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## SCHOOL SONG

North Pemiscot, our alma mater,  
 Dear to us you are.  
 Though our school days pass so quickly,  
 Always we'll love you.

Now, unto you we pay tribute,  
 Striving to be fair.  
 Good school spirit never ceasing,  
 Doing each our share.

When we see thee in thy beauty,  
 Reared against the sky.  
 We'll be proud, dear alma mater,  
 As the years go by.

Forward ever, always moving,  
 Victory will prevail.  
 Hail to thee our alma mater,  
 North Pemiscot, all hail.

## INTRODUCTION

This student handbook is designed especially for the students and parents of North Pemiscot Junior High and High School. Its purpose is to help students and parents understand the policies, procedures, and goals of our school system to ensure everyone a quality education.

It is extremely important for each student and their parents to read and understand the contents of this handbook. The policies and procedures described are the result of a concentrated effort over the years on the part of the faculty, administration, and the North Pemiscot School Board.

Rules and standards of conduct are a major factor in creating an effective learning environment for our students. It is crucial for each of us to realize that we are directly responsible for all of our actions. During their junior high and high school career students will have to make decisions that will determine their success as a student and as a person.

As students you are at a critical point in your development as young citizens and productive members of our society. The decisions you make during your junior high and high school years will follow you the rest of your life. For many years after graduation your permanent record will remain a part of our files. We will be contacted many times by perspective employers, universities or other school districts to send transcripts, answer questions and provide information about your school career. Our answers, whether positive or negative, will depend entirely on your actions and behavior.

Remember — it is your responsibility as students of North Pemiscot Junior High and High School to know and obey the rules of your school. Even if you have attended North Pemiscot School before take time to read the entire handbook so that you will be better informed about your school's policies as there have been changes and revisions. Good luck and have a great school year.

## EDUCATIONAL BELIEFS/PHILOSOPHY/ VISION

The North Pemiscot R-1 School District believes that:

- The family unit is the prime educators of their children and must provide the foundation and stepping stone of the values necessary for learning and life.
- Religious values are important to the youth and adults of the community and will be acknowledged.
- It is the school's responsibility, along with the home support, to provide successful opportunities for students to reach their maximum learning potentials.
- Respect should be re-enforced through character building values such as honesty, self-discipline, trustworthiness, obedience and hard work.

## MISSION STATEMENT

The mission of the North Pemiscot R-1 School District, being the educational heart of the northern communities of Pemiscot County, is to ensure that all students are provided a safe, stimulating, personal learning environment in which to become equipped with those skills necessary to reach their fullest potential.

## GOALS FOR NORTH PEMISCOT R-1 SCHOOLS

North Pemiscot R-1 Schools will strive to achieve excellence in education by focusing on:

- I. Fostering Individual Student Success By:
  1. Encouraging regular attendance by having a district attendance policy that stresses the students' responsibility to be in regular attendance.
  - \* 2. Providing appropriate curriculum to meet the student needs in a changing society.
  3. Selecting appropriate instruments to measure each student's growth.
  4. Providing a guidance / counseling program which assists students.
  5. Providing experiences and information for the staff to enhance student success.
  6. Providing programs and awards to recognize student achievement.
- II. Establishing An Educational Program Which Meets the Needs of All Students in a Changing Society By:
  1. Coordinating the K-12 curriculum, providing special emphasis on writing opportunities, critical thinking, reading, problem-solving and mathematical concepts,
  2. Utilizing evaluation processes for the educational program.
  3. Implementing Missouri School Improvement recommendations, where appropriate.
  - \* 4. Striving to meet the exemplary school standards.
  5. Providing a program for gifted students in grade levels three through eight.
  6. Developing a coordinated K - 12 computer program.
  7. Assessing each library to ascertain that materials are available for learning.
  8. Providing college classes in compliance with S.B. 740 which permits dual enrollment for North Pemiscot's juniors and seniors.
  9. Developing a program that will utilize technology throughout the curriculum.
  - \* 10. Providing technology to meet the needs of students enrolled in the North Pemiscot R-1 School District.
- III. Promoting Staff Development and Effectiveness By:
  1. Implementing a professional development program designed to assist in professional growth of staff.
  2. Promoting communications among and between teachers of grade levels and/or departments.
  3. Utilizing Performance-Based Staff evaluations.
  4. Providing a formal staff development program.
  5. Providing programs and awards to recognize the achievements of North Pemiscot R-1 Public School's employees.
- IV. Communicating With All Segments of the District to Achieve Cooperation, Support, Understanding and Unity of Purpose By:
  - \* 1. Obtaining input on school programs and future directions.
  2. The elementary and secondary divisions will provide news of each division to the news media.
- V. Providing Buildings and Equipment Which Meet the Educational Needs of the District By:
  - \* 1. Assessing the building needs of the district for the next five years.

2. Implementing the renovation and construction schedule as permitted.

3. Implementing a maintenance / replacement schedule of equipment.

4. Providing good housekeeping.

5. Promoting student pride in a clean and well-kept school.

**I. Adopting a Financial Plan Which Provides for Educational Excellence By:**

1. Managing expenditures and revenues to maintain fiscally sound reserves.

\* 2. Reviewing the three past budgets to project future needs.

\* 3. Seeking adequate funding for district goals.

4. Assessment of transportation efficiency.

\$\* 5. Implementing a Career Ladder Plan for teachers, counselors, and librarians.

\$\* 6. Seeking adequate funding from the State of Missouri to provide competitive salaries for school employees.

(\*) Indicates long range goals.

(\$) If new revenue will permit these goals to be achieved.

### PROGRAM OF STUDY, JUNIOR HIGH

The junior high program of study will consist of the core courses: Mathematics, English, Science and Social Studies. Students must take Physical Education, Music and Art both years. During their seventh and eighth grade years students will be offered electives such as Home Economics, Keyboarding, Literature and Spanish.

### RETENTION POLICY, JUNIOR HIGH

To successfully pass on to the next grade students must pass five of the eight semesters in the four core subjects of Mathematics, English, Science and Social Studies with a D- or better. Exceptions to this policy will be considered on a student by student basis and only with exceptional cause or reason.

Students not passing mathematics or communication art courses may be retained in those individual courses but proceed to the next grade. This will be handled on a student by student basis and with exceptional cause or reason.

### PROGRAM OF STUDY, HIGH SCHOOL

**I. High School Graduation Requirements:** To be eligible for graduation from high school, and participation in graduation ceremonies, a student must have attended high school for eight full semesters after grade eight and must have completed the minimum of 24 units of credit as prescribed by the Department of Elementary and Secondary Education. Credit received at summer school may be included in the total 24 units, but summer school work cannot be taken in lieu of the eight semesters of attendance required.

**High School Graduation Requirements effective for the class of 2010 and thereafter.**

SUBJECT	UNITSREQUIRED
Communications Arts	4.0
Social Studies	3.0
Mathematics	3.0
Science	3.0
Fine Arts	1.0
Practical Arts	1.0
Physical Education	1.0
Health Education	5 .5

Personal Finance	.5
Electives	<u>7.0</u>
TOTAL	24.0

Social Studies must include - Civics, World History and American History. Students must pass the Federal and State Constitution test.

**II. The College Preparatory Studies Certificate:** To be eligible for the college preparatory studies certificate a student shall:

1. Complete a rigorous high school program cooperatively planned by the school, the student, and the student's parents which include at least the following:

SUBJECT	UNITSREQUIRED
English / Language Arts	4
Mathematics	3
Science	2
Social Studies	3
Fine Art	1
Practical Arts	1
Physical Education	1
Specified Core Electives	3
General Electives	<u>6</u>
TOTAL	24

2. Earn at least a 3.0 grade point average (GPA) on a 4.0 GPA scale in the combined subject areas of English / Language Arts, Mathematics, Science and Social Studies.

3. Score above the national average on the American College Test (ACT) or above the national average on the Scholastic Aptitude Test (SAT).

4. Complete a strong academic program, as specifically outlined below, in the subject areas of English / Language Arts, Mathematics, Science, Social Studies and specified core electives. *No substitutions are authorized.*

**English / Language Arts:** At least four units, one of which may be speech or debate and two of which must be in courses emphasizing composition or writing skills.

**Mathematics:** At least three units, high school level algebra and beyond, including Algebra II.

**Science:** At least two units (*not including general science*) selected from biology, chemistry or physics, one of which is a laboratory course.

**Social Studies:** At least three units, including American History and at least one semester of government.

**Fine Arts:** At least one unit of fine arts courses in the visual arts, music, dance or theater.

**Specified Core Electives:** At least three units selected from foreign language (two units of one foreign language are strongly recommended) and / or combinations of two or more of the following course areas: English, Mathematics, Social Studies, Science and Fine Arts.

**General Electives:** At least six units sufficient to meet state and local graduation requirements. The courses should be selected and planned by the school, the student and the student's parents to develop the student's aptitude and skills.

**III. Pemiscot County Vocational School:** The Pemiscot County Vocational School offers vocational courses for any students enrolled in a Pemiscot County High School. Three

units of credit will be given for these courses.

**IV. Special Classes:** Special classes are provided for those students that have difficulty performing academically with regular class students. Each student is provided with an individualized educational program and the necessary resources are made available to insure a feeling of success. Many of these students attend regular classes along with their special classes. Their program is evaluated and revised annually in order to provide each student with the best education possible with the least restrictive environment.

**V. Classification of Students:** To be classified as a high school freshman, sophomore, junior or senior, a student must have earned the required number of units specified below before the start of the current school year.

- Freshman - 0 units
- Sophomore - Must have successfully completed six (6) credit units
- Junior - Must have successfully completed twelve (12) credit units
- Senior - Must have successfully completed eighteen (18) credit units

## GRADING SYSTEM

The following system of grading is used at North Pemiscot Junior High and High School:

GRADE	NUMERICAL	PERCENTAGE
A	11	100 - 97
A-	10	96 - 93
B+	9	92 - 90
B	8	89 - 87
B-	7	86 - 84
C+	6	83 - 81
C	5	80 - 78
C-	4	77 - 75
D+	3	74 - 72
D	2	71 - 68
D-	1	67 - 65
F	0	64 and below

Teachers may use either the percentage grade or letter grade with its corresponding numerical value for homework, daily grades, test scores, etc. All report card, quarter and semester, grades will be a percentage and a letter grade.

Until grades are placed on the report cards and permanent records, teachers will be given sole responsibility in determining individual grades. After grades have been placed on the report cards and permanent record cards, the following will be strictly adhered to:

1. After a grade has been placed on the report card it will not be changed except by mutual agreement between the principal and teacher.
2. A grade that is placed on the permanent record will not be changed without the written authorization of the principal. Such authorization will state the details concerning the change and will be signed by the teacher and

approved by the principal.

**Weighted Classes:** North Pemiscot has instituted a weighted class system to determine GPA's. Weighted classes will include College Prep Communication Arts, Calculus, Physics, Chemistry II, and core subjects that are taken as dual credit. For purposes of the GPA, in weighted classes, one point will be added to the 11-point scale. For example, an A counts as 12, A- as 11 points, B+ as 10 points, etc.

## REPORT CARDS

Report cards for all students will be issued each quarter. They are given out the week following the nine weeks tests. All report cards must be signed and dated by a parent or guardian and returned to the teacher within three days unless it is given directly to the parent or guardian.

## PROGRESS REPORTS

To keep parents informed of their child's progress a notice shall be sent to parents of students that are failing or near failing in the middle of each quarter. A progress report may also be sent for students that are just not working very hard. This notice is also an invitation for parents to come in and discuss the problem with the principal and teachers. All progress reports must be signed and dated by a parent or guardian and returned to the teacher within three days.

## VALEDICTORIAN AND SALUTATORIAN

A minimum of two consecutive years work in the North Pemiscot High School is required in order for a student to be eligible for the Valedictorian or Salutatorian award. The senior with the highest grade point average for four years of high school shall be the Valedictorian. The senior with the next highest grade point average shall be the Salutatorian.

The semester grade of all "academic" subjects will be used to calculate the grade point average. This includes all subjects except Band, Chorus and Physical Education. GPA for students in contention for valedictorian and salutatorian will be calculated after their last day of classes the same as everyone else.

## HONOR ROLL

The honor roll is published each nine (9) weeks. To qualify for the honor roll, a student must have a "B" or better in all subjects, not to include "B-". More than one (1) "U" in conduct will keep a student off the honor roll.

## EXEMPTIONS

Students with perfect attendance and with at least a B+ in a particular subject may take quarter tests without penalty. If the student makes a grade that will lower their quarter average the test will not count. If the test increases their average the test will count.

1. Have a perfect attendance in **all** classes *during the quarter*.
2. A tardy to class during a quarter disqualifies a student from being exempt in that class *for that quarter*.
3. Have not been tardy to school *during the quarter*,
4. Have no "U's" in conduct in any class *during the quarter*,

5. Have no more than one detention *during the quarter*.
6. Students may miss up to four (4) periods in a single day to take their driving test without being disqualified from exemptions. Students may miss only once, without exemption penalty, to take their driving test. If the student misses a second time to take the test, the student will lose their exemption.

If a student meets all these requirements and has a “B+” or better in a subject, he / she will be exempt in that subject.

High school students that are exempt in either all morning classes or all afternoon classes or both will be excused from school during those periods, provided they bring a note from home.

Seniors that have a “C” average or better in a subject for the 4th quarter will be exempt from the 4th quarter test in that subject.

## CONDUCT GRADE

At the end of the nine (9) week grading period teachers will give all students enrolled in their classes a conduct grade. The following grading system will be used in giving conduct grades:

- |                          |                            |
|--------------------------|----------------------------|
| O – Outstanding conduct  | N – Needs improvement      |
| S – Satisfactory conduct | U – Unsatisfactory conduct |

***Conduct grades cover all student activities on campus and when away from school on any school sponsored activity.*** Students are accountable for their conduct from the time they leave home until they have returned home.

## GUIDANCE AND COUNSELING SERVICE

All students have available to them the services of the North Pemiscot Counselor. The guidance program includes individual planning for educational and occupational goals, a guidance curriculum based on state grade level expectations, responsive services, and systems support.

A student may personally request to see the counselor or ask a teacher to arrange the appointment. Teachers or parents may also make the initial request. Parents are encouraged and invited to make use of guidance services to better understand their child’s programs.

## SCHOLARSHIPS AND FINANCIAL AID

Financial aid and scholarship information and/or assistance is available through the counselor’s office. The following local scholarships are available to North Pemiscot students:

- American Legion Post 88
- Horace Dunagan Award
- North Pemiscot Community Teachers Association
- North Pemiscot Memorial
- North Pemiscot Student Leadership
- Peach Orchard Gin
- Wardell Lion’s Club
- Wardell Volunteer Fire Department
- Wilburn Standford Memorial

## DIPLOMAS

Students that meet at least the minimum requirements as set by the Board of Education will be awarded a high school diploma. To be eligible for graduation from high school and participation in graduation ceremonies, a student must have attended high school for eight (8) full semesters after grade eight and must have completed the minimum of 24 units of credit as prescribed by the Department of Elementary and Secondary Education.

## TRANSCRIPTS

It is the policy of the school district to furnish transcripts free of charge.

## DROP OUTS

The North Pemiscot school district is committed to keeping students in school until they graduate. If a student decides to leave school and not continue their education elsewhere they are defined as a drop out.

When a student makes the choice to drop out of school the following will occur:

1. The principal will notify the Missouri Drop Out Hotline.
2. The principal will notify family services.
3. The student that makes the choice to drop-out will not be allowed on either North Pemiscot campus during the school day.
4. The student that makes the choice to drop-out will lose the privilege of attending district sponsored extra-curricular activities.
5. The privilege to attend extra-curricular activities will be re-instated after the drop-out student’s cohort graduates.
6. Exemptions to the loss of privileges may be granted on a per case basis through prior arrangements with school administration.

## SENIOR TRIP ELIGIBILITY

*The Board of Education authorized and endorses an annual District-sponsored trip at or near the end of each school year for members of the Senior Class (“the Senior Class Trip”) who have met certain eligibility criteria and have been approved for participation in the Senior Class Trip by the District. The purpose of the trip is to acknowledge and reward those eligible, graduating members of the Senior Class for their good conduct and superior academic performance while in High School. Participation in the Senior Class Trip is a privilege, and not a matter of right. The determination of eligibility for participation by any graduating member of the Senior Class shall be made jointly by the Senior Class Sponsors, the High School Principal, and the District Superintendent. In the exercise of their discretion in determining eligibility, these individuals shall consider the following as minimum criteria:*

1. The student may not have been disciplined by the Principal more than three (3) times during their Senior year while in High School.
2. The student may have no more than two (2) Saturday Schools during their Senior year in High School.
3. The student may **not** have been **suspended** or **expelled** from School during their Senior year in High School.
4. The student may have no more than **one (1) “U” in Conduct** for their Senior year in High School.

5. The student must **meet the school's attendance regulations** their Senior year in High School.
6. The student may have no more than **one (1) "F"** on his / her report card for the school year based on quarter grades during their Senior year in High School.
7. No student is eligible to participate in the Senior Trip if, during their Senior year in High School, he or she has committed a criminal offense other than a minor traffic code violation. A criminal offense is a violation of the criminal laws of the United States, this or any other State, and any political subdivision thereof, which gives rise to the filing of criminal charges in Federal, State, or Municipal Court (or charges of delinquency in Juvenile Court, if the student is a minor) and as to which the disposition is anything other than acquittal or dismissal. A plea of "no contest," deferred prosecution, the entry of a suspended imposition or execution of sentence, or other, similar dispositions of criminal charges shall constitute criminal offenses for purposes of eligibility to participate in the Senior Class Trip.
8. No student that **is a consistently recurring disciplinary problem** during their Senior year in High School shall be allowed to participate in the Senior Class Trip.
9. All Senior Class members are expected to participate in all the fund-raising activities associated with the Senior Class Trip. A quota and schedule will be set up for each project and each senior is expected to meet the quotas, meet the deadlines, and fulfill the work schedules if they wish to participate in the Senior Class Trip. **THE FIRST QUOTA, DEADLINE OR WORK SCHEDULE NOT MET BY THE SENIOR WILL MAKE HIM / HER INELIGIBLE TO ATTEND THE SENIOR CLASS TRIP. THE SENIOR CLASS SPONSORS SHALL DETERMINE THE ACCEPTABILITY OF ANY EXCUSE FOR NON-PERFORMANCE OF SUCH WORK.**
10. The student may serve only **one (1) time** in **IN SCHOOL SUSPENSION** during their Senior year in High School. If he / she receives a second **IN SCHOOL SUSPENSION** he / she will **NOT BE ELIGIBLE** to participate in the Senior Class Trip.
11. When half of the total cost of the senior trip is paid for from senior money, refunds will not be given to seniors who "lose" or decide not to go on the senior trip.
12. Seniors must attend their entire junior and senior year or complete seven out of eight high school semesters, to include the entire senior year, at North Pemiscot, to be eligible for the senior trip.

### **SENIOR CLASS MONEY MAKING PROJECTS**

1. Birthday Calendar Sales – August / September
2. Ham and Bean Supper / Auction – September
3. First Raffle Ticket Sales – November
4. Pizza Sales – December / January
5. Second Raffle Ticket Sales – January / February
6. Bread Sales – October / November

*ALL OF THE ABOVE ARE SUBJECT TO CHANGE* depending on the size of the senior class and the destination of the trip.

### **INSURANCE**

The North Pemiscot School District sponsors a program of twenty-four (24) hour and school-time accident insurance for students through a registered insurance company selected by the superintendent. No obligation is assumed by the school district. The only function of the school district is to assist in the distribution of applications. *No student may perform on an athletic team or cheerleading squad or participate in shop or trade school without school insurance or proof of private basic accident insurance.*

### **FOOD SERVICE**

It is the primary purpose of the food service division to make available to all students in the district hot lunches and breakfasts. The school cafeteria prepares nutritious lunches and breakfasts and all students are encouraged to eat there. Students may pay on Monday morning in the Principal's office or daily as you go through the lunch line. Free and reduced price lunches and breakfasts are available. There will be no running, shoving, pushing or line breaking in the cafeteria.

### **TRANSFER - WITHDRAWAL PROCEDURE**

Any student that intends to transfer from North Pemiscot Schools should inform the principal's office and, if possible, give the address of the new school. Transfer procedures are:

1. Pick up clearance sheet and book card form principal's office.
2. Check in all books and settle all obligations as indicated on clearance sheet.
3. Bring clearance sheet to office for final check.

A transcript of permanent record will not be sent to another school unless obligations are cleared. A student that does not check out is still liable for all debts.

### **ADMISSION OF STUDENTS UNDER DISCIPLINARY ACTION FROM ANOTHER DISTRICT**

The school administration may refuse admission to transferring students if they withdrew from another school while not in good standing. Students under current disciplinary action from another district may not be enrolled at North Pemiscot until the imposed discipline has been settled.

The North Pemiscot School administration also has the right to admit a transfer student on probation if the student has been under disciplinary action in another district.

These conditions apply whether the student is a resident or non-resident of the school district.

### **AUTOMOBILES AND OTHER VEHICLES**

Driving in a careless or reckless manner is strictly forbidden and the right to drive to school may be denied by the principal. Only students that have passed the drivers test and secured a license may drive on campus.

Vehicles are to be used for transportation to and from school only. When a driving student arrives on campus the automobile must be parked in the student parking area immediately and not moved until school is dismissed. Students are not to sit in parked cars and cannot return to the parked cars during the school day without permission.

Those students must be parked and out of their cars before the 8:00 am bell. Students that drive should leave the parking area as soon as they get out of class.

Violators of these rules will be in danger of having their driving privileges canceled.

## **STUDENT MEDICATION POLICY**

Medication should be given at home if at all possible. However, if the physician's orders indicate that it must be given during school hours, the medication may be given at school by complying with the following instructions. These instructions also apply to the administration of non-prescription drugs.

### **PRESCRIPTION MEDICATIONS**

When a student is to receive medication during school hours, the parent / guardian must provide the medication in the original prescription bottle plainly marked with the following information:

### **NON-PRESCRIPTION MEDICATIONS**

Over-the-counter medications for colds, coughs, headaches, etc. will be given when accompanied by a written request from the parent / guardian. The medication is to be provided by the parent / guardian.

### **PARENT PERMISSION**

The school must have written permission from the parent / guardian to give any medications. A permission form will be provided by the school to be completed by the parent / guardian. (See Appendix). The form is to be completed and returned to the school by the second day of medication administration by the school. A written request from the parent / guardian will permit the school to administer the medication until the form is completed. (See Appendix). The request must include the same information as above.

All medicines must be properly identified and in the original container. **DO NOT** send medications in envelopes, plastic wrap, lunch boxes, etc. Records of administration of medications during school hours will be maintained.

## **PERSONAL PROPERTY**

The North Pemiscot School District will not be responsible for any personal property left on the school premises or school bus at any time.

## **SCHOOL SPONSORED TRIPS**

Only club, organizations or team members and sponsors will be allowed on school sponsored trips. Invited guests or outsiders must be cleared through the principal or superintendent. Students will be supervised by school faculty.

No student shall travel in any vehicle not school owned while on a trip unless authorized by the school principal or the supervisor of the school activities in which the student is engaged.

Students who have a "U" in conduct will not be allowed to ride the pep bus to games.

Students are required to ride the bus to and from all extracurricular activities unless a parent or guardian contacts the sponsor in advance to make arrangements and sign the necessary release forms. If it is absolutely necessary for a child to ride with an adult other than his parent or guardian, a special release form must be signed and dated by the parents or guardian. Students will not be released to ride with other students.

## **TELEPHONE**

The telephone in the principal's office is there for school business only. Parents should phone students only when it's an emergency and the message will be delivered. *Students should not ask to use the office phone unless it is an emergency.*

## **BUILDINGS**

Students are not to enter any of the buildings until the bell at 8:00 am. At the discretion of the duty teacher, during bad weather high school students may go to the gym in the morning and at noon, while junior high students may go to the cafeteria.

*Only exceptions – 1) Students that were absent the day before must report to the principal's office before the 8:00 am bell to get an admission slip. 2) Students that want to work on assignments may enter the library but must work quietly and remain there until bell.*

The steps and entrance ways to all buildings are off limits to students before school, during lunch and after school is out.

Vocational students are required to stay in the cafeteria after eating until time to leave for trade school. This also applies to those using the snack machines.

## **VISITORS**

Parents are always welcome at North Pemiscot Schools. All visitors are asked to check in at the principal's office before visiting teachers or classrooms. Students are not to invite friends or students from other schools to visit during the school day.

## **DISASTER PROCEDURES**

Disasters may come at any time or any place. Being prepared for such emergencies starts with planning and drills. Teachers know the evacuation plan and tornado and earthquake procedures. Students should listen to teachers' instructions and respond immediately during emergencies and drills. Prior announcements will be made before the actual drills. If no announcement has been made then you are to assume the warning is real.

**FIRE ALARM - ANNOUNCED ON INTERCOM - Students should:**

1. Turn off lights and close windows.
2. Follow the teachers directions to the exit door (leave everything).
3. Last person out should close the door.
4. First person to reach the outside exit should hold the door open for others.
5. Do not run but move quickly to the designated meeting area.
6. Remain quite so teacher can take roll.
7. Students in bathrooms or other areas should join the nearest line exiting then rejoin their own group.
8. One designated student should report the roll to the secretary in front of the principal's building.
9. Do not re-enter the building for any reason. Wait for the all clear bell.
10. The all clear bell is one short bell.

**RED FIRE DRILL – ANNOUNCED ON INTERCOM**

**TORNADO ALARM – ANNOUNCED ON INTERCOM**

This means that a tornado has been seen. Students should follow teachers' instructions and go quickly to the designated area, get down on your knees and cover

your head. Stay in this position until the all clear bell. *IF YOU SEE OR HEAR A TORNADO COMING, DON'T WAIT ON THE BELL.*

#### **EARTHQUAKE DRILL – ANNOUNCED ON INTERCOM**

During a real earthquake there will not be an alarm as there are no early warnings for earthquakes. As soon as the ground starts shaking students should immediately drop to the floor and cover their heads. Take cover under desks, tables, next to interior walls, etc. Turn away from windows and stay down until the ground stops shaking then evacuate according to the fire drill procedure.

Each teacher should have classroom earthquake drills periodically showing students the proper “drop and cover” procedures for their room.

#### **SCHOOL DISMISSAL**

The decision as to whether school will be dismissed because of bad weather will be made by the superintendent after inspecting several roads and consultation with those responsible for transportation. Please do not call the school as the announcement will be made by radio stations KCRV, KMIS, and KBOA before 7:00 am.

School will not be dismissed early except by permission from the superintendent or his delegated authority. During threatening weather parents should listen to KCRV, KMIS, or KBOA for announcements concerning early dismissal.

#### **ATTENDANCE POLICY**

Frequent absences disrupt the instructional process for all students therefore regular attendance is required. *Any student that misses a class for more than eight (8) days during a semester will not receive credit for that class.* The terms excused and unexcused are no longer part of our absentee policy. The responsibility for good attendance is on the students and parents.

Extenuating circumstances, such as hospitalization, will be considered at the parents' request. If requested a five to seven member absentee review committee, consisting of faculty members, will review doctors' excuses to decide if the student should receive credit for the semester. The student must have doctors' excuses for the majority of the days missed, one or two excuses will not be sufficient. When an extended illness (five or more days covered by a doctors' excuse) makes up the majority of the absences, an absentee review may not be necessary to receive credit. Doctors excuses must be turned in within five (5) days of the absence.

#### **The following steps should be taken when a student must be absent from school:**

1. A note or phone call from a parent or guardian is required when returning to school.
2. The student must come by the office before the 8:15 am bell to get an admit slip. This slip will be signed by the first period teacher and returned with the absentees.
3. Students absent from school are required to turn in make-up work within three (3) days after returning to school. It is the responsibility of the student to ask for the work.

Truancy is defined as deliberate absence from school with or without the knowledge of the parents. Attendance patterns will be studied carefully and when a pattern of truancy becomes evident it will be reported to the superintendent. Extreme cases will be reported to the Juvenile Officer and handled in the Juvenile

Courts. When a student teaches the age of sixteen and has exceeded the number of days absent to receive credit they may be dropped.

To be eligible for extracurricular activities a student must attend school the entire day of and the entire day after the activity unless prior arrangements have been made through the office.

*Students are not to leave school grounds without the permission of the principal.*

School sponsored activities will not count toward the total number of days absent.

#### **EARLY DISMISSALS**

Early dismissals will be allowed only with the parents' permission for necessary reasons. *Any student that misses any part of a day is not eligible to receive a perfect attendance award unless they were injured at school.* If a student is injured at school and is taken home or to the doctor the remainder of the school day will not count against perfect attendance.

#### **TUITION**

Any child whose legal residence is outside the school district may attend when facilities are available by paying tuition. Patrons will be billed at the beginning of each semester and failure to pay will result in denial of enrollment for the next semester. Patrons that own property in the district will be given credit for school taxes paid.

Children that do not live with their parents but can establish the North Pemiscot District as their legal residence will not be required to pay tuition nor will children of employees of the district.

#### **HEALTH REGULATIONS AND PROCEDURES**

No student shall attend school while infected with any contagious or infectious disease. Any child showing symptoms of disease should be examined by a doctor and bring a written excuse before reentering school. Any child not complying may be excluded from school under the provision of Missouri School Law, Section 167,191. A school nurse is available to all schools in the district. The nurse shall be on call from any school when an emergency arises in another school. The Principal or his approved representatives will make the request for her services.

In case of an accident or illness that the teacher feels is of a serious nature the nurse should be called. Suitable first aid supplies will be provided in each building for minor cuts and bruises. In all cases of acute illness or serious injury the Principal should be notified. Parents will then be contacted if possible and the proper course of action agreed upon.

It is not the policy of the Board of Education to pay for medical attention required by students.

#### **SCHOOL CALENDAR**

The School Calendar is located in the Principal's office. *All activities should be cleared through the principal's office and put on the calendar.* Anything involving the interruption of class should be placed on the calendar at least five (5) days in advance. The principal will put out a monthly calendar to all teachers and copies shall be posted on the bulletin boards.



# LIBRARY RULES AND POLICIES

## 1. GENERAL PRACTICES

- a. Students may have two items checked out at one time. If working on a research paper more items may be checked out with permission from the librarian.
- b. If a student has an overdue item, he cannot check out another item until it is returned.
- c. Do not remove magazines from the library media center. Anyone caught defacing a magazine will be banned from using the library media center.
- d. Students that come to the library media center must use the library media center. They should be doing research, reading magazines, papers or library books.
- e. Students should place chairs under the tables when leaving the library media center.
- f. Students will not be allowed to leave their textbooks and other personal things on the circulation counter at any time.
- g. Students must present a pass signed by a classroom teacher upon entering the library media center during class time.
- h. Regular books will be circulated for a period of two weeks. They may be rechecked for another two weeks. If longer use is needed special permission must be obtained from the librarian.
- i. Reference books, such as encyclopedias and other books marked “for reference use only” or have an “R” above the classification number, are to be used in the library media center only. Teachers or other staff members may borrow these books at any time.
- j. Anyone losing or damaging any material borrowed from the library media center must pay for the cost of replacing that material.

## 2. LIBRARY MEDIA CENTER RULES

- a. There is to be no candy or gum.
- b. Students will not be released unless deemed necessary by the teacher.
- c. If a student has an excused absence and a note or personal contact from the teacher, the student may make up work or take a test in the library media center.
- d. Teachers and students should work together to keep paper and litter off the floor.

## GRIEVANCE PROCEDURE

Students have the right to present grievances and be assured freedom from restraint, discrimination and reprisal. *Students expressing a grievance of any nature should first appeal to the Principal of his school.* If the grievance is not resolved at this level the student may appear with the Principal before the Superintendent for a hearing. School officials at all levels should act promptly and fairly upon student complaints concerning sex discrimination.

## CHEERLEADERS

The election of cheerleaders will be held during the fourth quarter (if possible during the month of March). Participants are required to wear black or navy shorts, white shirt and white tennis shoes.

*A cheerleading candidate must meet the Missouri State High School Activities Association academic requirements by earning a minimum of 3.0 units of credit the preceding semester of attendance.* All cheerleading candidates will have a personality profile completed by four teachers within the candidates grade level. This profile will be averaged into the candidates final score.

A minimum of two practice sessions for the candidates will be held prior to tryouts. The practice sessions will be conducted by current cheerleaders.

Cheerleading candidates will be required to audition before a panel consisting of an equal number of faculty and outside judges who are knowledgeable on the fundamentals of cheerleading.

The judging team will tally the ballots immediately following the tryouts. The high and low score for each candidate will be thrown out. The results will be averaged into the final score which will be double checked by a panel of faculty members before winners are announced.

Cheerleading candidates must receive a minimum score of 50% of the total points possible on the judging sheet to be selected as a cheerleader. The last category of the judging sheet will be used only as tiebreaker.

There will be one junior high squad consisting of no more than twelve (12) cheerleaders and one senior high squad consisting of no more than ten (10) cheerleaders. No alternates will be chosen.

The selected cheerleaders and sponsors will elect the Captain and Co-Captain.

Candidates chosen as cheerleader must have a physical and school insurance before they can cheer.

Cheerleaders are expected to abide by the rules and the requests of the sponsors and cooperate with the Captain and Co-Captain as well as all members of the squad. Any cheerleader failing to comply with all rules will be dropped from the squad.

The following school personnel will be present at the tryouts: 1) junior high / high school Principal, 2) at least one cheerleading sponsor from both junior and senior high, 3) at least one member of the Board of Education.

*The only visitors allowed to attend the tryouts are parents or guardians of the candidates. No other relatives, children or students will be allowed.*

## ATHLETICS

North Pemiscot High School offers two (2) varsity sports for male students and two (2) for female students. These help develop character, sportsmanship, teamwork and discipline. Basketball, baseball, volleyball and softball are offered. The junior high offers basketball, baseball and volleyball. Eligibility to represent your school is a privilege students may attain by meeting the standards established by the Missouri State High School Activities Association. Be sure to read the standards below.

**CITIZENSHIP** – You must be a creditable citizen as your conduct both in and out of school should not reflect discredit upon you or your school.

**ACADEMICS** – For grades nine - twelve you must be enrolled in courses offering 3.0 units of credit. This is normally six (6) courses. You must have earned a minimum of three 3.0 units of credits the preceding semester of attendance. Credits earned or completed after the close of the semester will not fulfill this requirement. Do not drop courses without first consulting your principal or coach to determine whether it will

affect your eligibility.

**TRANSFERRING SCHOOLS** – If you transfer to a new school and your parents do not move to that district you will be ineligible for 365 days. If you move with your parents to a new district you will be eligible immediately. Always check with your coach or principal before you transfer to determine if it will affect your eligibility.

**PARTICIPATION LIMITS** – For grades nine - twelve you are eligible in any sport for a maximum of four (4) seasons. Any part of a game played counts as a season of participation. Your eligibility begins when you enter the ninth grade and lasts for the first eight (8) semesters you are enrolled in high school.

**ENTERING SCHOOL** – You must enter school within the first eleven (11) days of the semester.

**AGE LIMIT** – Seventh grade students shall not have reached the age of fourteen (14) prior to July 1. Eighth graders cannot reach the age of fifteen (15). If a high school student reaches the age of nineteen (19) prior to July 1, he will be ineligible the next school year. You may participate in the next higher grade when you no longer meet the age limit of your grade if you meet all other requirements.

**GENERAL** – You must have school insurance, a physical examination and parental permission before you participate in your first practice.

**SPORTSMANSHIP** – Committing an unsportsmanlike act while participating in a school activity could cause you to lose your eligibility. The unsportsmanlike conduct of any spectator – regardless of age – could cause that person to be barred from attending any school activities.

**REFER TO ATHLETICS ADDENDUM** – This addendum will be completed at a later date but will set behavior expectations both on and off the court or field and the penalties for not meeting those expectations.

## JUNIOR - SENIOR PROM

The Junior-Senior Prom is the most decorative dance of the year and is presented in honor of the senior class by the juniors. Only approved guests who have been invited by a senior or junior from North Pemiscot High School will be allowed to attend. Junior High students are not eligible to attend. Any junior that does not participate in money-making projects may be denied the opportunity to attend the prom. This decision will be made by the junior class sponsors.

Parents may attend the Grand March and Queen Coronation but are asked to leave following the Queen Coronation. The Grand March will consist only of North Pemiscot Seniors.

Eight (8) senior girls will be nominated by ballot as prom maids by the senior class and high school faculty. All senior girls will be listed on the initial ballot. Of the eight (8) nominated, five (5) will be selected as queen candidates by a vote of the senior class and high school faculty. The five (5) candidates will then be placed on a ballot to be voted on the night of prom. North Pemiscot High School seniors, juniors, faculty, administration and school board members who attend the prom will be allowed to vote for prom queen. The candidate receiving the most votes will be crowned queen at the prom.

All ballots will be counted by the president and secretary of the junior class, a junior class sponsor, a senior class sponsor and the high school principal.

Students must pay all class debts prior to attending the Junior-Senior Prom.

## ELECTIONS

To be eligible to run for an office of any club, organization, or class the student must meet the following requirements: 1) Have a “C-” average for the previous nine (9) weeks and maintain this average for each quarter, 2) No more than one “U” in conduct for the previous and present year.

## STUDENT ORGANIZATIONS

No organization, society or club nor any department thereof shall be entitled to use the name of North Pemiscot School District without accepting the supervision of the teaching body appointed by the principal. Final permission must be given by the Board of Education.

### I. FHA

The Future Homemakers of America is the national organization of students studying homemaking in junior and senior high schools. Any student enrolled in a homemaking course may become a member. The overall goal of the organization is to help individuals improve personal, family and community living now and in the future.

### II. STUDENT COUNCIL

A. The purpose of the North Pemiscot Student Council shall be:

1. To provide a medium for student-faculty cooperation on problems of mutual concerns.
2. To serve as an intermediary group for the consideration of all school problems which are of vital interest to both students and faculty.
3. To build better school morale.
4. To promote better understanding of the privileges and responsibilities of democratic citizenship.
5. To assist in the promotion of desirable school activities.
6. To promote in all possible ways the general welfare of the students, faculty and the school community.

B. Homecoming Activities:

The Student Council is in charge of the Homecoming activities. The following procedure is used to select Homecoming candidates:

1. The basketball team, junior varsity and varsity, will select homecoming maids and queen candidates. The team will select one (1) freshman girl and one (1) sophomore girl to serve as homecoming maids.
2. The basketball team, junior varsity and varsity, will select two (2) girls for junior queen candidates and two (2) girls for senior queen candidates.
3. The high school students will vote by ballot to select the homecoming queen. The homecoming queen must be either a junior or a senior.
4. All candidates must be approved by the administration.
5. The Homecoming queen will be chosen from the Junior or Senior class.
6. Each maid will select a basketball player as her escort for the Homecoming program.
7. One (1) girl and one (1) boy in kindergarten or first grade will be chosen for flower and crown bearer. The children must live in this school district and support school activities.
8. Student must pay all of their school debts prior to attending the homecoming

- dance.
- C. The membership shall be composed of:
- (A) The class President of each class (9, 10, 11, and 12);
  - (B) Three representatives from each class selected by a campaigning election;
  - (C) The officers of the student council shall be: president, vice-president, secretary, treasurer, reporter, and parliamentarian, shall be elected from the student body at large;
  - (D) One volunteer from the faculty shall be appointed advisor;
  - (E) The student council shall be fairly constructed in that each class must be represented.
- D. Method of selection of council members:
- (A) Election of student officers shall be held for the coming year before school closes in the spring. These officers are to assume their positions as soon as practicable after the election. The date for their inauguration shall be at least two weeks before the close of school.
  - (B) President and vice-president shall be elected from either junior or senior class members maintaining a “B” average. They also shall be expected to attend District Convention except in case of emergency. The President shall have on year of previous student council experience.
  - (C) The selection of members for the student council shall be made before the close of school in the spring and the new members shall take their positions at the beginning of school in the succeeding fall.
  - (D) Must have a C average overall.
  - (E) If for any reason, voluntarily or by request, when a student council member resigns from student council, they may not hold student council office the following year. This includes class president, as that position holds a place on the council.
  - (F) Any student will be removed from student council if they receive ISS, OSS, or 2 Trips to the Office.

### III. SPANISH CLUB

The purpose of the Spanish Club is to enlighten the students with the customs and habits of our Spanish speaking neighbors. The name of our club is “Los Amigos” which means friends. Friendship is what we stress among our members.

### IV. ART CLUB

Any student currently taking an art class or having completed Art I is eligible to join this club. Dues are set by the club and used to pay for a trip each year.

### V. BETA CLUB

The National Beta Club is a no-secret leadership service organization for high school students. Its purpose is the promotion of honesty, service and leadership among high school students, to reward special achievements and to encourage and assist students to continue their education after high school.

Students are eligible at the end of their eight grade year and at the end of each following year. Qualifying students will receive a letter of invitation and must meet the following standards:

1. Have a “B” or better in all subjects based upon all four (4) quarters of their

- freshman, sophomore, or junior year.
2. May not have any “U’s” in conduct.
3. Candidates or members that have been involved in serious discipline problems may be refused membership or removed from membership.
4. Members must maintain a “B” or better in all subjects based on quarter grades. Those failing to meet this standard will be placed on probation and must bring up the grade by the end of the next quarter.

The Beta Club awards a scholarship each year. To be eligible for the scholarship a student must:

1. Be a senior member that has been an active member for at least three (3) years.
  - A. An active member must meet all requirements for and attend the MO State Convention each year that they are a member. State Convention requirements include meeting Tomwat and candy sales quota and attending scheduled meetings.
2. Have applied and been accepted to an accredited college or university. The senior candidate that has met the above requirements and has the highest number of points will receive the scholarship.

If the winner does not attend college there will be no alternate chosen.

If no senior member has met the requirements the scholarship will not be award.

### VI. MUSTANGS AGAINST DRUGS (MAD)

MAD is a student organization with its main purpose being to encourage others not to use alcohol or drugs. They work with younger students as well as being a support group for peers. Meetings are held to learn and discuss the harmful effects of drugs, peer refusal skills, and implement prevention projects. Some of their activities are:

1. Provide teen leaders for the Just Say No Club at junior high and organize activities to show students that there are drug free alternatives.
2. Do Prevention Theater for assemblies or community groups and Puppet Power for younger students.
3. Have training and programs for HISTEP which provides training to junior and senior high students interested in teaching prevention concepts to younger students.
4. Have training and programs for PAL (Peer Facilitators and Helpers) which provides training for high school students to learn how to help their peers by listening, identifying problems, and making referrals.
5. Involvement with Missouri Teen Institute (MTI) program designed to provide teenagers with the knowledge to prevent substance abuse. MTI is based on the premise that substance abuse is largely generated by teens and that the solution must be generated by teens also. In a camp environment teenagers have a unique opportunity to receive and pass on prevention information to their peers.

### AWARDS

Near the end of each school year students and teachers will meet to recognize outstanding students and their accomplishments of the past year. Awards will be presented by the principal and faculty at a banquet or assembly.

Students receiving awards and their parents are invited. Awards presented include:

**ACADEMIC**- Outstanding students in each subject area.

**ATHLETIC**- Athletic Letters, Individual awards are limited to three (3) per team.

**OTHER AWARDS**- Boys State and Girls State (selected by the faculty) \* D.A.R. (selected by the faculty • Student Council • “I Dare You Award” (selected by the faculty) •Citizenship- grades 9, 10, 11, and 12 (selected by the faculty) •Band Letters •Band or Chorus members selected to All-Division, All-District, All-State, etc. •Perfect Attendance Certificates – students that have been neither absent nor tardy.

**SCHOLARSHIP** – Student in each grade that has the highest grade point average based on semester grades of academic subjects only. This is done the same as figuring for the Valedictorian and Salutatorian. Students must attend all four (4) quarters at North Pemiscot.

**CERTIFICATES OF RECOGNITION OR RIBBONS** - • Candy Strippers • Certificates of Honor (Honor Roll three out of three times) • Cheerleaders • Majorettes or Flag Carriers • Quiz Bowl Team • School Fair Winners •Vo-Tech Certificates of Completion.

## INTERNET POLICY AND USAGE AGREEMENT CONTRACT

I, \_\_\_\_\_, agree to follow all guidelines adopted by the Board of Education when using the Computers in the Classroom, Library, and Computer Labs in the North Pemiscot School District.

1. I will only use the computers for the purposes intended, and will not add or delete programs from the hard drive while using the computers. All computers are to be used in a responsible, efficient, ethical, and legal manner. Vandalism will result in cancellation of computer privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, software, or data of another user.

2. Computers are used to support learning and to enhance instruction. The Internet offers vast, diverse, and unique resources to both students and teachers. I understand that the use of the Internet is a **privilege, not a right, and inappropriate use will result in a cancellation of those privileges.**

*Inappropriate uses include but are not limited to:*

using the network to access a file that contains pornographic pictures / materials

using the network to send/receive E-mail that are racist, sexist and/or contain obscenities

using the network to send/receive inflammatory messages

using profanity, obscenity or other language which may be offensive to another user

using the network for financial gain, for commercial activity or for any illegal activity.

Responsible users:

use the Internet to research assigned classroom projects

use the Internet to research approved personal projects

may NOT violate the rules of common sense and etiquette

may NOT send any inappropriate E-mail messages

may NOT use impolite or abusive language

may NOT send anonymous E-mail messages of any kind

may NOT send chain letters or spam any letter

may NOT use the Internet to take part in any Chat rooms

may NOT use the Internet for illegal purposes

may NOT change any computer files that do not belong to the user

may NOT send or get copyrighted materials without permission

may NOT download an extremely large file without permission

may NOT give their name, address, or phone number on the Internet

3. Users must not give their password to anyone. Users must use their own account or user directories. Users may not access any other user's account or directory.

If the user is not sure how to do something on the computer, ask a teacher or technology coordinator. The system operators will have access to all user accounts and directories. Attempts to login to the system as any other user or supervisor will result in cancellation of user privileges.

At school, student access to and use of the Internet will be under teacher direction and will be monitored as any other classroom activity. The School District, however, cannot prevent the possibility that some users may access material that is not consistent with the educational mission, goals, and policies of the school district. If any user violates the provisions of this contract, access to the information service may be denied and the user may be subject to disciplinary action.

## MISSOURI ASSESSMENT PROGRAM; (End of Course Exams)

North Pemiscot Schools participates in the Missouri Assessment Program (MAP) for Junior High students and the End of Course Exams (EOC's) for Senior High students. Students are expected to approach these tests in a serious manner and put forth their best effort.

### AFTER SCHOOL EXTENDED DAY PROGRAM

North Pemiscot High School offers an extended day, or after school program. This program is open to all students in grades 6 – 12. Students will receive homework assistance, tutoring, and time to work on credit recovery courses. In addition, students will have opportunities for extended learning through ACT study materials and computer based learning in advanced courses.

For some students, participating in the after school program is mandatory. Tutoring/Extended Day is mandatory for the following students:

1. Those that score in Below Basic or Basic on one or more state

assessments. These students will receive tutoring in either their area(s) of weakness or the subject of the current year assessment. These students will have an opportunity to “test out” of tutoring through scheduled formative assessments.

2. Students that fail to turn in assignments will be assigned homework assistance in the after school program. These students will remain in the after school program until all assignments are satisfactorily completed.
3. Students that earn an “F” on their quarter report cards will be assigned tutoring for the quarter following the quarter in which the “F” was earned.

The after school program will take precedence over all extracurricular activities. Students that fail to attend mandatory tutoring are ineligible for participation or attendance in any extracurricular activity (social suspension) until the next tutoring session is completed. Exceptions, such as doctor appointments, must be approved in advance by the principal.

Transportation is provided.

Students that miss tutoring without permission from an administrator will face the following consequences:

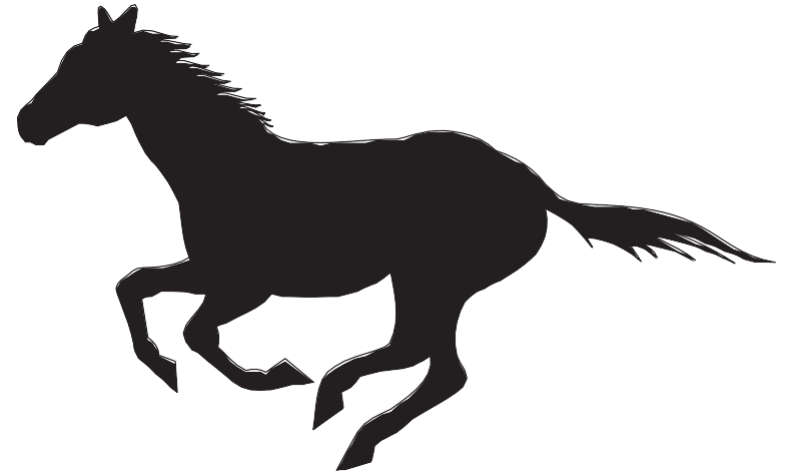
- 1<sup>st</sup> Offense: Social suspension until the session made up.
- 2<sup>nd</sup> Offense: Social suspension for the quarter and Saturday School.
- 3<sup>rd</sup> Offense: Social suspension for the semester and one day In-School Suspension
- 4<sup>th</sup> Offense: Social suspension for the school year.
- 5<sup>th</sup> Offense: Two days of ISS.
- 6<sup>th</sup> Offense: Out of School Suspension for one day.

For each additional missed session one day will be added to the out of school suspension.

# ***NORTH PEMISCOT***

**JUNIOR HIGH**

**HIGH SCHOOL**



**DISCIPLINE GUIDE BOOK**

Revised: August 2015

The North Pemiscot School district reserves the right to remove any student from an elected office or position of honor if that student does not maintain good citizenship. Removal infractions include, but are not limited to: reoccurring discipline issues, criminal charges, or failing grades.

**NORTH PEMISCOT R-1**  
**JUNIOR HIGH / HIGH SCHOOL**

**DISCIPLINE GUIDE**

*Revised 2002*

In order to function properly a public school must establish acceptable standards of behavior. The purpose of discipline is to create an atmosphere that promotes the best possible environment for learning. *Any conduct that creates a disruption or interferes with the educational process of a school activity is prohibited.*

All school district personnel are responsible for the care and supervision of students and are authorized to hold every pupil accountable for any disorderly conduct. They shall not be civilly liable when acting in conformity with established policy on discipline approved by the board.

**FORMS OF DISCIPLINE**

<b>TEACHERS</b>	<b>PRINCIPAL</b>	<b>SCHOOL BOARD</b>
1. Warning / Conference	1. Warning / Conference	1. Warning / Conference
2. Extra Assignments	2. Corporal Punishment	2. Suspension
3. Corporal Punishment	3. Noon Detention	3. Expulsion
4. Refer to Principal	4. Saturday Detention	
5. Noon Detention	5. Notify Parents	
6. Notify Parents	6. Out of School Suspension	
	7. Recommend Expulsion	
	8. In-school Suspension	

**NOTES:**

1. This is only a guide and in certain cases can be adjusted by the school administration or the North Pemiscot School Board to better resolve the situation. For example a fourth or fifth offense discipline may be assigned for a first offense if the administration feels it is necessary.
2. The choice of punishment is the decision of the teacher, administrator or school board; not the student.
3. In many instances parents will be contacted by the principal and informed of their child's behavior.
4. Persistent Offenders – students that consistently disrupt classes or interrupt the educational process – can be placed on school probation in which case they cannot attend any extracurricular activities and all behavior problems will be referred to the principal.

**SATURDAY SCHOOL RULES**

1. Students must report to the high school with books and materials at 8:00 am. **Teachers will make additional assignments in math, science, social studies and English.**
2. Students must remain until 12:00 noon. They will be given a five-minute break at 10:00 am

3. A faculty member or administrator will supervise students.
4. Students are responsible for their transportation to and from school.
5. Conduct deemed unacceptable by the detention supervisor or **failure to make suitable progress on assignments** will result in additional Saturday Schools and / or alternative forms of discipline.
6. **Failure to appear for an assigned Saturday School:**  
**First Offense – one day in-school suspension and the assigned Saturday School will still have to be made up.**  
**Second Offense – three days in-school suspension and the assigned Saturday School will still have to be made up.**  
**Third Offense – three days out-of-school suspension.**
7. A form will be sent home to be signed by the parents and student. It must be returned to the principal the next day.

### NOON DETENTION POLICY

1. Students must report to the detention room with books and materials.
2. Students must remain until the lunch break is over.
3. Students will be supervised by a faculty member.
4. Missed detentions or tardies will add extra days or an alternative form of punishment.

### CORPORAL PUNISHMENT

Corporal punishment, as a measure of correction or for maintaining discipline and order in the schools, is permitted in the state of Missouri. However, it shall be used only when other means of discipline have failed; and then only in reasonable form. If found necessary, it should be administered by a certified employee in the presence of another certified employee and never in the presence of other students.

Corporal punishment shall be administered only by swatting the buttocks with a paddle. When it becomes necessary to use corporal punishment it shall be administered so that there can be no chance of bodily injury or harm. Striking a student on the head or face is not permitted.

The teacher or principal shall document each case of corporal punishment. The documentation shall include the student's name, date and time of punishment, number of swats administered, name of certified witness, and signature of person administering the swats.

A staff member may, however, use reasonable physical force against a student without advance notice if it is essential for self-defense, the preservation of order, or for the protection of other persons or property of the school district.

### REFUSING PUNISHMENT

*North Pemiscot students are not allowed the choice of suspension in lieu of receiving corporal punishment or any other type of punishment prescribed by the faculty.* If a student refuses a determined punishment they will not be allowed to return to school until the parents have a conference with the principal and the student agrees to accept the previously assigned punishment.

### SUSPENSION

A student may be suspended from school by the principal for a period not to exceed ten (10) school days and by the superintendent for a period not to exceed 180 school days. If the parents cannot be reached to pick up the student, the student must be accompanied home by a school official. A letter stating the reason for suspension will be sent to the parents and the superintendent on the day of the suspension. The student shall not be re-admitted to classes until a conference with the parents has been held by the principal.

Any student in the North Pemiscot School System that engages in an activity which disrupts the educational program of the school shall be subject to immediate suspension. Days of suspension will not be counted toward the attendance policy, however, work during the assigned suspension ***may not be made up and no credit will be given for work done during the suspension.***

### EXPULSION

The North Pemiscot School Board may expel a student from the North Pemiscot School system permanently for misconduct when other forms of discipline have failed. In general, the act of expulsion may be taken in the following circumstances:

1. Continued disobedience.
2. Open and persistent defiance of teachers.
3. Habitual profanity or vulgarity.
4. Acts that interfere with the private life of school employees.
5. Failure to comply with established rules and regulations.

### DUE PROCESS

Students' rights in school discipline matters are governed by state and federal law. By state statute, students are guaranteed certain rights prior to a disciplinary suspension. Section 167.171, RSMo. provides for the following rights.

- (1) The right to oral or written notice of charges.
- (2) If the charges are denied, the rights to an oral or written explanation of the facts supporting the charges.
- (3) The right to present the student's own version of the incident.
- (4) If the suspension is to last more than ten days, the right to a hearing before the board, to call witnesses, to present evidence, and the right to counsel.
- (5) The right to reinstatement pending a board hearing unless, in the judgment of the superintendent, the student's presence poses a continuing danger to persons or property or an ongoing threat to disrupting the academic process.

### GENERAL MISCONDUCT

The following acts of misconduct are not allowed at the junior high or high school campus and will be handled by the classroom teacher. If the teachers' methods of discipline are not effective, the student will be sent to the principal's office for disobedience.



Eating, Drinking, Chewing gum in class Sitting on tables or desks Hallway – running, loud, pushing, etc.	Littering Wearing hats in the building Being in an off-limits area Public display of affection
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The following acts of misconduct should be handled by the classroom teacher first, then referred to the office if the teachers' methods of discipline are unsuccessful:

Arguing	Disrupting School	Cheating
Disobedient	Lying	Disrespectful
Tardy to Class	Disrupting Class	

Failure to complete an assignment

First several offenses to be handled by the classroom teacher. When it is evident that the teachers' methods of discipline are not working each additional offense will be handled by the principal.

**First – Third referral to the office –**

Saturday Detention and/or Corporal Punishment.

**Fourth & Fifth referral to the office –** Possible three - five day suspension.

**Each additional referral to the office –** Discretion of principal.

### **NORTH PEMISCOT CELL PHONE, DIGITAL CAMERA POLICY, AND MP3 PLAYERS OR OTHER ELECTRONIC DEVICES**

Developments in cell phone technology in recent years have resulted in enhanced communication opportunities. However, the use of cell phones in schools poses increasing risks of school disruptions, bullying, criminal activity, and academic dishonesty. Student cell phones, digital cameras and similar electronic devices will be banned during the instructional day, on school buses, and in dressing areas during extracurricular activities; therefore the Administration and Staff will not search for or look for phones, cameras, or electronic devices lost, misplaced or stolen at school.

Telephones are also available in school offices for parents to contact their student for legitimate reasons.

**First offense – Saturday School**

**Second offense – ISS**

**Third and subsequent offenses – OSS**

### **LOCKERS AND DESKS**

Lockers and desks are not student owned. They are the property of the school district and provided for student use. The administration reserves the right to inspect and search any lockers when necessary.

Writing on desks and lockers or defacing any school property will be considered intentional destruction of school property and will be handled according to the discipline guide.

### **DRESS CODE**

Students should select clothing that is suitable for school. The administration realizes that the styles and types of clothing change continuously and will make allowances for such changes to a certain point.

However, when the type of clothing worn or the way it is worn causes distraction in the classroom or problems during the school day the student will be referred to the principal's office for punishment according to the discipline guide.

Clothing with slang words or slogans that are distasteful or vulgar are prohibited. Also no alcohol, tobacco or drug advertisement is allowed.

Sunglasses are not to be worn inside school buildings unless the student has a doctor's excuse.

Scarves, caps, bandannas or head coverings of any kind are not to be worn inside the school buildings.

The school reserves the right to restrict any student from attending school activities when they dress in a manner that causes discipline problems or embarrassment to the school, students or parents.

### **SNEAK DAY**

Any student that participates in sneak day, with or without parent's consent, will:

1. Have ten percent deducted from quarter grades.
2. Be given a "0" in each class for the day missed.
3. WILL NOT be allowed to go on senior trip. (If the student is not a senior they will be suspended from school for five days.)

### **AFTER-SCHOOL ACTIVITIES/ASSEMBLIES**

The students of North Pemiscot represent our school and community to the public during after-school activities and assemblies. We want everyone to have a positive opinion of our school, students and community; therefore we expect our students to be on their best behavior anytime guests are present on our campus or we are visiting another school.

Supervision will be provided by administration and teachers. Students that misbehave during an after-school activity or assembly will be punished as follows:

**First offense –** Saturday detention or Corporal punishment.

**Second offense –** Saturday detention or corporal punishment or suspension and may not attend any after-school activities the remainder of the school year.

### **SCHOOL BUS REGULATIONS**

1. Be at the bus stop at the scheduled time. Stand back about ten feet from where the bus will stop and wait until the bus door is opened before moving any closer.
2. While waiting for the bus, students should remain in a safe place and do not play on or near the highway.
3. If a student misses the bus he should not attempt to hitch-hike or walk to school.
4. Students should get on and off the bus quickly and orderly.
5. Students are under the supervision of the driver and must obey the driver at all times.
6. Students are expected to conduct themselves in a manner that will not distract the driver or disturb other riders.
7. Riding a bus is a privilege not a right. Misconduct on the bus may result in the loss of that privilege.

8. Students should not change seats while the bus is in motion.
9. Students are not to tamper with any safety devices such as door latches or fire extinguishers.
10. Students are not to put their hands, arms, head or bodies out of the windows.
11. Students are not to deface the bus or any school property.
12. Do not throw food, paper or other objects on the floor.
13. There will be no tobacco of any form on the school bus.
14. Keep the aisle of the bus clear at all times.
15. Do not ask the driver to let you off uptown, at the store or to get mail out of the mailbox.
16. If you must cross the highway, wait until the bus comes to a complete stop and the driver motions you to cross in front of the bus. Always look both ways.
17. The bus driver can assign seats if necessary.
18. Students must ride the bus to their school. They are not to get off and catch rides at Ross.

## PERSONAL SEARCH

If a search of a student's personal belongings is deemed necessary, the student shall be asked to voluntarily present articles for inspections, empty pockets, remove shoes, etc. If a student refuses to voluntarily present personal articles for inspection the parents will be notified immediately. Legal authorities will also be notified if necessary.

Strip searches are prohibited. If there is reason to suspect a more in-depth search is necessary the parents will be notified and the student will be turned over to the proper authorities for further investigation.

If any questionable items or controlled substances are found, the parents and legal authorities will be notified immediately. Search and seizure relates not only to controlled items such as drugs and alcohol but also to other items such as weapons that could be dangerous.

This policy exists to protect the students of North Pemiscot and to maintain proper behavior at school and school activities. Parents are encouraged to cooperate with school officials concerning these matters as the administration does not arbitrarily single out anyone without just cause. This policy is intended to be helpful to parents as they will be notified if a student is involved in questionable activities.

## DRUGS OR ALCOHOL

Any student who uses, possesses, has ingested, has under his/her control, sells, manufactures, administers, dispenses or distributes any alcohol, intoxicating liquor, controlled substance, counterfeit or imitation drug, and/or any drug paraphernalia while on school district property or participating in or present at a school-related activity shall be suspended immediately. After an administrative investigation the student will be subject to the following disciplinary action:

**First offense** – (1) Ten day suspension (May be reduced to five days if the parents arrange for counseling through an appropriate agency and bring documentation of this to school and meet with the

administration.)

- (2) Parents and student will be required to meet with the board at its next regularly scheduled meeting to discuss the matter.
- (3) The student will be placed on probation for the remainder of their enrollment at North Pemiscot and / or
- (4) Recommendation to the board for expulsion. and / or
- (5) Legal authorities notified and charges filed.

**Second offense** – (1) Suspension until the next regularly scheduled board meeting at which time the student will be suspended from 10-180 days or expelled permanently from the North Pemiscot school system.

- (2) The parents will be notified at the time of the offense and they have the right to attend the meeting and present any information they desire.
- (3) Legal authorities will also be notified.

## WEAPONS

In order to maintain the safety of the educational community, the district will strictly enforce the necessary disciplinary consequences resulting from the use or possession of weapons on school grounds, buses or at school activities.

A weapon is defined to mean one or more of the following:

- (1) A firearm as defined in 18 U.S.C. 921.
- (2) Any device defined in 571.010, RSMo, including but not limited to a blackjack, concealable firearm, firearm, firearm silencer, explosive weapon, gas gun, knife, knuckles, machine gun, projectile weapons, rifle, shotgun, or switchblade knife.
- (3) 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.

In accordance with federal and state law, any student who brings or possesses a firearm as defined in 18 U.S.C. 921 or a device as defined in 571.010, RSMo, on school property or at any school activity will be suspended from school for at least one calendar year or expelled and will be referred to the appropriate legal authorities. The suspension or expulsion may be modified on a case by case basis upon recommendation by the superintendent to the board of education. Students that use or possess other weapons defined in this policy will be subject to suspension and/or expulsion from school and may be referred to the appropriate legal authorities.

## ACTS OF VIOLENCE

The Safe Schools Act of 1996 requires school administrators to report acts of school violence to teachers and other school district employees with a need to know. Acts of violence shall include but not be limited to the exertion of physical force by a student with the intent to do serious bodily harm to another person while on school property, loading a school bus in service on behalf of the district or while involved in school activities.

School administrators are required to report, as soon as reasonably practical, to the appropriate law enforcement agency any of the following felonies, or any act

which if committed by an adult would be one of the following felonies:

- ( 1) First degree murder under section 565.020, RSMo;
- ( 2) Second degree murder under section 565.021, RSMo;
- ( 3) Kidnapping under section 656.110, RSMo;
- ( 4) First degree assault under section 565.050, RSMo;
- ( 5) Forcible rape under section 566.030, RSMo;
- ( 6) Forcible sodomy under section 566.060, RSMo;
- ( 7) Burglary in the first degree under section 569.160, RSMo;
- ( 8) Burglary in the second degree under section 569.170, RSMo;
- ( 9) Robbery in the first degree under section 569.020, RSMo;
- (11) Distribution of drugs under section 195.211, RSMo;
- (12) Distribution of drugs to a minor under section 195.212, RSMo;
- (13) Arson in the first degree under section 569.040, RSMo;
- (14) Voluntary manslaughter under section 565.023, RSMo;
- (15) Involuntary manslaughter under section 565.024, RSMo;
- (16) Second degree assault under section 565.060, RSMo;
- (17) Sexual assault under section 566.040, RSMo;
- (18) Felonious restraint under section 565.120, RSMo;
- (19) Property damage in the first degree under section 569.100, RSMo; or
- (20) The possession of a weapon under chapter 571, RSMo; committed on school property, including but not limited to actions on any school bus in service on behalf of the district or while involved in school activities.

## **TOBACCO**

It has always been the policy of this school to prohibit the use or possession of tobacco in any form while on school property, including a school bus in service on behalf of the district or while involved in school activities.

Students that violate this rule will be subject to disciplinary action as stated in the discipline guide.

## **NORTH PEMISCOT JUNIOR/SENIOR HIGH DISCIPLINE POLICY**

*Note: the following is a guide and is to be used with the discretion of the principal. In each case prior infractions and severity of the offense will be considered in the issuance of the final consequence.*

### **ABSENTEEISM**

Follow Current Board Policy

### **BULLYING**

- 1st Offense** – Conference with teacher/principal and parent contacted.  
**2nd Offense** – Saturday School or In-school suspension, contact authorities.  
**3rd Offense** – Out-of-school suspension, contact authorities.  
**4th Offense** – Out-of-school suspension or expulsion, contact authorities.

### **BUS MISBEHAVIOR (MAJOR)**

- 1st Offense** – Saturday School and Parent Conference.  
**2nd Offense** – In-school suspension 3 days and bus removal 5 days.  
**3rd Offense** – Out-of-school suspension 2 days and bus removal 10 days.  
**4th Offense** – Bus removal for remainder of year.

### **BUS MISBEHAVIOR (MINOR)**

- 1st Offense** – Student conference.  
**2nd Offense** – Parent conference.  
**3rd Offense** – Noon detention or corporal punishment.  
**4th Offense** – Bus removal 5 days.  
**5th Offense** – Bus removal 10 days.  
**6th Offense** – Bus removal for remainder of year.

### **CARPRIVILEGE**

- 1st Offense** – Conference / warning.  
**2nd Offense** – Removal of privilege for 5 days.  
**3rd Offense** – Removal of privilege for 10 days.  
**4th Offense** – Removal of privilege remainder of year.

### **CELLPHONES, DIGITAL CAMERA POLICY, AND MP3 PLAYERS OR OTHER ELECTRONIC DEVICES**

**1st Offense** – Saturday School

**2nd Offense** – ISS

**3rd Offense** – OSS

### **CHEATING, LYING, ACADEMIC DISHONESTY**

**1st Offense** – Teacher discretion.

**2nd Offense** – Loss of grade and parent conference.

**3rd Offense** – Saturday School.

**4th Offense** – In-school suspension 3 days.

**5th Offense** – Out-of-school suspension 1 day.

### **CONTROLLED SUBSTANCE**

Follow current board policy and confiscate items and / or notify parents and legal authorities when appropriate.

### **DESTRUCTION OF PROPERTY (ACCIDENTAL)**

Conference / warning and pay for damages or property if deemed necessary by school administration.

### **DESTRUCTION OF PROPERTY (INTENTIONAL)**

**1st Offense** – Saturday School 1 day and pay for repair / replacement.

**2nd Offense** – Out-of-school suspension 5 days and pay for repair / replacement.

**3rd Offense** – Out-of-school suspension 10 days and pay for repair / replacement.

**4th Offense** – Recommend suspension for remainder of year.

### **DISOBEDIENT (FAILURE TO OBEY TEACHER)**

**1st Offense** – Disciplined by the teacher.

**2nd Offense** – Noon detention or corporal punishment / Saturday School.

**3rd Offense** – In-school suspension 3 days.

**4th Offense** – Out-of-school suspension 2 days.

### **DISRESPECT TO SCHOOL EMPLOYEE**

**1st Offense** – Disciplined by the teacher.

**2nd Offense** – Noon detention or Saturday School.

**3rd Offense** – Saturday School or corporal punishment.

**4th Offense** – In-school suspension 3 days.

**5th Offense** – Out-of-school suspension 3 days.

### **DISRUPTING CLASS**

**1st Offense** – Disciplined by the teacher.

**2nd Offense** – Noon detention or Saturday School.

**3rd Offense** – Saturday School or corporal punishment.

**4th Offense** – In-school suspension.

**5th Offense** – Out-of-school suspension 2 days.

**EATING, DRINKING, CHEWING GUM**

**1st Offense** – Disciplined by the teacher.

**2nd Offense** – Disciplined by the teacher.

**3rd Offense** – Noon detention or corporal punishment.

**4th Offense** – Saturday School.

**5th Offense** – In-school suspension 1 day.

**EXTRACURRICULAR ACTIVITY MISBEHAVIOR**

**1st Offense** – Saturday School.

**2nd Offense** – Social suspension 2 weeks or 3 events.

**3rd Offense** – Saturday School 2 days.

**4th Offense** – Social suspension four weeks or 6 events.

**5th Offense** – Social suspension 1 semester or In-school suspension 3 days.

**FIGHTING** – *An attempt will be made to determine the guilt or innocence of all parties in addition to the aggressor and defender.*

**1st Offense** – In-school suspension 3 days and / or corporal punishment.

**2nd Offense** – Out-of-school suspension 3 days.

**3rd Offense** – Out-of-school suspension 5 days.

**4th Offense** – Suspend until next board meeting and recommend expulsion for the remainder of the year.

**FIREWORKS – POSSESSION OR USE OF**

**1st Offense** – Saturday School.

**2nd Offense** – In-school suspension 3 days.

**3rd Offense** – Out-of-school suspension 3 days.

**4th Offense** – Out-of-school suspension 5 days.

**HALLWAY (RUNNING, PUSHING, LOUD, HORSE PLAY, ETC.)**

**1st Offense** – Disciplined by the teacher.

**2nd Offense** – Noon detention or corporal punishment.

**3rd Offense** – Saturday School 1 day.

**4th Offense** – Saturday School 2 days.

**5th Offense** – In-school suspension 3 days.

**IMPROPER DRESS**

**1st Offense** – Student conference with warning and required to change.

**2nd Offense** – Sent home to dress and parent conference.

**3rd Offense** – Saturday School 1 day.

**4th Offense** – Saturday School 2 days.

**5th Offense** – In-school suspension 3 days.

**LITTERING**

**1st Offense** – Disciplined by the teacher.

**2nd Offense** – Disciplined by the teacher.

**3rd Offense** – Non detention or Saturday School 1 day.

**4th Offense** – Saturday School 2 days.

**5th Offense** – In-school suspension 3 days.

**MISBEHAVIOR DURING AN ASSEMBLY OR WHEN GUESTS ARE PRESENT**

**1st Offense** – Saturday School 1 day.

**2nd Offense** – Saturday School 2 days.

**3rd Offense** – In-school suspension 3 days.

**4th Offense** – Out-of-school suspension 1 day.

**5th Offense** – Out-of-school suspension 3 days.

**OBSCENE GESTURE, LANGUAGE, OR PORNOGRAPHIC MATERIAL**

**1st Offense** – Detention, Saturday School, or corporal punishment.

**2nd Offense** – Saturday School 2 days

**3rd Offense** – In-school suspension 3 days.

**4th Offense** – Out-of-school suspension 2 days. **5th**

**Offense** – Out-of-school suspension 5 days. **OFF-LIMITS AREA**

**1st Offense** – Disciplined by the teacher.

**2nd Offense** – Noon detention, corporal punishment, or Saturday School 1 day.

**3rd Offense** – Saturday School 2 days.

**4th Offense** – In-school suspension 3 days. **5th**

**Offense** – In-school suspension 5 days. **OUT OF CLASS WITHOUT A PASS**

**1st Offense** – Conference with student / warning.

**2nd Offense** – Saturday School 1 day.

**3rd Offense** – Saturday School 2 days.

**4th Offense** – In-school suspension 3 days.

**5th Offense** – In-school suspension 5 days.

**PHYSICAL ASSAULT ON SCHOOL EMPLOYEE**

Recommend expulsion and notify legal authorities.

**PHYSICAL ASSAULT ON A STUDENT**

**1st Offense** – Out-of-school suspension 5 days and notify legal authorities.

**2nd Offense** – Recommend expulsion.

**PHYSICAL ASSAULT – WITH A WEAPON**

Recommend expulsion.

**PUBLIC DISPLAY OF AFFECTION**

**1st Offense** – Conference with student / warning.

**2nd Offense** – Conference with parent and detention or Saturday School 1 day.

**3rd Offense** – Saturday School 2 days.

**4th Offense** – In-school suspension 3 days. **5th**

**Offense** – In-school suspension 5 days.

**SNEAK DAY**

Follow current board policy.

**STEALING (Will notify legal authorities when appropriate)**

**1st Offense** – Saturday School 1 day.

**2nd Offense** – In-school suspension 3 days. **3rd**

**Offense** – Out-of-school suspension 3 days. **4th**

**Offense** – Out-of-school suspension 5 days.

**5th Offense** – Recommend suspension for remainder of year.

**TARDY TO CLASS**

**1st Offense** – Warning by teacher.

**2nd Offense** – Disciplined by teacher.

**3rd Offense** – Noon detention or Saturday School 1 day.

**4th Offense** – Saturday School 1 day plus counts as an absence for the class.

**5th Offense** – In-school suspension 3 days plus counts as an absence for the class.

## **TARDYTO SCHOOL**

**1st Offense** – Report to principal and warning.

**2nd Offense** – Noon detention, corporal punishment, or Saturday School 1 day.

**3rd Offense** – Saturday School 1 day or 2 days.

**4th Offense** – In-school suspension 3 days.

**5th Offense** – In-school suspension 5 days.

**TEXTBOOKS – ABUSE** (*in addition to paying for damage as deemed necessary by the school administration*)

**1st Offense** – Disciplined by the teacher.

**2nd Offense** – Noon detention, corporal punishment, or Saturday School 1 day.

**3rd Offense** – Saturday School 1 day or 2 days.

**4th Offense** – In-school suspension 3 days.

**5th Offense** – In-school suspension 5 days.

## **THREATS, HARASSMENT OR EXTORTION**

**1st Offense** – Corporal punishment or Saturday School 1 day.

**2nd Offense** – Saturday School 2 days.

**3rd Offense** – In-school suspension 3 days.

**4th Offense** – Out-of-school suspension 3 days.

**5th Offense** – Out-of-school suspensions 5 days.

## **TOBACCO – USE OR POSSESSION OF ANY FORM**

**1st Offense** – Saturday School 1 day.

**2nd Offense** – Saturday School 2 days.

**3rd Offense** – In-school suspension 3 days.

**4th Offense** – In-school suspension 5 days.

**5th Offense** – Out-of-school suspension 3 days.

## **TRUANCY** (*Skipping school, leaving campus without permission, or skipping class*)

**1st Offense** – Saturday School 1 day.

**2nd Offense** – In-school suspension 3 days.

**3rd Offense** – In-school suspension 3 days and Saturday School 1 day.

**4th Offense** – Out-of-school suspension 3 days.

**5th Offense** – Out-of-school suspension 5 days.

## **VERBAL ASSAULT ON A SCHOOL EMPLOYEE OR THREATENING**

### **LANGUAGE THAT INCLUDES BODILY HARM**

**1st Offense** – Out-of-school suspension 10 days.

**2nd Offense** – Recommend expulsion.

## **VERBAL ASSAULT ON A STUDENT**

**1st Offense** – Saturday School 1 day.

**2nd Offense** – In-school suspension 3 days.

**3rd Offense** – Out-of-school suspension 3 days.

**4th Offense** – Out-of-school suspension 5 days.

**5th Offense** – Recommend expulsion for remainder of the year.

## **WEAPON - INTENT TO USE** (*In addition to notifying legal authorities*)

Recommend expulsion.

## **WEAPON OR DANGEROUS ITEM** (*Possession*)

**1st Offense** – Out-of-school suspension 5 days.

**2nd Offense** – Recommend expulsion.

## SIGNATURE PAGE

This handbook is designed to provide information about the Junior High and Senior High Schools to both students and parents. To insure that the information is shared, please sign on the appropriate line and return this page to the designated teacher. The returned page will be filed in the student's permanent record. Please have one parent or guardian sign, as well as the student.

I have read the student handbook and shared it with my child.

\_\_\_\_\_  
*Student*

\_\_\_\_\_  
*Parent*

\_\_\_\_\_  
*Date*