



2025-2026

**EMINENCE R-I
HIGH
SCHOOL
STUDENT
HANDBOOK**

**Eminence R-I Schools
PO Box 730
Eminence, MO 65466**

Dear Parents and Students,

We are excited to welcome you to the Eminence R-I School District for the 2025-2026 school year! We strive to provide a culture that promotes success in all aspects of life. As a school system, we want to give each student the tools necessary to chase the largest of dreams, to succeed in any field of work they choose, and to be honored and accepted for simply being the best version of themselves. We are looking to utilize and celebrate each individual students' skills, abilities, and interests. We look forward to working together with the community to help our students achieve all that they can, in every area that they can during this upcoming school year and beyond.

Expect students to be challenged in the upcoming year. We strive to provide a rigorous curriculum that will prepare every student for the needs of today's world. Every student's best interest will be at the forefront of the force that drives this school district. With that in mind, students have always been, and will continue to be, held to a high moral standard. Redwings are expected to put others before themselves, treat everyone with respect and curtesy, and always give their very best. We expect students to develop the type of self-motivation, self-control, and heart that will help carry them to every achievement that they may desire.

As a school district we encourage community support, interest, and involvement. We believe that our staff, students, and community are the very best. Our community and our school are one big family, and we want that to be one big HAPPY family. This can be best achieved when we support one another and find the common voice that brings us together, while fully utilizing the differences that make each one of us special.

We are beyond excited for the upcoming school year! It is such an honor for us to be able to serve our students and community for another year. Thanks to everyone for all you have done, are doing, and will do in the future! Let's do this right, let's do this together, LETS GO REDWINGS!!!

Sincerely,
Eminence R-I Administrative Team

Philosophy of Eminence Public Schools

We believe that education should be the means by which intelligent citizens capable of sustaining a democratic society are developed. Education should stimulate intellectual curiosity, cultivate the ability to think clearly, encourage an appreciation of aesthetic and ethical values, and promote the development of ideal personalities.

We believe that education should give youths the opportunity to broaden their knowledge in all areas of learning; and through this knowledge, it should lead them to understand the dignity of work and to develop skill, corresponding to their individual capacities in order that every individual may find a place for himself in society and in a suitable vocation.

Eminence R-1 School District Mission Statement

Eminence R-1 School District is a cooperative partnership of parents, staff, and community working together to create an environment in which all students can learn and succeed.

Our mission is accomplished by:

- Securing for all students a comfortable atmosphere that is safe, friendly, and positive.
- Enabling all students to become self-reliant, life-long learners, and productive members of society.
- Challenging all students to reach their fullest academic potential by addressing individual needs
- Developing an enriched curriculum for all students that builds an academic foundation while expanding learning
- Celebrating the diversity of all students within the school and community

Junior High and High School Staff

Staff	Position	Email
Stephanie Barbagiovanni	Superintendent	stephanie.barbagiovanni@redwingsk12.org
Nancy Burrus	Bookkeeper/Secretary to Sup.	nancy.burrus@redwingsk12.org
Tony Vincent	Social Worker	tony.vincent@redwingsk12.org
David Russell	7-12 Principal	david.russell@redwingsk12.org
Candice Spoonemore	High School Secretary	candice.spoonemore@redwingsk12.org
Julie Voyles	Guidance & Counseling	julie.voyles@redwingsk12.org
Casey Yardley	Athletic Director/PE	casey.yardley@redwingsk12.org
James Ennis	Special Education	james.ennis@redwingsk12.org
Paris Foster	JH Math & Science Teacher	paris.foster@redwingsk12.org
Tricha Williams	JH ELA & Title I	tricha.williams@redwingsk12.org
Lindsey Evans	Business	lindsey.evans@redwingsk12.org
Emily Steelman	English	emily.steelman@redwingsk12.org
Samantha Majors	History	Samantha.majors@redwingsk12.org
Kim Spurgin	Math	k.spurgin@redwingsk12.org
Elane Ennis	Science	elane.ennis@redwingsk12.org
James Stephens	Art	james.stephens@redwingsk12.org
Gingee Adams	FACS	gingee.adams@redwingsk12.org
Casey Voyles	Agriculture	casey.voyles@redwingsk12.org
Darrell Jones	Music/Band	darrell.jones@redwingsk12.org
Jacob Stephens	PLTW/Woodshop	jacob.stephens@redwingsk12.org
Kayla Ipock	Paraprofessional	kayla.ipock@redwingsk12.org
Breanna Gall	Paraprofessional	bre.barton@redwingsk12.org
Julie Clemons	Food Service	julie.byrne@redwingsk12.org
Marcia Counts	Food Service	marcia.counts@redwingsk12.org
Stephanie Samford	Food Service	stephanie.samford@redwingsk12.org
Sandy Bay	Maintenance/Custodian	sandy.bay@redwingsk12.org
Jordan Slieter	Custodian	jordan.slieter@redwingsk12.org
Tyson Alcorn	Bus Maintenance	tyson.alcorn@redwingsk12.org

Note to Parents

Eminence Middle/High School functions best when you, as parents, cooperate with the faculty in seeing that:

- Your child attends school regularly
- Your child spends the proper amount of time in home study.
- Your child's grade card is read and studied by you.
- Your school is spoken of in favorable terms.
- Your child is counseled by you.
- You, as a parent, take an interest in your child's progress in school.
- You, as a parent, read this handbook to understand the policies of the school.

Not all information/policies are able to fit in this handbook, therefore not intended to encompass or limit the School's/Administration's ability to discipline students to ensure a safe, orderly climate and productive student body during the year.

Student Dress

The type of clothing worn to school helps create an atmosphere conducive to learning. We appreciate the cooperation of all parents as they help their children select appropriate school clothing. We encourage parents to mark outerwear clothing with the child's name or initials. A lost and found box will be available for claiming missing items. We expect all students to make every effort to present a proper appearance each day.

- A. No vulgar signs, obscene pictures, designs, insignias, badges, or writing are to be worn on clothing that will distract other students or cause disruption or interference with the operation of the school. No advertisements for alcoholic beverages, tobacco, or illicit drugs will be allowed on clothing. Clothing, outerwear, pins, symbols or insignia of prohibited organizations or gangs shall not be worn to school or at any school-related activity.
- B. Tops must cover the entire torso. Bare midriffs are not permitted. Tops must have straps on both sides and bra straps should not show. Cutout or sleeveless shirts should not hang below the underarm or show the side or midriff.
- C. Shorts and skirts must extend downward to the palm of your hands.
- D. Stretch/Yoga pants/Leggings must be worn with a top that extends at least to the top of the thigh.
- E. Sunglasses must not be worn in the building.
- F. Clothing with excessive rips or tears or clothing worn in a manner that reveals undergarments shall not be permitted.
- G. Hoods must not be worn in the buildings.
- H. Shoes or sandals must be worn at all times.

- I. No pajamas which include pajama bottoms.
- J. In general, students are expected to attire themselves in a manner that reflects good standards of health and safety.

School Visitors

Visitors are welcome in the school; however, every effort must be made to avoid the disruption of classroom instruction. **No visitor or parent should go into a classroom, library, or lunchroom before signing in at the office and obtaining permission.**

School Activity Absence

An absence due to attending a school activity will be excused. A list prepared by the sponsor will be circulated to all teachers. Homework or other assignments due the day of the absence must be turned in before you leave unless prior arrangements have been made for the activity or you will not receive credit and further participation in activities may be denied.

Students Signing “Out” or “In” During the School Day

A student leaving school during the day must sign out in the principal’s office. All Junior High or High School students must have his/her parents call or write a note indicating their permission to allow their son/daughter to sign out and for what reason(s). **Even if a student is 18 years of age, they MUST have parental permission to check out of school.**

A student arriving late to school, or returning to school after signing out, must sign in at the principal’s office and bring a note from their parents or guardians if one was not presented when they left indicating their reason for absence. Signing your child out of school early to avoid waiting on the buses ***will not be permitted. The school strongly discourages students from signing out and then returning after lunch break to pick up food. Students will be counted tardy if they leave for this purpose upon returning to school.***

Extra-Curricular Activities

All school activities are part of the total educational program offered. To participate in these activities a student must be in attendance all day or 4 of the 7 hours. If students must be gone longer than 4 hours, they must secure prior administrative approval for being absent. A student must be passing each course enrolled in to be eligible to participate.

All students who participate in any extra-curricular activity must be in good standing with all areas of the school. Students will not be allowed to participate in any sporting event or school sponsored trip if the student is required to make-up any missed hours, as addressed in the attendance section, or if the student owes outstanding debts to the school district.

No student shall participate in an athletic practice or contest without filing a doctor's certificate of good health with the athletic Director or Principal. In accordance with MSHSAA regulations, a high school student must pass ***at least 3.0 units*** of credit during a semester to participate in any extra-curricular activity for the following semester. This regulation also states that a student shall not be permitted to practice or compete for a school until he/she has verification that he/she has basic athletic insurance coverage.

Telephone

The telephone in the front office is a business telephone and is not for student use except in the case of an emergency. Students will not be released from class to make phone calls. Calls for students during the school day will be taken by the secretary who will relay the message to the appropriate student at a time that will not disrupt their learning. Students should make personal plans before or after school hours. If your child rides more than one bus, please make sure he or she knows which bus they are to ride ***before*** coming to school. **Please notify the office of any changes in transportation plans by 2:00 PM.**

Cellphones

Students are not allowed to be in possession of a cell phone or any Bluetooth or Wi-Fi connecting device during the school day from 7:50am-3:30pm. Cell phone lockers have been provided at the junior high classrooms and in the high school building. Students will be allowed to bring a cellphone to school BUT MUST sign them in the cell phone locker before 7:50am and sign them out when they leave the school for the day. – Senate Bill 68

Nuisance items

Students are discouraged from bringing nuisance items to school. Nuisance items would include but are not limited to radios, CD or MP3 players, video games and players, cameras, lighters, beepers, noisemakers, fidget spinners, skateboards, **blankets** or any items or materials distracting to the educational process of the classroom.

School Closings

In case of severely inclement weather or mechanical breakdown, school may be closed. Parents are advised to monitor KBMV Radio Station, Thayer- K Country 95, Fox Radio Station or the KY3 web site for timely information on school closings. Eminence Schools have an alert system that we will also use to notify students and families of weather releases and school closings. Each family is responsible for making sure their phone numbers are up to date by calling the High School Office when your numbers change.

Buses

The following bus rules and regulations are designed to provide and ensure the safety of all students riding the buses: **Note: The same standards of conduct that apply in the classroom apply on the bus!!**

- The bus driver has the same authority in enforcing the rules and regulations as a classroom teacher. Students should promptly obey the bus driver's instructions and cooperate with him or her.
- Once the student gets on the bus, they are under the authority of the school.
- The bus driver is authorized to assign seats.
- Students shall not attempt to get on or off the bus, move about, or stand while the bus is in motion. **Stay in your seats.** Students shall not at any time extend hands, arms, feet, head, etc., out the bus window.
- Students shall not throw paper, articles, or objects while on the bus.
- Students shall not throw any object out of the window of the bus.
- The use of tobacco products, alcohol and drugs are not permitted. No knives, matches or lighters are to be in your possession.
- Keep the bus clean, use the trash container. Be courteous, use no profane language.
- **Balloons will not be allowed on the busses at any time. These present dangerous hazards for our drivers.**
- Water balloons, water guns, etc. are prohibited.
- Rude, discourteous, and annoying conduct or disrespect is not allowed.
- Students shall not be scuffling, horse playing, or fighting on the bus.
- Do not be destructive. All damage to the bus should be immediately reported to the bus driver.
- The rear door is an emergency door and should never be opened.
- Students must be on time in meeting the bus but should never stand in the roadway while waiting for the bus.
- Unnecessary or unreasonable noise shall be avoided.
- Students not attending school are not eligible to ride the bus.

Discipline for Bus Misbehavior

School discipline policy will apply as directed under the discipline code as well as the below discipline for bus misbehavior.

- **First offense:** **Warning! Parents notified and/or loss of riding privileges.**
- **Subsequent offenses:** **Loss of bus riding privileges for up to ten days and/or referral to Superintendent to determine if further action is needed.**

All bus rules and regulations are designed to provide for student's safety and well-being and school bus transportation safety. It is each student's responsibility to adhere to the policies, rules, and regulations of the Eminence R-I School District. It is the bus driver's responsibility to enforce the above rules. Students in violation of the above rules and regulations may be referred to the principal for appropriate disciplinary action. **Any offense committed by a student on a district-owned or contracted bus shall be punished pursuant to the Student Conduct code and may include suspension of bus riding privileges. A student who throws an object from the bus will lose their riding privilege for no less than 8 school days.**

Bus Assignments

The Eminence R-I School District buses almost every elementary student and many of the high school students. Routes and bus assignments are made to maximize the efficiency of the bus service and to minimize the time spent on the bus by students. We realize that there are times when students must ride a bus other than the bus they are assigned; however, the district will not be able to accommodate the transportation of large groups such as birthday parties, sleepovers, etc.

Students are allowed one drop off/pick up point. If they stay at two locations due to custodial agreements, students may have one drop off/pick up point for each custodial parent. Bus changes will be limited to necessary **occasional** needs and the office must be notified prior to 2:45 p.m. except in emergencies.

Breakfast and Lunch Programs

Students will eat and stay in the cafeteria until finished eating. They then may choose to go to a supervised area. Permission to leave the lunchroom during lunch must be obtained from the teacher in charge. All foods, whether school lunches or lunches brought from home, will be eaten in the cafeteria. When finished eating, students are expected to empty their trays in the appropriate manner and dispose of all trash. Students are expected to stay in the cafeteria until the dismissal bell rings or they are released by the teacher in charge. There will be no 'place saving' or 'cutting' in line during lunch. As a courtesy, students should allow teachers, staff, parents, and visitors, in front of the line to eat first.

School breakfasts and lunches are available to students free as part of the CEP food program. If the funding of this program is too great, it may be ended. CEP is a benefit for our school community that saves families approximately \$7.00 a day.

Library Media Center (LMC)

The LMC is open from 7:45 AM until 3:30 PM and earlier or later by prior arrangement. Students are encouraged to use the LMC for research and reading, individually or in small groups during the times when the LMC is not scheduled for class use. LMC rules are posted in the Library Media Center. Junior High and High School students may check out books for two weeks. There is a five cent per day fine on overdue library books. If a book is overdue or lost, the student may continue to check out books. If after three notices to the

parent or guardian and the book has not been returned or paid for, check out privileges will be suspended. Replacement cost of books:\$5.00 for a book 5 years or older; replacement value if less than 5 years old.

Counseling and Guidance

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, Career information, and help with home, school, and/or social concerns. Students may request to see the counselor individually or in small groups. Students may also see the counselor by parental referrals as well as referral by the teaching staff. Students wishing to see the counselor must make an appointment. Students will be called from class when the counselor becomes available.

Student Registration and Enrollment

All new or transfer student(s) under eighteen (18) must have their parent/guardian accompany them to the central office to fill out the enrollment form(s) and sign release papers authorizing the Eminence R-I School District the ability to secure past educational, immunization, and discipline records. All students are required by law to meet minimum immunization standards set by the State. Therefore, all students must bring immunization records and proof of required 'shots' when they register. No student will be allowed to attend classes until all required immunizations are completed.

Teacher Conferences

Teachers are available for conferences during the daily conference times and during arranged times before or after school. Daily conference times for teachers can be obtained from the teacher or through the office. **Classroom instructional time is a priority, and teachers are not available for conferences during this time.** Parents are encouraged to maintain contact with teachers during regular conference times and other arranged times. Parents can arrange conferences by a note to the teacher or a call to the office.

Grading Scale

100-95 =A	94-90=A-	89-87=B+	86-83=B
82-80=B-	79-77=C+	76-73=C	72-70=C-
69-67=D+	66-63=D	62-60=D-	59-0=F

Illness/Health Services

A child who has a temperature elevation or shows signs of illness should be kept at home. If it becomes necessary to remove a child during school hours due to illness, the parents will be notified. An emergency telephone number should be listed for each child. If a parent cannot be reached, the emergency number will be called. Any time a child leaves school early due to illness, he or she must be dismissed through the school office. Parents are asked to report to the office and check the child out of school.

Students who need to take medicine during school hours, including Aspirin, Tylenol, etc. must give the medicine to the school nurse upon arrival at school. In the event the school nurse is not in the building when the student arrives, medications may then be given to the secretary or principal. The medicine dosage and time should be clearly stated in writing. School personnel will give oral medication only by individual orders of a physician and /or legal guardian. Both prescription and “over the counter” medications must be sent to school in the containers in which they were purchased and must be accompanied by written authorization from the parent or legal guardian. No medication will be dispensed unless prescribed by a physician and the prescription is clearly labeled with: The name of the person to whom it is for, the prescribed dosage, and time(s) of administration. All drugs are to be turned into the office or nurse and kept under lock and key in the Nurse's office.

NOTE: Make sure that emergency telephone numbers are current, correct, and on file.

In addition to basic screening procedures and emergency first aide, the nurse will provide information on good health practices, assist families in securing corrective health services, and keep a record of student's health issues.

Immunization Requirements

State laws regarding immunizations of all students attending school reads: “It is unlawful for any student to attend school unless the child has been immunized against polio, diphtheria, measles, and rubella or unless exemptions have been signed by a physician or a parent/guardian for religious reasons and filed with the school by the first day of classes.

Head Lice and Nits

The Eminence Board of Education feels it is imperative to prevent the widespread infestation of lice; therefore, the following procedures will be followed to control the situation when students are found to be infested:

Purpose: To protect all students and school staff from exposure to head lice or nits. To provide guidelines for students and their family and to identify infested students.

Policy: Infected individuals are not to be allowed to participate in school or extra-curricular activities until adequate treatment for lice is obtained. School personnel will instruct Parents/guardians regarding treatment for and prevention of lice and nits. All infected individuals must be treated with the appropriate medication. A second treatment is required 7-10 days after the initial treatment.

Procedure: The school nurse will set a monthly schedule for the students to be examined. Absent students will be checked by school personnel the day they return to school. If the nurse should discover head lice or nits on a student, the parent/guardian of that child will be notified, and the child will be removed from the school. All siblings of the child living in the same household will also be checked. The

school personnel will instruct the parent/guardian concerning various shampoos and sprays that can be purchased for head lice/nits and will also give information concerning necessary procedures to be taken to ensure that the head lice and nits are eradicated. **To be readmitted to school, a child must be accompanied by a parent/guardian or relative and must be examined by a doctor or Shannon County Health Center and the school nurse.** If eggs are still present, the child will be sent home until the nits are removed from the hair. The child will be excluded from riding the bus until he or she has been rechecked by the school nurse. If head lice are found a second time, the school personnel will notify parents, and the child will be required to provide a signed statement from the parent/guardian and must state when and with what shampoo the child was treated. If a student is found to be infested three times in the school year, the principal will notify the Division of Family Services. Also, a doctor's statement will be required before the student(s) are permitted to return to school.

Books, Lockers and Fees

Textbooks and library books will be issued to students at no charge. Any damaged or lost books will be charged to the student at the schools' cost of replacement. **Each student must pay all charges each year before they may obtain a diploma or have student records transferred. Seniors must have all fees paid to receive their diploma.**

A locker will be assigned to each Junior High and High School student for storage of books and supplies. Since the school is not responsible for losses from lockers, it is suggested that all students have a good quality lock to deter theft. Only combination locks may be used, and the combination must be given to the high school office. A lock may be removed if the office does not have the combination. Locker assignments will be made prior to the beginning of the school year. Do not place a lock on a locker not assigned to you. If you feel you must move, it must be pre-approved by the building principal and recorded in the office.

NOTE: Lockers are school property and may be entered by staff personnel without the presence or permission of the occupant for reasonable reasons, i.e., to get texts for parents when students have been ill or absent, etc.

School fees: Eminence has a "free public education" policy; however, this does not apply to special one-of-a-kind items made, ordered, or bought, by students beyond the class requirements, i.e., a special project for their use. For example: a custom-built wood project in 'woods', a made-to-fit garment, a one-of-a-kind art piece, or a student who wants to keep a group project at home. All these must be paid for in full before the student will be allowed to take the project home.

Special Education

To meet the special educational needs of all children, Eminence R-I Schools provide a variety of services in Special Education programs for eligible students. Please refer to the Public Notice included in this handbook.

Soliciting

1. No commercial firms shall be permitted to solicit to teachers or pupils during school hours, except to demonstrate school equipment or materials, and then only with approval of the administration.
2. Solicitations from school children for organizations outside the school are forbidden.
3. All special projects are subject to the approval of the principal. This policy shall include sale of advertising, magazines, and merchandise.
4. Commercial schools, colleges, or other agencies shall not be permitted to meet with seniors or solicit perspective students except by invitation of and prior arrangement with the local school administration. Counseling of students relative to continuation of their schooling or to job placement shall be handled through the guidance and counseling department under the supervision of the guidance director or counselor.

Due Process

All students are entitled to due process. This means school officials will follow certain procedures before assigning disciplinary consequences. This includes notice of the charges (what they did wrong) and an opportunity to respond.

Fire, Tornado & Earthquake Drills

Fire, earthquake, and tornado drills will be signaled by the bell system. Teachers will take their roll book with them and account for each student when outside or in the hall. Teachers and students may return to their classes only after being told things are all okay.

A 'Fire drill' will be signaled by the fire alarm being activated. Students will exit the building in a coordinated rapid manner without running.

A 'tornado drill' will be announced over the intercom. A 'tornado plan' is posted in each room and students should become familiar with them. During a tornado drill, students should file into the hallway adjacent to their room (or safe designated area), kneel, and cover (protect) their heads.

An 'Earthquake drill' will be the same as a fire drill and will be announced over the intercom. Students will exit the building in a rapid orderly manner. Specific directions will be posted in each classroom as to where to go.

Attendance Policy

Regular attendance is a priority of the Eminence R-1 School District. The philosophy and goal are for each student to attend every day. The persistence to graduation standard requires all students to be in attendance a minimum of 95% of the school year. Based on the 147-day school year, a student should be in attendance at least 139 days.

Students need to develop habits of self-discipline and responsibility and assist in minimizing disruption to the educational environment. Every day is a valuable learning experience for your child at school. When a student is not in the classroom, they miss valuable instruction time that cannot always be regained. It shall be the responsibility of the students and their parents/guardians to ensure regular school attendance is maintained in accordance with this policy and the Board of Education Rules and Regulations.

If it becomes necessary for a student to miss a day of school, parents are expected to contact the school by calling the office by 9 am on the day of the absence. A total of absences can be no more than 5 days per semester in any one class. Absences exceeding 5 days in any one class for the semester may result in a grade reduction in that class.

Parents will be informed by phone if their child reaches 4 absences. Parents will be called in for a conference if their child has 5 or more absences. Students that have more than 10 absences may be referred to appropriate enforcement agencies.

- **Who bears the primary responsibility of ensuring that a child within compulsory attendance age regularly attends one or a combination of schools as required by law?**

Every parent, guardian or other person having custody or control of a child between the ages of seven (7) and the compulsory attendance age for the district has the primary responsibility of ensuring that the child regularly attends school. A parent, guardian or custodian of a child or children who do not regularly attend school may be reported to the Department of Social Services, Children's Division, or to the county prosecutor's office. A violation of the compulsory attendance law is a class C misdemeanor.

Absences: An absence is defined as more than 10 minutes missed from any class period. Parents are encouraged to notify the school by 9 am on the day of the absence to report the student's nonattendance. If the parent/guardian does not notify the school of the absence the student must provide a note from a parent, guardian, or medical authority indicating the reason for the absence and obtain an admit slip from the principal's office when returning to school.

If there are extenuating circumstances, parents/guardians must contact the principal's office. Documentation may be required as proof of extenuating circumstances. Some prearranged absences may require time to be made up as outlined in the attendance policy.

Grade Reduction: In the event a student surpasses the allotted 5 absences per semester for a class, the following table will be applied in calculating grade reductions. STUDENTS SHOULD MAKE UP THE TIME AS SOON AS POSSIBLE.

Absences Grade Reduction Per Semester

6 absences - 4%	7 absences - 8%	8 absences - 16%	9 absences - 32%	10+absences - 50%
-----------------	-----------------	------------------	------------------	-------------------

*Grades and credits may be restored if the student meets attendance policy guidelines no later than the following quarter after the semester ends by attending Friday school and/or Summer School.

Students who check in late to school will receive a tardy in addition to any hourly absences. Students may miss a maximum of 40 periods (5 days) per semester. Students who go over 40 periods in a semester must make up their hours by attending Friday school. Hours missed each quarter must be made up no later than 4 weeks into the following quarter to receive credit. Students who do not make up lost hours will receive a grade reduction per policy.

Students who do not make up absences over 5 days per semester will not receive credit for classes. To earn credit for courses, students must have passing grades and meet the requirements of the attendance policy. Students who go over 40 periods during the second semester must make up their hours by attending summer school. Second semester credit will be awarded after the time has been made up from the second semester. Semester credit will only be earned once the student's attendance is in good standing. Seniors will not be allowed to make up time by attending Summer School. They must make up time by attending Friday school.

Make-Up Work: The time allowed for make-up work to be completed will be one day, per day missed. Students are encouraged to begin their make-up work as soon as possible and before they return to school. *EX. (Absence on Monday- Student returns Tuesday- work must be completed by the beginning of class Wednesday)*

Students are responsible for checking with their teacher to make-up all class work during an absence. Students must go to the teacher and request missed assignments. **DO NOT EXPECT YOUR TEACHERS TO REMIND YOU!!** Tests, term papers, notebooks, etc. which have been announced prior to the absence, are due on the day the student returns to school. A parent may request homework through the main office by phone or may use the individual teacher's email to leave a message to request assignment information.

Extracurricular activities: A student who wishes to practice or participate in extracurricular activities must be in attendance the 4 out of 7 hours per day, unless excused by administration in advance. A student must be in attendance 4 out of 7 hours the last day school was in session to participate in extracurricular activities when school is not in session unless prior approval by the principal has been arranged. Students who have excessive absences will also not be allowed to participate in extracurricular activities until time is made up.

Students will be awarded Quarterly for nearly perfect attendance(one day or less), perfect attendance for each semester and perfect attendance for the year.

Mandated reporting of the Missouri Compulsory Attendance Law: All teachers and administrators are mandated by Missouri Statute to report any suspected child abuse or neglect to the proper authorities. Excessive absenteeism could be defined as neglect under Missouri Compulsory Attendance Law (167.031, RS Mo.)

Students who have excessive absenteeism may at any time, be referred to the prosecuting attorney, local law enforcement, a juvenile officer, and/or Division of Family Services. The possible consequences from these agencies will be legal in scope and will not be under the direction of Eminence R-I School District. Any consequences imposed by a judge or prosecuting attorney are in addition to any consequences determined by the school district under the school district discipline policy.

Tardies: Tardiness -Students who are not in their classrooms when the tardy bell rings are tardy to class. Tardies are tabulated throughout the quarter and may be from any class. Students should strive to stay below 5 tardies per quarter.

Fifth Tardy:	2 days ASD & 1 ISS or Corporal punishment (2)
Sixth Tardy:	Principal Conference-parent notification (written notification or phone call)
Seventh Tardy:	2 days ASD & 1 Friday School
Eighth Tardy:	Principal conference with student and parents (in person)
Ninth Tardy:	2 ASD, 2 ISS, 2 Friday School
Tenth Tardy:	5 days of ISS - Friday School remainder of the quarter (no less than 3 days in Friday school)

Special Junior High and High School Procedures

Eminence Junior High & High School Bell Schedule

7:30 - Breakfast Bell	11:30 – 2 nd Lunch Begins
7:45 – Start of Day	11:55- 4 th Hour Ends
7:50 – 1 st Hour Starts	2 nd Lunch Ends
8:45 – 1 st Hour Ends	12:00 - Redwing Time Starts
8:50 – 2 nd Hour Starts	12:45 – Redwing Time Ends
9:40- 2 nd Hour Ends	12:50 - 5 th Hour Starts
9:45 – 3 rd Hour Starts	1:40 - 5 th Hour Ends
10:35- 3 rd Hour Ends	1:45 - 6 th Hour Starts
1 st Lunch Begins	2:35- 6 th Hour Ends
10:35 - 4 th Hour Starts	2:40 – 5 th Hour Begins
11:00 – 1 st Lunch Ends	3:30 – 5 th Hour Ends/End of Day

Mandatory Retention- Junior High

There are four core classes in Grades 7 and 8: Communication Arts, Math, Social Studies and Science. Any Junior High student that receives three (3) Semester “F”s” in any combination of the core classes will be retained.

Student Parking

Students who drive to school will be allowed to leave only after the last bus has departed. Students who do not drive responsibly by speeding, driving carelessly, throwing gravel with their vehicle tires, or interfering with students loading or unloading could have their parking privilege revoked for a period or permanently. Student parking is located on the south side of the gym. Students will not be allowed to go to their vehicles at any time during the school day unless for students driving to and from A+ class at the elementary. When students are driving to and from A+ class at the elementary, the seatbelt and cell phone rules still apply.

Food and Beverage

1. No Food or Drink will be allowed in classrooms. Water in a clear bottle is the only exception.
2. Glass bottles, open food items, etc. are not allowed in the halls or lockers.
3. Students who bring lunch from home are to leave it in their locker until lunch & then take it to the cafeteria.
4. Snacks may be kept in lockers for use between classes only
5. Absolutely **NO ENERGY DRINKS** will be allowed at school!

Dances and Dance Policy

Any high school student wishing to bring an outside guest (date) to a dance must register the guest in the High School office two days before the dance. The guest list must be approved by the administration. These out-of-school guests are the responsibility of the host and must follow the same rules and regulations as another student would while in our school. Once in the gym, no student can leave the dance and return. To leave a dance without parent/guardian, the student must have a note of permission written by parent/guardian.

Junior-Senior Prom

The Junior-Senior Prom is held each year and paid for by the Junior Class. The theme and music are selected by members of the Junior Class and approved by the principal. Prom rules are:

1. When a student comes to the prom, they must remain inside the building
2. No alcoholic drinks or illegal drugs are permitted. Anyone using either will be excused from the Prom and will be disciplined by school officials and may be referred to local law enforcement authorities.
3. Students who bring guests are responsible for their conduct and registering the guest in the High School office two days before the Prom.
4. Other special rules relative to the facility being used may be announced before the event.

School Spirit

School spirit may be divided into three categories:

1. Courtesy - toward teachers, fellow students, and the officials of school athletic contest and activities.
2. Pride - in everything our school endeavors to accomplish and has accomplished.
3. Sportsmanship - the ability to win or lose gracefully.

School spirit means loyalty to all functions of the school. A loyal student supports his/her school and everything possible to keep the scholastic and activity standards at the highest possible level.

Clubs & Organizations Grades 9-12

Ag Club, Band, Baseball, Basketball, BETA, Cheer, Chess Club, Class Officers, Cross Country, Drama Club, Golf, Math & Science Club, Pathways Club, Pep Club, Quiz Bowl, Red Ribbon Week Committee, Softball, Special Olympics, STUCO, Trap, Volleyball, Yearbook

Class Schedule Changes

Students will have two school days at the beginning of each semester to change their schedules. All changes must be made through the counseling office after getting an 'add/drop slip'. This slip will need to be filled out completely and signed by you, the drop teacher, the add teacher, the counselor, and the principal before any change may take place. Anyone's signature needed on the slip has the option of not signing (approving) the requested change at which point the schedule change will not take place.

Grade Level Classification of Students

A student is classified for grade level designation according to the number of units completed:

Freshman	=	0-5.5 Units of credit	Sophomore	=	6-11.5 Units of credit
Junior	=	12-17.5 Units of credit	Senior	=	18-24 Units of credit

Letter Grade to GPA Conversion

A (94.5 - 100)	= 4.00	B- (79.50 - 82.49)	=2.66	D+ (66.50 - 69.49)	=1.33
A- (89.50 - 94.49)	=3.66	C+ (76.50 - 79.49)	=2.33	D (62.50 - 66.49)	=1.00
B+ (86.50 - 89.49)	=3.33	C (72.50 - 76.49)	=2.00	D- (59.50 - 62.49)	=.66
B (82.50 - 86.49)	=3.00	C- (69.50 - 72.49)	=1.66	F (0 - 59.49)	=0.00

Weighted/Non-weighted Courses

Some courses offered to students will be weighted more than others offered. A course that is weighted receives double the normal GPA points than a class that is not weighted. These weighted courses are worth double GPA points because of their vigorous coursework. Some weighted classes may carry a college credit. See the counselor for a complete list of weighted courses.

Grading System

The difficulty of determining grades which truly express values of attitude and achievement are reserved to each teacher. Each student is encouraged to attain the highest level of achievement possible. Important goals for each student are competition against his/her own record in the direction of self-improvement and striving for the satisfaction which comes from performing each task well. Grades are given in comparison with a standard of achievement expected of a student and in comparison, with others in the class. The following system is used as an indication of achievement.

A (90-100) - Excellent, highest grade given

B (80-89) - Superior, above average

C (70-79) - Average work

D (60-69) - Below average, needs improvement

F (0-59) - Failing, not passing

I Incomplete-Work needs to be made up before a grade can be given. Time allowed generally will not exceed two weeks.

P Pass-credit received without grade point rank.

NC No credit given. This may be given if a class is 'audited', (i.e., by a foreign exchange student.)

Academic Letters will be given to students achieving the High Distinction Honor Roll (All A Honor Roll) for all quarters of the school year. Students will be awarded an academic letter during the award ceremony the first year and an academic certificate the following qualifying years.

A+ Program

The Eminence R-I High School is a designated A+ School. All students are given the opportunity to receive A+ funding to help pay for two-year college programs or technical schools. To receive funding, each student must maintain 95% attendance throughout their high school career and maintain a GPA of 2.5. Students must be in an A+ accredited school for at least three years and maintain good citizenship. Each entering freshman will receive an A+ Handbook with more information, or you can obtain one anytime by contacting our High School Counselor.

Virtual Classes

Eminence R-I School District will use the ROCS program for all virtual classes.

Homework Policy

All teachers will have a uniform homework acceptance policy. Any student that misses a day of school will have a one-day extension to complete all missed assignments. If a student misses more than one *consecutive* day of school, that student will have the same number of days to complete assignments as they missed. For example, if a student misses two consecutive days of school, the student shall have two days to complete the homework missed. If a student is absent on the day of a test, the student will complete the test on the first day back to school. Any homework that was previously due on the date the student missed will also be due on the student's first day back.

Semester/Final Examinations

Semester and final examinations are to be administered in all Junior and Senior High school classes at the close of each semester. The semester/final examination should be comprehensive in nature. Students who have maintained 5 or less absences per semester and have a 75% or higher-grade average will be exempt from taking finals. Students who meet these standards may participate in finals to improve their grade. These students can only improve their grades, they cannot lower their grade.

Unit of Credit

A student receives 1/2 a unit of credit for each subject passed during a semester. Thus, a student who successfully passes seven (7) subjects during a semester receives 3 1/2 units of credit. Currently a student must successfully complete a minimum of 24 units of credit to participate in graduation. Exceptions to this policy may be made for transfer students into our district during their senior year. (See: Transfer Students)

NOTE: There are two grades during the year, at the end of the 1st semester and at the end of the 2nd semester. A 1/2 unit of credit will be given for each of these two letter grades and these grades are recorded on the student's permanent record which totals 1 unit of credit per subject per year.

NOTE: To earn credit for courses, students must have passing grades and meet the requirements in the district attendance policy.

Transfer Students

All students transferring to our district must meet our graduation requirements to graduate from our school. In some cases, a transfer senior may not have earned an adequate number of credits to graduate here. In this case they may petition their last school and request classes taken here be sent back to their previous school so they may graduate under the preceding school's graduation requirements. These students may still participate in the E.H.S. graduation ceremonies if they choose. They must have proof of receiving a diploma from their former school, or they may choose to graduate with their former class.

College Visit Passes

Each senior will be allowed to miss two excused days to visit a college of their choice to see the campus or register for courses. These days must be pre-approved by the High School Counselor and the student must obtain a form for the college to sign. Upon return to school the next day, the student is required to turn in the form to the High School Office for their absence to be excused.

High School/Junior High Graduation

The Eminence R-1 High School recognizes the importance of graduation ceremonies and values the individual contribution of students exiting from programs. For students to be eligible for graduation ceremonies students must be in Good Standing with the district. Good standing is defined as having all bills paid in full, meeting academic, attendance and discipline requirements.

Graduation Dates:

High school & Junior high school graduations will be set annually by the Board of Education.

Graduation Ceremonies

The Eminence R-1 School District feels graduation ceremony is an important community event that should be a celebration of learning and accomplishment. With this thought in mind, students are required to conduct themselves in accordance with school policy and the student handbook. The graduation ceremony will be organized by the building administrator and facilitated by district staff. The district appreciates any suggestion from parents and community members.

Valedictorian/ Salutatorian

Valedictorian and Salutatorian will be selected for junior high and high school graduating classes through the office of the high school counselor. The top student in each class as of the final day of grades will be designated Valedictorian regardless of percentage differences. The second student in each as of the final day of grades will be designated Salutatorian regardless of percentage differences. For a student to be eligible for Valedictorian/Salutatorian status at the end of their Senior year, students must have completed at least 1½ years at the Eminence High School.

Honor Students

The district recognizes the efforts of top students through recognition of top students as honor students. During high school commencement exercises students who have earned a GPA of 3.75 or great will wear a yellow tassel and be recognized during the ceremony.

Early Graduates

Seniors who graduate early will be allowed to walk in Graduation but will not be able to attend Prom unless invited.

Student Graduation Requirements

The following are state requirements for Senior Graduation:

Communication Arts	4	Mathematics	3	Science	3
Social Studies	3	Fine Arts	1	Practical Arts	1
Personal Finance	.5	Health	.5	Physical Education	1
Electives	7				

Recording by Students

The Eminence R-I School District prohibits visual or audio recording on district property or at district activities by students.

Eminence R-I School District Discipline Procedures

The Eminence R-I School District believes that schools have been established for the education of the individual and improvement of society. The district also believes that one of the major functions of our schools is the preparation of youth for citizenship in our community and nation. Self-discipline and the acceptance of individual responsibility are important phases of this preparation. It is the objective and policy of the school district to recognize, preserve, and protect the individual right of all students, and yet at the same time to encourage and enforce the exercise of the rights within the necessary framework of an orderly, efficient, and continuing school program. One cannot learn effectively in an environment of chaos. One cannot reap success from knowledge never acquired.

Teachers and the Principal stand in the place of the parent during times when students are under their supervision. Teachers shall have the responsibility and authority to maintain proper discipline in the classroom and the school at large as well as in specific areas of duty assigned by the principal.

A teacher who sees any act(s) of sub-standard or improper conduct on the part of any student(s) is expected to correct the student(s) involved immediately. The student is expected to accept the correction from the teacher and make whatever amends or corrections that the teacher deems reasonably necessary.

Teachers do not have the authority to send students from the school grounds for the purpose of running errands, driving their vehicles, going to town, or returning to their homes. Students wishing to leave school must check out at the Principal's Office after securing permission and signing the check-out sheet.

Disciplinary Action: Students shall be expected to assume their share of responsibility in maintaining an atmosphere conducive to effective teaching-learning situations in all classes and activities in which they participate under the sponsorship of the school. Students may be disciplined for violation of school district policy, building handbook rules, or classroom policies. It is assumed that the classroom teacher will handle many of the more minor violations of rules which do not warrant referral to the administration.

IN GENERAL, PROBLEMS WILL BE HANDLED BY ONE OF THE FOLLOWING WITH THE PRINCIPAL RESERVING THE RIGHT TO VARY THE PUNISHMENT TO FIT THE OFFENSE.

- A Teacher and Principal Conferences**
- B. Teacher/Principal/Parent Conferences**
- C. Student/Teacher/Principal Conferences**
- D. Assignment to In-School Suspension**
- E. Assignment to After-School Detention**
- F. Assignment to Friday School**
- G. Corporal Punishment**
- H. General Suspension or Expulsion**

When a student is sent to the office for disciplinary action, parents will be notified if possible. Failure of the student to come to the office when requested or to accept the assigned punishment will result in suspension. Anytime a student is sent from a class due to misconduct that student must automatically report to the principal. If the student goes anywhere else on campus or leaves campus, that student will also be disciplined for Truancy.

The discipline code is intended to be an illustrative, but not an exclusive, listing of acts of misconduct and the consequences for each. Misconduct that is not specifically listed in this regulation may be deemed to warrant discipline up to and including expulsion following provision of all due process procedures. In addition, the disciplinary consequence listed for each offense and subsequent offenses may be increased or decreased by the administration or the Board of Education due to mitigating or aggravating circumstances.

MINOR DISCIPLINE REFERRALS

- 1. Bus Misconduct. See page 5 in the handbook.**
 - a. First offense: Warning. Parents notified.**
 - b. Subsequent offenses: Loss of bus riding privileges for 5-10 days and possible referral to the Superintendent to determine if further action is needed.**
- 2. Computer misuse-Accessing prohibited web sites, mistreating software, and hardware, etc.**
 - a. First offense: Loss of individual computer time for 4 school days. Use restricted to closely monitored for instruction. High School students will turn in their Chromebooks during suspension to the office.**
 - b. Subsequent offenses: Same as above, Loss of computer privileges for 16 school days.**
- 3. Academic Responsibility-Violations include failure to complete work (3 zeros) & being unprepared for class. This includes chronically failing to work on assignments in the classroom setting or refusing to put forth effort in class under the direct supervision of the teacher which includes activity classes such as art, band, music, pe, etc**
 - a. First offense: Student will be given 1 day to complete missing work and/or refer disciplinary actions if the student fails to cooperate with the request of their teacher. The student will receive credit at the teacher's discretion.**
 - b. Subsequent offenses: Placed in ISS until the assignments are completed and parents notified.**
- 4. Dress Code Violation.**
 - a. First offense: Parents will be notified, and the student will be made to change clothes. If this is not possible, clothing will be provided for student to wear over the clothes in question.**
 - b. Second offense: ASD for 2 days OR ISS for 1 day OR Corporal Punishment (2).**
 - c. Third offense: ASD for 3 days OR ISS for 2 days OR Corporal Punishment (3).**
 - d. Fourth offense: OSS for 3 school days.**
- 5. Insubordination and/or open defiant attitude-Willful DISOBEDIENCE or DEFIANCE of authority toward any staff member.**
 - a. First offense: OSS 3 to 10 days OR ISS 3 to 10 days and OR Corporal Punishment**
 - b. Subsequent offenses: OSS for 5 to 180 days OR ISS for up to 10 days or Expulsion.**
- 6. Disruptive behavior or conduct-Conduct which has the intentional effect of disturbing education or the transportation of a student. Includes horseplay, wrestling, tripping, etc.**
 - a. First offense: OSS for up to 10 days OR ISS for up to 5 days OR ASD for up to 5 days OR Corporal Punishment (2) or any combination as deemed appropriate by the principal.**
 - b. Subsequent offenses: OSS for 10 to 180 days OR ISS for 5 to 10 days OR ASD for 5 to 10 days OR Expulsion.**
- 7. Cell Phones-In possession of a cell phone during the school day.**
 - a. First offense: Student may pick up at the end of the day – Parent notified.**
 - b. Second offense: Parent/Guardian must pickup the device in the office during regular business hours and (1) ASD.**

- c. **Third offense:** Parent/Guardian must pick up the device in the office during regular business hours and 1 day of ISS and 1 day of Friday School.
 - d. **Subsequent Confiscation:** 3 days of ISS and 1 day of Friday School
- 8. **Public Display of Affection (PDA)-Kissing, Hugging, etc. on school grounds or at school sponsored activities.**
 - a. **First offense:** Warning and parents notified.
 - b. **Subsequent offenses:** OSS 1 to 10 days OR ISS 1 to 10 days OR ASD 1 to 10 days
- 9. **Truancy-Students who are absent or tardy from class or classes without authorization OR students who are with other students who are truant. Includes leaving campus without permission. Absence from school without the knowledge and consent of parents/guardians and/or the school administration; excessive non-justifiable absences, even with the consent of parents/guardians.**
 - a. **First offense:** Parents will be contacted by school officials and Friday School for 1 day OR ISS for 1 to 3 days AND/OR Corporal Punishment.
 - b. **Subsequent offenses:** Friday School for up to 5 days OR ISS for 3 to 10 days OR OSS for 3 to 180 days OR Expulsion.
- 10. **Possession or use of a harmful or disruptive device-Firecrackers or other exploding devices**
 - a. **First offense:** OSS for 1 to 10 days OR ISS for 1 to 10 days OR ASD for up to 10 days OR Corporal Punishment
 - b. **Subsequent offenses:** OSS for 5 to 180 days OR ISS for 5 to 10 days OR ASD for 5 to 10 days OR Expulsion.
- 11. **Tardiness-Students who are not in their classrooms when the tardy bell rings are tardy to class. Tardies are tabulated throughout the quarter and may be from any class.**
 - a. **Fifth Tardy:** 2 days ASD or Corporal punishment (2)
 - b. **Sixth Tardy:** Principal Conference-parent notification (written notification/phone call)
 - c. **Seventh Tardy:** 2 days ASD & 1 Friday School
 - d. **Eighth Tardy:** Principal conference with student and parents (in person)
 - e. **Ninth Tardy:** 2 days ISS, 2 Friday School
 - f. **Tenth Tardy:** 5 days of ISS - Friday School for the remainder of the quarter (no less than 3 days in Friday School)
- 12. **Vandalism-Intentional damage or attempt to damage property belonging to the staff, students, or the School District.**
 - a. **First offense:** Pay for damages and ISS 1 to 10 days OR OSS for 1 to 180 days OR corporal punishment (2) OR expulsion.
 - b. **Subsequent offenses:** Pay for damages and OSS for 11 to 180 days OR ISS for up to 20 days OR Expulsion.
- 13. **Failure to accept punishment for an offense.**
 - a. **First offense:** OSS 1 to 180 days.
 - b. **Subsequent offenses:** OSS 1 to 180 days.

MAJOR DISCIPLINE REFERRALS

Students who commit Major Discipline Offenses may not be allowed to participate in some extracurricular activities.

- 1. **Cheating on schoolwork includes plagiarism, the use of any device for tests, or quizzes or the use of AI generated assistance without direction from the teacher.**
 - a. **First offense:** ISS 1 to 3 days and student will complete assignment and receive 0% on assignment.
 - b. **Subsequent offenses:** ISS 5 to 10 days and student will complete assignment and receive 0% on assignment.
- 2. **Assault/battery of student(s) or staff-Use of physical force with the intent to do bodily harm.**
 - a. **First offense:** OSS for 3 to 180 days and 3 to 5 days of ISS upon returning and may notify law enforcement if bodily injury occurred OR expulsion and notify law enforcement authority.
 - b. **Subsequent offenses:** OSS for 11 up to 180 days and be placed in alternative school for the minimum of 1 full semester and notify law enforcement OR expulsion and notify law enforcement authority.
- 3. **Fighting at school or to and/or from school-Physically striking another in a mutual contact as differentiated from an assault. Mutual combat in which both parties have contributed to the conflict either verbally or by physical action. Fighting that results in an injury will be considered more serious and additional discipline may be enforced.**
 - a. **First offense:** OSS 1 to 180 days and 5 days of ISS upon returning
 - b. **Subsequent offenses:** OSS 11 to 180 days and be placed in alternative school for the minimum of 1 full quarter OR expulsion.
- 4. **Alcohol-Possession of or under the influence of alcohol.**
 - a. **First offense:** Law enforcement officers will be notified and OSS for 5 to 180 days and 3 days of ISS upon returning.
 - b. **Subsequent offenses:** OSS for 11 to 180 days and 3 days of ISS upon returning OR expulsion.

5. Arson-Intentionally causing or attempting to cause a fire or explosion.
 - a. First offense: Law enforcement officers will be notified. OSS for 5 up to 180 days.
 - b. Subsequent offenses: OSS for 11 to 180 days OR expulsion.
6. Drugs/controlled substance-Possession or presence under the influence of a controlled substance or substance represented to be a controlled substance while at school, on the school playground, on the school parking lot, a school bus or at a school activity whether on or off school property.
 - a. First offense: Law enforcement officers will be notified and OSS for 5 to 180 days and 5 days of ISS upon returning and placement in alternative school the minimum of 1 full quarter.
 - b. Subsequent offenses: Law enforcement officers will be notified and OSS for 11 to 180 days 5 days of ISS upon returning and placement in alternative school the minimum of 1 full quarter OR expulsion.
7. The distribution or sale of drugs/controlled substance or substance represented to be a controlled substance while at school or at any of the locations described above.
 - a. First offense: Law enforcement officers will be notified and OSS for 5 to 180 days and placement in alternative school upon return.
 - b. Subsequent offenses: Law enforcement officers will be notified and OSS for 11 to 180 days and placement in alternative school upon return or expulsion.
8. Firearms and Weapons-Firearms are guns, rifles, pistols, etc.

Possession of a firearm

 - a. First Offense: Expulsion and notification of law enforcement officers.
 - b. Subsequent offenses: Expulsion and notification of law enforcement officers.
9. Possession of a weapon: Weapons may be knives(lockable blade or longer than 2.5 inches), clubs, etc.
 - a. First offense: OSS for 10 to 180 days and possible expulsion and notify law enforcement officers.
 - b. Subsequent offenses: OSS for 10 to 180 days and possible expulsion and notify law enforcement officers.
10. Harassment/Bullying-Refer to Policy 2130 and 2655.
 - a. First offense: OSS for 1 to 180 days and 3 days of ISS upon returning OR ISS for 1 to 10 days OR Corporal Punishment
 - b. Subsequent offenses OSS for 3 to 180 days and 3 days of ISS upon returning OR ISS for 1 to 180 days OR Expulsion.
11. Offensive, Obscene, Degrading Language and gestures directed at staff members or students. Language which depicts venous sexual acts, human waste, and blasphemous language.
 - a. First offense: ISS for up to 10 days and OR Corporal Punishment
 - b. Subsequent offenses: ISS for up to 20 days OR Corporal Punishment
12. Use of hate language to demean other persons due to the race, gender, disability, natural origin, or religious beliefs. This includes conduct, verbal, written, or symbolic speech which materially and substantially disrupts class, school activities, transportation, or school functions.
 - a. First offense: OSS for 3 to 180 days OR ISS for up to 10 days and OR Corporal Punishment
 - b. Subsequent offenses: OSS for 11 to 180 days OR ISS for up to 20 days OR Corporal Punishment
13. Sexual harassment-Inappropriate sexual behavior. Physical touching of another student in the area of the breasts, buttocks, or genitals. Use of sexually intimidating language, objects, or pictures. Indecent Exposure including display of buttocks and/or genitals in a public location.
 - a. First offense: OSS for 1 to 180 days OR ISS for up to 10 days
 - b. Subsequent offenses: OSS for 11 to 180 days OR Expulsion.
14. Theft-Nonconsensual taking or attempt to take the property of another.
 - a. First offense: Financial restitution/return or pay for stolen goods and ISS for up to 10 days OR OSS for up to 180 days OR corporal punishment (3). Possibly notify law enforcement authorities.
 - b. Subsequent offenses: Possibly notify law enforcement authorities and financial restitution OR return OR pay for stolen goods, OSS for 11 to 180 days OR ISS OR Expulsion.
15. Possession or use of tobacco and/or smokeless tobacco products, including electronic cigarettes/vaping, is prohibited on school premises and at school activities both home and away activities. Authorities may be contacted if the student is underage. Consequences for violating this policy are as follows:
 - a. First offense: Confiscation, contact Parent/guardians -3 days ISS and Friday school (complete tobacco/vape education course),
 - b. Second offenses: Confiscation, 1-3 days OSS and 3 days ISS upon return, UNDERAGE authorities contacted.
 - c. Subsequent offenses: Confiscation 5 days OSS , Semester in ASP- UNDER AGE authorities contacted.
16. Threatening a teacher or staff member. Use of verbal or written threats to do bodily harm to person or personal property.
 - a. First offense: ISS 1 to 10 days OR corporal punishment (2) OR OSS for 1 to 180 days.
 - b. Subsequent offenses: OSS for 11 to 180 days OR expulsion.

Note: Offenses mentioned and not mentioned will be handled at the principal's discretion. In extreme cases, any offense may result in expulsion. For Due Process consult the Eminence R-1 School Board Policy. Eminence R-1 School District has adopted the Safe School Act (HB 1301 & 1298).

After School Detention (ASD)

The 'After School Detention' program is designed to deter specific behavior problems. The detention will be supervised by staff personnel and will be held from 3:30 p.m. until 5:30 p.m.* and must be served on designated day. Students who fail to attend the first time will have an extra detention assigned, missing a second ASD will result in being assigned, a 'Friday Detention', or placed in In-School-Suspension'.

*In some cases, a student may serve his/her detention time before school when arrangements are previously made with the principal.

ASD Rules:

1. Transportation is the responsibility of the student and his/her parent or guardian.
2. Students will work on school assignments. Sleeping, talking, or refusal to follow reasonable directions, will void the detention.
3. Food, beverages, radios, games, etc. will not be allowed.
4. Each student must work independently.
5. Students who do not comply with the rules could be:
 - A. assigned an extra detention.
 - B. Placed in I.S.S.

In-School Suspension (ISS)

In-School-Suspension (I.S.S.) is another alternative to Out-of-School Suspension (O.S.S.). Students will be contained in a room designated for I.S.S. Their teachers will provide the assignments which must be completed before the days end. This is a 'last chance' setting before being suspended from school. They will receive full credit for their work.

I.S.S. Rules:

1. Students will bring all their classroom texts, a pencil(s), paper, and all materials needed for all classes and be in the I.S.S. room seated when the first hour tardy bell rings.
2. Students will complete all school assignments first, and then complete the I.S.S. assignments. Sleeping, talking, or refusal to do schoolwork, or follow reasonable orders will result in being 'suspended' from school.
3. Students will generally be given a morning restroom break and an afternoon restroom break when all others are out of the halls and restroom.
4. Only the school prepared lunch will be served unless the student has brought lunch from home.
5. Only during lunch time will students be allowed to eat or drink anything in the I.S.S room.
6. Games, radios, etc. will not be allowed.
7. Students will meet with the Community Health Care Worker daily.

Alternative School (ASP)

Reasons for being in Alternative School:

- Students who have behavioral or emotional challenges
- Students with truancy/attendance issues
- Students who defy school policies.
- Students who have certain disabilities or learning disorders
- Students with medical needs that require more comprehensive care
- Students who are at risk for or have dropped out of school
- Students who have been suspended, expelled, or incarcerated

Goal for alternative school:

- Focusing on personal, social, emotional, and academic growth.

Basic Rules / Consequences for Alternative School:

- Cell phones turned in before class starts/powerd off and returned at the end of the day
- No access to extracurricular activities
- If students are in Acellus they will complete a minimum of 55 assignments daily in Acellus. Not reaching the minimum in assignments for the week will be discussed with the student and parent.
- Students in Acellus will have 4-7 Acellus classes and work equally in all daily.
- Students will complete 10 minutes of work daily for SEL / Social and Emotional Learning. These assignments will come from a workbook/video.
- Attendance is the same as the school policy for attendance/tardies.

- The Alternative students will not transition with the rest of the campus. Report to the Alternative room by 7:45 am.
- Will go to breakfast with the Alternative teacher at 7:50 am - 8:05 am.
- Will go to lunch with the Alternative Teacher at 11:05 am - 11:25 am.
- The school day is from 7:45 am – 3:30pm for Alternative Monday through Thursday and when Friday is scheduled.
- Each student is assigned their learning booth and will utilize this area for learning only.
- Students are not allowed to talk to one another during learning time
- Will meet with Community Healthcare Worker Daily
- Students will use the restroom on a scheduled basis while general education students are in their classroom.

Violations of Rules:

- Students who violate the basic rules will be referred for discipline to the principal to determine consequences.

Exiting / Return to Regular Ed Classes:

Alternative School

- 250-word essay to include:
 - Why I am in ASP
 - What I have learned

Out-of-School Suspension (OSS)

Suspension is not something to be taken lightly. Suspension from school will result when a student's actions endanger other students, when an individual's behavior interferes with the educational process of other students, or when a student fails to respond to other disciplinary actions. Out-of-School Suspensions are permanently reflected in the students' records.

Students suspended from school may receive partial credit for missed assignments or tests for the 1st OSS and up to 3 days. Any subsequent assigned OSS will result in the student not receiving credit for assignments missed or tests. Students will not be allowed to participate or attend extra-curricular activities during the suspension period. A student completing an O.S.S. on Friday will not be allowed to attend or participate in any extra-curricular activity that weekend but will have full rights restored to him/her upon return to classes on Monday. Suspension will be classified as either, short term suspensions, up to ten days, or long-term suspension, longer than ten days.

NOTE: Whenever a detention time conflicts with extra-curricular activity time, the detention time takes priority and must be completed first.

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

This guide explains how to file a complaint about any of the programs¹ that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)².

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents	
General Information 1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed?	
Complaints filed with LEA 4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)?	Complaints filed with the Department 6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to nonpublic school children handled differently?
Appeals 9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)?	

1. What is a complaint?

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

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

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

4. How will a complaint filed with the LEA be investigated?

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

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

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

¹ Programs include Title I, A, B, C, D, Title II, Title III, Title IV-A, Title V
² In compliance with ESSA Title VIII-Part C, Sec. 8304(a)(3)(C)

6. How can a complaint be filed with the Department?

A complaint filed with the Department must be a written, signed statement that includes:

1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
2. The facts on which the statement is based and the specific requirement allegedly violated.

7. How will a complaint filed with the Department be investigated?

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

The following activities will occur in the investigation:

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

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

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).

9. How will appeals to the Department be investigated?

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

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

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