

# **Appleton City R-2 School District**

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## **JH / High School Student Handbook**

**2025-2026**

## **APPLETON CITY R-II SCHOOL DISTRICT**

### **MISSION STATEMENT**

The Appleton City R-2 School District will provide a quality, relevant, and purposeful education for all students.

### **VISION**

The Appleton City R-2 School District will be a place where every student feels valued, builds confidence, and is prepared to live a meaningful and successful life.

### **PUBLIC LAW 101-116 DRUG-FREE SCHOOL AND WORKPLACE**

Under provisions of P.L. 101-226, it is the policy of the Appleton City R-II School District that the unlawful possession, use or distribution of illicit drugs or alcohol is prohibited on school property or during the participation in a school sponsored event. An illicit drug is defined as any substance represented as a narcotic, hallucinogen, etc. that is unlawful, prohibited or unauthorized. This policy shall apply to all students and employees of the district or non-school persons who are attending school activities or using school facilities.

The provisions of this policy as it applies to each of the above named groups are as follows:

#### **STUDENTS**

- A. The use of illicit drugs and/or alcohol is wrong and is harmful to the student's physical and mental health.
- B. The possession, use or distribution of illicit drugs or alcohol is illegal.
- C. Standards of conduct for the possession, use or distribution of illicit drugs or alcohol will be governed by the latest revision of the Appleton City R-II School District Disciplinary Code. Compliance with these standards of conduct is mandatory.
- D. Information on drug and alcohol counseling and rehabilitation programs that are available for students may be obtained through the applicable school counselor's office.

### **PUBLIC LAW 107-110 NO CHILD LEFT BEHIND ACT**

Under provisions of P.L. 107-110 it is the policy of Appleton City R-II School District to provide parents/guardians upon request, in a timely manner, the following: 1) A teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction. 2) A teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria has been waived. 3) Whether your child is provided services by paraprofessionals and, if so, their qualifications. 4) What baccalaureate degree major that teacher has and any other graduate certification or degree held by the teacher,

and the field of discipline of the certification. In addition to the information that parents may request, districts must provide to each individual parent. Information on the achievement level of the parent's child in each of the state academic assessments as required under this part: and timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

### **STATEMENT OF NONDISCRIMINATION**

Students, their parents/guardians, and employees of Appleton City R-II are hereby notified that this school district does not discriminate on the basis of sex, handicap, race, color, or national origin and is required by Title VI, Title IX, and Section 504 not to discriminate on the basis of race, religion, color, national origin, sex, or handicap in admission or access to, or treatment, or employment in its programs or activities. Any person having inquiries concerning Appleton City R-II compliance with Title VI, Title IX, or Section 504 is directed to contact the Superintendent of Schools of Appleton City R-II, Box 126, 408 West 4<sup>th</sup>, Appleton City, MO 64724; Telephone (660) 476-2161. The Superintendent of Schools has been designated by the Board of Education of Appleton City R-II to coordinate the school district's efforts to comply with Title VI, Title IX, and Section 504. Ryan Middleton, Superintendent of Schools, Appleton City R-II School, Title IX, Title VI, Section 504 Coordinator.

## **THE FOLLOWING SCHOOL RULES ARE ARRANGED ALPHABETICALLY:**

### **ACADEMIC LETTER**

Each year the school district recognizes each student who has met academic standards. Criteria for these standards are located in the Counselor's office.

### **ACADEMIC EXPECTATIONS**

Per MSHSAA policy 2.3.2 students involved in extracurricular activities must pass 80% of the maximum allowable classes in which a student can be enrolled. Thus, any student who fails more than one (1) class during a semester shall be ineligible the following semester for ALL extracurricular activities

### **ASSEMBLIES**

Student's behavior should be refined and courteous at all times. An indication of the cultural level of the school is the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, uncalled-for-clapping, boisterousness, sleeping, and talking during a program.

### **ATHLETICS/ACTIVITIES: ELIGIBILITY REQUIREMENTS**

- A) Team membership is open to all students wishing to participate in athletics and who meet team requirements. Girls' athletics include volleyball, basketball, and track. Boys' athletics include football, basketball, baseball, and track. Activities include but are not limited to Band, Cheerleading, FCCLA, FFA, National Honor Society, Student Council, Academic Bowl, FCA, School Plays and Varsity Club. General eligibility requirements include:

Students in grades 9-12 must be enrolled and making satisfactory progress in courses, which offer a total of at least three units of credit or 80% of the maximum allowable credits which may be earned.

- B) All extracurricular participants are subject to weekly grade checks. Grades will be checked at the start of each school week. If a student has a failing grade in any class, they will be ineligible to participate in that week's events. Students will be given one probationary week on their first week that they receive a failing grade. After their probationary week, all weekly grade checks they have a failing grade will be determined as ineligible.

- C) Attendance requirements: If a student misses class(es) without being excused by the principal, the student shall not be considered eligible for interscholastic activities on that date. If a student misses school due to illness, he/she will not be eligible to participate that evening. Further, the student cannot be certified eligible to participate on any subsequent date until the student attends a full day of classes (or has an excused absence(s) from class) without an unexcused absence.
- D) Citizenship requirements: Students who participate in interscholastic activities must be creditable citizens and judged so by the proper school authority certifying a list of students for competition. Those students whose character or conduct is such as to reflect discredit upon themselves or their schools are not considered “creditable citizens”. Conduct shall be satisfactory in accord with the standards of good discipline. Students participating in extra-curricular activities are subject to this requirement throughout the entire calendar year. 365 days/7 days a week.

A student shall not be considered eligible while under suspension. The student who is expelled or who withdraws from school because of disciplinary measures shall not be considered eligible for 365 days from the date of expulsion or withdrawal.

## **ATTENDANCE**

### **Expectations for Attendance**

Attendance is essential for learning. By law, all children must attend school from the age of 7 until the age of 17. Parents/guardians are accountable for the attendance of their child. The District will inform parents/guardians of their student’s absence and support families when attendance becomes a concern. It is the responsibility of the student to make up work due to an absence. Students who wish to participate in school sponsored activities must attend school the entire day on which the activity occurs, unless the principal has pre-approved the absence based upon special circumstances. The administration makes the final determination regarding whether an absence is excused or unexcused. The Board of Education has established and approved the following rules and regulations regarding attendance, absences, and excuses for students. These rules and regulations are intended to comply with the Missouri Compulsory Attendance Law (167.031) RsMo.) which establishes compulsory attendance for all children between the ages of seven and sixteen years of age unless their education is provided by other acceptable means, or otherwise excusable under the law.

## **Excused Absences**

Parents or students must provide proper notification and documentation to the school showing the absence was unavoidable for an absence to be excused. A form must be filled out in the office and the administration will determine if the absence is excused or unexcused. The administration may request documentation to determine whether an absence is excused. Excused absences are allowed for:

- Illness of the student (Doctor's statement may be required to support such absences)
- Medical appointments that cannot be scheduled outside the school day
- Serious illness or death of a family member
- Religious observances
- Court appearances or other legal situations beyond the control of the family
- Emergency situations as approved by the principal
- Visits from a parent or guardian on active military duty who is on leave from, will be immediately deployed, or immediately returned with notification and approval of the principal
- Suspensions
- An absence which has been requested and approved in advance by the principal due to exceptional circumstances. In these situations, make-up work should be requested in advance of the absence and any tests, projects, or in-class assignments will be made up at the direction of the teacher.

## **Unexcused Absences**

Absence for reasons other than the categories of excusable reasons, or that does not have the proper documentation for an excused absence as determined by the principal, will be considered unexcused. Students with unexcused absences are encouraged to make-up missed work. The timelines for turning in make-up work and any impact on grading will be according to the guidelines of the building and at the direction of the teacher. Students will be permitted a maximum of nine (9) absences per class per semester. A student who accrues ten (10) absences will automatically forfeit credit for the class. After 10 unexcused absences, a referral will be sent to the juvenile officer. 3 tardies = 1 absence. Please contact the office to set up an appointment to discuss this if your child is starting to develop a pattern of tardies or excessive absences. (Attendance for schools is recorded on an hourly basis.)

**On the fifth (5<sup>th</sup>)** absence a letter will be sent to the home notifying parents that they should schedule a review hearing with the Principal. The purpose of this hearing is to determine the cause of the absences and develop a plan of action to eliminate continuance of the attendance problem. When the cause of the absences is documented to be related to illness or special circumstance, the Principal may waive such hearing.

**On the tenth (10<sup>th</sup>)** absence a certified letter will be mailed to parents indicating that attendance standards have not been met. The letter will detail the dates of the absences and class periods affected. Within five (5) days of receipt of this letter, if an appeal is considered necessary by the parent, they should request a hearing with the Attendance Review Committee to review circumstances surrounding the excessive absences and to determine a plan of action to address the issue. Following this hearing, a final determination will be made regarding loss of make-up

privilege and/or other actions. This determination will be final, pending review by the Superintendent and Appleton City R-II School Board of Education, if requested.

### **Possible disciplinary actions**

1. Notification to legal authorities – County Juvenile, Division of Family Services, County Circuit Judge
2. After-school detentions
3. Students who miss 18 or more days unexcused will be ineligible for all extra-curricular activities for the remainder of the year. These activities include sports, prom, Senior Trip, graduation ceremonies etc...

### **Enrollment date for earning high school credit:**

Students who enroll late in a given semester will be enrolled, but may not be automatically eligible for credit if too many class periods/assignments are missed due to late enrollment and a lack of transfer credit. The District will work with the student regarding the necessary credit recovery on a case-by-case basis.

## **BOOKS AND SCHOOL PROPERTY**

Textbooks are owned by the school and loaned to the students for their use. Students will be held responsible for damaged books or school property. The student to whom the books were issued shall pay for lost or damaged books. Payment for breakage of equipment will be expected in a timely fashion, but textbook fines will be assessed at the end of the school year. If a student should happen to damage something by accident, it should be reported to a teacher or the office immediately. Willful destruction of school property will lead to serious consequences.

## **BREAKFAST & LUNCH**

1. Since we have a “Closed Campus” students are not allowed to leave the campus for breakfast or lunch.
2. Meal prices; breakfast \$1.70 and lunch \$2.50
3. Students may bring their breakfast or lunch and must eat in the cafeteria.
4. Students who buy their breakfast or lunch must eat in the cafeteria.
5. **NO** charging for school lunches. Students will be expected to pay prior to eating.
6. Money should be turned into the HS office in an envelope with their name and the amount. **NO change will be given.** Monies received after 9:00 am will be credited the next business day
7. All food must be consumed in the cafeteria.
8. Students may be assigned specific tables at which to sit.
9. Students will be expected to pick up trash/litter from their tables and the floor area.
10. Eating breakfast is not an excuse for being tardy for first period.
11. There will be no loitering in the cafeteria. Students are to eat breakfast and leave.
12. Student’s not eating breakfast will not loiter around the cafeteria. Go to your assigned building.
13. No fountain drinks to breakfast or lunch.

## **BUS REGULATIONS**

1. The bus driver is in charge of the pupils and the bus. Pupils must obey the driver promptly. The driver may assign seats when it is deemed necessary.
2. Pupils must be on time. The bus cannot wait beyond its regular schedule for those who are tardy.
3. Pupils should never stand in the roadway while waiting for the bus.
4. No tobacco use, eating or drinking on the bus at any time.
5. Unnecessary conversation with the driver is prohibited.
6. Classroom-type conduct is to be observed by pupils while riding in the bus, except for ordinary conversation. No “Horseplay” will be permitted at any time. Swearing, yelling, and demeaning or derogatory language is not permitted.
7. Pupils must not at any time extend arms or head out of bus windows.
8. Pupils must not try to get off the bus, or move about within the bus while it is in motion.
9. Pupils must observe instructions from driver when boarding or leaving the bus.
10. The student responsible for the damage must pay for any damage to a bus by a student.
11. The driver will not discharge riders at places other than the regular bus stop near the house or at school, unless by proper authorization of the parent, the superintendent, or the principal of the school. Similarly, students may not ride in any bus other than their regularly assigned bus without authorization from a principal and the parent/guardian.
12. Transportation disciplinary referrals may result in suspension of the bus privileges and additional school discipline as determined by the Principal. Continued misconduct may result in permanent loss of transportation privileges.

## **CELL PHONES/OR OTHER TECHNOLOGY DEVICES**

Developments in cell phone technology in recent years have resulted in enhanced communication opportunities. However, the use of cell phones in schools poses increasing risks of school disruptions, bullying, criminal activity, and academic dishonesty. As a result, student cell phones are banned during instructional time during the school day, as well as in dressing areas and restrooms during extracurricular activities.

According to Missouri state law, students are not permitted to carry cell phones during school hours (7:50am – 3:32pm). If a student must bring a cell phone to school it is to be secured in the office cell phone locker. Other devices such as wireless earbuds, smart watches are not permitted during school hours. Students who disregard this policy face the following disciplinary steps: 1st Offense - The cell phone/device will be collected by a staff member and sent to the office. Parent contacted and parent will be required to pick up the device. 2nd Offense – The cell phone/device will be collected by a staff member and sent to the office. Parent will be contacted and required to pick up the device. The student will receive 1 day ISS (In-School Suspension). Further offenses will result in increased days of In-School Suspension up to Out of School Suspension.

Students who use their cell phone to photograph, video or audio record another student or staff member without their permission will be referred to the office for disciplinary action. Students



who photograph, video or audio record another student or staff member will be required to remove the file from their phone and remove any postings they have made with the recording to social media. They will also be subject to disciplinary action up to suspension from school. Law enforcement will be contacted when appropriate.

## **CHANGES IN SCHOOL HANDBOOK**

The Appleton City R-II School Board of Education reserves the right to make changes in the Appleton City JH and High School Student Handbook as deemed necessary. A handbook cannot cover all possible activities of a school. Items not covered are left to the discretion of the principal in consultation with the superintendent. The handbook is a part of the Appleton City R-II School Board of Education's policy and rules incorporated therein by reference.

## **CLASSROOM EXPECTATIONS**

All classes should establish desirable standards of behavior. Students should take the necessary books and supplies to class, as they will not be excused from class once the tardy bell rings. Students should help keep classrooms neat and clean. Students who habitually arrive at class without required classroom supplies may receive a failing grade for the day or have to serve detention. Students are to treat each other and staff with respect at all times.

## **CLASS LEVELS**

Students will be assigned to class levels based upon units earned prior to the start of the school year. Some class level changes may be made during the school year with the approval of the principal.

Freshmen (9th grade) .....	No credit requirement
Sophomores (10th grade) .....	7 earned units
Juniors (11 <sup>th</sup> grade) .....	14 earned credits
Seniors (12th grade).....	21 earned credits

Only those students who have the appropriate earned units are permitted to participate in that class level's activities.

## CLINTON TECHNICAL SCHOOL

### Criteria for Technical School Selection

- A student who has missed ten (10) or more days during the last semester before they wish to attend technical school is ineligible. A student who has missed more than the maximum allowed due to extenuating circumstances (medical, etc.) may be considered for admission to the technical school after consultation with the principal.
- All technical school students must have completed course requirements for graduation or be able to schedule these courses within the framework of our present class schedule.
- Any student who fails a semester of technical school will be dropped from the program.
- The principal, after consultation with the counselor, shall be responsible for deciding borderline cases.
- A student who misses 10 days of Vo-Tech in any semester will not be allowed to return to the program the following semester/year.
- Any student who receives an excessive number of discipline referrals either at Appleton City or at Clinton Technical School can be denied admission or removed from the program. Final decisions on a student being denied admission or removed from the program based on discipline will be made by the principal.

### CLOSED CAMPUS

ACHS is a closed campus, which means that all visitors are to report to the principal's office. Students will be summoned from class only in cases of emergency and only on request of the parents/guardians.

### CREDIT RECOVERY

Appleton City High School utilizes *Edgenuity* as our online credit recovery program. In order to be eligible for credit recovery, students must be more than one credit behind where they would need to be in order to graduate on time. Participants will be given a certain class period during the school day to work on their credit recovery program. Final determination of eligibility for the credit recovery program will be made by the principal.

### CRISIS PLANS

Evacuation drills are practiced in our building. Should we have an emergency, parent **SHOULD NOT** come to pick up their children as it would be dangerous for children and parents.

Periodic Fire and Tornado drills will be conducted. Instructions will be posted in every room and should be followed in the event of an emergency

## DETENTION

Detention shall be assigned students who have for some reason violated school policy regarding some area of student responsibility or action. It shall be served after the regular school hours. During detention period the student will be expected to complete homework or in some cases do custodial work around the school with parent permission. Detention will usually be served in a classroom or Principal's office. A student will usually be given 24 hours' notice before having to serve a detention when possible; either the teacher or principal will contact the parents. Students who fail to serve an assigned disciplinary detention can expect the following consequences:

1<sup>st</sup> offense – 2 days of in-school suspension

Subsequent offense – 3 days in-school suspension

## DISTRICT DIRECTORY INFORMATION

"Directory Information" is information contained in an educational record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The Appleton City R-II School District designates the following items as Directory Information: student's name, parent's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended and photograph. Parents or eligible students will **have ten (10) school days after this public notice** to view the student's directory information released. **Unless notified to the contrary in writing within the ten (10) school day period, the school district may disclose any of these items designated as directory information without prior consent.**

## Family Education RIGHT AND PRIVACY ACT

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

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as a requested by the parent of eligible student, the School will notify the parent of eligible student of the decision and advise them of their right to a

hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent of eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. {Optional} Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

**{NOTE: FERPA}** requires a school district to make a reasonable attempt to notify the parent or eligible 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 20202-4605

**[NOTE:** In addition, an institution may not want to include its directory information public notice, as required by 99.37 of the regulations, with its annual notification of rights under FERPA.]

## **PARENT/GUARDIAN NOTIFICATION TO ACCESS PUBLIC INSURANCE**

Dear Parents/Guardians:

For a number of years, Missouri has participated in a federal program called Medicaid School-Based Services. The program helps school districts by providing partial reimbursement for some medically related services listed on a student's individualized educational program (IEP). Under the Individuals with Disabilities Education Act (IDEA), school districts are

permitted to seek payment from public insurance programs such as Medicaid (called MO HealthNet in Missouri) for some IEP services provided at school.

In 2013, the requirements under the IDEA changed to be less burdensome for parents/guardians and schools. Before a school district may access your public insurance for the first time and every year thereafter, school districts must provide parents/guardians with written notification. So what does that mean?

**What will you be asked to do?**

You will be asked to give your consent in writing one time to release information from your child's education records, including information about the services your child receives through the IEP. This information is being released for the purpose of billing MO HealthNet and seeking partial payment for some medically related IEP services under the IDEA.

**What type of information will be in the consent form?**

The consent form must tell you the personally identifiable information that may be disclosed, such as your child's name, date of birth, Social Security number (if provided), Medicaid number or other identification, disability type, IEP and evaluations, types of services, times and dates of service, and progress notes. The consent form must also tell you the purpose of the disclosure (e.g., payment from MO HealthNet) and the agency that will get the information.

**What does it mean if you give your consent?**

By consenting, you state you understand and agree that your MO HealthNet insurance will be billed to partially pay the cost of IEP services and that the necessary information about your child and the IEP services may be shared with the MO HealthNet Division, a contracted billing agent, and/or a physician to obtain necessary supporting documentation (e.g., physician scripts, referrals) in order to access your MO HealthNet benefits.

**Can you be required to enroll with the MO HealthNet Division (MHD) for public insurance?**

You cannot be required to sign up for or enroll in public insurance for your child to receive a free appropriate public education, including IEP services.

**Will your consent affect your family's MO HealthNet benefits?**

No. Reimbursed services provided by your school district do not limit coverage, change eligibility, affect benefits, or count against visit or funding limits in MO HealthNet programs.

**What if you change your mind?**

You have the right to withdraw consent to disclose your child's personally identifiable information to the MO HealthNet Division for billing purposes at any time.

**Will your consent or refusal to give consent affect your child's IEP services?**

No. Your school district must provide all required IEP services to your child at no cost to you, whether you give consent or refuse to give consent for purposes of the school accessing your MO HealthNet benefits.

### **What if you have a question?**

Please call your school district's Special Education Department with questions or concerns.

## **DISCIPLINE CODE**

### **Definitions of Terms**

#### **ARSON**

Starting a fire or causing an explosion with the intention to damage property or buildings.

#### **ASSAULT**

A person commits the offense of assault and battery if he: (1) Attempts to cause or recklessly causes physical injury to another person; (2) With criminal negligence, causes physical injury to another person by means of a deadly weapon; (3) Purposely places another person in apprehension of immediate physical injury; (4) Recklessly engages in contact with another person knowing the other person will regard the contact as offensive or provocative. NOTE: Within the school setting school officials may determine that an act of "horseplay" in which one individual strikes, pushes, shoves, or verbally confronts another may be considered as a lesser category than assault. THE SAFE SCHOOLS ACT OF 1996 stipulates that: 1. A person commits the crime of assault while on school property if the person: (1) Knowingly causes physical injury to another person; or (2) With criminal negligence, causes physical injury to another person; or (3) Recklessly engages in conduct which creates a grave risk of death or serious physical injury to another person; and the act described under subsection (1),(2), or (3) of this subsection occurs on school or school district, or arose as a result of a school or school district sponsored activity. 2. Assault while on school property is a CLASS D FELONY.

#### **ATTENDANCE**

**Tardies** – Students who are not in the classroom when the bell rings will be considered tardy. More than ten minutes late to class will require an office admit.

**Truancy** – A willful absence from school without the principal's/parent's permission/knowledge.

#### **BULLYING**

The Appleton City R-II School District prohibits all forms of hazing, bullying and student intimidation. Students' participation in or encouraging inappropriate conduct will be disciplined in accordance with JG-R. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. Students who have been subjected to hazing or bullying are instructed to promptly report such incidents to a school official.

In addition, district staff, coaches, sponsors and volunteers shall not permit, condone or tolerate any form of hazing or bullying or plan, direct, encourage, assist, engage or participate in any activity that involves hazing or bullying. District staff will report incidents of hazing and bullying to the building principal. The principal shall promptly investigate all complaints of hazing and bullying and shall administer appropriate discipline to all individuals who violate this policy. District staff who violate this policy may be disciplined or terminated.

The district shall annually inform students, parents, and district staff and volunteers that hazing and bullying is prohibited. This notification may occur through the distribution of the written policy, publication in handbooks, presentations at assemblies or verbal instructions by the coach or sponsor at the start of the season or program.

## **Definitions**

*Bullying* - - For purposes of this policy, bullying is defined as repeated and systematic intimidation, harassment and attacks on a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical violence, verbal taunts, name-calling and put-downs, threats, extortion or theft, damaging property, or exclusion from a peer group.

### **BUS MISCONDUCT**

Any offense committed by a student on a District-owned or contracted bus.

### **CARELESS DRIVING**

Driving on school property carelessly or without due caution so as to endanger persons or property.

### **CHEATING**

Students observed not doing their own work.

### **COMPUTER MISUSE**

Defacing; looking through unauthorized or obscene files, including: sending unauthorized messages on the network; getting into software not authorized by the instructor; unauthorized, obscene, or inappropriate entry or use of the Internet; violation of copyright laws.

### **CORPORAL PUNISHMENT**

The school board has authorized the principal to use corporal punishment when needed. Corporal punishment will be administered with a witness. A record of each such punishment, including the discipline referral, shall be filed by the building principal.

### **DISRESPECT, DEFIANCE OF AUTHORITY OR INSUBORDINATION; VERBAL ABUSE TO STAFF**

Open defiance, refusal to follow instructions, or insubordination.

### **DISRUPTIVE SPEECH OR CONDUCT; USE OF OBSCENE OR DISPARAGING LANGUAGE**

Speech, conduct, or inappropriate materials in the school or during school activities that detract from or disrupt the learning environment sufficiently to cause a referral to be made to an administrator.

## DRUGS AND ALCOHOL

A violation against health, safety, and/or welfare may include the illegal use, sale, transfer, distribution, possession of, or being under the influence of intoxicants, alcohol, or physical- or mind-altering chemicals (including inhalants, such as solvents, aerosols, or chemicals containing nitric acid or butane). Drugs, including prescription or over-the-counter or drug-like substances, including any represented to be drugs and any paraphernalia used for such purposes, are prohibited on or in school property, or at school activities or events, or in any vehicle while being used to transport students for the school district. If in violation of this while involved in co-curricular activities, one may be under the jurisdiction of the “Good Citizenship” policy of the District.

## **HEALTH POLICIES**

### ***Communicable Diseases***

The Appleton City R-II School district School Board recognizes its responsibility to protect the health of students and employees from the risks posed by infectious diseases. The Board also has a responsibility to protect individual privacy, educate all students regardless of medical condition and treat students and employees in a nondiscriminatory manner.

Students or employees with infectious diseases that pose a risk of transmission in school or at school activities (such as, but not limited to, chicken pox, influenza, head lice and conjunctivitis) will be managed as specified in the most current edition of the Missouri Department of Health document. Such management may include, but is not limited to, exclusion from school or reassignment as needed for the health and safety of students and staff.

For information regarding policies of specific communicable diseases, please reference ***Control of Communicable Diseases: A Guide for School Administrators, Nurses, Teacher, Day Care Providers, and Parents of Guardians*** ([www.health.mo.gov/living](http://www.health.mo.gov/living)).

### ***Immunization requirements for school children***

***Purpose:*** This rule established minimum immunization requirements for all school children according to current recommendations and helps assure that appropriate actions are taken by schools to enforce section 167.181,RSMo.

1. Students are not permitted to attend school without proper immunization or exemption. Transfer students cannot attend without proper immunization records.
2. The school administration should exercise its power of pupil suspension or expulsion under section 167.161.RSMo and possible summary suspension under section 167.171,RSMo until the violation is removed.
3. **Medical exemptions:** Upon certification by a licensed doctor of medicine a child shall be exempted from the immunization requirements of this rule.
4. **Religious exemption:** A child shall be exempted from the immunization requirements of this rule as provided in section 167.181 RSMo if one parent or guardian objects, in writing, to the school administrator that immunization of that child violates the tenets of commonly-held beliefs of an organized religion of which the parent or guardian is a member.



### ***Illness/Injury***

If a student becomes ill at school and has diarrhea, vomiting or a fever of 100 degrees F, school policy requires that they must go home. The student must be free of symptoms without the use of medication for 24 hours before returning to school.

If a child requires immediate medical attention, the parent will be asked to call a physician or accept the services of the physician selected by the school. In the event that a delay is judged to be potentially detrimental to the child's health and welfare and/or if a parent or guardian cannot be reached, emergency services will be called to render treatment. The school does not honor "Do not resuscitate" (DNR) orders.

If, in the judgment of the nurse and/or administration, an injury or illness is serious enough to require hospitalization, the child will be transported by ambulance.

Parents are notified when their child has been injured and, in the judgment of school personnel, may require further medical attention. It is essential for parents to have at least **TWO CURRENT** phone numbers for contacts in the event an emergency arises. If the parent takes the child from school for an injury, they must provide the school with documentation of treatment upon returning to school.

Providing transportation and adult supervision for a child needing to be sent home for sickness or injury is the responsibility of the parent or guardian. No ill or injured child will be sent home alone or with another student. If parents are not available, they must secure transportation and supervision by a responsible adult.

### ***Medications Policy***

**Students' medication should be given during home hours if at all possible.** During the year it may be necessary for some students take prescribed medication during school hours. While such a practice is not encouraged, under certain circumstances taking medication at school is necessary. **WHENEVER POSSIBLE, HAVE YOUR PHYSICIAN ADJUST THE PRESCRIPTION SO THAT IT DOES NOT HAVE TO BE ADMINISTERED DURING SCHOOL HOURS.**

Physician/Nurse practitioner orders are required for all prescription drugs. These orders may be documented, by fax from the physician/nurse practitioner's office to the school nurse, or by note from the physician/nurse practitioner.

With parent/guardian permission, over-the-counter medication may only be administered by the school nurse or designated school personnel. A complete Student Health Inventory **MUST** be on file before any over-the-counter medications may be administered. Consecutive daily use of over-the-counter medications (i.e. Tylenol, nasal decongestants, etc) will be monitored by the school nurse and referred as needed, unless the child's physician/nurse practitioner otherwise orders medication.

All medication for students must be brought to school by parent &/or guardian in the **original container.** The district requests that only sufficient medication for administration during school hours be brought to school. Medication should be scheduled so as many doses as possible are given at home (i.e. 3 x daily = before school, after school, and at bedtime).

All prescription and over-the-counter medications that are approved for administration are to be kept in the nurse's office or in the building office. Medication will be administered with adult supervision only.

## **PHYSICAL EDUCATION**

Each child is required to participate in this program unless excused for health reasons by the child's physician. Exception to this rule would be temporary illness of short duration. Under these circumstances, it is necessary that a note be sent to the teacher stating the reason for the request and the length of time requested. Notes from parents will be honored **up to three days.** If a student is issued a note of restriction from physical activity by a physician, the note must include an ending date and list the level of activity allowed during all practices and sporting events. A release must be received by the same physician prior to a student returning to any activities.

## **PUBLIC DISPLAY OF AFFECTION**

School halls and classrooms are not appropriate places for the display of affection. Anything more than holding hands is considered in bad taste. It causes embarrassment for other students, staff members, and guests in our building.

## **SCHOOL PERSONNEL**

**Physical assault of school personnel** – Any aggressive physical contact with a staff member, including, but not limited to, pushing, striking, biting, clawing, and kicking.

**Threats and intimidation of school personnel** – Any aggressive verbal or written contact with a staff member that intentionally harms that person's sense of mental or physical well-being.

## **SEXUAL HARASSMENT**

(Refer to board policy AC and AC-R)

Sexual harassment as defined by board policy will not be tolerated and offenders will face consequences as determined by the administration.

## **SPECIAL EDUCATION**

### **Individuals with disabilities education disclaimer**

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 to having a disability and in need of special education even though they are advancing from grade to grade. The Appleton City R-II and Hudson R-IX School Districts 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 Appleton City R-II and Hudson R-IX School Districts 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 Appleton City R-II and Hudson R-IX School Districts 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 of 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 Appleton City R-II and Hudson R-IX School Districts have 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 (GERPA). This plan may be reviewed at Appleton City R-II and Hudson R-IX School Districts Monday through Friday.

Local school districts in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age twenty-one (21) that reside in the district. This census must be compiled by December 1 of each year. This information is treated as confidential and must include: name of child; parent/legal guardian's name/address; birth date and age of the child; the child's disability; and the services provided to the child. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact Appleton City R-II Schools, 408 W. 4<sup>th</sup>, Appleton City, MO 64724 or Hudson R-IX School District, RR 3, Appleton City, MO 64724.

This notice will be provided in native languages as appropriate.

***Speech and Language Clinician***

Students are referred to the speech and language clinician by teachers and parents for evaluation of sound usage, language skills, voice quality, and fluency of speaking. Children must be tested after which parents are invited to attend a meeting where it is determined whether the child is placed in the program. Parent permission is required, in writing, before students are placed in the program. Students in need of speech and language services must meet with the clinician for individual or small group classes.

***Teacher of Cognitive Disability***

This program is designed to aid students who perform at a level significantly lower than their peers. Specialized instruction is given to help them develop their maximum skill levels. Children must be tested after which parents are invited to attend a meeting where it is determined whether the child is placed in the program. Parent permission is required, in writing, before students are placed in the program.

***Teacher of Emotionally Disturbed***

This program is to help children who have specific behavior tendencies or patterns that may affect their learning in the regular classroom. This program is supported with state and federal funds. Children must be tested and parents are invited to attend a meeting where it is determined whether the child is placed in the program. Parent permission is required, in writing, before students are placed in the program.

***Teacher of Learning Disability***

A learning disability teacher is to help children who have special learning patterns. Children must be tested after which parents are invited to attend a meeting where it is determined whether the child is placed in the program. Parent permission is required, in writing, before students are placed in the program.

## **STEALING**

**Larceny** – Stealing or attempting to steal private or school property valued at \$50 or more. If arrangements cannot be made for return or replacement, the case will be turned over to law enforcement officials.

**Petty theft** - Stealing or attempting to steal private or school property valued at less than \$50. If arrangements cannot be made for replacement or return of items, the case will be turned over to law enforcement officials.

## **THREATS OF TERRORISM**

Recklessly engaging in conduct that creates a grave risk of death or serious physical injury to another person. This conduct includes, but is not limited to, bomb threats and threats of widespread violence.

## **TOBACCO/VAPING USE OR POSSESSION**

Products may include, but are not limited to, cigarettes, cigars, chewing tobacco, snuff, matches, lighters, or similar items and look-alike items. Use of vapes containing only nicotine is classified as a tobacco offense. If the vape contains THC or substances other than nicotine, it will be a illegal drug offense.

## **VANDALISM**

(Refer to board policy ECAB)

Willful damage or attempt to damage any property, real or personal, belonging to school, staff, or students.

## **WEAPONS**

The Board recognizes the importance of preserving a safe educational environment for students, employees and patrons of the district. In order to maintain the safety of the educational community, the district will strictly enforce the necessary disciplinary consequences resulting from the use or possession of weapons on school property. No student may possess a weapon on school property at any time, except as specifically authorized during a school-sponsored or school-sanctioned activity permitting weapons. The school district will provide secured storage of student firearms if necessary.

School property is defined as: Property utilized, supervised, rented, leased, or controlled by the school district including but not limited to school playgrounds, parking lots and school buses, and property on which any school activity takes place.

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

1. A firearm as defined in 18 U.S.C 921
2. A blackjack, concealable firearm, firearm, firearm silencer, explosive weapon, gas gun, knife, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun, switchblade knife, as these are defined in 571.010, RSMo.
3. A dangerous weapon as defined in 18 U.S.C 930(g)(2)
4. All knives and any other instrument or device used designed to be used to threaten or assault, whether for attack or defense.
5. Any object designed to look like or imitate a device as described in 1-4 above.

Pursuant to Missouri Safe Schools Act and the Federal Gun-Free Schools Act of 1994, any student who brings or possesses a weapon as defined in #1 or #1 above on school property will be suspended from school for at least (1) calendar year or expelled and will be referred to the appropriate legal authorities. The suspension or expulsion may be modified on a case-by-case basis upon recommendation by the superintendent to the Board of Education. Students who bring or possess weapons a defined in #3, #4 and #5 and not otherwise included in #1 and #2, will also be subject to suspension and/or expulsion from school and may be referred to the appropriate legal authorities.

Students with disabilities who violate this policy will be disciplined in accordance with policy JGE of the school board policy.

This policy will be submitted annually to the State Department of Elementary and Secondary Education along with a report indicating any suspensions or expulsions resulting from the possession or use of a firearm as defined in 18 U.S.C. 921. The report will include the name of the school in which the incidents occurred, the number of students suspended or expelled, and the types of weapons involved.

## PENALTIES FOR VIOLATIONS OF DISCIPLINE CODE

NOTE: Any infractions not specifically covered in this handbook and any resulting consequences will fall under the discretion of the principal.

<b><u>VIOLATION</u></b>	<b><u>OFFENSE</u></b>	<b><u>PENALTY</u></b>
Arson		10 to 180 days OSS; expulsion
Assault	First	Up to 10 days ISS/OSS; may recommend long-term suspension; contact legal authorities
	Second	10 days OSS; expulsion; legal authorities contacted
Attendance: Tardies (Tardies start over each term)	3	45 minute detention
	4	2 – 45 minute detentions
	5	2 days ISS
	6	2 days OSS
	7	3 day OSS
	8 or more	5 days OSS/consequences as needed
Attendance Truancy (Truancies start over each term)	First	Detention; up to 2 days ISS; Parent contact; possible referral to legal authorities
	Second/Subsequent	Parent contact; 2-4 days ISS and referral to legal authorities
Bullying	First	Parent Conference
	Second	1 – 5 days ISS
	Third/Subsequent	Up to 10 days OSS possible; contact legal authorities, long term suspension possible
Bus Misconduct - Level 1	First	Warning and notification sent to parents
	Second	3 day suspension of riding privileges and notification of parents
	Third	10 day bus suspension or greater, meeting with Principal, student, parent and bus personnel before riding privileges are restored
Bus Misconduct - Level 2	First	Principal referral; parent contact; possible suspension
	Second	Principal referral; suspension up to two weeks; parent conference before student returns to bus
	Third	Principal referral; possible suspension up to 180 days; parent conference before student returns to bus
Careless Driving	First	Principal conference and/or up to 10 days loss of driving/parking privileges & up to 1 day ISS/OSS
	Second	5 to 10 days loss of driving/parking privileges and parent conference & up to 3 days ISS/OSS
	Third	3 days ISS and loss of driving/parking privileges as determined by the Director

**PENALTIES FOR VIOLATIONS OF DISCIPLINE CODE (cont.)**

<b><u>VIOLATION</u></b>	<b><u>OFFENSE</u></b>	<b><u>PENALTY</u></b>
Cell Phones	First	Confiscation – Parent pick up from office
	Second	Parent pick up, 1 day ISS ; Subsequent offenses ISS up to OSS.
	Unauthorized Use/Misconduct	Principal referral; OSS; Possible Juvenile referral.
Cheating	First	Zero on assignment; parent contact by teacher and/or referral to office
	Second	F and removal from class
Computer Misuse	First	1-5 days ISS; possible loss of use of computers
	Second	1-5 days ISS; loss of computer privileges and possible dismissal from class
	Second	Parent contact; 3-10 days ISS/OSS
	Third	5-10 days ISS/OSS
Disruptive Speech or Conduct - use of obscene or disparaging language	First	Principal conference and/or ISS; letter to parent Teachers are responsible to resolve this problem in the classroom by use of warnings, time out, parent contact, 30-minute detention, etc. If the offense occurs elsewhere in the school, the teacher may, depending on the severity of the offense, issue a warning or refer for administrative action.
Same as above except to staff member	Second	1-5 days ISS and parent contact &/or 1-10 days OSS; parent conference
	Subsequent	5-10 days OSS
Drugs and Alcohol - Sale or Distribution	First	Conference with parents; report to legal authorities; 10 days OSS with possible long-term suspension; student would lose some curricular eligibility
Drugs and Alcohol - Use and possession	First offense	Principal conference. 5-10 days OSS; report to legal authorities; possible long-term suspension; student would lose some extra-curricular eligibility
	Second offense	Principal conference. 10 days OSS; long-term suspension and/or expulsion; report to authorities
Failure to Follow Office Procedures	First	Conference
	Second	Up to one day ISS
	Third/Subsequent	Up to 5 days ISS
False Alarm	First	Parent conference, up to 10 days OSS; possible long term suspension; report legal authorities
	Second	10 days OSS/long-term suspension; expulsion



**PENALTIES FOR VIOLATIONS OF DISCIPLINE CODE (cont.)**

<b><u>VIOLATION</u></b>	<b><u>OFFENSE</u></b>	<b><u>PENALTY</u></b>
Fighting	First	Parent contact; 1-5 days OSS; notify legal authorities
	Second	5-10 days OSS; parent conference required to re-enter; notify legal authorities
	Third	10 days OSS; recommend long term suspension; notify legal authorities
Fireworks	First	5-10 days ISS/OSS, parent conference
	Second	10 days OSS with recommendation for long term suspension; parent conference
Forgery	First	Parent contact; 1 day ISS
	Second	Conference with parent; 5 day ISS
Gambling	First	Conference and confiscation of gambling paraphernalia
	Second/subsequent	Office detention
Gang-Related Activities	First	Parent and student conference with Director; removal of gang identifying items; notify juvenile and legal authorities
	Second/subsequent	ISS pending parent and student conference with Director to develop a plan for student's continuation in school; referral to juvenile and legal authorities
Harassment - Extortion	First	1-5 days ISS and parent contact
	Second	5-10 days OSS; parent conference; possible long-term suspension; contact juvenile authorities
Harassment - Intimidation/Bullying	First	1-3 days ISS; parent contact; conference with student
	Second	5 days ISS/OSS; conference with parent; contact juvenile or legal authorities
	Third	10 days OSS; possible long-term suspension; contact juvenile or legal authorities; conference with parent
Sexual Harassment	First	Conference with student; up to 5 days ISS
	Second	Up to 10 days ISS/OSS; conference with parent
	Third/subsequent	5-10 days OSS; possible long-term suspension
Inappropriate Apparel	First	Conference and change of apparel; parent contact
	Second	Up to 5 days ISS; change of apparel; parent contact
	Third	ISS/OSS; change of apparel; parent conference

**PENALTIES FOR VIOLATIONS OF DISCIPLINE CODE (cont.)**

<b><u>VIOLATION</u></b>	<b><u>OFFENSE</u></b>	<b><u>PENALTY</u></b>
Indecent Exposure	First	1-10 days ISS &/or OSS; parent contact; possible contact with juvenile authorities
	Second	5-10 days OSS; parent conference
Insubordination - (Defiant Behavior)	First	Principal conference and/or detention
	Second	1 – 3 days of ISS/OSS
	Third	1 – 10 days of OSS
	Subsequent	5 – 10 days of OSS/possible long-term suspension
Lying to Staff	First	Parent contact; 1 day ISS
	Second	Conference with parent; 5 days ISS
Parking Lot Violations	First	Principal conference and/or up to 10 days loss of driving/parking privileges & up to 1 day ISS/OSS
	Second	5 to 10 days loss of driving/parking privileges and parent conference & up to 3 days ISS/OSS
	Third	3 days ISS and loss of driving/parking privileges
Public Display of Affection	First	Conference; detention, up to 5 days ISS
	Second	Up to 5 days ISS
	Third/subsequent	5-10 days OSS
School Personnel - Physical Assault	First	Conference with principal; 10 days OSS; possible long-term suspension or expulsion; contact legal authorities
School Personnel - Threats and Intimidation	First	Conference with principal; 10 days OSS; possible long-term suspension or expulsion; contact legal authorities
Stealing - Larceny	First/subsequent	Conference with principal; restitution; up to 10 days OSS; possible long-term suspension; contact juvenile or legal authorities
Stealing - Petty Theft	First/subsequent	Conference with principal; restitution; up to 10 days ISS; possible long-term suspension
Threats of Terrorism	First	10 days OSS; contact legal authorities; possible long term suspension
Tobacco Use or Possession	First	Principal conference; 2 days ISS; parent contact; products taken from student
	Second/subsequent	5 – 10 days ISS/OSS
Vandalism	First	Parent contact; student (parents) assume cost and/or labor of repair; up to 10 days ISS/OSS; possible long-term suspension or expulsion
	Second	Up to 10 days ISS/OSS plus restitution; parent conference
Weapons	See page 19/20	(see page for description and penalties)

## **DANCES (SCHOOL)**

School rules will apply to all school sponsored dances. Out of school dates must be signed in to the HS office, dates must be under 21 and NO dropouts. Students must pick up a form for their out of school date to be signed by the principal of that school.

## **DISCRIMINATION**

Discrimination in any educational program or activity based upon race, national origin, religion, sex, age, or physical handicap is prohibited.

## **DRESS CODE**

Students are expected to come to school looking clean, neat and appropriately dressed. Students may be asked to change clothing that is disruptive to the educational process. During school hours there will be no caps, hats, bandannas, headscarves or any other type of headwear including sunglasses worn in school (unless prescribed by a doctor or with permission of the building principal). Shorts must be of appropriate length and the highest point of the shorts must reach the bottom of the thumb while in a standing position. Holes in jeans must be below the acceptable minimum length for shorts. There will be no bare midriffs, clothing that shows undergarments, or attire that utilizes a double play on words, contains obscenities, profanity, or promotes tobacco, drugs or alcohol. Shoes must be worn at all times. Gang attire of any kind and gang identification paraphernalia is strictly prohibited. If inappropriate clothing is worn, students will be asked to change.

Any student involved in extra or co-curricular activities which the student represents the school, must dress in accordance with the sponsor's requirements, subject to approval by the administration.

School officials have the right to set specific dress codes for special days. ***The following are some examples of apparel that are considered inappropriate for school wear (not intended to be an all-inclusive list):***

1. Hats may not be carried or worn during school hours.
2. Sunglasses (worn, perched on the head, or carried) unless prescribed by a doctor.
3. Trench coats, duster coats, or other long-style coats
4. Blouses not covering mid-section
5. Tube tops, halter tops, tank tops, sleeveless shirts, spaghetti straps, pajamas, boxer shorts, biking pant
6. No blankets in class
7. Tattoos that are considered vulgar will be covered

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## **EDUCATIONAL TRIPS /SIGN OUT SHEET**

Students must ride the school bus to an event to be allowed to participate in that event and must return home on the bus; exception - a student may ride home with parents after being properly signed out by parents and parents only. Students should notify sponsors in advance about riding home with parents. Students are expected to follow school regulations on all such trips. If school transportation is provided, all students will use that transportation unless the principal has approved other plans. Students must be at school on Friday unless approved by Principal to attend trip on Saturday or Sunday. Students making an F in a class will NOT be allowed to attend any educational trip UNLESS the trip will be counted as a portion of the student's grade.

## **EMERGENCY SCHOOL CLOSING**

If weather or other emergency necessitates the closing of school, students should tune to either KMAM, 1580AM Butler; KDKD, 1280 AM, KDKD, 95.3 FM Clinton; KESM, 1510 AM, 105.5 FM El Dorado Springs; Channels 4, 5, 9, 41 TV (Kansas City); Channel 3 TV; Channel 10 TV; Channel 33 TV (Springfield) for the official announcement of the closing. You should also receive a call from school's messaging system. If Appleton City R-II schools are not mentioned, then there will be school.

## **ENROLLMENT**

**If under suspension or expulsion from other districts, a determination will be made by school officials as to whether the student(s) will be allowed to enroll in the Appleton City R-II school district.**

## **GRADES**

The following grading system will be used at ACHS:

100-94.....A	76-74.....C
93-90.....A-	73-70.....C-
89-87.....B+	69-67.....D+
86-84.....B	66-64.....D
83-80.....B-	63-60.....D-
79-77.....C+	59-0 .....F

Grades will be sent home with students at mid-quarter and at the end of each quarter.

Weighted classes are as follows:

Accounting II, Physics, Chemistry I, Chemistry II, Trigonometry, Spanish II, AP Computer Science and all dual enrollment/credit courses. The following scale is utilized:

Letter Grade	Normal	Weighted
A	4.0	5.0
A-	3.7	4.7
B+	3.3	4.3
B	3.0	4.0
B-	2.7	3.7
C+	2.3	3.3
C	2.0	3.0
C-	1.7	2.7
D+	1.3	2.3
D	1.0	2.0
D-	0.7	1.7

## **GRADUATION REQUIREMENTS**

Twenty-six units of credit are required for graduation for the graduating class of 2023 at Appleton City High School, in accordance with the rules and regulations of the State Department of Education and the local school board.

4 units of Communication Arts	1 unit of Fine Arts
3 units of Social Studies*	1 unit of Practical Arts
3 units of Math	1 unit of Physical Education
3 units of Science	½ unit of Health
9 units of electives classes	½ unit of Personal Finance

\*All students who graduate from ACHS must complete a course in American Government and in American History. (Sec. 170.011, RSMO.)

Each student shall perform satisfactorily on an examination over the provisions of the United States and Missouri Constitutions and the American Civics Examination.

Any student who wishes to graduate in less than 8 semesters must submit a written request to the principal during October 1<sup>st</sup> of the fall semester of their senior year. Early graduation will be considered on a case-by-case basis as per guidelines in the Board of Education policy manual.

### **Graduation Dress**

Graduation is a time of celebration and reverence. Appleton City R-2 takes great pride in our graduates and in our graduation ceremony. It is expected that graduates participating in the graduation ceremony will present themselves in a professional manner. Shorts and jeans will not be worn under the gown. Tennis shoes and boots that are old and/or dirty will not be worn. T-shirts and tank tops will not be worn. Finally, graduation caps shall not be decorated or adorned

with anything other than the traditional tassel. Any graduate who fails to follow the dress policy will not be allowed to participate in the graduation ceremony.

## **GRIEVANCE PROCEDURE**

A student with a grievance shall follow the chain-of-command. If a problem occurs, initial discussions should be between the individuals involved. If the problem cannot be resolved, the immediate supervisor is to be notified. The chain-of-command is teacher, principal, superintendent, and finally, Board of Education

## **GUIDANCE AND COUNSELING DEPARTMENT**

The Appleton city R-II School Board of Education has approved the use of the Missouri Comprehensive Guidance Program for our district. This program has four areas of focus:

1. Instruction of a guidance curriculum where students are taught lessons in the areas of knowledge of self and others, career planning and exploration, and educational and vocational development
2. Individual Planning, where students are assisted in planning and monitoring their personal and career development
3. Responsive Services, where students' immediate concerns are addressed with appropriate interventions and preventions
4. System support, where activities are done to implement the guidance program; help staff, and administration by doing support activities and services

Some of the counselor's specific responsibilities are:

1. Counseling students individually, in small groups, or in large groups' classrooms
2. Consulting with parents, teachers and administrators
3. Coordinating school wide testing and special programs

## **HALL PASSES**

Any student not in his assigned class should have a hall pass in his possession indicating his destination, where he is from, and the time of day. Anyone not in class and without a pass may be considered truant from class.

## **HONOR ROLLS**

The ACHS honor roll is figured on a four (4) point assignment to letter grades of each course, for example (A=4, B=3, C=2 D=1, F=0).

A student must be enrolled and earning credit in at least six units of class work to be eligible for the honor rolls. Those students who have a grade point average of 2.7 – 3.6 and no grade below

C- will appear on the “Standard” honor roll. Those students who have a grade point average of 3.7 or above and no grade below C- will be listed on the “Principal’s” honor roll.

Students graduating with a GPA of 3.9 and above would graduate *Summa Cum Laude* (highest honors), graduates with a GPA of 3.7 – 3.89 would graduate *Magna Cum Laude* (high honors), and graduates with a GPA of 3.5 – 3.69 would graduate *Cum Laude* (honors). Summa Cum Laude graduates would have the opportunity to present a speech for graduation ceremonies.

## **HOURS IN SESSION**

ACHS begins classes at 7:50 a.m. and ends at 3:25 p.m. Students should not report to school before 7:30 a.m. nor stay past 3:30 p.m. Students arriving before or staying after normal school hours must be supervised by a teacher. The daily schedule is as follows:

7:47	.....	Warning Bell
7:50	.....	Tardy Bell
7:50 – 8:45	.....	1 <sup>st</sup> Period
8:48 – 9:43	.....	2 <sup>nd</sup> Period
9:46 – 10:41	.....	3 <sup>rd</sup> Period
10:44 - 11:39	.....	4 <sup>th</sup> Period
11:42 - 12:05	.....	JH Lunch
11:42 – 12:37	.....	HS 5 <sup>th</sup> Period
12:08 – 1:03	.....	JH 5 <sup>th</sup> Period
12:40 – 1:03	.....	HS Lunch
1:06 - 2:01	.....	6 <sup>th</sup> Period
2:03 – 2:58	.....	7 <sup>th</sup> Period
3:01 – 3:25	.....	Bulldog Time

## **IN-SCHOOL SUSPENSION**

The student will spend his/her school day working on class assignments. He/she will be isolated in the ISS room away from all other class members. When suspension is completed student will be eligible for activities.

## **INTERVIEW WITH DIVISION OF FAMILY SERVICES**

The school district has legal jurisdiction over students during the school day and hours of approved extracurricular activities. The school administration is responsible for making effort to protect each student’s rights with respect to interrogations by the law enforcement officials. When officials find it necessary to question students during the school day or periods of extracurricular activities, the principal or designee is present for the interview.

The principal or designee will verify and record the identity of the officer or other authority and request an explanation of the need to question or interview the students at school. The principal ordinarily will make reasonable effort to notify the student's parents/guardians. If the interviewer raises a valid objection to the notification, parents will not be notified.

Students will be afforded the same right in dealing with law enforcement officials that exists outside the school. However, within the framework of legal rights, students have the responsibility to cooperate with law enforcement.

## **LEAVING SCHOOL**

Once a student boards the bus, he/she is under the jurisdiction of the school. Students must go straight to the school building from the bus. If a student finds it necessary to leave school before time for dismissal, he/she should report to the principal's office and be dismissed according to the procedure described above. Any student leaving school without permission will be considered truant

## **LOCKERS AND LOCKS**

Each student is assigned a hall locker at registration. Students may not change locker assignments without clearance and permission from the school office. A student is responsible for this locker throughout the school year and may be held responsible for any damages. The locker should be kept clean and orderly. Nothing is to be displayed or kept in the locker that is contrary to school rules. Students are responsible for their own property. **ALL LOCKERS ARE THE PROPERTY OF THE SCHOOL AND ARE SUBJECT TO INSPECTION/SEARCH BY THE ADMINISTRATION AT ANY TIME WITHOUT NOTICE.**

## **LOITERING AND GENERAL MISBEHAVIOR**

Students may not be in the buildings before or after school unless they are under the direct supervision of a faculty member.

Violations of general misbehavior rules which have been set for safety or health reasons, or for disturbing the educational process of students, may result in the following consequences: Principal/student conference, detention, in-school suspension, out-of-school suspension.

## **MAKE-UP WORK**

All students who have been absent from class for whatever reason will be allowed and expected to make-up all schoolwork that they have missed. Homework requests should be made before 10:00 AM and may be picked up after 3:00 PM. Homework will be collected for absences exceeding two days. **Homework will not be collected by the office for an absence of one day.**



That student can contact his/her teacher upon his/her return to school to obtain make-up work. Teachers and students will be expected to work together to get the schoolwork made up in a timely fashion. A general rule for make-up work will be that the absent student has the same number of days to make-up work that he/she was absent from school.

### **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 programs<sup>1</sup> that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA).

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.
6. How can a complaint be filed with the Department? A complaint filed with the Department must be a written, signed statement that includes:
  - a. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
  - b. 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:
  - a. Record. A written record of the investigation will be kept.
  - b. Notification of LEA. The LEA will be notified of the complaint within five days of the complaint being filed.
  - c. Resolution at LEA. The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
  - d. 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.

- e. 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).
  - f. 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.

## **ON-LINE CLASSES**

Students may take classes online and count them for high school elective credit. A maximum of two (2) elective credits may be earned by taking online classes. Any class being taken must be a course that is not currently offered either live at school or through our online Credit Recovery program. All courses must be offered through an accredited institution (i.e. Mizzou High School Online, BYU Online, etc.). All courses will be taken at school, during the school day, and students will be in the Credit Recovery room while taking the course. Any costs associated with the online class will be the responsibility of the student.

Any student wishing to take an online course for elective credit must present their proposal to the superintendent, principal, and counselor for approval. This committee will review the course curriculum and make a determination whether or not the course will be accepted. All decisions of the committee are final.

## **PARKING LOT, VEHICLES, CARELESS DRIVING**

All students driving motor vehicles to school must park in the WEST PARKING LOT adjacent to the gymnasium. Permission to park elsewhere on campus must be obtained from the principal. Students are to park cars immediately upon arrival at school and should not move them or go to them during the time classes are in session, between classes, or while on lunch break, without permission from the principal's office. Students are not allowed to work on cars.

Cars are not to be driven in the area behind the elementary building for any reason during school hours and are not to be driven from the parking lot until all buses leave. Students are asked to drive safely and prudently, especially in the vicinity of the school.

Driving on school property carelessly, at an excessive speed or without due caution so as to endanger persons or property, and failure to park appropriately in designated areas may incur the following consequences:

First offense - Loss of parking privileges for 30 days

Second offense - Driving on school property revoked for one semester

Third offense - Driving on school property revoked permanently

Building principals have the authority to regulate student use of automobiles at school. Use of school property for student parking purposes is a privilege that may be denied due to violation of District regulations and school policies. Student vehicles parked on District property are subject to search by school officials where there is reason to believe a vehicle contains materials prohibited by District regulations.

## **PRINCIPAL'S OFFICE**

The principal's office is a place of business and as such is not to be considered a lounge or a place to loaf. If a student has business in the principal's office, he/she should try to take care of it before or after school or at noon.

## **PROM POLICY FOR JUNIORS**

Juniors who owe money to their class are **NOT** eligible to decorate &/or attend Prom. The reason: prom costs money to put on, money that is raised through class dues each year and various fundraisers.

## **SCHEDULE CHANGES**

Students will have several school days at the beginning of each semester to change their schedules. All changes must be made through the counselor's office by getting a drop/add slip and having it signed by the teacher whose class will be dropped, the teacher whose class will be added, and a parent/guardian. All changes must be justifiable and feasible, and must be approved by the counselor and principal. Honor classes **CAN NOT** be dropped.

## **SCHOOL FINANCES**

All classes and organizations of the school are required to take their funds to the principal's secretary, where they will be receipted and deposited in the bank. The school will keep a record

of all income and expenditures, and the Board of Education will approve all disbursements. Before any item may be purchased by an organization, a purchase order must be obtained from the office and approved by the Superintendent.

## **SEARCHES OF PERSONAL BELONGINGS**

Searches of personal belonging, such as backpacks, book bags, coats, jackets, etc. of students may be performed by school personnel with reasonable suspicion. Vehicles brought on to school property are also subject to search by school personnel for reasonable suspicion.

No firearm, ammunition, knife, explosive or firework of any kind or anything that is categorized as a “weapon” is to be brought on to school property at any time or in any vehicle.

## **SENIOR TRIP**

The senior trip is considered to be an extra-curricular activity. Only those students who have officially graduated will be permitted to participate in this activity. Students who have been suspended from school more than 5 days during their senior year **will not** be eligible to attend. Other disciplinary issues will be reviewed if needed by the Board of Education to determine eligibility to have the privilege to travel on Senior Trip. If a student moves in during their senior year they must pay senior class dues and participate in all activities related to the senior trip.

Senior sponsors will supervise the fund-raising activities and ensure money is raised to cover travel costs, lodging, and any group meals or activities. The individual student must cover personal money for souvenirs and individual purchases.

## **SUSPENSIONS**

Out-of-school suspensions will be used only in extreme measures as determined by the administration. Work that is assigned, during the time a student is suspended may be made up, however the student will receive 50% of the credit earned on the assignment. If a student is suspended for ten days or more, the student, parent/guardian, and the principal must hold a meeting before the students can be readmitted to class.

## **TARDIES**

Being punctual is an integral part of attendance. Students who come in tardy disrupt class and result in lost instructional time. First period tardies are especially damaging as school gets started in the morning. Being on time is a life skill that future employers value. Tardies will be monitored on a period-by-period basis with the following consequences for excessive tardies:

- Third Tardy within a nine-week quarter = 45 minute detention
- Fourth Tardy within a nine-week quarter= 2-45 minute detentions
- Fifth Tardy within a nine-week quarter= 2 days ISS

- Sixth Tardy within a nine-week quarter= 2 days OSS
- Seventh Tardy within a nine-week quarter= 3 days OSS
- Eighth & Beyond Tardies within a nine-week quarter= 5 days OSS/consequences as needed

## **TEACHERS' WORKROOM**

The teachers' workroom is a designated area for the use of teachers in the Appleton City Schools and as such is off-limits to students.

## **TELEPHONE**

It is the policy of the office that students will not be called from class to answer telephone calls except in cases of emergency. The office will take any messages or numbers and relay that information to the student. If it is necessary for students to return a call, they must do so between classes or during lunch. The office phone is a business phone and cannot be tied up by students' calls. If a student is tardy due to using the phone, the tardy will be unexcused.

## **VISITORS**

Parents are welcome to visit the school. Arrangements should be made through the principal for the visit. Any other guests are strongly discouraged. Arrangements for the visit or any guest must be made in advance with the principal. All visitors must obtain a visitors pass from the office at the time of arrival.

## **WITHDRAWAL PROCEDURE**

Students who leave Appleton City during the school year should pick up a withdrawal form from the High School office at the beginning of their last day of school. After completion of the withdrawal form, it is to be returned to the High School office. Upon withdrawal all books and materials must be returned. All obligations must be cleared before student records can be forwarded.

**Appleton R-II School District  
Acknowledgment Form**

**CONCLUSION**

It is understood that not all rules and regulations, especially those pertaining to conduct and behavior, can be mentioned in this handbook. The school expects each student to interact in a responsible, respectful, and cooperative manner to teachers, school employees, other students, and the physical property of our buildings so that it will not jeopardize anyone's learning, health, or safety. The school reserves the right to make certain rules and regulations in order that the aforementioned educational atmosphere may be maintained.

I \_\_\_\_\_ agree to abide by all rules and regulations  
Students Name set the pages of this handbook.

I, as parent/guardian \_\_\_\_\_, have read the rules and  
Parent's Name

Policies set forth for curricular standards and extra-curricular participation. I give my son/daughter permission to participate under these conditions and any other ones set by the school. I will do my part in seeing that he/she follows and abides by the rules and regulations stated in the Appleton City Student Handbook.

\_\_\_\_\_  
Signature of Legal Parent/Legal Guardian Date

\_\_\_\_\_  
Signature of Student Date

Difficulties in the classroom may be the result of poor vision, hearing, speech or other factors. A simple screening may provide the school district with enough information to improve your child's educational success. If your child should fail a screening, you will be notified by the appropriate school personnel.

I give permission for \_\_\_\_\_ to participate in various screenings as deemed necessary by the Appleton City R-II School District.

\_\_\_\_\_  
Legal Parent/Legal Guardian Signature

\_\_\_\_\_  
Date