

AHS Student Handbook

Home of the Hornets



2016- 2017

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Daily Bell Schedule

School doors will be open from 7:45am – 3:30pm

1 st hour	8:00-8:48
2 nd hour	8:52 – 9:40
3 rd hour	9:44 – 10:32
4 th hour	10:36 – 11:24
5 th hour	11:28 – 12:16
7-12 Lunch	12:16-12:46
6 th hour	12:50 – 1:38
7 th hour	1:42 – 2:30
Advisory	2:34 – 3:04

- 48 minute class periods
- 4 minute passing time
- 30 minute lunch/advisory

ADVANCE R-IV SCHOOLS
2016-2017 School Calendar

August 4, 5, 8, 9, 10, 2016	Teacher Workshops
August 9, 2016	Orientation/Back to School Night
August 11, 2016	First Day of Student Attendance
September 2, 2016	12:30pm Dismissal/PD Day
September 5, 2016	NO SCHOOL - Labor Day
September 11, 2016	Mid-Quarter
October 14, 2016	End of 1 st Quarter
October 20, 2016	12:30pm Dismissal P/T Conferences 1:30 – 8:00 pm
October 21, 2016	NO SCHOOL
October 24, 2016	NO SCHOOL
November 11, 2016	12:30pm Dismissal
November 23-25, 2016	NO SCHOOL – Thanksgiving Holiday
December 15, 2016	12:30 Dismissal – End of Second Quarter/First Semester
December 17 – 31, 2016	NO SCHOOL – Christmas Break
January 1-2, 2017	NO SCHOOL – Christmas Break
January 3, 2017	NO SCHOOL - Teacher PD day
January 16, 2017	NO SCHOOL – Dr. Martin Luther King Day/Make Up Day
February 17, 2017	12:30pm Dismissal/PD Day
February 20, 2017	NO SCHOOL – President’s Day/Make Up Day
March 10, 2017	12:30pm Dismissal/End of Third Quarter
March 13, 2017	NO SCHOOL
April 10-14, 17, 2017	NO SCHOOL-Easter Break
April 13, 2017	Mid-Quarter
May 6, 2017	Graduation-tentative
May 12, 2017	12:30 Dismissal Last Day of School-tentative

REGULAR MEETINGS

Board of Education..... Monday of the second full week of the month
P.T.O.....TBA

BOARD OF EDUCATION

Ronnie Martin	President	722-5259
Charlie Mayo	Vice-President	576-9302
Jim Below	Secretary	614-9276
Nanie Hawkins	Treasurer	382-2265
Josh Johnson	Member	208-9965
Todd Ritter	Member	208-9472
Tom Schmidt	Member	986-1500

SCHOOL PERSONNEL

Shannon Garner	Superintendent	722-3581
Julie Delay	Superintendent's Secretary	722-3581
Gena Sitton	High School Principal	722-3584
Jennifer Hess	JH/HS Principal's Secretary	722-3584
James Hamlin	Elementary Principal/AD	722-3564
		jhamlin@advance.k12.mo.us
Kim Backfisch	K-12 Guidance Counselor	kbackfisch@advance.k12.mo.us
Chris Asmus	7-12 PE	casmus@advance.k12.mo.us
Lindsay Beaird	HS Language Arts	lbeaird@advance.k12.mo.us
Samantha Beck	Art	sbeck@advance.k12.mo.us
Dana Below	JH Science	dbelow@advance.k12.mo.us
Terry Bryeans	Social Studies	tbryeans@advance.k12.mo.us
Hallie Conrad	JH Math	hconrad@advance.k12.mo.us
AJ Horn	HS Science	ahorn@advance.k12.mo.us
Cara Dirnberger	Business Ed	cdirnberger@advance.k12.mo.us
Sarah Duffield	FACS	sduffield@advance.k12.mo.us
Erin Hoffman	HS History	ehoffman@advance.k12.mo.us
Diana Lawson	Special Education	dlawson@advance.k12.mo.us
April McFerron	Librarian	amcferron@advance.k12.mo.us
Lauren Meier	Band Director	lmeier@advance.k12.mo.us
Robin Minton	P.E. & Mass Media	rminton@advance.k12.mo.us
Christina Noah	Special Ed. Clerk	cnoah@advance.k12.mo.us
Allison Page	Choir & Music	apage@advance.k12.mo.us
Brent Raines	Vo Ag	braines@advance.k12.mo.us
Carol Statler	JH Language Arts	cstatler@advance.k12.mo.us
Lara Wells	HS Math	lwells@advance.k12.mo.us
	Maintenance/Custodian/ Custodial Supervisor	722-3584
Tim Liley	Custodian	722-3584
Carla Riley	Custodian	722-3584
Christopher Owens	Custodian	722-3584
Randall Rhodes	Mechanic/Maintenance	722-3328
John Backfisch	Bus Driver	722-3328
Tammy Miles	Bus Driver	722-3328
Bruce Huffman	Bus Driver	722-3328
Lee Mooy	Bus Driver	722-3328

PUBLIC NOTICE

All public schools are required to provide a free and appropriate public education to all students, including those attending private/parochial schools, beginning on the child's third birthday through age twenty (20), regardless of the child's disability. Disabilities include: learning disabilities, mental retardation, behavior disorders/emotional disturbance, speech disorders (voice, fluency or articulation), language disorders, visually impaired, hearing impaired, physically/other health impaired, multi-handicapped, deaf/blind, autism, early childhood special education and traumatic brain injury.

All public schools are required to provide parents the right to inspect and review personally-identifiable information collected and used or maintained by the District relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading or violates the privacy or other rights of their children. Parents have the right to file complaints with the U.S. Department of Education or the State Department of Education concerning alleged failures by the District to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The District has developed a Local Compliance Plan for implementation of Special Education and this Plan is available for public review during regular school hours on days school is in session in the Office of the Superintendent of Schools.

Public schools in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty (20) who reside in the District or whose parent/legal guardian resides in the District. This Census is compiled as of May 1 each year. This information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes: name of each child, parent/legal guardian's name/address; birth date and age of each child; and each child's disability or suspected disability. Should the District fail to submit an annual census, the State Board of Education may withhold state aid until the census is submitted. 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 your school district.

PUBLIC ANNOUNCEMENT SURROGATE PARENT PROGRAM

Pursuant to the requirements of state law 162,997-999 RSMo, the State Board of Education is required to appoint a surrogate parent at such time as it becomes evident that a child with a disability does not have a parent or a person acting as a parent to participate in matters dealing with the provision of special education. For purposes of surrogate parent appointment, "parent" is defined as a biological parent, a guardian, or a person acting as a parent of a child including, but not limited to, a grandparent, a stepparent, or a foster parent with whom the child lives. The term does not include the State if the child is a ward of the State. The term does not include a person whose parental rights have been terminated.

The local school district is given the responsibility to determine when a child with a disability who requires special education and who resides in the District is without a parent. The District must notify the Missouri Department of Elementary and Secondary Education of the need to appoint a surrogate parent. Training for persons serving as surrogate parents will be provided by the Missouri Department of Elementary and Secondary Education and the District.

If you are interested in volunteering to serve as a surrogate parent, more information can be obtained from the District's surrogate parent contact person - the person responsible for the District's special education program.

ADVANCE PUBLIC SCHOOLS
STODDARD COUNTY REORGANIZED DISTRICT NO. IV
ADVANCE MISSOURI 63730
SHANNON GARNER, SUPERINTENDENT
PHONE 573-722-3581 FAX 573-722-9886

August 11, 2016

Dear Parent or Guardian,

Our district is required to inform you of certain information that you, according to the No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know.

Upon request, our district is required to provide to you in a timely manner, the following information:

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

In addition to the information that parents may request, districts must provide to each individual parent—

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

Respectfully,

Shannon Garner, Superintendent

Standard Complaint Resolution Procedure For No Child Left Behind Programs

This complaint resolution procedure applies to all programs administered by the Missouri Department of Elementary and Secondary Education under the No Child Left Behind Act (NCLB).

A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplies, or misinterpreted by school district personnel or by Department of Education personnel.

Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

The written, signed complaint must be filed and the resolution pursued in accordance with local district policy: KL and KL-AP.

If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is not evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.

Any persons directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplies, or misinterpreted by the Department itself.

Anyone wishing more information about this procedure or how complaints are resolved may contact local district or Department personnel.

Advance R-IV School District Family Educational Rights and Privacy Act (FERPA)

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:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. [Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

[NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records re-quest unless it states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Advance R-IV to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

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

MINIMUM REQUIREMENTS FOR ADVANCE GRADUATES

A. 24 units of Credit shall be required for graduation plus completion of state exams.

B. Requirements in the different areas.

1. Language Arts...4 units
 - a. Language I
 - b. Language II
 - c. Language III
 - d. AP English or Language IV
 - e. English II End of Course Exam
2. Social Studies...3 units
 - a. One unit of American History
 - b. One unit of World History
 - c. 1/2 unit of World Geography & 1/2 unit of Government
 - d. Government End of Course Exam
3. Mathematic...3 units
 - a. Two units of HS mathematics course
 - b. One unit of Algebra I OR Elements of Algebra 1A & Elements of Algebra 1B
 - c. Algebra I End of Course Exam
4. Science...3 units
 - a. One unit of Physical Science (Physics 1st)
 - b. One unit of Biology
 - c. One unit of HS Science course
 - d. Biology End of Course Exam
5. Fine Arts...1 unit
6. Practical Arts...1 unit
 - a. One unit of Computer Business Application
7. Physical Education...1 units
8. Health...1/2 unit
10. Personal Finance...1/2 unit
11. Electives...6 units

All students must pass the United States and Missouri Constitution tests after starting the seventh grade.

* Students may earn a maximum of 2 credits through approved correspondence courses other than MOVIP. The counselor, prior to enrollment in the course, must approve all correspondence courses. All fees associated with correspondence courses are the responsibility of the student.

*A senior may earn credit through dual enrollment at Southeast Missouri State University if he/she has a 3.5 G.P.A., meets ACT entrance requirements, has 95% or above attendance, and will meet all graduation requirements established by the board of education. This is done on an individual basis through the guidance counselor.

PROMOTION

7th GRADE

To advance, students will pass five (5) of the eight (8) semesters in the core subject areas of science, mathematics, social studies, and language arts.

8th GRADE

To advance, students will pass five (5) of the eight (8) semesters in the core subject areas of science, mathematics, social studies, and language arts.

STUDENT CLASSIFICATION

Student classification must be observed by all students who enroll at Advance High School as follows:

<u>Classification</u>	<u>No. of Units</u>
Freshman	0-3.5 credits
Sophomore	4 credits or above
Junior	11 credits or above
Senior	17 credits and able to graduate at end of year

EARLY GRADUATION

The Advance Board of Education and administration highly recommend that students attend eight semesters of high school. However, a student may graduate at the end of the seventh semester * upon the recommendation of the principal and counselor, meeting all state and local requirements, and following the stated policy of early graduation under the following conditions:

- A. The student enrolls in a full-time college program during the eighth semester.
- B. The student enrolls in a full-time vocational school program during the eighth semester.
- C. The student accepts full-time employment during the eighth semester.
- D. The student is unable to attend because of illness, physical handicap, or extreme hardship.
- E. Student must successfully complete the Missouri GED Options program at the Cape Girardeau Career and Technology Center.* Students who complete the MO Options Program will graduate with their cohort class and will have completed less than 7 semesters of high school.

Students who wish to graduate early will be required to meet with a guidance counselor and submit in written notification to the principal. The guidance counselor will notify the student's parents or guardians of the student's decision if the student is a dependent. Also, a student must be accepted by the college or school, have a written letter from their employer and/or a doctor's statement attached to the letter.

Students enrolled at the area vocational school may not qualify if they are in a two-year program. The students will not be allowed to participate in graduation exercises, and sacrifice all other privileges granted to them as high school students. The student will keep their class rank except they will not be considered for valedictorian or salutatorian.

If the above provisions are not met, the school board with the administration and counselor's recommendation may waive the policy for students in unusual circumstances.

* Students that successfully complete the GED Options program will receive an Advance High School Alternative Diploma and will be allowed to participate in the graduation ceremony.

PART-TIME STUDENT POLICY FOR 2016-2017

1. Must have at least 19 credits.
2. Must have all required subjects completed and received credit for them.
3. At least a 2.0 average.
4. Must be enrolled in courses that will result in graduation this year.
5. The student will not be released for more than three periods per school day.
6. A letter from the employer stating that the student does work there and the hours of employment status or hours worked must be brought to the principal also.
7. A letter of approval from the parents/guardians must be brought to the principal.
8. The Superintendent or designee will approve/disapprove all requests.
9. The principal may at any time terminate the part-time status of the student and request that student resume full-time status because of:
 - A. Low or failing grades.
 - B. Termination of employment.
 - C. Change in employment status.

- D. Failing to follow the student discipline policy
- E. Any other reason deemed proper by the principal

GRADUATION

The ladies will be expected to wear dresses or skirt/top combinations and *black dress* shoes; the young men will need to wear dark pants, solid light colored (preferably white) shirt with tie and *black dress* shoes with dark socks. NO jeans or sandals will be permitted.

The cap and gown will be worn as it comes in the package, nothing added unless indicated by the senior sponsors and no writing on top.

Inappropriately dressed students *will not* participate in the ceremony.

YOUR SCHOOL RECORD

Your school record remains after you graduate. Schools you may attend, perspective employers and even you, may desire information from your school records.

The major items found on your permanent record are:

1. Factual information (parents, date of birth, etc.)
2. The semester grades you earn, class rank and grade point average..
3. The results of tests you take; achievement, etc.
4. The activities in which you participate.
5. Your physical record.
6. Your record of attendance, tardies, etc.

GUIDANCE COUNSELOR SERVICES

Guidance is an integral part of each school's total educational program. It is developmental by design and includes sequential activities organized and implemented by certified school counselors with the support of teachers, administrators, students and parents. The Guidance Program includes:

1. A guidance curriculum
2. Individualized planning with students and their parents.
3. Responsive counseling, consultation and referral, and
4. Program management.

It is designed to address the needs of all students by helping them to acquire competencies in career planning and exploration, knowledge of self and others, and educational and vocational development

WITHDRAWING FROM SCHOOL

Parent/Guardians are to verbally communicate with the high school principal and or Counselor prior to withdrawing a student. Any student withdrawing from school for reasons other than transfer must discuss the matter with his or her counselor prior to being allowed to withdraw. Students should follow the proper withdrawal procedures. Students will receive a withdrawal slip from the office/counselor which they are to present to each individual teacher and the librarian along with his/her books. The slip is then returned to the office by the student, all debts are cleared, and the student is given permission to withdraw.

GUIDANCE CURRICULUM

The guidance curriculum consists of structured developmental experiences presented systematically through classroom and group activities. The purpose of the guidance curriculum is to provide students with knowledge of normal growth and development, to promote positive mental health and to assist them to acquire and use life skills. The curriculum is organized around three major areas: career planning and exploration, knowledge of self and others, and educational and vocational development. Student competencies to be addressed in these areas are identified in part by the use of the Missouri Comprehensive Student Needs Survey.

INDIVIDUAL PLANNING

Individual Planning consists of activities and help student to plan, monitor and manage their own learning and their personal and career development. The focus is on assisting each student to develop, analyze and evaluate his or her educational, occupational and personal goals and plans. The activities in this component are generally delivered on an individual basis. Potential graduates are encouraged to work closely with the counselor. College applications should be completed by December of the Senior year. Financial aid processes begin in January.

RESPONSIVE SERVICES

Responsive services consist of activities to meet the immediate needs and concerns of students whether these needs or concerns require counseling, consultation, referral or information. While counselors have special training and possess skills to respond to these needs and concerns, the cooperation and support of the entire faculty and staff is necessary for the component's successful implementation.

TESTING PROGRAM

The testing program at Advance is intended to measure the student's past achievements and abilities that he/she can use in the future. Some of the tests are intended to identify suspected physical, behavioral and educational problems that may interfere with a student's capabilities of achieving success in school.

Testing

1. Missouri Assessment Test (MAP) given to grades 7-8
2. Missouri End of Course Exams (EOC) given to grades 9-12.
2. Stanford Achievement Test given to grades 7-12.
3. American College Test (ACT) is offered to grades 11-12.
4. Missouri Comprehensive Student Needs Survey given every three years grades 3-12.
5. Hearing, Vision, Language Screening given to Grade 8.
6. Armed Services Vocational Aptitude Battery given to grades 10-12.
7. PSAT Test is offered to grades 10 and 11.
8. Missouri End of Course Exams grades 9-12

Certain individual tests may be given to students for special purposes. One example is the Wechsler Intelligence Test.

ACT

The ACT is a college admissions test and is accepted by all four-year colleges and universities in the US. Colleges and universities use a student's score for entrance into college, scholarships, and placement in certain classes. Your ACT score is directly related to the type of merit scholarship that you can receive. The higher your ACT score, GPA, and class rank, the better scholarship you can receive.

- Our high school code is 260-005.
- Zalma Test Center code: 226910 SEMO Test Center code: 023660 Notre Dame Test Center Code: 194120
- Cost is \$35 for no writing and \$50.50 for the writing portion.

Following are the test dates for the upcoming year:

Test Date	Registration Deadline	Registration Deadline (late fee required)
September 10, 2016	August 5, 2016	August 6-9, 2016
October 22, 2016	September 16, 2016	September 17-30, 2016
December 10, 2016	November 4, 2016	November 5-18, 2016
February 11, 2017	January 6, 2017	January 7-20, 2017
April 8, 2017	March 3, 2017	March 4-17, 2017
June 10, 2017	May 5, 2017	May 6-19, 2017

You can register online or by mail. Register online at www.actstudent.org. Information is located outside the counselor's office.

SCHEDULE CHANGES

Schedule changes must be completed within three school days after the beginning of the new semester.

GRADES

The purpose of grading students is to evaluate their individual progress. Factors used to determine the grade assigned to the students are: individual progress, comparison of students' progress in each class, performance skills developed by the student and any other factors teachers feel are important in showing student progress.

Letter grades will be issued to students every quarter or nine (9) weeks. The grades and percentages will follow the scale below and will be based on the 4.0 grading scale. (Teachers may grade on a curve when necessary).

4.0 GPA SCALE

100-96=A	(4.0)	82-80 =B-	(2.75)	69-67 =D+	(1.25)
95-90 =A-	(3.75)	79-77 =C+	(2.25)	66-63 =D	(1.0)
89-87 =B+	(3.25)	76-73 =C	(2.0)	62-60 =D-	(0.75)
86-83 =B	(3.0)	72-70 =C-	(1.75)	59 & below =F	(0.00)

The weighted grading scale and point system for Upper Level/Advanced courses, AP & Dual Credit courses is:

Weighted GPA SCALE

100-96 = A	(4.50)	79-77 = C+	(2.75)	66-63 = D	(1.50)
95-90 = A-	(4.25)	76-73 = C	(2.50)	62-60 = D-	(1.25)
89-87 = B+	(3.75)	72-70 = C-	(2.25)	59 & Below = F	(0.00)
86-83 = B	(3.50)	69-67 = D+	(1.75)		
82-80 = B-	(3.25)				

Transfer Grades:

If a student transfers to the Advance R-IV School District from another district and has an upper level/advanced, AP or Dual Credit course they took at the transferring school and the transferring school did not weight that course, the Advance R-IV School District will not weight that course for GPA calculations.

HONOR ROLL/ACADEMIC LETTERS

The following rules and regulations shall constitute the policy of Advance Senior and Junior High in regard to honor roll. Honor Roll shall be computed at the end of the first quarter, first semester, third quarter and second semester. Grade point average is computed at the end of each semester during grades 9-12.

1. Students making the quarterly honor roll must have a minimum grade of "B-" **in each regular class**

- before being considered for the honor roll.
2. Students enrolled in a Dual Credit or Advanced Placement course will be considered for the quarterly honor roll with a grade of “C” or better in the college course along with meeting the minimum grade of “B-“ **in each regular class** before being considered for the honor roll.
 3. The grade point average of each honor roll student shall be computed by the Guidance Counselor and/or administration.
 4. In order for students to receive an Academic Letter, students must make Honor Roll all 1st, 2nd, and 3rd Quarters.
 4. In order for students to receive an Academic Bar, students must first “Letter” one year, then they will be eligible to receive a bar for each additional year they meet Honor Roll criteria all of 1st, 2nd, & 3rd Quarters.

MID-TERM REPORTS

Mid-term reports indicating the failure or near failure of a student in a class will be sent home in the middle of each school quarter so parents will be informed and able to confer with teachers if necessary before report cards are issued.

SEMESTER EXAMS

High School - Semester exams will be given in each class at the end of each semester. They will count as 20% toward the semester grade.

Junior High School – Semester exams will be given in 2 core subjects each semester and 3 non-core subjects each semester and will count as 20% toward the semester grade.

ATTENDANCE POLICY

Advance R-IV Schools Attendance Rules and Procedures Adopted May 12, 2014

The Board of Education has established the following rules and regulations regarding attendance, absences and excuses for students. These rules and regulations are intended to comply with Missouri Compulsory Attendance Law (167.031 RSMo.) which establishes compulsory attendance for all children between the ages of seven and sixteen unless their education is provided by other acceptable means or otherwise excusable under the law.

Regular attendance and participation in classroom instructional activities are essential to achieving the educational objectives for each class. When students are absent from class, they miss the material covered, they miss the opportunity to interact with the teacher as well as other students and they miss the opportunity to pursue learning opportunities only available from classroom interaction. Students are required to make up work as a result of class periods missed. It is the student's responsibility to meet with the teacher to obtain the necessary assignments and instructions

Absences

Elementary Students

In order to be considered for promotion to the next grade level an elementary student must be present a minimum of 95% of the scheduled attendance days per semester. Absences shall not exceed 10 days per school year. Parents will be notified by letter when the student reaches 3 days, 5 days 8 days, 10 days and 11 days of absence. Please note the following attendance procedures.

1. Students must be checked in upon arrival after the start of the school day. Students must be checked out from the office only. If someone other than the parent or guardian of the child is to check them out, a phone call or

written request must be received from the parent or guardian. The child will be asked to identify the adult picking them up before being released.

2. If a student is absent, we ask that parents/guardians call the elementary school office (722-3564) by 9:30 to inform us that your child will be absent. Notification by the parent/guardian does not excuse the absence; however, it does inform the school the parent is aware their student was not present at school. If the school does not receive a phone call or written notification from home the school will make contact with parents/guardians at home or at work. Voluntary requests for homework must be made by 9:30 a.m. to allow the teacher ample time to provide assignments and may be picked up in the elementary school office after 2:30 p.m. that day. Students will be allowed one day of school when returning for each day of absence to turn in missed work and schedule missed assessments.
3. Professional documentation (notes from a doctor, dentist, lawyer, etc.) documenting a student absence must be provided to the school office no later than 3 days after the date of the absence noted on the excuse. Professional documentation/excuses will not be accepted beyond the 3rd day on which a student was absent for any/all of the school day. The professional documentation must state the reason for the student to be absent from school. Parent notes do not suffice for professional documentation for absences.
4. School trip days authorized by the principal (ex. School Sponsored Field Trips) do not count as days missed.
5. To be promoted to the next grade elementary students must earn passing grades and be present 95% of the scheduled attendance days per year. If a student violates the 5 days/semester attendance policy he/she may be allowed to make up time missed from school by attending Educational Experience Recovery (Credit Recovery). Credit Recovery will run from 3:15 p.m.-4:15 p.m. on Monday -Thursday. Attending 5 days of Credit Recovery will make up for 1 school day missed. This option is made available for students to recover lost educational experiences in order to be considered for promotion to the next grade level.
6. If a student misses over 10 days per year and has valid reasons for all days missed, his/her parents/guardians can appear for a hearing with the attendance review committee. A written statement from a doctor or other professional verification for all days missed that semester will be required stating that it was not possible for the student to be at school for the days missed.
7. If a student misses over 10 days per year or 5 days per semester and has not made up the educational time lost by attending Credit Recovery, he/she will have their case reviewed by an attendance review committee. The review committee will be made up of 3 teachers, the guidance counselor and the elementary school principal who will be responsible for reviewing the attendance history and making recommendations concerning excessive absences. The committee will meet at the end of each semester and students and/or parents/guardians of students who have been in violation of the attendance policy and have not made up educational time missed through Credit Recovery may meet with the committee to review their cases. Parents will be notified by mail when and where the committee will meet. The committee's recommendation will be one of the following:
 - To deny the student promotion to the next grade level.
 - To assign the student to make up the time missed during summer school.

- Decisions made at the end of the first semester may include assigning the student to mandatory Educational Experience Recovery.
 - To forgive the excess absences and grant the student promotion to the next grade level.
8. The committee will consider the following things in making a decision: a) did the student provide professional documentation for the absences within 3 days of the absence b) did the student make attempts to recover lost educational experiences by attending credit recovery c) past attendance d) extraordinary circumstances e) extreme hardship and f) the student's academic record. The committee will make a written report of the hearing and file it in the principal's office and will also notify the student's parents/guardian in writing of their decision.
 9. In case of excessive absences, if the student has provided within 3 days of the absence a professional documentation for all days missed, he/she may not be required to appear before the committee. In addition if the student has made up lost educational experiences through credit recovery that would reduce the amount of absences below the 5 day/semester attendance policy he/she may not be required to appear before the committee.

Truancy

Truancy is defined as deliberate absence from school on the part of the student, **with or without the knowledge of the parent/guardian**, or students who leave school during the school day without the consent of the principal for which no justifiable excuse is given. When truancy becomes evident the principal shall investigate and take disciplinary action including referral to juvenile court authorities.

Judicial Action

Students and parents are reminded that excessive violations of the attendance guidelines could lead to the district reporting the violations to the proper legal authorities. If attendance infractions continue parents/guardians are subject to sanctions as deemed appropriate by the juvenile court.

Rewards

Those students achieving 97.5% attendance for a school year will receive a reward such as a field trip or voucher as deemed appropriate by the principal.

Jr. High and High School Students

In order to receive course credit, or to be considered for promotion to the next grade level, a student must be present a minimum of 95% of the scheduled attendance days per semester. Absences shall not exceed 5 class periods for the same course per semester. Parents will be notified by letter when the student reaches 3 days, 5 days, and 6 or more days of absence per semester. Note the following attendance procedures.

1. If a student is absent from school, we ask that parents/guardians call the high school office

(722-3584) by 9:15am to inform us that your child will be absent. Notification by the parent/guardian does not excuse the absence; however, it does inform the school the parent/guardian is aware their student was not present at school. If the school does not receive a phone call from home, the school will make contact with parents/guardians at home or at work. Voluntary requests for homework must be made by 9:30 a.m. to allow the teacher ample time to provide assignments and may be picked up in the high school office after 2:30 p.m. that day. Students will be allowed one day of school when returning for each day of absence to turn in missed work and schedule missed assessments.

2. Professional documentation (notes from a doctor, dentist, lawyer, etc.) documenting a student absence must be provided to the school office no later than 3 days after the date of the absence noted on the excuse. Professional documentation/excuses will not be accepted beyond the 3rd day on which a student was absent for any/all of the school day. The professional documentation must state the reason for the student to be absent from school. Parent notes do not suffice for professional documentation for absences.
3. School trip days authorized by the principal (ex. College Days, School Sponsored Field Trips, School Sponsored Activities) do not count as days missed.
4. If a student is absent more than 5 class periods for the same course in a semester, the student may be allowed to make up time missed from school by attending Credit Recovery. Credit Recovery will run from 3:15 p.m.-4:15 p.m. on Monday -Thursday. Attending 5 days of Credit Recovery will make up for 1 school day missed. This option is made available for students to recover lost educational experiences, be considered for promotion to the next grade level, and maintain student eligibility to receive course credit towards meeting graduation requirements.
5. If a student misses over 5 class periods for the same course per semester and has not made up the educational time lost by attending credit recovery, he/she will have their case reviewed by an attendance review committee. The review committee will be made up of 3 teachers, the guidance counselor, and the high school principal, who will be responsible for reviewing the attendance history and making recommendations concerning excessive absences. The committee will meet at the end of each semester and students and/or parents of students who have been in violation of the attendance policy and have not made up educational time missed through credit recovery may meet with the committee to review their cases. Parents will be notified by mail when and where the committee will meet. The committee's recommendation will be one of the following:
 - To deny the student course credit or promotion to the next grade level.
 - To assign the student to make up the time missed during summer school.
 - Decisions made at the end of the first semester may include assigning the student to mandatory Credit Recovery.
 - To forgive the excess absences and grant the student course credit or promotion to the next grade level.
6. The committee will consider the following things in making a decision; a) did the student provide professional documentation for the absences within 3 days of the absence b) did the student make attempts to recover lost educational experiences by attending credit recovery c) past attendance d) extraordinary circumstances e) extreme hardship and f) the student's academic record. The committee will make a written report of the hearing and file it in the

principal's office and will also notify the student's parents or guardian in writing of their decision.

7. It is important to note that through the use of credit recovery throughout the semester, students will have the opportunity to avoid violation of the district attendance policy.
8. In case of excessive absences, if the student has provided within 3 days of the absence a professional documentation for all days missed, he/she may not be required to appear before the committee. In addition, if the student has made up lost educational experiences through credit recovery that would reduce the amount of absences below the 5 class periods in same course per semester attendance policy, he/she may not be required to appear before the committee.
9. Students who find it necessary to leave school before the end of the day due to illness, doctor or dental appointments, emergencies, etc., are required to sign out in the office with a phone call or written request from the parent, or in the case of an emergency with the principal's permission. Signing out during school hours will be permitted only when arranged by a note or phone call from the parent or guardian to the high school office or with the nurse's approval. Anyone leaving school without prior approval will be considered as truant.

Truancy

Truancy is defined as deliberate absence from school on the part of the student, **with or without the knowledge of the parent/guardian**, or students who leave school during the school day without the consent of the principal for which no justifiable excuse is given. When truancy becomes evident, the principal shall investigate and take disciplinary action, including referral to juvenile court authorities.

Judicial Action

Students and parents are reminded that excessive violations of the attendance guidelines could lead to the district reporting the violations to the proper legal authorities. If attendance infractions continue, parents/legal guardians are subject to sanctions as deemed appropriate by the juvenile court.

Rewards

Those students achieving 97.5% attendance for first semester will receive a reward such as fun day or other local activities as deemed appropriate by the principal.

ABSENCES AND ASSIGNMENTS

Parent/guardian: Should call on the day of the absence by 9:15 a.m. explaining the student's absence and to request homework.

NOTE: A phone call notifying parent/guardian of student absence will be made by the office.

The first day upon returning to school the student should bring a note explaining the absence signed by the parent/guardian. The documentation for the absence must be turned into the office within **three (3) days** of return to school.

****Note:** Out of School Suspension – Student can make up homework but not assessments.

Student absences falling on the day of a scheduled test or advance assignments shall be treated in the following manner:

1. Make arrangements with the classroom teacher to make up the assessment/s missed in a timely fashion.
2. Advanced assignments are due the day the student returns to school. If the student is absent the day an assignment is made, the student will be given no less time to complete and hand in the material than the other students in that class. It is the student's responsibility to secure and complete any missed homework assignments or tests.
3. A student must be in attendance the entire school day to be eligible to participate in or attend an activity that night UNLESS the absence is pre-arranged with the principal or a doctor's note is presented. In addition, students participating in activities must be present the entire day after an event in order to participate in the next scheduled event UNLESS the absence is prearranged with the principal or a doctor's note is presented.

To Leave School During the School Day

Students must:

1. Have parents call the office or bring a note from home or the office will contact the parents
2. Sign out in the HS Office
3. Sign in upon returning in the HS Office
4. Get an admit slip the next day from the office before school starts (before 8:00am)
5. Students are not allowed to leave school premises during lunch.
6. Do not leave the building without signing out.

NOTE: Failure to follow the above procedures will be considered skipping and can be noted as an absence in their attendance file.

SEARCH AND SEIZURE

Students' personal effects and lockers may be subject to be searched by designated school personnel at any time there may be a question of presence of illegal materials or materials prohibited by school policies.

School lockers and desks are the property of the Board of Education and are provided for the convenience of students, and as such, are subject to periodic inspection without notice.

Students or student property may be searched based on reasonable suspicion of a violation of district rules, policy or state law. Reasonable suspicion must be based on facts known to the administration, credible information provided or reasonable inference drawn from such facts or information. Personal searches, and searches of student property, shall be limited in scope based on the original justification of the search. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses, and never in front of other students. Students shall not be required to undress, although they may be asked to empty pockets, or remove jackets, coats, shoes, and other articles of exterior clothing for examination if reasonable under the circumstances. Students are permitted to park on school premises as a matter of privilege, not of right. The school retains the authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on school premises may be searched if the school authority has reasonable suspicion to believe that illegal, unauthorized or contraband items are contained inside.

Law enforcement officials shall be contacted if the administration reasonable suspects 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 articles. Law enforcement officials may be contacted in any case involving a violation of law when a student refuses to allow a search, or where the search cannot safely be conducted. Parents may also be contacted.

Interview With Police or Juvenile Officers/Other Law Enforcement Officials

The Advance R-IV School District has legal jurisdiction over students during the school day and hours of approved extracurricular activities. The school administration is responsible for making an effort to protect each student's rights with respect to interrogations by law enforcement officials. When law enforcement officials find it necessary to question students during the school day or periods of extracurricular activities, the school principal or designee will be present and the interview will be conducted in private.

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

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

REMOVAL OF STUDENTS FROM SCHOOL BY LAW ENFORCEMENT OFFICIALS

Before a student at school is arrested or taken into custody by a law enforcement or other legally authorized person, the principal will verify the official's identity. To the best of his or her ability, the principal will verify the official's authority to take custody of the student. The school principal will attempt to notify the student's parent/guardian that the student is being removed from school.

DISCIPLINE POLICY

Philosophy

Students at Advance are expected to conduct themselves as ladies and gentlemen. Each student has the right to the full exercise of his/her constitutional freedoms. Rights not guaranteed by the Constitution or by other laws may be exercised only to the extent that they do not unreasonably interfere with the rights of others or endanger the freedom and safety of others. The parent/guardian must insure that his/her children's rights are protected but also accept the responsibility for protecting the rights of others.

A democratic society must impose upon its individual member some standards that define the limits of permitted conduct. The school requires that all proper rules and policies be obeyed to insure that an atmosphere of learning is created, maintained and encouraged. We think by every student knowing and following these rules and policies, this can be achieved.

The Student Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operation of district schools. No Code can be expected to list each and every offense, which may result in the use of disciplinary action. However, it is the purpose of this code to list certain offenses, which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, or an aggravated circumstance of any offense or an action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education.

DUE PROCESS

A student at Advance has a right not only to an education but the rights guaranteed by the Constitution. The student has a procedure to follow when the student has been suspended or expelled from school.

1. Prompt and adequate notice of the charges.
2. An opportunity to respond to the charges.
3. A hearing suited to the situation and the charges.
4. A decision arrived at after hearing the charge and response to the charge.

STUDENT DISCIPLINE

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action; however, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, any aggravated circumstance of any offense, or any action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on school property, including playgrounds, parking lots and school transportation, or at a school activity, whether on or off school property.

REPORTING TO LAW ENFORCEMENT

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

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 or involuntary manslaughter under § 565.024, RSMo.
3. Kidnapping under § 565.110, RSMo.
4. First, second or third degree assault under §§ 565.050, .060, .070, RSMo.
5. Sexual assault or deviate sexual assault under §§ 566.040, .070, RSMo.
6. Forcible rape or sodomy under §§ 566.030, .060, RSMo.
7. Burglary in the first or second degree under §§ 569.160, .170, RSMo.
8. Robbery in the first degree under § 569.020, RSMo.
9. Possession of a weapon under chapter 571, RSMo.
10. Distribution of drugs under §§ 195.211, .212, RSMo.
11. Arson in the first degree under § 569.040, RSMo.
12. Felonious restraint under § 565.120, RSMo.
13. Property damage in the first degree under § 569.100, RSMo.
14. Child molestation in the first degree pursuant to § 566.067, RSMo.
15. Sexual misconduct involving a child pursuant to § 566.083, RSMo.
16. Sexual abuse pursuant to § 566.100, RSMo.

The principal shall 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.

In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten (10) days or expulsion of any student who the district is aware is under the jurisdiction of the court.

DOCUMENTATION OF STUDENTS DISCIPLINE RECORD

The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools and in accordance with law and policy JGF.

PARTICIPATION IN ACTIVITIES

Students who are suspended or expelled for any reason are prohibited from attending or taking part in any district sponsored activity, regardless of location, or any activity that occurs on district property. Students who violate this provision will be required to leave the activity and may face further discipline, including an additional period of suspension or expulsion.

PROHIBITION AGAINST BEING ON OR NEAR SCHOOL PROPERTY DURING SUSPENSION

All students who are suspended or expelled are prohibited from being on school property for any reason unless permission is granted by the superintendent or designee.

Any student who is suspended for any offenses listed in 160.261RSMo., 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 public school in the district unless one (1) of the following conditions exist:

1. The student is under the direct supervision of the student's parent, legal guardian or custodian.
2. The student is under the direct supervision of another adult designated by the student's parent, legal guardian or custodian. The designation must be made in advance and in writing to the principal of the school that suspended the student.
3. The student is in an alternative school that is located within 1,000 feet of a public school in the district.
4. 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 this prohibition he or she may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension," listed below.

TYPES OF PUNISHMENT

CONFERENCE: A formal conference is conducted between the student and school personnel.

PARENT INVOLVEMENT: Parent/Guardian is notified by telephone, personal contact, letter or certified letter of the occurrence of inappropriate behavior. A parent/guardian- student-school personnel conference may be conducted.

DETENTION: The student is assigned to stay in a supervised area after school and complete assigned tasks. The parent/guardian may be notified.

DRIVING PRIVILEGE SUSPENSION (Principal/Superintendent): The student is not allowed to drive on school premises during the regular school day. Parent/guardian may be notified.

SUSPENSION IN-SCHOOL: The placement of the student in time-out, in a paired classroom, in the principal's office or other location other than that student's regular classroom, or in an in-school suspension classroom for a portion of a school day up to a maximum of ten (10) school days. The student is required to complete all assignments, and take all tests, and academic credit is earned/granted. The parent/guardian is notified of the in-school suspension.

SUSPENSION OF BUS RIDING PRIVILEGES (Principal): The student is forbidden to ride the bus for a portion of a school day for up to ten (10) school days. The superintendent and parent/guardian will be notified.

SUSPENSION OF BUS RIDING PRIVILEGES (Superintendent): The student is forbidden to ride the bus for up to 180 school days. The parent/guardian is notified and appeal procedure reviewed.

SUSPENSION OUT-OF-SCHOOL (Principal): The student is forbidden to attend school for a portion of a school day up to ten (10) school days. Academic assignments may be assigned and academic credit may be earned or granted. The superintendent and parent/guardian are notified of the out-of-school suspension.

CORPORAL PUNISHMENT- Corporal Punishment is administered only by the building principal, superintendent, or certified employee, in the form of swatting the buttocks with a paddle (one to four swats). No corporal punishment will be given unless there is a certified staff member present to witness the act. The superintendent and the parent/guardian are notified of the corporal punishment.

SUSPENSION OUT-OF-SCHOOL (Superintendent): The student is forbidden to attend school for up to 180 school days. The parent/guardian is notified, and appeal procedure reviewed.

EXPULSION -The student is forbidden to attend the Advance R-IV Schools by the Board of Education. The parent/guardian is notified and appeal procedure reviewed.

PROHIBITED CONDUCT

The following are descriptions of prohibited conduct as well as potential consequences for violation. 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.

1. Alcohol

Possession of, sale, distribution, or attendance while under the influence of or soon after consuming any alcohol regardless of whether the student is on school premises.

First Offense: 10-180 days out-of-school suspension, expulsion, notification to law enforcement officials.

Subsequent Offenses: 11-180 days out-of-school suspension, expulsion, notification to law enforcement officials.

2. 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.

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.

3. Arson

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

First Offense: Detention, in-school suspension, corporal punishment, 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.

4. Assault

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

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

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

2. Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another.

First Offense: Expulsion.

5. Automobile/Vehicle Misuse

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

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

Subsequent Offense: Revocation of parking privileges, detention, in-school suspension, corporal punishment, or 1-180 days out-of-school suspension.

6. Bullying (see Board policy JFCF)

Repeated and systematic intimidation, harassment and attacks on a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical violence, verbal taunts, name-calling and put-downs, threats, extortion, theft, damaging property, and exclusion from a peer group.

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

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

7. 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.

8. Cell Phone Violation

Student cell phone use is strictly prohibited during regular school hours. Because of the technology available on cell phones, their use is strictly prohibited in all areas at all times. Advance R-IV Schools possess and maintain a landline phone system that is utilized for the day-to-day business of the school and for any emergency situation. Should a student need to make a phone call, the administration may grant permission as needed. Cell phones should be turned off during the school day and out of sight.

First Offense: Cell phone confiscation and cell phone is brought to the high school office. Student may pick it up at the end of the school day.

Subsequent Offense: Cell phone will be confiscated and brought to the high school office. Parent/Guardian will be notified and only the parent/guardian will be allowed to pick up the cell phone in the high school office at the end of that school day or until other arrangements can be made. Detention, in-school suspension, corporal punishment, out-of-school suspension.

NOTE: Once a cell phone has been confiscated, administration is not obligated to stay later for the convenience of the parent/guardians schedule. Arrangements will need to be made to pick up the cell phone at a mutually convenient time during school hours.

9. Dishonesty

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

First Offense: Nullification of forged document. Principal/Student conference, detention, in-school suspension, corporal punishment, or 1-10 days out-of-school suspension.

Subsequent Offense: Nullification of forged document. Detention, in-school suspension, corporal punishment, 1-180 days out-of-school suspension, or expulsion.

10. Disparaging or Demeaning Language

Use of words or actions, verbal, written or symbolic meant to harass or injure another person; i.e., threats of violence or defamation of a person's race, religion, gender or ethnic origin. Constitutionally protected speech will not be punished.

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

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

11. Disrespectful or Disruptive Conduct or Speech (see Board policy AC if illegal harassment or discrimination is involved)

Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, 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, corporal punishment, or 1-10 days out-of-school suspension.

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

12. Drugs/Controlled Substances (see Board policies JFCH and JHCD)

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

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

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

2. Possession of or attendance while under the influence of or soon after consuming any unauthorized 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: In-school suspension or 1-180 days out-of-school suspension.

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

3. 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: 1-180 days out-of-school suspension or expulsion.

Prescription Medication

- a. Possession of a prescription medication without a valid prescription for such medication on school

premises, on a school bus or while attending any school activity.

First Offense: 1-180 days out-of-school suspension

Subsequent Offenses: 1-180 days out-of-school suspension or expulsion

- b. Sale, purchase or distribution of prescription medication to any individual who does not have a valid prescription for such medication on school premises or on a school bus.

First Offense: 11-180 days out-of-school suspension, expulsion, notification to law enforcement officials.

13. 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, corporal punishment, or 1-10 days out-of-school suspension.

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

14. Failure to Complete Assignment/Missing Assignment

Student failing to complete homework assigned by teacher in the allotted time frame. Student failing to turn in assignments assigned by the teacher.

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

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

15. Failure to Report to or be in Assigned Area

Student fails to report to an assigned location (ex. Classroom, after school tutoring, testing room, etc.)

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

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

16. Failure to Meet Conditions of Suspension

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

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

First Offense: Verbal warning, detention, in-school suspension, corporal punishment, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: Verbal warning, detention, in-school suspension, corporal punishment, 1-180 days out-of-school suspension, or expulsion.

17. 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 or disturbing people, disrupting the educational environment or causing the evacuation or closure of school property.

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

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

18. 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, corporal punishment, or 1-180 days out-of-school suspension.

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

19. 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, corporal punishment, or in-school suspension.

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

20. Gang Activity

The participation of students in gangs, hate groups, or cults is forbidden in the schools. Evidence of participation in gangs, hate groups, or cults may include, but is not limited to, wearing gang colors, clothing or jewelry; tagging, wearing or drawing gang symbols and signs; speaking, giving or displaying gang language, symbols or emblems, etc. Gang "wannabes," as well as actual members, may be considered to be participants in gangs, hate groups, or cults.

First Offense: Principal/Student conference, detention, in-school suspension, corporal punishment, 1-180 days out-of-school suspension, notification to law enforcement officials.

Subsequent Offense: Detention, in-school suspension, corporal punishment, 1-180 days out-of-school suspension, notification to law enforcement officials.
Disciplinary actions include, but are not limited to, the following acts if based on race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law or a belief that such a characteristic exists; graffiti; display of written material or pictures; name calling; slurs; jokes; gestures; threatening, intimidating or hostile acts; theft; or damage to property.

First Offense: Principal/Student conference, detention, in-school suspension, corporal punishment, 1-10 days out-of-school suspension.

Subsequent Offense: Detention, in-school suspension, corporal punishment, 1-180 days out-of-school suspension, expulsion and.

22. 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 school-sponsored activity. Hazing may occur even when all students involved are willing participants.

First Offense: In-school suspension, corporal punishment, or 1-180 days out-of-school suspension.

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

23. Incendiary Devices

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

First Offense: Confiscation. Warning, principal/student conference, detention, corporal punishment, or in-school suspension.

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

24. Insubordination

The refusal to obey legal orders and directives, as issued by voice command or by written policy or procedure, by the school district's administrators, teachers or employees.

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

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

25. Public Display of Affection

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

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

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

26. Sexual Activity

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

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

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

27. Sexual Harassment - (see Board policy AC)

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

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

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

2. Unwelcome physical contact based on gender or of a sexual nature. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing.

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

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

28. Sexually Explicit, Vulgar or Violent Material –

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

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

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

29. Tardies

A student is considered tardy if he/she is not in his/her seat with the proper materials when the tardy bell rings. For each quarter the following accumulations provide for:

First Offense: Three unexcused tardies, same period, one day detention. For every tardy over three, one day detention

Subsequent Offense: Detention, in-school suspension, corporal punishment, or out-of-school suspension

30. Technology Misconduct - (see Board policies EHB and KKB and procedure EHB-AP)

1. Attempting, regardless of success, to: gain unauthorized access to a technology system or information; 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, in-school suspension, corporal punishment, or 1-180 days out-of-school suspension.

Subsequent Offense: Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

2. Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other electronic communication devices during the regular school day, including instructional class time, class change time, breakfast or lunch.

First Offense: Confiscation, principal/student conference, detention, corporal punishment, or in-school suspension.

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

3. Violation other than those listed in (1), (2) or of Board policy EHB and procedure EHB-AP.

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

Subsequent Offense: Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

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

First Offense: Confiscation. Principal/Student conference, detention, corporal punishment, or in-school suspension

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

31. Theft

Theft, attempted theft or knowing possession of stolen property.

First Offense: Return of or restitution for property. Principal/Student conference, detention, in-school suspension, corporal punishment, or 1-180 days out-of-school suspension.

Subsequent Offense: Return of or restitution for property. 1-180 days out-of-school suspension or expulsion.

32. 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, corporal punishment, 1-180 days out-of-school suspension, or expulsion.

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

33. Tobacco

1. Possession of any tobacco products on school grounds, school transportation or at any school activity.

First Offense: Confiscation of tobacco product. Principal/Student conference, detention, corporal punishment, or in-school suspension.

Subsequent Offense: Confiscation of tobacco product. Detention, in-school suspension, corporal punishment, or 1-10 days out-of-school suspension.

2. Use of any tobacco products on school grounds, school transportation or at any school activity.

First Offense: Confiscation of tobacco product. Principal/Student conference, detention, corporal punishment, in-school suspension, or 1-3 days out-of-school suspension.

Subsequent Offense: Confiscation of tobacco product. In-school suspension, corporal punishment, or 1-10 days out-of-school suspension.

34. Truancy - (see Board policy JED and procedures JED-AP1 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 conference, detention, corporal punishment, or 1-3 days in-school suspension, possible notification of law enforcement authorities.

Subsequent Offense: Detention or 3-10 days in-school suspension, corporal punishment, possible notification of law enforcement authorities.

35. 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, corporal punishment, or 1-180 days out-of-school suspension.

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

36. Vandalism - (see Board policy ECA)

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

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

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

37. Weapons - (see Board policy JFCJ)

1. 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, corporal punishment, 1-180 days out-of-school suspension, or expulsion.

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

2. 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.

STUDENT DRESS CODE

The Board of Education expects student dress and grooming to be neat, clean and in good taste, so that each student may share in promoting a positive, healthy and safe atmosphere within the school district. The mode of dress should reflect a wholesome attitude toward school without creating offense or distraction, nor disrupting the school's learning environment.

While it is not possible to define or assess by a written policy every possible attire or grooming issue which may confront the principal in the administration of this policy, the expectation of this policy is clear: student appearance and attire may not disrupt the school's learning environment, the educational process, or place in jeopardy the health or safety of any student or employee of the district. The principal is empowered to require such modifications to the appearance or attire so as to render the appearance or attire no longer inappropriate, disruptive to the learning

environment, the educational process or place in jeopardy the health and safety of the students and employees of the district.

If a student is judged to be in non-compliance with the spirit of this policy, such behavior is deemed inappropriate and subject to disciplinary action. The legitimate expressions of free speech and religious freedom are not to be restricted by the administration of this policy.

First Offense: Principal/Student conference, student sent home to change clothes (unexcused absence), or appropriate clothing obtained to change in to, after-school detention, in-school suspension, corporal punishment, or 1-10 days out-of-school suspension.

Subsequent Offense: student sent home to change clothes (unexcused absence), or appropriate clothing obtained to change in to, after-school detention, corporal punishment, in-school suspension, 1-180 days out-of-school suspension.

Following are some general guidelines for student appearance/attire:

1. Students may not wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign, mark or item which evidences membership or affiliation in any gang, cult or hate group.
2. Students may not wear clothing which illustrates or represents with words or symbols the condoning of alcohol, tobacco or drug use, sexual representations or issues, violence, profanity or other provocative and provocative issues.
3. Trousers, slacks, shorts, and skirts are to be worn at the waist and securely fastened. Oversized clothing is to be secured with a belt, and clothing with shoulder straps with the straps secured and in place. A Zip-tie will be used to help hold pants up if a belt or other appropriate pant wear cannot be obtained.
4. Students are not permitted to wear clothing which exposes too much of the body due to see-through properties of the garment or inadequate coverage of the body.
5. Shirts or blouses must be worn so that belly or back skin is not exposed. Short sleeve shirts must have appropriately hemmed sleeves and may not have over sized arm holes.
6. Students are not permitted to wear clothing which allows the inappropriate revealing of body anatomy due to the tight fit and/or nature of the material of the garment. Shorts or slacks made of lycra or spandex material are not permitted.
7. Personal grooming and attire will be maintained in clean, sanitary, safe and odor free condition.
8. All students are to wear appropriate footwear except as directed for an appropriate school activity. Unsafe footwear such as highly elevated platform shoes is prohibited. Students in Physical Education class should not wear the same shoes on the gym floor that they wear to school. Students are encouraged to obtain a separate pair of sneakers for PE. If obtaining a pair of PE sneakers is not possible, the sneaker worn on the gym floor must be a sneaker with a soft, unmarking sole and must be clean. Students who do not obtain separate PE sneakers may be asked to clean their sneakers before being allowed to participate in PE activities held on the gym floor. Participating in physical activities on the gym floor with clean shoes will help to keep our gym floor attractive and in good condition
9. Headwear (other than appropriate uniform wear) is prohibited in the school buildings. This includes (but is not limited to) hats, caps, handkerchiefs, etc.
10. Tattoos which are vulgar, obscene or inappropriate, and unusual hairstyle or unusual hair coloring are deemed inappropriate and disruptive.

11. Visible body and facial piercing such as but not limited to nose rings, eyebrow rings, tongue rings (earrings excluded) which could potentially be a safety hazard or a disruption of the educational environment are prohibited during the school day. Plastic spacers will need to be purchased by the student/parent and worn during the school day.
12. Grooming and attire may require additional and temporary adjustment and modification due to safety concerns in special classroom and extracurricular activities.

LOCKERS

It may necessary for students to share lockers. The lockers are the property of the Advance School and are subject to inspection by authorized school personnel. The school is not responsible for missing articles. Students may purchase a lock for their locker but they are required to give the high school office a key to the lock. If the lock has to be cut off the locker, it is the student's responsibility to replace it.

BREAKFAST & LUNCH

Breakfast will be served in the cafeteria beginning at 7:30am. A Breakfast Cart will be located in the high school beginning at 7:45am for junior high and high school students to purchase breakfast. School breakfast for grades 7-12 will cost \$1.15 per day.

Junior High & High School students will be dismissed at 12:16 – 12:46pm to eat lunch. All Junior High and High School students will go to the elementary cafeteria at lunchtime. High school will have a closed campus. School lunch for grades 7-12 will cost \$1.75 per day.

FREE AND REDUCED LUNCH

Free and Reduced lunch applications may be obtained from the principal's office. The school cafeteria, operating under federal law, provides free or reduced cost breakfasts and lunches for those whose income meets appropriate guidelines. Unless approved by direct certification, application must be made for free or reduced cost meals. Notice of direct certification and/or applications will be sent home with students at the beginning of the school year. If approved, in accordance with the guidelines, the meals procedure is handled in such a manner as to avoid embarrassment to students. Application for free or reduced cost meals may be made at any time during the school year. The cost for a reduced breakfast is \$.30 and for a reduced lunch is \$.40.

LIBRARY

The library is a place for research and study, and the rule silence in the library should hold at all times including before and after school. All books, magazines and other library materials should be handled carefully and returned to their proper place or to the librarian. No materials may be removed from the library without permission. Passes for reference work must be obtained from the classroom teacher. There will be a five (5) cent fine charged for each day a book is overdue.

PASSES

Students may not be absent from or leave any classes without a signed hall pass from the sending teacher, nurse, elementary office, or high school office.

DRIVING REGULATIONS

There is no expectancy of privacy relative to a student's automobile while on the campus of Advance R-IV. Searches and seizures may occur based on reasonable suspicion. Students shall be allowed to drive automobiles under the following conditions:

1. The automobile must be registered in the principal's office prior to driving to school. The student must provide valid automobile insurance information. The student may be in the vehicle only before school, lunch (off campus lunch only), and after school.

2. Students are not allowed to go to their vehicle during the school day unless pre-approved by an administrator.
3. Students are to park appropriately in their assigned parking space throughout the school year. If for any reason they are unable to park in their regularly assigned parking space, they must notify the HS office.
4. The student shall operate the automobile in accordance with state laws. Reckless and careless driving may result in the suspension of driving privileges.

VISITORS

Students should not bring visitors with them to school. You, the other students, and teachers have enough to do without the interruption of a new face in the classroom. Visitors needing to speak to any student or teacher must report to the office first.

SCHOOL SPONSORED ACTIVITIES

Any activity in which Advance R-IV School District participates is a school activity and all students are subject to school policies and teacher directions while in attendance.

A student who is a participant or spectator at a school-sponsored event is required to know and abide by the following along with any special rules set up by the sponsor:

1. Conduct, language and attitude on the bus and at the site of the event will reflect the courtesy and proper conduct in keeping with the type of event. No smoking, foul language, etc.
2. Dress on the bus will be the same as that required at school unless the sponsor should direct otherwise.
3. Seat assignments, if made by the sponsor, should be followed without question.
4. A student who rides to an event on a school bus will return on the same bus. Parents may personally take a son or daughter off the bus by making the request to the sponsor at the activity site.
5. Parents/Guardians can sign a written release in the principal's office authorizing the release of the student to a designated individual. This release will be granted only when the activity creates a transportation problem due to a conflicting circumstance. The release must be signed in the presence of, and with approval of the principal as soon as possible ***as soon as possible***. A copy of the release will be given to the sponsor of the event authorizing the release of the student.

SCHOOL DANCES

QUEENS

At Advance High School some students will be honored as king and queen candidates. There shall be a FFA Barnwarming, a Junior-Senior Prom Queen, Homecoming Queen and Miss Advance High School. Eligibility for each queen contest is left to the sponsoring group with supervision from the principal. A student may be elected queen only once per year and a particular queen only once. Runner-ups or candidates that are not elected queen are eligible to run again.

JUNIOR-SENIOR PROM

Persons outside the Advance Schools are allowed to attend the prom provided they have a date with an Advance junior or senior, are under 21 years of age, receive prior approval from the principal and sponsor, and pay a \$10.00 fee. Spouses of juniors or seniors do not pay a \$10.00 fee. Spouses over 21 years of age are allowed.

HOMECOMING

Persons outside the Advance Schools are allowed to attend homecoming provided they have a date with a high school student, are under the age of 21, receive prior approval from the principal and sponsor, and pay a \$5.00 fee. Spouses of students do not pay a \$5.00 fee. Spouses over 21 years of age are allowed.

Advance Administration expects student dress and grooming to be neat, clean and in good taste, so that each student may share in promoting a positive, healthy and safe atmosphere within the school district. The mode of dress should reflect a wholesome attitude toward school without creating offense or distraction.

Dresses containing the following, but not limited to, are deemed inappropriate for the school activity/event/ceremony:

Dresses that:

- Have a revealing mid-section
- Have open, low cut back
- Inappropriate cleavage

Dresses must:

- Be a respectable length – no mini's
- Slits in dresses/skirts must be at a respectable height

The following styles of dresses are deemed ok as long as none of the above mentioned is violated:

- Halter style tops
- Strapless tops
- Spaghetti straps

BAND CONCERT DRESS

Student dress for young ladies:

- Dresses should be at least knee length and shoulders covered

Student dress for young men:

- Casual pants and a nice shirt

While it is not possible to define or assess by a written policy every possible attire or grooming issue which may confront the superintendent, principal or designee in the administration of these guidelines, the expectation of these guidelines is clear. In every case, the final decision lies with the superintendent, principal or designee. If the school dress is deemed inappropriate for the activity/event/ceremony the student will not be allowed to participate and will be asked to cover up and/or leave.

EMERGENCY INFORMATION

It is extremely important that every student maintain an up-to-date address and working telephone number at the school office. Please notify the schools immediately if you have a name change, change of address, or change of telephone number during the school year. In case of emergency, each student is required to have on file at the school office the following information:

1. Parent or guardian's names
2. Complete and up-to-date address
3. Home phone and parents' work phones (connected and working)
4. Two emergency phone numbers of friends or relatives (connected and working)
5. Physician's name and phone
6. Medical alert information
7. Authorized person(s) allowed to pick up the student

DRILLS

FIRE DRILL

Fire drills will be held at least once per semester. Teachers will instruct the students in the proper methods for evacuation of the buildings in case of a fire. The signal for a fire drill will be a series of short bells and the fire alarm will sound.

TORNADO DRILL

Tornado drills will be held once per semester. Teachers will instruct the students in the proper procedures in case of a tornado. The signal for a tornado drill is a series of short bells. Any misbehavior during drills will be considered in the most serious manner possible. It will be regarded as endangering the lives of other students.

EARTHQUAKE DRILL

Earthquake drills will be held once per semester. The teacher should direct students to stand against the wall away from the windows or get under desks or tables. If no teacher is in the room or area, students shall take this action. An attempt should be made to move away from glass and falling objects. When an earthquake is over, the principal will give a signal for evacuation of the building in whatever manner is available for notification.

BUS SAFETY DRILL

Bus Safety Drills will be held once per semester. Emergency evacuation drills on school buses are required for all students in kindergarten through sixth grade at least once per semester. The first drill must be completed prior to October 31. The public school district board of education shall prescribe emergency evacuation drill requirements for all other students (5 CSR 30-261.010 (1)(J)).

In a true emergency, please know we will do our best to protect all children until parents can get here. PARENTS MUST SIGN FOR CHILDREN THEY PICK-UP IN EMERGENCIES AS ALL STUDENTS MUST BE ACCOUNTED FOR. Students may be relocated to an area away from the school when necessary. Please contact the elementary secretary at 573-722-3564 or junior/senior high school secretary at 573-722-3584 to find out where your child will be located. **This will be the procedure for all emergency/crisis situations when relocation is necessary.**

INCLEMENT WEATHER & EARLY RELEASE NOTIFICATION

In event of heavy fog, light freezing rain, snow, icy highways, or flood, the Advance R-IV School buses may run on a delayed school schedule. The announcement will be on the local TV stations, the Zimmer Radio Group, and The Hornet Alert Textcaster service. Please make contingency plans so that your student will know what they are to do if early dismissal is required.

FUND RAISING

All fund raising activities must be submitted to and approved by the sponsor, the principal, and the superintendent before they are started.

STUDENT INSURANCE

Student insurance will be available through Markel Insurance. All students should have some type of accident insurance, either school or family. All students participating in athletics and VoAg must have accident insurance.

STUDENT HEALTH

A student nurse is on campus throughout the school day to administer medical necessities.

IMMUNIZATIONS

As mandated by section 167.181, RSMo, each school must have a record showing the immunization status of every child in attendance. The law prohibits the enrollment and attendance of children who are in noncompliance. Immunization information is required in seven (7) categories: diphtheria, tetanus, pertussis, polio, measles, rubella, and mumps. Kindergarten students in the 1997-98 classes are required to have Hepatitis B immunizations (series of three doses). Students cannot attend school unless they are properly immunized and can provide satisfactory evidence of immunization or unless they are exempted. Transfer students in noncompliance shall not be permitted to enroll or attend school. Students who were enrolled during the previous school year shall be denied attendance for the current school year if not in compliance. Homeless children may be enrolled in school for no more than 24 hours prior to providing satisfactory evidence of immunization. For answers to questions regarding your child's immunization status, phone the school nurse at 573-722-3584 or 573-722-3564.

MEDICATION

Students are not allowed to have medications in their possession for self-administration at school. The danger of a reaction or children taking medication by error necessitates the strict enforcement of this policy. If medication must be given at school, it should be brought to the nurse's office in its properly labeled bottle. A signed note from the parent stating when the next dose should be given should accompany all medication. Please, do not send medication in envelopes, plastic bags, etc.

ATHLETIC PROGRAM

See the Advance Athletic Handbook for additional detailed information.

Advance is a member of the Stoddard County Conference. The conference schools are: Bell City, Bernie, Bloomfield, Dexter, Puxico, Richland and Woodland.

Athletic/Activity programs include volleyball, cross country, cheerleading, and softball for girls: basketball, cross country, baseball and golf for boys.

A student who is absent from school on the day of a contest will not be permitted to participate in the contest UNLESS the absence is pre-arranged with the principal.

TELEPHONE

The telephones at school are business telephones and should not be used by anyone except when transacting business. Students will be allowed to use the telephone in the High School office upon verbal permission from principal, secretary or teacher.

RULES FOR RIDING SCHOOL BUSES

1. Students are to remain seated while bus is in motion.
2. Driver is in charge of students on the bus. Students are to obey promptly and cheerfully.
3. Classroom conduct is to be observed while on the bus. No loud talking, normal conversation only.
4. Keep heads, arms and hands inside the bus.
5. Unnecessary conversation with the driver is prohibited.
6. Do not throw paper or litter on the floor.
7. Students must be on time. The bus will not wait past its regular schedule.
8. Band instruments are to be taken to the seat with the student. NOT left in front with the driver.
9. No smoking, no tobacco, no profane language, no eating or drinking on the bus.
10. Students are to keep arms, legs and feet out of the bus aisle.
11. No behavior that is distracting to the bus driver

RIDING THE BUS IS A PRIVILEGE; FAILURE TO OBEY THESE RULES MAY CAUSE YOU TO BE SUSPENDED FROM RIDING THE BUS.

AFTER SCHOOL TUTORING PROGRAM

If a student is failing and needs extra help they can be referred to the After School Tutoring Program. This program is designed to provide one on one help to struggling students.

Teachers and A+ students will be able to help struggling students Monday through Thursday in the library after school from 3:15 – 4:15pm. Students can voluntarily attend tutoring or may be assigned there by a teacher or administrator.

Parents are responsible for providing transportation at the conclusion of the daily tutoring program which ends at 4:15pm. Students in the Junior & Senior High School are to be picked up in front of the High School building.

CARE OF SCHOOL PROPERTY

Students, teacher and families in the Advance School District take pride in our school system. Everyone has worked hard to accomplish the goals of excellent equipment and programs for the students here. It is the duty of each student to respect the school's property. Students who deface or lose school property shall be required to pay the damage or loss. Damaged but still usable books will be assessed a 20% of replacement cost fine.

Book Replacement Cost:

New Book	100% of replacement cost
1 year old	90% of replacement cost
2 years old	75% of replacement cost

3 years old	50% of replacement cost
4 years old	30% of replacement cost
5 years old	10% of replacement cost

**ADVANCE R-IV SCHOOL DISTRICT
Internet Policy and Technology Usage Agreement**

Through a cooperative venture involving Project Connect and Advance School District, Internet access is available to students, teachers, and administrators of the Advance R-IV School District.

Access to the Internet is an unparalleled opportunity to interact with the world at large. The opportunity brings with it a number of responsibilities. In order to use the Internet services available in the Advance R-IV School District network, individuals must agree to and abide by the following regulations:

1. The use of any Advance R-IV network is a privilege that may be revoked by the administrators of the network at any time for abusive or inappropriate conduct.
2. Users shall not intentionally obtain copies or modify files, passwords, or data that belong to anyone else. No one should forward personal material without prior consent.
3. The district reserves the right to inspect any material stored in files to which users have access and will edit or remove any materials which the district staff, in their sole discretion, believes may be objectionable. Users of the network will not obtain, view, download, or otherwise gain access to potentially objectionable materials. This includes text materials, video images, or sound files that may be considered objectionable.
4. The district Internet is provided primarily for educational purposes under the direction of district staff.
5. Users must respect the integrity of computing systems and equipment. For example, no one should damage, vandalize, or destroy district computer equipment. Furthermore, no one should develop programs that harass other users or attempt to infiltrate a computer or computing system.
6. All users must abide by existing Federal and State laws in force regarding electronic communication and electronic networks. This includes accessing information without authorization, giving passwords out, causing a system to malfunction, or violating copyright protection. These laws carry penalties of up to 20 years in prison.
7. E-mail (electronic mail) must be used responsibly. Electronic mail is not guaranteed to be private. Messages dealing with inappropriate or illegal activities will be reported to the appropriate authorities.
8. Users are not allowed to link to the district's Web Page without authorization by the building principals, superintendent of schools, and/or Board of Education.
9. Please be aware that the Advance R-IV School District does not promise that the functions of the system will meet any specific requirements you may have or that it will be error-free or uninterrupted. Furthermore, the Advance R-IV School District shall not be liable for any direct or indirect, incidental, or consequential damages sustained or incurred in connection with the use, operation, or liability to use the system or its connected networks.

Class and Dance Sponsors

7th Grade Sponsors	8th Grade Sponsors	JH Spring & Fall Dance/Activity
Mr. Bryeans	Ms. Conrad	Mr. Bryeans
Mrs. Statler	Mrs. Below	Mrs. Statler
		Mrs. Sitton

9th Grade Sponsors	10th Grade Sponsors	11th Grade Sponsors	12th Grade Sponsors	Homecoming	Barnwarming	Prom
Mrs. Duffield	Mr. Raines	Mrs. Beck	Mrs. McFerron	Mr. Asmus	Mr. Raines	Mrs. Dirnberger
Mr. Horn	Mrs. Hoffman	Ms. Wells	Mrs. Beaird	Ms. Conrad	Ms. Dirnberger	
					Ms. Duffield	
			Mrs. Backfisch	Mr. Hamlin-AD		
				Mrs. Sitton	Mrs. Sitton	Mrs. Sitton

Organizations, Athletics, and Sponsors

Organization/Sport	Sponsor
Advancer (Yearbook)	Mrs. Minton
Pep Band, Marching Band, & Concert Band	Mrs. Meier
Baseball	Mr. Asmus
Basketball – JV & Varsity	Mr. Wheatley
Assistant Basketball	Mr. Asmus
Basketball – Junior High	Mr. Asmus
Beta Club/Quiz Bowl Team	
Cheerleaders – High School	Ms. Conrad
Cheerleaders – Junior High	Mrs. Welch/Ms. Conrad
Choir	Mrs. Page
Cross Country	Mr. Horn
FBLA	Mrs. Dirnberger
FCCLA	Mrs. Duffield
FFA	Mr. Raines
History Club	Mrs. Hoffman
Robotics Club	Mr. Horn
Team Spirit	Mrs. Backfisch
Softball	Mr. Horn
Stoddard Co. Scholastic Meet	Mrs. Below & Mrs. Statler
Student Council – High School STUCO	Mrs. Lawson
Student Council – Junior High STUCO	Mr. Bryeans
Volleyball – JV & Varsity	Mrs. Hoffman
Assistant Volleyball	Mrs. Below
Volleyball – Junior High	Mrs. Hoffman