

Wheaton JH/HS Student Handbook 2023-2024



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Wheaton R-III School District

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Home of the Bulldogs

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Wheaton R-III Mission Statement

Recognizing each student as a unique individual, we believe that education should provide an opportunity for the maximum development and optimal growth of the students' mental, physical and emotional capacities. Through education, each student should develop proper attitudes and ideals, prepare for family and community responsibilities, be an effective citizen in our democratic form of government and be able to make smooth transition from public education to adulthood.

District Goals:

- Respect for basic values for self, family and community.
- The ability to apply critical thinking skills in solving problems and making decisions.
- The ability to learn independently and work cooperatively with others to achieve common goals.
- The skills necessary to communicate effectively.
- The skills necessary to function in mathematical and technical situations.
- The social skills necessary to understand and appreciate relationships between cultures and people in a global society.
- The ability to exercise responsibility in dealing with health and environmental issues.

Wheaton Jr./Sr. High School

Faculty & Staff 2023-2024

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Transportation

Richard Robinson - Director
Gary Bertalotto
Jon Brattin
Cody Hendrix
Gene Robinson

Maintenance

Jeff Pettengill - Director
Richard Hang
Tony Love
Marissa Stewart
Ashley Trask

Purpose for Handbook

This handbook is a tool to assist our students, their guardian's and parents. It provides basic information about our school including important dates, policies, and general guidelines. Please take a few moments to familiarize yourself with this information. If you have any questions or concerns, please come by the high school office or call us at 417-652-7249. Should you need to talk to a teacher, please arrange a conference time. Due to the importance of the educational environment of the students, this handbook may be amended during the year at the administrator's discretion.

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A+ School Program (officially designated)

This is a state funded program designed to assist students with college tuition reimbursement. Individual students who meet the requirements of this program will be eligible for state reimbursement for the cost of tuition to any Missouri public community college or vocational/technical school. Students win with A+ Schools because all students participate in a rigorous program of academic and technical education that will prepare them for the workplace, post-secondary vocational training or college. To be eligible, each student must have entered into a written agreement and meet the following requirements:

- Attend a designated A+ school for three years prior to graduation
- Maintain a 2.5 Grade Point Average for all four years of high school
- Maintain a 95% attendance average for all four years
- Perform 50 hours of unpaid tutoring
- Students must score proficient or advanced on the Algebra I EOC or have an approved ACT/GPA combined score
- Maintain a record of good citizenship and avoidance of unlawful drugs.

Academic Letter Requirements

Students will receive an "Academic Letter" which is a four-inch script *W* with an embroidered lamp of knowledge and a certificate. Each additional year a student qualifies for a letter, the student will receive a bar and an additional certificate. To be eligible to receive an academic letter, the following criteria must be met:

1. The student must be in grades nine through twelve.
2. The student must be enrolled at Wheaton for the entire school year.
3. The student must earn a minimum of Seven (7) units of credit per year. (6 units if student is an office or teacher's aide)
4. The student must have earned a cumulative grade point average for the year of A- (10 points) or higher.
5. The student must be enrolled in three core classes per semester or two core classes and attend Vo-Tech. Dual credit courses will be considered core classes.

Access to Student Records: Notification of Rights under FERPA for K-12 Schools

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

1. The right to inspect and review the student's education records within 45 days after the day the Wheaton Jr./Sr. High School receives a request for access.

Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the Wheaton Jr./Sr. High School to amend a record should write to the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. 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 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 provide written consent before the school discloses personally identifiable information (PII) from 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) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer 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.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [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] 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

[NOTE: In addition, a school may want to include its directory information public notice, as required by § 99.37 of the regulations, with its annual notification of rights under FERPA.]

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))

- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as “directory information” under § 99.37. (§ 99.31(a)(11))

Accidents/Illness

Whenever an accident or illness occurs and it is of a serious nature, we do everything within our power to contact parents/guardians. If we cannot locate a parent/guardian, we will notify the emergency number on the “In Case of Emergency” form. If a student is injured or becomes ill at school, he/she is to report to his/her teacher and ask for a permit to go to the school nurse. Students who are injured or become ill and are able to leave the campus must check out through the office before leaving the school. The district will notify the parent/guardian if the child should go home or go receive medical care as promptly as may be arranged. For the child’s safety, school personnel, including a school nurse, will not transport a seriously injured student. If parents/guardians cannot provide transportation, an ambulance will be called at the expense of the parents/guardians.

Should there be an emergency involving an accident and we cannot reach a parent/guardian; the student will be taken to Mercy Hospital in Cassville, unless otherwise specified on the student health inventory form. This is the nearest hospital and they are affiliated with Mercy Hospital in Springfield. The doctor on call will be used for emergency treatment. A responsible adult may accompany the child in the ambulance in the absence of a parent/guardian.

In case of minor illness, we have the student lie down and notify the parent/guardian if she/he becomes worse. Under no circumstances do we send a student home, unless the parent/guardian or person listed on the emergency contact grants permission. **Please keep all telephone numbers and emergency information current with the office.**

Additional Discipline Concerns

Students who misbehave or are disrespectful when a substitute teacher is in the classroom will be sent immediately to the office. Students in these cases are in jeopardy of a more severe consequence. The Wheaton Jr./Sr. High School reserves the right to pursue disciplinary or legal action for behavior, which is subversive to good order and discipline in the school, even though such behavior is not specified in the preceding written rules. It should perhaps be noted here that there are certain rules and regulations protecting the rights of personnel as well as the rights of students.

After School Detention (ASD)

1. Students shall report to the detention room from 3:20-4:20 with all textbooks, materials, paper, pen or pencil, and all other materials. Once scheduled for ASD, you must attend or have administrative permission to change dates.
2. Upon arrival, students will be seated and begin work. Students will not talk to, communicate with, or disturb others while in ASD.
3. Disruptive behavior or arriving late may result in additional ASD or OSS.
4. Failure to attend ASD without notification to the HS office prior to the assignment will result in additional ASD's, ISS or OSS.
5. ASD may be substituted for or combined with other consequences, according to administrator discretion.

Alcohol/Drug Abuse

The Board recognizes its share of the responsibility for the health and safety of the students who attend Wheaton R-III School District. The board considers use of illicit drugs and the unlawful possession or use of alcohol as wrong and harmful; therefore, the following activities are prohibited:

- The use, distributions, possession of alcoholic beverages, controlled substances, imitation of controlled substances or drug paraphernalia.
- Being under the influence of alcoholic beverages or controlled substances.

This policy applies to the following:

- Wheaton R-III property.
- On any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities.
- Off school property at 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.

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. All medications prescribed by a physician, as well as all non-prescription medications, will be cleared with the school nurse, principal, or superintendent before taken. In the absence of a physician's instructions, parental permission in writing is required for any student medication to be possessed or taken by the student while under the jurisdiction of the district.

The school administrator 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 during or after school hours on school property, or at any school event, whether at school or at some alternate location. Such searches shall be conducted in accordance with Board policy 2150. Any student who, after being given an opportunity to present his/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 up to and including suspension, expulsion or other discipline as provided in the district's policy and referral for prosecution. Strict compliance is mandatory. All controlled substances shall be turned over to the local law enforcement agency.

Attendance Policy K-12

In the Wheaton R-III School District, regular school attendance is deemed vital to a student's successful academic growth. Research has shown that frequent, unexcused absences at the elementary level may adversely affect student progress in school and could potentially lead to an increased dropout rate at the secondary level. The intent of the following procedures is for the school and the home to work together for the maximum success of every student.

For students enrolled in grades K-12, the following procedures shall be followed when student absenteeism occurs:

1. Students are encouraged to bring documentation upon return to school for reason of absence in case the appeals process is needed (doctor's note, note from parent, etc.).
2. A student is allowed 8 absences in any class per semester. This 8-day limit will also apply to high school students attending the Scott Technical Career Center.
3. Students will be allowed to make up 1 school day by staying after school for 3 days until 4:20 for tutoring.
4. Students missing 10 consecutive days, and no contact made with the school explaining the reason for the absences, will be dropped from the school roll.
5. A student must be in attendance three full class periods of the school day to be eligible to participate in an activity that night. This includes practices and games.

6. Students missing more than 15 minutes will constitute an absence for that period.
7. If a student is absent, an automated daily call will go out to the guardian listed in the student information system.
8. After the 8th absence, the office will contact the parents, followed by a letter from the principal. The letter will remind parents of the attendance policy and the consequences of excessive absenteeism.
9. After the 12th absence per semester, a letter will be sent from the school to the Juvenile Office. K-6 students will be subject to requirements made by the administration to make up hours before and after school. Junior High students will also be subject to requirements made by the administration to make up hours before and after school or may be required to attend summer school. High school students will automatically lose credit unless arrangements are made to make up hours or by following the appeals process.
10. The appeal process for students missing more than 8 days will be as follows:
 - a. Within ten days from the last day missed, the parents and student will be required to meet before the Administrative Team, consisting of the Superintendent, Junior/Senior High School Principal and the Elementary Principal. A written document must be presented to the team, explaining the reasons for the absences as well as a plan for correcting the concern.
 - b. Should the parents and student not be satisfied with the decision of the administrative team, they may appeal to the Wheaton R-III Board of Education at the next regularly scheduled board meeting, immediately following the administrative team decision. Parents must request that the Superintendent place the appeal on the agenda. The document presented at the administrative team meeting will be presented to the Board of Education. Parents must present written documentation explaining the reasons for all days missed including the first eight days.

● **Athletic/Activities Attendance**

1. MSHSAA By-law 22.0 states "If a student misses class on the date of a contest without being excused by the principal, he/she shall not be considered eligible on that date." The same policy will apply for concerts, performances and dances. Students are required to be in attendance on Friday to participate on Saturday.

Bell Schedule

<u>Hour</u>	<u>Time</u>
1st Hour	8:15 – 9:06
2nd Hour	9:10 – 9:58
3rd Hour	10:02 – 10:50
4th Hour	10:54 – 11:42
Lunch	11:42 – 12:12
5th Hour	12:16 – 1:04
6th Hour	1:08 – 1:56
7th Hour	2:00 – 2:48
Bulldog Time	2:52 – 3:15

Bulldog Time

Bulldog Time will be used as a response to intervention (RTI). Students will be assigned to a teacher and role will be taken as in a normal class period. Teachers who wish to work with a student during Bulldog Time will need to write a note excusing the student out of their assigned Bulldog Time class. 11th &

12th grade students with 6 absences or less for the semester and no D's or F's, may leave campus at 2:55, following their 7th hour class. They must leave school grounds or attend their assigned Bulldog Time.

Bus Rules

The bus rules shall be posted on the front inside of the bus. The student is responsible for following these rules at all times while riding the bus. Students riding the buses shall be under the jurisdiction and control of drivers and will be denied riding privileges if they do not conduct themselves according to the posted rules. All district and student handbook policies apply to students riding district transportation.

Cafeteria Services and Charges

The cafeteria services are designed to provide wholesome meals to students. Prices will be set annually by the Board of Education. Forms are available in the office to apply for free and reduced meals. Students are to behave in accordance with school behavior guidelines. Junior High Students are not to leave the cafeteria without permission during mealtime. Students are to clean up any mess they make as a courtesy to others who will follow them.

Students will be issued lunch cards. Students must have a lunch card. Money should be placed on cards before school or during lunch at the high school office. Replacement cards will be available for purchase from the lunch program coordinator. Students not having a lunch card will be required to wait at the end of the lunch line for lunch services. Students requesting second lunches must have money in their account or will be denied a second lunch.

Cost of Breakfast and Lunch

<u>Breakfast</u>	Regular Price (K-12)	\$1.80 per day
	Reduced Price (K-12)	.30 per day
	Adult	\$2.85 per day
<u>Lunch</u>	Regular Price (K –6)	\$2.05 per day
	Regular Price (7 – 12)	\$2.30 per day
	Reduced Price (K – 12)	.40 per day/\$2.00 per week
	Adult	\$3.40 per day

Extra Milk: \$.50

Extra lunch and milk are at regular price.

College Visit Procedures

Juniors are allowed one college visit each year and the absence will count as school business and seniors are allowed two college visits each year which will count as school business. College visits must be scheduled and approved in advance with the counselor to count as school business. Notify the counseling office two weeks prior to the date of the college visit if you would like the counseling office to help schedule the visit with the college. The student is required to bring back documentation from the college verifying the visit. In addition, juniors and seniors will be allowed one job shadow day each year following the same procedures for approval.

Computer and Network Use Rules and Regulations

As with all actions within the school system, engaging in electronic communications brings with it the obligation to do so with respect to all computer areas. While our school district encourages the exchange and debate of values and ideas, it is expected that this exchange will reflect the high ethical standards of

our school system. Wheaton R-III School District has as its mission and philosophy to provide an opportunity for the maximum development and optimal growth for the student. It is for this mission that the school district has provided electronic resources, including hardware, software, and access to external data sources.

Access to these resources is a privilege offered to school employees and students. The school district reserves the right to restrict the use of its computers if there is evidence of violations of the school's policies or standards or of state or federal laws. The school district has the right to remove or limit access to material posted on or transmitted by its computers. Software, files and materials stored on or transmitted by the school's computer equipment will be considered property of the school. In matters not controlled by law, the school district urges users to exhibit ethical conduct in the use of computing resources. Users are encouraged to engage in communications within bounds of reasonable consideration while using electronic resources. Users found to be using computer resources outside these guidelines will lose their privileges.

Computer Rules and Regulations

1. The High School Computer Lab will be locked unless it is in use by a class. No students will be allowed in the lab unless a teacher is present.
2. No programs will be installed on the computer unless approved by the principal.
3. If a student experiences a problem with a computer that may be hardware or software related it is to be marked with an out of order sign. The computer is not to be shut off. The problem should then be emailed to Computer Maintenance and reported to the Computer Systems Administrator. The problem will be looked at as soon as time is available.
4. At the end of each class time, each computer should be logged out.
5. The use of the Computer Lab will be restricted to the students and staff of the Wheaton R-III School District.

Behaviors considered in violation of school rules and regulations with respect to computer systems and use include, but are not limited to the following:

1. Sending harassing, intimidating, offensive and/or threatening messages through electronic mail or other means.
2. Intentionally intercepting, disclosing, or using any electronic communications to which authorized access is not explicitly provided. Authorized access includes mail directed to or from any individual.
3. Initiating or encouraging chain letters, mass postings or other types of unauthorized large-scale distributions.
4. Providing others with the access to one's personal computer account, or gaining or attempting to gain access to the personal computer accounts, files or systems to which authorized access has not been granted.
5. "Hacking" or related behavior attempting to compromise a school computer or the security of remote systems accessed through the school's equipment or system.
6. Creating, releasing computer viruses, or engaging in other destructive or potentially destructive programming activities.
7. Disruption of timeshare functions or network traffic by recklessly or intentionally overloading the system or otherwise denying or restricting the access of others: otherwise interfering with the normal operations of computers.
8. Modifying, altering, or otherwise tampering with system hardware or software unless explicitly authorized to do so.
9. Copying for oneself or distributing to others commercial or other copyrighted software, which has not been placed in the public domain or has been distributed as freeware.

10. Taking personal software from the home to school. Likewise, software that is the property of the school cannot be taken home.

Contagious Diseases

Guidelines for school attendance concerning chicken pox, strep throat, impetigo or any other contagious diseases are followed as outlined by the Director of Missouri Division of Health, Department of Social Services, Section 167.191 RSMo: Children with Contagious Diseases Who Attend School "It shall be unlawful for any child to attend any school of this state while afflicted with any contagious diseases."

Dance/Prom Guidelines

1. The Junior-Senior Prom has long been a tradition at Wheaton High School. Attendance at Prom is open to current WHS juniors and seniors and their dates. The same rules for out of school dates apply to prom as to other dances.
2. Only approved guests are allowed to attend dances. Guests must be between 9th grade and 20 years of age (unless the spouse of a student). In order to bring an out of school date to a dance, students must complete a "Dance Date Visitor Permission Form" which is available in the office. All forms must be filled out completely and approved by the administration prior to the event.
3. If a student has dropped out of school, they will not be allowed to attend unless they have passed the HiSET.
5. Any person leaving the dance will not be permitted to re-enter.
6. The manner of student dance must be acceptable and not violate basic standards. Back-to-front and 'sandwich' dancing are examples of inappropriate dancing. Students that choose to dance in a manner such as this will receive one warning. They will be asked to leave the dance if a second offense occurs.
9. The administration reserves all rights to remove any person from the premises at any time. A student or his/her guest found to be intoxicated or to smell of alcohol, to engage in disorderly conduct, or to have possession of drugs or alcohol may also result in the student being suspended or expelled by the Board of Education and/or reported to the local law enforcement agency. We also reserve the right to administer a breathalyzer test.

Directory Information Notice for Family Educational Rights and Privacy Act (FERPA)

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

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving

assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

If you do not want the Wheaton R-III School District to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing by September 1st. The Wheaton R-III School District has designated the following information as directory information:

- | | |
|--------------------------|---|
| -Student’s name | -Participation in officially |
| -Address | recognized activities and sports |
| -Telephone listing | -Weight and height of members of |
| -Electronic mail address | athletic teams |
| -Photograph | -Degrees, honors, and awards |
| -Date and place of birth | received |
| -Major field of study | -The most recent educational agency or |
| -Dates of attendance | institution attended |
| -Grade level | -Student ID number, user ID, or other unique personal |
| | identifier used to communicate in electronic systems |
| | that cannot be used to access education records without |
| | a PIN, password, etc. (A student’s SSN, in whole or in |
| | part, cannot be used for this purpose.) |

Discipline Policy

It is the belief of the Board of Education, administration and staff of the Wheaton R-III School District that the school environment should be safe and orderly to ensure students are encouraged to learn. It is our goal that each student matures to self-discipline. Rules and regulations are established and discussed so students are aware of expected behavior.

Classroom teachers are encouraged to handle discipline problems, which arise within their classrooms. If reinforced discipline is necessary from the office, the student will be talked to and appropriate discipline action taken. Parents/guardians may secure from each teacher a list of “Rules and Regulations” that students are expected to follow. Any teacher employed by the Wheaton R-III School District is directed to enforce school rules to all students. A Discipline Grid is included at the back of the handbook. The Discipline Grid is meant as a guide. It is understood that not all discipline violations a student would be involved in are included.

Dress Code

Students attending Wheaton R-III Jr./Sr. High School are expected to dress and groom themselves in a neat and socially acceptable manner. Good grooming and practical dress will be encouraged at all times. When, in the judgment of the principal, a student’s appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications. Student’s dress and grooming will be the responsibility of the individual and parents/guardian, within the following guidelines. Good grooming and cleanliness are stressed as a necessity. Personal hygiene is to be encouraged at all times.

1. Footwear shall be worn at all times.
2. Hats, caps, hoods, or sunglasses are not to be worn inside the building or classroom.

3. Teachers of specific classes where safety or health is a factor may require students to adjust hair or clothing to ensure their safety.
4. Clothing shall not have writing, drawings, or emblems that are obscene, derogatory, or that propagate alcoholic beverages, tobacco products, or drugs.
5. Shorts shall be modest in length. Shorts should extend past the tip of the student's fingers when placed at their side.
6. Jeans with holes shall not show under garments or flesh above mid-thigh.
7. Skirts may be no shorter than six inches above the knee in length.
8. Halter-tops and sundresses with spaghetti straps are not acceptable.
9. Totally backless tops and large cut-outs are not permitted. Mesh tops and large sleeve hole openings are not acceptable.
10. Sleeveless shirts must have a minimum of a two (2) inch shoulder strap. They must also have complete side hems with regular armhole openings only, no wide-open side seams. This policy applies to both girls and boys.
11. Shirt length must extend to the waistband of pants (when standing) for all students, no midriffs. Shirts are to be buttoned.

Students failing to meet the above guidelines will be required to make necessary adjustments. Students needing to go home will receive an unexcused absence. The first offense will result in compliance with the dress code. Subsequent offenses will result in a parent call, compliance with the dress code, and ASD.

Driving Privileges/Parking Lot

All students driving to school shall have a proper driver's license and proof of insurance. Students failing to present proper driving verification upon request shall not be permitted to drive on school premises until proper proof has been presented. Students are to park in marked spaces in front of the high school office in an orderly fashion. Parking is not allowed on any part of the campus except in front of the high school without permission from the office. Students driving on school property carelessly or without caution to endanger persons or property will be subject to disciplinary action.

Students not complying with rules and regulations will lose driving privileges and/or be reported to local authorities. The first offense will result in student and parent notification. Second offense will result in three-day suspension of driving privileges on school grounds. The third offense will result in the loss of driving privileges for the rest of the school year. Students should remember driving is a privilege. Failure to follow these regulations may result in the loss of driving/parking privileges on school grounds.

1. Students are to park in designated parking areas in front of the high school office within the parking lines.
2. Cars should not restrict traffic flow and must use the south drive for entering and the west drive for exiting the parking lot.
3. Once you park your automobile, you may not return to it unless you have permission from the principal.
4. Students are prohibited from gathering, visiting, or eating lunch on the student parking lot.
5. Once you park your automobile, exit and proceed to the building.
6. Guns are not permitted on school property or in student's vehicles.
7. School buses have the right of way at all times.
8. Please avoid Main Street immediately after school to allow elementary walkers to clear that area.

Dual Credit / Dual Enrollment Program

The Dual Credit Program allows students to get a head start on their college education while attending Wheaton High School. Classes are taught by approved high school instructors and students receive both college and high school credit during normal school hours. The Dual Enrollment Program allows students to earn both college and high school credit by completing either online courses or attending classes on the college campus. These classes are taught by college instructors and follow the college calendar. Dual enrollment classes taken during the second semester of a student's senior year will be awarded credit and placed on the transcript but will be excluded from GPA and rank calculation. Grades will be figured using the percentage. To be eligible for these programs, students must meet the following requirements:

- Have completed their sophomore year of high school and be 16 years of age
- Have a minimum 2.5 grade point average on a 4.0 scale
- Meet a placement exam or ACT score requirements for specific classes
- Signed parent/guardian consent form

Due Process

This handbook has explained the major disciplinary problem areas and the actions that may result for those students who do not follow the rules. All students are entitled to due process. Students will have knowledge of all charges against them and have the opportunity to express their side of any incident in which they may be involved.

Hopefully, students will never be in a situation where they need the protection of due process. If, however, a student does become involved in a suspension or expulsion, both the student and his/her legal guardian, upon request, will be given a more detailed description of the due process procedure.

Extracurricular Membership and School Activities

Student activities are an important part of the total educational program. Our mission is to exhibit and teach good citizenship in all extracurricular activities. Membership in extracurricular activities is an honor and privilege. This requires a student to fulfill all school responsibilities and to always display good citizenship. Students are to meet all guidelines and standards set forth in the Student Handbook and abide by Board Policies. We encourage respectful attitudes for participants and spectators alike. We should strive to set a good example for leadership, responsibility, citizenship and good attitudes that will help us become model citizens in the future. Students are to refrain at all times from the use of tobacco, alcohol, and drugs. Students are reminded of the responsibility that comes when they represent their family, our school, and our community. The Board has developed specific guidelines and policy for students failing to adhere to these regulations. These guidelines will be discussed with students at the beginning of the school year and when the activity season begins.

1. Students shall have no failing grades the previous quarter (junior high) or semester (high school) to be fully eligible.
2. Students who have one failing grade the previous quarter (junior high) or semester (high school) will be eligible to practice. These students will have a probationary status for the following quarter (junior high) or semester (high school).
3. Students who have a probationary status will be involved in a weekly grade check with their head coach. Grade checks will take place every Monday. Students having no failing grades will be allowed to fully participate in competition that week.
4. Students who have two or more failing grades the previous quarter (junior high) or semester (high school) will be ineligible for both practice and participation. (MSHSAA Regulation)

5. Sponsors/Coaches have authority to regulate and discipline students who are not displaying responsible behavior and/or grades as stated in their student contracts.
6. Students must be in attendance three full class periods of the school day to be eligible to participate in an activity that day.
7. Students, who after participating in a morning athletic practice, are absent for more than three full classes of that day, will miss the next scheduled athletic activity, whether practice or game.
8. Students may recover 1 full credit and eligibility requirements by attending summer school.
9. Abide by the rules and regulations throughout the year as outlined in the Wheaton R-III School Student Handbook and MSHSAA Regulations.
10. Students must have met the MSHSAA standards of credits earned the previous semester.
11. Students must ride on school-sponsored transportation to away activities. Parents/Guardians may request release of their student to return from away activities with an approved adult. The request must be written and given to the coach/sponsor prior to the game or contest and parent must speak with the coach/sponsor. This is for safety reasons.
12. A transfer student must enter school within the first 11 days of the semester and cannot have more than two F's on their transfer record. At the end of one quarter, the student must fully meet the Wheaton R-III standards with no more than one F.
13. The student must not be over the age of 19 prior to July 1 for sport competition.
14. Students may participate in any activity for the maximum of 4 seasons, or 4 consecutive years.
15. Students may not accept cash or awards, which are symbolic in nature or merchandise not to exceed \$25 in price, for participating in school or non-school sponsored athletic competition.
16. If a student is suspended from school, he/she cannot participate, practice, or attend an activity on the day(s) of the suspension.
17. No activities shall be scheduled on Wednesday evening unless approved by the principal.
18. Students who leave before an activity is over may not return. All sponsoring organizations must have a clean-up committee to clean area after use. All activities shall be scheduled with sponsor and principal at least one week in advance. All organizations must have a faculty sponsor. All meetings and activities must be attended by sponsor or designated substitute.

Fighting

Fighting and other violent actions cannot be tolerated in school or on school property. We encourage students to find other, more peaceable means of settling disagreements. Refer to the discipline grid for consequences.

Food and Drinks

Food and drinks may be purchased from vending machines in the Gym lobby before school, during lunch and after school. Students are not to have food or drinks during the school day without permission from the individual teacher. A maximum sized drink allowed at school is 32 oz. No energy boost drinks are allowed at school at any time. Confiscated drinks will be sent to the office and discarded.

Grade Classification

Freshmen	9 th	0-5.5 Credits
Sophomore	10 th	6 Credits
Junior	11 th	12 Credits
Senior	12 th	18 Credits

Grade Reporting Periods

1st Quarter:

End of 1st Quarter	October 19th
Grades due on computer by 8:00 am	October 24th

2nd Quarter:

End of 2nd Quarter	December 20th
Grades due on computer by 8:00 am	January 4th

3rd Quarter:

End of 3rd Quarter	March 14th
Grades due on computer by 8:00 am	March 20th

4th Quarter:

End of 4th Quarter	May 16th
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Grades

Wheaton Jr./Sr. High School hopes that each student will work to the utmost of his or her potential. We encourage students to compete with themselves to continually improve. Report cards will be issued quarterly. Parents and students will have access to grades electronically at any time using a parent/student portal. Contact the high school office for login and password information. We encourage parents/guardians to communicate with their child's teacher in the event of a question. If you have any questions, call and make an appointment during their conference hour or before or after the school day. Grades are figured using an 11 point scale. Dual credit grades will be figured using Wheaton's grade percentage classification or what is outlined in a course's individual syllabus at the end of each semester.

Grading System

<u>Percent</u>	<u>Grade</u>	<u>Point Scale</u>
94-100	A	11
90-93	A-	10
87-89	B+	9
84-86	B	8
80-83	B-	7
77-79	C+	6
74-76	C	5
70-73	C-	4
67-69	D+	3
64-66	D	2
60-63	D-	1
59&Below	F	0

Graduation Requirements

Minimum Requirements for 2019 graduating students and beyond:

<u>Area of Study</u>	<u>Units</u>
Communication Arts	4
Mathematics	3
Social Studies	3

Science	3
Practical Arts	1
Fine Arts	1
Physical Education	1
Health Education	.5
Personal Finance	.5
Electives	8
	<hr/>
	25 Units

The .5 unit of credit of Personal Finance may be earned in social studies, practical arts or as an elective. If earned in social studies or practical arts, the required units of credit in that area are reduced by .5 (i.e. social studies from 3.0 to 2.5)

Guidance Services

Guidance services are an important part of a student’s school experience. The program follows the Missouri Comprehensive Guidance Program Model guidelines set forth by the Missouri Department of Elementary and Secondary Education. The district’s guidance program includes guidance curriculum, individual planning, responsive services, and system support.

The Guidance Department registers students and will assist in academic placement for all students. They also conduct orientation for new students.

Another major function of the Guidance Department is to coordinate and conduct conferences with parents/guardians, teachers, special school services, community agencies and students. Individual and group counseling are provided to help students better understand themselves and to plan thoughtfully for the future.

The Guidance Department supervises and coordinates all major testing during the year.

Harassment

Definitions and Examples:

Sexual Harassment

For purposes of this Regulation, sexual harassment of a student consists of sexual advances, requests for sexual favors, sexually-motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:

1. A school employee causes a student to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school program or activity, or when an employee or third party agent of the District causes a student to believe that the employee will make an educational decision based on whether or not the student submits to unwelcome sexual conduct; or
2. When the unwelcome sexual conduct of a school employee or classmate is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment.

Examples of conduct which may constitute sexual harassment include:

- sexual advances;

- touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
- coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
- coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another;
- graffiti of a sexual nature;
- sexual gestures;
- sexual or dirty jokes;
- touching oneself sexually or talking about one's sexual activity in front of others;
- spreading rumors about or rating other students as to sexual activity or performance;
- unwelcome, sexually-motivated or inappropriate patting, pinching, or physical contact. This prohibition does not preclude legitimate, non-sexual physical conduct such as the use of necessary restraints to avoid physical harm to persons or property, or conduct such as a teacher's consoling hug of a young student, or one student's demonstration of a sports move requiring contact with another student. (NOTE: Where the perpetrator is an adult and the victim is a student, welcomeness is generally not relevant.)
- other unwelcome sexual behavior or words, including demands for sexual favors, when accompanied by implied or overt threats concerning an individual's educational status or implied or overt promises of preferential treatment.

Harassment Because of Race or Color

For purposes of this Regulation, racial harassment of a student consists of verbal or physical conduct relating to an individual's race or color when:

1. The harassing conduct is sufficiently severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment;
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
3. The harassing conduct otherwise substantially and adversely affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of race or color include:

- graffiti containing racially-offensive language;
- name-calling, jokes, or rumors;
- threatening or intimidating conduct directed at another because of the other's race or color;
- notes or cartoons;
- racial slurs, negative stereotypes, and hostile acts which are based upon another's race or color;
- written or graphic material containing racial comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race or color;
- other kinds of aggressive conduct such as theft or damage to property which is motivated by race or color.

Harassment Based Upon National Origin or Ethnicity

For purposes of this Regulation, ethnic or national origin harassment of a student consists of verbal or physical conduct relating to an individual's ethnicity or country of origin or the country of origin of the individual's parents, family members, or ancestors when:

1. The harassing conduct is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment;
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. The harassing conduct otherwise substantially and adversely affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of national origin or ethnicity include:

- graffiti containing offensive language which is derogatory to others because of their national origin or ethnicity;
- jokes, name-calling, or rumors based upon an individual's national origin or ethnicity;
- ethnic slurs, negative stereotypes, and hostile acts which are based upon another's national origin or ethnicity;
- written or graphic material containing ethnic comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, ethnicity or national origin;
- other kinds of aggressive conduct such as theft or damage to property which is motivated by national origin or ethnicity.

Harassment Because of Disability

For the purposes of this Regulation, harassment because of the disability of a student consists of verbal or physical conduct relating to an individual's physical or mental impairment when:

1. The harassing conduct is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment;
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. The harassing conduct otherwise adversely and substantially affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of disability include:

- graffiti containing offensive language which is derogatory to others because of their physical or mental disability;
- threatening or intimidating conduct directed at another because of the other's physical or mental disability;
- jokes, rumors, or name-calling based upon an individual's physical or mental disability;
- slurs, negative stereotypes, and hostile acts which are based upon another's physical or mental disability;

- graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, an individual's physical or mental disability;
- other kinds of aggressive conduct such as theft or damage to property which is motivated by an individual's physical or mental disability.

Harassment Because of Gender

For purposes of this Regulation, gender harassment of a student consists of verbal or physical conduct relating to an individual's gender when:

1. The harassing conduct is sufficiently persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment; or
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
3. The harassing conduct otherwise substantially and adversely affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of gender include:

- graffiti containing offensive language;
- name-calling, jokes, or rumors;
- threatening or intimidating conduct directed at another because of the other's gender;
- notes or cartoons;
- slurs, negative stereotypes, and hostile acts which are based upon another's gender;
- written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to gender;
- other kinds of aggressive conduct such as theft or damage to property which is motivated by gender.

Harassment Because of Sexual Orientation or Perceived Sexual Orientation

For purposes of this Regulation, harassment of a student because of sexual orientation or perceived sexual orientation consists of verbal or physical conduct relating to an individual's sexual orientation or perceived sexual orientation when:

1. The harassing conduct is sufficiently persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment; or
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
3. The harassing conduct otherwise substantially and adversely affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of sexual orientation or perceived sexual orientation include:

- graffiti containing offensive language;
- name-calling, jokes, or rumors;
- threatening or intimidating conduct directed at another because of the other's sexual orientation or perceived sexual orientation;
- notes or cartoons;
- slurs, negative stereotypes, and hostile acts which are based upon another's sexual orientation or perceived sexual orientation;
- written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, sexual orientation or perceived sexual orientation;

- other kinds of aggressive conduct such as theft or damage to property which is motivated by sexual orientation or perceived sexual orientation.

Reporting Procedures

The following procedures are applicable to any student who believes he or she has been the victim of sexual harassment or harassment/discrimination based on race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation by a student, teacher, administrator, or other school personnel of the School District, or by any other person who is participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the School District.

Such individuals are encouraged to immediately report the alleged acts to an appropriate District official designated by this Regulation.

Any teacher, administrator, or other school official who has or receives notice that a student has or may have been the victim of unlawful discrimination, sexual harassment or harassment based on race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation by a student, teacher, administrator, or other school personnel of the District, or by any other person who is participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the District, is required to immediately report the alleged acts to an appropriate District official designated by this Regulation.

Any other person with knowledge or belief that a student has or may have been the victim of unlawful discrimination, sexual harassment or harassment based on race, sex color, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation as set forth above, is encouraged to immediately report the alleged acts to an appropriate District official designated by this Regulation.

The School District encourages the reporting party or complainant to use the report form available from the principal of each building or available from the School District office, but oral reports shall be considered complaints as well. Use of formal reporting forms is not mandated. Nothing in this Regulation shall prevent any person from reporting harassment directly to the Compliance Officer or to the Superintendent. The District will respond to male and female students' complaints of discrimination and harassment promptly, appropriately, and with the same degree of seriousness.

1. In each school building, the building principal is the person responsible for receiving oral or written reports of discrimination, sexual harassment, or harassment based on race, sex, color, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation at the building level. Any adult School District personnel who receives a report of discrimination, sexual harassment, or harassment based on race, sex, color, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation shall inform the building principal immediately.

Upon receipt of a report, the principal must notify the District Compliance Officer immediately, without screening or investigating the report. The principal may request but may not insist upon a written complaint. If the report was given verbally, the principal shall personally reduce it to written form and forward it to the Compliance Officer within twenty-four (24) hours. Failure to forward any harassment report or complaint as provided herein will result in disciplinary action against the principal.

If the complaint involves the building principal, the complaint shall be made or filed directly with the Superintendent or the School District Compliance Officer by the reporting party or the complainant.

2. The School Board has designated the Student Services Director as the District Compliance Officer with responsibility to identify, prevent, and remedy unlawful discrimination and harassment. The District Compliance Officer shall:

- receive reports or complaints of unlawful discrimination, sexual harassment, or harassment based on race, sex, color, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation;
- oversee the investigative process;
- be responsible for assessing the training needs of the District's staff and students in connection with the dissemination, comprehension, and compliance with this Regulation;
- arrange for necessary training required for compliance with this Regulation; and
- insure that any investigation is conducted by an impartial investigator who has been trained in the requirements of equal educational opportunity, including harassment, and who is able to apply procedural and substantive standards which are necessary and applicable to identify unlawful harassment, recommend appropriate discipline and remedies when harassment is found, and take other appropriate action to rectify the damaging effects of any prohibited discrimination, including interim protection of the victim during the course of the investigation.

If any complaint involves a Compliance Officer, the complaint shall be filed directly with the Superintendent.

The District shall conspicuously post a notice against unlawful discrimination and harassment in each school in a place accessible to students, faculty, administrators, employees, parents, and members of the public. This notice shall include the name, mailing address, and telephone number of the Compliance Officer; the name, mailing address, and telephone number of the Missouri Commission for Human Rights, the state agency responsible for investigating allegations of discrimination in educational opportunities; and the mailing address and telephone number of the United States Department of Education, Office for Civil Rights, and the United States Department of Justice.

3. A copy of Policy 2130 shall appear in the student handbook, and this Regulation shall be made available upon request of parents, students, and other interested parties.
4. The School Board will develop a method of discussing this Regulation with students and employees. Training on the requirements of nondiscrimination and the appropriate responses to issues of harassment will be provided to all school personnel on an annual basis, and at such other times as the Board in consultation with the District Compliance Officer determines is necessary or appropriate.
5. This Regulation shall be reviewed at least annually for compliance with state and federal law.
6. The District will respect the privacy of the complainant, the individuals against whom the complaint is filed, and the witnesses as much as possible, consistent with the District's legal obligations to investigate, to take appropriate action, and to conform to any discovery or disclosure obligations.

Investigation

Upon receipt of a report or complaint alleging unlawful discrimination, sexual harassment, or harassment based upon race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation, the Compliance Officer shall immediately undertake or authorize an investigation. That investigation may be conducted by District officials or by a third party designated by the District.

The investigation may consist of personal interviews with the complainant, the individual against whom the complaint is filed, and others who have knowledge of the alleged incident or circumstances giving rise to the complaint. The investigation may also consist of the evaluation of any other information or documents, which may be relevant to the particular allegations.

In determining whether the alleged conduct constitutes a violation of this Regulation, the District shall consider:

- the nature of the behavior;
- victim's statements;
- how often the conduct occurred;
- mandatory written witness statements or interview summaries;
- whether there were past incidents or past continuing patterns of behavior;
- opportunity for the complainant to present witnesses and provide evidence;
- evaluation of all relevant information and documentation relating to the complaint of discrimination or harassment;
- the relationship between the parties involved;
- the race, color, sex, national origin, age, ethnicity, disability, sexual orientation or perceived sexual orientation of the victim;
- the identity of the perpetrator, including whether the perpetrator was in a position of power over the student allegedly subjected to harassment;
- the number of alleged harassers;
- the age of the alleged harassers;
- where the harassment occurred;
- whether there have been other incidents in the school involving the same or other students;

- whether the conduct adversely affected the student's education or educational environment;
- the context in which the alleged incidents occurred.

Whether a particular action or incident constitutes a violation of this Regulation requires a determination based on all the facts surrounding the circumstances.

The investigation shall be completed and a written report given to the Superintendent no later than fifteen (15) days from receipt of the complaint. If the complaint involves the Superintendent, the written report may be filed directly with the School Board. The written report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this Regulation. The Compliance Officer's obligation to conduct this investigation shall not be extinguished by the fact that a criminal investigation involving the same or similar allegations is also pending or has been concluded.

School District Response

1. Upon receipt of a report that a violation has occurred, the District will, within 15 days, take appropriate formal or informal action to address, and where appropriate, remediate the violation. Appropriate actions may include, but are not limited to, counseling, awareness training, parent-teacher conferences, warning, suspension, exclusion, expulsion, transfer, remediation, or discharge. District action taken for violation of this Regulation shall be consistent with the requirements of applicable collective bargaining agreements, state and federal law, and District policies for violations of a similar nature of similar degree of severity. In determining what is an appropriate response to a finding that harassment in violation of this Regulation has occurred, the District shall consider:
 - what response is most likely to end any ongoing harassment;
 - whether a particular response is likely to deter similar future conduct by the harasser or others;
 - the amount and kind of harm suffered by the victim of the harassment;
 - the identity of the party who engaged in the harassing conduct.
 - whether the harassment was engaged in by school personnel, and if so, the District will also consider how it can best remediate the effects of the harassment.

In the event that the evidence suggests that the harassment at issue is also a crime in violation of a Missouri criminal statute, the Board shall also direct the District Compliance Officer to report the results of the investigation to the appropriate law enforcement agency charged with responsibility for handling such crimes.

2. The results of the District's investigation of each complaint filed under these procedures will be reported in writing to the complainant and other parties by the District within 10 days of the Compliance Officer's receipt of the complaint, in accordance with state and federal laws regarding data or records privacy, and consistent with the privacy rights of the alleged harasser.
3. If the District's evaluation of a complaint of harassment results in a conclusion that a school employee has engaged in unlawful discrimination or harassment in violation of this Regulation, or that a school employee(s) has failed to report harassment as required herein, that individual may appeal this determination by presenting a written appeal within 10 school days of receiving notice of the District's conclusion, by use of established School Board procedures for appealing other adverse personnel actions. (See personnel handbooks.)
4. If the District's evaluation of a complaint of harassment results in a conclusion that no unlawful harassment has occurred, an individual who was allegedly subjected to harassment and believes that this

conclusion is erroneous may appeal this determination by presenting a written appeal to the Superintendent within 10 school days of receiving notice of the District's conclusion. The grievant may request a meeting with the Superintendent or his/her designee. The Superintendent or his/her designee has the option of meeting with the grievant to discuss the appeal. A decision will be rendered by the Superintendent or his/her designee within 10 working days after receiving the written appeal.

5. If the complainant believes the Superintendent has not adequately or appropriately addressed the appeal, he or she may present a written appeal to the President of the Board of Education within ten (10) working days after the grievant receives the report from the Superintendent. The grievant may request a meeting with the Board of Education. The Board of Education has the option of meeting with the grievant to discuss the appeal. A decision will be rendered by the Board of Education at their next regularly scheduled meeting or no later than 45 calendar days from the District's receipt of the complainant's appeal to the Board. The grievant will be notified in writing of the decision within 5 working days after the Board of Education meeting.
6. An individual who was allegedly subjected to unlawful discrimination or harassment may also file a complaint with the Missouri Commission for Human Rights, the United States Department of Education, Office for Civil Rights, or the United States Department of Justice. In addition, such individual may choose to file suit in the United States District Court or the State Circuit Court.
7. Copies of all complaints of harassment and the investigations conducted pursuant to them shall be maintained at the main administrative offices of the School District.

Retaliation

Submission of a good faith complaint or report of unlawful discrimination, sexual harassment, or harassment based upon race, sex, color, disability, national origin, age, ethnicity, or sexual orientation will not affect the complainant or reporter's future employment, grades, learning, or working environment, or work assignments.

The School District will discipline or take appropriate action against any student, teacher, administrator, or other school personnel who retaliates against any person who reports an incident of alleged harassment/discrimination, sexual, racial, ethnic, sexual orientation discrimination, disability-related harassment or violence, or any person who testifies, assists, or participates in a proceeding, investigation, or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

Head Lice

In recent years, students who were diagnosed with head lice infestation were excluded from school until all live lice and nits were removed. The American Academy of Pediatrics and the Missouri Health Department have both recommended that such "no nit" policies be abandoned. Lice cannot hop or fly; they only crawl. The spread of live lice typically occurs from direct head-to-head contact. Rarely, lice may be spread through sharing combs, hats, etc... a child with an active head lice infestation likely has had the infestation for 1 month or more by the time it is discovered and poses little risk to others from the infestation.

The parents of any student found to have evidence of head lice infestation (Lice or Nits) will be notified by the school nurse. Parent/Guardian will be given written materials and methods to treat infestation on the hair and in the home. Treatment should begin that same evening and the child will be allowed to return to school following the first treatment. It is no longer necessary that students be excluded from school until all nits are gone.

Honor Roll Guidelines

“A” Honor roll

- All grades must be A, A-.

“A/B” Honor roll

- All students placed on the “A/B” Honor Roll must have earned a combination of A’s and B’s with no grade lower than a B-.

Immunizations

It is unlawful for any student to attend school unless he/she has been immunized as required under the rules and regulations of the Division of Health, Section 167.181 RSMo – 1975, and can provide satisfactory evidence of such immunizations. Parents/Guardians should check with the county health unit or family doctor to determine if the child has adequate immunization. The school is required to send a report to the state by October 15th of each year. This report shall show the name of the student and parent/guardian (and address) if the student is not properly immunized. If you need a shot, the school nurse will send your parent/guardian a letter stating which shot is needed to bring your shots up-to-date. If the necessary shot(s) are not up-to-date, the student will be expelled until you show evidence the shot(s) have been received. If a student is to be exempt for reasons of medical or religious reasons, an original exemption card must be provided and on file in the nurse's office, by a physician or the Department of Health and Senior Services. Unimmunized children are at greater risk of exposure to vaccine-preventable diseases, some of which can be life-threatening. To protect those who cannot be vaccinated and the entire community, unimmunized children could be excluded from school during disease outbreaks.

Inclement Weather

The district uses an automated broadcast notification system to notify parents when a schedule change is necessary. Information pertaining to the schedule change will be dispersed to all families at their primary telephone number listed in the student’s school file. If you would like additional numbers added to the system, please contact the building level secretaries. Early dismissal time will also be announced on local television when dismissing for inclement weather.

Leaving School Grounds

Students are not to leave school grounds after arrival until school is dismissed. Students are not permitted to drive into the school parking lot, unload passengers and then leave the parking lot. If a student must leave school early, notification from parent/guardian must be presented to the Jr./Sr. High School office as soon as the student arrives at school on the particular day the student is to check out early. Students that leave school early must check out with the building principal at the time they are leaving the school grounds.

Wheaton Schools is a closed campus; Students are not allowed to leave campus for the sole purpose of getting lunch.

If a student leaves sick, he or she must have met with our nurses prior to checking out to be counted “sick.” If not, it will be recorded as a “Parent Request” and viewed unexcused.

Medication Policy

Students are to present all medications to the office upon arrival at school. The nurse will administer all prescription and over-the-counter medications. On days the nurse is not present, medication will be

administered by a designated person. No student should be in possession of any controlled substance. Teachers should not administer medication to any students. Questions may be directed to the principal.

- **STUDENT MEDICATION POLICY:** Medication should be given at home if possible. If the physician's orders indicate it must be given three times a day, we suggest giving it before school, after school and at bedtime rather than requesting school personnel to administer the medication.
- **PRESCRIPTION MEDICATION POLICY:** We must have written permission in our file from the parent/guardian to give this type of medication. When a pupil is to receive medication during school hours, the parent/guardian must provide the medication in a bottle (pharmacists will provide extra small ones) plainly marked with the following:

Pupil's Name	Date	Time to Administer
Physician's Name	Dosage	Name of Medicine

- A "Request for Giving Medication at School" form may be obtained and signed by the parent at school. This form has the same information requested in the permission note.
- **NON-PRESCRIPTION MEDICATION POLICY:** Over the counter medication for colds, headaches, etc. will be given when accompanied by a written request from the parent/guardian or when a student has a health inventory form on file in the nurse's office. A labeled bottle with the following information:
Date Dosage Time to be given
All medications must be properly identified.

Military Recruiter Access to Student and Student Recruiting Information

Upon request of military recruiters, the District is required to provide access to secondary students' names, addresses, and telephone listings. However, any secondary student or parent of a secondary student may request that the student's name, address, and telephone listing not be related without prior written consent of the parent. Request that a student's name, address, and telephone listing not be released to military recruiters must be submitted, in writing to Wheaton Schools. The District is also required to provide military recruiters with the same access to secondary school students as is provided generally to post secondary educational institutions or to prospective employers of the student.

Notice of Nondiscrimination

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral and applicants for employment, and all professional organizations that have entered into agreements with the Wheaton R-III School District ("School District") are hereby notified that the School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Sex discrimination encompasses sexual harassment, which includes sexual violence, and is strictly prohibited by Title IX of the Education Amendments of 1972. In addition, the School District provides equal access to the Boy Scouts of America and other designated youth groups.

Any person having inquiries concerning the School District's compliance with the laws and regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination Act, Section 504 of the Rehabilitation Act of 1973 (Section 504), Title II of the Americans with Disabilities Act of 1990 (ADA) or the Boy Scouts of America Equal Access Act is directed to the respective Compliance Coordinator listed below, who oversees the School District's efforts to comply with the laws and regulations implementing the laws and regulations cited above.

The School District has established grievance procedures for persons unable to resolve problems arising under the statutes above. The School District's Compliance Coordinator will provide information regarding those procedures upon request.

Any person who is unable to resolve a problem or grievance arising under any of the laws and regulations cited above may contact the Office for Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114: telephone (816)268-0550.

Compliance Coordinator/Title IX Coordinator – Robert Creekmore, Student Services Director, 116 McCall St., Wheaton, Missouri 64874, Telephone: (417)652-3914

Parent Portal

Parents have the ability to keep up with their student's grades, lunch balance and many other activities that relate to a complete school experience. This information is available to parents that have internet access. A secure log-in and password is available from the central office or building secretary.

(PPRA) Amendment: Notification of Rights Under the Protection of Pupil Rights

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–
 1. Political affiliations or beliefs of the student or student's parent;
 2. Mental or psychological problems of the student or student's family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of*–
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use –
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The Wheaton R-III School District will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Wheaton R-III School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The Wheaton R-III School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The Wheaton R-III School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

Promotion and Retention Policy (Grades K-8)

As stated in the Wheaton RIII School District's mission statement, we recognize each student as a unique individual; we believe that education should provide an opportunity for the maximum development and optimal growth of the students' mental, physical, and emotional capacities. Through education, each student should develop proper attitudes and ideals, prepare for family and community responsibilities, be an effective citizen in our democratic form of government, and be able to make a smooth transition from public education to adulthood. We further believe the foundation of our educational program is the development of competency in the basic fundamentals that are learned in the core classes of language arts/reading, science, math, and social studies. At the same time, we believe for any student "to become responsible productive citizens' ", they must have success in a well-rounded educational program of complimentary classes.

In accordance with those beliefs, a student's promotion through the grade levels should be based on the mastery of the learning expected of them at each grade level. We have therefore established the following requirements for promotion and retention in the Wheaton RIII Elementary and High School:

Promotion Considerations:

- Students will normally progress annually from grade to grade unless a review is requested by a parent, teacher, or Local Education Agency (LEA).

- The review will be conducted by the LEA and will be judged on what is in the best interest of the student. The review will consist of core subject areas and test scores, maturity level, birthdate, adaptive skill level, friendships, athletics, and age at graduation.

Retention Considerations:

Retentions may be considered when, in the judgment of the professional staff, it is in the best educational interest of the student. Parents/Guardians will receive prior notification and explanation concerning the retention. However, the final decision will rest with the school administration. Any of the following may be an indication that a student may need to be retained. The student’s teacher should discuss these basic areas with parents when a student meets one of the criteria, and is under consideration for retention. If a student meets two or more of the criteria, the student may be retained in the present grade placement.

- Area 1: A grade of “F” in one or more of the following basic subjects: language arts, reading, spelling, math, social studies, and science.
- Area 2: Student has not demonstrated adequate growth toward grade level proficiency. Multiple benchmark data is considered when monitoring growth.
- Area 3: Student has missed more than 20 days of school during the present school year.
- Area 4: Research has shown that children who have the following characteristics, along with academic difficulties are likely to benefit from retention: indications of immaturity such as: prefers to associate with younger children, does not conform to the norm for age group, immature speech, etc.

Public Notice

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, highly mobile children, such as migrant and homeless children, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Wheaton R-III School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, 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 Wheaton R-III School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

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

The Wheaton R-III School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed Monday through Friday 9 a.m. to 3 p.m. at the Special Services Office.

This notice will be provided in native languages as appropriate.

Residency

To enroll at Wheaton Jr./Sr. High School a student's parent/guardian must provide proof of residency within the boundaries of the Wheaton R-III School District and that the domicile of the student is the domicile of the parent/guardian. Students must also have on file a birth certificate, immunization records and transcripts of previous schooling to be enrolled at Wheaton Jr./Sr. High School. The student's parent/guardian must provide a statement indicating whether the student attempting to enroll has ever been suspended/expelled from previous schools for an offense in violation of school board policies relating to weapons, alcohol, drugs or assault. A student or parent who submits false information regarding residency or withholds information commits a Class A misdemeanor. No student is to be readmitted or enrolled in a Missouri school district if the student has been convicted of 1st or 2nd degree murder, distribution of drugs to minors, 1st degree arson or kidnapping. In addition, any student who has been adjudicated in juvenile court to have committed the above mentioned actions, or if the student has not been convicted or adjudicated, but an indictment has been filed against the student alleging he/she committed one of these crimes, he/she will not be admitted or enrolled in a Missouri school district.

Right to Complain to FERPA Office

Parents or eligible students have the right to file a complaint with the Family Policy Compliance Office, U. S. Department of Education, Washington, D. C., 20202-4605, concerning alleged failure by the District to comply with FERPA.

Right to Request Amendment

Parents or eligible students have the right to request that the District correct any parts of an educational record which you believe to be inaccurate, misleading or otherwise in violation of your rights. Parents or eligible students should clearly identify, in writing directed to the school principal, the part of the record sought to be corrected and specify why it is inaccurate or misleading. If the District decides not to amend the record, it will notify the parents or eligible student and provide information on the right to a hearing to present evidence that the record should be changed.

Search and Seizure

School lockers and desks are the property of the Board of Education and are provided for the convenience of students, and as such, are subject to periodic inspection without notice, without student consent, and without a search warrant. Administrators and staff may search lockers and desks if they have reasonable suspicion that the locker or desks contain drugs, alcohol, and material of a disruptive manner, stolen properties, weapons or items posing danger to the health or safety of students and school employees, or evidence of a violation of school property. In addition, the Board of Education authorizes the use of trained dogs to sniff lockers or other school property to assist in the detection of the presence of drugs, explosives and other contraband. Students or student property may be searched based on reasonable suspicion of violation of district rules, policy or state law. The privacy and dignity of students shall be respected. Searches will be conducted in accordance with Board policy 2150.

Suspension (Out of School)

1. When a student is "Suspended", they are sent home immediately upon notification of parents, and are not allowed to attend their regular classes for the duration of the suspension.
2. Students are prohibited from participating in any type of curricular or extracurricular activities and are not to be on school property while serving OSS. This includes away curricular and extracurricular activities.
3. Students will still receive education and half credit for any work completed during their suspension. The office will work with the student's teachers to gather their assignments for the duration of their suspension. Assignments may be picked up from the high school office by a parent, guardian or sibling. All assignments are due upon the student's return to school or credit will not be granted.

Student Insurance

Parents/guardians wishing to obtain insurance for their children should contact their own commercial insurance agent. Insurance is not available from Wheaton R-III.

Tardy Policy Per Semester

Parents and students in grades K-12 are responsible for keeping regular attendance in their classes. If a student is tardy more than 15 minutes of a class period, the student will be counted as absent.

Consequences will be assigned for excessive tardies per semester as follows:

- 1st Tardy- Classroom warning
- 2nd Tardy- Classroom consequences
- 3rd Tardy- Teacher records student discipline in Lumen: One ASD
- 4th Tardy – Teacher records student discipline in Lumen: One ASD

Telephone Use

Cell phones, headphones, ear phones, and smart watches must be turned off, put away and completely out of sight throughout the duration of class time. In the case of an emergency only, students will be allowed to use the school telephone to make phone calls.

- If a student refuses to put away, turn off, or give a device to the teacher they will be sent to the office.
- Refer to the discipline grid for punishment.

Textbooks

Students will be provided their textbooks free of charge. Textbooks are owned by the school and are used until either they are in poor physical condition or the material has become obsolete. No assignments, comments, or diagrams are to be written in the books by the students. Students will be responsible for payment of the book, in the event the books are lost or damaged.

Tobacco/E-Cigarettes/Vaping

The Board of Education forbids the possession and use of tobacco and e-cigarettes on school grounds and in school buildings. This is interpreted to include smoking cigarettes, chewing tobacco, using snuff, etc.

Virtual Education

Formerly called MoVIP, the Missouri Course Access Program (MOCAP) provides a catalog of online courses. MOCAP students are guided through courses by Missouri-certified teachers. Courses are delivered over the Internet. MOCAP's mission is to offer Missouri students equal access to a wide range of high-quality courses, flexibility in scheduling, and interactive online learning that is neither time nor place dependent. MOCAP is not a school and does NOT offer a complete high school diploma program. Instead, they offer courses that will be applied to the student’s transcript at the local school toward graduation. Successful MOCAP students will graduate with a high school diploma from the local school. Many schools distinguish MOCAP courses on a student’s transcript by putting an asterisk next to them.

Please see the school website or talk to the counselor for participation guidelines and requirements.

Visitors

All visitors to the building and persons wishing to talk with a student/teacher regardless of the reason must go to the principal’s office for permission before proceeding. Visitors who have clearance through the office will receive a visitor’s pass. Students visiting other classes must address the teacher before entering the room.

Weighted Classes

Anatomy/Physiology	Dual – Credit Courses	Western Civilization
Physics	Biology II	Spanish II
College Algebra	Psychology	
Algebra II	College History	

DISCIPLINE POLICY:

The main purpose of this discipline policy is to create a positive school environment that is conducive to the educational process of all students. Students should be aware of the standards of proper behavior as well as the consequences of not abiding by these standards. The goal is to ensure fair and consistent treatment for all students. All special needs students will be disciplined according to the discipline policies unless otherwise specified by their IEP. The Discipline Grid is meant as a guide. It is understood that not all discipline violations a student would be involved in are included.

Wheaton High School Discipline Grid

Violation	1st Offense	2nd Offense	3rd Offense	4th Offense
Automobile Violation/Careless Driving	Student and parent notification	3 day suspension of driving privilege	Loss of driving privilege for remainder of school year	
Cell Phone/Electronics Violation	Item confiscated and can pick up at the end of the day	Item confiscated and parent will pick up at the end of the day	Item confiscated, parent pick up at the end of the day, and a minimum 1 day ISS	
Cheating	Minimum- Grade of Zero with possible ASD of ISS of 1 day	Minimum- Grade of Zero with possible ASD of ISS (1-5)	Grade of zero and ASD or OSS	
Classroom Disturbance/Inappropriate Behavior (Classroom/hallways) Conduct/speech which materially/substantially disrupts/interferes with orderly	ASD or ISS (1 - 3)	ASD or ISS (2 - 5)	OSS up to 10 days	

educational process in the classroom including sleeping in class.				
Computer Usage Violation	Minor: 10 day computer log-on suspension Major: Up to 25 day computer log-on suspension	25 day computer suspension	Permanent computer usage suspension for remainder of school year	
Defiance/Disrespect for school personnel	Minor: ASD (1 - 5) Major: Minimum ISS (1 - 3)	Minor: ASD (2 - 5) Major: 5 ISS	10 OSS plus long term suspension/expulsion review by Supt.	
Destruction of Property	Unintentional: Pay for the damages Intentional: Minor-Pay for the damages, 1 ASD or ISS Major-Pay for damages, up to 10 OSS	Pay for damages plus OSS (1 - 10)	Pay for damages, 10 OSS plus long term suspension/expulsion review by Supt.	
Dress Code Violation	Compliance with dress code	Compliance with dress code, parent/guardian notification	Compliance with dress code, parent/guardian notification, and ASD or ISS	
Excessive Horseplay & GENERAL MISBEHAVIOR IN HALLS, CLASSROOMS, LUNCH ROOM, OR LOCKERROOM: (This includes all things done "just kidding" around like punching, kicking, tripping, etc.)	Minimum of 1 hour ASD or ISS	ASD or ISS (1 - 5)	Minimum of 3 days OSS	
Extortion Threatening or intimidating any person for the purpose of, or with the intent of obtaining money or something of value from the other person.	Restitution and ASD or ISS (1 - 5)	Restitution and up to 10 OSS	Restitution and 10 OSS plus long term suspension/expulsion review by Supt.	
Fighting/Physical Assault/Hazing	Minimum 3 OSS	Minimum 5 OSS	10 OSS and/or recommend long term suspension/expulsion	
Recording a Fight/Instigating a Physical Assault/Hazing	Minimum 1 OSS and loss of cell phone/electronic privileges for semester	Minimum 3 OSS and loss of cell phone/electronic privileges for semester	10 OSS and/or recommend long term suspension/expulsion	
General Misbehavior	ASD or ISS (1 - 5)	ASD or ISS (2 - 5)	Up to 10 days OSS	
False Report Making a false report which is disruptive of a threat to health, safety, and good order, i.e. fire alarm or bomb threat.	10 days OSS and/or recommend long term suspension/expulsion review by Supt.			
Forgery	ASD or ISS (1 - 5) plus call parents	ASD or ISS (2 - 5)	1 OSS	3 OSS
Gambling	ASD or ISS (1 - 5)	ISS (2 - 5) or OSS up to 10 days	OSS up to 10 Days	
Guns/Tasers/Weapons Bringing to school or onto school grounds or property any item that is ordinarily or generally considered to be a weapon, i.e., knives, guns, chains, metal knuckles, tasers, fireworks or explosives.	OSS to expulsion Referral to law enforcement			
Inciting a public disturbance	ASD or ISS (1 - 5) Possible loss of privilege to attend (Sem/Yr)	OSS up to 10 days, loss of privilege to attend (Sem/Yr)	10 OSS plus long term suspension/expulsion review by Supt.	
Lying/Misrepresenting the Truth	ASD or ISS (1 - 5)	ASD or ISS (2 - 5)	OSS (1 - 5)	OSS up to 10 days

Malicious Statements/Pictures/Video Malicious, slanderous, provocative or inflammatory remarks toward another student or staff member.	ASD or ISS (1 - 5)	ASD or ISS (2 - 5)	OSS (1 - 5)	OSS up to 10 days
Physical Assault of School Personnel	10 OSS plus long term suspension/expulsion review by Supt.			
Sale/Distribution/Possession of Pornography	Confiscation Up to 10 days OSS	Confiscation 1-10 OSS pending long term OSS review by Supt.		
Possession of Stolen Property	Restitution and ASD or ISS (1 - 5)	Restitution and ASD or ISS (2 - 5)	Restitution and OSS (1 - 5)	Restitution and OSS up to 10 days
Under the Influence of Drugs/Alcohol at School	1 unexcused absence for the parents to be notified so a physician diagnosis can be made and returned to the school and 1-10 OSS plus both the parents and student must conference with administration and report to police officials	1-10 OSS pending long term suspension review by Supt. and report to police officials	Immediate OSS and report to law enforcement officials plus long term suspension review by the Supt.	
Profanity/Racial Slurs/Obscenity-verbally or with gestures	ASD or ISS (1 - 5)	ASD or ISS Minimum 3 Days	OSS Minimum 1	
Public Display of Affection	Conference	ASD or ISS (1 - 5)	ASD or ISS (2 - 5)	OSS (1 - 5)
Sexual Harassment Occurs when a person has been illegally discriminated against. Unwelcome sexual advances, unwelcome request for sexual favors and other unwelcome verbal, nonverbal, or physical conduct of a sexual nature are examples of sexual harassment. These discriminatory actions cause a hostile learning environment to exist and hinder instruction.	Verbal, written or symbolic: ASD or ISS (3 - 5) Physical: 1-10 OSS and report to police officials	Verbal, written or symbolic: 1-10 OSS Physical: 1-10 OSS and report to police officials	1-10 OSS pending long term OSS review by Supt. and report to police officials	
Stealing/Theft	Pay for or replace items and 1-3 OSS plus a possible call to police	Pay for or replace items and 3-5 OSS plus a possible call to police	Pay for or replace items 1-10 OSS pending long term OSS review by Supt. / report to police officials	
Tampering The unauthorized tampering of entry into a locker, desk, bag, vehicle or other's personal property assigned to or belonging to another individual or the school.	Restitution and ASD or ISS (1 - 5)	Restitution and ASD or ISS (2 - 5)	Restitution and OSS (1 - 5)	Restitution and OSS up to 10 days
Tardies	First and Second tardy - Classroom warning and or consequences	3 rd and additional tardy ASD (1)		
Threats/Intimidation	Minor: ASD or ISS (1 - 5) Major: Minimum OSS (1 - 3)	Minor: ASD or ISS (2 - 5) Major: Minimum 5 OSS	10 OSS plus long term suspension/expulsion review by Supt.	
Tobacco Violation	Confiscation OSS 1-3	Confiscation OSS 3-5	Confiscation Up to 10 days OSS	Confiscation

				10 OSS plus long term suspension review by Supt.
Trespassing	ASD or ISS (1 - 5) Possible notification of Law Enforcement	OSS up to 10 days, notification of Law enforcement	OSS up to 10 days, notification of Law enforcement plus long term suspension review by Supt.	
Tuancy Includes being in an unauthorized location on campus; being somewhere without permission.	On campus: 1 ASD Off campus: ISS (1-3)	On: ASD (3 - 5) Off: ISS Minimum of 3	On: ASD (3 - 5) Off: OSS (3 - 5) Call to the Juvenile Officer	On: OSS (1 - 3) Off: OSS (min 5) Call to the Juvenile Officer
Possession/ Distribution of Drugs or Alcohol on School Grounds	1-10 OSS and call to parent pending long-term suspension review by supt. Notification of Law Enforcement	OSS long term with parent and student meeting with BOE Notification of Law Enforcement		
Unsatisfactory Bus Conduct	Conference w/ Principal/transportation director/assigned seat/conference with parent	Loss of Riding Privileges 1-5 days	Loss of Riding Privileges 6-10 days	Meeting with bus driver, principal, student and parents with possible permanent bus suspension
Vandalism	Restitution and 1-10 OSS depending on severity	Restitution and 1-10 OSS pending long term suspension review by Supt and report to police officials		
Vaping	Confiscation OSS 1-3	Confiscation OSS 3-5	Confiscation Up to 10 days OSS	Confiscation 10 OSS plus long term suspension review by Supt.
Verbal abuse or threats against staff member	3-10 OSS and report to police officials	1-10 OSS pending long term suspension/expulsion review by Supt and report to police officials		
Violation of Coach/Sponsor Standards of Conduct Conduct in violation of reasonable rules and requirements established and announced by coaches or sponsors of school activities beyond the standards of conduct herein provided.	Possible suspension from the activity.			
Law Violation Any act identified by Missouri Statute as a crime is a violation of these standards and may be dealt with as provided by law.	Referral to appropriate authorities			