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**Boonville High School**  
1Pirate Drive  
Boonville, MO 65233  
(660) 882-7426  
<http://www.boonville.k12.mo.us/bhs>

**BOONVILLE R-I SCHOOL DISTRICT  
MISSION STATEMENT**

The mission of the Boonville R-I School District is to provide all students with the opportunity to receive a quality education, become responsible individuals, competent workers and contributing citizens.

**BOARD OF EDUCATION**

Charlie Melkersman, President  
Richelle Kluck, Vice-President  
Jim Gann, Treasurer  
Jason Polk, Member  
Dan Horst, Member  
Pat Zeitlow, Member  
John Linville, Member  
Laura Grathwohl, Secretary to the Board

**OFFICERS OF ADMINISTRATION**

Mark Ficken, Superintendent  
Tim Edwards, Principal  
Desiree Jones, Assistant Principal  
Chris Shikles, Athletic Director

**ENROLLMENT, GRADES AND CLASSES**

Classes will begin each day at 7:50 a.m. and be dismissed at 2:45 p.m. The classroom area of the building is open by 7:25 each morning. Students are to enter the Commons Area upon arriving at school. All students are to leave the school building or remain in the Commons Area after school is dismissed unless remaining for special work or conference with a teacher. **We have a closed noon hour, and by this we mean students will not be allowed to leave the school over the lunchtime.**

**Daily Class Schedule**

1st .....	7:50 - 8:38
2nd .....	8:42 - 9:30
3rd .....	9:34 - 10:22
4th .....	10:26 - 11:14
5th .....	11:18 - 12:32
6th .....	12:36 - 1:24
7th .....	1:28 - 2:16
Pirate Time .....	2:20- 2:45

**Credit**

Academic credit will be granted based on the semester concept. A course that meets for 48 minutes per day for 18 weeks will grant 1/2 unit of credit. All credit will be granted by semester. Academic credit cannot be earned by a student who is not enrolled in classes for at least two-thirds of the current semester. Transferring from another school district will satisfy this requirement.

**Progress Reports**

Notices of progress will be sent to parents every six weeks.

**Honor Rolls**

To be eligible for the honor roll a student must be enrolled in a minimum of seven (7) units of credit, with a minimum of six (6) classes graded on the A to F scale and have a grade point average between 3.0 and 3.4999 on a four (4) point scale.

To be eligible for the principal's honor roll a student must be enrolled in a minimum of seven (7) units of credit, with a minimum of six (6) classes graded on the A to F scale and have a minimum grade point average of 3.5 on a four (4) point scale.

**Academic Letters**

Academic letters will be awarded to honor roll students by the semester. Students will receive a letter for the first occasion and a bar for each semester on the honor roll and a star for each semester on the principal's honor roll.

**Grading**

The following scale is to be used as a guide for the assignment of student grades:

A	95 – 100%	A – Outstanding
A-	90 – 94%	
B+	87 – 89%	
B	83 – 86%	B – Above Average
B-	80 – 82%	
C+	77 – 79%	
C	73 – 76%	C – Satisfactory Progress
C-	70 – 72%	
D+	67 – 69%	
D	63 – 66%	D – Below Average - Unsatisfactory
D-	60 – 62%	
F	Below 60%	F – Failing

The following classes will be graded pass/fail: Learning Strategies, Library Aide, Office Aide, Teacher Aide, and Supervised Work Experience.

A semester grade will be issued at the end of the first semester and second semester. The semester grade is based on the total number of points possible for the semester. The semester grade is the grade recorded on a student's permanent record.

Grade points will be assigned in the High School according to the following scale.

A . . . 4.000	B ..... 3.000	C .... 2.000	D . . . 1.000
A- . . . 3.667	B- ..... 2.667	C- ... 1.667	D- . . . 0.500
B+ . . . 3.333	C+..... 2.333	D+ .. 1.333	F . . . 0.000

### **Graduation Requirements**

In order to receive a diploma from Boonville R-I High School, a student must complete a planned program of eight semesters during grades nine through twelve. The planned program includes the following specific credit requirements:

Communication Arts	4 units
Social Studies	3 units
Mathematics	3 units
Science	3 units
Fine Arts	1 unit
Practical Arts	½ unit
Physical Education	1 unit
Health	½ unit
Personal Finance	½ unit
Electives	7 ½ units
Total Minimum Requirements	24 units

Not more than three (3) units earned through extension or correspondence will be considered for graduation. Students should take care in planning their curriculum each year. A student must be enrolled in seven (7) units of credit each year. Some years a student may take more than seven (7) units.

Students who transfer to Boonville High School from another high school may only transfer a maximum of 7 credits per academic year (3.5 credits per semester). Extra classes will be listed on the student's transcript, no credit will be given, but grades earned will be figured into the GPA.

Students, parents, or guardian and school counselor or principal, to meet the needs of the student with regard to his/her career plans, shall cooperatively plan the program of studies. A written four-year plan shall be prepared at the ninth grade level and reviewed annually for possible revision.

### **Grade Level Requirements**

To be eligible for status as a senior, a student must have completed a minimum of six semesters of high school attendance and have earned a minimum of 16 units of credit. Students not meeting this minimum qualification shall not be classified as a senior and thus not eligible to attend senior class meetings, order senior graduation supplies, or participate in any activity open to seniors. To be eligible for status as a junior, a student must have completed a minimum of four semesters of high school attendance and have earned a minimum of 12 units of credit. To be eligible for status as a sophomore, a student must have completed a minimum of two semesters of high school attendance and have earned a minimum of 5 units of credit.

**No High School Credit Earned Prior to 9<sup>th</sup> Grade**

The 3 units of required high school math can only be earned beginning the 9<sup>th</sup> grade year. All students who earned credit for Algebra I prior to the 9<sup>th</sup> grade must continue to be enrolled in a math class through their junior year. Students may not earn high school credit prior to their 9<sup>th</sup> grade year.

**Audit Credit**

Students can not earn credit twice for the same class. For example, if a student fails second semester of a required math class, a student can enroll in and retake the yearlong math class the following year, but will only receive one semester of math credit. The student would receive elective credit for the first semester.

**End Of Course Assessments**

Beginning with the 2009-10 school year, the Missouri Department of Elementary and Secondary Education (DESE) has implemented End of Course (EOC) assessments, which replaced MAP testing at the high school level. Students enrolled in Communication Arts II, Algebra I, Biology I, and American History courses will take the state mandated exam for these courses, as well as any other courses DESE is offering the EOC for. The exam score will count as ten percent of the semester grade for the course.

**Credit Recovery**

Students who fail a course with a 50-59% may try to earn credit for the course through Credit Recovery. A student who fails the course below a 50% must retake the course. A student may earn no more than half of the credits for each of the core academic class graduation requirements through Credit Recovery.

**Part Time Attendance - High School**

Students who need to attend high school beyond the fourth year to meet graduation requirements from Boonville R-I High School are eligible for part time attendance. In this situation students may enroll in less than seven units of credit. Other situations will be reviewed on a case-by-case basis.

**Early Graduation**

The Missouri State Board of Education and the Boonville R-I Board of Education recommend that all students complete the eight semesters of high school attendance. Requests for a waiver of the eight-semester attendance requirement are subject to the following conditions:

1. The student shall meet all requirements for graduation from Boonville R-I High School except the eight-semester requirement.
2. The student and his parents in lieu of the eighth semester of high school attendance shall propose a program of continued education. The educational program may consist of only:
  - a. Full-time attendance during 2<sup>nd</sup> semester in an accredited junior or senior college or university.
  - b. Full-time attendance during 2<sup>nd</sup> semester in an approved technical training program.
  - c. Immediate reporting to a branch of the military.
3. Written application for approval of early graduation shall be made to the High School Principal **on or before November 1**. This application shall include a statement describing the student's educational or career plan and a statement of parental approval.

The Superintendent of Schools and the Boonville R-I Board of Education will review the student's application. Items to be considered with the application will include but not be limited to: grade point average, previous attendance record, educational program completed by the student, and educational program proposed. The decision of the Boonville R-I Board of Education shall be final.

Students accepted for early graduation shall be included with the regular list of graduates and may participate in commencement exercises but shall not be eligible for local awards, local scholarships, honors designation, etc.

Students graduating early shall not be eligible to participate in school activities, including co-curricular activities, extra-curricular activities, Prom, and Senior Banquet.

Students approved for early graduation shall present documented evidence of full-time enrollment and participation in the proposed educational experience prior to the close of the regular academic year. Such evidence shall consist of certification by the dean or other academic official. In order for the student to participate in commencement exercises, documentation must be received by the principal prior to this event.

#### **Course Changes**

Students are advised to select carefully those courses that will prepare them for their career plans. Teachers are always ready to give assistance. There should be few requests for course changes or substitutions after the semester begins.

Occasionally a teacher or counselor to provide for a more appropriate placement of a student may initiate a course change. In such cases, changes are made in the Guidance Office. All changes should be made by the second week of school. To encourage students to be more selective in their course enrollments, there will be no student-initiated class changes after the third day of school unless an extreme situation arises.

#### **Withdrawal From Classes**

Students are not allowed to drop class work without the permission of their parents, the instructor of the course, the counselor, and the principal. Students who wish to withdraw from a subject should obtain written permission from their parents and the instructor of the subject. This permit must be presented to the counselor for approval and change of records. Students who withdraw before the end of the semester for classes offering 1/2 unit of credit and/or before the end of the year for courses offering one unit of credit shall receive a grade of F for the course being dropped.

#### **Transferring To Another School**

A student should notify the office a few days in advance of transferring to another school. A transfer form will be completed for the student to take to the new school. When all books and materials are turned into the office and the media center, the transfer will be authorized.

#### **National Honor Society Selection Process**

The National Honor Society chapter of Boonville R-I High School is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in four areas of evaluation: *scholarship, leadership, service, and character*. Standards for selection are established by the national office of NHS and have been revised to meet our local chapter needs. Students are selected to be members by a five-member Faculty Council, appointed by the principal, which bestows this honor upon qualified students on behalf of our school. Students in the eleventh or twelfth grades are eligible for

membership. For the scholarship criterion, a student must have a cumulative grade point average of 3.25 or better on a 4.0 scale.

Those students who meet this criterion are invited to complete a Student Activity Information Form that provides the Faculty Council with information regarding the candidate's leadership and service. A history of leadership experiences and participation in school or community service is required.

To evaluate a candidate's character, the Faculty Council uses two forms of input: first, school disciplinary records are reviewed; second, members of the faculty are solicited for input regarding their professional reflections on a candidate's character and leadership by completing an evaluation form. These forms and the Student Activity Information Forms are carefully reviewed by the Faculty Council to determine membership. An average score of 3.25 or higher is necessary for selection. Candidates are notified regarding selection or non-selection according to a predetermined schedule.

Following notification, a formal induction ceremony is held at the school to recognize all newly selected members. Once inducted, new members are required to maintain the same level of performance in all four criteria (or better) that led to their selection. This obligation includes regular attendance at meetings held monthly during the school year, attendance at committee meetings and participation in the chapter service projects. Students or parents who have questions regarding the selection process or membership obligations may contact the chapter adviser or the high school principal.

### **Academic Dishonesty**

The integrity of the academic program and the evaluation of each student's achievement are of primary concern to all educational instruction. Cheating on any educational exercise not only reflects dishonesty on the part of the cheater but also diminishes the value of the work done by his or her classmates. Any student who cheats or plagiarizes is subject to the following, plus Wednesday Detention, 1-10 days of ISS, or 1-10 days of OSS:

#### **First Offense:**

1. A zero will be recorded for the exercise.
2. The parents will be contacted.
3. The student will be referred to the principal.

#### **Second Offense:**

1. A zero will be recorded for the exercise.
2. The student will be referred to the principal.
3. The student will receive a 10% grade reduction on their final grade.
4. A parental conference will be required.

#### **Third Offense:**

1. A zero will be recorded for the exercise.
2. The student will be referred to the principal.
3. The student will fail the course for the semester.
4. A parental conference will be required.

### **Pirate Time**

Pirate Time is a grade-level classroom where a teacher will provide academic support and students will use their time as a study hall. Class meetings, activity meetings, assemblies, etc. will take place during this time so that classroom disruptions will be reduced. Pirate Time will take place from 2:25-2:50 daily. Students will come prepared, bring all necessary materials and use Pirate Time as a quality learning experience by working and not visiting or distracting others. Students will have access to the media center and other teachers with prior approval from that teacher.



**Choice Time**

During Pirate Time students who are eligible may go to Choice Time which is earned by students who meet the following criteria: 97% attendance, no referrals, and no D's or F's. The criteria is recalculated approximately every six weeks. Choice Time allows students free time in the gym, cafeteria, or Media Center with supervision. Choice Time is available to freshmen on Mondays, sophomores on Tuesdays, juniors on Wednesdays, and seniors on Fridays.

**Academic Eligibility Standards**

To be eligible for "extracurricular" activities sponsored by the Missouri State High School Activities Association and/or the Boonville R-I School District, students in grades nine through twelve must meet the following standards: Students are required to earn three units of credit the semester prior to their participation in an extracurricular activity. Students may earn up to 1 unit of credit during summer school to establish eligibility as long as the courses taken apply to our graduation requirements. No elective credit is allowed to establish eligibility as governed by the MSHSAA By-Law 213. Transfer students will be eligible the first semester of their transfer to Boonville R-I High School if they meet the MSHSAA standards and the eligibility standards of the school of transfer. Any student who is assigned In-School Suspension shall be deemed ineligible for that day and therefore would not be allowed to participate in an activity.

**Graduation Honors**

Boonville R-1 School District graduation honors will include the awarding of Summa Cum Laude (GPA 3.9000-4.0000), Magna Cum Laude (GPA 3.7500-3.8999) and Cum Laude (3.5000-3.7499). Awarding of these honors will be determined by the GPA based on 8 semesters of course work. The cum laude system was adopted to encourage students to pursue a rigorous academic program. This program exceeds the minimum standards outlined for graduation. Classes must be from the academic core. Embedded credit will not count toward graduation honors. Class rank is not used by Boonville High School. Class rank will not be given to students, used for college purposes, and will not be used to recognize students at graduation.

**Requirements for Participation in Commencement Exercises**

Commencement is the marking of the beginning of life after high school and the ceremony to commemorate the successful completion of the elementary and secondary experiences. Commencement exercises should be conducted with dignity and should be taken seriously by all those involved. To help insure that graduation for Boonville R-I High School is treated with respect, the following guidelines are presented:

1. Only students who have met the requirements for graduation as established by the Boonville R-I Board of Education will be permitted to participate in commencement exercises. Students who will not meet the graduation requirements will be notified that they are not eligible for graduation activities.
2. Attendance at the commencement rehearsal is mandatory. The rehearsal will be conducted during the school day on the Friday before commencement. The entire ceremony will be rehearsed until it is done correctly. Upon completion of the rehearsal, seniors will be excused.
3. Boys should wear slacks, dress shoes, socks, and shirts with a collar. Girls should wear dress shoes, dresses or skirts and blouses. Students are not to wear sunglasses, shorts, tennis shoes, or flowers. Nothing should be attached to the gown. The tassel should be the only thing attached to the

cap. No writing is to appear on the cap. Likewise students are not to alter their personal appearance in such a way as to detract from the commencement exercises.

4. As students cross the stage they will receive their diploma cover. Diplomas will be handed out following graduation at designated locations.

Graduation is the highlight of twelve years of school and should be a joyful occasion for all. By implementing these guidelines, it is our hope that the commencement program can be improved, thus providing memorable experience for both students and parents.

## **GENERAL POLICIES**

### **Activity/Technology Fee**

All students will be charged a yearly \$10 Activity/Technology fee at the time of enrollment. This fee will be used to cover cost associated with student printing in the LMC and the use of the district internet service. All financial obligations must be met before a student receives a diploma.

### **Incidental Expenses**

Other incidental expenses are determined by the subjects in which students may be enrolled. Students enrolled in Industrial Arts classes will pay for all materials used in individual projects. Students enrolled in Family and Consumer Science classes will pay for all sewing materials. The school will furnish supplies for food projects. Art students will pay for the cost of materials for projects that will become their personal property after completion. Choir Students will pay for their robe cleaning.

Lost textbooks or locks must be paid for at replacement cost by the student to whom they were originally issued.

### **Makeup Work**

In general students are expected to take tests and submit homework upon returning to school from an absence, if the test and/or homework were assigned prior to the absence. Upon returning to school from an absence, students are not expected to take tests and submit homework that was assigned during an absence. In this situation students will be allowed one day to make up work for each day of absence. For example, if a student is absent two days, they will be allowed two days to make up the work that was missed. Students who are suspended may make-up work if requested by the student during the suspension. Any work requested after the suspension will not be given credit.

### **School Sponsored Trips**

All school-sponsored trips must be cleared through the office. A Trip Request form must be filled out by students and signed by parents or guardian before they may go. Students on school-sponsored trips must go and return in the transportation designated by the school. Parents must request permission from the principal or sponsor to transport their children upon returning from an activity where they traveled to the event in a school sponsored bus or vehicle. This must be done in person and in writing.

### **Use of Building**

The building shall not be used for any unscheduled activities by students, faculty, or groups after the building has been closed by the custodians in the evening.

Sponsors of activities must notify the office of scheduled meetings. Sponsors must be present when an organization is having a meeting and/or activity.

**Inclement Weather Dismissal**

When it becomes necessary to dismiss school because of inclement weather, notice will be given via rSchoolToday Messaging System, over the Boonville Radio Station, KWRT, 1370 AM, and local television stations.

**Late Start Procedures**

The Boonville R-1 School District has adopted Late Start days when needed due to inclement weather. On days when an announcement on radio, TV, email and rSchool Today Messaging System has been made that a Late Start is in session, all schools will begin 2 hours later than their regular school start time. Boonville High School will begin 9:50 and follow the Late Start schedule. The building will be open at the usual time for students beginning at 7:25 for those students who wish to be here for those two hours.

**Disaster Drills**

**FIRE DRILL** - In accordance with the state law, fire drills are held at regular intervals throughout the year. The fire signal is the continuous ringing of the bells or an air horn. When the signal is given, every individual must leave the building. Instructions for fire drills will be given by individual classroom teachers. In general, pupils leave through the nearest exit, always keeping to the nearer side of the corridor.

**TORNADO AND CIVIL DEFENSE DRILL** - The signal for a tornado warning or drill will be the intermittent ringing of the bells or sounding of an air horn. Everyone is then to take cover in the nearest shelter area. Specific instructions will be given by individual instructors in their classrooms.

**Visitors To The Building**

All visitors will report to the office to state their reason for their presence in the building and/or parking lot. Failure to comply with this request may result in trespassing charges. Visitors will not be allowed to attend classes but may visit during lunch as long as parents have requested the privilege in advance and have the principal's approval.

**Guidance and Counseling Services**

All students have available the services of our guidance counseling department. Each student may see the counselor as many times during the year as is necessary. Students can plan their educational program and better determine their own interests, aptitudes and capabilities. Group and individual counseling is used each year to help students plan a program of study. Steps followed in determining this program of study include: career exploration, test interpretation, selecting tentative career goals, and planning an appropriate high school course of study for that goal.

A student may request a visit with the counselor personally. Teachers or parents may also make the initial request for a student's appointment with the counselor. Assistance is available on any problem a child may have that affects his/her school or personal life. Special services include both group and individual testing. Parents are especially invited to make use of our guidance services to better understand the child's academic program.

**Health Services**

Boonville R-I High School has a school nurse. Students should report to the nurse's office when a health problem arises during a school day. If the nurse is not in, the student should report to the office. In case of an emergency, parents will be notified as soon as possible.

### **Immunization Policy**

According to state law, a student must be immunized against measles, diphtheria, rubella, polio, meningitis, and hepatitis. Students who do not furnish up-to-date certificates of immunization will be excluded from school.

### **Media Center**

The media center is open each day from 7:25 a.m. to 2:55 p.m. Students are urged to make use of the media center and its many books and resource materials. Special services provided in the media center include the following: orientation to the media center, research assistance, computer lab, and computer instruction, reading guidance, etc.

A student may ask permission from his/her teacher to visit the media center, when necessary, during any specific class period. This will be permitted, of course; only when the material needed pertains to the class the student is in at that time.

1. All books are loaned for a two-week period. With permission of the library, a book may be renewed for an additional period.
2. When coming into the media center from a class, show your signed planner to the librarian.
3. Many magazines or reference materials other than books are available in the media center for the student's use. Return these articles to the proper place when finished using them.
4. Reference materials may be checked out overnight or over the weekend. Any of these materials checked out must be returned to the media center before 7:55 a.m. on the following day. Any student failing to return these references will be sent home for the same.
5. Anyone abusing the freedom and privileges of the library may have his/her library privileges revoked for an indefinite time.

### **Lockers**

At the beginning of each school year, a student will be assigned a locker. These lockers are for the purpose of providing storage space for wraps and school supplies. It is not intended that they be a storage space for valuables. **Keep your locker locked at all times that it is not in immediate use.** Students are to use only those locks provided by the school. If you have a defective lock or locker, report it to the office at once. Damage to a locker will be charged to those students assigned to that locker during each semester, and the privilege of using a locker may be withdrawn. Students will be assigned to a Wednesday detention for storing open food and beverage containers in their lockers. Students will be assigned to a Saturday Detention for changing lockers without permission from the principal's office.

Lockers will be inspected and cleaned out at least four times during the school year. During locker cleanouts students are to report to their lockers and remove unnecessary materials. Students are not to leave until their lockers are inspected by a staff member.

Students may personalize the inside of their locker to the extent that they do not destroy their locker or permanently alter their locker. No items may be placed on the outside of the locker and items or pictures which are indecent or otherwise offensive may not be displayed in a locker.

### **Lost and Found Articles**

The lost and found department is located in the principal's office. Report to the office secretary those articles that may have been lost. Please report lost or found articles to the office as soon as possible.

**Cafeteria Service**

Beginning the first day of school, breakfast and lunches will be served in the cafeteria. Parents are allowed to pre-pay for lunches on their student's accounts. Parents will be notified if prepaid account balances fall below \$3.00. Occasionally, students are permitted to charge for meals. If a student has charged \$10.00 they will be given an alternative meal until charges are paid. Alternative meals are peanut butter or cheese sandwich and white milk. Charges will not be allowed two weeks prior to the end of the school year. At this time, students who owe money may bring a sack lunch from home or pay daily for a meal.

Students bringing a sack lunch or students wishing to buy a second milk, may do so for 35 cents each. BHS students are offered two choices daily; an A line menu and a salad bar menu. The cost at BHS for breakfast is \$1.35 and for lunch is \$2.25. Ala carte items may be purchased only if money is on the student's account or the student brings money for an item. Seconds are offered for \$1.35 daily.

Parents can make online lunch payments through Parent Portal and PayPal. Parents must have a Parent Portal account but do not need to set up a PayPal account in order to use this function. A small fee is charged against the deposit amount by PayPal on a per transaction basis. The parent pays the fee.

**Food and Drink**

Bottles of water with a sealable lid may be consumed in the halls and during class if the student has permission from their teacher. All other food and drink must be consumed in the commons unless it is needed for educational purposes. Open food and open drinks shall not leave the commons or be in the hallways, restrooms, locker rooms, or classrooms. If a student brings food with them to school in the morning, it must be taken to the commons and consumed there. If a student brings a lunch to school, they may store it in their locker, but all items must be closed. Open bags of chips, open drinks, cups, etc., are not to be stored in the locker. A drink with a sealable lid can be stored in the locker after it is opened, but it is not to be consumed outside of the commons by students unless it is water.

**Conduct In The Commons**

Students are expected to conduct themselves in a mature manner during the period of time they are waiting in the commons before or after school and at noon while eating lunch. Students are to talk in a reasonable manner and refrain from loud talking, yelling, running, horseplay, etc. Students who are involved in **throwing** food are subject to after school detention, in school detention or suspension from school. In addition students may be assigned to a specific location to eat lunch in the commons or denied the privilege of eating lunch in the commons.

**Closed Noon Hour**

A hot lunch program is available for students and faculty during the noon hour. Therefore, no student may leave school to eat lunch. The student body will eat lunch in three shifts with the first shift scheduled from 11:14 - 11:40, the second shift from 11:40 - 12:06 and the third from 12:06 - 12:32. All students are to report to the cafeteria during their scheduled lunch period. After eating lunch students are asked to return their trays to the kitchen and place all trash in waste cans. Students are asked to return to their seats or may wait outside on the south side of the Commons until their lunch shift is dismissed for classes. Students are not to be any other place during their lunch shift without permission from a teacher or from the office.

**Telephone Calls**

Students may use the office phones on a limited basis. Parents are asked to call students using the office phone and not the student's cell phone. Messages for the student will be delivered to students at the end of each hour. Students will not be called from class except in an emergency. The office secretaries will take numbers, and return calls may be made between classes or after school hours.

**Bulletin and Inter-Com System**

Each day during the school year a daily bulletin will be emailed to all students' school email accounts. Its purpose is to serve the student body by giving up-to-date information about such things as school policies, assemblies, test schedules, organization meeting times and places, dates of games, scholarship announcements, special events, and many other items of general interest. Students are held responsible for the information contained in them. The officers of any class or organization may have necessary information printed in the bulletin by writing it out on special request forms, having the sponsor sign it, and giving it to the secretary in the office by 3:00 p.m. the day before the bulletin is to be read. Please anticipate needs in advance. Information intended for broadcast on the intercommunication system should be placed on special request forms with proper authorization signatures.

**School Newspaper**

The *Pirate Press* is the official newspaper of Boonville High School. It is published by the journalism class and is issued during the school year. A complete record of activities is presented through its pages, and recognition is given to students in special news features.

**Yearbook**

The *Buccaneer* is the school's yearbook that is published annually and distributed to students during the first month of the school year. The yearbook class has the responsibility of this production. The publication gives a complete pictorial record of activities during the school year.

**ATTENDANCE**

School attendance is becoming more and more important as a part of each student's high school record. Regular and punctual attendance by all students is also necessary for the proper functioning of the entire school. One of the major causes of failure in secondary schools today is absenteeism.

**Absence/Truancy: Definitions**

Boonville High School will not make any distinction between excused and unexcused absences, except in the case of truancy. A student is considered absent when he/she misses all or any major portion of one or more class periods. Students who are absent will have the right to make up work missed. All absences will be recorded by class hours. Truancy is defined as:

1. Not attending school after leaving home to do so.
2. Leaving school without permission from the office and parents.
3. Not attending a class the student is enrolled in or assigned to, without a legitimate pass to do so (this would include a student wandering the hall rather than returning to class).
4. Leaving class without permission.
5. Being absent without parent's permission.

Truancy absences will not allow the student to earn credit for makeup work.

**Parent's Responsibility In Cases Of Absence**

When a student is absent from school with the parent's permission it will be necessary for the parent to call the school office in order for the absence not to be considered truancy. Calls will be accepted at any time the office is open. This is generally between 7:30 am and 3:30 pm. Parents are urged to call before 10:00 am. Parents are expected to call or email on the day of the absence or on the first day of an absence that will last more than one day. Parents not calling in by 3:00 pm on the day of the absence will be notified by a telephone call that day if possible. If parents are unable to call, students should bring a note from their parents to the principal's office on the day they return to school. Upon returning to school students who have not provided evidence that they had permission from their parents to be absent from school will be classified as truant. Students who falsify notes will be assigned to ISS.

**Absence Limit**

Students will be expected to make up all assignments from missed classes regardless of whether an absence is excused or unexcused.

Students will not be allowed more than nine absences in any class per semester. If more than nine absences occur, the highest grade the student could earn would be a 60% or D-. The student's parents will be notified of any change of a grade to a D- The only exceptions by the administration will be for:

1. Illness in which a student is under a doctor's care and for which a doctor's note is presented. Exceptions for scheduled medical appointments will be made only for the period of time required to travel and keep the appointment. Complications arising from a medical appointment are to be documented with a note from the physician.
2. Extreme emergency situations.

Absences that do not count toward the nine-day limit include school activities and in-school detention as well as suspension from school. Students who have more than 10 absences in a period during a semester and are not eligible for homebound instruction may have their course load reduced. The principal shall determine the reduction in course load based on the practicality of a student completing a course successfully.

The district will contact the Children's Division (CD) of the Department of Social Services or the local prosecutor in cases where the district has a reasonable suspicion that a student's lack of attendance constitutes educational neglect on the part of the parents or that parents are in violation of the compulsory attendance law. No such action will be taken unless other strategies and interventions have been implemented and proven ineffective.

**Appeal Procedure For D-**

When a student and parents are notified of a change to a D- due to absences, they will have five school days after receipt of notice to appeal in writing this decision to the high school administration. The appeal will be considered by the high school administration. After considering the appeal, if the high school administration determines the student will receive a D-, the student and parents may appeal the decision to the superintendent of schools.

### **Notification To Parents**

Upon reaching the following limits in a semester, the parents will be notified:

- 6th absence - Parents will receive a letter and a conference will be arranged if the parent desires it. Proper record of the parental notification will be kept.
- 8th absence - Parents will receive a letter and a conference will be arranged if the parent desires it. Proper record of the parental notification will be kept.
- 10th absence - Grade of D-, Parents notified by letter and advised of their right of appeal.

### **Discipline Administered For Truancy**

The following consequences have been set for student found truant:

- First Truancy** - Notification to parents and student by phone or mail.  
One to two days of Saturday Detention. Zero credit recorded for all class work missed during the truancy. Possible parent conference.
- Second Truancy** - Notification to parents and student assigned three to five days of ISS. Zero credit recorded for all class work missed during the truancy.
- Third and Subsequent Truancies** - Notification to parents and student assigned six to ten days of ISS. Zero credit for all class work missed during truancy.

### **Tardiness**

Punctual and regular attendance is necessary in a well-ordered school, both for the proper training of the individual student and to avoid disruption of classroom activities. The pupil who is tardy wastes not only his own time but also the time of the other class members who are distracted upon the entry of the late pupil. To discourage the practice of being tardy, tardies are generally considered to be unexcused unless the student has a note from a teacher or the office.

Class begins when the tardy bell sounds. Teachers will close their door when the bell rings. Students not in their assigned class will be escorted to the office by administrators and hall supervisors. At the office students will be issued a tardy and given a tardy admit slip to present to their teacher to be admitted to class. **Tardies are based on total tardies accumulated for all classes.**

### **Discipline Administered For Excessive Tardiness**

1. During the 9 week period students will be assigned the following consequences on the fifth tardy and all succeeding tardies to class.
  - 5th Tardy – Wednesday Detention
  - 6th Tardy – Saturday Detention
  - 7th Tardy – 1 day of ISS
  - 8th Tardy – 1 day of ISS
  - 9th Tardy – 2 days of ISS
  - 10th Tardy – 2 days of ISS
  - 11th Tardy – 3 days of ISS
  - 12th Tardy – 3 days of ISS
2. Students who miss more than half a class shall be counted as being absent from that class period.

### **Checking Out Of School During The School Day**

1. After a student has reported to school, he/she is not to leave at any time except after reporting to the office and receiving permission. Students must



- sign out on the sign-out sheet in the office with the principal or secretary signing the student out of school.
2. Permission will not be granted unless the student presents a written request from the parent that he or she be allowed to leave school or the parent is contacted by phone.
  3. Failure to follow the proper procedure when leaving the building will result in a student being considered truant.
  4. Daily and special bulletins will carry announcements of students who are excused to take part in special activities. In such cases, students are not required to check out and are not to be marked absent by their teachers.
  5. Leaving school for a legitimately scheduled reason such as work release, BTEC classes, etc., does not require a pass from the office. All other situations do.
  6. If a student becomes ill during the school day, he/she may not leave the building without checking out through the office.

#### **Homebound Instruction**

Homebound instruction will be made available to students who will be absent from school for at least ten successive days and are under the care of a doctor. Students and/or parents of the student involved are to make application for homebound instruction through the principal's office. The student's doctor is required to complete a portion of the application verifying the need for homebound instruction. The duration of homebound instruction is determined by the information furnished by the doctor.

Parents and students must realize that while every attempt will be made to continue the student's education, there is no guarantee that all courses can be homebound. The nature of homebound instruction will be determined by the length of absence from school and the practicality of a student completing a course in its entirety. The principal shall determine what courses will be homebound after conferring with the student's teachers. Once on homebound instruction, revisions in the scope of instruction may be made as deemed necessary by the principal. Credit for homebound instruction cannot be earned if the student fails to finish the semester and/or is not actively working toward the completion of the course(s) for which the student is receiving homebound instruction.

During homebound instruction students are not permitted to attend school or any school function without written consent from the student's doctor.

#### **Career Days**

Junior and senior students may be excused from school to visit a college, junior college, vocational-technical school, or investigate the military. Students may take one day during the second semester of their junior year, while students may use two days for such purposes their senior year. To be eligible to participate as a junior, students must have completed a minimum of 5 semesters of high school attendance earning a minimum of 14 units of credit. Seniors must have completed a minimum of six semesters of high school attendance earning a minimum of 17 units of credit. Seniors must also have taken the ACT, SAT, or COMPASS tests to be eligible to visit a college or junior college. Career day requests made by students who have missed more than ten days of school are subject to approval of the principal.

The Career Day visits should be meaningful and provide students with an opportunity to plan their future. During a Career Day students are required to spend a minimum of three hours on campus or engaged in a specific activity related to the military. Visits to a college or vocational school campus should include contact with:

1. The admissions office
2. The financial office to investigate costs, guidelines, requirements, deadlines, scholarship requirements
3. The housing office
4. The department chairman or representative to review and explore program of study
5. Other representatives to audition for music scholarships or tryout for athletic scholarships, etc.

To be excused from school a student must request permission through the guidance office by 3:00 p.m. on the day prior to taking a Career Day. A representative of the school or military must also verify the student's visit by signing off on the copy of the request form.

Career Days will not be approved before September 15 or after April 15. Other days that shall not be approved include the last day of the first semester of classes at Boonville R-I High School, the day before and the day after a Boonville R-I High School vacation.

When students follow the guidelines for Career Days those days are classified as a school related field trip and do not count as days absent from school.

## **GENERAL REGULATIONS**

### **Searches by School Personnel**

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

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

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

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

**Building Hours**

For security reasons, entrance doors will remain locked until 7:25 a.m. Upon entering the building students are to report directly to the commons or to tutoring. They are not to go to their locker unless they need something for tutoring. At 7:50 a.m., the south commons doors will be locked and remain locked for the day. The east commons doors will remain unlocked during the day. All students must exit the building by 2:55 daily. Only students who are under direct supervision of a teacher or faculty member are allowed to remain in the building.

Students in the building before 7:25 a.m. or after 2:55 p.m. without supervision

- 1<sup>st</sup> offense- Wednesday detention
- 2<sup>nd</sup> offense- Saturday detention
- 3<sup>rd</sup> offense- 1 day of ISS

**Security Cameras**

For the protection and safety of students, faculty, and staff, Boonville High School uses security cameras in non-academic areas in and around the building. The viewing of any video from District or Bus security cameras, that includes the photographic image of a student, will be in accordance with the Family Educational Rights and Privacy Act (FERPA) and will not be considered "Directory Information".

**School Dances**

School dances shall be scheduled on Friday and Saturday nights only.

1. Dances are open only for BHS students and their dates.
2. Outside dates are to be signed up in the office before the dance. Junior High or Middle School students are not eligible to attend BHS dances.
3. Once in, always in and once out, always out.
4. No alcoholic beverages or other drugs are to be allowed in the building or on the school grounds. No student under the influence of such drugs or alcohol will be allowed to attend a school dance. Parents will be called.
5. Obscene or vulgar dancing is prohibited.
6. BHS students and their dates must complete and return the Boonville High School Guest Permission Form.

**Possession of Unnecessary Articles**

No student shall have at school either on their person or in their desk or any other place at school: water guns, firecrackers, smoke bombs, alcohol, drugs (unless prescribed medicine and in the custody of school officials), or any article which could be used for a weapon, such as knives, ball bats, sticks and pieces of metal. Students are not to have cards, dice, electronic games, or any other games at school. Students are not to bring laser pointers to school. Laser pointers will be confiscated and may be returned only to parents. Sunglasses, hats, headgear, coats, jackets, backpacks, gym bags, and the like are to be placed in lockers during the school day. These items are not to be worn or taken to class and are subject to being confiscated. Students who repeatedly fail to comply with these guidelines will be subject to disciplinary action.

**Classroom Misbehavior**

Students at Boonville High School are expected to take responsibility for their education, behavior, and actions. Students should act in a way which best represents their school, parents, and community.

Students should be supportive of fellow students and their activities and respect cultural diversity, individuality, and the choices and rights of others. Students should arrive to class on time and prepared, work hard, remain on task, refrain from infringing on the right to learn, and be respectful of the teacher's wishes.

A student who repeatedly violates classroom policies or misbehaves in class shall be subject to referral to the office. Misbehavior might include such things as disrespect for authority, disobedience, excessive talking, failure to work, sleeping in class, coming unprepared without books and materials, etc.

Before an administrator will consider disciplinary action for classroom misbehavior, the teacher must show that actions have been taken to resolve the student's problem prior to referral to the administration. Such actions include student-teacher conferences, referral to the counselors, and parent conferences.

Possible disciplinary action includes after school detention, in-school suspension, and suspension. Excessive misconducts will result in suspension.

A student who comes to class unprepared (i.e., no book, assignment, pencil) will receive the following consequences per class each quarter:

- 3<sup>rd</sup> offense – Wednesday detention
- 4<sup>th</sup> offense – Saturday detention
- 5<sup>th</sup> and subsequent offenses – 1-10 days of ISS

#### **Writing and/or Passing Notes**

Students who write or pass notes during class are subject to being assigned to after school detention and/or in-school suspension. Teachers are to collect notes and make the notes available to the parents of the students involved.

#### **Driving and Parking Regulations**

1. All automobiles operated by students on the high school grounds must be registered. Automobile registration tags are available from the high school office.
2. Students will pay \$10 to park for one year. Students who do not start driving until second semester will pay \$5.
3. Students will be assigned specific parking lots and are to park only in the lot assigned during school hours.
4. Students may not park in the front circle drive or any of the service drives.
5. Parking must be only in proper stalls.
6. Drivers must maintain a safe and reasonable speed and at no time exceed 10 mph.
7. Visitors and those wishing to drop off students may use the front circle drive before school and the commons entrance after school.
8. All service drives should be kept open at all times.
9. All accidents must be reported to the office as soon as possible
10. Students are not to be on the parking lot between 7:55 a.m. and 2:50 p.m. without permission from the principal's office.
  - 1<sup>st</sup> offense – Saturday Detention
  - 2<sup>nd</sup> offense – 3 days of ISS
  - 3<sup>rd</sup> offense – 6 to 10 days of ISS
11. Upon arriving at school students are to immediately exit their vehicles and report to the commons. Students are not to loiter on the parking lot.

#### **Violations**

Students who park cars improperly or who drive in a careless or reckless manner will be disciplined as follows:

- 1<sup>st</sup> offense - warning and Wednesday Detention.
- 2<sup>nd</sup> offense - assignment to in-school suspension and/or loss of parking privileges for two (2) weeks.
- 3<sup>rd</sup> offense - suspension from school and/or permanent loss of parking privileges. Loss of parking privileges will not allow for partial or full refund of parking fee.

**A student's vehicle may be towed if it is parked improperly, parked in the wrong lot, or does not display a parking tag.**

#### **Bus Behavior**

All rules and regulations of the Boonville R-I School District apply to all students riding on a school bus. Behavior on school buses that violates school policy may result in a student being suspended from riding on the bus or having other disciplinary action taken.

Bus conduct reports are issued by the bus driver to students who are involved in inappropriate behavior. A copy of the report will be provided to the principal with a student conference to be held. Students must have their parents sign and return a copy of the report to return to the bus the next day following the incident. If a student receives a bus misconduct the following steps will be followed:

- 1<sup>st</sup> offense - conference with the principal
- 2<sup>nd</sup> offense - suspension from riding all district buses for up to three (3) days
- 3<sup>rd</sup> offense - suspension from riding all district buses for up to ten (10) days
- 4<sup>th</sup> offense - suspended from riding all district buses for the remainder of the year

#### **Eligibility for Attending and/or Participating in Extracurricular Activities**

Students will be suspended from attending and/or participating in extracurricular activities for the following reasons.

1. Failing to pass a minimum of 3 units of credit.
1. Excessive misconducts
2. Excessive absences and/or tardies.
3. Failing to attend assigned Wednesday Detention **or** if a student was assigned in-school suspension that day.
4. During suspensions from school.

#### **School Dress**

Student's appearance should be neat and clean. Dress or appearance that causes disruption of the educational process, health and safety problems, or defaces school property shall not be permitted. The Board prohibits the presence of any apparel, jewelry, accessories, student materials (notebooks) or manner of grooming which, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in gangs or groups which advocate drug use, violence, or disruptive behavior. Otherwise, dress and appearance are the responsibility of the parents.

When a building administrator thinks that a student is in violation of this policy and the student refuses to correct the alleged violation, the building administrator will request the student and the parents or legal guardian to meet with him or her to discuss the specific problem he or she sees. Every effort will be made to have the parent or legal guardian correct the identified problem.

If the parent or legal guardian is unwilling or unable to correct the problem, and the problem is deemed by the administrator to amount to disruption of the educational process or to endanger the health or safety of the student concerned or others, the administrator then may suspend the student pending correction of the problem in accordance with Board policy.

As a general rule, all clothing designed for specific non-school activity or designed to call undue attention or make the wearer conspicuous is not appropriate at school.

The following clothing are prohibited unless worn with a tee shirt, or shirt/blouse buttoned as needed to comply with the following guidelines: Any garment with excessive exposure in the front, back, sides, any garment which exposes the midriff or exposes undergarments.

Examples of these garments include but are not limited to tube tops, strapless garments, crop tops, halter tops, net shirts, and garments with spaghetti straps. All

types of tops must be long enough to be tucked in or cover the belt line in such a manner as to avoid any exposure of the stomach during normal school activities. All clothing must be worn as designed to be worn (i.e. pants worn at the waist, straps buttoned and in place). The appropriateness of any clothing not specifically covered by these guidelines shall be addressed by the School Administration in a manner consistent with the intent of this policy to provide a school environment conducive to learning.

Other guidelines to be observed include:

1. All students must wear footwear (house shoes/slippers are not permitted).
2. Shorts will have a three and one half inch inseam and skirts will be fingertip length. Pants will not have holes above the four inch mark.
3. Any garment with exposure in front (cleavage), back, sides or midriff is prohibited (tops must have three inch shoulders).
4. Undergarments will not be exposed to view (including bra straps, undershirts, boxers and sports shorts worn under pants). Pants will be worn at hip or above. Leggings/tights, yoga pants, athletic pants that are skin tight around the torso are only to be worn with fingertip tops or skirts.
5. Students will not wear sleepwear to school.
6. Markings or insignia on clothing must not be obscene, suggestive or promote illegal activity. Nor will any clothing suggest gang affiliation.
7. Students are to place sunglasses, hats and other head gear in their locker. These items are not to be worn or taken to class between 7:50 A.M. and 2:45 P.M.
8. These guidelines apply to Physical Education classes as well. Shirts must be worn at all times and shirts that are cut on the sides exposing the torso or undergarments are not allowed.

Students who fail to comply with these guidelines will be provided appropriate clothing and/or accessories to be in compliance for that school day and are subject to disciplinary action which may include detention and/or suspension from school.

Common sense and a reasonable attitude should eliminate the need to correct students in the area of dress and personal appearance. However, in those cases of abuse, the school administration will make the final judgment.

#### **STUDENT DRUG TESTING**

The Board recognizes the importance of protecting the health and safety of students from the use of illegal drugs, synthetic drugs, prescription drugs without a valid prescription, and alcohol. The purpose of this policy is to help prevent substance abuse among students, to encourage treatment for students with substance abuse problems and to ensure that students have the opportunity to attend school and participate in activities in a fair, safe and healthy environment.

The superintendent or designee is directed to adopt procedures to carry out the intent of this policy and may contact the district's attorney for assistance in applying this policy. The district will use a laboratory certified by the U.S. Department of Health and Human Services.

#### **Random Drug Testing**

Participation in extracurricular activities is a privilege and carries with it the responsibility to adhere to high standards of conduct, including refraining from the use of illegal drugs, synthetic drugs, prescription drugs without a valid prescription, and alcohol. To assist students in making healthy and safe choices, the district will conduct random drug testing of students in grades 7-12 as a condition of participation in covered activities. Covered activities include all extra-curricular activities, co-

curricular activities, and any student who chooses to drive to school and park in a district parking area. District employees shall not have the authority to waive the testing of any student selected using the random selection process.

Certain extra-curricular activities have an academic component during the school day, as well as an extra-curricular component outside of school hours. This policy applies only to the participation opportunities afforded students during the extra-curricular component of the activity. Therefore, if a student violates this policy, the consequences described below will apply only to the extra-curricular component of the activity. The student's grade will not be lowered because of the student's suspension from participation in extra-curricular activities. The student may be expected to complete alternative assignments during the suspension in order to maintain his or her grade.

### **Consequences**

Offenses shall be cumulative from grades 7-12.

A positive test through this random testing program will not result in suspension from school or academic sanctions. The district will not report results to law enforcement. Students who test positive through this random testing program will be excluded from participation in covered extracurricular activities as follows:

**First Offense** – Exclusion from all covered activities for a minimum of 30 calendar days. The student shall incur a mandatory retest, as described below.

A student under exclusion may attend and participate in practice sessions and sit with fellow participants during activities/contests; however, the student is not permitted to directly participate in any activities/contests, or to dress in uniform.

**Reduction of Exclusion** – This exclusion can be reduced to 15 calendar days if the parent/guardian obtains, at the parent/guardian's expense, a substance abuse evaluation by a recognized substance abuse program or professional, along with written documentation of enrollment and regular attendance in an educational/counseling program. A mandatory retest will be required.

**Mandatory Retest** - Any Participant who tests positive will be required to provide a negative drug test at the Participant's cost before regaining eligibility and will be subject to periodic follow-up tests at District cost for 365 days after return to activities. Failure to provide a negative drug test, within five school days, at the end of the initial suspension will be considered a Second Offense. All tests will be conducted by the District approved Testing Company.

**Second Offense** – Exclusion from all covered activities for a minimum of 180 calendar days and must pass a mandatory retest administered by the district prior to participating in covered activities again.

**Reduction of Exclusion** - This exclusion can be reduced to 90 calendar days if the parent/guardian obtains, at the parent/guardian's expense, a substance abuse evaluation by a recognized substance abuse program or professional, along with written documentation of enrollment and regular attendance in an educational/counseling program. A mandatory retest will be required.

**Mandatory Retest** - Any Participant who tests positive will be required to provide a negative drug test at the Participant's cost before regaining eligibility and will be

subject to periodic follow-up tests at District cost for 365 days after return to activities. Failure to provide a negative drug test, within five school days, at the end of the initial suspension will be considered a Third Offense. All tests will be conducted by the District approved Testing Company.

**Third Offense** – Excluded from all covered activities for the rest of the student's enrollment in the district.

#### **Suspicion-Based Drug Testing**

Suspicion-based drug testing, unlike random drug testing, may only be used when there is reasonable suspicion that the student is under the influence of or has recently consumed alcohol or any drug prohibited by district policy. Students testing positive will be disciplined in accordance with the district's discipline policy and may also be excluded from extracurricular activities as determined by the district. A student who refuses to submit to testing may still be disciplined under the district's discipline code for being under the influence of alcohol or drugs.

#### **General Rules and Regulations**

1. Students are expected to follow the directions and instructions of their teachers and school authorities. If a student feels that a teacher's demands are unjust, or unfair, the student may confer with the administration at an appropriate time without interrupting class or further compounding the problem.
2. Common courtesy and respect for the rights of others should be observed at all times.
3. Students may use school buildings and facilities only under the direct supervision of the school staff. A faculty member must be physically present and actively supervising all activities held in the school building.
4. "Horseplay" in the form of running, pushing, shouting, and hitting is immature and has no place at school.
5. When students report to class, they are expected to have the books and the supplies necessary to carry out class activities successfully.
6. Public display of affection has no place in school.

#### **Physical Education Policies for Participation**

The Missouri State Board of Education requires students to complete one unit of credit in physical education to graduate from high school. Physical education courses may be modified to meet the needs of students with physical limitations.

Students enrolled in the required physical education course at Boonville High School must dress and participate daily to earn a passing grade. Students may be excused from participating in physical education classes for one or two days by parents writing a note addressed to the physical education teacher explaining the need for the student not to participate in class. Parents wishing to excuse a student from participating for five or more days are to make the request to the teacher in writing with the date of the appointment for the student to see a doctor being provided in the note. Following the doctor's appointment a note from the doctor is to be provided to the physical education teacher. The note will document the need for nonparticipation in physical education as well as providing information for modifying the students participation in physical education. Students are to dress for physical education even on days when they do not participate in physical activity. Students who have six non-dresses in Freshman Physical Education for the semester will receive a failing grade for the semester. Students who have 3 non-dresses for the semester in Lifetime Sports or Advanced Physical Education will receive a failing grade for the semester.



A student's physical education activities may be modified by a physician, physical therapist, or by the physical education instructor. In situations where a student is injured or suffering from an illness that limits participation in physical education a doctor will provide in writing detailed information as to the exercises and/or activities to be completed in a modified program. If a student's physical education activities are modified for more than twenty days of class, their physical education class will be transcribed as Modified Physical Education with the class being graded as pass or fail.

Students who are injured, sick, or otherwise cannot participate in physical education class for more than five days will be assigned alternate work to earn a grade. Students who cannot participate in physical education class on a regular or modified basis for more than ten days may be removed from class. Each situation will be reviewed by the principal and physical education instructor. Students who are removed from class will be scheduled for physical education at a time when the student may participate in physical activity.

#### **Electronic Devices**

The possession and use of Electronic Devices (E-Devices) is a privilege, not a right. The school may revoke the privilege of possessing and using E-Devices at any time at its sole discretion. E-Devices include devices used to communicate, receive, send, store, record or listen to voice, text, digital, audio, video, photo, electronic or internet/cyberspace data, images and/or information which shall include, but not be limited to, pagers, cellular phones, iPods, Personal Digital Assistants (PDAs), MP3 players, laptops, portable music players, CD players, game players, cameras, video cameras, GPS, tablets, e-readers, etc. The school is not responsible for lost or stolen E-Devices or any damage to the E-Device, its programs or its contents. E-Devices shall not be used to connect to district electronic equipment or district electronic networks at any time. E-Devices may be used before and after school, during the students assigned lunch period, and during passing time between classes, but doing so shall be in violation of this policy if it results in a disruption to the educational environment or any school activity or impairs the morale or good conduct of other students. Student audio use during these times should be used with head phones. E-Device use (including texting and student communication) during class time is not allowed. E-Device use can take place during class time, but only for educational purposes and only if approved by the teacher. E-Devices should be secured, not left out on desks, or otherwise unattended prior to the tardy bell each period. Certain teachers require e-devices to be deposited in the classroom cell station upon entering the class. Students have the responsibility of knowing the e-device placement policy for each of his or her classes. They are not to be out again or used until after the teacher has dismissed students from class. No camera or video-capable electronic device may be used in the locker rooms or restrooms at any time. Failure to follow these guidelines will result in the E-Device being confiscated and turned into the office. Students may pick up their items, after school is over, in the office.

### **Misuse of Technology**

Technology is a wonderful tool for learning as long as students use it responsibly. Use of the district's technology resources is a privilege, not a right. A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the district's technology resources, including e-mail and access to the Internet or network drives. Unauthorized sites on the Internet should never be accessed at school. Students who are logged on to unauthorized sites on the Internet are subject to:

- 1<sup>st</sup> offense: Four (4) week loss of Internet privileges.
- 2<sup>nd</sup> offense: Eight (8) week loss of Internet privileges.
- 3<sup>rd</sup> offense: Loss of Internet privileges for the school year.

### **DISCIPLINARY ACTION**

#### **General Statement**

The Boonville R-I 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 Boonville R-I 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, in order to clearly understand and set forth the guidelines of student behavior in the schools, the following rules and regulations have been adopted by the Boonville R-I Board of Education for use in grades 9-12.

#### **Definitions**

**After school detention** - Students may be assigned to afternoon detention for such infractions as excessive class tardies, unexcused class absences, habitual disregard for classroom and/or school rules. Students may be assigned detention time after school by any teacher or any administrator. Assignments by teachers are made with approval of the principal. Detention is held every Wednesday from 3:00 to 3:50 p.m. The privilege of bus transportation shall be suspended for students on the day of serving after school detention. Students will be given at least one day to arrange transportation if necessary. Students who are assigned detention and fail to serve it will be assigned to in-school suspension.

**Saturday detention**- Saturday detention is held at Boonville R-I High School on designated Saturdays from 8:00 a.m. to 12:00 p.m., in a location to be determined by the principal. Students assigned to Saturday detention will be given at least one week to make arrangements to attend detention. Students who are assigned to a Saturday detention and fail to serve it will be assigned to two days of in-school suspension. Students who are assigned to Saturday detention must enter into productive work and are not allowed to sleep. No headphones or other devices will be allowed.

**In-School Suspension** - Students may be assigned to in-school suspension for such infractions as truancy, tardies, and habitual disregard for classroom and/or school rules. In-school suspension will be held from 8:05 to 3:05 p.m. at Laura Speed Elliott. Students assigned to in-school suspension will be required to work on class assignments. Students will not be counted absent from class and will receive full credit for all class work completed and submitted to their teachers on time. Students who are tardy to ISS will receive a tardy applied to their first hour class at BHS.

Students will have bus transportation available to LSE and back home through their regular bus. Students who drive have the option to drive to LSE. Students must

bring all necessary school items with them. Breakfast and lunch will be provided at LSE. Students will use money in their lunch account to purchase a meal. Meal prices are the same as at Boonville High School. If a student misses any part of the day for any reason, the student will be required to make up the day in ISS. If a student is dismissed from ISS, he/she will be required to make up the time before returning to regular classes at Boonville High School. All time the student is assigned to ISS must be served. (Example: A student is assigned to 4 days of ISS. The student must serve 4 full days of ISS prior to returning to classes at Boonville High School.) Any student in ISS is ineligible to participate or attend any extra-curricular activity on that day. Once ISS has been served, the student will be able to participate or attend events on following days.

**Suspension** - A building principal may suspend a pupil for a period not to exceed ten (10) school days. Students may be suspended for actions deemed to be prejudicial to good order in the school or which violate the rights of others or the school. During a suspension from school students are not to be on school property or attend any school related activity. Students who are suspended may make-up work if requested by the student during the suspension. Any work requested after the suspension will not be given credit. A re-entry hearing will be required for any student suspended for weapons, alcohol, drugs, or any violation deemed necessary by the re-entry committee.

#### **Missouri Safe School Act**

The Missouri Safe Schools Act became law in August 1996. The Boonville R-I Board of Education has adopted policies which implement this law. These policies deal with enrollment procedures, reporting procedures to law enforcement officials for serious offenses, suspension of students for serious offenses, and discipline procedures for students in possession of a weapon. The intent of this law is to reduce violence in schools and make Missouri schools safer.

#### **Student Discipline**

1. Direct swearing to teacher or staff member
  - 1<sup>st</sup> offense – minimum 3 day suspension
  - 2<sup>nd</sup> offense – minimum 5 day suspension
  - 3<sup>rd</sup> offense – 10 days suspension and recommendation for long-term suspension
2. Verbal threat to teacher or staff member
  - 1<sup>st</sup> offense – minimum 5 day suspension
  - 2<sup>nd</sup> offense – 10 day suspension and recommendation for long-term suspension or expulsion\*
3. Student fighting or causing a fight
  - 1<sup>st</sup> offense – minimum 6 days of ISS\*
  - 2<sup>nd</sup> offense – 10 days of ISS\*
  - 3<sup>rd</sup> offense – 10 day suspension and recommendation for long-term suspension or expulsion\*
4. Open defiance to a staff member
  - 1<sup>st</sup> offense – minimum 3 day suspension
  - 2<sup>nd</sup> offense – minimum 5 day suspension
  - 3<sup>rd</sup> offense – 10 day suspension and recommendation for long-term suspension or expulsion

5. Theft of student, staff, or school property. Restitution and:
  - 1<sup>st</sup> offense – minimum 6 days of ISS\*
  - 2<sup>nd</sup> offense – 10 days of ISS\*
  - 3<sup>rd</sup> offense – 10 day suspension and recommendation for long-term suspension or expulsion
6. Willful destruction of student, staff, or school property. Payment for replacement of damaged property and:
  - 1<sup>st</sup> offense – minimum 6 days of ISS\*
  - 2<sup>nd</sup> offense – 10 days of ISS\*
  - 3<sup>rd</sup> offense – 10 day suspension and recommendation for long-term suspension or expulsion\*
7. Assault and/or physical attack on a student
  - 1<sup>st</sup> offense – minimum 5 day suspension
  - 2<sup>nd</sup> offense – 10 day suspension and recommendation for long-term suspension or expulsion\*
8. Assault and/or physical attack on a staff member
  - 1<sup>st</sup> offense – 10 day suspension and recommendation for long-term suspension or expulsion\*
9. Physical attack on a student or staff member with a harmful weapon
  - 1<sup>st</sup> offense – 10 day suspension and recommendation for long-term suspension or expulsion\*
10. Possession of or under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances and imitation controlled substances, and/or drug paraphernalia during the school day or at a school activity
  - 1<sup>st</sup> offense – 10 day suspension\*
  - 2<sup>nd</sup> offense – 10 day suspension and recommendation for long-term suspension or expulsion\*
11. Sale or distribution of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances and imitation controlled substances, and/or drug paraphernalia during the school day or at a school activity.
  - 1<sup>st</sup> offense – 10 day suspension and recommendation for long-term suspension or expulsion\*
12. Indecent Exposure/Inappropriate Sexual Conduct
  - 1<sup>st</sup> offense – minimum 3 day suspension
  - 2<sup>nd</sup> offense – minimum 5 day suspension
  - 3<sup>rd</sup> offense – minimum 10 day suspension
13. Possession of a weapon on school property or at a school activity. (A weapon shall be defined as any instrument or device customarily used for attack or defense against an opponent, adversary or victim; or any instrument or device used to inflict physical injury or harm to another person.)
  - 1<sup>st</sup> offense – Student subject to a maximum of a ten day suspension with possible recommendation to the superintendent of schools for a long term suspension.\*

14. Electronic devices violation- (See Electronic Device Policy)
  - \*\*\*In classes **WITHOUT** e-device stations:
    - 1<sup>st</sup> offense – Wednesday Detention
    - 2<sup>nd</sup> offense – Saturday Detention
    - 3<sup>rd</sup> and subsequent offenses – 2 to 10 days of ISS
  - \*\*\*In classes **WITH** e-device stations:
    - 1<sup>st</sup> offense – Saturday Detention
    - 2<sup>nd</sup> and subsequent offenses – 2 to 10 days of ISS
15. Students Walking Out Of Class – In the case of any student who deliberately walks out of a class in such a way as to cause a classroom disturbance or when he has been instructed not to do so by a teacher.
  - 1<sup>st</sup> offense – Saturday Detention
  - 2<sup>nd</sup> offense – 3 days of ISS
  - 3<sup>rd</sup> and subsequent offenses – 6 to 10 days of ISS or suspension
16. Students Remaining in the Building – All students are to remain inside of the high school building during the school day unless they have checked out through the office, have an instructor's approval, or are going to the vocational school.
  - 1<sup>st</sup> offense – Saturday Detention
  - 2<sup>nd</sup> offense – 3 days of ISS
  - 3<sup>rd</sup> and subsequent offenses – 6 to 10 days of ISS
17. Unauthorized use of computer and/or unauthorized access to computer files, and/or unauthorized installation of software. Payment for repair of any damages and:
  - 1<sup>st</sup> offense – minimum 6 days of ISS and 4 weeks loss of computer privileges
  - 2<sup>nd</sup> offense – 10 days of ISS and 8 weeks loss of computer privileges
  - 3<sup>rd</sup> offense – 10 day suspension and recommendation for long term suspension or expulsion and loss of computer privileges for remainder of school year.
18. Using a laser pointer at school or at a school activity in such a manner as to harass or injure others.
  - 1<sup>st</sup> offense – minimum 3 day suspension\*
  - 2<sup>nd</sup> offense – minimum 5 day suspension\*
  - 3<sup>rd</sup> offense – minimum 10 day suspension and recommendation for long term suspension or expulsion\*.
19. Excessive classroom misconducts
  - 1<sup>st</sup> offense – 3 day suspension
  - 2<sup>nd</sup> offense – 5 day suspension
  - 3<sup>rd</sup> offense – 10 day suspension and recommendation for long term suspension or expulsion.
20. Arson – Intentionally causing or attempting to cause a fire or explosion at school or a school activity
  - 1<sup>st</sup> offense – 10 day suspension **and** recommendation for long term suspension or expulsion.\*
21. Possession of explosive devices at school or school activity
  - 1<sup>st</sup> offense – 10 day suspension **and** recommendation for long term suspension or expulsion.\*
22. Extortion – Verbal threats or physical conduct designed to obtain another student's money or valuables at school or school activity
  - 1<sup>st</sup> offense – 5 day suspension.\*
  - 2<sup>nd</sup> offense – 10 day suspension **and** recommendation for long term suspension or expulsion.\*

23. Bullying – Repeated and systematic intimidation, harassment and attacks on a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical violence, verbal taunts, name-calling and put-downs, threats, extortion, theft, damaging property, and exclusion from a peer group.
  - 1<sup>st</sup> offense – 5 days ISS
  - 2<sup>nd</sup> offense – 10 day suspension
24. Dishonesty – any act of lying, whether verbal or written, including forgery.
  - 1<sup>st</sup> offense – Nullification of forged document and Saturday Detention
  - 2<sup>nd</sup> offense – Nullification of forged document and 5 days ISS
25. Disrespectful or Disruptive Conduct or Speech – Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions.
  - 1<sup>st</sup> offense – Principal/Student conference, Wednesday detention, Saturday detention, in-school suspension, or 1-10 days out-of-school suspension.
  - 2<sup>nd</sup> offense – Principal/Parent/Student conference, Wednesday detention, Saturday detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
26. False Alarms – Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of school property.
  - 1<sup>st</sup> offense – Restitution and 5 day suspension
  - 2<sup>nd</sup> offense – Restitution and 10 day suspension
27. Gambling
  - 1<sup>st</sup> offense – 3 days ISS
  - 2<sup>nd</sup> offense – 6 days ISS
28. Hazing – Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity. Hazing may occur even when all students involved are willing participants.
  - 1<sup>st</sup> offense – 5 days ISS
  - 2<sup>nd</sup> offense – 10 days ISS
29. Incendiary Devices – Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff.
  - 1<sup>st</sup> offense – Confiscation and principal/student conference
  - 2<sup>nd</sup> offense – Confiscation and 2 days ISS
30. Public Display of Affection
  - 1<sup>st</sup> offense – Wednesday Detention
  - 2<sup>nd</sup> offense – Saturday Detention
  - 3<sup>rd</sup> offense- 2 days of ISS

31. Sexual Harassment – Includes the following:
  - Use of unwelcome verbal, written or symbolic language based on gender or of a sexual nature. Examples of sexual harassment include, but are not limited to, sexual jokes or comments, requests for sexual favors and other unwelcome sexual advances.
  - Unwelcome physical contact based on gender or of a sexual nature. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing.
    - 1<sup>st</sup> offense – 5 day suspension
    - 2<sup>nd</sup> offense – 10 day suspension
32. Sexually Explicit, Vulgar or Violent Material – Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury.
  - 1<sup>st</sup> offense – Confiscation and 3 days ISS
  - 2<sup>nd</sup> offense – Confiscation and 5 day suspension
33. Unauthorized Entry – Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.
  - 1<sup>st</sup> offense – 5 day suspension
  - 2<sup>nd</sup> offense – 10 day suspension
34. Failure to Meet Conditions of Suspension
  - 1<sup>st</sup> offense – 2 days suspension
  - 2<sup>nd</sup> offense – 10 days suspension
35. Profanity (excluding profanity directed at a staff member)
  - 1<sup>st</sup> offense – Saturday Detention
  - 2<sup>nd</sup> offense – 2 days ISS
  - 3<sup>rd</sup> offense – 4-10 days ISS
36. Dress code violation
  - 1st offense- Principal/student conference, correction of dress code violation.
  - 2nd offense- Correction of dress code violation, Wednesday detention.
  - 3rd offense- Correction of dress code violation, Saturday detention.
  - 4th and subsequent offenses- Correction of dress code violation, 1 day of ISS (adding one day for each subsequent violation. 5th= 2days, etc.)
37. Tobacco Possession – Boonville High School is a tobacco free campus. No tobacco, tobacco products or substances similar in nature or representing tobacco, including but not limited to e-cigarettes are allowed on the campus at any time. Staff members who find any students in possession of these items on their person or in their locker will remove them and bring them to the office. Confiscated tobacco will only be returned to a student's parent. Any student who has tobacco confiscated more than once during a school year is subject to disciplinary action that could include suspension from school. It is unlawful for students under eighteen years of age to be in possession or use tobacco products. For this reason, law enforcement officials will be notified in writing about any tobacco confiscation or usage for those students under eighteen years of age.
  - 1<sup>st</sup> offense - Wednesday detention
  - 2<sup>nd</sup> offense – Saturday detention
  - 3<sup>rd</sup> and subsequent offenses – 2 to 10 days of ISS

38. Tobacco Usage – Tobacco use is strictly prohibited at school or at any school activity. Violators will be disciplined as follows:  
1<sup>st</sup> offense – 6 days of ISS  
2<sup>nd</sup> offense – 10 days of ISS  
3<sup>rd</sup> offense – 10 day suspension

It is unlawful for students under eighteen years of age to be in possession or use tobacco products. For this reason, law enforcement officials will be notified in writing about any tobacco confiscation or usage for those students under eighteen years of age.

\* denotes referral to local authorities if necessary.

#### **Administrative Discretion**

The building administrator has the option to follow the disciplinary action outlined in the handbook or administering lesser disciplinary action at the administrator's discretion. If other disciplinary action is considered, the administrator is to have a conference with the referring teacher before rendering a final decision.

#### **Accumulation Of Disciplinary Problems**

When a student has a record of two suspensions, upon the 3rd suspension the building administrator shall suspend the student for 10 days with a recommendation being made for a long-term suspension.

#### **Student Rights In Suspension Cases**

In cases where the building administrator suspends a student for a period not to exceed ten (10) days, (short-term suspension) the student shall be afforded an informal hearing by the building administrator before the suspension is imposed.

### **Boonville R-I High School Extra- and Co-Curricular Activities Handbook**

Extra-and co-curricular activities are recognized as an integral part of the secondary school's total educational program. The responsibility for the control and regulation of the school's athletic/organizational programs rest with the Board of Education. The responsibility for administering the athletic/organizational programs of the school, however, is delegated to the high school principal and athletic/activities director.

Boonville R-I High School is committed to the belief that participation in sports/organizations is a PRIVILEGE, not a right, that requires individual responsibility by the participant to the team, club, school, and community. Boonville R-I High School is a member of the Missouri State High School Activities Association (MSHSAA) and shall be regulated by the code of this association, which has been established by a vote of all member schools.

Student participants are subject to the Boonville R-I District's discipline policy, as outlined in the student handbook, as well as specific rules in this athletic/activity handbook. Copies of the student handbook may be obtained in the principal's office at Boonville R-I High School.

Participants will be required to follow other specific rules established by individual coaches/sponsors/advisors.

The purpose of this section of the athletic/activity handbook is to familiarize the student participant with some of the responsibilities associated with interscholastic activities at Boonville R-I High School. This section is intended to serve as a source of information and guide for athletes/participants and their parents.



#### ACTIVITY STANDARDS

1. **Attendance at school, practices, meetings, and competitions:** All participants are expected to attend all practices in order to participate in interscholastic contests/competition. The coach/sponsor/advisor may excuse participants from meetings/practices or competition for legitimate reasons or absences. An unexcused absence from meetings/practices/competitions will result in disciplinary action by the coach/sponsor/advisor. A second unexcused absence from practices/meetings/competitions will result in the participant being dismissed from the team or organization. **Each case will be reviewed by the head coach to determine appropriate action.** The coach/sponsor/advisor will determine if an absence from practice or competition is excused or unexcused. Examples of an **excused absence** would include, but would not be limited to: **a death in the family, illness or injury to the participant, school sponsored activities approved in advance by the principal, career days approved in advance by the head coach/sponsor/ advisor.** Examples of an **unexcused absence** would include, but would not be limited to: **truancy from school, work related absences, skip days. A participant who misses school (one class) on the day of a contest or the day following a contest without being excused by the principal will not be eligible to participate in extra-curricular activities on that day or the day of the next competition.**
2. **Athletic Equipment:** All athletes are responsible for the preservation of the school's athletic equipment. **Equipment issued to athletes must be returned to the coach at the end of the season.** Athletes will be held financially responsible for any lost or misplaced equipment. Deliberate mutilation of school property or equipment will be charged to the athlete. **Equipment includes any uniforms or clothing which is issued by the coach for the purpose of participation in a particular sport.**

Athletes not returning school issued equipment or not paying for lost or damaged equipment will not be allowed to participate in any further interscholastic competition at Boonville R-I High School. Senior athletes will not receive graduation diplomas until equipment obligations are met.
3. **Transportation:** **Bus service is provided to all participants for all away activities.** Students are to ride to and from activities on transportation provided by the school. An exception will be made when the parents contact the principal in advance of the contests or the coach/sponsor/advisor immediately following the activity to request permission for their child to ride with them. For a student to be allowed to ride home with his/her parents from an activity the parents must contact the coach/sponsor/advisor in person immediately following the contest to verify that the student is riding home with them. Any other arrangements must be made by the parent completing a transportation release form, which must be approved in advance by the principal. (See sample form). In most cases students who drive themselves to an away activity will not be permitted to participate in that activity. When male and female athletes share the same bus they shall be seated separately.

**Boonville R-I High School  
Transportation Release Form**

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Activity: \_\_\_\_\_ Sponsor/Coach/Advisor: \_\_\_\_\_

I give my permission for my son/daughter to ride home with \_\_\_\_\_

after the event and release the Boonville R-I School District from any liability.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Administrator's Signature

4. **Insurance:** Students participating in interscholastic sports must be covered by some type of insurance. This must be verified by the form that Boonville R-I High School has available and is to be signed by the parents.
5. **Medical Examination:** All students are required to undergo a physical examination by a doctor before he or she is eligible to participate in: **an athletic tryout/practice/camp, the summer and after school weightlifting program, a dance tryout/practice/camp, a cheerleading tryout/practice/camp.**  
The **examination card**, with **proof of insurance**, must be turned into the activities director or head coach prior to participation. The physical examination must be administered on or after **February 1**, of the previous school year, to be valid. Students must obtain parental permission before being allowed to engage in interscholastic competition.
6. **Participant injuries and their care:** All injuries must be reported to the **supervising coach/sponsor/advisor immediately.** Please notify the coach/sponsor/advisor if it is necessary to consult a physician. In case of an emergency, students will be sent to the **Cooper County Memorial Hospital** unless parents indicate that students should be sent elsewhere. **Should an injury be discovered after the participant has returned home, the coach/sponsor/advisor should be contacted at once.**
7. **Conditioning:** Usually, the physical condition of an athlete affects the outcome of athletic competition. **An athlete must be in good condition to perform at his/her maximum potential.** Proper diet and rest are essentials in conditioning of an athlete.
8. **Rule Infractions:** Coaches/Sponsors/Advisors will not accept information about rule infractions by participants from any party or parties other than Boonville R-I High School administration and faculty members or law enforcement officers.  
When a coach/sponsor/advisor is informed by an administrator, a faculty member, or law enforcement officer, that a participant has violated stated rules, the informant must provide a written and signed statement about the rule infraction. However, if there is admission of guilt by the participant of committing a rule infraction the coach/sponsor/advisor will review the situation with the athletic/activities director and principal for possible disciplinary action.

9. **Alcohol/Drugs: Possession and/or use of alcohol or illegal drugs in any form at any time**, on or off school property, by a team member will result in:

**1<sup>st</sup> Offense**

1. Parents or Guardian notified by the Head Coach/Sponsor/Advisor.
2. Appropriate law enforcement agency shall be contacted if necessary by the high school principal.
3. Suspension from competition for a 2-week period or four (4) competitions, whichever comes first, once competitions have begun. Students will be required to practice or attend meetings.

**2<sup>nd</sup> Offense**

1. Parents or Guardian notified by the Head Coach/Sponsor/Advisor.
2. The student is terminated from the team/organization and is suspended from all competitions for one year. The suspension begins on the date of the offense. The suspension ends once the new season begins a year later. (Ex: If the offense occurs during football, the athlete would be ineligible to compete until the beginning of football next year.)

10. **Tobacco: Possession and/or use of tobacco or tobacco like products on school grounds or while representing the school by a participant or use of tobacco off school grounds** while a member of an team/organization will result in:

**1<sup>st</sup> Offense**

1. Tobacco confiscated on school grounds.
2. Parents or Guardian notified by the head coach/sponsor/advisor.
3. Suspension from organizational activities for one (1) week or two (2) competitions, whichever comes first, once competitions have begun. Students will be required to practice or attend meetings.

**2<sup>nd</sup> Offense**

1. Tobacco confiscated.
2. Parents or Guardian notified by the head coach/sponsor/advisor.
3. The student is terminated from the team/organization and is suspended from all competitions/ organizational activities for one year. The suspension begins on the date of the offense. The suspension ends once the new activity season begins a year later. (Ex: If the offense occurs during football, the athlete would be ineligible to compete until the beginning of football next year.)

11. **Defacing or Destroying Property**: Any student who defaces or destroys property of the Boonville R-I School District or staff members of the Boonville R-I School District will be subject to the following actions:

**1<sup>st</sup> Offense**

1. Parents or Guardian notified by the head coach/sponsor/advisor.
2. Depending on the nature and extent of the defacement or damages, appropriate law enforcement agency shall be contacted if deemed necessary by the high school principal.
3. Depending on the nature and extent of the defacement or damages, the student is subject to suspension or discipline by coaches/sponsors/advisors.

**2<sup>nd</sup> Offense**

1. Parents or Guardian notified by the head coach/sponsor/advisor.
2. Depending on the nature and extent of the defacement or damages, appropriate law enforcement agency will be contacted if deemed necessary by the high school principal.

3. The student is terminated from the team/organization and is suspended from all competitions/organizational activities for one year. The suspension begins on the date of the offense. The suspension ends once the new activity season begins a year later. (Ex: If the offense occurs during football, the athlete would be ineligible to compete until the beginning of football next year.)
12. **Citizenship Requirements:** MSHSAA By-Law 212.0
- Students who represent a school in interscholastic activities must be creditable citizens and judged so by the proper authority. Those students whose character or conduct is such as to reflect discredit upon themselves or their schools are not considered "creditible citizens." Conduct shall be satisfactory in accord with the standards of good discipline.
- a. Law Enforcement: A student who commits an act for which charges may be or have been filed by law enforcement authorities under any municipal ordinance, misdemeanor or felony statute shall not be eligible until all proceedings with the legal system have been concluded and any penalty (i.e. jail time, fine, court costs, etc.) or special condition of probation (i.e. restitution, community service, counseling, etc.) has been satisfied. If law enforcement authorities determine that charges will not be filed, eligibility will be contingent upon local school policies. Moving traffic offenses shall not affect eligibility, unless they involve drugs, alcohol, or injuries to others. After a student has completed all court appearances and penalties, and has satisfied all special conditions of probation and remains under general probation only, local school authorities shall determine eligibility.
  - b. Local School:
    1. A student who violates a local school policy is ineligible until completion of the prescribed school penalties.
    2. The eligibility of a student who is serving detention or in-school suspension shall be determined by local school authorities.
    3. A student shall not be considered eligible while *servng an out-of-school* suspension.
    4. A student who is expelled or who withdraws from school because of disciplinary measures shall not be considered eligible for 365 days from the date of expulsion or withdrawal.
    5. If a student misses class(es) without being excused by the principal, the student shall not be considered eligible on that date. Further, the student cannot be certified eligible to participate on any subsequent date until the student attends a full day of classes.
    6. Each individual school has the authority to set more restrictive citizenship standards and shall have the authority *and responsibility* to judge its students under those standards.
    7. Each school shall diligently and completely investigate any issue that could affect student eligibility.
  - c. Student Responsibility: Each student is responsible to notify the school of any and all situations that would affect his/her eligibility under the above standards. If the student does not notify the school of the situation prior to the school's discovery, then the student shall be ineligible for up to 365 days from discovery, pending review by the Board of Directors (MSHSAA).

13. **Suspension from attending and/or participating:** Students will be suspended from attending and/or participating in extracurricular activities for one of the following reasons:
  1. Failing to pass a minimum of 3 units of credit.
  2. Four or more misconducts per semester.
  3. Ten or more absences and/or tardies per semester.
  4. Failing to attend assigned Wednesday detention.
  5. During in school and/or out of school suspension from school.
14. **Unsportsmanlike acts:** Such acts which are malicious in nature during a contest resulting in ejection shall cause the athlete to be ineligible to represent the school for at least the next contest. An athlete who commits such an act, but is not ejected may also be subject to at least a one game restriction from representing the school. **Each case of this type is to be reviewed by the head coach, athletic director, and principal before a final decision is reached.**
15. **Multiple Arrests:** All participants at Boonville R-I High School, throughout the school year, are expected to promote good citizenship and be a role model within the school and community. **Multiple run-ins (2 or more arrests in a year) with law enforcement officials do not uphold these standards and will not be tolerated.** If a participant has been found in violation of this standard, the coach/sponsor/advisor has the right to dismiss the offending participant from the team/organizational activity.
16. **Penalty for Withholding Information or Fabrication of a Statement:** A participant guilty of a violation of the BHS Activity handbook policy is expected to demonstrate character and be forthcoming about his/her infraction of participant rules. Participants in violation of codes within this handbook will be dealt with in the following manner:
  1. The participants who tell the truth about handbook infractions are subject to the specified consequence outlined for the offense.
  2. Those participants who are found to be fabricating or withholding information are subject to extended consequences similar to those outlined for the offense.
17. **Due Process:** Any participant who is found to have violated regulations has the right to due process. Following are procedures to ensure student participants receive just treatment.
  1. The participant shall be given oral or written notice of the charges against him/her.
  2. If the participant denies the charges, he/she shall be given an oral or written explanation of the facts which form the basis of the disciplinary action.
  3. The participant shall be given an opportunity to present his/her version of the incident before judgment or disciplinary action is rendered. The participant has the right to bring forward witnesses on his/her behalf.
  4. The head coach/sponsor/advisor will provide notification to the parent/guardian or others having custodial care of the participant, of the administrator's action and the reasons for such action.
  5. The Activities Director will make written documentation of events and proceedings for the parents or guardian and file a copy of the documentation in the participant's student folder.
  6. If the participant is dissatisfied with the decision made by the principal and activities director, he/she has the right to appeal to the Superintendent of Schools. Appeals are to be in writing and submitted within 10 days of the previous decision. The Superintendent will, within 10 days of receipt of the appeal, establish a hearing date.

18. Rule infractions and citizenship violations deemed detrimental to the program may result in removal from the team at the discretion of the coach.
19. If a student quits a sport 7 days or later, after the start of practice, that student will not be allowed to participate or attend pre-season workouts for the following sports season until the sport they quit is concluded.

## Requirements For Varsity Letter

### **Football**----Varsity and Junior Varsity

- Participate in 25% of total quarters.

### **Basketball**----Varsity and Junior Varsity

- Participate in 25% of total quarters

### **Track**----Varsity and Junior Varsity

- Accumulate 10 points for the season or place in the conference, district, or state meet.

### **Wrestling**----Varsity and Junior Varsity

- Score 18 points to earn varsity letter.
- Junior Varsity letter may be earned by first year wrestler winning 70% of total possible matches and second year wrestler winning 50% of the total possible matches.

### **Volleyball**-----Varsity and Junior Varsity

- Participate in 50% of total matches.

### **Tennis**-----**Golf**----Varsity and Junior Varsity

- Participate in 50% of total matches or qualify for state meet.

### **Baseball**-----**Softball**----Varsity and Junior Varsity

- Participate in 50% of the games.

### **Cheerleading**----Varsity and Junior Varsity

- Participate in 90% of total activities, and accumulate no more than 5 demerits in a given season.

### **Dance Team**----Varsity

- Participate in 90% of total activities.

### **Soccer**-----Varsity and Junior Varsity

- Participate in 50% of total halves played.

### **Cross Country**-----Varsity and Junior Varsity

- Participate in 50% of Varsity meets.

**EXCEPTIONS:** A **provisional certificate (no letter)** may be given to those not having enough quarters played or were injured during the season. Each coach will consider the extenuating circumstances when awarding this certificate. A provisional certificate earned in a previous year shall be elevated to a letter when an athlete letters in that sport.

**Individuals must finish the season, (unless injured), be a good school citizen, turn in all checked out equipment, and be recommended by the coach to qualify for a letter.**

Letterman who terminate their participation in a sport at any time or non-letterman who terminate their participation in a sport after the first contest of a season, shall not be eligible to begin another sport until the previous season ends. Athletic participation for these students will be limited to lifting weights.

### **Notice of Nondiscrimination**

The Boonville R-1 School District has adopted policies which affirm its compliance with applicable statutes regarding nondiscrimination on the basis of race, color, national origin, ancestry, religion, socioeconomic status, marital status, sex, age or handicapping condition. The institution is therefore in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and Section 504 of the Vocational Rehabilitation Act of 1973.

Any person having inquiries concerning Boonville R-1 School District's compliance with regulations implementing the acts listed above are directed to contact the Superintendent of Schools, 736 Main Street, Boonville, MO 65233, who has been designated to coordinate the institution's efforts to comply with these regulations. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education regarding compliance activities.

### **504 Public Notice**

The school districts listed below, as recipients of federal financial assistance from the United States Department of Education and who operates a public elementary or secondary education program and/or activity, are required to undertake to identify and locate every qualified person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parents or guardians of the District's duty.

The school districts listed below assure that they will provide a free appropriate public education (FAPE) to each qualified disabled person in the District's jurisdiction regardless of the nature or severity of the person's disability. For purposes of Section 504 of the Rehabilitation Act of 1973, the provision of an appropriate education is the provision of regular or special and related aids and services that (i) are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and (ii) are based on adherence to procedures that satisfy the requirements of the 504 federal regulations.

District policies and procedures regarding section 504 can be reviewed:

Boonville R-1 School District, 736 Main Street, 8:00-4:30 Monday through Friday or on the Boonville R-1 District website.

504 District Coordinators: Mark Ficken, Superintendent and Sarah Marriott, Special Services Director, 736 Main Street, Boonville, MO 65233 Phone: 660-882-7474

This notice will be provided in native languages as appropriate.

### **PUBLIC NOTICE**

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



language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

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

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

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

Boonville R-1 School District, 736 Main Street, 8:00-4:30 Monday through Friday.

This notice will be provided in native languages as appropriate.

**Boonville R-1  
Section 504 Procedures  
Identification, Evaluation, and Placement of Students Suspected of Having  
Disabilities under Section 504**

These procedures are pursuant to Board Policy # IGBA-AP3 adopted 8/15/07, revised 9/15/2010.

**PROGRAMS FOR STUDENTS WITH DISABILITIES  
(Section 504 and ADA Procedures)**

The purpose of this procedure is to assist district personnel in complying with the requirements of Section 504 of the Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act (ADA). In general, students with disabilities who qualify under Section 504 also qualify under the ADA, and this procedure is designed to identify those students in need of accommodation and provide them necessary accommodations.

**Definitions**

*504 Evaluation*—A process where the 504 team determines whether a student has a disability and needs a 504 plan in accordance with Section 504. A 504 evaluation must draw on information from a variety of sources in the area or areas of concern. An evaluation must be conducted before the 504 team makes an educational placement or makes a significant change in the placement of a student. Evaluation may be based on existing information and observation or may include more formal assessment, including the administration of tests and other specialized evaluation instruments.

*504 Plan or Accommodation Plan*—A written document developed by the 504 team specifying accommodations necessary to provide a free and appropriate public education to a student with disabilities in accordance with law.

*504 Team*—A multidisciplinary group consisting of two (2) or more persons who have knowledge of the student, the meaning of the evaluation data and the placement options. This group could include school employees, necessary professionals, the parent, or others who have knowledge of the student. The 504 team decides eligibility, the accommodations necessary to provide a student with disabilities a free and appropriate public education, and the placement of the student.

*Long-Term Suspension*—Suspensions in excess of ten (10) consecutive school days, or suspensions in excess of ten (10) school days cumulatively in a school year where a pattern of suspension is created. In determining whether a series of suspensions has resulted in a significant change in placement, the district should consider the length of each suspension, the proximity of the suspensions to each other and the total amount of time the student is excluded from school.

*Major Life Activities*—Include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working. Major life activities also include the operation of major bodily functions including, but not limited to, the functions of the immune and reproductive systems; normal cell growth; digestive, bowel, bladder, neurological, brain, respiratory, circulatory and endocrine systems; and other major bodily functions.

*Parent*—For the purposes of this procedure and related forms, a biological parent, guardian or person acting as a parent in the absence of a biological parent or guardian. A student who is 18 and otherwise competent assumes the rights of the parent.

*Students with Disabilities*—For the purposes of this procedure, students who have a physical or mental impairment that substantially limits one (1) or more major life activities.

*Substantially Limited*—Unable to perform a major life activity that the average person in the general population can perform, or significantly restricted as to the condition, manner or duration under which an individual can perform a particular major life activity as compared to the condition, manner or duration under which the average person in the general population can perform that same major life activity. In determining whether a student is substantially limited in a major life activity:

1. The district will interpret "substantially limited" broadly.
2. Determinations about whether a disability that is episodic or currently in remission would substantially limit a major life activity will be made as if the disability were currently active.
3. Except for ordinary glasses and contacts, the district will not consider the ameliorative effects of mitigating measures such as medications, assistive technology, auxiliary aids, prosthetics, hearing aids, cochlear implants, mobility devices or oxygen therapy when determining whether a disability substantially limits a major life activity.

### **General**

The district does not discriminate against persons with disabilities, nor against those who have a record of such an impairment or are regarded as having such an impairment. The district seeks to identify, evaluate and provide free and appropriate educational services to all qualified students with disabilities within the definitions of Section 504 and the ADA. No qualified student with a disability shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any district program, including nonacademic services and extracurricular activities.

This procedure will not be applied to students with disabilities who are eligible for services under the Individuals with Disabilities Education Act (IDEA). Those students will receive services in accordance with the IDEA, regulations interpreting the IDEA, the Missouri State Plan, and district policies and procedures implementing the IDEA.

#### **Compliance Officer**

The district's compliance officer designated in policy AC is also the district's 504 and ADA compliance officer.

#### **Identification**

The district will take measures to identify and locate every student with disabilities and take steps to notify the students and their parents of the district's obligations to provide the student education and accommodations, if necessary.

District staff will contact the district's compliance officer or designee immediately when:

1. Due to a student's medical condition or impairment, a parent asks for a change of schedule, change of facilities or other accommodation that is not routinely provided to students.
2. A parent notifies the district that a student has a medical condition or impairment that could require accommodation.
3. Based on a student's medical condition or impairment, a teacher, nurse or other employee recommends an accommodation that may be necessary for the student to participate in the district's programs.

#### **Evaluation**

The district will conduct a 504 evaluation of any student who needs or may need accommodation due to a disability before making an educational placement or making a significant change in the placement of the student.

Once notified and provided information that a student may have a physical or mental impairment that could qualify as a disability, the compliance officer will organize a 504 team. The compliance officer or designee will contact the parent and the classroom teacher(s) for additional information for the 504 team to consider and will provide the parent and/or student a copy of the procedural safeguards and notice of evaluation. The compliance officer or designee will obtain written consent for any additional formal assessment. If the parent refuses to consent, the district may request a due process hearing as described below.

The 504 team will meet to examine the existing information and determine whether additional information or testing is necessary and, if so, what information should be obtained before making a decision. The compliance officer or designee will assist the 504 team in obtaining additional information. The compliance officer or designee is responsible for ensuring that:

1. Tests and other evaluation materials have been validated for the specific purpose for which they are used and are administered by trained personnel in conformance with the instructions provided by their producer.
2. Tests and other evaluation materials include those tailored to assess specific areas of educational need and not merely those that are designed to provide a single general intelligence quotient.
3. Tests are selected and administered so as to best ensure that when a test is administered to a student with impaired sensory, manual or speaking skills, the test results accurately reflect the student's aptitude, achievement level or whatever other factor the test purports to measure, rather than reflecting the student's impaired sensory, manual or speaking skills (except where those skills are the factors that the test purports to measure).

**Eligibility**

The 504 team will decide if the student is eligible for accommodations under the law. To be eligible as a student with a disability, the student must have a physical or mental impairment that substantially limits one (1) or more major life activities. Not all students with medical impairments are eligible as disabled under the law. In interpreting evaluation data, determining eligibility, and making placement decisions, the 504 team shall:

1. Draw upon information from a variety of sources, including aptitude and achievement tests, teacher recommendations, physical condition, social or cultural background and adaptive behavior.
2. Ensure that information obtained from all such sources is documented and carefully considered.
3. Make a placement decision that complies with the law.

When making a determination, the 504 team will consider the effect the impairment has on the student's performance in comparison with children at the same age or grade in the general population. The 504 team will not consider mitigating measures except for ordinary eyeglasses or contacts.

Once the 504 team determines whether the student is eligible, the district will notify the parents of the decision in writing and will document the reasons for the decision. If the 504 team determines that the student has a disability as defined in law, the 504 team will determine educational placement.

**Educational Placement**

The 504 team will decide the educational placement necessary to provide a free and appropriate education. The accommodations or services determined necessary by the 504 team and the details regarding those accommodations will be recorded in the 504 plan, provided to the parents in writing and maintained by the district. Information regarding the 504 plan will be provided to all district staff as necessary to ensure that the accommodations are provided to the student. Accommodations will include, but are not limited to, the following:

1. *Academic Setting*—Students with disabilities must be educated to the maximum extent with students who do not have disabilities, unless it is demonstrated by the district that an appropriate education cannot be achieved in the regular environment with the use of supplementary aids and services. This may require modifications to desks, seating arrangements, methods of communication or flexibility to leave the room.
2. *Nonacademic Setting*—Students with disabilities will have the same opportunity to participate in nonacademic activities and services (including meals, recess periods, counseling opportunities and other services) as students without disabilities and will participate in those activities and services with students without disabilities to the maximum extent appropriate.
3. *Facilities Accommodation*—The district must provide facilities to students with disabilities that are comparable to the facilities provided to students without disabilities. Students must have access to restroom facilities, cafeterias, playgrounds and classrooms. When the 504 team places a student in a setting other than the regular educational environment, it must take into account the proximity of the alternate setting to the student's home.
4. *Transportation*—Students with disabilities will be provided appropriate transportation at no greater cost than students without disabilities.

**Extracurricular and Nonacademic Services**

The district shall provide nonacademic and extracurricular services and activities in such a manner as is necessary to afford students with disabilities an equal opportunity for participation in such services and activities. These services may include, but are not limited to: personal, academic or vocational counseling; athletics; transportation; health services; recreational activities, special interest groups or clubs; referrals to agencies; and employment of students, including employment by the district or assistance in outside employment. Students with disabilities may participate in physical education and athletic activities to the same extent as students without disabilities. The district may offer students with disabilities physical education and athletic activities that are separate or different from those offered to students without disabilities when necessary; however, no qualified student with a disability will be denied the opportunity to compete for teams or to participate in courses that are not separate or different.

**Preschool, Summer School and Adult Education**

The district will not exclude qualified students with disabilities from preschool, summer school or adult education and will take into account the needs of the students in determining the aids, benefits or services to be provided.

**Re-Evaluation**

A student with disabilities receiving accommodations under this procedure will be re-evaluated minimally every three (3) years and before making any significant change in placement. The compliance officer will provide the parent and/or student a copy of the procedural safeguards at the time of the re-evaluation. The scope and extent of the re-evaluation will be determined by the 504 team. The compliance officer or designee will obtain written consent for formal assessment for a re-evaluation unless the district takes reasonable measures to obtain consent from the parent and the parent does not respond. If the parent refuses to consent, the district may request a due process hearing as described below.

**Access to Records**

Parents will have an opportunity to examine all relevant records, including personally identifiable education records, in accordance with law and as outlined in Board policy and district administrative procedures.

**Parental Involvement**

The district will involve parents throughout the accommodation process. The compliance officer or designee will provide notice to parents before conducting an initial evaluation of a student. The parents will be invited to participate in the eligibility determination meeting and any meeting during which their child's program is designed and placement is determined, but their participation is not required.

**Disciplining Students with Disabilities**

Students who qualify for accommodation under Section 504 cannot receive a long-term suspension or be expelled for behavior that is a manifestation of the disability. Before a student may serve a long-term suspension, the 504 team must meet and review the behavior subject to disciplinary action, along with current information regarding the disability, to determine whether the student's actions were a manifestation of the disability. If the behavior was not a manifestation of the student's disability, the student may be suspended and will only receive educational services to the extent that educational services are provided to students without disabilities during a suspension. If the behavior was a manifestation of the disability, the district cannot suspend the student, and the 504 team must determine whether the current

educational placement is appropriate. The district will provide students and their parents a copy of the district's procedural safeguards at the time any long-term suspension is imposed.

#### **Grievance Procedures**

All complaints alleging discrimination, violation of law or failure to follow district policies or procedures regarding the education or accommodation of students with disabilities will be made to the compliance officer and will be investigated immediately. The district will use the grievance procedure outlined in policy AC. Complaints may be made at any time to the U.S. Department of Education, Office for Civil Rights.

#### **Impartial Due Process Hearing**

In the event the parent or district wishes to contest an action with regard to the identification, evaluation or placement of a student with a disability under law, either party may initiate a due process hearing. The district may do so by notifying the parent in writing. The parent may do so by notifying the district's compliance officer in writing. The request for a due process hearing must include a detailed statement as to the nature of the dispute. Both parties will have the opportunity to participate in the hearing and to be represented by counsel.

The district will immediately secure the services of an impartial hearing officer. The hearing officer will set a date for the hearing and may request additional clarification from either party as to the nature of the dispute. The hearing officer has the authority and the responsibility to create reasonable rules governing the hearing to ensure that relevant information is presented, but that a decision is made as expeditiously as possible. The hearing officer will provide each party a copy of the written decision within 15 calendar days after completion of the hearing. The decision is binding on both parties unless determined otherwise by a court of competent jurisdiction.

### **PARENT/STUDENT RIGHTS IN IDENTIFICATION, EVALUATION AND PLACEMENT**

(Section 504 of the Rehabilitation Act of 1973)

The following is a description of the rights granted by federal law to students with disabilities\*.The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions.

You have the right to:

1. Have your child take part in, and receive benefits from public education programs without discrimination because of his/her disability;
2. Have the school district advise you of your rights under federal law;
3. Receive notice with respect to identification, evaluation, or placement of your child;
4. Have your child receive a free appropriate public education. This includes the right to be educated with nondisabled students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities;
5. Have your child educated in facilities and receive services comparable to those provided nondisabled students;
6. Have your child receive special education and related services if s/he is found to be eligible under the Individuals with Disabilities Education Act (PL 94-142) or Section 504 of the Rehabilitation Act;

7. Have evaluation, educational, and placement decisions made based upon a variety of information sources, and by persons who know the student, the evaluation data, and placement options;
  8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by the district;
  9. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district;
  10. Examine all relevant records relating to decisions regarding your child's identification, evaluation, educational program, and placement;
  11. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records;
  12. A response from the school district to reasonable requests for explanations and interpretations of your child's records;
  
  13. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request for amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing;
  14. Request an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. You and the student may take part in the hearing and have an attorney represent you;
  15. Ask for payment of reasonable attorney fees if you are successful on your claim; and,
  16. File a local grievance.
- The person in this district who is responsible for assuring that the district complies with Section 504 is Patti Ehlers, Special Services Director, telephone 660-882-7474.

#### **Student Records and Directory Information**

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

1. The right to inspect and review the student's education records. Parents or eligible students should submit to the school principal or appropriate school official a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or in violation of the student's privacy. Parents or eligible students should write the principal or appropriate official, clearly identify the part of the record they want changed and specify why it is inaccurate, misleading or in violation of the student's privacy. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that

FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her responsibility as authorized by the district. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. Complaints should be directed to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

The district has determined that the following information regarding the district's students is not harmful or an invasion of privacy and therefore will release this information without first obtaining parental consent. If a parent, guardian, person acting as a student's parent in absence of a parent or guardian, or the student (if 18 or older) does not want the district to release the information listed below, they must notify the district in writing within ten (10) days of receiving this handbook. The following information may be released without obtaining parental consent: Student's name; parent's name; address; telephone number; date and place of birth; grade level; bus assignment; enrollment status (e.g., full-time or part-time); participation in school-based activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or coursework displayed by the district; most recent previous school attended; and 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.

Pursuant to federal law, military recruiters and institutions of higher education may request and receive the names, addresses and telephone numbers of all high school students, unless their parents or guardians notify the school not to release this information. Please notify the district if you do not want this information released.

The district will respond to a request for records from another school district enrolling a student within five (5) business days of receiving the request. However, if the student's record has been marked pursuant to notification by the highway patrol that the student has been classified as a missing child, the record shall not be forwarded to the requesting district and the district will notify the missing persons unit of the highway patrol of the record request. Upon notification that a student has transferred to any other school district, the district will forward any written notification the district has received from a juvenile officer, sheriff, chief of police or other appropriate law enforcement authority that a petition has been filed in juvenile court alleging that the student has committed an offense listed in § 167.115.1, RSMo., and the notification of disposition of such case, to the superintendent of the new school district in which the student has enrolled.

## **SURVEYING, ANALYZING OR EVALUATING STUDENTS**

### **Inspection**

Any parent may inspect, upon request, any instructional material used as part of the educational curriculum and all instructional materials, including teachers' manuals, films, tapes or other supplementary material, that will be used in connection with any survey, analysis or evaluation as part of any applicable program. Further, a parent may inspect, upon request, a survey created by a third party before the survey is administered or distributed by a school to a student. The term "instructional material" does not include academic tests or academic assessments.



In general, the district will not collect, disclose or use personal student information for the purpose of marketing or selling that information or otherwise providing the information to others for that purpose. In the rare case where the district may collect information from students for the purpose of marketing or selling that information, parents may inspect any instrument used before the instrument is administered or distributed to a student, upon request and in accordance with Board policy.

#### **Consent Required**

In accordance with law, no student, as part of any program wholly or partially funded by the U.S. Department of Education, shall be required to submit to a survey, analysis or evaluation (hereafter referred to as "protected information survey") that reveals any of the following information without written consent of a parent:

1. Political affiliations or beliefs of the student or the student's parent.
2. Mental or psychological problems of the student or the student's family.
3. Sex behavior or attitudes.
4. Illegal, antisocial, self-incriminating or 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.
7. Religious practices, affiliations or beliefs of the student or the student's parent.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

#### **Notice and Opportunity to Opt Out**

In accordance with law, parents will receive prior notice and an opportunity to opt a student out of:

1. Any other protected information survey, as defined above, regardless of the funding source.
2. Any nonemergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and not necessary to protect the immediate health and safety of a student, or any physical exam or screening permitted or required under state law, except for hearing, vision or scoliosis screenings.
3. Activities involving the collection, disclosure or use of personal information obtained from students for marketing, selling or otherwise distributing information to others.

The district will directly notify parents at the beginning of the school year of the specific or approximate dates during the school year when the above-listed activities will occur or are expected to be scheduled.

#### **Notification of Policy and Privacy**

In accordance with law, parents will be directly notified of this policy at least annually at the beginning of the school year and within a reasonable period of time after any substantive change in the policy. The district will take measures to protect the identification and privacy of the students participating in a protected information survey, regardless of the source of funding. These measures may include limiting access to the completed surveys and the survey results as allowed by law. All student educational records will be protected in accordance with law and Board policy JO. The provisions of this policy applicable to parents will transfer to a student who is 18 years old or emancipated.

#### **Notice of Asbestos Control**

The Boonville R-I School District will implement and maintain procedures necessary to comply with the Asbestos Hazard Emergency Response Act of 1986 (AHERA) by adhering to the following guidelines:

1. Use specifically accredited/certified persons to conduct inspections on all school buildings for asbestos-containing material.
2. Take appropriate action to control the release of asbestos fibers, upon completion of inspection.
3. Describe corrective steps and long-range maintenance in a management plan, to be made available to all concerned persons and filed with the appropriate state agencies.
4. Post warning(s) on all areas containing asbestos, and send a written notice to parents and employees, apprising them of the conditions.

Any further information concerning the school district's procedures for asbestos control can be found in the school district offices.

#### **Notice of Human Sexuality Instruction**

The district is required to notify the parent/guardian of each student enrolled in the district of the basic content of the district's human sexuality instruction to be provided to the student and of the parent's/guardian's right to remove the student from any part of the district's human sexuality instruction. The district is required to make all curriculum materials used in the district's human sexuality instruction available for public inspection as a public record prior to the use of such materials in actual instruction.

#### **Notice of Educating Children Who Are Homeless**

The Boonville R-I School District Board of Education recognizes that homelessness alone should not be sufficient reason to separate students from the mainstream school environment. Therefore, the district, in accordance with state and federal law and the Missouri state plan for education of the homeless, will give special attention to ensure that homeless students in the school district have access to a free and appropriate public education.

#### **Notice of Professional Qualifications Release**

In accordance with federal law, the district shall release to parents, upon request, information regarding the professional qualifications and degrees of teachers and the qualifications of paraprofessionals who are employed by a school receiving Title I funds and who provide instruction to their child at that school.

#### **STUDENT COMPLAINTS AND GRIEVANCES**

Alleged acts of unfairness or any decision made by school personnel, except as otherwise provided for 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.

The following guidelines are established for the presentation of student complaints and grievances:

1. The principals shall schedule a conference with the student and any staff members involved to attempt to resolve the problem. Parents/Guardians may be involved in the conference, or a later conference for parents/guardians may be scheduled at the discretion of the principal.

2. If the problem is not resolved to the satisfaction of the student and/or parents/guardians, a request may be submitted for a conference with the superintendent of schools. The superintendent shall arrange a conference to consider the problem, and to inform participants of the action that will be taken.
3. If the student and/or parents/guardians are not satisfied with the action of the superintendent, they may submit a written request to appear before the Board of Education. Unless required by law, a hearing will be at the discretion of the Board. The decision of the Board shall be final.

All persons are assured that they may utilize this procedure without reprisal.

#### **Equal Access To High School Facilities**

Pursuant to the Equal Access Act, the secondary schools of the district must provide that all groups of students are allowed the opportunity to meet on school premises during non-instructional time. Non-instructional time is limited to time immediately before classroom instruction begins, immediately after classroom instruction ends for the day, and while faculty are available for supervisory and consultation purposes without cost to the school district. In order to meet on school premises, all student groups must obtain prior written approval from the building principal or his/her designee. Requests for approval must be submitted in writing to the building principal and include the following information: Purpose and goals of the group; name of the group; name of the sponsor (contact person); times and dates of proposed meetings; space requirements; and upon request, the group's governing documents. All rules and regulations governing student conduct and discipline are applicable to school groups meeting on school premises. In addition, school personnel may take all appropriate steps to ensure that membership in, and attendance at, non-curriculum related student groups is voluntary and student initiated. No student group meeting on school premises may be directed, controlled or regularly attended by non-school persons. In addition, all student groups must obtain prior written approval from the building principal or his/her designee for non-school persons to attend meetings held on school premises. The building principal may limit the number of repeat visits by any non-school person.

**Boonville R-I High School Student and Activity Handbook Contract**

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

I have been provided with a copy of the Boonville R-I High School Student Handbook. The handbook has been reviewed with me. I have had an opportunity to ask questions concerning the information published in the school handbook. I understand that:

- I may ask the principal, assistant principal, or any of my teachers questions about the information contained in the handbook anytime during the year to gain a better understanding of what is expected of me as a student at Boonville R-I High School.
- Ignorance of the school rules is not an excuse for failing to follow any or all of the school rules.
- It is impossible for the student handbook to contain all the rules necessary to maintain an orderly school atmosphere. Therefore, my conduct at school should at all times be consistent with the standards published in the student handbook and discipline administered for situations not covered in the handbook will be consistent with those published in the handbook.
- The rules outlined in the student handbook are applied on all school property and at all school activities, home or away.
- The rules outlined in the student handbook are to be followed through the last day of school and should I choose not to follow the rules during the last few days of the school year, discipline will be administered during the next school year.
- The compliance with the standards of conduct published in the Boonville R-I High School Student Handbook as adopted by the Boonville R-I Board of Education is mandatory.

I have reviewed a copy of the Boonville R-I High School activity handbook. During this review I have had the opportunity to ask questions concerning the information published in the handbook. I understand that:

- Participation in an activity at Boonville R-I High School is a **privilege** not a right.
- I may ask my coach/sponsor/advisor, the principal, the assistant principal, or athletic director questions about the information contained in the activity handbook to gain a better understanding of what is expected.
- Ignorance of the rules in the activity book is not an excuse for failing to follow them.
- The rules in the activity handbook are to be applied in conjunction with the rules outlined in the student handbook.
- The compliance of the rules published in the activity handbook as adopted by the Boonville R-I Board of Education is mandatory.

I understand and will abide by the rules and regulations established by the Boonville R-I School District.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## Style Guide for Writing Papers

### What is a style guide?

The BHS Style Guide is designed to make writing formal papers at Boonville High School consistent among grade levels and subject areas. It provides students with guidelines on the format of essays as well as how to document sources and cite them within a paper using MLA style.

### Plagiarism statement:

Plagiarism, in plain and simple terms, is cheating. It is stealing another's words. It will be treated in accordance with the school handbook.

As students move on to further their education, plagiarism holds more serious consequences. Some institutions expel students for the first offense. Plagiarism is a serious offense that will be dealt with in a serious manner.

### MLA Essay Format

1/2 inch header margin for last name and page # (after first page)

1 inch margins

Times New Roman 12 pt.

Name, teacher, class, date on upper left corner, single space

Title

Double spaced

### How to cite a source within a text:

Acknowledge the sources used for the paper by parenthetical citations in the body of the paper. Do this by placing the author's last name and the page number of the source in parentheses; the citation is placed immediately after the information you are citing. Note that no punctuation is placed between the author and the page number and that the period to end the sentence is placed outside the parenthesis.

### An example of a typical parenthetical citation using MLA style:

Ancient writers attributed the invention of the monochord to Pythagoras, who lived in the sixth century BC (Marcuse 197).

The citation "(Marcuse 197)" tells the reader that the information in the sentence was taken from page 197 of a work by an author named Marcuse.

This is how it looks in the works cited page:

Marcuse, Sibyl. *A Survey of Musical Instruments*. New York: Harper, 1975. Print.

### When to cite a source:

Be sure to cite your source under these circumstances:

- If it is a direct quote from a source (put it in quotation marks)
- If it is material that might be challenged if not documented
- If it is information that is not common knowledge
- If you got an idea from somebody else, even through e-mail

### Preparing a works cited page:

In MLA documentation style, citations used in your text are keyed to a Works Cited page.

- Begin on a separate page at the end of research paper
- Label the page Works Cited
- 2 inch Top Margin/1 inch margins on other three sides
- Double space with hanging indent
- Arrange in alphabetical order

**When using a source, keep track of the following information:**

1. Author or editor's last name, then first name
  2. Title of the article in quotation marks
  3. Website name, italicized
  4. Edition or version number
  5. Website owner or sponsor if available
  6. Date of publication (DD MM YYYY as in 15 June 2009). If date is not available, use n.d. for "no date."
  7. The word Web, Print, etc and a period to indicate the publication medium
  8. The date you accessed the site and a period
  9. If required by your teacher or needed to find the article, include the URL of the document <in angle brackets> followed by a period.
- Note: You will not always have all of these items; use the information you have in the correct order.

**Examples of how to cite a source in Works Cited list:**

***In your essays, all citations will be double spaced.***

**Book by one author**

Author last name, First name. *Book title*. Publication location: Publisher, Copyright year. Publication medium.  
Wharton, William. *A Midnight Clear*. New York: Random House, Inc., 1982. Print.

**Book by two or three authors**

Freeman, Craig and Eileen K. Schofield. *Roadside Wildflowers of the Southern Great Plains*. Kansas Press of Kansas, 1991. Print.

**Book with an editor**

Wilkins, Robert W., ed. *Medicine-Essential of Clinical Practice*. Boston: Little Brown Company, 1978. Print.

**Online book**

Child, L. Maria, ed. *The Freedmen's Book*. Boston, 1866. Google Book Search. Web. 15 May 2010.

**Signed article from a reference book**

Braddock, Bill. "Tobogganing." *Encyclopaedia Americana*. 1991 ed. Print.

**Article from an online reference book**

Name of article." *Title of reference*. Sponsor. Year. Publication medium. Date of access.  
"Tutankamen." *The New Encyclopaedia Britannica: Micropaedia*. 15th ed. 2007. Print.

**Article from a periodical (magazine) with author**

Pressman, Aaron. "Bottom Fishing in Rough Waters." *BusinessWeek* 29 Sept. 2008: 27. Print.

**Article from an online periodical**

Author. "Title of the article." *Title of the magazine*. Publisher of the site. The date of publication. Publication medium. Date of access.  
Tyre, Peg. "Standardized Tests in College?" *Newsweek*. Newsweek, 16 Nov. 2007. Web. 15 May 2010.

**Article from an online newspaper**

"Title of article." *Title of the newspaper*. Publisher of the site (N.p. if there is none),  
Date of publication. Publication medium. Date of access.  
"The Scientists Speak." Editorial. *New York Times*. New York Times,  
20 Nov. 2007. Web. 15 May 2010.

**Signed article from a daily newspaper**

Author. Title of article. Newspaper name. Date. Edition: Page number. Publication  
medium.  
Pogue, David. "When Laptops Go Light." *New York Times* 26 Mar.  
2009, natl. ed.: B1+. Print.

**Article from online news source**

"Utah Mine Rescue Funeral." *CNN.com*. Cable News Network, 21  
Aug. 2007. Web. 15 May 2010.

**A page on a website**

"How to Make Vegetarian Chili." *eHow.com*. eHow, n.d. Web. 24 Feb. 2009.

**Entire website**

Editor, author (if available). *Title of site*. Sponsor, date of publication (if available).  
Publication medium. Date of access.  
"Sea Turtle Restoration Project." *Sea Turtle Restoration Project*. 2006. Web. 5 Aug.  
2010.

**Government document**

United States. Dept. of Justice. *Child Support Payment Laws*.  
Washington: GPO, 2007. Print.

**Online map or chart**

"Maplewood, New Jersey." Map. *Google Maps*. Google, 15 May  
2008. Web. 15 May 2010.

**Blog**

Zompist. "Star Wars: Hope Not So New Anymore." *Zompist's E-Z Rant*  
*Page*. WordPress.com, 30 Sept. 2009. Web. 16 Mar. 2010.

**Film/Video**

*Title of movie*. Director. List of performers. Distributor, Date. Publication medium.  
*It's a Wonderful Life*. Dir. Frank Capra. Perf. James Stewart, Donna  
Reed, Lionel Barrymore, and Thomas Mitchell. RKO, 1946. Film.

**Online video**

*Barack Obama Podcast: On Fatherhood*. barackobama.com. 17  
June 2007. *YouTube*. Web. 5 May 2010.

**Personal interview**

Webster, Jay. Personal interview, E-mail interview, or Telephone  
interview, May 20, 2010.

**Work Cited**

*MLA Handbook for Writers of Research Papers*. 7th ed. New York:  
Modern Language Association of America, 2009. Print.

**Effective Dates of the New Division I Rule**

\*Students first entering a collegiate institution on or after August 1, 2003 may meet either the current rule or the new rule.

\*Students first entering a collegiate institution on or after August 1, 2005 must meet **the new rule only**.

