



Travel Release

I give my consent for this student to represent Southern Boone County R-1 High School on activity trips without holding Southern Boone County R-1 Schools or trip sponsors responsible in case of accident or injury.

I give permission for accompanying sponsors to provide or cause to be provided any emergency medical attention as deemed necessary. I understand that I will be notified in the event of any emergency situation as quickly as possible.

This permission and authorization is valid for the period of August 1, 2018 through July 31, 2019.

Student Signature

Parent/Guardian Signature

Date _____



Dear Parents and Students,

Welcome to Southern Boone High School! We hope you find that this is your best year ever and know that the staff at our school is dedicated to helping all patrons reach our mission of “Excellence in Learning for All”. We have an outstanding high school, and we are proud of our many accomplishments, both inside the classroom and outside of it.

I ask that you take some time to read the pages of this handbook, as it contains several significant dates, procedures, policies and expectations we expect our students and staff to follow. Many questions can be answered, and many potential conflicts can be avoided, simply by reading the material found within these pages.

We are excited to start this school year, and we look forward to working with you to make Southern Boone High School the best high school in Missouri!

Sincerely,

Dale Van Deven
High School Principal

2018 - 2019 Calendar

August 16,17	New Teacher Training
August 20 - 27	Teacher Professional Development
August 22	Open House, 5:00 – 7:00
August 28	First Day of School
August 29	2:30 Wed early release begins
August 31	No School
September 3	No School (Labor Day)
September 21	1st Quarter Midterm
October 9 and 11	Parent / Teacher Conferences
October 12	No School (Teacher PD)
October 19	1st Quarter Ends
November 2	No School (Teacher PD)
November 16	2nd Quarter Midterm
November 21, 22, 23	No School (Thanksgiving)
December 19	Final Exams, Early Release, 12:30
December 20	Final Exams, Early Release, 12:30
December 20	End of 2nd Quarter / End of Semester 1
December 21-Jan. 4	No School (Winter Break)
January 3,4	No School / Teacher PD
January 7	School resumes
January 21	No School (MLK Day)
February 8	3rd Quarter Midterm
February 18	No School (Presidents Day)
March 5 and 7	Parent / Teacher Conferences
March 8	3rd Quarter Ends
March 25 - 29	No School (Spring Break)
April 19	4th Quarter Midterm
May 19	Graduation
May 20	No School / Teacher PD
May 22	Final Exams, Early Release, 12:30
May 23	Final Exams, Early Release, 12:30
May 23	Last Day of School
May 24	Teacher PD Day
June 3 - June 28	Summer School

Note: In case of inclement weather, please check the local radio and television stations, as well as social media. All families will be notified via *School Reach* if school is cancelled.

NOTE: School starts at 8:00 and ends at 3:10.

Bell Schedule

Mon, Tues, Thurs, Fri Schedule

1st hour: 8:00-8:49

2nd hour: 8:53-9:42

3rd hour: 9:46-10:35

4th hour: 10:39-11:28

5th hour: 11:32-12:49

1st lunch: 11:32-11:56

2nd lunch: 11:58-12:22

3rd lunch: 12:24-12:49

6th hour: 12:53-1:42

7th hour: 1:46-2:35

Academic Support: 2:39-3:10

Wednesday Schedule

1st hour: 8:00 – 8:49

2nd hour: 8:53 – 9:42

3rd hour: 9:46 – 10:35

4th hour: 10:39 – 11:28

5th hour: 11:32 – 12:44

1st lunch: 11:35 – 11:55

2nd lunch: 11:57 – 12:20

3rd lunch: 12:22 – 12:44

6th hour: 12:48 – 1:37

7th hour: 1:41 – 2:30

Teacher Collaboration: 2:40 – 3:30

All changes for 2018 - 2019 appear like this.

Students may be in the building between 7:00 AM and 4:00 PM, on days when school is in session. The district is not responsible for supervising students outside of these times unless students are here for a school activity and adult supervision is present.

Academic Dishonesty

Academic dishonesty runs the gamut from copying homework, cheating on final exams, using unauthorized electronic devices (including, but not limited to, cell phones and computers), willingly providing others your work, to plagiarizing written reports. Students and faculty share responsibility to see that high standards of academic integrity are upheld. All school work should be only the individual's actual work. Violation may result in a loss of credit, along with further disciplinary action. Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources, or other supporting material; unauthorized collaboration, facilitating academic dishonesty; and other misconduct related to academics can constitute academic dishonesty. Refer to the student discipline section for consequences

Academic Dishonesty is defined as

- Copying from another student's work, or enabling someone else to do so.
- Using someone else's (classmate or published author) words in a paper without using quotation marks. Whenever you use a main word or more than 2 words in a row from another source, you must put those borrowed words in quotation marks and cite your source.
- Using someone else's (classmate or published author) ideas in a paper without giving that person credit.

Academic Support

Academic Support is a fundamental, essential component of our school's success provided to every student as a valuable resource for learning, collaboration and teacher-student communication. This resource is available for all students from 2:39 - 3:10 Monday, Tuesday, Thursday and Friday.

Accidents/Injuries

If an accident occurs at school, first aid is given as soon as possible. The home is contacted by the nurse, teacher, or principal if necessary. In a serious accident or emergency, when the parent

cannot be reached, the child will be taken to the emergency room or doctor of choice listed on the enrollment health form filled out at the beginning of the year. **PARENTS ARE RESPONSIBLE FOR KEEPING EMERGENCY NUMBERS CURRENT.**

Asbestos and other hazardous materials

The district has policy and procedure in place for the proper handling and inspection of asbestos and other hazardous materials. (See board policy EBAB and procedures AP1 and AP2)

Assemblies

School assemblies are an integral part of the curricular program. Assemblies may be used to encourage student performance, disseminate information to the student body, or to bring in outside speakers. Proper behavior is expected and enforced at all school assemblies. Students who fail to meet expectations will be subject to discipline.

Attendance/Earned Credit

The State of Missouri requires 90% student attendance. Attendance will be taken every hour by teachers and office personnel. A parent or guardian is required to contact the office within 48 hours to confirm any student absences.

Documentation from the following will not count against the student's hours, as far as counting towards seat time: a) a physician, b) court, c) funeral, d) college visits arranged in advance through the guidance office, and e) cases specifically approved by the principal in advance.

In order to meet the attendance portion of earning a high school credit, students must be in attendance at least 90% of the time. *There are 501.867 total student hours for semester 1 and 595.117 total student hours for semester 2. This means that students may not miss more than 50 hours during semester 1 and they may not miss more than 59 hours for semester 2. Should a student exceed a number of hours missed greater than that 50 for semester 1 or 59 for semester 2, they will be in violation of the school's attendance policy.* At that point, the student will either need to make up seat time or they may not be awarded credit for that semester.

Procedure to Follow When Absent

1. The parents/guardians of students who are absent on any given day must either send a note or call and notify the school of such absences.
2. Students with medical appointments must bring written documentation from their physician when they return.
3. No student is to leave school without first coming to the principal's office for permission. In case of illness, the parents will be contacted before a student will be permitted to go home.
4. Students must be in school all hours on the day of an activity before they will be allowed to participate in or attend that activity, including practice. A student must be in attendance for all hours on the last day of the school week to attend an event occurring prior to the beginning of the next school week. A student may be allowed to participate in scheduled school activities if the absence is the result of the student
 - a. attending a funeral, or
 - b. attending a doctor or dentist appointment, if a note from the doctor/dentist accompanies the student's return to school, or
 - c. attending a mandatory court appearance and proof of that appearance is given to the building administrator, or
 - d. making arrangements with the building administrator prior to the absence.

Excessive Absences-Student Attendance & Administrative Procedure

In the event a student will not earn credit due to excessive absenteeism, the student may get their credits reinstated by serving seat time. Seat time will be served during non-school hours, including, but not limited to, before school hours, after school hours, Saturday School, during certain events and other days when school is not in session. Students who do not complete their seat time will be notified by the administration that no credits will be earned for the semester. A student may appeal this decision to the Superintendent of Schools. This appeal must be submitted in writing within 48 hours of receiving the decision.

School districts are required to report educational neglect to the Division of Family Services. Educational neglect will be considered when 75 periods per semester of school are missed. In an attempt to recover education lost due to absence, scheduled Saturdays and/or community service may be assigned and required. Unusual medical situations or other circumstances will be considered when implementing this policy. The policy is meant to be a guide with administrative flexibility as an option, given the circumstances of individual students. Any student that misses ten (10) consecutive days without notification to the high school office will be withdrawn. A parent/guardian must be present to reinstate the withdrawn student.

Students who are absent are required to make up all work missed. Parents may contact the office to collect homework in cases where the student will miss more than one consecutive day of school.

Part-time students need to meet with the guidance counselor and principal to discuss their attendance expectations.

Automobile Regulations

1. All vehicles parked on Southern Boone County grounds are subject to search without prior permission.
2. Any student who drives an automobile to school must leave the vehicle and stay away from it from arrival time until school is dismissed.
3. All students driving to school are expected to do so in a safe manner both near school premises and on school premises.
4. No cars are permitted in the area designated for buses or emergency vehicles, designated teacher, or visitor parking.
5. Students attending the area Nichols Career Center will use the bus transportation provided unless the parent has completed the permission form and that signed form is on file in the school's office.
6. Students enrolled in the Work Study Program may drive their cars to work with the written consent of their parents.
7. All students must register their cars with the high school office. The office will need the license plate number.
8. Once students arrive at school they are to enter the building. Students are not to loiter in the parking lot.
9. All students must register and display a parking permit. First parking permit will be given to the student at the time the vehicle is registered. If the permit is lost or stolen, each additional permit will cost \$5.00. Students will be expected to register their car during pre-registration or the first week of school or as soon as possible, if a new vehicle is received:

10. Students are to park in the north lot, south lot between the high school and vo-ag building, or the south part of the lot adjacent to the track. Students are not to park on the main entrance lot or next to the building on the eastside.
11. Students who fail to comply with any automobile regulations may be subject to a loss of driving privileges. .

Bus Conduct Policy

In order to insure the safety of every student that rides a school bus at Southern Boone County Schools, the following policy will be in effect:

1. At the beginning of each year and periodically throughout the year, the bus rules will be discussed with the students (refer to Board Policy JFCC)
2. When misbehavior occurs, a bus conduct notice will be given. This notice will be given to the school administration. The parent will be notified of this warning.
3. The second time the driver issues a conduct notice for the same student; the student may be suspended from riding the school bus up to 3 days. All decisions are subject to administrative discretion. The parents will be notified of this suspension by phone and/or mail.
4. Subsequent written conduct notices may increase the suspension time up to 5 days for the third violation and 10 days or more for the fourth and future violations.
5. Continuous misbehavior and conduct notices may result in the loss of riding privileges for a semester.
 - Students that live less than 1 mile away from their respective schools are not eligible for bus transportation to and from school unless designated by an IEP.
 - Due to safety concerns and numbers of riders on the buses, students may not ride another bus to a location that is not assigned to them. No exceptions will be granted.

Care of School Property by Students

Students are expected to take reasonable care of school property. Students shall pay for books, school supplies, school equipment or other school property lost or damaged beyond ordinary wear and tear. Any student who carelessly or intentionally defaces or damages school property shall be required to pay for all damages, and may be subject to additional disciplinary action.

According to state law, parents/guardians of juveniles under the age of 18 are responsible for vandalism, loss or damage caused by their children, up to the amount of \$2,000.

Career Center Guidelines

Students must meet the following criteria to be eligible for the Career Center. Students must complete an application and enroll in December. Applications will be reviewed on a case-by-case basis, in terms of attendance, tardies, GPA, and discipline. Late enrollment will be based upon openings only at the Nichols Career Center.

Juniors and seniors are allowed to attend the Nichols Career Center. In order to be eligible for enrollment in the Career Center, students must abide by the following guidelines:

1. Abide by the rules and regulations of the Jefferson City School District.
2. Attend the activities that are associated with the course taken at the Career Center.
3. Miss activities at Southern Boone during the time scheduled at the Career Center. Exceptions must be cleared through the high school principal.
4. Ride the bus provided by the school on a daily basis. Students will be able to transport themselves to school only if administration has received written parental permission in advance. The expectation is that this will be used only for rare, exceptional circumstances.

5. Students are required to notify Southern Boone High School if they will not be able to attend their Career Center classes.
6. Give up all privileges of attending the Career Center if the above rules are not followed.
7. Excessive absences will result in being removed from the Career Center and placed back to Southern Boone.
8. If Jefferson City is in school and Southern Boone is not, students must attend the Career Center. If either school has a snow day, students will not attend the Career Center.
- 9.
10. Students enrolling in the Career Center must attend for the full year. Semester attendance will not be allowed, unless approved by the principal.

Cell Phones, Pagers and Any Other Communication Devices

Cell phones and other communication devices are prohibited from use during class time, in the restrooms, and in the locker rooms. These devices may be used before school, during lunch, during passing periods, and after school. With a teacher's approval, these devices may be used in the classroom as an instructional tool. Any student found in violation of the policy will have this/her phone confiscated. Repeat violations will result in a parent having to pick up the phone, and the student will be assigned a detention. Any student found to be participating in sexting and/or cyber-bullying activities will receive disciplinary consequences. Students may not take pictures or video of staff without authorization from staff; disciplinary consequences will result for students who fail to comply.

Charges and Fines

Any student with outstanding debts due to fines or charges will not receive report cards nor have records sent to any institution, until debts are paid in full.

Class Dues

Freshmen and sophomores will be required to pay \$20.00 class dues for their 9th and 10th grade years. Junior class dues are \$200 (*Juniors may work concession stands in lieu of paying dues*), and senior class dues are \$20. If the class chooses to do a fundraiser, participation will be voluntary. All dues must be paid in full before a student can attend Prom and/or participate in senior activities.

Class Treasuries

Any money that is left in a graduating class treasury for more than five years after their graduation will be added to the Southern Boone County R-1 Student Council treasury.

Complaints

Any local education agency (LEA), consortium of LEAs, organization, parent, teacher, or member of the public may file a complaint. A complaint is defined as an allegation that a federal statute or regulation applicable to the state educational agency (SEA) or a local education agency (LEA) program has been violated. In these cases, the person filing the complaint must provide a written, signed statement with the facts of the situation, including documentary evidence that supports the allegation, and the specific requirement, statute, or regulation being violated. Please see board policy KL for more information.

Corporal Punishment

No person employed by or volunteering on behalf of the district shall administer or cause to be administered corporal punishment upon a student attending the district schools. A staff member may, however, use reasonable physical force against a student without advance notice to the principal, if it is essential for self-defense, the preservation of order, or for the protection of other persons or the property of the school district.

Course Changes

Students will be allowed to make course change requests up to two days into a semester. After that period of time, only administrative changes to rectify errors or to balance class sizes may be made. Course change requests cannot be made at the quarter's end, nor may course change requests be made solely based upon the teacher in a class. Any non-administrative led schedule change made after *two* days into the semester will result in the student being withdrawn from the class, receiving a grade of an "F" in that class, and reporting to an assigned supervised center for the remainder of the semester.

Credit Recovery

Credit recovery is offered after school, during Academic Support and during summer school. All students who need to take a credit recovery course before school must receive prior permission from the administration. Students must complete all required coursework in order to recover credits. If the program is successfully completed, the student will receive credit for the previously failed class. The "F" will remain on the transcript for the previous class, and a "P" for pass will show next to the completed credit recovery class.

Students assigned to credit recovery must have that coursework completed to meet graduation requirements. Credit recovery must also be completed prior to their cohort's graduation date, by the deadline established for senior grades, in order to take part in the graduation ceremony.

Students can complete credit recovery at a later time to receive their diploma but would forego participation in the graduation ceremony.

Detentions

Students may be assigned before school, after school, or lunchtime detentions by classroom teachers or administrators for minor infractions of school rules.

Distribution of Non-Curricular Student Publications

Students may distribute, at reasonable time and places, unofficial written material, petitions, buttons, badges, or other insignia which meet school standards, as defined by School Board Policy KI, Public Solicitations/Advertising In District Facilities. Anyone wishing to distribute unofficial written material must first submit for approval a copy of the material to the principal or his/her secretary 24 hours in advance of desired distribution time, together with the following information:

1. Name and phone number of the person submitting the request;
2. Date(s) and time(s) of the day of intended display or distribution;
3. Location where material will be displayed or distributed;
4. The grades(s) of students to whom the display or distribution is intended.

Within 24 hours of submission, the principal (or his/her designee) will render a decision stating whether the material violates the Guidelines in Section 1 or the time, place and manner restrictions in the above list of this policy. In the event that permission to distribute the material is denied, the person submitting the request should be informed in writing of the reasons for the denial. Permission to distribute material does not imply approval of its contents by the school, the administration, the School Board, or the individual reviewing the material submitted.

Dress Code

The Board of Education recognizes the value of allowing individual student expression as well as the necessity of protecting student health and safety and maintaining an atmosphere conducive to education. Student dress code procedures are designed with the goal of balancing these competing interests. All dress code procedures adhere to health and safety codes and comply with applicable law. Dress that materially disrupts the educational environment will be prohibited. No procedure will impose dress and grooming rules based on gender in violation of Title IX.

Student dress and grooming is to be neat, clean and in good taste so that each student may share in promoting a positive, healthy and safe atmosphere within the school district. Student dress and grooming will be the responsibility of the individual and parents/guardians, within the following guidelines: dress and grooming will be clean and in keeping with health, sanitary and safety requirements.

1. All students must wear shirts, bottoms (pants, sweatpants, shorts, skirts, dresses or leggings), shoes, boots or other types of footwear.
2. Dress and grooming will not disrupt the educational environment.
3. No clothing can depict violent language or images or images or language that depict drugs, alcohol, hate speech, profanity, or pornography
4. Class activities that present a concern for student safety may require the student to adjust hair and/or clothing during the class period in the interest of maintaining safety standards.
5. Dress can not contain images or language creating a hostile or intimidating environment based on any protected class.
6. Undergarments must not be visible.
7. Additional dress guidelines may be imposed upon students participating in certain extracurricular activities.

When, in the judgement of school personnel, a student's appearance or mode of does not comply with the above criteria, the student may be required to make modifications.

Dual Credit Classes

Dual credit classes will be offered at Southern Boone County R-1 Schools in order to allow students the opportunity to gain both high school and college credits. Students will be required to meet regulations from the college conferring credit. These classes will be limited to juniors and seniors, and the grades received in these classes will be used when calculating grade point averages. All students enrolled in dual credit classes will be responsible for all finals as assigned by the instructors. Late work guidelines do not apply to dual credit classes. Refer to the course guide for a listing of courses and to see if the course is weighted.

Early Departure from School

Once students arrive at school they must remain on campus until dismissal time, unless they obtain parental consent to leave. The building principal must approve such consent in advance. Students will not be released to another student. Any exceptions must be approved by the administration.

Emergency Drills

The district conducts a number of drills annually in order to help keep all school patrons safe in the case of an emergency. These may include fire, tornado, bus emergencies, intruders/active

shooter, earthquake and bombs. The district will distribute materials prepared by the Federal Emergency Management Agency. (See board policy EBC)

Enrollment of Students Suspended from Other Schools

Any student who has been suspended from another school district will not be permitted to enroll in Southern Boone County Schools until he/she would have been eligible to reenroll in his/her former school district or until the Board of Education or Superintendent has reviewed the prior suspensions and determines that the suspension is illegal or improperly given.

Enrollment of Transfer Students

A student transferring into the district will be required to have all of his/her school records on file before the student is allowed to enroll. In order to receive high school credit, a student must be in attendance 13 weeks of the semester.

Field Trips

Teachers may take trips that would be considered as part of the instructional program. Students may be excluded from educational trips due to behavior concerns, out-of-school suspension, or other unusual circumstances. The parents/guardians of any student excluded will be notified prior to the trip. The permission form at the front of the handbook must be on file in the principal's office before the student will be allowed to participate in the designated field trip. Only children of the authorized group may ride the bus. Parents who are attending the trip as chaperones may ride the bus, if space is available.

Final Exams

Comprehensive examinations are to be given in each class during the last week of each semester as a measure of the level of student learning/retention. Semester exams will count as 15% of the semester grade, with each quarter weighted as 42.5% of the semester grade.

Food and Beverages

Any food, drink, snack, chewing gum, candy or item of any kind designed for consumption is only allowed at the discretion of the classroom teacher and complies with the district's Wellness Policy. All drinks brought into and consumed in the building MUST be in a clear container with a lid. No exceptions.

Food Services

Students at the high school will not be allowed to charge lunches. They need to inquire as to the amount of money that remains in their account. A la carte choices are provided for middle and high school students. Free or reduced price meals shall be granted in accordance with Federal free-lunch guidelines and school board policy. Applications for free/reduced meals will be answered in writing for each student approved or rejected. Southern Boone County Schools will offer food substitutions to students that have life-threatening or debilitating food allergies, as documented by a licensed physician. Provide the school nurse with allergy information on the required form.

Breakfast prices of breakfast meals shall be

- | | |
|-------------|--------|
| 1. Students | \$1.40 |
| 2. Adults | \$1.70 |

Lunch prices for lunch meals shall be

- | | |
|-------------|--------|
| 1. Students | \$2.20 |
| 2. Adults | \$2.60 |

Students are expected to eat lunch on campus, as the Southern Boone School District is not an open-campus facility. Commercial deliveries of food are prohibited on school grounds.

The district expects students and employees to pay for meals prior to or at the time of receipt. Students and staff may not charge for a la carte items and parents will be notified weekly by email when outstanding chargers have accrued to \$3.50. Parents and guardians of students not in good standing, according to the guidelines defined in policy EF and IKFB, will not be able to attend high school graduation. Parents and guardians who have students with meal balances in excess of \$500 may be taken to collections or small claims court. Parents with approved payment plans are exempt from punitive action.

Foreign Exchange Guidelines

Southern Boone County R-1 School District welcomes foreign exchange students. However, in order to provide the best opportunity possible for exchange students, Southern Boone will allow no more than two exchange students per school year. Unless they meet all criteria set forth by the State of Missouri and Southern Boone County R-1 School District, foreign exchange students will not be counted in the Latin Honors system, nor will they be allowed to graduate from Southern Boone County R-1 School District and receive a diploma. Students will be enrolled as, and considered, juniors. Foreign exchange students will be allowed to participate in all school activities and be a part of athletic teams as long as they meet the standards set forth by the MSHSAA and the Southern Boone County R-1 Extracurricular Handbook.

Fraternities or Sororities

The Southern Boone County R-1 School District does not recognize fraternities or sororities at any grade level for which the district is responsible. This does not include honorary scholastic fraternities or sororities. Any activity that resembles or indicates any relationship to a social fraternity or sorority and which is held on the property of the Southern Boone County R-1 School District will be regarded as an activity in direct violation of School Board policies.

Grade Reports:

Mid-term, quarter and semester grades, as well as the student's current grades, are always available to parents/ guardians and students via Parent Portal. Parents/guardians are encouraged to check their children's grades regularly. To facilitate this monitoring process, the Principal sends reminders to parents/guardians throughout the school year. Please make sure you have a current email address on file with the school in order to receive these notifications. You may contact Melody Nichols (at the central office) for questions regarding your Parent Portal access.

Graduation, Early

Seniors who wish to graduate early must have met all graduation requirements and are required to meet with a guidance counselor and submit a written request letter to the principal, no later than the first Friday in November. The guidance counselor will notify the student's parents or guardians of the student's decision, if the student is a dependent. The student will receive a diploma from Southern Boone High School, if the school's graduation requirements are met.

These students are required to participate in graduation practice in order to participate in the commencement exercise.

Alternative School students may graduate early if all the requirements of the Alternative School are met. They must attend graduation practice in order to participate in the commencement exercise.

Graduation Requirements:

Subject	2018
English	4.0
Social Studies	3.0
Science	3.0
Math	3.0
*Practical Arts	1.0
Fine Arts	1.0
PE	1.0
Health	.5
Electives	7.5
Required	24.0

Students must also successfully complete specific legal state requirements i.e. U.S. Constitution and Missouri Constitution tests.

*.5 credit of Personal Finance is required.

There can be exceptions for students in foster care.

Health Information

Students need to remain home from school for the following: fever of 100 degrees or over; **undiagnosed rashes; vomiting/diarrhea; fainting** (until evaluated by doctor); **red, inflamed eyes; impetigo** (a contagious skin condition involving characteristic “honey” colored crust; if seen, consult doctor); **ringworm** (area must be covered during treatment); **head lice; scabies** (must provide doctor’s statement of diagnosis and treatment); **common childhood diseases** (call anytime with concerns/questions); **chickenpox** (excluded 7 days from onset of rash; at that time all blisters must be dry crust); **strep throat** (following a positive throat culture the child must be on antibiotics and without fever for 24 hours before returning to school)**flu-like illness** (remain home until without fever for 24 hours and child feels well enough to resume daily activities); and **mononucleosis** (infected children may attend school once diagnosed as long as without fever and precautions are taken with water fountain use, as long as student feels well enough to return to daily activity)

The nurse will make the decision and contacts if it is decided that the student is too ill to be in school and must be sent home. Students sent home ill, with elevated temperatures, vomiting, or diarrhea, are asked to be kept home until they are symptom-free for 24 hours. Many students are sent home ill one day, return the next, and need to be sent home again because they have not recovered.

We appreciate parents sharing diagnosis and treatment of children sent to physicians, so we can be alert to possible problems in other children. Try to make a habit of obtaining a note from physicians whenever your child needs to see them for illness. (This can be turned in to cover the absence.). Please have them write down on the note the diagnosis and when the child may return to school.

A professional nurse on duty throughout the school term administers the District’s health program. Services provided include: the immunization program as required by law; clinics (including vision and hearing checks, height and weight check, dental screenings, and scoliosis screenings); first aid; ill student procedures, and compilation and maintenance of Cumulative Health Records on all students.

All students must clear, through their respective principal’s office, permission to visit the nurse. In the case of an emergency, the teacher will send someone to notify the nurse and another person to notify the principal.

Homebound Instruction Attendance

Homebound instruction is instruction provided by the school district at a location other than the student's school of attendance, either during the school day or outside the school day. A student may be receiving homebound instruction for many reasons. If a student has three unexcused absences from homebound instruction, the student may be dropped from enrollment and required to re-enroll.

Homework Guidelines

Homework will not be collected by the school unless a student is absent for more than one day. See Student conduct Code for exceptions (suspension & expulsions).

Human Sexuality Curriculum

In accordance to §170.015, §167.171 and board policy IGAEB, we recognize that effective sexuality education, taught in concert with parents/guardians, helps students avoid risks to their health and academic success prepares them to make informed decisions as adults. Parents have the right to remove the student from any part of the instruction and our instruction includes the characteristics of and ways to identify sexual predators, the safe and responsible use of the internet, including the dangers of online sexual predators, the potential consequences of inappropriate texting, and the importance of open communication with responsible adults regarding any inappropriate situation, activity or abuse.

Incomplete Work

Partially completed assignments may be turned in when due and receive the grade for the work completed. Exceptions to these guidelines must be submitted to and approved by the administration.

Independent Student Requirements

A student is considered independent

- When not living at home or with any other relative; and
- Will be required to follow all school policies.

Since confirming an absence with a parent/guardian is not possible, an absence will be considered unexcused, unless doctor/dentist/court verification is provided.

In-School Suspension

It is the desire of the school to allow students to remain in a learning environment and perform learning tasks during school hours. With this goal in mind, in-school suspension may be used as an alternative to some out-of- school suspensions that result from infractions of school regulations. In-school suspension guidelines are set annually by the high school staff. Students must complete all assignments during the in-school suspension time. Failure to follow the guidelines and to complete assigned work may result in additional time being served.

Late Work

Work is considered late if it is not turned in when the teacher calls for it. Any work turned in after the teacher calls for it will receive a *maximum* grade of 65%. All work must be submitted before the mid-term date, or the end of the quarter, whichever comes first, in order to receive credit. Here is a listing of the midterm and quarter dates:

Midterm dates
September 21
November 16
February 8

Quarter dates
October 19
December 20
March 8

April 19

May 23* subject to change, depending upon
makeup days

In accordance with college level expectations, no late work will be accepted in Dual Credit classes, unless arrangements have been made with the teacher.

Projects

- The points possible for a particular project should be low enough that, in the event the student did poorly on the project, the student would not fail the quarter.
- If the project is a group project, it should be broken down so that each member has a specific task to do and should be graded on that task.
- If an overall group grade is given for the project, the number of points should be minimal.
- Projects should have benchmarks along the way where points are awarded for the completion of work at each benchmark.
- The project is due on the due date.
- If a student acquires all or a majority of the possible points at each benchmark and is unable to turn it in on the due date, that student would be able to turn the project in the following class period, and could receive a maximum grade of 65% on it. Failure to turn in the project by the next class period will result in no credit for the final product.

Library

The library offers print and electronic resources for students and staff. The librarian helps students find reading and research materials and assists with computer questions. Students and staff are encouraged to recommend materials for the library collection. You can find the library website at <https://sboonehslibrary.weebly.com/> and on Twitter at [@SBooneHSLibrary](https://twitter.com/SBooneHSLibrary).

Library Hours

7:30 - 3:45 Monday, Tuesday, Thursday, and Friday

7:30 - 2:30 Wednesday (closed at 2:30 for teacher collaboration)

About the library

- Books may be checked out for 45 days. Up to four books at a time may be checked out.
- Students are responsible for all materials checked out in their name, even if those materials are loaned to friends, lost, or stolen. Students are required to pay or replace lost or damaged materials.
- Snacks and drinks are allowed at tables. Drinks should be covered and comply with the wellness policy. Please clean your area before you leave.
- Be phone courteous. Use earbuds to play music or watch videos. Please do not make phone calls in the library.
- During Academic Support, the library is used for study and relaxation. Although not a silent space, students who disrupt those around them will be asked to move to the Commons.

Library Extracurricular Activities

- Student Library Advisory Committee
- Coding

- *Page to Screen*
- *Manga Readers*
- *Gateway Award Readers*
- *Dungeons & Dragons*

Latin Honors System

Effective with the Class of 2018, Southern Boone High School will implement the Latin Honors System. This replaces class rank, as well as the titles of salutatorian and valedictorian. We will use the categories of Summa Cum Laude, Magna Cum Laude and Cum Laude. See the guidance office for specific criteria for each category.

Lockers

Lockers will be loaned to students in grades 9-12 at no cost. School lockers and desks are the property of the Board of Education and are provided for the convenience of students, and as such, are subject to periodic inspection without notice. Information concerning lockers will be kept in the main office. Damaged lockers may result in assessing the student for reimbursement. Appropriateness of locker decorations will rest with the administration.

Lunchroom Procedures

Lunchroom is a supervised time for eating. Therefore, the following regulations have been written so the cafeteria will be supervised in a consistent manner.

1. Students are to maintain an orderly lunch line.
2. Students are to keep the noise level to a minimum.
3. Students are to bus their trays and silverware and throw away all trash.
4. Students must stay in the commons during their lunch time.

Make Up Work Missed for Extracurricular Activities

Anytime a student is to be gone for a school activity (FFA, band, sports, etc.) it is the student's responsibility to check in advance and have the work ready to hand in before leaving. Students must also get future assignments so they will be ready to carry on in class as usual upon their return. Noncompliance may result in the student receiving a late-work grade.

Medications

Prescription and nonprescription medication will be dispensed by the school nurse or an authorized representative only. Nonprescription medication (such as aspirin) – though readily available commercially – will not be dispensed without a written prescription. Students will not be allowed to possess prescriptions. All medications must be delivered to the high school office and be dispensed by high school personnel. Medication to be given at school should be brought to the Health Office in its original container and be accompanied by written instructions signed by a parent or guardian. The instructions should include the following information:

1. Student's name
2. Name of Medication
3. Specific instructions for administration.
4. Physician's name.

Non-prescription medications can be carried by the student if the school has a signed parent consent form, which must be updated on an annual basis.

Exception: Students with chronic or specific problems requiring medication for emergency situations will be allowed to carry and self-administer medication. The student should have their medication properly labeled as listed above. Specific written instructions must be provided as to when and under what circumstances medication is to be given. This should be provided and signed by the student's doctor and parent/guardian annually.

The school stocks epinephrine that can be used on any student in an emergency. If parents do not want these medicines administered in an emergency, parents must notify the school in writing. Such notice should be directed to the school nurse. This is in accordance to board policy JHCD.

National Honor Society

The National Honor Society of the Southern Boone County High School will induct new members in the spring of each year. These shall be selected by a faculty council, appointed by the advisor with approval by the principal. The principal cannot be a member of the faculty council. Nor can the faculty advisor for the Chapter be a voting member of the faculty council.

1. The National Honor Society membership is chosen from the school population grades 10-12.
2. Student academic records will be reviewed to determine scholastic eligibility.
3. Students who are eligible scholastically will be notified and told that for further consideration for selection, they must complete the Application Intent Packet.
4. The student application will be reviewed by the faculty council, on the basis of scholarship, character, leadership, and service. Candidates receiving a majority vote of the faculty council will be inducted into the chapter.

Additional information concerning the National, State and Local National Honor Society chapter's guidelines may be obtained from the faculty advisor or from the high school principal's office.

Notice of Non-discrimination

Applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Southern Boone County R-1 School District are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, religion, ancestry, disability or handicap in admission or access to, or treatment of employment in, its programs and activities. Any person having inquiries concerning Southern Boone R-1 School District compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to the Assistant Superintendent of Southern Boone Schools, P.O. Box 168, 303 North Main Street, Ashland, Missouri 65010, (573) 657-2147. The superintendent will provide the name of the person designated by Southern Boone County R-1 School District to coordinate the institution's efforts to comply with the regulations implementing Title VI, Title IX, and Section 504. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's compliance with the regulations implementing Title VI, Title IX, Section 504 and the Boy Scouts Equal Access Act.

The district defines harassment as a form of discrimination that occurs when the school or work environment becomes state permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive enough that it unreasonably alters the employment or educational environment. Discrimination is defined by the district as conferring benefits upon, refusing or denying benefits to, or providing differential treatment to a person or class of persons in violation of law based on race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law, or based on a belief that such a characteristic exists. Behaviors that could constitute illegal harassment include, but are not

limited to, the following acts if based on race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law or based on a belief that such a characteristic exists: graffiti; display of written material, pictures or electronic images; name calling, teasing or taunting; insults, derogatory remarks or slurs; jokes; gestures; threatening, intimidating or hostile acts; physical acts of aggression, assault or violence; theft; or damage to property.

Online Learning

Online courses are available for students. Please see a Guidance Counselor for more information.

Outside Credits

Students will not be allowed to receive credit from tutorial programs, with the exception of approved homebound tutoring. Students will be allowed to receive credit from a summer school or correspondence course program with the following conditions:

1. Students will be limited to two (2) credits throughout their 9-12 grade years.
2. The institution and the course must be approved by the high school principal or counselor prior to enrollment.
3. Courses may be taken any time after the student's first semester of his/ her freshman year.

Parent Resources

Our district is required to inform you of certain information that you have the right to know, according to The No Child Left Behind Act of 2001 (Public Law 107-110). Upon your request, our district is required to provide in a timely manner, the following information:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

Our district publishes this information about staff assignments, degrees, and certification on the district website. The information is located behind the tab labeled "Staff Directory" in a document called "Staff Certification Information." There is also a page with information about paraprofessionals. If you have questions about this information, please contact the Director of Special Services at 657-2147. In addition to the information that parents may request, districts must provide to each individual parent:

- Information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and
- Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified

Parents of students, who participated in the Missouri Assessment Program at our school last year, including grade-level assessments and end-of-course exams, will receive a score report and a letter explaining the report. However, if your child attended school in another district last year, that school has his/her score report. For questions about assessments, please contact the school guidance counselor or the Assistant Superintendent.

Finally, if your child is taught by a teacher who is not considered “highly qualified” according to the No Child Left Behind Act you will receive a separate notice.

Parent-Teacher Conferences

Parent-Teacher conferences are available on two dates (to be announced) in both the fall and the spring. One night of conferences is a “drop in” format, where parents meet with teachers in our gymnasium. The other night is devoted to specific, scheduled conferences that take place in a classroom or a meeting room.

Part-Time Attendance

Any student wishing to apply for part-time attendance must meet with the guidance counselor and submit a formal, written request. This request will then be shared by the guidance counselor with the principal. Per Board Policy, “although the district believes that all students will benefit from attending the Southern Boone County R-1 School District full-time, state law allows students to attend public school part-time, as long as their total educational experience meets the requirements of the state compulsory education law and the student is not already enrolled full-time in another public school.” All students wishing to apply for part-time status must notify the guidance counselor no later than the first Wednesday of June or November, depending upon the semester in which the request is being made. The 90% attendance policy applies to part-time students (see attendance / earned credit section of this handbook for more details.)

Pass/Fail Courses

Students who enroll in a class that is graded as pass/fail will receive credit towards graduation for the class, but the class will not be figured into the grade point average.

Personal Electronic Devices

Any of these items brought to school will be with the understanding that the use of them is at the discretion of each teacher, and the school assumes no responsibility if any of the items are stolen.

Positive Behavior Supports (PBS) Program

Southern Boone High School participates in the PBS Program. To help meet our academic and behavioral goals, we expect all school patrons to operate in a safe, respectful and responsible manner.

Every Student Succeeds Act of 2015 (ESSA) Complaint Procedures

The following explains how to file a complaint about any of the programs that are administered by the Missouri Department of Elementary and Secondary Education (the department) under the ESSA of 2015. Programs included Title .A, B,C,D; Title II, Title III, Title IV.A and Title V.

What is a complaint?

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

Who may file a complaint?

Any individual or organization may file a complaint.

How can a complaint be filed?

Complaints can be filed with the LEA or with the Department.

How will a complaint filed with the LEA be investigated?

Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

What happens if a complaint is not resolved at the local level (LEA)?

A complaint not resolved at the local level may be appealed to the Department.

How can a complaint be filed with the Department?

A complaint filed with the Department must be a written, signed statement that includes a statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department and the facts on which the statement is based and the specific requirement allegedly violated.

How will a complaint filed with the Department be investigated?

The investigation and complaint resolution proceedings will be completed within a time limit of 45 calendar days. The time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

- **Record.** A written record of the investigation will be kept.
- **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
- **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
- **Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
- **Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
- **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

How are complaints related to equitable services to nonpublic school children handled differently?

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

How will appeals to the Department be investigated?

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

What happens if a complaint is not resolved at the state level (the Department)?

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

Public Notice:

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency regardless of the severity of the disability, including children attending private schools, highly mobile children, such as migrant

and homeless children, and children suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Southern Boone County R-1 School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Southern Boone County R-1 School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Southern Boone County R-1 School District assures that personally identifiable information collected, used, or maintained by the agency for the purpose of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of the child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of Family Educational Rights and Privacy Act (FERPA).

The Southern Boone County R-1 School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA).

This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Act (GEPA).

This plan may be reviewed at the superintendent's office Monday through Friday between 8:00 AM and 4:00 PM.

Local school districts in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age twenty-one (21) that reside in the district. This census must be compiled by December 1 of each year. This information is treated as confidential and must include the name of the child, parent/legal guardian's name/address; birth date and age of child; the child's disability; and the services provided to the child. If you have a child with a disability or know of a child with a disability who is not attending public school, please contact the Special Services Director at 573-657-2145, ext. 1202.

Public Display of Affection

Inappropriate display of affection may be offensive to other people and is therefore not acceptable at school. All students are expected to avoid this kind of behavior (holding hands and catch and release hugs are acceptable). Disciplinary action may be taken with individuals who do not comply with this regulation.

Pupil Personal Information

The Southern Boone County R-1 Public School District operates under the procedure of not making student information available unless permission is granted by parents or as is provided in Section 438 of the Family Educational Rights and Privacy Act of 1974, as amended by S.J.

Resolution 40; 20 U.S. Code 1232g. There is certain directory-type information, however, that the district may provide the general public. This information includes name, address, telephone listing, grade, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student and other similar information. In the event that any parent does not wish the directory information released, they should contact the Assistant Superintendent, Tim Roth, at (573) 657-2147 immediately. The district will release the names, addresses and phone numbers of secondary students to military recruiters or institutions of higher education unless the parent/guardian notifies the district otherwise. (See board policy JO).

The district will survey, analyze, and evaluate students, in accordance to board policy JHDA, and pursuant with the Protection of Pupil Rights Amendment (PPRA).

Required Testing

As part of the high school's participation in the Missouri Assessment Program (MAP), students will take end-of-course tests in certain classes, as identified by the state. Currently, students in English 2, Algebra 1 (sometimes Algebra 2), Biology, and Government participate in such testing annually. Students also participate in the ACT or the ASVAB at the assigned grade level, currently 11th grade. These assessments are administered in accordance with law and the rules of the Department of Elementary and Secondary Education (DESE) and Board Policy (IL).

School Violence Hotline Information

This is a service that provides students and parents an outside company with no ties to the school that will allow individuals to report anonymously information that would have a negative impact on our school. This report is then sent to our school for us to investigate. The toll-free number is 1-866-748-7047.

School Visitors

Students are not permitted to have visitors at school, unless they obtain permission from the principal in advance. Anyone visiting Southern Boone County R-1 High School must check in with the high school office. All visitors will be required to wear an identification tag during the visit, which will be returned to the office upon leaving.

School Parties-Dances

The Southern Boone County R-1 School District to sponsor a limited number of school dances. All students must pass a breathalyzer test before being admitted to high school dances. Students can expect to take a breathalyzer test upon departure from the dance.

1. **Student**-All students of the classes or groups designated as participants of a particular dance or activity. Students must be present in school the entire day in order to attend a dance. For example, if a dance is scheduled for Friday or Saturday evening, the student must be in attendance the entire day on Friday.
2. **Student Guests**-Any student who is currently in a high School program may be invited.
3. **Exception:** A non-high school person's name may be submitted for attendance at the Junior-Senior Prom, FFA Barn-warming and the Homecoming & Court Warming Dances. Middle school students may not attend high school dances. A middle school student is defined as anyone younger than 9th grade. Invitees must be registered by the published deadline. Names submitted for attendance must be approved by the

administration. In all cases the student getting the approval will be responsible for the behavior of the guest. Each student may submit for approval the name of only one person. .

4. **Class Sponsors-** Class or organizational sponsors hosting an event are required to attend the event, unless excused by the administration.

Students cannot have suckers at school for parties or other celebrations.

All dance activities sponsored by the school will be held on school premises, unless otherwise approved by the board.

All dance activities will be confined to Friday or Saturday night (exception - any day which terminates the school week). No dance will be sponsored by the school prior to the start of school in the fall or after school has closed in the spring unless special permission has been granted.

All dance activities will terminate no later than 12:00 AM

Behavior

1. School rules will apply to all persons attending the dance.
2. Any major infraction of the rules may result in the violator and his/her date being asked to leave the dance, with a phone call to the involved student's parents.
3. Once a student chooses to leave the dance s/he shall not be allowed to return.

Royalty Guidelines

Homecoming: The student body will nominate attendants (underclassmen) and candidates (seniors) for homecoming; then the entire student body will vote on the king and queen. Underclassmen can only serve as an attendant once during their underclassmen years, but they may be elected again as a senior candidate. All others are eligible. The court will consist of (1) Two freshmen boys and two freshmen girls; (2) two sophomore boys and two sophomore girls; (3) two junior boys and two junior girls; and, (4) three senior boys and three senior girls. *In the case of a tie, an addition will be allowed.

Courtwarding: The courtwarding attendants (underclassmen) and candidates (seniors) are selected in the same fashion as the homecoming attendants and candidates. Homecoming King and/or Homecoming Queen cannot be nominated for the courtwarding court. Freshmen, sophomore, or junior attendants are not eligible to be nominated for the courtwarding court during the same school year. All others are eligible. The court will consist of (1) Two freshmen boys and two freshmen girls; (2) Two sophomore boys and two sophomore girls; (3) Two junior boys and two junior girls; and, (4) Three senior boys and three senior girls. *In the case of a tie, and addition will be allowed.

Prom: The senior class will nominate royalty candidates for Prom King and Prom Queen. Once the top three king and queen candidates have been selected, the senior class will vote for the king and queen. All seniors are eligible, with the exception of the previous crowned homecoming king and queen and courtwarding king and queen.

Royalty candidates must also meet an attendance and disciplinary standard. The attendance standard is that all candidates must have an attendance record of 90% or above for the current school year. The disciplinary standard is that students must have 1 or fewer disciplinary referrals and no ISS or OSS for the current school year.

Searches

Students may be searched if there is reasonable suspicion. The search will be conducted with another adult to witness the search. The student will be informed as to the reason for the search. Students have no expectation of privacy in lockers, desks, computers or other district provided

equipment or areas. Additional searches of bags, purses, coats, electronic devices, other personal possessions and cars will be done in accordance with law. The district will conduct periodic and unannounced administrative searches of lockers, computers and other district equipment and will use search dogs to indicate the presence of alcohol, drugs or other prohibited substances on campus, including the parking lot. The district may require a student to submit to a drug or alcohol test if there is reasonable suspicion. (Refer to board policy JFG.)

Senior Activities

Seniors who have completed all the graduation requirements (and paid any fines and fees) will be permitted to participate in senior activities. These activities include, but are not limited to (1) the high school graduation ceremony; (2) senior trips; and (3) Project Graduation. A senior's academic and behavioral record may prevent them from participation in senior activities, at the discretion of the administration. Students will be required to take a breathalyzer test before departing for the senior trip and/or graduation.

Special Dietary Request

A request for a special diet or drink for your child must be made by the child's physician on a DESE-approved diet form provided by the school for a student who is disabled, or from a recognized medical authority for a student who has a chronic medical condition (example: diabetes). A recognized medical authority includes the following professionals: licensed physician, physician assistant, nurse practitioner, and registered dietitian.

Staff/Students Relations (Board Policy GBH)

Staff members are expected to maintain courteous and professional relationships with students. All staff members have a responsibility to provide an atmosphere conducive to learning through consistently and fairly applied discipline and the maintenance of physical and emotional boundaries with students. These boundaries must be maintained regardless of the student's age, the location of the activity, whether the student allegedly consents to the relationship or whether the staff member directly supervises the student.

Per Board Policy GBH, there are some interactions between staff members and students that are never acceptable and are absolutely prohibited including, but not limited to:

1. Touching, caressing, fondling or kissing students in a sexual or sexually intimate manner.
2. Dating a student or discussing or planning a future romantic or sexual relationship with a student. The district may presume that this provision has been violated if a staff member begins a dating or sexual relationship with a student immediately after graduation or immediately after a student has left the district.
3. Making sexual advances toward a student or engaging in a sexual relationship with a student.
4. Engaging in any conduct that constitutes illegal harassment or discrimination as defined in policy AC or that could constitute a violation of that policy if pervasive.
5. Engaging in any conduct that violates Board policies, regulations or procedures or constitutes criminal behavior.

Staff members are encouraged to communicate with students and parents/guardians for educational purposes using a variety of effective methods, including electronic communication. As with other forms of communication, staff members must maintain professional boundaries with students while using electronic communication regardless of whether the communication methods are provided by the district or the staff member uses his or her own personal electronic communication devices, accounts, webpages or other forms of electronic communication. *Educational Purpose* – A reason associated with the staff member's duties in the district

including, but not limited to: counseling, the treatment of a student's physical injury, or coordination of an extracurricular activity, depending on the staff member's job description.

The district's policies, regulations, procedures and expectations regarding in-person communications at school and during the school day also apply to electronic communications for educational purposes, regardless of when those communications occur. Staff communications must be professional, and student communications must be appropriate. Staff members may only communicate with students electronically for educational purposes between the hours of 6:00 a.m. and 10:00 p.m. Staff members may use electronic communication with students only as frequently as necessary to accomplish the educational purpose.

1. Staff members may only communicate with students electronically for educational purposes between the hours of 6:00 a.m. and 10:00 p.m. Staff members may use electronic communication with students only as frequently as necessary to accomplish the educational purpose.

2. This policy does not limit staff members from communicating with their children, stepchildren or other person living within the staff member's home who happen to be students of the district.

3. Any person, including a student, who has concerns about or is uncomfortable with a relationship or activities between a staff member and a student should bring this concern immediately to the attention of the principal, counselor or staff member's supervisor. All patrons are encouraged to visit Board Policy GBH for complete information.

Student Admission Policy for Athletic Activities

Students of the Southern Boone County R-1 School District who are in good standing will be permitted to attend all regular home athletic contests. Students are required to pay an admission fee for each activity. Abusive treatment of the privilege of attending any athletic events by any student may permanently exclude the student from attending further events.

Student Alcohol/Drug Abuse

The Southern Boone County R-1 School District is concerned with the health, welfare and safety of its students. Therefore use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances and imitation controlled substances is prohibited on any school property, in any school-owned vehicle or in any other school-approved vehicle used to transport student to and from school or school activities. This prohibition also applies to any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district. The use, sale, transfer or possession of drug-related paraphernalia is also prohibited.

For the purpose of this policy, a controlled substance shall include any controlled substance, counterfeit substance or imitation controlled substance as defined in the Narcotic Drug Act, Section 195.010, RSMo., and in schedules I, II, III, IV and V in section 202(c) of the Controlled Substances act, 21 U.S.C. 812 (c).

Students may only be in possession of prescription or nonprescription medication as detailed in Board policy JHCD.

The school administration or teachers shall have the right to conduct searches, which are reasonable in scope, of persons reasonably suspected to be in violation of this policy. Such searches shall be conducted in accordance with Board policy JFG.

Any student who, after given an opportunity to present his or her version of the incident, is found by the administration and/or staff to be in violation of this policy shall be subject to disciplinary action and up to and including suspension, expulsion or other discipline as provided in the district's discipline policy and referral for prosecution. Strict compliance is mandatory.

The principal shall immediately report all incidents involving a controlled substance to the appropriate local law enforcement agency and the superintendent. All controlled substances shall be turned over to the local law enforcement agency.

Students with disabilities who violate this policy will be disciplined in accordance with policy JGE.

Student Discipline

The following is not an all-inclusive list and the district can discipline a student for any action that is disruptive to the school environment, whether it occurs on or off school property. When matching consequences with behaviors, the severity of the behavior and the circumstances surrounding the behavior will be considered. The policies, regulations, and procedures contained in this handbook apply to all students in attendance in district instructional and support programs, as well as at school-sponsored activities. All district staff members are required to enforce these policies, regulations, and procedures in a manner that is fair and developmentally appropriate and that considers the student and the individual circumstances involved. The principal, designee, or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools and in accordance with law and policy. The district works cooperatively with police and will notify police when a crime occurs on school property.

1) Academic Dishonesty/Plagiarism-

Any act of lying, whether verbal or written, including forgery. (See definition of academic dishonesty.)

First offense: nullification of forged document (zero for the assignment); parent notification; Principal/student conference, detention, in school suspension, 1-10 days out-of-school suspension

Subsequent offense: zero for the course, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

2) Alcohol –

(a) Possession/Purchase/Use/Under the Influence –

Possession of, use of, or attendance while under the influence of or soon after consuming any alcoholic beverages

(b) Sale or Distribution – Sale, purchase or distribution of any alcoholic beverages

3) Arson –

Starting or attempting to start a fire or causing or attempting to cause an explosion

4) Assault –

(1) Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another.

(2) Hitting, striking and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person.

(3) Unlawful contact with intent to cause physical injury or bodily harm that causes slight impairment of any function of the body or temporary use of any part of the body.

(4) Contact such as pushing, poking or tripping for the purpose of provoking a fight. Physical activity that endangers the health and well-being of students, such as wrestling, pushing, throwing objects, running, and jumping in an inappropriate manner.

5) **Automobile/Vehicle Misuse –**

Uncourteous or unsafe driving on or around school property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on school property.

6) **Bullying and Cyber-bullying (see Board policy JFCF) –**

Bullying is the intimidation or harassment of a student or multiple students perpetuated by individuals or groups causing a person to feel sad, have hurt feelings or emotional stress. Bullying includes, but is not limited to physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; threats of retaliation for reporting such acts; sending or posting harmful or cruel text or images using the Internet or other digital communication devices; sending or posting materials that threaten or raise concerns about violence against others, suicide or self-harm. Students will not be disciplined for speech in situations where the speech is protected by law.

7) **Cell phone, pagers and any other Communication Devices–**

No cameras and/or camera phones will be permitted into locker rooms/restrooms during the school day and/or extracurricular events. Malicious, inappropriate use of such devices will result in disciplinary action. **If a student possesses electronic pictures or text messages, the district will consider it the same as hard copy possession (board policy KKB.)**

Violation of Policy: Confiscation of item, parent pick up, and detention for each offense.

Malicious inappropriate use of these devices, which includes, but is not limited to, sexting-The practice by which technology is used to forward/text sexually explicit images of oneself or one's peers to another, may result in additional disciplinary action.

8) **Disrespectful or Disruptive Conduct or Speech (see Board policy AC if illegal harassment or discrimination is involved) –**

Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is rude, vulgar, defiant, in violation of district policy or considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

9) **Food and Beverages**

Any food, drink, snack, chewing gum, candy or item of any kind designed for consumption is only allowed at the discretion of the classroom teacher. All drinks brought into and consumed in the building MUST be in a clear container with a lid. No exceptions.

10) **Drugs: Possession/Purchase/Use/Under the Influence –**

Possession of, use of, or attending school, or a school event, while under the influence of or soon after consuming any unauthorized prescription drug, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202 of the Controlled Substances Act. Drugs or other illegal substances are not allowed in cars, the parking lot, any school property, or at any school event. .

11) **Drugs: Sale or Distribution–**

Sale, purchase or distribution of any prescription drug, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as

substances identified under schedules I, II, III, IV or V in section 202 of the Controlled Substances Act.

12) Drugs: Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation

13) Extortion –

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

14) Failure to Meet Conditions of Suspension –

Coming within 1,000 feet of any public school in the district while on suspension for an offense that requires reporting to law enforcement or for an act of violence or drug-related activity as defined by district policy as a serious violation of the district's discipline policy - See section of this regulation entitled, "Prohibition against Being on or near School Property during Suspension."

In determining whether to suspend or expel a student, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence within 1,000 feet of the school is disruptive to the educational process or undermines the effectiveness of the school's disciplinary policy.

15) False Alarms –

Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening, or disturbing people, disrupting people, disrupting the educational environment or causing the evacuation or closure of school property.

16) Fighting –

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

17) Gambling–

Betting on uncertain outcomes, regardless of stakes; engaging in any game of chance, or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games. Consequences may range from conference with principal, loss of privilege, or ISS to 1-10 days of OSS.

18) Hazing –

Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful, or disconcerting position for the purpose of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade-level, student organization or school-sponsored activity. Hazing may occur even when all students involved are willing participants and may also include those situations that cause a person(s) to feel sad, have hurt feelings or emotional stress.

19) Incendiary Devices-

Possessing, displaying or using matches, lighters or other devices used to start fires, unless required as part of an educational exercise and supervised by district staff.

Consequences may range from a warning, principal conference, detention, ISS to 1-10 days OSS.

20) Insubordination –

Not following the verbal or nonverbal directions of a staff member.

21) Public Display of Affection –

Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

22) Sexual Activity-

Acts of sex or simulated acts of sex including, but not limited to, intercourse or oral or manual stimulation.

23) Sexual Harassment –

Sexual harassment is a form of sexual discrimination, which is prohibited by law in education as well as in employment. The law defines sexual harassment as “Unwelcome sexual advance, request for sexual favors and other verbal or physical conduct of a sexual nature.” Students engaging in this type of behavior will be referred to the assistant superintendent.

(a) Use of unwelcome verbal, written or symbolic language based on gender or of a sexual nature. Examples of sexual harassment include, but are not limited to, sexual jokes or comments, requests for sexual favors and other unwelcome sexual advances.

(b) Unwelcome physical contact based on gender or of a sexual nature.

24) Sexually Explicit, Vulgar or Violent Material–

Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

25) Technology Misconduct –

(a) Attempting, regardless of success, to gain unauthorized access to a technology system or information; to use district technology to connect to other systems in evasion of the physical limitations of the remote system; to copy district files without authorization; to interfere with the ability of others to utilize district technology; to secure a higher level of privilege without authorization; to introduce computer “viruses,” “hacking” tools, or other disruptive/destructive programs onto or using district technology; or to evade or disable a filtering/blocking device.

(b) Violation other than those listed in “a,” or of Board policy EHB and regulation EHB-R, administrative procedures or netiquette rules governing student use of district technology.

(c) Use of audio or visual recording equipment in violation of Board policy KKB

26) Theft, attempted theft or knowing possession of stolen property–

27) Threats or Verbal Assault –

Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage

28) Tobacco –

Possession and/or use of any tobacco or imitation tobacco products (*including, but not limited to, e cigarettes, vapes, Juuls, etc.*) on school grounds, school transportation, or at any school activity.

29) Truancy –

Absence from school without the knowledge and consent of parents/guardians and/or the school administration; excessive non-justifiable absences, even with the consent of parents/guardians

30) Unauthorized Entry –

Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.

31) Vandalism –

Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff or students

32) Weapons –

Possession or use of, weapon as defined in Board policy other than those defined in 18 §921, 18 U.S.C §930(g)(2) or §571.010, RSMo. This includes all *knives and any other*

instrument or device used or designed to be used to threaten or assault, whether for attack or defense.

Possession or use of a firearm as defined in 18 U.S.C. §921 or any instrument or device defined in §571.010, RSMo. or any instrument or device defined as a dangerous weapon in 18 U.S.C. §930(g)(2).

First offense: One (1) calendar year suspension or expulsion, unless modified by the Board, upon recommendation by the superintendent. Authorities notified.

Subsequent offense: Expulsion. Authorities notified.

Possible Consequences for Misconduct

Consequences will be assigned based on severity of conduct and previous conduct violations.

- A. Principal/Student conference
- B. Loss of privileges
- C. Detention
- D. In school suspension
- E. Out of school suspension
- F. Expulsion
- G. Loss of computer privileges

Student Due Process Rights

All students will be afforded due process as guaranteed by constitutional provisions. The process will be in accordance with state law and with the provisions outlined in the Southern Boone County R-1 Board of Education's policies and regulations.

(A) Discipline with regards to suspensions and/or expulsion: The Board of Education believes that the right of a student to attend the Southern Boone County R-1 School carries with it the responsibility of the student to attend school regularly and to comply with the lawful policies, rules and regulations of the school district. This observance of school policies, rules, and regulations is essential for permitting others to learn at school. Therefore, the administrative prerogative to remove a student from the school setting because of violations of school rules and regulations, conduct which materially or substantially disrupt the rights of others to an education, or conduct which endangers the student, other students or the property of the school shall be permitted, provided such action is taken in accordance with due process and with due regard for the welfare of both the individual and the school. School attendance may be temporarily denied to individuals by the administrative act of summary suspension, but expulsion can be implemented only through specific actions by the Board of Education.

The Board authorizes the summary suspension of pupils by the building principal for a period not to exceed ten (10) school days and by the superintendent for a period not to exceed one hundred eighty (180) school days, provided such action is in accordance with due process and state statutes. The Board of Education must be notified of any suspension exceeding ten (10) days.

A student may be suspended by the principal for alcohol, drugs, tobacco, fighting, insubordination, possession or use of disruptive/harmful devices or items (firecrackers, water balloons/guns, snowballs, etc.), theft, excessive unexcused tardies, vandalism, truancy, offensive/obscene language or gesture directed at any employee of the district, purposeful indecent state of dress or undress, threat or use of a weapon, and repeated offenses of a lesser consequence. In addition, the principal may suspend students who have been convicted or charged with felonies regardless of whether they occurred on school district property or related

to the school in any way. Please note this list is not all-inclusive. Notice of such suspension shall be given to the parent or guardian. Notification shall be by telephone when feasible. The student and/or parents/guardians may appeal the principal's decision to suspend the student to the Superintendent. The Superintendent will forward to the Board of Education his review of the disposition of the suspension.

In case of suspension of a student, by the superintendent, for a period of more than ten (10) days, the student or parents/guardians may appeal the decision of the superintendent to the Board of Education. Requests for appeal shall be in writing and filed with the secretary of the Board of Education. Upon the filing of the appeal, the suspension, as determined by the superintendent, shall be stayed until the Board renders its decision, unless in the judgment of the superintendent the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process. In such case, the judgment shall be immediately transmitted to the student and parents/guardians and the student shall be immediately removed from school.

Upon filing of a request for an appeal of the superintendent's decision to suspend a student for more than a period of ten (10) days, the superintendent shall promptly transmit a written report to the Board of Education, indicating the facts relating to the suspension, action taken by the superintendent and other administrative officials and the reasons for such action. The Board, upon request, shall grant a hearing to the appealing party.

(B) Student complaints and grievance, separate from discipline.

Any alleged act of unfairness or decision made by school personnel, which students and/or parents/guardians believe to be unjust or in violation of pertinent policies of the Board of Education or individual school rules, may be appealed to the school principal or designated representative

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

1. The principal shall schedule a conference with the student and any staff member involved to attempt to resolve the problem. Parents/guardians may be involved in the conference or a later conference for parents/guardians may be scheduled at the discretion of the principal.
2. If the problem is not resolved to the satisfaction of the student and/or parents/guardians, a request may be submitted for a conference with the superintendent of schools. The superintendent shall arrange a conference to consider the problem and inform participants of the action that will be taken.
3. If the student and/or parents/guardians are not satisfied with the action of the superintendent, they may submit a written request to appear before the Board of Education. The decision of the Board shall be final. All persons are assured that they may utilize this procedure without reprisal. All records or notice, conferences, and actions taken to resolve student complaints and grievances will not be filed and identified as grievance records, and will not be placed in personal files.

Student Educational Records

Model Notification of Rights under FERPA for Elementary and Secondary Schools:

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

These rights are:

1. The right to inspect and review the student's education records within 10 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal (or appropriate school official) written request that identifies the record(s) they wish to inspect. The School official will make

- arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the school principal (or appropriate school official), clearly identify the part of the record they want changed and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
 3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A School official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. (Optional) Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request).
 4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

(NOTE: In addition, a school may want to include its directory information public notice, as required by 99.47 of the regulations, with its annual notification of rights under FERPA.)

Student's Expectations at Activities

People attend activities to watch the event. They do not appreciate students running around where they are sitting. All students are expected to practice good sportsmanship and to follow all MSHSAA guidelines and student expectations. Individuals who do not abide by the above rules will be reported to the appropriate building principals and will be informed that another occurrence may result in the student not being allowed to attend any more home activities.

Student Fundraising

Sponsors of any organization will limit the number of fundraisers during school hours to one (1) per school year and be limited to a maximum of two (2) weeks. All school fundraisers must be

approved by the administration. Any fundraising activity must have the proper paperwork completed and receive the approval of the administrator(s) of the student's involved in the fundraising.

Suspension and Expulsion

Suspension –Elimination from school for a limited period of time. The Board of Education believes that the right of a student to attend the Southern Boone County R-1 School carries with it the responsibility to attend school regularly and to comply with the lawful policies, rules and regulations of the school district. This observance of school policies, rules and regulations is essential for permitting others to learn at school.

Therefore, any pupil who is guilty of violent or continued opposition to reasonable school authority, repeated offenses of bad conduct after receiving notice, habitual neglect of student duties or whose general bad conduct and example tend to injure the school morale, may be suspended by the principal for a period not to exceed ten (10) school days. If, however, in the opinion of the principal, the student's misconduct is judged to be of such a severe nature as to warrant more than a ten (10) day suspension, the student may receive more than a ten (10) day suspension after approval for such has been obtained from the Superintendent of Schools. This suspension will not exceed 180 school days provided such action is in accordance with due process and state statutes. Students on suspension cannot participate in or attend school activities during this period of suspension. Students on suspension may make up work for their first suspension. Any student suspended on OSS a second time may receive zero credit for work during the suspension time.

Procedure for Suspension

1. Parents will be notified before a suspension becomes effective. Pupils will not be sent home during the regular school day, unless prior notice is given to parents.
2. Official notification of a pupil's suspension will be made to the parents of the pupil in writing. The written notification will include a brief summary of the situation and the reasons for the suspension.
3. Parents will be provided the opportunity for a personal conference regarding the reasons for the suspension and the conditions under which the pupil may be permitted to re-enter school. Failure of parents to respond may result in an indefinite suspension until parents appear.
4. Parents or school personnel may wish to involve others in the conference if it is believed that they can contribute to a better understanding of the situation.
5. The decision of the principal may be appealed to the Superintendent of Schools and ultimately to the Board of Education.
6. Students may not attend or participate in any school activity while on out-of-school suspension and they may not be within 1000 feet of the school without receiving prior administrative approval.

Expulsion –Permanent elimination from school. Only the Board of Education has the authority to expel a student. A written record of the reasons for the expulsion will be presented to the Board of Education, and the pupil who has been recommended for expulsion will be given the right to appear with his/her parents before the Board of Education for a hearing.

Tampering with Computer System:

Students tampering with the school's computer system will not be tolerated. Students are instructed as to the areas of the computer in which they should be working. If a student has a question regarding use of the computer, these should be directed to the instructor of the class.

Tardy and late policy:

All tardies and late arrivals to school will be recorded regardless of whether they are excused or not by the parent or guardian. Consequences for tardies and/or late arrivals to school will be addressed on a quarterly basis and are as follows.

- 1st, 2nd, 3rd Tardy-Warning.
- 4th Tardy-1 hour detention.
- 5th Tardy-ISS

Students who arrive late to first hour are considered tardy, no matter what time they arrive during first hour. (This assumes the student arrived after school started without an excused absence.) Starting second period, students will be considered absent unless they are tardy to class.

Teacher and Staff Authority

Students are under the authority of any school district staff member anytime they are on school grounds, in the school building, or at any school function, wherever it may be held. Students are expected to give respectful attention to and immediate compliance with any request of direction by any school district staff (administrator, teacher, clerical worker, cafeteria worker, custodian, school resource officer, or sponsor.) Disrespectful behavior (for example, obscene language or gestures and/or verbal abuse) or failure to comply with any reasonable request may result in disciplinary actions, and parents will be contacted.

Telephone Calls

Students will not be called from class to accept a phone call unless it is an emergency. Students may use the office phone with prior permission. Non-emergency messages will be delivered from the principal's office. Students should not be allowed to use the classroom telephones to contact parents.

Title IX

It is the policy of the Southern Boone County R-1 School District to comply with the regulations implementing Title IX of the Educational Amendments of 1972. Title IX prohibits sex discrimination in federally assisted education programs. Specifically Title IX states, "No person in the United States shall, on the basis of sex, be excluded from participation in, or be subjected to discrimination under any education program or activity receiving Federal financial assistance..." A copy of information for students, employees, and patrons on compliance efforts may be obtained from the Superintendent's office.

Trauma-Informed Schools

Pursuant to State law, Southern Boone High School is a trauma-informed school and we encourage all patrons to visit <https://dese.mo.gov/traumainformed> for more information. Locally, patrons are encouraged to contact their child's guidance counselor or administrator.

Use of Pictures of Students & Their Web Work on Web Page

In order to protect the privacy of all students at Southern Boone County R-1 Schools, photographs, personally identifiable information or the works of any student will not be used on the school's web page without the written consent form being signed and returned.

Videotaping of Classrooms

Videotaping of a classroom by a teacher can be done without notification of the students or parents, if the taping will be used for educational purposes. Administration and teachers may use videotaping equipment to monitor class, to improve teaching or to evaluate the educational process in the classroom.

Weighted Grades

Beginning with the graduating Class of 2012, specified upper-level courses designated in the high school course guide will carry a 1.25 weighted grade. *Please see the course description for weighted course offerings.*

Wellness Policy

It is the policy of the Southern Boone County R-1 School District that all foods and beverages sold to students during the school day on any property under the jurisdiction of the district will meet the U.S. Department of Agriculture school meal and Smart Snacks in School nutrition standards. These nutrition standards apply to all foods and beverages sold to students, including those sold in vending machines, school stores and through district-sponsored fundraisers, unless an exemption applies. In addition, the Smart Snack standards apply to all foods and beverages provided by the district to students outside the reimbursable school meal program during the school day. For the purposes of this policy, the school day is the time period from midnight before to 30 minutes after the official school day.

The District must establish a standard for foods brought for celebrations. While we encourage that all foods brought in for celebrations are Smart Snack standard approved, the following standard will be used for these donated foods:

- No homemade foods
- All foods, with the exception of fruits and vegetables, must come to school in their original container and include an ingredient label
- Foods must be served with gloved hands by an adult
- Soda and energy drinks will not be allowed during the school day for any student in any building

Withdrawal from School

Students, and/or parents/guardians of students, who withdraw shall notify the high school office and follow all procedures

Work Study Guidelines

Seniors who are on target to graduate are eligible to enroll in the work study program. To be eligible, students must adhere to the following guidelines:

1. Students must be a senior.
2. Student must enroll in the Business Technology or Agriculture Leadership and Capstone Class.
3. A work study contract must be signed by the student, parent, and employer and returned by the end of the first week of school. Failure to do so may result in enrollment in a full load of courses for the semester.
4. If a student quits his/her job or is fired from his/her job, the student will receive an "F" for the work study class and will be placed in a study hall for the remainder of the semester. If this happens during the first semester the student will enroll in a full load for second semester. The student will no longer be able to enroll in the work study program second semester.

5. The student must inform the work study coordinator immediately for losing his/her job due to downsizing of the business. If this happens the student will have one week to find another job or the student will be released from the work study program and receive an "F" for the semester and released from the work study program. If the student loses his/her job, and the employer notifies the school instead of the student, the student will:

*Be removed from the work study program and receive an "F" for the semester and be placed in study hall for the remainder of the semester.

*No longer be able to enroll in the work study program for second semester and must enroll in a full load of courses.

6. Any student who receives a "C-" or below as a 1st semester grade for work study will be removed from the program and placed in regular classes for the 2nd semester.
7. For every hour of work study release time a student will be required to work 10 hours a week and will earn 1 credit (maximum of 2 credits allowed). Example: if a student has 2 hours of release time, they will receive 2 credits provided they work 20 hours per week.
8. The administration and work study coordinator have the authority to reject any employer for consideration in the work study program. (i.e. cannot work for family members)
9. A student who registers for more than two periods of work study will receive no more than two credits.

You may visit our district website at www.ashland.k12.mo.us anytime to find more information on our individual school buildings, personnel, policies and much more. Our board policies and procedures can be found by visiting our district's website and clicking on the "School Board" link on the district's home page. You may follow high school events on our Twitter feed and through Remind.

**Southern Boone County R-1
High School**

Extracurricular Activities

Handbook



2018-2019

PHILOSOPHY OF EXTRACURRICULAR ACTIVITIES AT SOUTHERN BOONE COUNTY R-I HIGH SCHOOL

Southern Boone County R-I High School students are provided with numerous opportunities to participate in a wide range of student activities. These activities are considered to be an important aspect of the student's educational experience. It is not the winning-losing aspect of the participation that is totally emphasized – but participation, where each student has the opportunity to achieve a sense of individual, group, and school responsibility. This type of participation provides students with desirable learning opportunities.

The Southern Boone County R-I High School student activities should be considered an integral part of the total education program, which provides opportunities to help each student develop physically, mentally, socially and emotionally.

All information enclosed refers to both interscholastic and extracurricular activities.

CONFERENCE AFFILIATION

Southern Boone County High School is a member of the Tri-County Conference and as a member is committed to adhere to the rules and regulations of the conference. Presently there are eight member schools:

Blair Oaks
Boonville
California
Eldon
Hallsville R-IV
School of the Osage
Southern Boone County R-I
Versailles

INTERSCHOLASTIC SPORTS OFFERED AT SOUTHERN BOONE COUNTY R-I HIGH SCHOOL

Softball
Basketball (Girls and Boys)
Baseball
Cheerleading
Cross Country (Girls and Boys)
Dance
Football
Golf (Girls and Boys)
Quiz Bowl
Soccer (Girls and Boys)
Track (Girls and Boys)
Volleyball
Wrestling

EXTRACURRICULAR ACTIVITIES OFFERED AT SOUTHERN BOONE COUNTY R-I HIGH SCHOOL

Band
Bass Fishing
Choir

Class Activities

Family, Careers and Community Leaders of America (FCCLA)

Foreign Language Club (F.L.A.G.S.)

Future Business Leaders of America (FBLA)

Future Farmers of America (FFA)

Link Crew

National Honor Society (NHS)

Project Lab

Science Club

Student Ambassador Group (SAG)

Student Council

Technology Student Association (TSA)

Theater

EXTRACURRICULAR PROGRAM OBJECTIVES

1. Participation – Provide a variety of opportunities that encourage and allow interested students to participate in valuable activities.
2. Skills and Rules – Provide emphasis in development of fundamental skills and knowledge of each sport or knowledge of the activity.
3. Citizenship and Sportsmanship – Cause students to achieve success fairly by demonstrating and teaching
 - a. Respect for the rules of each sport or activity
 - b. Desirable traits of citizenship and sportsmanship
 - c. Rules of society
4. School Spirit – Provide activities with which all students can identify.
5. Competition – Build teams that are competitive throughout the program.
6. Student Confidence – Provide a program that develops students' sense of appreciation and enjoyment of extracurricular activity, while building individual self-confidence and group rapport.

PARTICIPATION GUIDELINES

These guidelines must be followed in a school-sponsored activity as well as athletics. A complete listing of high school activities is included in the back of this handbook.

- Students are free to make their own selections as to sports or activities in which they wish to participate, as defined by gender.
- Participation in more than one sport within a sport season will not be allowed. A student will be allowed to participate in more than one (1) co-curricular activity at a time. School sports and extracurricular activities will take precedence over outside community sports and activities. The student may practice or compete as a member of a non-school team or as an individual participant in organized non-school competition in a different sport than the school sport in season, under the following conditions:
 1. No school time is missed to compete, practice for, or travel to the site of such non-school competition, unless the absence is approved in advance by the administration.
 2. The student shall not practice for or compete in the non-school competition on the same date he/she practices or competes for the school team, without approval of the school administrator.
- Students are required to pay an annual activity fee.
- Students are required to use school transportation to all activities, unless the student has a written note signed by a parent/guardian, and the student has received

permission from the administration. Students are required to use school transportation from activities and contests unless their parents sign a “Parent Release Form,” which will allow the student to be released to the parent. An advance written note from the parents may be given to the sponsor granting permission for the student to ride home with another adult.

- Attendance at practice, meetings, and meets or games is required. No one is excused without prior permission of the coach/sponsor or unless an acceptable emergency occurs.
- A student must attend all *hours* of the day in order to participate in activities, games, practices, competitions, meetings or any other assigned by the coach. This rule also applies to the Friday before a Saturday or Sunday activity. Exceptions to this guideline can only be made by the principal with documentation of excused absence.
- Suspended students are not eligible for participation or attendance at any extracurricular activity or event.
- Any disrespect for the administration, teachers, coaches, sponsors, or officials will not be tolerated at any time.
- Any student whose actions are detrimental to the proper framework of the intent of the activity will be dealt with on an individual basis.
- Participants should adhere to the guidelines set up by the school and by the coach/sponsor.
- Students attending Southern Boone County R-I High School must maintain an overall average of grade C, which is a 2.0 on a 4-point scale. Failure to perform at this level, as evidenced by grades reported at the end of any quarter, will result in a one (1) quarter ineligible period. During this ineligible period the student may attend practice at the discretion of the instructor or coach and may travel to away games at the discretion of the coach. No athlete who is on academic suspension will be dismissed early from school to travel to any away contests.
- Students who will be attending Southern Boone County R-1 High School due to promotion from 8th grade to 9th grade must also meet the overall average of grade C, which is a 2.0 on a 4-point scale, in order to be eligible for participation during their 1st quarter of the 9th grade year.
- *Student-Athlete Intervention Program*

Prospective student athletes who leading up to the mid-term are currently ineligible are allowed the opportunity to gain eligibility if at the time of the mid-term check they have a 2.0 on a 4.0 scale.

ELIGIBILITY REQUIREMENTS

The Missouri State High School Activities Association (MSHSAA) is a voluntary, nonprofit, educational association of junior and senior high schools, established for the purpose of working cooperatively in adopting standards for supervising and regulating interscholastic activities and contests. Listed below is some information to acquaint you with the major rules and regulations a student must follow in order to protect his/her eligibility (taken from the MSHSAA handbook).

CITIZENSHIP REQUIREMENTS

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

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

b. **Local School:**

1. A student who violates a local school policy is ineligible until completion of the prescribed school penalties.
2. A student shall not be considered eligible while serving an out-of-school suspension.
3. A student who is expelled or who withdraws from school because of disciplinary measures shall not be considered eligible for 365 days from the date of expulsion or withdrawal.
4. If a student misses class(es) without being excused by the principal, the student shall not be considered eligible on that date. Further, the student cannot be certified eligible to participate on any subsequent date until the student attends a full day of classes.
5. Each individual school has the authority to set more restrictive citizenship standards and shall have the authority and responsibility to judge its students under those standards.
6. Each school shall diligently and completely investigate any issue that could affect student eligibility.

- c. **Student Responsibility:** Each student is responsible to notify the school of any and all situations that would affect his/her eligibility under the above standards. If the student does not notify the school of the situation prior to the school's discovery, then the student shall be ineligible for up to 365 days from discovery, pending review by the Board of Directors.

Academic Requirements:

A beginning 9th grade student shall have been promoted from the 8th grade to the 9th grade for first semester eligibility.

Grades 9-12 – A student in grades 9-12 must meet the following requirements in order to be academically eligible to participate in interscholastic activities:

1. Semester Prior to Participation: The student shall have earned, the preceding semester of attendance, a minimum of 3.0 units of credit or have earned credit in 80% of the maximum allowable classes in which a student can be enrolled in the semester, whichever is greater, or a student must have made standard progress for his or her level the preceding semester in a special education program for the handicapped approved by the Missouri State Department of Education, which though un-graded, enrolled pupils of equivalent age.
2. Semester of Participation: The student shall currently be enrolled in and regularly attending courses that offer 3.0 units of credit or 80% of the maximum allowable credits which may be earned, whichever is greater;

or a student must be enrolled in a full course at his or her level in a special education program for the handicapped approved by the Missouri State Department of Education which, though un-graded, enrolls pupils of equivalent age.

3. A student must be making satisfactory progress towards graduation as determined by local school policies.

Students attending Southern Boone County R-1 High School must maintain an overall average of grade 2.0 on 4-point scale. Failure to perform at this level, as evidenced by grades reported at the end of any quarter, will result in a one (1) quarter ineligible period. During this ineligible period the student may attend practice at the discretion of the instructor or coach.

Students who will be attending Southern Boone County R-1 High School due to promotion from 8th grade to 9th grade must also meet the overall average of grade C, which is a 2.0 on a 4-point scale, in order to be eligible for participation during their 1st quarter of the 9th grade year.

Amateur and Award Requirements: A student who represents a school in an interscholastic sport shall be an amateur in that sport. A student may accept an award for participation in an athletic contest, for athletic honors or recognition of athletic achievements in the interscholastic program. Awards presented to students shall meet the following criteria:

- A. A student may receive the following symbolic awards: unattached school letters or emblems, medals, ribbons, trophies, certificates, etc.
- B. A student shall not have accepted or competed for the following types of awards: services, cash or gift certificates.
- C. A student may receive a merchandise award that shall not exceed \$25.00 in manufacturer's retail price.

A reminder: Any questions pertaining to eligibility that are not answered above should be brought to the attention of your principal or athletic director.

Physical Examinations and Insurance Requirements: The MSHSAA handbook states the school shall require of each student participating in athletics a physician's certificate stating that he or she is physically able to participate in athletic contests of his or her school. The medical certificate is valid for the purpose of this rule if issued on or after February 1 of the previous year.

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

SPORTSMANSHIP

Sportsmanship is a test of the high school sports. Those of us who believe that high school sports serve an educational purpose in the lives of teenage boys and girls have a constant challenge. The challenge is sportsmanship – good sportsmanship or bad sportsmanship, for interscholastic athletics will live or die, respectively, by sportsmanship that is good or bad.

Four “characters” are involved in the challenge of sportsmanship – administrator, coach, player, and spectator. The listing is alphabetical but only by coincidence. The listing, primarily, is in order of responsibility.

The **administrator** holds the key to the issue of sportsmanship. If the administrator appreciates the importance of it by insisting that sportsmanship be good at any cost, then the school cannot go wrong. If this individual realizes the value of sportsmanship but fails to implement its good practice, then the school cannot help but run into problems.

The **coach** is the “standard-bearer” of sportsmanship. The coach’s role is a crucial one, holding the awesome double power of either making the contest a real showcase for education or turning it into a meaningless exercise in winning or losing. The coach can hold player and spectator in the palm of his/her hand through self-control and dignity, or the coach can incite either or both to act contrary to the aims and objectives of activity.

The **player**, to a great extent, mirrors the coach in projecting sportsmanship. Many, of course, do not need the coach’s reflection; they know that “how to play the game” is the most important thing. And, obviously, the student is neither a puppet nor a mature individual, and is, therefore, susceptible to inconsistent sportsmanship. But the coach – the good coach – knows how to handle, even in front of spectators, these situations.

The **spectators** Most of them know what high school athletics are all about. But the irritating minority apparently always will be with us. The “good guys” in the audience, preferably, will minimize the influence of the “bad guys.” But if this is not so, then all the more reason for the players to present themselves well, for the coach to be above reproach at all times, and for the administrator to prepare and enforce procedures to keep fans in line.

As long as there exists within all of us that human characteristic to win, we will have to be concerned in the area of sportsmanship. The desire to win is not bad by any means; on the contrary, it is good. It is the proper attitude for approaching any endeavor. To do otherwise would be to vote for failure instead of success. But while the desire to win must not be stifled, the quest to win must be honorable, and in athletics the quest must be with the vivid realization that somebody is not going to win. In high school sports, winning cannot be the “only thing;” the role of the loser is equally as educational, and therefore, equally as important as the role of the winner.

Remember – high school sports will live or die, not by contests won or lost, but by sportsmanship, good or bad. Be a good sport.

EQUIPMENT

In order to give the student a sense of responsibility and an appreciation of their equipment, each student will be held responsible for the abuse or loss of any equipment. This includes uniforms. The student who checked out the equipment must pay for any equipment lost or stolen.

The following guidelines, if followed, will reduce the chances for lost or stolen equipment or uniforms:

- Do not exchange or loan to another teammate any equipment checked out to you. Do so only after checking with your coach/sponsor.
- Keep your locker closed and locked at all times when not in visual contact.
- Any loss of equipment should be reported immediately to the coach/sponsor.
- Any equipment that is defective should be reported immediately to the coach/sponsor.

If you see any equipment or uniforms out of school that do not belong to you, tell a coach or the school administration.

LOCKER ROOMS

Head coaches should ensure that each athlete is assigned a combination lock and locker – one locker and lock per athlete, if possible. Head coaches should keep a record of the lockers and locks assigned to each athlete. Locks other than those issued by the school are not allowed. Locker room areas should be locked at all times when a coach is not present. No cell phones should be in the locker rooms.

SPORTS RECOGNITION NIGHTS

The Southern Boone County Athletic Booster Club sponsors a sports recognition night at the end of the fall season and at the end of the spring season. All coaches whose team is being recognized at the banquet are expected to attend. All coaches should determine the team and individual awards they wish to present at the banquet. Coaches should remind their athletes of the dates of the recognition nights and ensure that all team members are present. In addition, coaches should make their athletes aware that the recognition night is an awards ceremony and inform them of expected behavior and proper attire for this event.

SUNDAY PRACTICES

A team wishing to practice on Sunday must have the practice approved in advance by the building principal.

SCHOOL DISMISSED FOR INCLEMENT WEATHER AND PRACTICE

When school is dismissed as the result of inclement weather, discretion should be used in scheduling any type of practice. Building administrator will be contacted before scheduling a practice on such a day.

PARTICIPANT CONDUCT CODE

The extra-curricular handbook will only deal with those students involved in interscholastic and/or extra-curricular activities.

Consequences will be imposed for violations of the extracurricular handbook during the course of the school year for those activities that are not on a MSHSAA roster. The school year is defined for all non MSHSAA roster activities as beginning with the first calendar day of the school year concluding with the final calendar day of the school year. All infractions that occur during this time frame will be addressed for non MSHSAA roster activities.

Those students that participate in an activity in which they are on a MSHSAA roster will be subject to extra-curricular discipline for any violations that occur during the course of a 365 day calendar year. This is a result of MSHSAA's definition of citizenship. In accordance with MSHSAA and Board of Education policy JG, students/parents are required to inform administration of any illegal activities that take place off campus that result in the student being charged, convicted, or plead guilty in a court of general jurisdiction for commission of a felony/misdemeanor. Illegal activities that take place on campus do not require formal charges for disciplinary action to be imposed.

Beginning with the 2002-2003 school year, all offenses will accumulate from year to year beginning with a student's freshman year and concluding with a student's graduation. Beginning with the 2006-07 school year, offenses that occur involving tobacco, alcohol, drugs, and stealing and other illegal behavior will be added together to determine the consequence that will be issued. As an example, a freshman student gets caught smoking; that student will be suspended from game participation or activity involvement for 20% of the total number of games or activities. If, during the sophomore year, the same student is caught with alcohol, the consequence will be for a second offense, which would be suspension from game participation

or activity involvement for 50% of the total number of games or activities. If, during the junior year, the student commits another offense, such as stealing, the corresponding consequence for a third offense will be issued. This would be elimination from all MSHSAA recognized activities and removal from all clubs and organizations.

Attending and participating at an event that is related to a grade (band, music, choir, theater, etc.) will be permitted based on administrative discretion. Only interscholastic and extracurricular events will be under the direction of the extracurricular activities handbook.

While serving a suspension for violation of drugs or alcohol (B and C of Participant Conduct Code as described below), a student may attend events but may not participate in game activities. Students are required to attend practice but participation in practice will only be allowed after documentation of a medical release and meeting with administrator.

Students serving ISS will be allowed to practice but may not participate in games on the day of the ISS. They are expected to attend home games to watch but will not be dismissed early to attend an away game. All consequences for infractions will be imposed:

- a. Immediately if the infraction occurs during a student's involvement in any extracurricular events. Extracurricular events are defined as any MSHSAA recognized activities and any school-sponsored clubs/organizations or;
- b. At the beginning of the next extracurricular event the student participates in, if he/she is not currently participating in any activities. The student must complete the designated extracurricular event season in which he/she served the extracurricular suspension, or the suspension in its entirety will carry over to the next extracurricular event the student participates in.

A. Possession/use of tobacco

Student participants will not be permitted to possess or use tobacco. Therefore, the following consequences will be assessed to students who are in violation of this policy if the use or possession occurs on school property, at a school sponsored event, is reported or confirmed by a law enforcement agency, is confirmed by school personnel, or is self-reported to school personnel. Illegal activities that take place on campus do not require formal charges for disciplinary action to be imposed.

First offense: The student will be suspended from 20% of the total number of activities.

- a. MSHSAA recognized activities: 20% of the total games of the season determined by the highest level of which the student is a member.
- b. Club and organizations: 20% of the total number of activities, determined by a list of activities submitted by the sponsor at the beginning of the year.
- c. Parking permit: 20% of the total number of days in the school year, which is 175 days.

Second offense: The student will be suspended from 50% of the total number of the activities.

- a. MSHSAA recognized activities: 50% of the total games of the season determined by the highest level of which the student is a member.
- b. Club and organizations: 50% of the total number of activities, determined by a list of activities submitted by the sponsor at the beginning of the year.
- c. Parking permit: 50% of the total number of days in the school year, which is 175 days.

Third offense: The student will be eliminated from all MSHSAA recognized activities and clubs and organizations.

B. Possession/use/under the influence of alcoholic beverages

Possession, use, being under the influence of, or distribution of alcoholic beverages by student participants will not be permitted. Therefore, the following consequences will be assessed to students who are in violation of this policy if the use, possession, or distribution occurs on school property, at a school-sponsored event, is reported and confirmed by a law enforcement agency, is confirmed by school personnel, or is self-reported to school personnel. Illegal activities that take place on campus do not require formal charges for disciplinary action to be imposed.

First offense: The student will be suspended from 20% of the total number of activities.

- a. MSHSAA recognized activities: 20% of the total games of the season determined by the highest level of which the student is a member.
- b. Club and organizations: 20% of the total number of activities, determined by a list of activities submitted by the sponsor at the beginning of the year.
- c. Parking permit: 20% of the total number of days in the school year, which is 175 days.

Second offense: The student will be suspended from 50% of the total number of the activities.

- a. MSHSAA recognized activities: 50% of the total games of the season, determined by the highest level the student is a member of.
- b. Club and organizations: 50% of the total number of activities, determined by a list of activities submitted by the sponsor at the beginning of the year.
- c. Parking permit: 50% of the total number of days in the school year, which is 175 days.

Third offense: The student will be eliminated from all MSHSAA recognized activities and clubs and organizations.

AUTHORITIES WILL BE NOTIFIED.

C. Possession/use/being under the influence of/distribution of unauthorized prescription drugs, controlled substances, imitation controlled substances, drug paraphernalia, or items represented to be such

Possession, use, being under the influence of, or distribution of unauthorized prescription drugs, controlled substances, imitation controlled substances, drug paraphernalia, or items represented to be such will not be permitted by student participants. Therefore, the following consequences will be assessed to students who are in violation of this policy if the use, possession, or distribution occurs on school property, at a school-sponsored event, is reported or confirmed by a law enforcement agency, is confirmed by school personnel, or is self-reported to school personnel. Illegal activities that take place on campus do not require formal charges for disciplinary action to be imposed.

First offense: The student will be suspended from 20% of the total number of activities.

- a. MSHSAA recognized activities: 20% of the total games of the season, determined by the highest level of which the student is a member.
- b. Club and organizations: 20% of the total number of activities, determined by a list of activities submitted by the sponsor at the beginning of the year.

c. Parking permit: 20% of the total number of days in the school year, which is 175 days.

d. The student may be randomly drug-tested (at the parent's expense) up to 3 times during the suspension. If a student fails a random drug test, he/she will automatically be assigned the next consequence. The days from the next offense will be added to the remaining portion of the previous consequence.

Second offense: The student will be suspended from 50% of the total number of activities.

a. MSHSAA recognized activities: 50% of the total games of the season, determined by the highest level of which the student is a member.

b. Club and organizations: 50% of the total number of activities, determined by a list of activities submitted by the sponsor at the beginning of the year.

c. Parking permit: 50% of the total number of days in the school year, which is 175 days.

d. Student will be required to attend an educational alcohol/drug program that is offered outside of the school.

e. The student may be randomly drug-tested (at the parent's expense) up to 5 times during the suspension. If a student fails a random drug test, he/she will automatically be assigned the next consequence. The days from the next offense will be added to the remaining portion of the previous consequence.

Third offense: The student will be eliminated from all MSHSAA recognized activities and clubs and organizations.

AUTHORITIES WILL BE NOTIFIED

D. Stealing and other illegal behavior

Stealing from others in any form will not be tolerated. If the theft is reported or confirmed by a law enforcement agency, confirmed by school personnel, or self-reported to school personnel, or if the theft occurs on school property, at a school-sponsored event, or during non-school hours, the following consequences will be imposed. Illegal activities that take place on campus do not require formal charges for disciplinary action to be imposed.

First offense: The student will be suspended from 20% of the total number of activities.

a. MSHSAA recognized activities: 20% of the total games of the season determined by the highest level of which the student is a member.

b. Club and organizations: 20% of the total number of activities, determined by a list of activities submitted by the sponsor at the beginning of the year.

c. Parking permit: 20% of the total number of days in the school year, which is 175 days.

Second offense: The student will be suspended from 50% of the total number of the activities.

a. MSHSAA recognized activities: 50% of the total games of the season determined by the highest level of which the student is a member.

b. Club and organizations: 50% of the total number of activities, determined by a list of activities submitted by the sponsor at the beginning of the year.

c. Parking permit: 50% of the total number of days in the school year, which is 175 days.

Third offense: The student will be eliminated from all MSHSAA recognized activities, clubs and organizations, and the student's parking permit will be permanently revoked.

AUTHORITIES WILL BE NOTIFIED.

DRUG TESTING

All students participating in extracurricular activities will be subject to random drug testing. Drug testing is conducted by Employee Screening Services, Inc. This program is mandatory for all students participating in extracurricular activities recognized by MSHSAA, clubs, and organizations of the school, and those students who register for a parking permit. For further details concerning drug testing procedures, please review Southern Boone County's Drug Testing Policy. A copy of this document is on file in the High School office and is readily available on the District's web site.

DUE PROCESS

All students will have the opportunity to express their side of any incident in which they may be involved. If the student is dissatisfied with any decision, he/she has the right to appeal through the following channels:

- (a) Athletic director
- (b) High school principal
- (c) Superintendent
- (d) Board of Education

Appeals of suspensions from an activity will follow the same guidelines as outlined in the Southern Boone County R-1 High School Student Handbook.

Any incidents which occur that are not covered by these guidelines will be reviewed on an individual basis, and decisions related to penalties will be made jointly by the school's administration, athletic director and head coach. Final decisions of all incidents will be at the discretion of the administration.

MISCONDUCT WHILE AT SCHOOL

After review by the head coach/sponsor and principal, the student and parents will be notified of the results. Penalties may range from reprimanding and placing the student on probationary status to temporary or permanent restriction from representing the school in interscholastic activities. The seriousness of the case and attitude of the student will determine the penalty.

Reoccurrence will require permanent restriction to be considered. **The student will also be assessed the same consequences as outlined in the student handbook.**

UNSPORTSMANLIKE CONDUCT

Any actions that would result in ejection from a contest will, in most cases, cause the student to be restricted from representing the school for at least the next contest. Any student who commits such an act but is not ejected may also be subject to at least a one (1) game restriction from representing the school. Each case of this type is to be reviewed by the head coach, sponsor, athletic director and principal before a final decision is reached.

INTERSCHOLASTIC ATHLETICS LETTERING REQUIREMENTS

Baseball and Softball

1. Athlete must meet all rules and regulations of the Missouri State High School Athletics Association (MSHSAA) and the Southern Boone County R-1 School District.
2. Athlete must compete in 50% of the total number of varsity games played for the entire year or compete in 25% of the total number of varsity innings played for the entire year.

3. Any senior who has been awarded a varsity uniform and has been a member of the team for all his/her attendance years at Southern Boone will receive a letter.
4. In case of injury, any student who, in the opinion of the varsity coach, would have been awarded a letter in either 2 or 3 above will receive a letter.
5. Athlete must complete the season as a prerequisite to all of the above.
6. For anyone who has served as a team manager in one sport and attended 90% of all varsity contests, a letter will be awarded and shall have the word "MGR" abbreviated and embroidered in the letter.
7. The varsity coach reserves the right to letter any athlete who, in his/her opinion, has contributed to the team in an exemplary manner but does not meet any of the above.

Basketball (Boys and Girls)

1. Athlete must meet all rules and regulations of the Missouri State High School Athletics Association (MSHSAA) and the Southern Boone County R-1 School District.
2. Athlete must:
 - a. start in five (5) varsity games;
 - b. play in 50% of all varsity games; or
 - c. compete in 25% of the total number of varsity quarters played for the entire year.
2. Any senior who has been awarded a varsity uniform and has been a member of the team for all his/her attendance years at Southern Boone will receive a letter.
3. In case of injury any student who, in the opinion of the varsity coach, would have been awarded a letter in either 2 or 3 above will receive a letter.
4. Athlete must complete the season as a prerequisite to all of the above.
5. For anyone who has served as a team manager in one sport and attended 90% of all varsity contests, a letter will be awarded and shall have the word "MGR" abbreviated and embroidered in the letter.
6. The varsity coach reserves the right to letter any athlete who, in his/her opinion, has contributed to the team in an exemplary manner but does not meet any of the above.

Track

1. Athlete must meet all rules and regulations of the Missouri State High School Athletics Association (MSHSAA) and the Southern Boone County R-1 School District.
2. Athlete must score an average of two (2) points per track meet in which his/her team competes.
3. Any athlete who medals at district-level competition or qualifies and participates at state competition will be awarded a letter.
4. Any senior who has been awarded a varsity uniform and has been a member of the team for all his/her attendance years at Southern Boone will receive a letter.
5. In case of injury any student who, in the opinion of the varsity coach, would have been awarded a letter in 2, 3 or 4 above will receive a letter.
6. Athlete must complete the season as a prerequisite to all of the above.
7. For anyone who has served as a team manager in one sport and attended 90% of all varsity contests, a letter will be awarded and shall have the word "MGR" abbreviated and embroidered in the letter.
8. The varsity coach reserves the right to letter any athlete who, in his/her opinion, has contributed to the team in an exemplary manner but does not meet any of the above.

Golf

1. Athlete must meet all rules and regulations of the Missouri State High School Athletics Association (MSHSAA) and the Southern Boone County R-1 School District.
2. Athlete must compete in 50% of the total varsity matches played during the year.
3. Any athlete who finishes in the top five in conference or district play and qualifies to participate at the state level will be awarded a letter.
4. Any senior who has been a member of the team for all his/her attendance years at Southern Boone will receive a letter.
5. In case of injury any student who, in the opinion of the varsity coach, would have been awarded a letter in 2, 3 or 4 above will receive a letter.
6. Athlete must complete the season as a prerequisite to all of the above.
7. The varsity coach reserves the right to letter any athlete who, in his/her opinion, has contributed to the team in an exemplary manner but does not meet any of the above.

Soccer

1. Athlete must meet all rules and regulations of the Missouri State High School Athletics Association (MSHSAA) and the Southern Boone County R-1 School District.
2. Athlete must: compete in 50% of the total number of varsity games played for the entire year or compete in 25% of the total number of varsity halves played for the entire year.
3. Any senior who has been awarded a varsity uniform and has been a member of the team for all his/her attendance years at Southern Boone will receive a letter.
4. In case of injury any student who, in the opinion of the varsity coach, would have been awarded a letter in either 2 or 3 above will receive a letter.
5. Athlete must complete the season as a prerequisite to all of the above.
6. For anyone who has served as a team manager in one sport and attended 90% of all varsity contests, a letter will be awarded and shall have the word "MGR" abbreviated and embroidered in the letter.
7. The varsity coach reserves the right to letter any athlete who, in his/her opinion, has contributed to the team in an exemplary manner but does not meet any of the above.

Cross Country

1. Athlete must meet all rules and regulations of the Missouri State High School Athletics Association (MSHSAA) and the Southern Boone County R-1 School District.
2. Athlete must complete 75% of total number of varsity meets in which his/her team competes.
3. Any athlete who medals at the district level or qualifies and participates at the state level will be awarded a letter.
4. Any senior who has been awarded a varsity uniform and has been a member of the team for all his/her attendance years at Southern Boone will receive a letter.
5. In case of injury any student who, in the opinion of the varsity coach, would have been awarded a letter in 2, 3 or 4 above will receive a letter.
6. Athlete must complete the season as a prerequisite to all of the above.
7. For anyone who has served as a team manager in one sport and attended 90% of all varsity contests, a letter will be awarded and shall have the word "MGR" abbreviated and embroidered in the letter.
8. The varsity coach reserves the right to letter any athlete who, in his/her opinion, has contributed to the team in an exemplary manner but does not meet any of the above.

Volleyball

1. Athlete must meet all rules and regulations of the Missouri State High School Athletics Association (MSHSAA) and the Southern Boone County R-1 School District.
2. Athlete must play in 50% of all varsity games.
3. Any senior who has been awarded a varsity uniform and has been a member of the team for all his/her attendance years at Southern Boone will receive a letter.
4. In case of injury any student who, in the opinion of the varsity coach, would have been awarded a letter in either 2 or 3 above will receive a letter.
5. Athlete must complete the season as a prerequisite to all of the above.
6. For anyone who has served as a team manager in one sport and attended 90% of all varsity contests, a letter will be awarded and shall have the word "MGR" abbreviated and embroidered in the letter.
7. The varsity coach reserves the right to letter any athlete who, in his/her opinion, has contributed to the team in an exemplary manner but does not meet any of the above.

Cheerleading and Mascots

1. Work Ethic
 1. Shows genuine effort to learn cheers, chants, jumps, stunts, dance routines
 2. Works at any fundraising events
 3. Attitude
 1. Displays a cooperative and positive attitude at practices and games
 2. Finishes the season in good standing
2. Attendance
 1. Attends all games (unless sponsor has given approval for absence)
 2. Attends a minimum (and arrives on time) of 90% of all practices / games
3. The sponsor reserves the right to award a letter on overall contribution/merit, even if not all of the above guidelines are met.

Football

1. Athlete must meet all rules and regulations of the Missouri State High School Athletics Association (MSHSAA) and the Southern Boone County R-1 School District.
2. Athlete must compete in a minimum of 50% of the total number of varsity quarters played for the season.
3. Any senior who has been awarded a varsity uniform and has been a member of the team for all his attendance years at Southern Boone will receive a letter.
4. In case of injury any student who, in the opinion of the varsity coach, would have been awarded a letter will receive a letter.
5. Athlete must complete the season as a prerequisite to all of the above.
6. For anyone who has served as a team manager and attended 90% of all varsity contests, a letter will be awarded and shall have "MGR" embroidered in the letter.

DESCRIPTION OF HIGH SCHOOL EXTRACURRICULAR ACTIVITIES

Scholar Bowl (Quiz Bowl)

Season: October through May

Players: Unlimited, but only 10 may compete as part of the District Tournament team

Practice: Weekly from October through the end of the season

Meets: Varies based on the number of teams in the conference

Tryouts: None

Student Council

Girls' Basketball

Season: First week of November to mid-March.

Players: 10-15 players per team (Freshman, Junior Varsity, Varsity Teams)

Practice: Every day each week for 2 hours

Games: Up to 25 regular season games

Girls' Softball

Season: Second week of August until October

Teams: Varsity and Junior Varsity

Players: 12-15 per team

Practice: Every day each week for 1.5 – 2.5 hours

Tryouts: Held 2nd week of August

Games: 14 games and 3 tournaments on the weekends

Baseball

Season: From MSHSAA first allowable practice date in March through end of May

Players: No roster size limit

Practice: 3:30-6:30 or at discretion of head coach

Games: Max allowed by state is 18 games; 2 tournaments for Varsity

Tryouts: To be determined by Head Coach

Boys' Basketball

Season: First of November to Mid-March

Teams: Varsity, Junior Varsity, and Freshman

Players: 12-15 per team

Practice: Every day each week for 1½ -2 hours

Games: Up to 16 games and 3 tournaments

Boys' Golf

Season: First of March to end of May

Teams: Varsity and Junior Varsity

Players: Five per team

Practice: Every day each for 1½ -2 hours

Meets: Up to 15 per season

Tryouts: Held the first week of practice

Girls' Golf

Season: August to October

Teams: Varsity and Junior Varsity

Players: Five per team

Practice: Every day each for 1½ -2 hours

Meets: Up to 15 per season

Tryouts: Held the first week of practice

Track & Field

Season: First Monday in March through May

Teams: Boys and Girls Varsity

Athletes: Unlimited roster for boys and girls teams

Practice: Daily during the week, usually 1½-2 hours each day

Meets: Nine meets followed by Districts, Sectionals, and State for those who qualify

Cross Country

This is for the student who enjoys long distance runs that include hills and valleys. The course is 3.1 miles in length. Practice consists of alternating days of speed work and distance work. This is a fall sport.

Volleyball

Season: Second week of September through first weekend of November

Players: 8-12 girls each on Varsity and Junior Varsity

Practice: Every day each week, including some weekends, 2.0-2.5 hours

Matches: Up to 30

Tryouts: Held the first week of practice

Football

Season: Second week of August through end of November; up to 25 contact days of summer activities allowed by MSHSAA. This includes summer camp and passing league.

Teams: Varsity and Junior Varsity

Players: 30-40 on Varsity, 25-30 on Junior Varsity

Practice: Daily after school for 2-3 hours; team meetings, video, walk-thru, or community service on Saturday mornings

Games: 10-15 games Varsity, 6-8 games Junior Varsity

Tryouts: First week of practice; evaluations include strength, speed, and agility testing

Cheerleading

Cheerleading is a competitive activity with tryouts in the spring of the school year. Information on tryouts and qualifications are announced in the high school bulletin. Students who sign up are provided a packet of information. A maximum of twenty football cheerleaders will be kept on the squad. A maximum of twelve basketball cheerleaders will be kept on the squad.

Jazz/Pep Band

This band is made up of top players from the student body, by audition only. Members must play an acceptable jazz instrument and be enrolled in high school marching and concert bands.

FFA (Future Farmers of America)

Season: Year round

Members: open to all students enrolled in a high school agricultural education course

Activities: Conventions, leadership conferences, trips, FFA week, Veteran's Day assembly, and recreational activities

Junior Class Activities

Members: Participation open to 11th grade students.

Activities: Homecoming and hosting Prom for the senior class.

Fundraising: Junior class works in concession stand at all home baseball, softball, basketball, soccer games, and home track meets

Chamber Choir

Season: Late October/early November musical production, Conference Choir, District Choir, and winter concert

Members: Up to 30 members; voice part balance will be maintained in both semesters

Tryouts: Auditions/selections in late March and April for participation in the fall; December auditions for spring Chamber Choir

National Honor Society

Season: NHS is active year round

Members: Students who excel in scholarship, leadership, and service

Eligibility: New members are selected during second semester by a panel of teachers who assess the merit of applicants in the areas of scholarship, character, leadership, and service. Students must have a cumulative GPA of at least 3.0

Activities: Community blood drives, basketball scrimmage for the needy, other school and community service

Boys' Soccer

Season: August through mid-October

Teams: Varsity and Junior Varsity

Players: Up to 17 per team

Practice: Two hours daily

Games: Up to 16 games; 3 tournaments

Girls' Soccer

Season: First Monday in March to the end of May

Teams: Varsity and Junior Varsity

Players: Up to 17 per team

Games: Up to 16 games; 3 tournaments

FBLA

Future Business Leaders of America (FBLA) is a non-profit vocational organization for students enrolled in secondary business education classes. Students are eligible to join any year as long as they have been in a business class in high school. Students may contact the business teacher for information. The purpose of FBLA is to bring business and education together through leadership and career development programs. The major activity is competing in the district contest in the spring. Other local activities vary with the group's leadership.

FCCLA

Family, Career and Community Leaders of America (FCCLA) is a nonprofit national vocational student organization for young men and women in family and consumer sciences education in public and private schools through grade 12. Any student currently enrolled in a family and consumer science class or who has ever taken a FACS class is eligible to belong to FCCLA. FCCLA is a dynamic and effective national student organization that helps young men and women become leaders and address important personal, family, work and societal issues through family and consumer science education.

SAG (Student Ambassador Group)

Student Ambassador Group (SAG) is an organization that meets monthly and works with the high school counselor to plan and implement activities such as Red Ribbon Week, Great American Smokeout, and spirit activities. Students in grades 9-12 who want to promote spirit and a drug-free lifestyle are welcome to be a part of the group.

TSA (Technology Students Association)

Season: Year round

Number of students: Unlimited

Meeting/practice times: Wednesdays after school or as needed for 1 to 2 hours

Events: Fall Connections Conference in October, Spring Distinctions Conference in April, TSA National Conference in July

Eligibility: Students need to be taking or have taken a technology class



Documentation Form

Print student's name: _____

This form acknowledges that I have received the Student and Activities Handbook for Southern Boone County High School. I am aware it is my responsibility to make myself aware of these polices as I will be held accountable for these.

Student Signature: _____

Date: _____

Mission Statement
Excellence in Learning for All