link for "Free and Reduced Meal Price Application Form". Complete the online application or print and return the completed form to the Child Nutrition Department by mail at: 21005 School Rd, Peculiar, MO 64078, by email at [rpchildnutrition@raypec.org](mailto:rpchildnutrition@raypec.org) or by fax to 816-892-1387. The use of PIN numbers keeps the status of students confidential. All students receive the same meal options daily.

## ADDITIONAL INFORMATION:

Please visit our website: [www.rpchildnutrition.org](http://www.rpchildnutrition.org) for monthly menus, food allergy procedures, the district wellness policy, smart snacks in the schools, and much more! If you have any questions, contact us at: 816-892-1370 or [rpchildnutrition@raypec.org](mailto:rpchildnutrition@raypec.org).

## WELLNESS POLICY

In accordance with the Healthy Hunger Free Kids Act of 2010, Raymore-Peculiar School District implemented a wellness program. This program includes school breakfasts, school lunches, vending/school stores, after school programs and classroom parties/rewards/celebrations. To view the Healthy Hunger Free Kids Act of 2010, please visit:

[http://www.fns.usda.gov/cnd/Governance/Legislation/CNR\\_2010.htm](http://www.fns.usda.gov/cnd/Governance/Legislation/CNR_2010.htm).

Raymore-Peculiar School District also participates in the Alliance for a Healthier Generation program which helps to insure that all meals, snacks and beverages available to students are in compliance with guidelines providing students with the healthiest options possible.

## CELL PHONES/ELECTRONIC DEVICES

Cell phones, personally owned electronic devices and headphones may only be used before and after school hours, in the lunchroom during the student's lunch shift and between classes during designated passing times. These items may NOT be used, displayed, or heard during class periods either inside or outside the classroom. If these items are used or displayed during class time, they will be subject to confiscation and disciplinary consequences. Refusal to give up a cell phone (including the battery and/or sim card) to a staff member will result in additional disciplinary consequences for insubordination. **Students may not bring speakers or devices to publicly share non educational material.**

## HAZING/BULLYING

In order to promote a safe learning environment for all students, the Raymore-Peculiar R-II School District prohibits all forms of hazing, bullying and student intimidation. (See Board Policy 2655 and 2920.)

Hazing is defined as any activity, on or off school grounds, 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 purpose 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 school-sponsored activity.

In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts. Bullying may also include cyberbullying or cyber threats. Cyber bullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyber threats are online materials that threaten or raise concerns about violence against others, or encourage others to harm themselves.

## HALL PASSES

Students are not permitted in the halls during class periods unless a teacher accompanies them or the student has a hall pass from a staff member. Students must also have their agenda and ID badge.

## CARS AND PARKING

It is a privilege, not a right, to park on school grounds. The school retains the authority to conduct routine patrols of any vehicle parked on school grounds. The interior of a student's automobile on school premises may be searched if the school authority has reasonable suspicion to believe that such a search will produce evidence that the student has violated or is violating either the law or district policy. The school will try to contact the student/ owner prior to the search, but may conduct searches without notice or consent. A student is responsible for the contents of his or her vehicle.

1. All students are annually required to purchase a parking hang tag by the second week of school. The cost of the first hang tag is \$25.00 per semester or \$50.00 per year. Students who do not have a valid tag properly displayed in the car will receive consequences as stated in the discipline policy. (**properly displayed means that the hang tag is hanging on the rearview mirror or clearly visible on the dash so that the parking information can be clearly seen**) Students who have unpaid tickets or fines from the previous school year will not be issued a parking pass until they are paid.

2. Serious violations of rules governing a student's operation of a motor vehicle may result in the suspension of the driving privilege.
3. Students who use their vehicles to transport or hide contraband (drugs, weapons, stolen property) will lose the privilege of having a vehicle on campus.
4. Students must park only in areas designated as student parking. Students need to park inside the yellow lines. Failure to do so could result in loss of driving privileges.
5. Campus speed limit is to be no more than is reasonable and prudent for existing conditions, not to exceed 15 miles per hour.
6. Students shall not pass or break into the line of school buses as they leave the campus.
7. Students with suspended driving privileges will not be allowed to operate any motor vehicle on campus.
8. Students assigned OSS will not be permitted on campus, unless authorized by an administrator. Violations will be considered and treated as trespassing.
9. Students should not ride in any portion of a vehicle not designated for passengers.
10. Careless driving could result in driving privileges being revoked (see discipline policy regarding driving violations).
11. When driving privileges are suspended, the driver may not operate any vehicle on school property and no other student may operate the suspended driver's vehicle.

## **DRESS CODE**

Wearing apparel or personal appearance that disrupts the learning process or interferes with the intended function of the school will not be considered acceptable. The dress code is essential for the students of Ray-Pec in order to maintain dignity and respect within the learning environment and to uphold the expectations and values of the community with regard to a professional and respectful educational climate.

Clothing and accessories that display offensive statements or pictures with alcohol, tobacco, other drugs, sexual innuendo, weapons or violent themes, inappropriate language, racial slogans, or references to gang affiliations will not be permitted. These may include, but not limited to gang colors and bandanas that are displayed on the outside of clothing.

1. Examples of school dress that are **NOT PERMISSIBLE** include, but are not limited to: backless, bare midriff or spaghetti strap garments, half shirts, halter tops, tank tops (cut too low in front or on the sides) and muscle shirts, ripped or worn clothing that promotes inappropriate exposure, mesh tops, tube tops, sagging pants or exposed underwear.
2. Sleepwear will not be permitted, including robes, pajama pants and house shoes. Blankets are not permitted.
3. Any item that presents a safety concern (chains, spikes, dangerous jewelry, etc.) is prohibited.
4. Shoes or sandals must be worn at all times.
5. Skirts and shorts must be an appropriate length as determined by staff, teachers and administrators.

### **HATS**

As a matter of accepted practice and courtesy, hats should not be worn during class time or at any school function, with the exception of athletic events. This includes stocking caps, bandanas, hair picks, hoods and other head covering.

The school reserves the right to restrict any student from attending classes or school activities when such student's dress, general appearance and/or conduct creates safety, health, or discipline problems. **Inappropriately dressed students will be required to either change into appropriate attire, or will be subject to disciplinary action. Any exceptions to the dress code will be determined by the administration.**

## **DETENTION**

Before-school or after-school detentions can be issued by a classroom teacher or an administrator. A twenty-four-hour notice will be given so a student who has been assigned to a detention may have the opportunity to inform his/her parents and make arrangements for transportation home. Detentions will be assigned to students on a specific date.

## **EVENING DETENTION**

45-minute detentions	2:55-3:40.
90-minute detentions	2:55-4:25.
3-hour detentions	2:55-5:55.

Students may reschedule 1 detention per semester with the approval of an administrator. Students will be expected to meet those expectations set forth in writing as well as the verbal directions of the ISS supervisor. Failure to meet ISS expectations may result in further disciplinary action that may include out-of-school suspension.

## **ISS EXPECTATIONS**

A copy of classroom expectations will be provided to all students assigned in-school suspension. Students will be expected to meet those expectations set forth in writing as well as the verbal directions of the ISS supervisor. Failure to meet ISS expectations may result in further disciplinary action that may include out-of-school suspension.

## **OUT-OF-SCHOOL SUSPENSION**

Students who are suspended out of school are not allowed on school grounds or at any school activity off-campus for the duration of the suspension. Students must call the front office for an appointment to be on campus while they are suspended. If, for any reason, school is not in session during the OSS period, those days will not count as OSS days.

**Students who are suspended for 10 days or more will be required to sign a behavior probation contract upon their return.**

**Worked missed due to OSS will be allowed to be made up for full credit but may also be an alternate assignment.**

## **CREDIT FOR CLASS WORK FOR STUDENTS UNDER SUSPENSION**

1. In-school suspension work may be counted toward the completion of class work.
2. Work completed during an out-of-school suspension (10 days or less) can be turned in and receive up to 100% credit for each assignment. It is the responsibility of the student and/or parent to contact the school to make arrangements to pick up work in the front office.
3. Students who receive long-term suspensions (more than 10 days) may have the opportunity to complete work through the Solutions Classroom.
4. **Students returning to school after serving 10 days or less of OSS may be required to serve 1 or more days of ISS upon returning in order to process and complete all work assigned during the OSS period.**

## **EXPULSION**

A student who is expelled is permanently removed from the school setting and is no longer a student at Raymore-Peculiar High School. No student will be allowed to attend school activities on or off school property if expelled.

## **SEARCHES/INVESTIGATIONS**

The school administration has a responsibility and concern for the safety and behavior of students. When investigating a situation, the administration has the legal right and responsibility to search students, student belongings, lockers, and vehicles on school property and at any school-sponsored activity. Administrators also have the legal right and responsibility to interview any student, regardless of age. (Board policy 2150)

## **DISCIPLINE FOR OFF-CAMPUS INCIDENTS**

Students may be disciplined for conduct that occurs off-campus when a relationship or nexus to the school can be established. The administration is responsible for determining the connection between off-campus misconduct and interference with efficient school operations that cause a disruption to the educational process.

# SCHOOL BUS RULES

## APPLE BUS COMPANY - BEHAVIORAL MANAGEMENT STEPS

Safe and orderly bus transportation is important in the Raymore-Peculiar School District. It is important that students feel safe while riding the school bus. Students and parents are asked to read the behavioral expectations and guidelines listed below. These guidelines, along with the Student Code of Conduct listed in the board approved school agendas, give a clear explanation of behavioral expectations while riding the bus. (Board Policy 2652 and 2610) **Bus passes will not be issued after 2:00 pm.**

### BEHAVIOR LEVEL 1:

**Personal Productive Environment** - Behaviors that occur that interfere with a positive and productive environment.

1. Departing or entering at unauthorized stop.
2. Dress code violation.
3. Falsification or alteration of documents.
4. Nuisance items.
5. Public display of affection.
6. Unauthorized use of cell phone.
7. Unauthorized possession of food, animals, oversize objects and/or restricted items.

**Action steps may include, but not limited to:**

#### 1. First Offense

- a. Verbal correction
- b. Parent/guardian contact
- c. Behavioral management steps
  - i. Think Sheet (where appropriate)
  - ii. School administrator/student/bus representative conference as deemed by school administration.

#### 2. Second Offense

- a. Verbal correction
- b. Parent/guardian contact
- c. Behavioral management steps
  - i. Assigned seat
  - ii. School administrator/student/bus representative conference as deemed by school administration.

#### 3. Third Offense

- a. Up to three (3) days suspension of bus transportation

### BEHAVIOR LEVEL 2:

**Orderly Environment** - Behaviors that occur that are not intended to cause physical/mental harm to another, are not illegal, but do negatively affect an orderly environment.

1. Disruptive speech and/or conduct.
2. Failure to comply with reasonable requests.
3. Refusing to stay in the assigned seat, moving out of seat while bus is moving and/or failing to keep aisle clear.
4. Excessive Level 1 or 2 violations.
5. Improper use of equipment.
6. Unsafe behavior.
7. Tampering.
8. Other.

**Action steps may include, but not limited to:**

1. **First Offense**
  - a. Verbal correction
  - b. Parent/guardian contact
  - c. Behavioral management steps
    - i. Assigned seat
    - ii. School administrator/student/bus representative conference as deemed by school administration
2. **Second Offense**
  - a. Up to three (3) days suspension of bus transportation
3. **Third Offense**
  - a. Up to five (5) days suspension of bus transportation
4. **Fourth Offense**
  - a. Up to twenty (20) days suspension of bus transportation and bus contract
5. **Fifth Offense**
  - a. Loss of bus transportation for the balance of the school year

**BEHAVIOR LEVEL 3:**

**Safe Environment** - Behaviors that cause another individual physical or mental harm and/or are illegal.

1. Profanity, vulgar and/or inappropriate language.
2. Open defiance.
3. Theft/extortion.
4. Verbal abuse to staff.
5. Sexual harassment and/or harassment.
6. Any behavior compromising the safety of others.
7. Excessive level 2 or 3 violations.
8. Destruction and/or defacement of property, vandalism.
9. Fighting, inciting actions of violence.
10. Possession of tobacco products.
11. Other.

**Action steps may include, but not limited to:** (Law enforcement officials may play an active role in this behavioral level.)

1. **First Offense**
  - a. Up to ten (10) days suspension of bus transportation
2. **Second Offense**
  - a. Up to twenty (20) days suspension of bus transportation and bus contract
3. **Third Offense**
  - a. Up to twenty (20) days suspension of bus transportation or the balance of the school year
4. **Fourth Offense**
  - a. Loss of bus transportation for the balance of the school year

**BEHAVIOR LEVEL 4:**

**Severe Behaviors** - Severe behaviors that cause another individual physical or mental harm, are illegal, and significantly compromise the safety of others.

1. Possession of alcohol, drugs, controlled substance and/or paraphernalia.
2. Arson, fireworks and/or explosive devices.
3. Indecent exposure.
4. Weapons, look-alike weapons, dangerous items.

**Action steps include, but not limited to:** (Law enforcement may play an active role in this behavioral level.)

1. **First Offense**
  - a. Up to ninety (90) days suspension of bus transportation and a bus contract
2. **Second Offense**
  - a. Loss of bus transportation for the balance of the school year

**\*Any misconduct on the bus that is in violation of the disciplinary policies listed below, may be subject to building level consequences as well.**

# **RAYMORE-PECULIAR HIGH SCHOOL STUDENT DISCIPLINE POLICY**

## **2018-2019 DISCIPLINARY CONSEQUENCES AND NOTIFICATION**

### **I. INTRODUCTION & GENERAL STATEMENT**

The Raymore-Peculiar School District believes that schools have been established for the education of the individual and the improvement of society. The district also believes that one of the major functions of our schools is the preparation of youth for citizenship in our community and nation. Self-discipline and the acceptance of individual responsibility are important phases of this preparation. It is the objective and policy of the Raymore-Peculiar School District to recognize, preserve and protect the individual rights of all students and yet, at the same time, to encourage and enforce the exercise of these rights within the necessary framework of an orderly, efficient and continuing school program. Therefore, discipline and structure are necessary standards for the maintenance of an atmosphere where orderly learning is possible and encouraged.

All district personnel responsible for the care and supervision of students are authorized to hold every pupil strictly accountable for any disorderly conduct in school, or on any property of the school, on any school bus going to or returning from school or school activities, and during school-sponsored activities. The principal of each school is authorized and directed to develop rules and regulations consistent with policies, rules and regulations approved by the Board of Education and disseminate them each year to students and/or parents.

The Board of Education recognizes that acceptable behavior is essential to the development of responsible and self-disciplined citizens and in promoting an effective instructional program in the school. Acceptable behavior is based on respect for one's self and for the worth and human dignity of others. The development of such behavior in students is a dual function of the home and school.

In order to fulfill the responsibility of the school, it is necessary that each activity is conducive to learning. Standards of student conduct are established by the Raymore-Peculiar School District Board of Education to create an environment in which each student's right to learn is protected. *Students are expected to attend school punctually and regularly, to obey all the rules and regulations, to obey all directions and requests of staff, to observe good order and correct deportment, to be diligent in study, to be clean and tidy in person and attire, to be obliging to others, to refrain from the use of profane or improper language and to refrain from the use of tobacco, illegal drugs, controlled substances and alcoholic beverages, while on school premises or under school supervision.* Students and parents will be notified of rights and responsibilities, including standards of conduct, through handbooks distributed annually.

The Student Code of Conduct is designed to foster student responsibility, respect for the rights of others and to insure the orderly operations of the school. No code can be expected to list each and every offense, which may result in the use of disciplinary action. However, it is the purpose of this Code to list certain offenses, which, if committed by a student, will result in the imposition of a consequence. **Any conduct not included herein, or an aggravated circumstance of any offense or an action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education.** Refer to Board of Education policies 2651, 2655, 2640, 2641, 2620, 2150 2160, 2600, 2610, 2670, 2660, 2661, 2662, 2663, 2672, 2673 and 1460.

## II. DISCIPLINARY CONSEQUENCES AND NOTIFICATION

Students shall be expected to assume their share of responsibility in maintaining an atmosphere conducive to effective teaching/learning situations in all classes and activities in which they participate under the sponsorship of the school. All school district personnel responsible for the care and supervision of the students are authorized to hold every student strictly accountable for any disorderly conduct in violation of the standard of student conduct. The discipline authority, standard of conduct and consequences of volatile conduct administered by district personnel as described in this handbook shall apply equally to students: A) in school; B) on any property of the district, or contiguous to district property; C) during any district-sponsored activities, and including on any school bus going to or returning from school, or any district-sponsored activities; or during intermission or recess periods (refer to policies 2652, 2600, and 2610). Students may be disciplined for violations of school district policies, building handbook rules or classroom policies. Students receiving administrative discipline will be given a copy of the discipline referral outlining the nature of the problem, administrative action and the date/time of the consequence. Parents will be notified of disciplinary actions by email/letter as soon as possible. In the case of serious disciplinary action involving out-of-school suspension, an attempt will be made to contact the parents by phone.

When a student is sent to the office for disciplinary action, the administrator has the option of following the disciplinary consequences outlined in this handbook or administering other disciplinary action as deemed appropriate. **Failure of the student to come to the office on request may be deemed insubordination and be cause for out-of-school suspension.** All students must secure passes upon and before returning to their classes.

## III. SAFE SCHOOLS LAW

In accordance with Missouri House Bills 1301 and 1298, the "Safe Schools" legislation provides the following safeguards for the local school district.

According to Missouri Revised Statute 160.261. The local board of education of each school district shall clearly establish a written policy of discipline. A written copy of the district's discipline policy shall be provided to the pupil and parent or legal guardian of every pupil enrolled in the district at the beginning of each school year and also made available in the office of the superintendent of such district, during normal business hours, for public inspection. All employees of the district shall annually receive instruction related to the specific contents of the policy of discipline and any interpretations necessary to implement the provisions of the policy in the course of their duties, including but not limited to approved methods of dealing with acts of school violence, disciplining students with disabilities and instruction in the necessity and requirements for confidentiality.

The policy shall require school administrators to report acts of school violence to all teachers at the attendance center and, in addition, to other school district employees with a need to know. For the purposes of this chapter or chapter 167, "need to know" is defined as school personnel who are directly responsible for the student's education or who otherwise interact with the student on a professional basis while acting within the scope of their assigned duties. As used in this section, the phrase "act of school violence" or "violent behavior" means the exertion of physical force by a student with the intent to do serious physical injury to another person while on school property, including a school bus in service on behalf of the district, or while involved in school activities. The policy shall at a minimum require school administrators to report, as soon as reasonably practical, to the appropriate law enforcement agency any of the following crimes, or any act which if committed by an adult would be one of the following crimes:

(1) First degree murder; (2) Second degree murder; (3) Kidnapping; (4) First degree assault; (5) Forcible rape; (6) Forcible sodomy; (7) Burglary in the first degree; (8) Burglary in the second degree; (9) Robbery in the first degree; (10) Distribution of drugs; (11) Distribution of drugs to a minor; (12) Arson in the first degree; (13) Voluntary manslaughter; (14) Involuntary manslaughter; (15) Second degree assault; (16) Sexual assault; (17) Felonious restraint; (18) Property damage in the first degree; (19) The possession of a weapon; (20) Child molestation in the first degree; (21) Deviate sexual assault; (22) Sexual misconduct involving a child; (23) Sexual abuse; (24) Harassment; or (25) Stalking; committed on school property, including but not limited to actions on any school bus in service on behalf of the district or while involved in school activities. The policy shall require that any portion of a student's individualized education program that is related to demonstrated or potentially violent behavior shall be provided to any teacher and other school district employees who are directly responsible for the student's education or who otherwise interact with the student on an educational basis while acting within the scope of their assigned duties. The policy shall also contain the consequences of failure to obey standards of conduct set by the local board of education, and the importance of the standards to the maintenance of an atmosphere where orderly learning is possible and encouraged.



The school board is authorized to immediately remove through suspension or expulsion a pupil upon finding by a principal, superintendent, or the school board that such pupil poses a threat of harm to self or others, based upon the child's prior conduct.

No school board is permitted to readmit or enroll a pupil suspended or expelled for having committed certain felonies.

#### **IV. ADMINISTRATIVE DISCRETION**

The building administrators may deviate from policy guidelines when warranted by extenuating circumstances. The administration reserves the right to contact law enforcement agencies and juvenile authorities in dealing with discipline situations. In some instances, due to the severity of a wrongful behavior, the administration may invoke a penalty or consequence at a level beyond the offense.

#### **V. DEFINITION OF DISCIPLINE**

A process designed to teach, model, and use appropriate consequences to bring about the responsible behaviors necessary to ensure a safe, orderly, and productive learning environment by helping to change unacceptable behavior to acceptable behavior.

#### **VI. DISCIPLINE BELIEF STATEMENT**

1. Teaching and learning of the intended curriculum for all students is the highest priority. Therefore, the misbehavior of one student
  - will not be allowed to interfere with the learning opportunities of another student.
  - will not be allowed to interfere with the teacher's responsibility to teach all students.
  - will not excuse the misbehaving student from successfully completing the learning objectives.
2. Self-discipline is the expected outcome.
3. In the handling of unacceptable behaviors, the focus will be on judging the behavior of the student, not on judging the student.

#### **VII. BEHAVIOR EXPECTATIONS**

1. Students will demonstrate self-respect, respect for others, and respect for all things in their environment.
2. A safe and productive learning environment will be maintained for all individuals at school and at school-related activities.
3. Conflicts will be handled without the use of violence or threats of violence and with respect for the rights of all.
4. Students will be expected to be on task at all times while in the classroom or at other learning activities.
5. Staff will provide learning opportunities for misbehaving students with support from parents and/or guardians.
6. Staff, students and parents will assist misbehaving students to change their unacceptable behavior to acceptable behavior.

## **STUDENT CONDUCT**

### **LEVELS OF UNACCEPTABLE BEHAVIOR**

Consequence for any 4000 code is up to 10 Days OSS with a potential referral to district office for Long-term suspension and law enforcement notification.

**Level 4: Safe Environment** - Behaviors that are intended to cause another individual physical or mental harm and/or are illegal.

**I. Actions that compromise the safety of students or staff and/or is prejudicial to the good order of the school (4000)**

Any action or behavior placing students/staff at risk of danger or harm. This may include inciting others.

**II. Alcohol (4001)/ Drugs (4002) (Board policy 2640)**

The drug policy will be enforced at school or any school sponsored activity on or off school grounds.

- A. 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. This includes **MEDICAL MARIJUANA**

- B. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug.
- C. 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.

\*Any student who is given medical permission by a physician to take prescription or a student who is taking over-the-counter medication must contact the school nurse and arrangements for taking the medication will be handled through the nurse's office. The school must be made aware of any medication prescribed to the student prior to use.

**III. Arson (4003)** (Board Policy 26610-R)

Starting or attempting to start a fire or causing/attempting to cause an explosion with the intention to damage property or buildings.

**IV. Assault on a teacher or staff member (4004/4104)** (Board Policy 2610-R)

Attempting to cause injury to staff, intentionally placing staff in reasonable apprehension of imminent physical injury. Using Physical force such as, hitting, striking, or pushing.

**V. Assault on a student (4005/4105)** (Board Policy 2610-R)

Attempting to cause injury to another student, intentionally placing another student in reasonable apprehension of imminent physical injury. Using Physical force such as, hitting, striking, or pushing.

**VI. Extortion (4006)** (Board Policy 2610-R)

Threatening or intimidating any person for the purpose of obtaining money or anything of value.

**VII. False alarm (4007)** (Board Policy 2610-R)

Tampering with emergency or surveillance equipment, setting off false alarms, making false reports

**VIII. Fireworks or Incendiary Devices (4008/4108)** (Board Policy 2610-R)

Use or possession of fireworks or any explosive device on school property or at any school function that is threatening to the health and welfare of students and/or staff. Using matches, lighters or other devices used to start fire unless required as part of an educational exercises and supervised by district staff.

**IX. Fighting (4009/4109)** (Board Policy 2610-R)

Mutual physical combat in which both parties have contributed to the conflict either verbally or by physical action. Physical or verbal contribution to a fight. The degree of contribution may also be considered when assigning discipline.

**X. Indecent exposure/Indecent liberties taken with another individual (4010)**

Any action or behavior that is offensive to good taste and/or community standards.

**XI. Open Defiance/Insubordination to a staff member (4011)**

Openly refusing to obey the reasonable directions or requests of any school employee. This includes refusal to identify one's self when requested.

**XII. Sexual harassment (4012)**

Sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. Use of verbal, written or symbolic language that is sexually harassing

\*Complaints of sexual harassment will be handled in the following manner:

1. An administrator will conference with the complainant and accused to determine if harassment has occurred.
2. If an administrator determines that harassment has occurred, the offender will be told what specific behavior or language must stop and a letter will be sent home to parent/guardian. If an administrator feels that the harassment was severe, in-school suspension or out-of-school suspension may result on the first offense. An administrator may also put a "no-contact" order in effect.
3. The offender and parent/guardian will be advised that continued harassment will result in an out-of-school suspension.
4. Additional complaints against an individual that are deemed harassment by an administrator will result in a suspension and recommended counseling.

5. Students who persist in sexual harassment will be subject to long-term suspension or expulsion.  
**Further explanation of our entire policy regarding all nondiscrimination policies including sexual harassment may be accessed in the Board of Education policies (1300) located on-line at the district's website at [www.raypec.k12.mo.us](http://www.raypec.k12.mo.us).**

**XIII. Theft (4013)** (Board Policy 2610-R)

Stealing or attempting to steal private or school property. Possessing or accepting stolen property may be subject to suspension if deemed appropriate by an administrator.

**XIV. Use of language/action that is disparaging or demeaning (4014/4114)**

Use of words, actions, or pictures which are spoken or written solely to harass or injure other people, such as threats of violence, defamation of a person's race, sex, religion, or ethnic origin. This includes racial harassment or intimidation; physical or verbal bullying, and cyberbullying.

**The district takes seriously all threats to the safety and wellbeing of staff members and students. Any student making such threats is subject to an immediate 10-day suspension. The student may be required to have a threat assessment by a trained mental health profession before returning to school.**

**XV. Verbal/Non Verbal abuse to staff (4015)**

Disrespectful or abusive language or gestures to a staff member.

**XVI. Verbal/non-verbal abuse to staff of a threatening nature (4016)**

Disrespectful or abusive language or actions to a staff member that is threatening in nature. This includes threatening demeanor or gestures.

**XVII. Weapon (4017/4117)** (Board Policy 2620)

Possession, use or distribution of any weapon, look-alike weapons and/or dangerous material at school or any school sponsored activity on or off school grounds. Items may include, but not limited to knives, guns, chains, metal knuckles, martial art devices, explosive devices or facsimiles thereof.

Threat or physical attack on another with a dangerous weapon or instrument that could be used as a dangerous weapon.

**XVIII. Willful damage to school, staff or student property/Vandalism (4018)** (Board Policy 2654)

Willfully causing or attempting to cause substantial damage/vandalism to any property, real or personal, belonging to the school, staff or students.

**XIX. Tampering (4019)**

To interfere with something improperly, to meddle with it, displace it, make unwarranted alterations in its existing condition, or to deprive temporarily, the owner or possessor of that thing.

**LEVEL 3: ORDERLY ENVIRONMENT - BEHAVIORS THAT OCCUR IN OR OUT OF THE CLASSROOM THAT ARE NOT INTENDED TO CAUSE PHYSICAL OR MENTAL HARM TO ANOTHER INDIVIDUAL, ARE NOT ILLEGAL, BUT DO NEGATIVELY IMPACT AN ORDERLY ENVIRONMENT.**

Minimum consequence = Verbal correction

Maximum consequence = Short-term suspension (No more than 10 days)

**I. Destruction or defacement of property (3000)**

Action that results in the blemish or destruction of student, staff or school property.

**1st Offense:** Up to 3 days in-school suspension and restitution.

**Subsequent Offense:** Up to 10 days out-of-school suspension.

**III. Disruptive/Disrespectful speech and/or conduct (3002)**

Conduct and/or speech, be it verbal, written or symbolic, which materially and substantially disrupts school environment, school activities or school functions on or off school grounds. Disruptions may occur in the hallways, classrooms, cafeteria, and school facilities before or after school, etc. This may include inciting others and verbal confrontations.

**1st Offense:** Minimum of 90-minute detention up to a 3-day out-of-school suspension.

**Subsequent Offense:** Up to 10-day out-of-school suspension.

Any disruptive or inappropriate behavior in the cafeteria will result in lunchroom clean-up, detention or suspension.

#### IV. Dress code/personal appearance (3003) (Board Policy 2651)

Any article of clothing, jewelry or personal appearance that may be determined disruptive to good school climate. Refer to **Dress Code** policy within the handbook.

**1st Offense:** Conference with student /verbal warning with any changes deemed appropriate or necessary by the administrator.

**2nd Offense:** 90-minute detention.

**Subsequent offenses:** 3-hour detention.

#### V. Driving violations (3004)

Use of a motor vehicle carelessly or without due caution so as to endanger person or property. Driving to or from Cass Career Center or Summit Tech without permission.

**1st Offense:** Up to 3 days out-of-school suspension and/or loss of driving privileges for up to 30 days.

**Subsequent Offense:** Up to 3 days out-of-school suspension and/or loss of driving privileges for the remainder of school year.

#### VI. Excessive discipline referrals (3005)

A student committing an offense that could result in the fourth disciplinary action assigned during the same school year may be suspended out-of-school for up to 5 days for excessive discipline/referrals. Any subsequent offense may result in up to 10 days out-of-school suspension. Tardy detentions are excluded from this policy.

#### VII. Failure to serve/Removal from detention (3006)

Any student who fails to serve a 45 or 90-minute detention will be assigned a 3-hour detention.

Any student who fails to serve a 3-hour detention will be assigned 2 days of ISS.

Students are allowed to reschedule one detention per semester.

**Failing to serve discipline could result in a student being unable to attend school activities such as the Homecoming dance, Court-warming dance, Prom, field trips, and other activities as determined appropriate by administration.**

#### VIII. Dishonesty (3007)

Any act of lying whether verbal or written including forgeries, fake phone calls, or alterations of school-related document.

**1st Offense:** Nullification of forged documents. Principal/student conference, detention, or in-school suspension.

**Subsequent Offense:** Nullification of forged document. Detention, in-school suspension, or 1-180 days out-of-school suspension and recommendation for long-term suspension.

#### IX. Hall violations (3008)

Any student who abuses hall privileges or continues to be in an area where he/she does not have permission will have a conference with an administrator and future privileges to leave the classroom will be revoked. Students who are in the hallway without permission will be placed on a restricted pass list. To help with hallway crowding conditions, students may not loiter in the hallway at any time. Students may use the commons to visit with peers before school or during passing periods. Any continued problems may result in detentions or suspensions as deemed appropriate by an administrator. **(These will carry over to 2nd semester)**

**1st Offense:** Minimum 45-minute detention and up to two weeks restricted hall privileges.

**Subsequent Offense:** Loss of hall privileges, 90-minute detention, ISS and/or OSS.

#### X. Harassment/Intimidation (3009) (Board Policy 1300)

**Bullying is defined as intimidation of a student or multiple students involving a real or perceived power imbalance. The behavior is repeated, or is deemed likely to be repeated, over time. 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; or threats of retaliation for reporting such acts. Bullying may also include cyberbullying or cyber threats. Cyber bullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyber threats are online materials that threaten or raise concerns about violence against others, or encourage others to harm themselves.**

**1st Offense:** Conference with administrator up to 10 days out-of-school suspension.

**Subsequent Offense:** Up to 10 days out-of-school suspension and recommendation for long-term suspension or expulsion.

**XI. Internet/Network usage agreement violations (3010)**

Any violation of the guidelines for acceptable use of technology will result in the following:

**1st Offense:** Access to computer networks, Internet and/or other technology equipment use revoked for up to the remainder of the school year. Detentions, in-school suspension or out-of-school suspension may result as well.

**XII. Obscene language, gestures and/or profanity (3011)**

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, and/or defiant, considered inappropriate in educational settings. Violations may include use of words or gestures which describe sexual conduct, which, considered as a whole, appeal to marked interest in sex, portraying sex in a manner offensive to community standards, and do not have a serious literary, artistic, political, or scientific value.

**1st Offense:** Minimum of 90-minute detention up to 3 days out-of-school suspension.

**Subsequent Offense:** Up to 10 days out-of-school suspension and recommendation for long-term suspension or expulsion.

**XIII. Parking violations (3012)**

Students who park improperly, park in unassigned or prohibited locations, or fail to have their parking permit purchased and displayed properly will be disciplined as follows:

**1st Offense:** Minimum of verbal warning and maximum of loss of driving privileges for up to 10 days.

**2nd Offense:** Minimum of 45-minute detention and a maximum of loss of driving privileges until permit is purchased and displayed properly, up to 3 days in-school suspension for parking improperly and \$10 parking fine.

**Subsequent Offense:** Loss of driving privileges for remainder of school year and \$20 fine.

No parking is permitted in the church parking lot.

An administrator may withdraw a student's privilege to use the school parking facilities and/or may have a student's car towed at the owner's expense for repeated parking violations. The school may also have a motor vehicle removed at owner's expense if it is necessary for the safety of the school. **(These will carry over to 2nd semester)**

**XIV. Possession and/or distribution of unnecessary articles/Nuisance items (3013)**

Possession or distribution of any item unnecessary for school and/or disruptive to the school climate. Items may include but not limited to: walkie-talkies, electronic games, skateboards, laser pointers, cell phones, iPods, headphones, misc. toys. Students are discouraged but not prohibited from bringing cell phones. Any student who disrupts the educational environment with their cell phone will have it confiscated. Any electronic device may only be used with teacher approval. Students must not remove the battery or sim-card prior to surrendering the phone.

**Students who refuse to surrender the cell phone/nuisance item will receive additional consequences.**

**1st Offense:** 90-minute detention. Device returned at the end of the day.

**2nd Offense:** 3-hour detention. Device returned only to a parent or guardian.

**3rd Offense:** 3-hour detention. Device returned only to a parent or guardian.

**Subsequent Offense:** Up to 10 days OSS and item returned only to a parent or guardian.

**XV. Public display of affection (3014)**

Physical contact, which is inappropriate for the school setting (Refer to board policy 2610-R.)

**1st Offense:** Up to 3 days in-school suspension.

**2nd Offense:** Up to 5 days in-school suspension.

**Subsequent Offense:** Up to 5 days out-of-school suspension.

# TARDY POLICY

At the sound of the bell to begin class, the classroom doors will be closed. **Students will not be allowed to make up bell work activities missed because of tardiness.**

## XVI. Tardiness (3015)

A student who is not in his/her classroom when the tardy bell rings is tardy. Tardies will be cumulative for each semester. Parents cannot excuse a tardy that occurs after first period. Teachers may have additional classroom consequences as well.

**4th** cumulative tardy: **45-minute detention**

**6th** cumulative tardy: **90-minute detention and loss of all hall privileges for 10 days.**

**8th** cumulative tardy: **90-minute detention and loss of hall privileges for remainder of semester.**

**10th** cumulative tardy: **3-hour detention school.**

**12th** cumulative tardy: **3-hour detention and parent conference.**

**14th** cumulative tardy: **Additional 3-hour detention or ISS.**

**Skipping a detention 45 or 90-minute detention will result in a 3-hour detention**

**Skipping a 3-hour detention will result in 2 days ISS.**

## XVII. Truancy/Unexcused absences/Excessive absences (3016)

A student who is absent from school without the knowledge and/or consent of parent/guardian and the school administration. A student who leaves school during school hours without following proper procedures. A student who leaves the classroom without permission or is located in an unauthorized area. A student who is deemed to be excessively absent from school by an administrator will be subject to detention, suspension, withdrawal from school and/or referral to juvenile agency.

Students who are truant from classes will be assigned consequences based on the following scale:

1st Class - 90-minute detention

2nd Class- 3-hour detention

3rd Class- 1 day of ISS

Subsequent offenses: 1 day of ISS per truancy and possible notification of law enforcement.

## XVIII. Unsafe behavior (3017)

Attempts to cause physical injury, causes physical injury or engages in conduct which creates a risk of harm or injury due to reckless or negligent behavior. (3rd degree assault, horseplay)

**1st Offense:** Minimum of 90-minute detention up to 3 days out of school suspension.

**Subsequent Offense:** Up to 10 days out-of-school suspension.

## XIX. Use or possession of tobacco (3018)

Use or possession of tobacco products (smoking or chewing) at school or any school activity on or off school grounds. No student is to have lighters/matches at school or school activities as well. **(Board Policy 2640)**

**1st Offense:** Up to 3 days in-school suspension.

**2nd Offense:** Up to 3 days out-of-school suspension.

**3rd Offense:** Up to 5 days out-of-school suspension.

**Subsequent Offense:** Up to 10 days out-of-school suspension and recommendation for long-term suspension or expulsion. There will be a summons issued for possession of tobacco.

Any tobacco products or electronic substitute products that are confiscated by school personnel may be reclaimed only by parent/guardian.

## XX. Removal from ISS (3019)

Any student who is removed from ISS for not meeting the guidelines and expectations set forth in the in-school suspension classroom. Any disruptive or inappropriate behavior in ISS.

**Each Offense:** Student will be sent home for the day or will serve OSS the following day. Student will be required to serve his/her ISS time upon return.

## XXI. Failure to Comply (3020)

Failure to comply with reasonable requests of any school personnel and/or failure to follow reasonable staff directions immediately upon request.

**1st Offense:** Conference with administrator up to 3 days of ISS.

**2nd Offense:** 1 day of ISS up to 5 days OSS.

**Subsequent Offense:** Up to 10 days OSS and/or recommendation for long-term suspension.

**XXII. Failure to report to Panther Time (mandatory tutoring) (3022)**

1st Offense: Warning and re-assign tutoring

2nd Offense: 45-minute detention

3rd Offense: 90-minute detention

4th Offense: 3-hour detention

5th Offense: 1 day ISS

Subsequent offenses: 1 day of ISS

(These will start over 2nd semester)

**XXIII. Possession of profane material (Sexting) (3023)**

In accordance with Board of Education Policy, students may not possess or display electronically or otherwise sexually explicit, vulgar or violent material.

**1st Offense:** Confiscation of item(s), principal/student conference, detention, In-school suspension or up to 10 days OSS.

**Subsequent Offense:** Confiscation of item(s), detention or In-school suspension, 1-180 days OSS and recommendation for long-term suspension or expulsion.

**XXIV. Academic dishonesty (3025) (Board Policy 2610-R)**

**Any event or action of academic dishonesty where a student is found to be involved or contributed in some manner. Examples include but not limited to cheating, plagiarism, altering grade on school documents, etc.**

**1st Offense:** 3-hour detention and re-do assignment

**Subsequent Offense:** No-credit for assignment, referral to office, in-school suspension and/or removal from class.

**XXV. Vaping (3026)**

**1st Offense-** 5 Days of In-School Suspension OR 3 Days of In-School Suspension with participation in Vape Educate (Vaping Education Curriculum)

**2nd Offense-** 5 Days of Out-of-School Suspension OR 5 Days In-School Suspension with participation in Catch My Breath (Vaping Education Curriculum)

**3rd Offense-** 10 Days of Out-of-School Suspension

**For each instance, Law enforcement will be notified**

**LEVEL 2: PRODUCTIVE CLASSROOM ENVIRONMENT - BEHAVIORS THAT OCCUR IN THE CLASSROOM AND INTERFERE WITH THE LEARNING OF OTHERS.**

**Minimum consequence = Verbal correction**

**Maximum consequence = Removal from class and/or detention**

**I. Disrespectful speech and/or conduct (2002)**

Behavior that shows disrespect to another, which disrupts the learning of others. This behavior may include but not limited to excessive talking, throwing objects, arguing, insults, inappropriate tone or demeanor, etc.

**1st Offense:** Teacher behavior management steps.

**2nd Offense:** Teacher behavior management steps.

**Subsequent Offense:** Referral to office, 90-minute detention, in-school suspension and/or removal from class.

**II. Disruptive speech and/or conduct in classroom (2003)**

Conduct and/or speech, be it verbal, written or symbolic, which materially and substantially disrupts classroom work or school functions within the classroom.

**1st Offense:** Teacher behavior management steps.

**2nd Offense:** Teacher behavior management steps.

**Subsequent Offense:** Referral to office, 3-hour detention, in-school suspension and/or removal from class.

**III. Improper use of equipment (2004)**

Improper or inappropriate use of school, staff or student equipment or property.

**1st Offense:** Teacher behavior management steps.

**2nd Offense:** Teacher behavior management steps.

**Subsequent Offense:** Referral to office, 3-hour detention, in-school suspension and/or removal from class.

**IV. Disruptive behavior on a school bus (2005)**

Any referral received from the bus company involving disruptive or disrespectful student behavior.

The behavioral management steps for bus rule infractions are located on page 23.

**LEVEL 1: PRODUCTIVE PERSONAL ENVIRONMENT - BEHAVIORS THAT OCCUR IN OR OUT OF THE CLASSROOM AND AFFECT ONLY THE MISBEHAVING STUDENT.**

Minimum consequence = Verbal correction

Maximum consequence = Removal from class.

**I. Being off-task, but not disrupting others (1001)**

Behavior that is off-task and negatively affects the misbehaving student only. The discipline of this behavior may include but not limited to any of the following strategies:

**Teacher behavior management steps**

Verbal correction

Parent/guardian contact

Teacher conference/detention

**Administrative conference**

**Parent, teacher, administrator conference**

**II. Failing to complete assigned tasks (1002)**

Failure to complete assignments, homework, projects or task assigned by the teacher. The discipline of this behavior may include but not limited to any of the following strategies:

**Teacher behavior management steps**

Verbal correction

Parent/guardian contact

Teacher conference/detention

**Administrative conference**

**Parent, teacher, administrator conference**

**III. Failing to dress out for physical education (1003)**

Failing to bring appropriate clothing for physical education class or failing to dress out for class.

The discipline of this behavior may include but not limited to any of the following strategies:

**Teacher behavior management steps**

Verbal correction

Parent/guardian contact

Teacher conference/detention

Administrative conference

**Parent, teacher, administrator conference**

**IV. Not having appropriate materials (1004)**

Failing to bring appropriate classroom materials on a consistent basis. The discipline of this behavior may include but not limited to any of the following strategies:

**Teacher behavior management steps**

Verbal correction

Parent/guardian contact

Teacher conference/detention

**Administrative conference**

**Parent, teacher, administrator conference**



## V. Sleeping (1005)

Sleeping in class and/or continuing to place head on desk after being corrected by teacher. The discipline of this behavior may include but not limited to any of the following strategies:

### Teacher behavior management steps

Verbal correction

Parent/guardian contact

Teacher conference/detention

Administrative conference

Parent, teacher, administrator conference

## ACCUMULATION OF DISCIPLINARY PROBLEMS

The building administrator may recommend a long-term suspension or expulsion for any student who accumulates more than three short-term suspensions within a school year. The recommendation will be made to the superintendent and/or school board if deemed appropriate by the school administration.

## REASONS FOR SUSPENSION OR EXPULSION

The building administrator or his/her designated representative may suspend a pupil for a period not to exceed ten (10) school days for any of the policies listed in the student handbook and/or board of education policies. Students may be suspended for other actions deemed to be prejudicial to good school order in the school or which violate the rights of others or the school. Proper legal authorities may be contacted by school personnel when deemed appropriate (Refer to board of education policy 2662 and 2663.)

## STUDENT RIGHTS IN SUSPENSION CASES

In cases where the building administration suspends a student for a period not to exceed ten (10) school days, the student shall be afforded an informal hearing by a building administrator before the suspension is imposed. Students may appeal any short-term suspension to the building level principal and/or superintendent of schools. Any student on disciplinary probation will not be able to attend dances including PROM. Students may appeal any long-term suspension to the board of education if they so desire (Refer to board of education policy 2662 and 2663.)

## GUIDELINES FOR SUSPENSIONS/EXPULSION OF STUDENTS WITH DISABILITIES

The Individuals with Disabilities Education Act (IDEA) requires the following criteria to be met when changing the educational placement of handicapped students: (Refer to board of education policies 2610 and 2672).

1. Short-term suspensions may be given up ten (10) days without reconvening of the IEP team.
2. Long-term suspension and expulsion is a change of placement under IDEA and an IEP team must be convened before such action takes place.
3. Long-term suspension or expulsion cannot take place without determination that the misconduct does not bear relationship to the child's disability, except when controlled substances or weapons are involved.
4. If misconduct is a result of a disability, long-term suspension or expulsion is inappropriate under IDEA.
5. Children with disruptive histories should be dealt with through IEP goals and objectives.

## STUDENT COMPLAINTS AND GRIEVANCES

Alleged acts of unfairness or any decision made by school personnel, except as otherwise provided by under student suspension and expulsion, which students and/or parents/guardians believe to be unjust or in violation of pertinent policies of the Board or individual school rules, may be appealed to the school principal or a designated representative (Refer to board of education policy 1460.)

Missouri Department of Elementary and Secondary Education  
Every Student Succeeds Act of 2015 (ESSA)

## COMPLAINT PROCEDURES

1. What is a complaint?

For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

2. Who may file a complaint?  
Any individual or organization may file a complaint.
3. How can a complaint be filed?  
Complaints can be filed with the LEA or with the Department.
4. How will a complaint filed with the LEA be investigated?  
Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.
5. What happens if a complaint is not resolved at the local level (LEA)?  
A complaint not resolved at the local level may be appealed to the Department.
6. How can a complaint be filed with the Department?  
A complaint filed with the Department must be a written, signed statement that includes:
  - a. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
  - b. The facts on which the statement is based and the specific requirement allegedly violated.
7. How will a complaint filed with the Department be investigated?  
The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.  
The following activities will occur in the investigation:
  - a. Record. A written record of the investigation will be kept.
  - b. Notification of LEA. The LEA will be notified of the complaint within five days of the complaint being filed.
  - c. Resolution at LEA. The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
  - d. Report by LEA. Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
  - e. Verification. Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
  - f. Appeal. The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.
8. How are complaints related to equitable services to nonpublic school children handled differently?  
In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).
9. How will appeals to the Department be investigated?  
The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty-day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.
10. What happens if a complaint is not resolved at the state level (the Department)?  
The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

## **PROTECTION OF STUDENT RIGHTS**

All instructional materials, including teacher's manuals, films, tapes or other supplementary material which will be used in connection with any survey, analysis or evaluation as part of any federally funded program shall be available for inspection by the parents or guardians of the children.

No student, as part of any federally funded program, shall be required without prior parental consent in writing to submit to a survey, analysis or evaluation that reveals information concerning:

1. **Political affiliations;**
2. **Mental and psychological problems potentially embarrassing to the student or his/her family;**
3. **Sexual behavior and attitudes;**
4. **Illegal, anti-social, self-incriminating and demeaning behavior;**
5. **Critical appraisals of other individuals with whom respondents have close family relationships;**
6. **Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers; or**
7. **Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program);**

The school district shall give parents and students effective notice of their rights under this policy.

## **PROCESS FOR RESOLVING A CONCERN OR COMPLAINT (BOARD OF EDUCATION POLICY 1460)**

The following steps are to be followed by parents/guardians, students or the public when concerns or complaints arise regarding the operation of the school district that cannot be addressed through other established policies or procedures.

1. Concerns or complaints should first be addressed to the teacher or employee directly involved.
2. Unsettled matters from (1) above or concerns or complaints regarding individual schools should be presented to the principal of the school. The principal will provide a response to the individual raising the complainant within five business days of receiving the complaint or concern unless additional time is necessary to investigate or extenuating circumstances exist.
3. Unsettled matters from (2) above or concerns or complaints regarding the school district in general should be presented to the assistant superintendent or designee. The assistant superintendent or designee will provide a response to the individual voicing the complainant within five business days of receiving the concern or complaint, unless additional time is necessary to investigate or extenuating circumstances exist.
4. Unsettled matters from (3) above or concerns or complaints regarding the school district in general should be presented to the superintendent or designee. The superintendent or designee will provide a response to the individual voicing the complainant within five business days of receiving the concern or complaint, unless additional time is necessary to investigate or extenuating circumstances exist.
5. If the matter cannot be settled satisfactorily by the superintendent or designee, a member of the public may request that the issue be put on the Board agenda, using the process outlined in Board policy. In addition, written comments submitted to the superintendent or the secretary of the Board that are directed to the Board will be provided to the entire Board. The Board is not obligated to address a complaint. If the Board decides to hear the issue, the Board's decision is final. Otherwise, the superintendent's decision on the issue is final.

## **PARENTS RIGHT TO KNOW**

Our district is required to inform you of information that you, according to Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know. Upon your request, our district is required to provide to you in a timely manner, the following information:

- Whether your student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your student's teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- Whether your student's teacher is teaching in the field of discipline of the certification of the teacher.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the information that parents may request, a building receiving Title I.A funds must provide to each individual parent:

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.