



**2023-2024  
Student Handbook**

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August 2023

Dear Students and Parents:

*We are extremely excited about the 2023-2024 school year and are eager to make it the very best year possible! You will see several changes to the campus that were made possible through our communities' continued support to our District. Here are a few upgrades that you may have noticed (Elementary Playground Fence, Student pick up/release drive, repainted lots, etc.)*

*I am very excited about my new challenge and journey as the Middle School and High School Principal. I have a lot to learn but I'm very excited to get to work and hope to have a great impact on our students, staff, and community. I am so blessed to work at such a great District and can't wait to see kids back on campus. We have the best students and I'm looking forward to working alongside them to be the best versions of themselves possible.*

*We have a few new faces in the building, we have some folks that have changed duties, and I couldn't be more excited about the staff that we have in place. I expect a banner year from all our buildings and staff and couldn't be more appreciative of the support from everyone. I would like to especially thank Mrs. Harris, Mr. Heggemann, and the Board of Education for all their guidance and help during this transition.*

*My office will always be open and if you ever need anything please don't hesitate to call, email, or stop by with any questions, concerns, or if you just want to talk. We have made a few changes to our Handbook so please take the time to look it over. Our goal is to prepare our students in the best way possible to be successful young men and women. We hold our students to a very high expectation as you do. Our entire staff and district will do what it takes to make the 2023-24 school year the very best! As always . . . It's a Great Day to be an Owl!!*

Sincerely,  
Robert James

## PART I

### HIGH SCHOOL STAFF AND CALENDAR

Nick Heggemann	<u><a href="mailto:nheggemann@silex.k12.mo.us">nheggemann@silex.k12.mo.us</a></u>	Superintendent
Robert James	<u><a href="mailto:rjames@silex.k12.mo.us">rjames@silex.k12.mo.us</a></u>	Principal
Hillari Heitgerd	<u><a href="mailto:hheitgerd@silex.k12.mo.us">hheitgerd@silex.k12.mo.us</a></u>	Counselor
Amy Grote	<u><a href="mailto:agrote@silex.k12.mo.us">agrote@silex.k12.mo.us</a></u>	College & Career Counselor
Ethan Evans	<u><a href="mailto:eevans@silex.k12.mo.us">eevans@silex.k12.mo.us</a></u>	Activities Director
Alfred Gibson	<u><a href="mailto:agibson@silex.k12.mo.us">agibson@silex.k12.mo.us</a></u>	Transportation Coordinator
<b><u>Instructors</u></b>		
Lindsey Berhorst	<u><a href="mailto:lberhorst@silex.k12.mo.us">lberhorst@silex.k12.mo.us</a></u>	Science
Michelle Breeding	<u><a href="mailto:mbreeding@silex.k12.mo.us">mbreeding@silex.k12.mo.us</a></u>	Special Educ./At-Risk/ISS
Elizabeth Brooks	<u><a href="mailto:ebrooks@silex.k12.mo.us">ebrooks@silex.k12.mo.us</a></u>	Agriculture/Science
Angie Burkemper	<u><a href="mailto:aburkemper@silex.k12.mo.us">aburkemper@silex.k12.mo.us</a></u>	Music
Jennifer Carnahan	<u><a href="mailto:icarnahan@silex.k12.mo.us">icarnahan@silex.k12.mo.us</a></u>	Language Arts
Elizabeth Cody	<u><a href="mailto:ecody@silex.k12.mo.us">ecody@silex.k12.mo.us</a></u>	Special Education
Jeannie Cox	<u><a href="mailto:jcox@silex.k12.mo.us">jcox@silex.k12.mo.us</a></u>	Science
Cole Dickherber	<u><a href="mailto:cdickherber@silex.k12.mo.us">cdickherber@silex.k12.mo.us</a></u>	Social Studies
Kellen Dreyer	<u><a href="mailto:kdreyer@silex.k12.mo.us">kdreyer@silex.k12.mo.us</a></u>	Physical Education
Ethan Evans	<u><a href="mailto:eevans@silex.k12.mo.us">eevans@silex.k12.mo.us</a></u>	Social Studies
Alex Heimberger	<u><a href="mailto:aheimberger@silex.k12.mo.us">aheimberger@silex.k12.mo.us</a></u>	Social Studies
Jillian Lockard	<u><a href="mailto:jlockard@silex.k12.mo.us">jlockard@silex.k12.mo.us</a></u>	Business/Online Learning
Laura McDonald	<u><a href="mailto:lmcdonald@silex.k12.mo.us">lmcdonald@silex.k12.mo.us</a></u>	Foreign Language
Heather Miller	<u><a href="mailto:hmiller@silex.k12.mo.us">hmiller@silex.k12.mo.us</a></u>	Art
Andrew Mills	<u><a href="mailto:amills@silex.k12.mo.us">amills@silex.k12.mo.us</a></u>	Mathematics/PLTW
Patti Mudd	<u><a href="mailto:pmudd@silex.k12.mo.us">pmudd@silex.k12.mo.us</a></u>	Mathematics/Science
Kayla Norton	<u><a href="mailto:knorton@silex.k12.mo.us">knorton@silex.k12.mo.us</a></u>	Library/Media/Yearbook
Sean O'Brien	<u><a href="mailto:sobrien@silex.k12.mo.us">sobrien@silex.k12.mo.us</a></u>	Agriculture
Sabrina O'Heron	<u><a href="mailto:soheron@silex.k12.mo.us">soheron@silex.k12.mo.us</a></u>	Physical Education
Brandy Stewart	<u><a href="mailto:bengelmeyer@silex.k12.mo.us">bengelmeyer@silex.k12.mo.us</a></u>	Special Education/At-Risk
Emily Swan	<u><a href="mailto:eswan@silex.k12.mo.us">eswan@silex.k12.mo.us</a></u>	Mathematics
Carmen Watson	<u><a href="mailto:cwatson@silex.k12.mo.us">cwatson@silex.k12.mo.us</a></u>	Language Arts

Students are expected to have an amicable relationship with their teachers and other staff members. All faculty members strive to be fair and professional in their dealings with students. By the nature of their position, our staff has earned the respect of the entire student body. Issues that arise between student and teacher are best resolved through a conference between these two parties.

The student-administration relationship is based on an open-door policy. The offices of the principal and counselor are places to discuss personal or school problems in general. It must be stated here, however, that most problems of individual students will be best solved by visiting the guidance counselor. The principal may serve as the student's direct link to the superintendent.

#### **Mission & Vision Statements**

**Mission:** Silex R1 School District will provide a safe and positive learning environment that empowers students to pursue their passions and reach their potential. The vision is :

**Vision:** Silex R1 strives to be the best small school district in the state of Missouri by challenging students and staff to grow intellectually, socially, creatively, and physically.

**Guidance**

While the counselor serves a variety of roles, she most often works with students in four main areas:

1. Academic Planning
2. Personal Counseling
3. Career Exploration
4. Testing and Test Interpretation

The high school counselor is available every school day to answer questions and address academic or personal concerns students may have that affect their ability to learn and thrive in school. It is our desire that students feel comfortable and safe enough to bring problems to the attention of the counselor. In addition, the counselor serves as a source of general information to the school staff and as a consultant in student-parent-staff conferences. If necessary, a mental health counselor is available to SHS students on a referral basis. All conversations with the counselor will be handled with extraordinary discretion. The counselor can be reached by calling the main school number, (573) 384-5227.

**SILEX R-1 SCHOOL DISTRICT  
SCHOOL CALENDAR – 2023- 2024**

**August**

8/22 - School Starts

**September**

9/15 - 1st Quarter Progress Report

**October**

10/18 - End of First Quarter

10/23 - Parent-Teacher Conferences

**November**

11/17 - 2nd Quarter Progress Report

11/20 – Monday-School In Session

11/22 - 11/24 – Thanksgiving Break (No School)

**December**

12/18 - Monday-School In Session

12/20 – End of Second Quarter/1st Semester

12/22 -12/29 – Winter Break (No School)

**January**

1/2 - School Back in Session

**February**

02/02 - 3rd Quarter Progress Report

**March**

03/08 – End of Third Quarter

03/26 - 03/29 - Spring Break (No School)

**April**

04/19 - 4th Quarter Progress Report

**May**

05/19 – Graduation 2:00 pm

05/20 - Monday-School In Session

05/23 – Last Day of School 12:15 Dismissal

05/24 – Teacher In-service Full Day

Inclement Weather Make-Up Days:

57 hours built in

Total hours - 1101

School Day 7:50 am - 3:36 pm

**BELL SCHEDULE**

Period	Begin	End
First	7:50	8:49
Second	8:53	9:52
Third	9:56	10:55
Fourth (Advisory)	10:59	11:16
Fifth	11:19	12:39
1 <sup>st</sup> Shift - Elementary 3-5	10:49	11:11
2 <sup>nd</sup> Shift - High School 9-12	11:16	11:36
3 <sup>rd</sup> Shift - Elementary PK-2	11:42	12:07
4 <sup>th</sup> Shift - Middle School 6-8	12:16	12:36
Sixth	12:43	1:41
Seventh	1:45	2:43
Eighth	2:47	3:36

\* School begins at 7:50. You will be counted tardy if you are not in class by the 7:50 bell. Note: PLTC students must be on the bus by 7:45 or you will be considered tardy and the bus will leave without you. You cannot drive to the PLTC if you miss the bus.

## PART II GENERAL INFORMATION

### Announcements

Announcements will be read each day with the Pledge of Allegiance during 1st period or Advisory. The announcements will also be posted on the bulletin board next to the guidance office. Announcement requests are to be submitted in writing to the office by 7:45 a.m. for review and approval by the principal or a designee. Club meeting times will be typically scheduled during Advisory, but may be scheduled at other times when necessary. In these cases, meetings held during or after school should be approved by the sponsor and principal.

### Assemblies

Assemblies are held in the SHS gym. Students are expected to remain in designated areas and be courteous and attentive at all times during assemblies and pep rallies. These activities often draw visitors to our school and your behavior in front of our guests during these activities will leave a strong impression about our school. Therefore, always be on your best behavior and demonstrate your Owl Pride!

### Care of School Property

Our community judges our school district by what they see. The appearance of our buildings and campus is a part of how our school is perceived. It is the responsibility of each student to see that school property is kept in good condition. Please take proper care of books, supplies and other school property to avoid paying for repair or replacement costs.

### Cars at School

Students may park in the lower lot to the west of the Ag Classroom. Preferred parking in front of the school entrance is reserved for seniors with a cumulative GPA that places them in the top 10 of their class. This procedure provides convenience and security for students and their property. Students are expected to enter the building upon arrival and may only return to their vehicle during the school day with permission from the office. Students who do not adhere to these guidelines risk losing their parking privileges. *Vehicles parked on campus may be subject to searches for weapons, alcohol, drugs, drug paraphernalia, or other inappropriate materials.* Middle School Students are prohibited from parking on campus.

### Clubs

All students are encouraged to participate in at least one club or activity during the school year. If students are not interested in joining existing clubs, they should consider proposing a new one. Any student wishing to propose a new club is encouraged to find a faculty sponsor and visit Coach James or Coach Evans. Examples include a Gaming, Chess or Robotics Club. The purpose of our clubs is to connect students with similar interests while promoting pride in our school.

### College Day

**Seniors** may be excused for up to **two** days to visit a college or interview for a job. **Juniors** may be allowed **one** college visit and must be accompanied by a parent. College days should be approved at least one week in advance by a counselor or principal. College days will not be approved during the last two weeks of school. Days taken without approval will be counted as absences. Documentation signed by a college administrator/potential employer is required or the visit will be counted as an unexcused absence. Students should make arrangements with their teachers to pick up assignments prior to the visit. These assignments should be completed and submitted by the original due date. These allowances are not "rights" on the part of seniors to skip school. This practice is designed to assist those students who are exploring college and career options, not to be abused for other purposes.

### Discontinuing School-Check Out Policy

When a student transfers to another district or drops from school for any reason, the following procedures must be followed:

1. Return all books to teachers.
2. Return library books and pay any outstanding fines.
3. Clean out locker.
4. Return all school property (uniforms, gear, equipment, books, etc).
5. Pay all fees or material costs incurred to date, including cafeteria fees.
6. Request refund of fees paid.

### **Distribution of Written Material**

Students of the Silex R-1 School District have the right, protected by the First Amendment to the U.S. Constitution, to exercise freedom of speech. This includes the right to distribute unofficial written material provided it does comply with district guidelines. Official guidelines are available, upon request, from the office of the superintendent or principal.

### **Emergency Dismissal/Cancellation/Late Start**

In the event of an emergency cancellation of school, the general public will be notified by phone, email, social media and the following TV stations: KTVI Ch.2, KMOV Ch.4, KSDK Ch.5

*Late Start* – If necessary and weather permits, the Silex R-1 School District will run buses two hours later than normal route times. School will start at 10:00 am on that day but students may be dropped off starting at 7:40 am.

*Snow Route* – If necessary and weather permits, the Silex R-1 School District will run buses on most black top roads. Students whose address is located on most state highways will be picked up where their driveway intersects the state highway. If the student does not have a state highway address, he/she can be picked up at the snow route bus stops listed on the school website for the student's bus route.

### **Field Trips and Volunteers**

Students on field trips are representatives of Silex High School and must conduct themselves accordingly. Field trips are an extension of the school day. Behavior inappropriate in a classroom will be considered inappropriate on a field trip. Attendance on a field trip must be cleared with all of the student's teachers and the student should then make arrangements in advance to satisfactorily fulfill their class requirements. A background check form is required for anyone accompanying students on a field trip. The cost of the background check is the responsibility of the individual volunteering.

### **Immunizations**

Required immunizations are as follows:

4+ DTaP/DTP/DT/Td, 3+ polio, 3+ hepatitis B, 2 measles, 1 mumps, 1 rubella

- All students must present documentation of the month, day, and year of each immunization before attending school.
- All immunizations must be up-to-date before students are permitted to attend classes.
- The Advisory Committee on Immunization Practices (ACIP) allows a 4-day grace period, so students in all grade levels may receive immunizations up to 4 days before they are due.
- To remain in school, students "in progress" must have an Imm.P.14 form on file and must receive immunizations as soon as they become due.
- Religious (Imm.P.11A) and medical (Imm.P.12) exemptions are allowed. The appropriate exemption card must be on file.
- The ACIP and the Missouri Department of Health and Senior Services recommend Tdap, which contains pertussis vaccine, at age 11-12 years for those who have completed the recommended childhood DTP/DTaP vaccination series and have not received a Td booster dose. However, pertussis vaccine is not required for adolescents for school attendance at this time. A Td booster is required ten (10) years after the last dose of DTaP, DTP, DT, or Td.

### **Illness or Injury**

**Students who become ill or injured during the school day should obtain an official nurses pass from the high school office.** If necessary, the principal may allow the student to sign out and leave school after contacting a parent or guardian. If sent home, the student is expected to obtain their assignments before checking out at the office. The student will not be counted absent from the classes missed while in the nurse's office.

### **Student Illness and Contagious Diseases**

Missouri Revised Statutes: Section 167.191: It is unlawful for any child to attend any of the public schools of this state while afflicted with any contagious or infectious disease, or while liable to transmit such disease after having been exposed. For the purpose of determining the diseased condition, or the liability of transmitting the disease, the teacher or board of directors may require any child to be examined by a physician, and exclude the child from school so long as there is any liability of such disease being transmitted by the pupil. See Chapter 167, Pupil and Special Services, Section 167.191 for full details.

Furthermore, if your child runs a fever, we suggest they not return to school until they have been fever-free for 24 hours without the use of fever reducing medications. Children who have been vomiting should not return to school for 24 hours after their last incident.

### Administration of Medication to Students

All prescription and non-prescription medications shall be taken to the nurse's office. Medication will be kept in a secured area except for certain instances where a physician requests that an individual with a chronic disease/illness assumes responsibility for his/her own medication by self-administration (i.e. bronchodilators). In such instances, the district will not be responsible for the medication. The district will not assume responsibility for medications not taken to the nurse's office. If the physician requests self-administration of a medication for a chronic condition, a signed physician form should be kept in the nurse's office. For administration of any prescription or non-prescription medication, there must be a signed physician order and parent request form for each medication. These forms are available in the nurse's office (E121).

When medication is to be administered by the school, the following conditions must be met:

The medication must have a label affixed by a physician or pharmacy that displays:

1. Name of student
2. Dosage and schedule
3. What the prescription contains
4. Date purchased
5. Physician's name

Proper request forms must be completed and presented with the medication. Under state law any student found with a prescription drug in their possession that is not registered through the nurse will be turned over to the school resource officer.

### Administration of Medication Policy

Please refer to the Silex R-I School District website, [www.silex.k12.mo.us](http://www.silex.k12.mo.us), for the complete policy. If you have questions, please contact the school nurse.

### Lockers

Each student will be assigned a locker at the beginning of the school year. Students are not to trade lockers without the principal's approval. Students may go to their lockers before school and after school as well as during regular passing time between classes. The office must be furnished with a key or the combination if the locker is secured with a lock. It is the student's responsibility to keep his/her locker locked, clean, and neat. **No writing or drawing is permitted in or on the lockers.** The school is not responsible for the loss of items due to theft or vandalism. With just and reasonable cause, lockers may be searched.

### Lost and Found

All articles found in classrooms or halls should be turned into the main office.

### Lunch

We have a closed lunch hour so all students must report to the cafeteria and remain there for the assigned lunch period. Students must get permission from the lunch supervisor or a teacher to leave. Students are not allowed to leave school for lunch even with parent permission. The student may only leave if the trip was pre-approved by the office. Example: Pizza for a class reward. Any student leaving school for lunch will be deemed truant.

Students may purchase breakfast in the morning from 7:30 to 7:50. Lunch/Breakfast accounts through the student's ID must be paid before school. The lunch rate is \$3.25 per day and the breakfast rate is 1.85 per day. (Estimated lunch expense is \$52/month and breakfast \$30/month) The student is to pay in advance to keep a positive balance in the account. A notice will be sent out when the student's account falls below a \$10 positive balance. If a student's account falls to a \$10 negative balance a warning school reach call will be sent out advising to pay the account or fill out a free-reduced lunch application. If a student's account falls to a \$20 negative balance, lunch and breakfast may no longer be served to the student until the balance is paid or a conference is held with the building principal and parent(s) in which a payment plan is arranged or a free/reduced lunch application is submitted. Guidelines and applications for free/reduced lunches are available from the Superintendent of Schools. These are provided at the time of student enrollment and upon request throughout the school year.

Parents are encouraged to submit an application for free/reduced lunch which is available from the Superintendent of Schools. These are provided at the time of student enrollment and upon request throughout the school year.



### **Nuisance Items, Games, and Personal devices Items**

No toys, games, beepers, paging devices, radios, video games, CD or tape players, laser pens, etc. can be used in school during school hours without permission from an administrator or teacher. All items brought to school are the responsibility of the student. See discipline schedule for consequences of unapproved use.

### **Bring Your Own Device (BYOD)**

Students are welcome to use school owned devices but are also allowed to bring personal devices at their own risk. These devices may be used in the classroom at the discretion of the teacher (avoid cell phones at much as possible). Telecommunication (electronic) devices are defined as, but not limited to, cell phones, personal laptop computers, tablets, e-readers, iPods, Mp3 players, digital cameras, and earbuds/headphones. Electronic/portable communication devices may be used on school premises before school begins, and at lunch. Phone calls must take place in the high school office. If you are seen with a phone or non-approved electronic device you will be asked to take it to the office.

Use, display, or activation of these items at times other than described above will result in consequences from among the following: Verbal warning, detention, confiscation of the device for a limited time period, parent notification, counseling, In-school suspension, or other appropriate consequences at the principal's discretion. An example might look like the following:

**1st Violation:** Verbal warning from HS office and confiscation and return at the end of the day

**2nd Violation:** Saturday Detention, phone confiscated and returned to student at the end of the day.

**3rd Violation:** (2 days) In-School Suspension, phone confiscated and returned to parent.

**Repeated Offenses:** Saturday Detention, loss of privileges, ISS, OSS; Principal discretion

If electronic devices are used in a way as to substantially disrupt the school environment, the student may be suspended for up to ten (10) days out-of-school with a possible recommendation for a suspension up to 180 school days or expulsion. School administrators will investigate the reason for use of an electronic device by a student to determine if other district policies are also applicable, which could result in an increase in the discipline (i.e. using a cell phone for the purpose of cheating, etc.) See Telecommunications Student Handbook for full details.

### **Pep Rallies**

Pep Rallies may be held during school hours before major extracurricular activities at the discretion of the principal and activities director. Their purpose is to foster school spirit and enthusiasm for sports, and to recognize outstanding effort and achievement.

### **Passes Leaving School**

In case it is necessary for you to leave school before or during school, the principal's secretary must be notified by your parents, either by telephone or in writing. Students must have a pass signed by the principal or principal's secretary before leaving school. Upon returning you are to report to the office for an admit slip to class.

### **Report Cards and Mid-term Reports**

Mid-term evaluations and quarter grade cards will be emailed to the parents/guardians of each student. Students and parents may still request a printed copy to be sent home but only semester grades will be printed and sent home with the students. Mid-term and quarter grades are based on a percentage of the total score possible for the grading period. The semester grades are based on the two quarter grade percentages. Cumulative grade point averages are based on semester grades only. Current grade point average is based only on the current quarter grades. Semester grades in those courses that the State requires an End of Course (EOC) test will be figured as follows: 1<sup>st</sup> or 3<sup>rd</sup> quarter (45%) + 2<sup>nd</sup> or 4<sup>th</sup> quarter (45%) + EOC score (10%) = semester grade.

### **Soda, Energy Drinks, Water Bottles, Sports Drinks, Coffee Cups, etc**

Open containers of any kind are not allowed to be carried in from outside of the school. Students are not permitted to bring energy drinks, coffee cups, or any other drinks into the school building for any reason. Students may purchase water, diet soda, and flavored water from the Pepsi vending machines located in the hallways. Students are not allowed in the teacher's workroom at any time. Any student found in the teacher's workroom will be referred immediately to the principal's office. Students are permitted to bring one sealed container of soda, water, or sport drink in their lunch box to be consumed during

lunch time only. Any leftover beverage must be discarded before leaving the cafeteria.

### **School Access Guidelines**

The main high school and elementary entrances will be the points of entry to and exit from the building during normal operating hours. School doors will open at 7:30 a.m. and close at 7:50 a.m. and open at 3:35 p.m. and close at 4:30 p.m. After doors close, all parents, students and visitors MUST buzz in at the main entry doors. Press 1 to access the high school office. Press 2 to access the elementary office.

All other doors will only be used for emergency exits. Exterior doors are not to be propped open for any reason which may allow outsiders access into the building.

Silex R-I strives to achieve a balance—both as a warm, friendly, and welcoming environment and at the same time, one that is safe and secure for our students and all who use our building.

### **School Hours**

School hours are from 7:30am - 4:00 pm. Students are not allowed to arrive at school unless on a bus or meeting a teacher (early practice, club meetings, or tutoring) before 7:30 am. Students must leave the school by 4:00 unless they are meeting with a teacher (practice, meeting, or tutoring). Students should leave school and return to an event later in the day unless they are with their coach or sponsor. No roaming the halls, playing in the gym, or playing on the playground.

### **School Dances**

Scheduled dances will be held throughout the school year with the following guidelines:

1. The same rules of school conduct will apply at all dances.
2. High School Dances (9-12) will be limited to students of SHS and a guest. Guests must submit a completed dance guest application signed by the building principal prior to the dance. Any student found to be attending with an ineligible date will be required to leave immediately. Guests must be in at least 9<sup>th</sup> grade with a maximum age of 20 and cannot be a dropout.
3. Middle School Dances (6-8) will be limited to students of SMS and a guest. Guests must submit a completed dance guest application signed by the building principal prior to the dance. Any student found to be attending a dance with an ineligible date will be required to leave immediately. Guests must be in 6<sup>th</sup> through 8<sup>th</sup> grades.
4. Any student leaving the building before the dance is over will not be readmitted.
5. Students are responsible for the conduct of their guests.
6. Any student under school suspension or on social probation at the time of the dance will not be allowed to attend.
7. Any individual found in possession and/or having consumed any alcoholic beverages or drugs may be turned over to local law enforcement officials. Further action may be taken at a later time. If the guest of a student is found in possession and/or have consumed any alcoholic beverages or drugs the student that brought him/her will have disciplinary actions taken against them.
8. The following apply to attend prom:
  - a. Silex High School juniors and seniors only
  - b. Guests of juniors and seniors, excluding junior high students
  - c. Dress for prom is formal and must comply with school dress policy. Example: No bare midriffs. However, this does not mean that males are required to rent a tuxedo or girls to wear long dresses.

### **School Violence Hotline**

The State School violence hotline toll free number is 866-748-7047. A report may also be made by email using the following website: <http://www.schoolviolencehotline.com>

### **Student Offices**

SHS students are encouraged to run for student offices. Previous tenure on SHS executive council is necessary to run for Student Council Executive President. Previous tenure as a class officer is necessary to run for executive council. Students may not hold a student council executive office and a class office during the same year.

### **Telephone Calls**

Telephone calls should be made before and after school or between classes when urgent. Secretaries will only deliver telephone messages which are absolutely necessary such as a family emergency. Office telephones are for emergency use only. Permission from a teacher or an administrator must be obtained before making calls during class time or during lunch.

### Textbooks

Textbooks are provided by the Silex R-I School District at no cost to students. Care of textbooks is the responsibility of the students to whom they are issued. Students will be charged for lost or damaged books using the following guidelines:

Lost textbook:	full replacement cost
Normal wear and tear:	no charge
Moderate damage:	25% of full replacement cost
Excessive damage:	50% of full replacement cost
Destroyed:	full replacement cost

### Use of School Name

- Any function or activity having a connection with or bearing the name of the school in any manner must be approved by the administration, and remain under the supervision of the school.
- The school may prohibit the formation of organizations and disband those already formed when they do not contribute to the education of students.
- All soliciting by the organization or students must have the approval of school administration.
- All publications having any connection or bearing the name of the school shall be approved by the administration.

### Visitors

All visitors are to check-in at the office and remain there throughout the duration of their visit. If it is deemed necessary and appropriate by the administration for the visitor to meet with a staff member or student they will be designated a private area for discussion, depending on the circumstances.

### **PUBLIC LAW 107-110**

The Silex R-I District is required to inform parents of certain information according to "The No Child Left Behind Act of 2001" (PL 107-110). Upon request, our district is required to provide, in a timely manner, the following information:

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

In addition to the information that parents may request, the district must provide to each individual parent:

- Information on the achievement level on MAP (Missouri Assessment Program) assessments through End of Course testing
- 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.

### PUBLIC NOTICE

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, highly mobile children, such as migrant and homeless children, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The public schools assure 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 children with a developmental delay.

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

The public schools 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 (GEPA). This plan may be reviewed at the public school central offices during normal school hours 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 the 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: Sillex R-I Schools. This notice will be provided in native languages as appropriate.

## SAFETY DRILLS

Tornado, Fire and Earthquake drills will be held periodically during the school year. Make sure you know where to exit the building in case of fire, the proper place to go in case of a tornado and the proper action to take in case of an earthquake. Instructions for these drills are as follows:

### **Fire Procedures**

The bell will consist of a long, continuous bell. Upon hearing the fire alarm, the student will:

1. Follow the teacher's instructions.
2. Leave all materials in the classroom.
3. Avoid talking, pushing and shoving.
4. Once outside, remain with their class.

Upon hearing the fire alarm, the teacher will:

1. Secure windows and doors when feasible
2. Take your grade book to check roll
3. Take your Crisis Response Plan binder.
4. Be the last to leave the room.

Upon hearing the fire alarm, the administrators will:

1. Contact the fire department.
2. Check building to assist evacuation.
3. Superintendent will report to front parking lot.
4. Elementary Principal will report to the playground.
5. High School Principal will report to ball field.

The regular school bell will signal the end of a fire drill. At that time, students will return to their room and class will resume.

<u>Room</u>	<u>Exit</u>	<u>Gathering Area</u>
Business (H112)	HS West Door	Front parking lot
HS Math (H106)	HS West Door	Front parking lot
Library (H111)	HS West Door	Front parking lot
HS Science (H109)	HS East Door	Ball field
HS English (H102)	HS East Door	Ball field
HS Social Studies (H104)	HS East Door	Ball field
SPED/ISS (H101)	HS East Door	Ball field
Gymnasium (G201)	Commons West Doors	Ball field
Art (G101)	Lower Level East Door	Ball field
Music (G102)	Lower Level East Door	Ball field
Boys' Locker Room (G104)	Lower Level East Door	Ball field
Girls' Locker Room (G110)	Lower Level West Door	Ball field
Weight Room (G105)	Lower Level East Door	Ball field
HS Addition (H201/T202/H203/H204)	HS East Door	Ball field
Middle School Math	MS East Door	Ball field
Middle School English	MS East Door	Ball Field
Middle School Social Studies	MS East Door	Ball field
Middle School Science	MS East Door	Ball field
Nurse's Office (E121)	North Door	playground
Vocational Ag. (E120)	North or West Door	Front parking lot
Cafeteria (M111)	North Door	Ball field
E99, E100, E101, E102, E103, E104	Elementary North Door	playground
E105, E106, E107	Elementary West Door	playground
E108, E109, E113, E115, E117	Elementary Main Door	playground

## TORNADO/STORM SAFETY PROCEDURE

1. Printed instructions will be posted where all students can read them regularly and students will also be instructed by teachers.
2. The signal to take shelter is continuous short rings.
3. Proceed to the assigned locations as listed below in a prompt but orderly manner.
4. Take your grade book and Crisis Response Plan Binder with you to your assigned area.
5. Students will line up as close to the solid wall as possible. If students must take cover in a hallway, kneel face down, draw knees up under them, and cover the back of their heads with their hands. Unless instructed to face in a specific direction, students should point their heads away from windows or other openings.
6. All glass (trophy cases, windows etc.) should be avoided.
7. An aisle will be left in the center of the hallway.
8. Open areas should be entirely vacant.
9. If sheltered in the Ag basement, locker rooms or weight room stand as close to the wall as possible to the wall. In the Ag basement stay in the boundaries of the yellow line.
10. Above all, DO NOT PANIC!
11. If sheltered upstairs, pay attention to staff members with radios for further instructions to move to the Ag basement, weight room, or HS locker rooms.
12. All clear signal is given by an Administrator.

### Assigned locations:

#### Room

Business/H-112  
 Foreign Language/H-110  
 Math/H-106  
 Library/H-111  
 Gymnasium/G-201  
 Science/H-109  
 English/H-102  
 Social Studies/H-104  
 SPED/H-101  
 HS Addition (H201/T202/H203/H204)  
 Gymnasium/G-201  
 Art/G-101  
 Music/G-102  
 Middle School Classes/6-12 grade students  
 Middle School Classes/4-5 grade students  
 Cafeteria/M-111  
  
 Vocational Ag./E-118,E-120  
 Computer Lab/E117 & E119  
 Old Gym/123  
 Elementary/E99, E101, E103, E105 (left side)  
 Elementary/E100, E102, E104 (right side)  
 Elementary/E107, E109, E113, E115 (left side)  
 Elementary/E106, E108 (right side)

#### Locker Room/Gathering Area

Girls/G-110  
 Girls/G-110  
 Girls/G-110  
 Girls/G-110  
 Girls/G-110  
 Boys/G-104  
 Boys/G-104  
 Boys/G-104  
 Boys/G-104  
 Boys/G-104  
 Girls/G-110  
 Girls/G-110  
 Girls/G-110  
 Boys/G-104 and Girls/G110  
 Ag Basement  
 PreK-5 grade shifts go to Ag Basement, 6-12 go to locker rooms  
 Ag Basement  
 Ag Basement  
 Ag Basement  
 Ag Basement  
 Ag Basement  
 Ag Basement  
 Ag Basement

Use the Right Stairwell

Use the Left Stairwell

High School Office staff-will have the radios, emergency binder and go to HS locker rooms  
 Elementary Office staff- will have the radios, emergency binder and go to Ag basement

The Principal or designee will:

1. Keep a close watch on cloud conditions in the vicinity of the school during the watch period.
2. Take action when a tornado warning has been declared.
3. Sound the tornado drill signal through the building. A backup alarm should be available in the event of a power failure.
4. Once students and staff are in position, assure that they are in a protective posture,
5. If a tornado hits, remain calm, assess and treat injured, and call for help.
6. Everyone will remain in the shelter areas until the situation stabilizes.
7. If the building is not safe to occupy, students will be moved to the relocation point parents notified.

In the event of a tornado:

- During specials:
  - Take students you have to the closest safest location.
- During bus loading or drop off time:
  - The bus drivers are responsible for getting the students back into the building into the closest and safest location.
- During passing time teachers on duty:
  - Get students to the closest safest location.
- During lunch time teachers on duty:
  - Get students into the lower middle school hallway or middle school hallway and/or restrooms
- ❖ The Superintendent will be the only one to address the Media unless he/she appoints someone else. No teachers nor staff should speak to the media.

### **Earthquake Procedures**

#### **If Inside:**

Following the teacher's command, **the student will:**

1. Immediately **take cover** under desks or tables and **turn away from windows.**
2. Remain in a sheltered position for at least 60 seconds.
3. Be silent and listen to instructions.

At the first sign of the ground shaking, **the teacher will:**

1. Open the classroom door and take cover.
2. Talk calmly to students.
3. Review procedure for evacuating the classroom (same as fire evacuation).

#### **If Outside:**

Following the teacher's command, **the student will:**

1. Get away from buildings, trees and power lines.
2. Drop to the ground, cover their head.
3. Be silent and listen for further instructions.

At the first sign of the ground shaking, **the teacher will:**

1. Take safe cover.
2. Drop to the ground.
3. Check the class role as soon as practical.

#### **If on the Road:**

1. Move away from overpasses and bridges.
2. Stop slowly in a safe area.
3. Listen to the radio.

## **Earthquake Safety For Missouri's Schools**

The New Madrid Seismic Zone Extends 120 Miles Southward from the area of Charleston, Missouri, and Cairo, Illinois, through New Madrid and Caruthersville, following Interstate 55 to Blytheville and down to Marked Tree, Arkansas. The NMSZ consists of a series of large, ancient faults that are buried beneath thick, soft sediments. These faults cross five state lines and cross the Mississippi River in three places and the Ohio River in two places.

The New Madrid Seismic Zone and surrounding region is Active, averaging More than 200 Measured Events per Year (Magnitude 1.0 or greater), about 20 per month. Tremors large enough to be felt (Magnitude 2.5 – 3.0) are noted every year. The fault releases a shock of 4.0 or more, capable of local minor damage, about every 18 months. Magnitudes of 5.0 or greater occur about once per decade. They can cause significant damage and be felt in several states.

The Highest Earthquake Risk in the United States outside the West Coast is in the New Madrid Seismic Zone. Damaging temblors are not as frequent as in California, but when they do occur, the destruction covers over more than 20 times the area due to the nature of geologic materials in the region. The 1968 5.5 magnitude Dale, Illinois earthquake toppled chimneys and caused damage to unreinforced masonry in the St. Louis area, more than 100 miles from the epicenter. A 5.2 magnitude earthquake in April 2008 in southeast Illinois, did not cause damage in Missouri, but was felt across much of the state.

A Damaging Earthquake in this Area, which experts say is about a 6.0 magnitude event, occurs about once every 80 years (the last one in 1895 was centered near Charleston, Missouri). There is estimated to be a 25-40% chance for a magnitude 6.0 – 7.5 or greater earthquake along the New Madrid Seismic Zone in a 50-year period according to the U.S. Geological Survey reports. The results would be serious damage to unreinforced masonry buildings and other structures from Memphis to St. Louis. We are certainly overdue for this type of earthquake!

A Major Earthquake in this Area - the Great New Madrid Earthquake of 1811-12 was actually a series of over 2000 shocks in five months, with several quakes believed to be a 7.0 Magnitude or higher. Eighteen of these rang church bells on the Eastern seaboard. The very land itself was destroyed in the Missouri Bootheel, making it unfit even for farming for many years. It was the largest release of seismic energy east of the Rocky Mountains in the history of the U.S. and was several times larger than the San Francisco earthquake of 1906.

**When Will Another Great Earthquake the Size of Those in 1811-12 Happen?** Several lines of research suggest that the catastrophic upheavals like those in 1811-12 visit the New Madrid region every 500-600 years. Hence, emergency planners, engineers, and seismologists do not expect a repeat of the intensity of the 1811-12 series for at least 100 years or more. However, even though the chance is remote, experts estimate the chances for a repeat earthquake of similar magnitude to the 1811-1812 New Madrid earthquakes over a 50-year period to be a 7 - 10% probability.

**What Can We Do to Protect Ourselves?** Education, planning, proper building construction, and preparedness are proven means to minimize earthquake losses, deaths, and injuries.

### **Prepare a Home Earthquake Plan**

- Choose a safe place in every room--under a sturdy table or desk or against an inside wall where nothing can fall on you.
- Practice DROP, COVER AND HOLD ON at least twice a year. Drop under a sturdy desk or table, hold onto the desk or table with one hand, and protect the back of the head with the other hand. If there's no table or desk nearby, kneel on the floor against an interior wall away from windows, bookcases, or tall furniture that could fall on you and protect the back of your head with one hand and your face with the other arm.
- Choose an out-of-town family contact.
- Take a first aid class from your local Red Cross chapter. Keep your training current.
- Get training in how to use a fire extinguisher from your local fire department.
- Inform babysitters and caregivers of your plan.

### **Eliminate Hazards**

- Consult a professional to find out additional ways you can protect your home, such as bolting the house to its foundation and other structural mitigation techniques.
- Bolt bookcases, china cabinets and other tall furniture to wall studs.
- Install strong latches on cupboards.
- Strap the water heater to wall studs.



### **Prepare a Disaster Supplies Kit for Home and Car**

- First aid kit and essential medications.
- Canned food and can opener.
- At least three gallons of water per person.
- Protective clothing, rainwear, and bedding or sleeping bags.
- Battery-powered radio, flashlight, and extra batteries.
- Special items for infant, elderly, or disabled family members.
- Written instructions for how to turn off gas, electricity, and water if authorities advise you to do so. (Remember, you'll need a professional to turn natural gas service back on.)
- Keeping essentials, such as a flashlight and sturdy shoes, by your bedside.

### **Know What to Do When the Shaking BEGINS**

- DROP, COVER AND HOLD ON! Move only a few steps to a nearby safe place. Stay indoors until the shaking stops and you're sure it's safe to exit. Stay away from windows.
- In a high-rise building, expect the fire alarms and sprinklers to go off during a quake.
- If you are in bed, hold on and stay there, protecting your head with a pillow.
- If you are outdoors, find a clear spot away from buildings, trees, and power lines. Drop to the ground.
- If you are in a car, slow down and drive to a clear place (as described above). Stay in the car until the shaking stops.

### **Know What to Do AFTER the Shaking Stops**

- Check yourself for injuries. Protect yourself from further danger by putting on long pants, a long-sleeved shirt, sturdy shoes, and work gloves.
- Check others for injuries. Give first aid for serious injuries.
- Look for and extinguish small fires. Eliminate fire hazards. Turn off the gas if you smell gas or think its leaking. (Remember, only a professional should turn it back on.)
- Listen to the radio for instructions
- Expect aftershocks. Each time you feel one, DROP, COVER, AND HOLD ON!
- Inspect your home for damage. Get everyone out if your home is unsafe.
- Use the telephone only to report life-threatening emergencies.

The information contained was extracted from the American Red Cross website [http://www.redcross.org/services/prepare/0,1082,0\\_241\\_00.html](http://www.redcross.org/services/prepare/0,1082,0_241_00.html), Missouri State Emergency Management Agency website (<http://sema.dps.mo.gov/EQ.htm>) and the Federal Emergency Management Agency website (<http://www.fema.gov/hazard/earthquake>). This is distributed to each student annually to satisfy the requirements of RSMo 160.455

**PART III**  
**ACADEMIC REGULATIONS**

**Graduation Policy**

Graduation diplomas and/or certificates shall be awarded to students based on the following standards in addition to taking all state required End of Course (EOC) tests, and passing the the United States and Missouri Constitution tests.

<u>General Education Diploma</u>	<u>Credits</u>
English (including English I and English II)	4
Science	3
Mathematics (including Algebra I or competency equivalent)	3
Social Studies (including American History and Government)	3
Fine Arts	1
Practical Arts	1
Physical Education	½
Health	½
Personal Finance	7
Electives	24
<u>Career &amp; Tech Prep Diploma</u>	<u>Credits</u>
English (including English I, English II, and English III or English IV))	4
Science	3
Mathematics (including Algebra I or competency equivalent)	3
Social Studies (including American History and Government)	3
Fine Arts	1
Physical Education	1
Health	½
Career & Technical Education*	4
Business/Computer Education**	1
Personal Finance	1/2
Electives	3
	24
<u>College Prep Diploma</u>	<u>Credits</u>
English (Including I, II, and III or IV or College English)	4
Science (including Chemistry, Advanced Biology or Physics)	3
Mathematics (Algebra I, Algebra II, Geometry, and higher)	3
(Algebra I taken in 8th grade does count as credit.)	1
Math or Science or College Level Course above core requirements	3
Social Studies (Including American History and Government)	3
Fine Arts	1
Practical Arts	1
Physical Education	1
Health	½
Business/Computer Education***	1
Foreign Language	2
Personal Finance	½
Electives	3
	24

\* Must be Agriculture, FACS, Business or Pike Lincoln Technical Center (PLTC)

\*\* Requirement may be substituted with vocational class if attending PLTC

\*\*\*Requirement may be substituted with a college class if attending Missouri Southern State University, Missouri State University or St. Charles County Community College

**Graduation Credits**

All students must complete the board of education's sequential course of study unless an alternative course of study is approved by the administration. Students need 6 credits as a freshman, 12 as a sophomore; and 18 as a junior to be on course to graduate. The units of credit required for graduation is 24.

### Early Graduation

A student may be approved for early graduation after proper application is made to the High School Principal, subject to approval by the Board of Education if one of the following conditions are met:

1. Silex High School graduation requirements have been met, and
2. The student completes the eighth semester as a half or full-time student in a college or vocational school, or
3. Start full time employment or basic training

If 1 and 2 or 3 criteria are met, the diploma will be awarded at the annual graduation exercise; however, the student will retain their original class status in all other areas (i.e. class rank, class composite, class trips, prom, yearbook, etc.). If a student only meets criteria number 1 they will not be allowed to participate in the annual graduation exercise without approval from the Board of Education.

### Middle School Promotion

Promotion from the sixth to seventh, seventh to eighth grade, or from the eighth to ninth grade shall be based on both of the following criteria:

1. Must pass 7 of 8 semesters offered in the four basic "core" academic areas. Core areas are Language Arts, Social Studies, Mathematics, and Science. Students will be required to attend credit recovery for any class failed.
2. Must not fail more than one of the supplemental curricular subjects. A supplemental course is any course not already mentioned. These courses would include art, music, keyboarding, health, agriculture, physical education, home economics, reading, and study skills.

Those students who have attended regularly and have put forth a concerted effort, yet have not met minimum standards, may be eligible for social promotion. This is at the discretion of the administration.

### Grading System

Each teacher shall evaluate each student at least five times each quarter. Efforts should be made to make these evaluations consistently throughout the quarter. Grades will be recorded numerically. Grades will be calculated at the end of each reporting period and a letter assigned. (Classes offered off campus may not use + or -)

As a guide in grading, the following may be considered: daily recitations, work projects, quizzes, reports, review tests, and final examinations. Semester grades are determined by the accumulation of points over the entire semester. Final examinations will be given each semester. Students should be aware of the significance of the final exam.

An incomplete grade may be given for a class at the end of a grading period subject to the approval of the Principal or Superintendent. Approval is limited to situations where the student has been absent for such an extended period of time that is impractical to assign a grade. A letter grade must be assigned within the time frame given for make-up work. After that time, a letter grade of "F" will be recorded if work is not completed satisfactorily.

### Grade Point Scale

Silex High School uses a 4.000 grading scale. The following grading scale applies:

Grade	Percentage	Point Value	Weighted Point Value
A	93-100	4.000	5.000
A-	90-92	3.667	4.667
B+	87-89	3.333	4.333
B	83-86	3.000	4.000
B-	80-82	2.667	3.667
C+	77-79	2.333	3.333
C	73-76	2.000	3.000
C-	70-72	1.667	2.667
D+	67-69	1.333	2.333
D	63-66	1.000	2.000
D-	60-62	0.667	1.667
F	0-59	0.000	0.000

### Weighted Grades

All dual credit courses will be weighted based on the chart above.

### Grade Point Average - Class Rank

All students will receive a current and cumulative grade point average which will be calculated at the end of each semester. With the exception of pass/fail courses and correspondence courses, grades earned in all classes at DESE accredited schools will be used in the calculation of honor roll and GPA. Grades earned in MoVIP courses will be calculated in the GPA and Honor Roll, but will not be calculated in class rank. The two students that have the top two cumulative GPAs from the 9th to 12th grades will be named valedictorian/ salutatorian accordingly. The student must be a Silex R-1 School District student for at least five semesters and cannot have a modified academic schedule to be eligible for Valedictorian, Salutatorian, or top ten of class.

### Honor Roll

The two honor rolls for Silex High School are:

1. Principal's Honor Roll:
  - A- (3.67) Grade Point Average and
  - No grade below B-
2. Regular Honor Roll:
  - B (3.0) Grade Point Average and
  - No grade below C-

### Teacher's Academic Letter for Excellence

Those students in grades 9-11 who maintain a GPA of 3.67 or higher during an entire school year will be awarded the Teacher's Academic Letter for Excellence. Those students in grade 12 who maintain a GPA of 3.67 or higher during an entire school year and have a least one weighted class or have a cumulative GPA of 3.67 or higher will be awarded the Teacher's Academic Letter for Excellence. An academic pin or bar will note each successive year. Those students in grade 12 who maintained a 3.67 (A-) or higher cumulative grade point average throughout high school will have their name engraved on the award plaque that is displayed in the high school.

### Scheduling Policy

The following information should be considered when planning a schedule:

1. High School students are permitted to enroll in only one physical education class for the school year if they earned a minimum of an 80% the prior year. (Freshman are excluded from the 80% criteria)
2. No student may be excused from school time to work.
3. All students are required to pass a test on the United States Constitution and the Missouri Constitution. No student shall graduate on or after January 1, 1994 without successfully completing a course of instruction in United States Government and American History.
4. In order to participate in the graduation exercises and proceedings, seniors must have completed all requirements for graduation prior to the conclusion of the senior's last day of attendance. This includes correspondence courses.
5. Credit for correspondence courses will be evaluated on an individual basis. Requests for a correspondence course should be directed to the counselor and principal. The course must be completed satisfactorily before the last day of senior attendance to be considered for graduation requirements.
6. Credit from an approved summer school program may be accepted toward promotion or graduation. Requests should be directed to the counselor and principal.
7. Each student should be aware of the requirements for the type of diploma towards which they are working.
8. Eight semesters of attendance are required for graduation, unless early graduation has been approved by the Board of Education.
9. Student Aids/Community Youth Volunteers must be a senior student with a minimum 2.0 GPA with no office discipline the prior year.
10. School officials can make recommendations to students and their parents/guardians, but the final decision as to course requests is left to the students and their parents/guardians. It is, therefore, very important that parents/guardians be active in their child's schedule from the beginning. It is very difficult, if not impossible, for a student to decide after the sophomore year to pursue a College Prep Diploma if appropriate courses have not already been taken. Students should select the courses which they need to meet their educational goals.

### Dropping a Course

Students who enroll in a class will have a maximum of four days to drop a course. Students dropping a course will be required to take another course in place of the one dropped. Students who drop or are removed from any class prior to the end of the grading period will not earn a passing semester grade unless (1) prior arrangements have been made, or (2) it is determined that exceptional circumstances exist. It is determined that students cannot receive the full educational benefit from year long courses unless they attend the entire year. Therefore, courses are designed so that students must attend the entire year and can be dropped only for the following reasons:

1. Students who have earned an "F" for the semester may be allowed to drop upon recommendation of the teacher, counselor, parent and principal. Students may be permitted to drop only if it is determined that they are unable to master the course. Failure to work will not exempt a student.
2. Students may drop a year-long course at the semester if it is determined by the principal that a serious student-teacher conflict exists. The student will receive the 1st semester grade he/she has earned. However, if a student is removed from a yearlong class at any other time because of a student-teacher conflict, he or she will automatically receive an "F" for the semester. It is the student's responsibility to make sure he or she has taken all the required courses for graduation. The counselor will assist students who have questions.

### Advisory Time 10:52-11:16 Daily

The purpose of the Advisory period is intended to provide intervention and support for students who may struggle in classes and benefit from additional individual or small group instruction. Advisory will also provide an opportunity for students to meet with their teachers and complete missing or incomplete assignments. Time will also be allocated during Advisory time for various clubs to meet. Students will earn a pass/fail grade that will be counted toward extracurricular eligibility. NO HALL TRAVEL will be permitted without a pass to a core teacher's room to work.

### Transfer Students

Students that transfer from another public accredited school that utilizes a different credit system than the standard 7 period day will have their required graduation credits prorated. If a student has passed 100% of their courses at a previous school, they will have earned 7 credits for each year they transfer in. Students who have failed one or more classes will receive approximately the same percent of credits they received at their previous school rounded down to the nearest ½ credit. Home schooled and unaccredited transfers will be awarded credits based on the Silex Board of Education and State Graduation Policies.

### Alternate Methods of Receiving Credit

1. Summer School Silex R-I Summer School only:
  - A. High School- ½ credit may be earned each session.
  - B. Students must attend a minimum of 60 hours to receive a ½ credit.  
\*Summer school will be offered pending State funding.
2. Dual Enrollment- When a student receives credit by taking a college-level class for high school and college credit:
  - A. Senior students have the opportunity to earn college credit hours in a dual enrollment program offered by Missouri Southern State University, Missouri State, and St. Charles Community College. These courses will be delivered on-line courses and facilitated by an SHS staff member while students are in attendance at SHS. Students must have a 3.25 GPA in their core classes during the first 6 semesters in high school, a good discipline record, and above a 95% attendance rate during that time to qualify. Students and their parents can petition the building principal for an exception to not meeting one of these criteria. Students will pay all fees for the college credit to Missouri Southern or SCCC.
  - B. College Class Enrollment- When a student enrolls in a class(es) at a college. Pre-approval must be obtained from the principal and counselor if high school credit is desired.
3. Missouri Course Access and Virtual Course Program (MOCAP) - With prior administrative approval, students may enroll and earn credit online through Launch FuelEd. Students and families that are interested in this option should contact the school counselor to start the application process.

### Pike Lincoln Tech Center

Students from S.H.S who attend Pike/Lincoln Technical Center (PLTC) are subject to the rules and policies of both schools. This includes attendance, discipline, and bus conduct policies of the PLTC. All students and parents must have a signed agreement for attendance on file with the principal in order to participate in the program. Parents of students who are interested in the Tech Center should stay apprised of the spring admission dates for the Center. Students going to PLTC must be at school by 7:50 am.

### Scholarship

For current scholarship information and applications, students should check the scholarship documents with their school email and visit their counselor. Many general, institutional, private and local scholarships are available to qualified students.

### A+ Schools Program

If state funds are available and our high school continues designation as an A+ School prior to graduation, students may receive reimbursement for college expenses as determined by the Missouri General Assembly while attending a Missouri public community college or public vocational/technical school on a full-time basis. This reimbursement may be for the unpaid balance of the cost of tuition subject to legislative appropriation. This financial assistance is on the condition that the following requirements are met:

1. Attend an A+ designated school for three (3) consecutive years immediately prior to high school graduation.
2. Graduation from high school with a grade point average of 2.5 or higher on a 4.0 scale (non-weighted GPA).
3. Have at least 95 percent attendance record for the four-year period.
4. Graduate with fifty (50) documented hours of unpaid tutoring of students in approved settings.
5. Maintain a record of good citizenship and avoid the unlawful use of drugs and alcohol.
6. Make a good faith effort to secure federal post-secondary student financial assistance funds during the last semester of senior year.
7. All males who reach their 18th birthday must register for the Selective Service. (This is a federal requirement regardless of whether you enroll in the A+ program or not).
8. **Beginning with the high school senior class of 2015, achieved a score of proficient or advanced on the Algebra I end of course or higher level approved exam. Students may also fulfill this requirement by scoring a 15 on the math section of the ACT with a 3.0 G.P.A., a 16 with a 2.8 G.P.A. or a 17 with a 2.5 G.P.A.**

To maintain eligibility after high school graduation, the following requirements must be met:

1. Enroll and attend on a full-time basis a Missouri public community college or public vocational/technical school.
2. Maintain a grade point average of 2.5 or higher on a 4.0 scale.
3. Make a good faith effort to secure federal post-secondary student financial assistance each year.

### Statewide Assessments

The district will implement the components of the Missouri Assessment Program (MAP) to grades 6-8 in order to monitor the progress of all students in meeting the Show-Me Standards, as set forth by the Missouri State Board of Education.

End-of-course (EOC) assessments will be administered in accordance with the rules of the Department of Elementary and Secondary Education (DESE).

If a student is taking a course that requires an EOC assessment and is failing the course or for some other reason may be required to retake the course, the district may choose to delay administration of the EOC assessment until the student has completed the course a second time. A team consisting of the course instructor, the principal and a counselor will determine when delayed administration of an EOC assessment is appropriate. In the case of a student with an Individualized Education Program (IEP), the IEP team will make the determination.

### Teaching About Human Sexuality

The Board of Education recognizes that parents/guardians are the primary source of sexuality education for their children. The Board also recognizes that effective sexuality education, taught in concert with parents/guardians, helps students avoid risks to their health and academic success and prepares them to make informed decisions as adults. Therefore, pursuant to the requirements of state law, if the district chooses to use any course materials and instruction relating to human sexuality and sexually transmitted diseases that materials and instruction shall be medically and factually accurate and shall follow policy IGAEB.

### **Missouri Options Program**

A HISET program is offered to current SHS students. This program is available to SHS students who will be 17 years of age and are at least one year behind in credits of their class.

### **Credit Recovery**

Students who have failed a required core class at the end of a semester are eligible for Credit Recovery. Students will demonstrate mastery of the required objectives through their work on the Edmentum program. Students who have previously earned 50% - 59% will need to complete a designated number of modules. Students who have failed multiple classes with a 50% or above may take more than one at a time. Students who have scored lower than a 50% will need to retake the entire course through the Edmentum program. Students who have failed a course with a 50% or below may only take one course at a time. The Edmentum program will be available to students during summer school. Students may also be pulled from elective courses to complete credit recovery in required courses.

## PART IV **STUDENT RECORDS**

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

### **Student Records**

In order to provide students with appropriate instruction and educational services, it is necessary for the district to maintain extensive and, sometimes, personal information about students and families. These records must be kept confidential in accordance with law, but must also be readily available to district personnel who need the records to effectively serve district students.

The superintendent or designee will provide for the proper administration of student records in accordance with law, will develop appropriate procedures for maintaining student records and will standardize procedures for the collection and transmission of necessary information about individual students throughout the district. The building principal shall assist the superintendent in developing the student records system, maintaining and protecting the records in his or her building and developing protocols for releasing student education records. The superintendent or designee will make arrangements so that all district employees are trained annually on the confidentiality of student education records, as applicable for each employee classification.

### **Health Information**

Student health information is a type of student record that is particularly sensitive and protected by numerous state and federal laws. Student health information shall be protected from unauthorized, illegal or inappropriate disclosure by adherence to the principles of confidentiality and privacy. The information shall be protected regardless of whether the information is received orally, in writing or electronically and regardless of the type of record or method of storage.

### **Directory Information**

Directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed. The school district designates the following items as directory information:

- Students in kindergarten through eighth grade -- Student's name; parent's name; date and place of birth; grade level; bus assignment; enrollment status (e.g., full-time or part-time); participation in school-based activities and sports; weight and height of members of athletic teams; dates of attendance; honors and awards received; artwork or coursework displayed by the district; most recent previous school attended; and photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy.
- High school and vocational school students -- Student's name; parent's name; address; telephone number; date and place of birth; grade level; bus assignment; enrollment status (e.g., full-time or part-time); participation in school-based activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or coursework displayed by the district; most recent previous school attended; and photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy.

Directory information may be disclosed by the Silex R-1 School District for the following purposes and to the following organizations and per the following rules:

1. Photographer, if that photographer has an in-force contract with the Silex R-1 School District; the understanding being that said photographer will use the name and address information to mail the completed photos to the student's home address and to schedule photo appointment sessions.
2. Community businesses who provide service and convenience gifts to the students, such gifts to include miniature diplomas, personalized items, etc.
3. Elected and currently serving:
  - a. Missouri State Representative
  - b. Missouri Senate State Senator
  - c. United States Congressman
  - d. United States Senator
  - e. United States Office of the President



4. Any one of the categories represented above must file a letter of intent with the superintendent of schools in which they represent themselves/and company in such a manner as to reasonably describe their planned utility of the directory information.
5. It is the intent of this writing to allow the following companies and/or school related organizations to access the directory information:
  - a. Silex Banking Company
  - b. Companies providing senior announcements, cards, and yearbooks
  - c. Wagner Photography
  - d. After Prom organization
  - e. Athletic Boosters of Silex
  - f. U.S. branches of the armed services

Parents of students and eligible students have the right, however, to refuse to permit the designation of any or all of the above information as directory information. In that case, this information will not be disclosed except with the consent of a parent or student or as otherwise allowed by FERPA. Any parent of a student refusing to have any or all of the above designated directory information disclosed must file written notification to this effect with the principal of the school which the student attends. In the event a notification of refusal is not filed, the Silex R-1 School District assumes that neither a parent of the student or an eligible student objects to the release of the directory information designated.

#### **Parent and Eligible Student Access**

All parents will have the right to inspect their child's education records as allowed by law. As used in this policy, a "parent" includes a biological or adoptive parent, a guardian or an individual acting as a parent in the absence of a natural parent or guardian. The district will extend the same rights to either parent, regardless of divorce, custody or visitation rights, unless the district is provided with evidence that the parent's rights to inspect records have been legally revoked. The rights of the parent transfer to the student once the student turns 18, or attends an institution of postsecondary education, in accordance with law.

If a parent or eligible student believes the education records related to the student contain information that is inaccurate, misleading or in violation of the student's privacy, he or she may ask the district to amend the record by following the appeals procedures created by the superintendent or designee.

The district will annually notify parents and eligible students of their rights in accordance with law.

#### **Law Enforcement Access**

The district may report or disclose education records to law enforcement and juvenile justice authorities if the disclosure concerns law enforcement's or juvenile justice authorities' ability to effectively serve, prior to adjudication, the student whose records are released. The officials and authorities to whom such information is disclosed must comply with applicable restrictions set forth in 20 U.S.C. § 1232g (b)(1)(E).

If the district reports a crime committed by a student with a disability as defined in the Individuals with Disabilities Education Act (IDEA), the district will transmit copies of the special education and disciplinary records to the authorities to whom the district reported the crime.

Law enforcement officials also have access to directory information and may obtain access to student education records in emergency situations as allowed by law. Otherwise, law enforcement officials must obtain a subpoena or consent from the parent or eligible student before a student's education records will be disclosed.

#### **Children's Division Access**

The district may disclose education records to representatives of the Children's Division (CD) of the Department of Social Services when reporting child abuse and neglect in accordance with law. Once the CD obtains custody of a student, CD representatives may also have access to education records in accordance with law. CD representatives may also have access to directory information and may obtain access to student education records in emergency situations, as allowed by law.

### Notice of Nondiscrimination

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral and applicants for employment, and all professional organizations that have entered into agreements with the Silex R-1 School District, are hereby notified that the School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. In addition, the School District provides equal access to the Boy Scouts of America and other designated youth groups.

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

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

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

#### COMPLIANCE COORDINATOR

Superintendent, P O Box 46, Silex, MO 63377; 573-384-5227

### Grievance Policy

Grievance policy JFH and procedures that ensure due process are in each building and posted on the district website.

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

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

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

- distribution purposes; and
3. Instructional material used as part of the educational curriculum.

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

Silex R-I School District has developed and adopted policies (JHDA and JO), in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Silex R-I School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes.

Silex R-I School District will notify parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Parents will be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

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

**PART V**  
**RULES AND REGULATIONS**  
**DISCIPLINE POLICY**

**Introduction**

The Board of Education, administration and faculty of the Silex R-I School District have the responsibility to ensure an environment conducive to the learning process. While there are many factors which affect the learning environment, perhaps the most harmful are the problems that result from inappropriate conduct and lack of consistent and effective disciplinary response.

Development of self-discipline is one of the most important goals of education. Discipline is the development of self-control, character and proper consideration for other people. Understanding the purposes of discipline in school helps form positive attitudes and assists the student in doing his/her part to make himself/herself a better person and his/her school a better place.

Organizations, business and industries cannot operate successfully without procedures, goals, expectations and satisfied workers; neither can schools. Thus, it becomes the responsibility of the school district to have a discipline code which reflects the community's standards and expectations for student behavior.

It is essential that the district maintain a safe school environment and a climate that allows teachers to communicate effectively with all students in the class and allows all students in the class to learn. Discipline will be equitably applied and viewed as a learning opportunity with the ultimate goal of improving behavior, safety and the school climate. The district seeks to minimize the unnecessary exclusion of students from classrooms and school and encourages the superintendent and district staff to exclude students only when necessary to maintain a safe and appropriate learning environment.

The superintendent or designee is authorized to contact the district's attorney for advice on the legality of district discipline or the discipline process. The board encourages the superintendent to recommend changes to board policy related to student discipline as needed.

**Discipline Code**

To assist district staff in maintaining the necessary education environment, the board of education has created a discipline code that addresses the consequences for students whose conduct is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of other students.

The district's comprehensive written code of conduct includes, but is not limited to, this policy, JG-R1, JGA, JGB, JGD, JGE, JGF and associated procedures. The district's comprehensive written code of conduct will be placed on the district's website, and a copy will be available in the superintendent's office during normal business hours. The code of conduct will be distributed to all students and their parents/guardians at the beginning of each school year, which may be accomplished by directing students and parents/guardians to the district's website. These policies, regulations and procedures will apply to all students in attendance in the district's instructional and support programs as well as at district-sponsored activities.

**Equity**

All district staff are required to enforce district policies, regulations and procedures in a manner that is consistent, developmentally appropriate and equitable. District staff who increase or decrease the consequences for student misconduct based on individual circumstances must document the reasons for the variance. The superintendent or designee will regularly review district discipline data to determine whether district policies are being equitably enforced and, when necessary, make recommendations to the board for policy changes, training or resources to further the district's goals for providing equitable education to all students.

### **Discipline for Off-Campus Misconduct**

Students may be disciplined for misconduct that occurs off district grounds and outside a district activity when allowed by law including, but not limited to, the following situations:

1. The district's technology is used.
2. The student's conduct negatively impacts the education environment or there is a nexus to the education environment.
3. The student has been charged with, convicted of, or pled guilty to the commission of a felony in a court of general jurisdiction(not a juvenile court). The board may suspend such students after a hearing in accordance with law.
4. The student has been indicted on, charged with or convicted of one of the specific crimes listed in § 167.171, RSMo. (see in policy JEC) or a petition has been filed or adjudicated in juvenile court involving one of the specific crimes listed in § 167.171, RSMo. The district shall exclude such students from school or from the general education environment after appropriate due process.
5. The student transfers to the district during a suspension or expulsion from another public school or a private or parochial school, and the district determines that the conduct would have resulted in a suspension or expulsion in this district. The district may honor a student's suspension or expulsion in such cases after providing appropriate due process when necessary.

### **Immediate Removal**

The board authorizes the immediate removal of a student upon a finding by a principal or superintendent that the student poses a threat of harm to self or others, as evidenced by the prior conduct of such student. Any such removal will be subject to the appropriate due process procedures and in accordance with law.

### **Enforcement**

Building principals are responsible for the development and enforcement of additional student conduct rules needed to maintain proper behavior in schools under their supervision. All such rules shall be consistent with board-adopted discipline policies and regulations.

Teachers have the authority and responsibility to make and enforce necessary rules for discipline in the classroom, subject to review by the building principal. The board expects each teacher to maintain a satisfactory standard of conduct in the classroom.

All district staff enforcing student discipline should seek to minimize, as much as possible, the amount of instructional time the student loses.

## Disciplinary Actions

Students who become involved in areas of problem behavior shall be subject to disciplinary action. Depending upon the seriousness of the behavior problem, one or more of the following appropriate actions will be taken by school officials.

### DISCIPLINARY REASSIGNMENT

Reassignment of a misbehaving student to a separate supervised environment away from the usual activities within the school. This may include a referral for counseling, a schedule change, an optional work assignment or in-school suspension (ISS). During ISS, the student must report to the principal's office when arriving on campus. Daily assignments will be provided for credit. Students must remain in the designated area unless given permission to leave. Students will not converse or otherwise interact with other students. Parent/guardian will be notified of the action. A disciplinary reassignment will be recorded in the Student Discipline File.

### BEFORE/AFTER SCHOOL DETENTION

Detentions are scheduled after school as needed. Students must make arrangements for transportation. Students found sleeping during detention will be assigned another after school detention. Any misbehavior during detention will result in the student being assigned Saturday detention. Only school textbooks or authorized reference material may be brought to detention. No personal stereos (ipod/mp3) or phones are permitted. Parent/guardian will be notified of the action. The after school detention will be recorded in the Student Discipline File.

### SATURDAY DETENTION

Detentions are held as needed on Saturday from 8:00 a.m.-11:00 a.m.. Students must make arrangements for transportation. If a student is tardy to Saturday detention, the first incident will result in two days ISS. Students found sleeping during detention will be assigned another Saturday detention. Any misbehavior during detention will result in another assigned Saturday detention. Only school textbooks or authorized reference material may be brought to detention. No personal stereos (ipod/mp3) or phones are permitted. Parent/guardian will be notified of the action. The Saturday detention will be recorded in the Student Discipline File.

### SUSPENSION

Absence from school required by the school authorities as disciplinary action for inappropriate behavior. Students may be assigned homework and daily work for completion while serving out-of-school suspension (OSS) for full credit. Students will be allowed to earn full credit on tests and quizzes that are given to them in ISS on the day that they return from OSS. Students that are suspended at the end of the school year will have to come in the day after school is out to take all finals. Students will be able to submit previously assigned long-range assignments for partial credit. Students will not be allowed on campus during the time of suspension. Any student that is under suspension on a Friday will not be able to participate in any weekend activities. Due to their expense and overall nature, this rule may be reconsidered for Prom and Graduation. It will be at the discretion of the principal. The principal may suspend students for a period not to exceed ten (10) school days. (Ref. RSMo. 167.161). The superintendent may suspend students for a period not to exceed one hundred eighty (180) school days (Ref. RSMo. 167.171). Parent/guardian will be notified of the action and informed of the student's right to due process. The OSS will be recorded in the Student Discipline File. There are three levels of OSS:

1. SHORT-TERM SUSPENSION - The student is excluded from school and related activities for a specific period of one to three school days.
2. LONG-TERM SUSPENSION - The student is excluded from school and all related activities for a period of four to ten school days.
3. EXTENDED SUSPENSION - The student is excluded from school and all related activities for a period of 11-180 school days. A recommendation to the superintendent for expulsion may be made.

### EXPULSION

The Board of Education may expel a student. The length of time is determined by the Board.

The student is excluded from all district activities and related district functions. The student and parent/guardian will be notified of the expulsion and informed about his/her right to due process.

The Gun Free Schools Act states in part: Any Silex R-I student who brings a weapon to Silex R-I School will be expelled for a period of not less than one year.

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

1. A firearm as defined in 18 U.S.C. 921
2. Any device defined in 571.010, RSMo, including a blackjack, concealable firearm, firearm, firearm silencer, explosive weapon, gas gun, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun or switchblade knife.
3. Any instrument or device customarily used for attack or defense against an opponent, adversary or victim; or any instrument or device used to inflict physical injury or harm to another person.

Guns/ firearms/weapons brought on district grounds due to hunting season or for any other reason are in violation of the Gun Free Schools Act and will be dealt with accordingly. If you plan to hunt in the morning, allow time to take the weapon home before coming to school.

#### **Reporting to Law Enforcement**

It is the policy of the Silex R-I School District to report all crimes occurring on district property to law enforcement including, but not limited to, the crimes the district is required to report in accordance with law.

The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy. The following acts, regardless of whether they are committed by juveniles, are subject to this reporting requirement:

1. First- or second-degree murder under §§ 565.020, .021, RSMo.
2. Voluntary manslaughter under § 565.023, RSMo.
3. Involuntary manslaughter in the first or second degree under §§ 565.024, .027, RSMo.
4. First- or second-degree kidnapping under §§ 565.110, .120, RSMo.
5. First-, second- or third-degree assault under §§ 565.050, .052, .054, RSMo.\*
6. Rape in the first or second degree under §§ 566.030, .031, RSMo.
7. Sodomy in the first or second degree under §§ 566.060, .061, RSMo.
8. Burglary in the first or second degree under §§ 569.160, .170, RSMo.
9. Robbery in the first degree under § 570.023, RSMo.
10. Possession of a weapon under chapter 571, RSMo., 18 U.S.C. § 921
11. Manufacture of a controlled substance under § 579.055, RSMo.
12. Delivery of a controlled substance under § 579.020, RSMo.
13. Arson in the first degree under § 569.040, RSMo.
14. Property damage in the first degree under § 569.100, RSMo.
15. First-, second- or third-degree child molestation under §§ 566.067, .068, .069, RSMo.
16. Sexual misconduct involving a child pursuant to § 566.083, RSMo.
17. Sexual abuse in the first degree pursuant to § 566.100, RSMo.
18. First-degree harassment under § 565.090, RSMo.
19. First-degree stalking under § 565.225, RSMo.

\* Immediate reporting of third-degree assault under § 565.054, RSMo., may not be required if an agreement with law enforcement exists.



**Conditions of Suspension, Expulsion, and Other Disciplinary Consequences**

All students who are suspended or expelled, regardless of the reason, are prohibited from participating in or attending district-sponsored activity, or being on or near district property or the location of any district activity for any reason, unless permission is granted by the superintendent or designee. In addition, the district may prohibit students from participating in activities or restrict a student's access to district property as a disciplinary consequence even if a student is not suspended or expelled from school, if appropriate.

In accordance with law, any student who is suspended for any offenses listed in ' 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline shall not be allowed to be within 1,000 feet of any district property, or any activity of the district, regardless of whether the activity takes place on district property, unless one (1) of the following conditions exist:

1. The student is under the direct supervision of the student's parent, legal guardian, custodian or another adult designated in advance, in writing, to the student's principal by the student's parent, legal guardian or custodian, and the superintendent or designee has authorized the student to be on district property.
2. The student enrolled in and attending an alternative school that is located within 1,000 feet of a public school in the district.
3. The student resides within 1,000 feet of a public school in the district and is on the property of his or her residence.

If a student violates the prohibition in this section, he or she may be suspended or expelled in accordance with the offense, "Failure to Meet the Conditions of Suspension, Expulsion or Other Disciplinary Consequences," listed below.

**Prohibited Conduct**

The following are descriptions of prohibited conduct as well as potential consequences for violations. Building-level administrators are authorized to more narrowly tailor potential consequences as appropriate for the age level of students in the building. All consequences must be within the ranges established in board policy JG-R. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

**Academic Dishonesty** – Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics. This is cumulative in nature (Total times not number in each class) and all students involved will be treated the same.

First Offense:	No credit for the work, grade reduction, or replacement assignment.
Subsequent Offense:	No credit for the work, grade reduction, course failure, or removal from extracurricular activities.

**Arson**--Starting or attempting to start a fire or causing or attempting to cause an explosion.

First Offense:	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Restitution if appropriate.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion. Restitution if appropriate.

**Assault**--Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree.

First Offense:	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.



\*\*\* Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes assault in the first or second degree.

First Offense:	10-180 days out-of-school suspension or expulsion.
Subsequent Offense:	Expulsion.

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

First Offense:	Suspension or revocation of parking privileges, detention, or in-school suspension.
Subsequent Offense:	Revocation of parking privileges and in-school suspension or 1-10 days out-of-school suspension.

**Bullying and Cyberbullying (see Board policy JFCF)**— Intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for their physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to, physical actions, including violence, gestures, theft or property damage; oral, written or electronic communication, including name-calling, put-downs, extortion or threats; or threats of reprisal or retaliation for reporting such acts. Cyberbullying is a form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager.

First Offense:	Detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

**Bus or Transportation Misconduct (see Board policy JFCC)**--Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

**Dishonesty**--Any act of lying, whether verbal or written, including forgery.

First Offense:	Nullification of forged document. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Nullification of forged document. Detention, in-school suspension, or 1-180 days out-of-school suspension.

**Disrespectful or Disruptive Conduct or Speech (see Board policy AC if illegal harassment or discrimination is involved)**--Verbal, written, pictorial or symbolic language or gesture that is directed at any person and that is rude, vulgar, defiant, in violation of district policy or considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
Subsequent Offense:	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Drugs/Alcohol (see Board policies JFCH and JHCD)**

- a. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.

First Offense:	In-school suspension, 1-180 days out-of-school suspension.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

- b. Possession of drug paraphernalia or possession of or attendance while under the influence of, or soon after consuming, any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalant, counterfeit drug, or imitation controlled substance, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

First Offense:	In-school suspension or 1-180 days out-of-school suspension.
Subsequent Offense:	11-180 days out-of-school suspension or expulsion.

- c. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

First Offense:	1-180 days out-of-school suspension or expulsion.
Subsequent Offense:	11-180 days out-of-school suspension or expulsion.

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

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Failure to Care for or Return District Property** – Loss of, failure to return, or damage to district property including, but not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment.

First Offense:	Restitution. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Restitution. Detention or in-school suspension.

**Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences** – Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled, "Conditions of Suspension, Expulsion and Other Disciplinary Consequences."

As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence is disruptive to the educational process or undermines the effectiveness of the district's discipline policy.

First Offense:	Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

**False Alarms (see also "Threats or Verbal Assault")**--Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening, disturbing, disrupting or causing the evacuation or closure of district property.

First Offense:	Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Fighting (see also, "Assault")**--Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Gambling** -- Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games.

First Offense:	Principal/Student conference, loss of privileges, detention, or in-school suspension.
Subsequent Offense:	Principal/Student conference, loss of privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

**Harassment, including Sexual Harassment (see Board policy AC)**

A. Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law.

First Offense:	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

B. Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether or not the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.

First Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

C. Student is found "responsible" for sexual harassment under Title IX upon conclusion of a formal complaint under policy ACA.

Any Offense:	0-180 days out-of-school suspension or expulsion.
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**Hazing (see Board policy JFCF)**--Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity. Hazing may occur even when all students involved are willing participants.

First Offense:	In-school suspension or 1-180 days in-school suspension.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

**Incendiary Devices or Fireworks** – Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks.

First Offense:	Confiscation. Warning, principal/student conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension..

**Nuisance items**– Possession or use of toys, games, beepers, paging devices, radios, video games, CD or tape players, laser pens that are not authorized for educational purposes.

First Offense:	Confiscation. Warning, principal/student conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

**Public Display of Affection**--Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping. (No physical contact)

First Offense:	Principal/Student conference, detention or in-school-suspension.
Subsequent Offense:	Detention, in-school suspension, 1-10 days out-of-school suspension.

**Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material (see board policies AC and ACA)** – Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

First Offense:	Confiscation. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Sexual Activity** – Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.

First Offense:	Principal/Student conference, detention, in-school-suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Talking excessively or inappropriately in class**

First Offense:	Principal/Student Conference, Lunch Detention, After/before school detention.
Subsequent Offense:	Saturday detention, 1-10 days in-school suspension.

**Technology Misconduct (see Board policy EHB and KKB and procedure EHB-AP)**

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

First Offense:	Restitution. Principal/Student conference, loss of user privileges, detention, or in-school suspension.
Subsequent Offense:	Restitution, Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

- b. Using, displaying or turning on telecommunication (electronic) devices are defined as, but not limited to, cell phones, personal laptop computers, tablets, e-readers, iPods, Mp3 players, digital cameras, video recorders, PDA's, and headphones in violation of BYOD policy.

First Offense:	Confiscation, principal/student conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation, principal/student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

- c. Violations, other than those listed in (1) or (2) above, of board policy EHB, procedure EHB-AP1 or any policy or procedure regulating student use of personal electronic devices.

First Offense:	Restitution. Principal/Student/Parent conference, detention or in-school suspension.
Subsequent Offense:	Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

- d. Use of audio or visual recording equipment in violation of Board policy KKB.

First Offense:	Confiscation. Principal/Student/Parent conference, detention or in-school suspension.
Subsequent Offense:	Confiscation. Principal/Student/Parent conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

**Theft--Theft, attempted theft or knowing possession of stolen property.**

First Offense:	Return of or restitution for property. Less than \$50 value = 3 days in-school suspension. More than \$50 value = 5-180 days out-of-school suspension.
Subsequent Offense:	Return of or restitution for property. 1-180 days out-of-school suspension or expulsion.

**Threats or Verbal Assault**--Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

First Offense:	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Tobacco and E-cigarettes**-Possession or use of any tobacco products, electronic cigarettes (vaping products), other nicotine-delivery products or imitation tobacco products, as defined in policy AH, on district property, on district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may be possessed only in accordance with district policy JHCD.

First Offense:	Confiscation of prohibited product. Principal/Student conference, detention, in-school suspension, or out-of-school suspension.
Subsequent Offense:	Confiscation of prohibited product. Detention, in-school suspension, or 1-10 days out-of-school suspension.

**Tardiness**-Being on time for class is an important aspect of being successful in life. There must be consequences for being tardy. While the allotted time is only 4 minutes between periods, this is plenty of time given the size of our school. Your first obligation as a student is to get to your next class. Only then are you at liberty to visit with friends or engage in another activity. If you need to go to your locker between classes, be direct so you are not tardy to class. If there are unavoidable instances that cause you to be late to school (car won't start, flat tire, etc.) exceptions may be made by the HS office. You are expected to be in your assigned seat when the bell rings. The number of student tardies will "reset" each quarter (Example: if a student has several tardies 1<sup>st</sup> quarter, and has served their consequences, then they will start 2nd quarter with 0 tardies along with all other students).

a. Tardies

First Offense:	5 tardies in one quarter = 1 day in ISS or Saturday Detention and parent contact
Subsequent Offense:	For every 3 tardies after the initial 5 student receives 1 day ISS and parent contact
Excessive Offenses	May look at other disciplines (loss of driving, OSS, Saturday Detentions, loss of extra curricular activities for a period of time, etc.)

**Truancy (see Board policy JED and procedure JED-API and JED-AP2)**--Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians.

First Offense:	Principal/Student/Parent conference; Up to 1-3 days in-school suspension.
Subsequent	3-10 days in-school suspension and removal from extracurricular activities.

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

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent	1-180 days out-of-school suspension or expulsion.

**Vandalism (see Board policy ECA)**--Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff or students. Includes security cameras (breaking, moving, etc.)

First Offense:	Restitution, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	Restitution, 1-180 days out-of-school suspension, or expulsion.

**Weapons (see Board policy JFCJ)**

- a. Possession or use of any weapon as defined in board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo.

First Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

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

First Offense:	One (1) calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.
Subsequent Offense:	Expulsion.

- c. Possession or use of ammunition or a component of a weapon.

First Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

**Search, Seizure and Privacy**

The district respects the privacy of students. However, in order to maintain a safe learning environment and properly investigate potential misconduct, district personnel may search student property or district property used by students and, in some limited situations, may require students to undergo drug and/or alcohol testing. All searches will be conducted professionally and in accordance with law. The superintendent or designee is directed to provide staff with appropriate training and is authorized to contact the district's attorney for advice prior to conducting any search.

Students do not have an expectation of privacy in district-provided property. Lockers, desks, technology and other district property are provided for the convenience of students and are subject to periodic inspection in accordance with law. Students do not have an expectation of privacy in district-provided property. Lockers, desks, technology and other district property are provided for the convenience of students and are subject to periodic inspection in accordance with law. Student property, including vehicles parked on district property, may be searched based on reasonable suspicion of a violation of law, district policy or other rules applicable to students. Reasonable suspicion must be based on facts known to the administration, credible information or reasonable inference drawn from such facts or information. Searches of student property shall be limited in scope based on the original justification for the search. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses when possible.

If reasonable under the circumstances, district administrators performing a search may require students to empty pockets or remove jackets, coats, shoes and other articles of exterior clothing that when removed do not expose undergarments

not otherwise observable. District administrators will contact law enforcement officials to perform a search if they reasonably suspect that a student is concealing controlled substances, drug paraphernalia, weapons, stolen goods or evidence of a crime beneath his or her clothing and the student refuses to surrender such items. District administrators may contact law enforcement officials for assistance in performing a search in any case in which a student refuses to allow a search or in which the search cannot be conducted safely.

### **Due Process**

All students are entitled to **due process**. This means that no action will be taken against a student until all deemed necessary have presented the facts involved and a judgment has been made. There are procedures which students must follow if they do not agree with the school's actions.

1. The student will be given oral or written notice of the charges against him/her.
2. The student is given an opportunity to present his/her side of the situation. Witness(es) may be brought forward on his/her behalf.
3. If the student denies the violation, the administrator will give an explanation of the reason for the action.
4. Prompt notification will be provided to the parent/guardian of the reason for the administrative action.
5. If the student's parents are not satisfied with the decision of the principal, they may appeal the decision to the superintendent. At the student's request, the superintendent shall meet with the student and render a decision within a reasonable amount of time. The superintendent may affirm, revoke, or modify the suspension. In cases where the suspension is 1-10 school days, the decision of the superintendent is final.

If the student's parents are not satisfied with the decision of the superintendent, they may appeal the decision by submitting a written request for a hearing with the Board of Education. The board shall meet within a reasonable period of time and consider evidence and statements presented by the parties concerned. The board shall take final action within a reasonable period of time (Ref. RSMo 167.161.171).

### **Attendance Policy**

School attendance is required by Missouri law and is vitally important to the academic success of each student. Although it is true that exercises and some tests can be made up by a student who has been absent, there are no methods available for making up missed instruction, classroom discussions or teacher assistance. All students are required to be in attendance each day that school is in session.

The student should follow the following procedure when an absence is necessary:

1. A parent or guardian should notify the principal's office each day a student is absent (573-384-5227). A call should be made between 8:00AM and 9:00AM to report this absence.
2. If a parent/guardian did not call in to report the absence, a signed and dated note from the parent or guardian must be presented in the office, which will be kept in the student's file. Truancy occurs when a student is absent from school without the knowledge and consent of parent/guardian and the school administration or when a student has excessive non-justifiable absences, even with the consent of the parent/guardian.
3. When students know in advance they will miss school, they should inform the office prior to their absence. Prearranged absences such as court days, funerals, and driver's test may not count toward the seven day rule. It is wise to check with the office to make sure planned absences are exempt.
4. Seniors who are truant from school may lose their end of year senior days.

**Students must have parental consent and must clear through the principal's office to leave campus after arrival. Students who leave school during the school day without approval may be considered truant.**

Students representing our school in any off-campus athletic or academic activity are not considered absent. Students who choose to participate in extra-curricular activities resulting in missed classes shall be offered the chance to complete work for full credit. Students must attend school the day of an evening activity to be eligible to participate in that activity, unless the absence is prearranged and approved by the principal.

Excessive absences will affect a student's class participation grade and, in turn, semester grades according to the Attendance Standards below.

If it is necessary to change the means for which the student will be going home, all calls must be made to the high school office prior to 2:30. Calls made after this time will not be accepted.



### **Attendance Definitions**

*Attendance* – A student is considered to be in attendance if the student is physically present in a class; participating in a district-sponsored or district-approved activity; participating in a class through alternative methods or media as allowed by board policy; receiving homebound services; or receiving services at another location pursuant to law or by arrangement of the district.

*Parent* – A parent, guardian or person acting as a parent in the absence of the parent or guardian if the student is under 18. If the student is 18 or otherwise emancipated, the student will serve as the parent for purposes of this procedure.

*Tardy* – A student is tardy if the student arrives after the expected time class or school begins, as determined by the district. Tardiness will be counted as an absence in situations where the student arrives too late to have meaningful participation in the class, lesson or activity.

*Truancy* – A student is truant if the student is absent from class or school without the knowledge and consent of the parents and the administration. A student is also considered truant if the student leaves school without the consent of the principal or accumulates excessive unjustifiable absences, even with parental consent. Truancy is a type of unexcused absence.

**Attendance Letters-** Parents will be notified by letter periodically when their students attendance falls below 90%.

### **Attendance Standards**

The following absences will be excused. Documentation must be provided as indicated.

1. Illness or injury of the student, with written excuse from a parent.
2. Illness or injury of a member of the student's family when the student's presence is necessary or expected, with written excuse from a parent.
3. Medical appointments, with written appointment confirmation by medical provider.
4. Funeral, with written excuse from a parent. The principal may require a program or other evidence of attendance as additional verification.
5. Religious observances, with written excuse from a parent.
6. Other appointments that cannot be scheduled outside attendance hours, such as court appearances, with written excuse from a parent.
7. Out-of-School suspension.
8. Visits with a parent or legal guardian who is an active duty member of the military who has been called to duty for, is on leave from, or is immediately returned from deployment to a combat zone or combat support posting, with permission of the superintendent or designee.

All other absences and any absence for which required documentation is not provided are unexcused.

### Consequences for Violations

Students will be expected to make up all assignments from missed classes regardless of whether an absence is excused or unexcused. Each teacher may set reasonable limits regarding the timeframe in which missed work may be completed. Attendance and participation are part of a successful learning experience. Except in certain situations with foster care children in accordance with law, students with more than nine excused absences or any unexcused absences in any class in a semester will be issued an academic penalty in the form of grade reductions as follows:

Excused Absences	Grade Reduction	Unexcused Absences	Grade Reduction
10	2%	1	4%
11	4%	2	8%
12	8%	3	16%
13	16%	4	32%
14	32%	5+	50%
15+	50%		

This academic penalty represents the participation portion of the student's grade and is intended as a deterrent to excessive absences. Academic consequences accumulate more quickly for unexcused absences, since they are completely avoidable. Penalties are cumulative so that a student with ten excused absences and one unexcused absence would be penalized six percent. Unexcused absences will not count in the excused total, so a student with nine excused absences and one unexcused absence would only receive a four percent penalty.

Any student may reduce accrued absences by attending make-up study or counseling sessions scheduled by the principal during non instructional times. The student must notify the principal that he or she wishes to make up attendance days, and the principal will provide the student information on the next available session. Make-up sessions do not match the educational value of actual class attendance, so no student will be allowed to make up more than five absences by attending make-up sessions.

The district will contact the Children's Division (CD) of the Department of Social Services or the local prosecutor in cases where the district has a reasonable suspicion that a student's lack of attendance constitutes educational neglect on the part of the parents or that parents are in violation of the compulsory attendance law. No such action will be taken unless other strategies and interventions have been implemented and proven ineffective.

### Buy Back for Excessive Absences

Students will be allowed to "buy back" absences in an effort to meet the 90% attendance threshold so that they can earn credit. To "buy back" time for a class a student may be allowed to attend Saturday buy back(s) and/or after school buy back(s) for the same number of hours they were absent. Students should make up the "buy back" days before the semester ends or attend summer school credit recovery. Students who do not meet the 90% attendance threshold for a class at the end of a semester must make an effort to make up time or may be ineligible to earn credit for that class. A committee of three faculty members will be appointed by the principal to review any situation that might warrant special consideration surrounding the student's attendance problems. **The student or parent should indicate to the principal the desire to initiate a faculty committee review within fifteen days after the end of the semester.** The student is advised that the parent/guardian and any other individual with relevant knowledge should be present at any committee meeting.

Also, if appropriate, all medical records pertinent to the situation should be made available, if the student wishes to enter this information on his/her behalf. If semester credit is denied and the student and/or parent wish to appeal the decision, they should do so in writing within five days after they receive notification that credit has been lost. The written appeal should indicate circumstances which should be taken into consideration. If the result of the appeal to the principal is not satisfactory, parents may contact the superintendent's office for a hearing.

### **Exemplary Attendance/Attendance Rewards**

Students can qualify or lose privileges of the reward system on a quarterly basis. The reward system will consist of three levels which include White, Green, and Gold. The students that meet the requirements of the white system will automatically receive a white card but will have to complete an application to move up to the green or gold levels. A student may only apply one time per year to move up after the beginning of the school year application process is complete. Students must present their reward card to redeem the rewards. (Lost or stolen cards may be replaced for a fee of \$1).

#### **White Level Qualifications:**

1. 90% or above attendance the previous semester.
2. No Saturday detentions, ISS or OSS previous quarter.
3. 2.0 GPA previous quarter
4. Not on social probation or ineligibility list

#### **Green Level Qualifications:**

1. 95% or above attendance the previous semester.
2. No office assigned after school detentions, Saturday detentions, ISS or OSS previous quarter.
3. 3.0 GPA previous quarter
4. Not on social probation or ineligibility list
5. Participate in a minimum of one extra-curricular activity
6. Must complete application.
7. Must be a Silex High School student a minimum of one semester to apply. (Example: 6th grade and new students to the district cannot apply until second semester but will qualify for white level upon enrollment)

#### **Gold Level Qualifications:**

1. 99% or above attendance the previous semester.
2. No office referrals.
3. 3.667 GPA previous quarter
4. Not on social probation or ineligibility list
5. Participate in a minimum of two extra-curricular activities.
6. Must complete application.
7. Must be a Silex High School student a minimum of one semester to apply. (Example: 7th grade and new students to the district cannot apply until second semester but will qualify for white level upon enrollment)

\* Attendance is based on physically being at school unless on a school sponsored event. Doctor notes, court notes, and driver's test notes will be used to clarify excessive attendance but not exemplary attendance. Students cannot attend buy backs to earn exemplary attendance rewards.

\* Rewards will be determined by the principal and Owls Reward sponsors. Attendance days may not be taken the 2 weeks prior to testing or the last week of either semester.

### **Waiver of Attendance Incentive for Educational Use of Days**

Students may use up to two school days for approved educational programs not offered by the Silex School District. These absences will not affect attendance incentives due to their educational nature and value of the experience. Also, students attending these educational outings will not be counted absent and must be approved by the administration. Requests for this waiver must include informational material for the event and written request from the sponsoring organization. Parents must also make the request in writing for this waiver.

## Policy for Students Riding on School Busses

### A. Bus Conduct Rules

1. Meet the bus on time.
2. Wait in the designated area.
3. Stay seated while the bus is moving.
4. Keep head, hands, and feet inside the bus.
5. Keep the bus free of litter and other trash.
6. No food or drinks will be allowed on the school bus during morning or evening routes.
7. Distracting the driver's attention could cause an accident so refrain from scuffling.
8. Talk in a normal tone of voice, using appropriate language.
9. Obey the driver.
10. Drugs, alcohol, or tobacco are not to be used at any time.
11. Handle disagreements without fighting.
12. Do your best to make sure the bus is not damaged.

### B. Being Late For The Bus More Than Two Minutes Past Scheduled Time Will Result In:

1. The bus leaves without you.

### C. Failure To Obey The Driver May Result In:

1. Being assigned to a specific seat by the driver.
2. Referral to the Principal.
3. Loss of riding privileges for a period of time.

A person who knowingly and unlawfully enters a school bus or unlawfully operates a school bus commits the crime of trespass of a school bus which is a Class A misdemeanor.

## Dress Code

The Silex R-1 School District and all their representatives-principal, teachers, custodians, etc. have the responsibility to provide students with a clean, neat, attractive school environment which will help make the school day a pleasant experience. All students at all times during school hours and at school sponsored activities, should be dressed and groomed in a manner that is in keeping with the accepted community attitudes and compatible with modern styles which do not bring the good judgment of the individual into question. Students should dress appropriately for activities outside school hours but within the dress code. School athletic uniforms are within these rules.

1. Shoes, boots, or sandals must be worn at all times. (No heellies with wheels in them.)
2. Teachers of specific courses where safety or health is a factor may require certain clothing or certain adjustments to hair or clothing during class or school sponsored activities.
3. Coaches may use their best judgment with the attire athletes wear during practice on school property.
4. Any clothing worn shall not have writing, drawing, or emblems that are obscene or derogatory. Ads for liquor, tobacco, or controlled substances are unacceptable. Students are not permitted to wear gang related apparel or insignias at school or school functions.
5. Clothing styles, unusual grooming, jewelry which creates disorder, or attire showing slogans with dual meaning or sexual innuendo – either in the classroom or while attending school sponsored activities – will not be acceptable.
6. Student shirts and tops –
  - a. Tube tops, halters, backless clothing, muscle shirts, (Omitted Tank Tops [see specific description of sleeveless tops below]), see through garments (unless used for layered look and cannot see bra), tears or holes in inappropriate places, or bare midriffs will not be permitted in the building. Undergarments such as bras and sports bras are not to be visible.
  - b. Sleeveless tops must have a shoulder strap of at least 1.5 inches wide. The strap should be wide enough to cover the bra strap completely, without the bra strap falling out. No spaghetti straps are allowed.
  - c. Shirts must cover the student's stomach and back at all times without having to be pulled down. Tops/Shirts that hang excessively low below the neck or armpits will not be allowed.
  - d. All shirts must have stitching around sleeves. (NO shirts with the sleeves cut or ripped off)
  - e. All shirts will be kept buttoned except when worn over another shirt as a layered look.
7. Student pants, shorts, and skirts –

Must cover undergarments and pocket linings while standing or sitting, be free from holes or tears in areas that would normally be covered by an average pair of shorts, and must not disrupt the teaching/learning process or cause undue attention to an individual student at any time.

  - a. Students may wear shorts or skirts whenever they feel the weather is suitable.

8. See-through and/or tight fitting shorts or pants may not be worn unless they're covered by another pair of shorts or pants. No undergarments should be visible or recognizable at any time.
9. Students are not permitted to wear caps, hats, hoods, sunglasses, do-rags, or bandanas (as a head covering) in the building unless pre-approved.
10. Students are expected to observe good grooming and personal hygiene while in attendance at school activities.
11. No Blankets. Students should wear a sweatshirt, coat, etc. if they are cold.

#### **Formal and Semi-Formal Event Dress Code**

Students may observe the following exceptions to the daily dress code when attending events that require more formal attire. These events may be Tip-Off dances, Barnwarming dances, Homecoming dances, Proms, Graduations, 8<sup>th</sup> Grade Promotions, and other school sponsored formal and semi-formal events.

#### **Dresses**

1. Length – Dresses must not be excessively short and slits must not be higher than the length of an average pair of shorts.
2. Neckline – Low-cut necklines that show an excessive amount of chest area will not be permitted.
3. Back – Dresses may show the back area, but should not be cut lower than the waistline.
4. Midriff – No navels should show. Tops should extend at least 3 inches below the bra line. No more than 3 inches of midriff should show at any time.
5. Cut Outs – Cut outs, showing bare skin, are only permitted in the areas that are mentioned above for midriffs and backs. No undergarments should show at any time.

#### **Jeans, Tuxes, and Suits**

1. Jeans - Clean, nice jeans are acceptable at Tip-Off Dances, Homecoming Dances, and Barnwarming dances. Jeans should be worn with a clean polo or button-up shirt.
2. Suits - Suits are acceptable for any formal or semi-formal event. Suits are permitted at prom if worn with a shirt and tie.
3. Tuxes - Tuxes are usually worn at prom only, but are not required.

#### **Property of Teachers and Administrators**

In order to maintain discipline and retain good teachers, the Board of Education adopts the following policy: Any student who damages the property of a teacher or an administrator or harasses them or their family either during school hours or after school hours, at school, or away from school, shall be subject to the discipline of the school as well as the law governing such matters. The superintendent is instructed to suspend such student until all property damages are paid in full. Further discipline will be administered according to the severity of the violation. The second offense will be cause for a ninety day suspension or expulsion.

## **PART VI**

### **Silex R-1 School District**

#### **Student Technology Acceptable Use Policy**

The Silex R-1 School District Technology Usage policy and procedure (EHB) is available on the district website or by request. The student agrees to follow all aspects of this policy each time he/she logs onto any computer in the district. Parents and guardians must decide whether to allow internet/computer access for their child. All students of the Silex R-1 School district will be granted the right to have network/Internet privileges. **Any parent not wishing their child to have this privilege should specifically request in writing that their child be denied this privilege.**

Access to the Internet, email, and the network is considered a privilege. Remember that communication over networks should not be considered private and are for educational purposes only. Maintenance and supervision of the network will sometimes require review and inspection of directories. General school rules apply for behavior on the Internet. Students should report to their teacher or other staff members if they access information that could be deemed inappropriate. The guidelines are provided to make you aware of your responsibilities. Anyone found using access in a way deemed inappropriate will be denied privileges. (See Penalty in discipline section of handbook)

## PART VII ORGANIZATIONS and EXTRACURRICULAR ACTIVITIES

### Student Activities

All social and school activities must be approved by the administration. Dates for all activities should be placed on the school calendar as early as possible. No activity will be approved unless a request has been made at least one month prior to the date of the activity. Some organizations have additional dues.

The activities at Silex High School are a valuable part of a student's educational experience. The purpose of these activities is not to replace regular school work but, rather, to supplement it. Extra-curricular activities are a privilege that the school affords all students to contribute to school loyalty, develop personality, help establish good citizenship habits and increase the powers of self-direction. In general, they tend to develop a personal sense of responsibility and favorable attitude toward society. Extra-curricular activities are defined as any organized activity that a student does outside of school hours for which they do not receive a grade. An example is EMO conference band which is extra-curricular but the Christmas concert which is required in class is not. Class (Grade level) activities are not deemed as extra-curricular. Extra-curricular activities include but are not limited to the following:

#### Activities

Band 6-12  
Choir 7-12  
FBLA 9-12  
FFA 7-12  
FFA Trap 6-12  
NHS 10-12  
Quiz Bowl 9-12  
SADD 9-12  
SAFE 6-12  
Student Council 6-12

#### Fall Sports

Cross Country 7-12  
Softball 7-12  
Boys Soccer 9-12 (Coop w/Elsberry)

#### Winter Sports

Basketball 7-12  
Cheerleading 7-12

#### Spring Sports

Baseball 9-12  
Golf 9-12  
Girls Soccer 9-12 (Coop w/Elsberry)  
Track 7-12

### Drug and Alcohol Testing

The Board recognizes the importance of protecting the health and safety of students from the use of illegal drugs, performance-enhancing drugs and alcohol. The purpose of this policy is to help prevent substance abuse among students, to encourage treatment for students with substance abuse problems and to ensure that students have the opportunity to attend school and participate in activities in a fair, safe and healthy environment. The superintendent or designee is directed to adopt procedures to carry out the intent of this policy and may contact the district's attorney for assistance in applying this policy. The district will use a laboratory certified by the U.S. Department of Health and Human Services.

Random Drug and Alcohol Testing: Participation in extracurricular activities and operating motor vehicles are privileges that carry with them the responsibility to adhere to high standards of conduct, including refraining from the use of illegal drugs, performance-enhancing drugs and alcohol. To assist students in making healthy and safe choices, the district will conduct random drug and alcohol testing of students in grades 7-12 as a condition of participation in covered activities and parking on district property. Covered activities are activities regulated by the Missouri State High School Activities Association (MSHSAA), those listed as extracurricular activities in the Silex R-I High School student handbook and parking on district property. District employees shall not have the authority to waive the testing of any student selected using the random selection process.

Students who test positive through this random testing program will be excluded from participation in covered activities as follows:

First Offense	Exclusion from all covered activities and parking on district property for a minimum of 30 participation days and must pass a drug and/or alcohol test administered by the district prior to participating in covered activities and parking on district property again. The student will retest every time a random test is done for 365 calendar days. Student will also be suspended for 20% of the subsequent season.
Second Offense	Exclusion from all covered activities and parking on district property for 365 calendar days and must pass a drug and/or alcohol test administered by the district prior to participating in covered activities and parking on district property again. The student will retest every time a random test is done for 365 calendar days. Student will also be suspended from participation in activities for 365 days.
Third Offense	Excluded from all covered activities and parking on district property for the rest of the student's enrollment in the district. Student will be suspended from activities for the remainder of their enrollment.

For the purposes of this policy, a "participation day" is each day that the extracurricular group meets, regardless of whether that meeting is a practice, a group meeting or an event; or, for purposes of parking, any calendar day that students are required to be in attendance. A positive test through this random testing program will not result in suspension from school or academic sanctions. The district will not report results to law enforcement.

**Suspicion-Based Drug Testing:** Suspicion-based drug testing, unlike random drug testing, may only be used when there is reasonable suspicion that the student is under the influence of or has recently consumed alcohol or any drug prohibited by district policy. Students testing positive will be disciplined in accordance with the district's discipline policy and may also be excluded from extracurricular activities as determined by the district. A student who refuses to submit to testing may still be disciplined under the district's discipline code for being under the influence of alcohol or drugs.

**Dual Sports**

Students are allowed to participate in a maximum of two sports/managing positions during one season. They must start each sport at the beginning of the season. They cannot join a second sport after the first game/meet has taken place without special approval from the Activities Director. The student must designate with the Activities Director before the first game/meet which sport will be their top priority. Students that are managers of a team must participate in their sport when a conflict in the schedule occurs. They must be designated in case two competitions are on the same day. Example: Baseball game and a golf meet. The two coaches involved with the dual athlete should meet and agree on a practice and competition schedule so everyone is on the same page. Example: Golf is their top priority and baseball is second priority. If there is a golf match and baseball game on the same day, this athlete must attend the golf match. Postseason exceptions could come up where with AD approval an athlete could attend a postseason competition over a regular season competition. Students should feel supported by all coaches involved in their dual sport decision. If there is good communication, organization, and support the student athlete could be a great asset to both programs.

**Eligibility Requirements for ALL Silex Activities (Athletic & Organizations)**

Sillex High School is a member of the Missouri State High School Activities Association (MSHSAA) and will follow the rules of this organization. In order to represent Sillex High School in any interscholastic or interscholastic activity, a student must meet all eligibility requirements of the MSHSAA as well as those set by the school district.

1. Students must have been awarded 3 units of credit the previous semester and must be passing at least 3 units of credit during the semester in which they are participating. Students who fail to earn 3 units of credits in a semester will be ineligible for the next semester per MSHSAA guidelines. Students who earn 3 credits but fail 1 class will be ineligible per Sillex R-I policy but can regain eligibility if they are passing all classes at the following mid-term.
2. Students must adhere to the rules of the MSHSAA/rules of organization.



3. Students must attend school the day of an activity unless the absence is prearranged and approved by the principal. Students must be in attendance at least 4 hours to be eligible to participate.
4. Students must have a 2.0 GPA and no F's the previous quarter. If a student has an F at mid-term, they will not be allowed to participate until they are passing the class. Any student failing a class at quarter will be ineligible to participate in activities until the next grading cycle, midterm grades. College credit classes will be looked at on the quarter and semester basis only. If a student fails the quarter but passes the semester they will not lose eligibility.
5. Students declared academically ineligible will have their grades checked each quarter and each mid-term to determine if eligibility can be reinstated.
6. Students must have a signed consent form on file for the drug and alcohol testing program.

### **Fund-Raising**

All school fund-raising projects must be approved by the school administration. All monies received shall be turned into the office. Funds raised shall be spent with the approval of the membership, sponsor, and administration. Only fund-raising items approved by the administration may be sold in school. These items are not to be sold during class. Items sold in violation of these rules will be confiscated and returned to parents.

### **Student Council**

Open to all but each interested student must run for election. Student Council consists of executive officers and class officers. One representative from each of the school clubs (FFA, FHA, etc.) is chosen by the club itself. Student Council acts as an advisory group to the administration, supervises class elections and sponsors major events such as Homecoming, as well as community service projects. Elections are held in the Spring.

### **Class Officers**

Any sixth grader through Senior in good standing is eligible to run for class officer. However, anyone with limited time and low grades should give much consideration before filing since a significant time commitment may be required. Major duties of class officers are:

- Preside at class meetings
- Coordinate homecoming and other activities
- Assist the administration and faculty in decisions concerning the class (supplies, announcements, rings, prom, etc.)
- Represent your class on Student Council

### **Silex Honor Society**

1. All sophomores and juniors who have a cumulative grade point average of 3.5 or better are included in the list of prospective members given to the Faculty Advisory Council. A candidate must be enrolled in 5 or more full credit courses or equivalent half-credit courses. A student will not be considered for membership who has been assigned an after school detention, Saturday detention, or ISS by the building principal during the second semester of the application year. A student will not be considered for membership who was assigned OSS by the building principal anytime during the application year.
2. These students will be notified and asked to fill out a Student Activity Information Form to be returned by a specific date. All staff who currently have the eligible students in class will complete a selection criteria form. Both the student information form and the teachers' recommendation forms will be submitted to the Advisory Council.
3. The final selections will be made by majority vote of at least a five-member Faculty Advisory Council based on the following criteria: leadership, character, and service. All decisions regarding new member induction made by the Advisory Council are final.
4. Students will be notified, if selected, on Tap Day near the end of the school year. Induction will take place at the end of the school year.

### **Athletic Letters and Awards**

Only symbolic awards of no intrinsic value will be given to any athlete. All awards will be in compliance with MSHSAA regulations. Program leaders decide what awards will be given, awards should be stat driven and consistent. The coaches, athletic director, or administration may exercise the power of awarding or withholding any award even though requirements may or may not have been met.

### **Varsity and Junior Varsity Defined**

A Varsity participant may be a member of any high school class. Junior Varsity participation is typically for freshmen and sophomore students. Students in grades 11 and 12 will typically receive no credit toward awards if they participate at the Junior Varsity level.

### **Letter Jackets**

The official Silex letter jacket will be available for purchase by students who earn awards for participation in the athletic program. Those who have not earned a letter or numerals should not wear the letter jacket.

### **Letter**

The letter is an 8" S that is awarded the first time a student meets the qualifications at the varsity level. Only one letter is awarded in athletics. Letters are to be worn on the left front of the letter jacket over the heart.

### **Numeral**

The numerals are 3" numbers which signify the year of graduation. Numerals are to be worn on the left arm of the letter jacket at the shoulder.

### **Insignia**

Insignias are metal figures denoting a particular activity. An insignia is awarded the first time a student meets the requirements for a numeral or a letter in an activity. The insignia should be mounted on the letter.

### **Bar**

The bar is a metal stripe which signifies a season of successful participation in an activity. A bar is awarded each time a student letters. The bar should be mounted to the right of the appropriate insignia.

### **Team Patches**

Team patches may be ordered through the athletic director for each member of a varsity team that wins first place in conference, district, or advances to the final four in state playoffs. Individual patches may be ordered for any track, cross country, or golf athlete who places in the state meet. The patch will signify these championships. All team patches and patches for other accomplishments may be obtained by athletes at their own expense. All appropriate patches may be worn on the letter jacket.

### **Individual Awards**

Individual accomplishments may be awarded to members of a varsity team for outstanding achievement. These awards will be limited in number and the cost shall be minimal. Examples of this award are M.V.P., Best Free Throw Percentage, Best Batting Average, etc.

### **Special Awards**

Awards of a special nature may be presented to senior varsity athletes. These should be in the form of mementos only and the cost of each should not exceed \$20. Examples of this award are pictures, scrapbooks, old equipment having special meaning, etc.

### **Cross-Country Letter Requirements**

Varsity – Participation in 1/2 of all the varsity meets.

### **Basketball Letter Requirements**

Varsity - Participation in 1/4 of the quarters of the varsity games.

### **Track Letter Requirements**

Varsity 1. Participate in the conference, district, and all invitational meets unless excused by the coach in advance.

### **Baseball Letter Requirements**

Varsity - Participation in 1/4 of the total innings played at the varsity level.

### **Softball Letter Requirements**

Varsity - Participation in 1/4 of the total innings played at the varsity level.

### Golf Letter Requirements

Varsity - Participation in 1/2 of all varsity meets.

### Manager

Varsity - Completion of manager's requirements.

### Provisional Recognition

Students who fail to meet the requirements for lettering because of injury may receive a provisional recognition. Juniors and Seniors who fail to meet the requirements for lettering but were a part of the team all season will receive recognition.

### Band Letter Requirements

You must accumulate a total of 25 points to letter.

Participation in:

District Solo/Ensemble	State Solo/ Ensemble
I-4 points	I-5 points
II-3 points	II-4 points
III-1 point	III-2 points

Pep Band - 3 points per evening played

Concerts – 3 points per concert

All-Conference Band Auditions - 3 points

All-Conference Band – 5 points

All-District Band Auditions - 3 points

All-District Band - 5 points

All-State Band Audition - 4 points

All-State Band - 10 points

National FFA Band - 3 points

Fundraiser Quota (15) - 5 points

Extra Concert attended 1 per event/max of 3 points

Instrumental music performances other than school (church, funeral, etc.) 1 point each (3 points max)

Two unexcused absences - unable to earn a letter regardless of points earned.

NOTE: Student's letter grade in band/choir drops 1 full letter grade with every unexcused absence.

Excused absence from above performances - 0 points

Make-up points for excused absences may be earned by.

- death or serious illness in immediate family
- documented illness of student (note from family or physician)
- previously scheduled school activity
- severe inclement weather
- justifiable extenuating circumstances
- death or serious illness in immediate family
- documented illness of student (note from family or physician)
- previously scheduled school activity
- severe inclement weather
- justifiable extenuating circumstances

NOTE: Job conflict or non-school activity is not an excused absence.

### Vocal Music Letter Requirements

You must accumulate a total of 25 points to letter.

Participation in:

District Solo/Ensemble	State Solo/ Ensemble
I-4 points	I-5 points
II-3 points	II-4 points
III-1 point	III-2 points

Concerts – 5 points per concert  
All-Conference Choir - 5 points  
All-District Choir Audition - 3 points  
All-District Choir - 5 points  
All-State Audition - 4 points  
All-State Choir - 10 points  
National FFA Choir – 3 points  
State FFA Choir - 2 points  
Extra Concerts - 1 per event/maximum of 3 points  
National Anthem at sporting events – 3 points per evening  
Fundraiser Quota (15) - 5 points

Dear Parent or Guardian:

Our district is required to inform you of information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know. Upon your request, our district is required to provide to you in a timely manner, the following information:

Whether your student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

Whether your student's teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.

Whether your student's teacher is teaching in the field of discipline of the certification of the teacher.

Whether your child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the information that parents may request, a building receiving Title I.A funds must provide to each individual parent:

Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.

Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

**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)<sup>2</sup>.

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents	
<b>General Information</b>	
<ol style="list-style-type: none"> <li>1. What is a complaint under ESSA?</li> <li>2. Who may file a complaint?</li> <li>3. How can a complaint be filed?</li> </ol>	
<b>Complaints filed with LEA</b> <ol style="list-style-type: none"> <li>4. How will a complaint filed with the LEA be investigated?</li> <li>5. What happens if a complaint is not resolved at the local level (LEA)?</li> </ol>	<b>Complaints filed with the Department</b> <ol style="list-style-type: none"> <li>6. How can a complaint be filed with the Department?</li> <li>7. How will a complaint filed with the Department be investigated?</li> <li>8. How are complaints related to equitable services to nonpublic school children handled differently?</li> </ol>
<b>Appeals</b>	
<ol style="list-style-type: none"> <li>9. How will appeals to the Department be investigated?</li> <li>10. What happens if the complaint is not resolved at the state level (the Department)?</li> </ol>	

**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.

<sup>1</sup> Programs include Title I, A, B, C, D, Title II, Title III, Title IV, A, Title V  
<sup>2</sup> In compliance with ESSA Title VIII-Part C, Sec. 8504(u)(3)(C)

Local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives.

**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.

