

**GRANDVIEW R-II  
HIGH SCHOOL**



**Student Handbook  
2009-2010**

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## **SECTION I - GENERAL INFORMATION**

### **Grandview School District Mission Statement**

The Grandview R-II School District, in partnership with the community, will provide the educational setting to produce successful, literate, self-confident, socially adaptable, responsible citizens who are prepared for the challenges of the 21st century.

### **Grandview High School Mission Statement**

Grandview High School, in partnership with the community, will develop self-motivated, cooperative, responsible, life-long learners who embrace an individual pursuit of excellence as evidenced by consistent achievement.

### **Admissions Policy**

New students enrolling at Grandview must provide proof of residence living within the Grandview School District and proof of proper immunizations before being admitted and/or enrolled. Parents are required to sign a "Proof of Residency" form at the time of student enrollment. *Any person submitting false information in satisfying residency requirements within the Grandview School District is guilty of a Class "A" misdemeanor.*

Also refer to immunizations and contagious disease, court appointed guardianship, and student disciplinary transfer policies.

### **College Day Campus Visits**

Students in the Senior class will be allowed three college days to visit college/technical school campuses. Students in the Junior class will be allowed two college days for campus visits. Students must notify the high school guidance office at least two days in advance of the college visit. Students will receive a College Day form to document their campus visit. The form must be signed by a representative from the college/technical school and returned to the guidance office. Students visiting the Jefferson College campus will be allowed ½ day for a campus visit due to its proximity to Grandview High School.

### **Complaint Resolution Procedure For no Child Left Behind Act Programs**

This complaint resolution procedure applies to all programs administered by the 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, misapplied, 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: Policy 1480 – Public complaints.

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 no 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 regulation have been violated, misapplied, or misinterpreted by the Department itself.

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

### **Computer/Internet Use Policy**

Use of the Grandview R-II School District Internet connection is an educational privilege. Inappropriate use of computers, software, or the Internet connection may result in cancellation of these privileges, suspension of privileges, suspension from school or even student expulsion. In addition, Grandview R-II reserves the right to inspect any materials stored in files, whether obtained from the school's system or brought in from other sources and will delete any material the district staff members, in their sole discretion, believes may be inappropriate. Internet access is available through MoreNet, a state funded educational internet service to promote educational excellence by facilitating resource sharing, research, innovation, and communication. The use of chat rooms is strictly forbidden.

### **Court Appointed Guardianship**

All new student enrollments under eighteen years of age who are not living with their parents will be required to have on file court appointed guardianship papers on the student they are enrolling. Also, the Grandview School District may require any established school district student under eighteen years of age to have on file court appointed guardianship papers when and if their residence status changes.

The guardian and student will also have to petition the Grandview Board of Education and/or school administration for permission to enroll. The student's enrollment circumstances and previous academic and disciplinary records will be reviewed by the Board of Education and/or school administration before final enrollment approval will be made (if approved at all).

### **Custodial and Non-Custodial Parent Information**

The Grandview School District presumes both parents have equal rights of access to student records, to visit and/or see students, to check students out of school, etc. unless a court order or other legally authorized document is on file in the high school office stating otherwise. If such a document is on file in the high school office, the school district will make every effort to follow partial and/or non-custodial directives as stated therein.

## **Drills (Earthquake, Fire, Tornado Safety)**

The Grandview School District has in place emergency procedures to be taken by all students and school personnel in case of earthquake, fire, tornado and/or other safety related occurrences.

## **Emergency Closing/Early Dismissal**

It occasionally becomes necessary to close school because of weather conditions, which make transportation hazardous. Parents are to inform students as to what action they are to take in case they are delivered home early and parents are not home. It is very important that parents have a plan in place for this possibility. Be sure your children know where a key is or a neighbor to whom they should go if you are not home. If you have a child who requires special consideration in these circumstances, please contact the high school office with those directions.

**Any special directions must be updated each year.** School closings and/or early dismissals due to weather conditions will be broadcast on the following radio stations. The **SIS School Reach Phone System** will also make calls to the parent's house phone number on record.

KMOX -1120 AM	KTJ – 98.5 FM	KTVI – Channel 2
KXOK – 630 AM	KJCF – 1400 AM	KMOV – Channel 4
WIL – 1430 AM	WIL – 92.3 FM	KSDK – Channel 5
KLOU – 103 FM	KHAD – 1190 FM	KHCR – 97.7 FM

## **Immunization and Contagious Disease Policies**

The Public School Laws of Missouri's Department of Elementary and Secondary Education (Section 167.181) requires immunization against rubella, rubeola, mumps, diphtheria, poliomyelitis, tetanus, pertussis and hepatitis B. The immunizations required and the manner and frequency of their administration shall conform to recognized standards of medical practice under the direction of a duly licensed physician. Students who do not have the required immunizations **WILL NOT** be allowed to attend school (including the start of the school year).

Also, section 167.191 states that it is unlawful for any student to attend school while afflicted with any contagious or infectious disease, or while liable to transmit such disease after having been exposed to it. For the purpose of determining the disease condition, or the liability of transmitting the disease, the school administration may require any student to be examined by a physician and/or exclude the student from school so long as there is any liability of such disease being transmitted by the student.

## **Medication Policy**

If a student requires medication it should be brought to the school by the parent. If this is not possible, the medication bottle(s) needs to be put in a sealed envelope and given to the school nurse by the student. Medication sent to the school is to be in the properly labeled bottle and have the student's name, type of medication, physician, and instructions for giving the medicine clearly marked. In addition, a written request from one of the student's parents or guardians requesting that the medicine be administered must be presented. Medication sent without parental permission or appropriate labeling will not be given. Student medication forms are available from the nurse or high school office. Also, students are not allowed to carry medication of any kind on them while at school. Students with asthma may carry their inhaler on them if needed, but must have a doctor order on file in nurse's office.

Tylenol cannot be given to students unless a signed card giving the nurse permission to administer is on file in the nurses' office. Cards giving permission to administer Tylenol will be given out during the first day of school.

Acetaminophen may be given for complaints of discomfort only once during the school day. The school district's policy is that if any student has a temperature of 101 degrees Fahrenheit and the parent/guardian cannot be reached, or if the parent is reached by the nurse and it is determined the student cannot be transported home within one hour, acetaminophen tablets may be given as directed. Students must be fever free for 24 hours before returning to school.

The school will supply generic acetaminophen. If other pain medication such as ibuprofen is desired, the student will be required to provide the medication and a written note from a physician with the student's name, medication, dosage, schedule of administration and indications for giving. The medicine must be properly labeled or in the original containers.

## **No Child Left Behind Act Public Law 107-110**

Under provisions of P.L. 107-110 it is the policy of Grandview R-II School District to provide parents/guardians upon request, in a timely manner, the following: 1) A teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction. 2) A teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria has been waived. 3) Whether your child is provided services by paraprofessionals and, if so, their qualifications. 4) What baccalaureate degree major that teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification. In addition to the information that parents may request, districts must provide to each individual parent information on the achievement level of the parent's child in each of the state academic assessments as required under this part: and timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

## **Non-Discrimination Policy**

It is the intention of the Grandview R-II Board of Education to offer equal opportunity for education to all eligible students residing within the district without distinction or preference because of race, creed, sex, national origin, handicapping condition or other unlawful classifications.

## **Students Records**

Official student records shall be maintained on each student in the Grandview R-II School District for his/her educational welfare and for the orderly, efficient, and effective operation of the schools. Procedures stemming from this policy shall be written in compliance with "The Family Educational Rights and Privacy Act of 1974". Information placed in pupil records should be limited to those items necessary to fulfill the purposes of pupil personnel records as stated above or as may be required by law, state board of education regulations, or as authorized by the Grandview R-II Board of Education.

The official records shall be directly accessible only to the professional staff of the school district or as required by law. The contents of the official record shall be available for inspection to the student, if he/she is eighteen years of age or older, or to his/her parents or guardians. Parents, or the student (if eighteen or older) shall be given the opportunity, if they so desire, for a hearing to challenge the content of their student's official records in order to insure that the records are not inaccurate or misleading and to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein.

A parent or student (if eighteen or older) who desires to examine a student's official records must contact the high school principal or his designee. The parent or student shall request in writing permission to examine official records. This request shall be granted, "Within a reasonable period of time, but in no case more than forty-five days after the request has been made" as required by law.

Student data is neither sold nor distributed by Grandview R-II School District. Grandview will include student names and information for the purposes of newsletters and yearbook. Newspaper articles may also include recognition and rewards for students. If any student wishes to opt out of all possible school publications, it must be submitted in writing to the Building Principal by September 15<sup>th</sup> of the school year.

## Telephone Numbers/Website

Telephone numbers for the Grandview R-II School District are as follows:

<b><u>Elementary School (K-5)</u></b>		636/944-3291
Principal	Mrs. Kim Bequette	
Secretary	Mrs. Barb Shulack	
Secretary	Mrs. Dianna Perren	
Guidance Counselor	Ms. Amy Abbenhaus	
Elementary Fax Number		636/944-3870
<b><u>Middle School (6-8)</u></b>		636/944-3931
Principal	Mr. Jim Keeling	
Secretary	Mrs. Karen Kreutz	
Guidance Counselor	Ms. Linda Herndon	
Middle School Fax Number		636/944-5239
<b><u>Elementary/Middle School</u></b>		
Nurse	Mrs. Cathy Hilton	636/944-3291
<b><u>High School (9-12)</u></b>		636/944-3390
Principal	Mr. Jaret Tomlinson	
Dean of Student Affairs	Mr. Steve Nausley	
Secretary	Mrs. Angela Perren	
Nurse	Mrs. Mary McCormick	
Guidance Counselor	Mrs. Stephanie Villmer	
Guidance Secretary	Mrs. Lisa Schierman	
High School Fax Number		636/944-3515
<b><u>Special Services (K-12)</u></b>		636/944-3291
Director	Mr. Jack Mann	
Secretary	Mrs. Debbie O'Brien	
<b><u>Superintendent Office</u></b>		636/944-3941
Superintendent	Dr. Michael Brown	
Administration Assistant	Mrs. Angie Huskey	
District Fax Number		636/944-5239

Grandview R-II Website Location – <http://www.grandviewr2.org>

## Grandview Staff and Faculty

### BOARD OF EDUCATION

Dion Moore President  
Patricia Green Vice President  
Debbie Dunnegan Member  
Lori Langhans Member  
Matt Wallach Member  
Terry Perren Member  
Randy Wakeland Member  
Angie Huskey Secretary/Treasurer

### ADMINISTRATION

Dr. Michael Brown Superintendent  
Jaret Tomlinson Principal  
Steve Nausley Dean of Students/Athletic Director

### FACULTY & STAFF

#### SECRETARIAL STAFF

Angie Perren  
Lisa Schierman

#### SOCIAL STUDIES

Kim Pfaff  
Jonathon Roop  
Zac McVey

#### LANGUAGE ARTS

Mary Jo Teets  
Justin Marler  
Katherine Green  
Janet Jones

#### SCIENCE

Brian Johnson  
Tandice Steffens  
James Smith

#### PHYSICAL EDUCATION

David Stuckey  
Phillip Shearin

#### FINE ARTS

Heath Reed  
Michael Wassenaar

#### PRACTICAL ARTS

Gale Mahn  
Ed Edwards  
Craig Porterfield

#### MATH

Denise Corio  
Jeremy Herman  
Chris Downs

#### SPECIAL SERVICES

Stephanie Villmer  
Matt Zoph  
Tracy Pick  
Linda Thomas  
Lisa Etter

## **SECTION II - ACADEMIC INFORMATION**

### **Class Standing Credit Guidelines**

The following class standing credit guidelines have been established in order to give student and parent a better understanding of the progress being made toward meeting graduation credit requirements. In order to move from one grade level to the next at Grandview R-II High School, a student must meet certain minimum credit and curriculum requirements.

Class of 2010 and beyond:

A student must have a minimum of five credits and must have passed English I to be considered a sophomore.

A student must have a minimum of ten credits and must have passed English II to be considered a junior.

A student must have a minimum of fifteen credits and must have passed English III to be considered a senior.

This policy applies to all students, but if a student has a valid and active IEP, the above named requirements may be waived if the student has achieved and met the goals and objectives that have been stated in the IEP.

### **Course Scheduling and Changes**

The following rules and guidelines apply to course schedule changes:

A. All students must be enrolled in seven class periods each semester except for fifth year or partially enrolled home schooled students.

B. Both the parent and student sign a contract to establish which diploma (regular or college preparatory) will be pursued. Only the parent can change a student's schedule involving a change to and/or from a regular or college preparatory curriculum.

C. The guidance counselor may change the course sections (class period) in which a student is enrolled at any time due to educational concerns.

D. All course schedule changes must be approved by the guidance counselor. Students will face disciplinary action if their course schedule is not followed as approved and directed by the guidance counselor.

E. All schedule changes must be completed the first two days of each semester.

## **Credit Information**

The following guidelines will be used in determining credit earned:

- A. Course credit will be issued only after earning a passing semester grade.
- B. Students may earn credits through MOVIP, correspondence courses, or courses taken during summer school. In all cases, the guidance counselor must approve these courses prior to student enrollment or credit will not be awarded.
- C. Courses taken through the Jefferson College Vocational Program are considered an extension of Grandview School District. Course credit earned through this program is therefore the same as earning credit at Grandview. The number of credits (usually three) earned for the successful completion of a Jefferson College Vocational Program course will be determined by the Grandview R-II Board of Education.

## **Early Graduation**

Students may be approved to receive their high school diploma at the completion of their seventh semester of school attendance. A high school diploma will be issued to early graduating students upon the completion of the requirements as stated in Section II - Graduation Requirements. In addition, the following rules and regulations will also be followed:

- A. Student will receive a regular diploma.
- B. The early graduating student will receive their diploma at the end of the school year (same time as other graduating eight semester students).
- C. Students considering early graduation must complete and return an early graduation request form to the guidance counselor by the end of October. Failure to complete and return the required early graduation form to the high school guidance counselor by the end of November will make student attendance mandatory for the eighth semester regardless of the number of school credits earned.
- D. All students applying for early graduation are required to appear before the Grandview Board of Education on or by the December board meeting to explain the reason(s) for the request. A parent or guardian must also be in attendance at the board meeting if the student is younger than eighteen years of age.
- D. Early graduation request will be approved or denied by the Grandview R-II Board of Education at or prior to the December board meeting. The decision made by the Grandview Board of Education is final and cannot be changed once decided upon. For example if the school board approves an early graduation request, the student can't later decide to return to school during the second semester.

- E. Early graduation request will be approved for the following reasons:
1. Immediate enrollment in college - a minimum cumulative grade point average of 3.00 is required. (Immediate refers to a January or February start date for full time students only.)
  2. Immediate military service - A minimum cumulative grade point average of 2.00 is required. (Immediate refers to a January or February start date and refers to regular military not National Guard).
  3. Result of a hardship - the hardship must be due to emergency or unusual situations. The Grandview Board of Education will determine what is or is not an emergency or unusual situation. Students desiring to attend vocational technical schools will be considered for early graduation under the hardship category.
- F. Students approved for early graduation must submit proof of compliance with one of the three aforementioned reasons for early graduation prior to the graduation of the class by the end of the school year. A student who does not comply with the guidelines will not receive their diploma with their class and must petition the Grandview Board of Education for a new plan for graduation.
- G. Students who are approved for early graduation will lose their membership and eligibility to participate in all extracurricular activities at the end of their seventh semester. This includes but not necessarily limited to, all athletic and award activities and programs. The only activity in which early graduating seniors will be allowed to participate is the graduation program.
- H. Senior students attending Jefferson College Vocational courses **WILL NOT** be approved for early graduation because tuition is paid for two semesters of student attendance.

### **Grade Point Average (GPA)/Honor Roll/Class Rank**

In order to be eligible for the honor roll, a student must maintain a 3.5 grade point average (GPA) with no "D" or "F" grades. The honor roll is divided into two categories:

1. High Honor Roll - students earning a 3.75 or higher GPA
2. Honor Roll - students earning a 3.50 to 3.74 GPA

A student's grade point average is determined by adding the grade points earned in each course and dividing by the number of courses taken. The numbers of grade points which can be earned are as follows: A = 4.00; B = 3.00; C = 2.00; D = 1.00; F = 0.00. For example, if a student was enrolled in the following courses and earned the grades as indicated, the grade point average would be 2.28.

All courses, which issue a semester letter grade, are used in determining a student's grade point average. Each student's accumulative grade point average and class ranking is determined by using only semester grades. Grades earned at the end of each nine-week grading period are used to determine a student's semester grade.

## **Grading Information**

Students will be issued a letter grade for each course taken at Grandview. Letter grades are as follows:

A, A-	= Superior
B+, B, B-	= Above Average
C+, C, C-	= Average
D+, D, D-	= Below Average
F	= Fail (no credit earned)
I	= Incomplete (Final letter grade issued when the student finishes all non-completed assignments and/or test requirements)

Students will be required to take end of course exams as prescribed by the Department of Elementary and Secondary Education. These exams will constitute 20% of the student's overall grade in the class. It should also be stated that in some cases a student's grade is not only determined by written examinations and homework assignments but may also be determined, in part or entirely, upon participation (examples: chorus, shop, band, physical education, etc.). Also refer to the student attendance policies.

The Grandview R-II School District uses the following percentages in determining student grades:

A	= 96% - 100%	C	= 73% - 76%
A-	= 90% - 95%	C-	= 70% - 72%
B+	= 87% - 89%	D+	= 67% - 69%
B	= 83% - 86%	D	= 63% - 66%
B-	= 80% - 82%	D-	= 60% - 62%
C+	= 77% - 79%	F	= 0% - 59%

## **Graduation Requirements**

Students will be granted a high school diploma upon the satisfactory completion of required courses and the acquiring of the requisite number of credits as mandated by the Missouri State Department of Education and the Grandview R-II Board of Education; the recommendation of the superintendent; the payment of all monies owed to the Grandview School District; and the completion of all disciplinary penalties. Seniors must pass two credits (four courses) in each of their last two semesters in order to graduate, unless approved by the Board of Education (except for fifth year students). Students must also take end of course exams as required by the Missouri State Department of Education to qualify for graduation.

The Grandview R-II School District has established two types of diplomas, which may be earned. The two diplomas and their course requirements are as follows:

## REGULAR DIPLOMA

**2010 and beyond**

Language Arts	English I, II, Am. Lit, World Lit, Composition, Creative Writing	4
Mathematics	Any Mathematics Course	3
Science	Any Science Course	3
Social Studies	American History, Civics, World History and Pass U. S. and Missouri Constitution tests	3
Foreign Language	Not Required	-
Fine Arts	Any fine arts course	1
Practical Arts		2
Personal Finance		½
Health		½
Physical Ed.	Any PE Credit	1
Electives	Minimum needed	6
<b>TOTAL MINIMUM CREDITS</b>		<b>24</b>

## COLLEGE PREPARATORY DIPLOMA

**2010 and beyond**

Language Arts	English I, II, Am. Lit, Creative Writing, English Composition	4
Mathematics	Algebra I, Geometry, Algebra II, Trigonometry, College Algebra, Calculus	4
Science	Physical Science, Biology, Chemistry, Physics, Advanced Biology, Advanced Chemistry	4
Social Studies	American History, Civics, World History, American Government and pass U. S. & Missouri Constitution tests	4
Foreign Language	Spanish I and Spanish II	2
Fine Arts	Any fine arts course	1
Practical Arts		2
Personal Finance		½
Health		½
Physical Ed.	Any PE Credit	1
Electives	Minimum needed	3
<b>TOTAL MINIMUM CREDITS</b>		<b>26</b>

In addition to the above listed required credits, students must meet the ACT requirement of a 21 or above as well as maintain a cumulative GPA of 3.0 and above as stated by the Missouri College Preparatory studies certificate in order to earn a college preparatory diploma.

It should be noted that these are minimum course requirements for both regular and college preparatory diplomas. Additional academic courses will be recommended by the guidance counselor in order to be better prepared for employment and/or college work.

Students must also take end of course exams as required by the Missouri State Department of Education to qualify for graduation.

### **Home Schooling Information**

Leaving Grandview: Students who leave Grandview for home schooling will not receive a high school diploma from Grandview. Many times students who choose home schooling take the high school equivalency examination and earn their G.E.D. All cost incurred by home schooling students are paid by the parent and/or guardian.

Returning to Grandview: Home schooled students who decide to return to public education (Grandview School District) will be placed at a grade level according to the following guidelines:

- A. Evaluation of Grandview entrance exam or other academic test exam scores taken at the time of registration
- B. Student(s) age
- C. Home schooling documentation:
  1. 1,000 hours of instruction per school year of which 600 hours are to be in the basic subject areas of reading, language arts, math, social studies, and science
  2. Samples of student(s) academic work
  3. Record of evaluation of student(s) academic progress
- D. Administrative and/or school board evaluation of each student(s) situation

In order to earn a Grandview High School diploma, a home-schooled student must attend their last two semesters at Grandview as a full time student. Students who earn high school credit through home schooling and enroll at Grandview will not qualify for valedictorian and salutatorian awards and will receive a regular diploma. (Not a College Preparatory Diploma)

Partial Attendance: In all cases, partially home schooled students are ineligible to participate in any school competition in which ranking, trophy, and/or awards are issued. For example, a student may participate in band class but cannot participate in district band contests.

Finally, partially home schooled students are not eligible to receive a Grandview High School diploma.

## **Homebound Instruction**

Homebound instruction may be obtained when a student is unable to attend school due to a physical ailment and/or condition. The following guidelines and policies have been established concerning homebound instruction.

- A. A licensed physician examination is required to explain medical diagnosis for requesting homebound instruction.
- B. Student responsibility: To contact each teacher by telephone or in person during their planning period or immediately before or after school to receive course work assignments, testing information, and/or time line as to when assignments and test are to be completed.
- C. Homebound instructor responsibility: To carry correspondence to and from student and teacher concerning information about assignments and testing. The homebound instructor will assist student with lessons (up to five hours per week) whenever available.

## **Homework/Classroom Assignment Information**

The Grandview R-II Board of Education believes that learning is a lifelong process that takes place not only in the classroom, but also in the home. Therefore, homework is important as an integral part of the educational process. The primary purpose for homework is to develop responsibility, independence, and time management skills, as well as, help students to master specific skills taught in the classroom and/or the completion of reading or work assignments in order to better prepare students for subsequent lessons or tests. Homework may be defined as an assignment that students complete outside of regular classroom time. However, in most cases students are given time during class to start or complete work assignments with teacher assistance. In many cases, a student's completion or non-completion of homework assignments determines if a course is passed or failed. Homework is the key link between home and school and is the best means a parent has in maintaining a day-to-day connection with your student's education. **PARENTS' MOTIVATION AND SUPPORT ARE THE MOST IMPORTANT FACTORS IN DETERMINING IF A STUDENT WILL DO WELL IN SCHOOL.**

## **National and/or Local College & University Test Information**

The guidance counselor gives the Preliminary Scholastic Aptitude Test (PSAT) once a year in October to the Junior class. It is used primarily as a qualifying test for National Merit Scholarships. The guidance counselor also gives the PLAN (pre-ACT) once a year in the fall to the sophomore class. The PLAN is an excellent predictor for the ACT and helps students start thinking about a career and a pathway of study for their remaining years of high school. There is a student fee required to cover the cost of these tests.

The American College Test (ACT) and Scholastic Aptitude Test (SAT) are each given several times during the school year. Colleges and universities throughout the United States, use both the ACT and SAT to determine student entrance eligibility and for qualification for various scholarships. Most colleges and universities in the mid-states require the ACT before admission is approved and east/west coast state colleges and universities seem to prefer the SAT.

Jefferson College requires students to also take the Compass test. The purpose of this test is to determine student strengths and/or weakness for course placement. The high school guidance counselor has additional information on all of these tests as well as the registration forms and testing dates.

## **Repeating Courses**

The following information explains the rules and guidelines concerning the repeating (retaking) of courses:

- A. Courses that may be repeated with full credit, after earning passing semester grades, are instrumental and vocal music, physical education, drama, and journalism
- B. A student who successfully completes a course (receives a passing semester grade) cannot repeat the same semester for credit.
- C. If a student fails a required course (example-English I) they must repeat the semester or semesters failed until a passing semester grade or grades are earned.
- D. If a student passes the first semester but fails the second semester of a required course, the student has the option of retaking the first semester even though they will not receive any credit. This would be done in order to better prepare them for the second semester.
- E. Students who fail English and/or math will not be enrolled at the next course level until the failed semester(s) have been passed. For example, students who fail English I and/or Algebra I will not be enrolled in English II and/or Geometry I until the failed course(s) are passed. Many times, students enroll in summer school to make up the failed credit in order to progress to the next course level.

## **End of Course Examinations**

All students are required to take end of course examinations as required by the Department of Education. End of Course examinations count 20% of a student's final grade. Classes with end of course exams will be graded 80% for semester grade and 20% for end of course exam. In addition, the following rules and/or guidelines are used concerning end of course examinations.

- A. Districts must ensure that all students take required end of course exams (Algebra I, English II, Biology, and American Government).
- B. Students may only take an end of course exam if they have shown mastery of course objectives at a 70% or higher level or by teacher/counselor recommendation and communication with parent/guardian. Students who are not ready to take the exam must take summer school or retake the class to qualify for the exam.
- C. If a student has a passing grade going into the exam, but fails the exam and the result is an F in the class, the class must be retaken to receive credit

## Valedictorian and Salutatorian Awards

The following guidelines will be followed in determining class valedictorian and salutatorian awards:

- A. Student(s) maintaining the highest accumulative grade point average (GPA) in his or her class will be named class valedictorian and being named class salutatorian will honor the student(s) with the second highest accumulative grade point average.
- B. The class valedictorian and salutatorian will be selected from only those students completing the prerequisites for the college preparatory diploma (including ACT score requirements).
- C. Student(s) must have attended eight semesters of high school with at least three of those semesters at Grandview High School.
- D. A student's grade point average will be carried out 4 decimal places, without rounding off, to determine class ranking and GPA. (Example: 3.97915 would be figured as 3.9791)

## SECTION III - GRANDVIEW R-II STUDENT CODE-OF-CONDUCT

### Foreword & Penalty Listing

The Grandview R-II Board of Education has established a uniform disciplinary code for all students attending Grandview High School. The purpose of the student code-of-conduct is to emphasize student expectations and provide guidelines from which penalties are to be administered.

Infractions are grouped into categories according to the seriousness of the offense. Each disciplinary action category gives a range of penalties, which may be issued and are not all-inclusive. The disciplinary action to be taken does, however, provide students with a basic understanding of the seriousness of the offense. Furthermore, it should be understood that student penalties may be increased or decreased at the discretion of the administration according to each particular set of circumstances and according to past discipline problems.

It should be understood that not all disciplinary situations are covered in this manual. The administration will use his/her judgment as to what the penalties shall be in those situations not explained in this student handbook.

Furthermore, when a student violates school rules and regulations, which also violate state laws, a complaint may be signed by the administration with the Jefferson County Sheriff's Department. Some examples of these violations include, but are not necessarily limited to, the following:

1. Battery
2. Possession, distribution, or use of drugs
3. Theft
4. Vandalism
5. Fighting

In addition to the disciplinary actions listed, students who participate in extracurricular activities are subject to the penalties established by each extracurricular organizational sponsor and/or individual head coach.

### **OFFENSE I CATEGORY**

- I-1 Aggravated assault
- I-2 Aggravated battery
- I-3 Arson
- I-4 Bomb threat
- I-5 Burglary
- I-6 Delivery, use or possession of illegal drugs, narcotics, alcohol, or controlled substances at any school activity or function
- I-7 Disorderly conduct (extreme)
- I-8 Evidence of drinking, possession of alcohol, or intoxication at any school activity or function
- I-9 False activation of fire alarm and/or fire extinguishers
- I-10 Robbery
- I-11 Theft, exceeding \$30 in value
- I-12 Use, possession, and/or concealing a weapon, look-alike weapon or instrument which may cause harm to self or others.
- I-13 Other illegal behavior
  - Disciplinary Action –
  - Minimum: Ten-day suspension
  - Maximum: Recommendation for expulsion and restitution when appropriate

NOTE: Penalties listed under Offense I are accumulative throughout all four years of high school. Students may, however, be recommended for expulsion instead of receiving a ten day suspension on the first offense.

### **OFFENSE II CATEGORY**

- II-1 Assault
- II-2 Battery
- II-3 Fighting (premeditated)
- II-4 Possession or discharge of fireworks, smoke or stink bombs, etc.
- II-5 Theft, not exceeding \$30 in value
- II-6 Threats toward school personnel
- II-7 Trespassing
- II-8 Harassment – intimidation, bullying, coercion, or force creating a hostile environment
  - Disciplinary Action –
  - Minimum: Five-day suspension
  - Maximum: Ten-day suspension & restitution when appropriate

### **OFFENSE III CATEGORY**

- III-1 Extortion
- III-2 Fighting (unpremeditated)
- III-3 Insubordination to school personnel
- III-4 Leaving school without permission
- III-5 Possession and/or use of tobacco in any form
- III-6 Pretending to deliver or possess illegal drugs in any form
- III-7 Pretending to possess or have a weapon
- III-8 Use excessive profane, obscene, indecent, or offensive language, gestures, or exhibitionism
- III-9 Vandalism and/or criminal damage to property  
Disciplinary Action –  
Minimum: Three-day suspension  
Maximum: Five-day suspension & restitution when appropriate

### **OFFENSE IV CATEGORY**

- IV-1 Attendance policy
- IV-2 Cafeteria or noon lunch break misbehavior
- IV-3 Cell Phones
- IV-4 Cheating and/or copying work of another student
- IV-5 Disruptive behavior on the school bus
- IV-6 Failure to abide by automobile rules and/or regulations
- IV-7 Failure to abide by library rules
- IV-8 Failure to be in location checked out to or assigned to
- IV-9 Failure to bring parental note or not telephoning school explaining absence
- IV-10 Failure to get an admit slip from the office after being absent
- IV-11 Falsification of notes
- IV-12 Fund Raising
- IV-13 Gambling
- IV-14 Hazing
- IV-15 Improper locker usage
- IV-16 Improperly dressed
- IV-17 Inappropriate display of affection
- IV-18 Leaving classroom without receiving permission to do so
- IV-19 Loitering
- IV-20 Petty Theft
- IV-21 Radio, Tape Players and Pagers usage at unauthorized time or playing too loudly
- IV-22 Running or making excessive or unnecessary noises
- IV-23 Scuffling
- IV-24 Skipping school or class
- IV-25 Tardiness to class or school
- IV-26 Telephone usage
- IV-27 Textbook Policies

- IV-28 Writing, drawing, or placing stickers, etc. on school property, including lockers, walls, furniture, and/or equipment
- IV-29 Any other behavior which is considered disruptive to the orderly process of the classroom, school, and/or school activities
- Disciplinary Action -
- Minimum - Conference (student and/or parent)
- Maximum - Unexcused absence issued; zero grade issued; loss of privileges; restitution; writing assignment; assigned seating; class or bus removal; removed to the hallway; corporal punishment; detention(s); money and/or material confiscated; cleaning walls, furniture, and/or equipment; removed from locker; and/or three day suspension, whichever is appropriate.

It should be noted that when necessary and appropriate, suspension might be the first penalty when circumstances warrant such action.

### **Specific Expectations and Guidelines**

**ARRIVING AT SCHOOL:** Any time a student arrives at school after 8:00 a.m. they are to report directly to the high school office to receive an admit slip.

**ATTENDANCE:** Students are encouraged to attend school regularly since an absence from school can never really be made up. Studies show there is a direct relationship between poor attendance and failing grades. It is each parent's responsibility to encourage and insist their student attends school each day. Parents who allow their student to miss school for unnecessary reasons are in actuality telling them that school and education are not important.

All student absences will be recorded as excused or unexcused. The excused and unexcused absences will be used as documentation to help determine the outcome of any appeals made concerning the five day absence policy.

**Six Day Absence Policy:** After missing more than six days within a semester grading period, all absences will be unexcused unless a special waiver is attained by the administration.

**EXCUSED ABSENCES** will include the following:

1. The first six absences in a semester will be excused with a parent note presented by the student or parent telephone call by 8:00 a.m. on the day the student returns to school.
2. A doctor or dentist note verifying student appointment.
3. Religious observances requested by parents.
4. Military duty.
5. Extenuating circumstances involving a death in the family and/or serious personal family problems. Parents are to contact the high school principal to explain extenuating circumstances.

UNEXCUSED ABSENCES will include, but not necessarily limited to the following:

1. Students having no note from their parent explaining their absence upon their returning to school or the parent has not telephoned the high school office by 8:00 a.m. on the day the student returns to school.
2. All absences, even with parental note or telephone call, after the sixth absence in a semester grading period.

Appeal Procedures & Policies: Students may appeal to the administration for situations that cause a student to miss more than six days in a semester. A committee comprised of teachers, administrators, and/or counselors will determine if the student has documentation to prove excessive absences were necessary. The result of the appeal will be one of the following:

1. Waiver: student absence is changed to excused and provided the ability to make up missed work for credit % (percentage) determined by the committee
2. Denial: student absence is kept as unexcused and student receives a zero for all work missed

**BULLYING/HARASSMENT**: Students shall not tease, threaten, intimidate or make another student feel unsafe coming to school, being in school, or participating in school activities. This applies to verbal, non-verbal, and electronic communications between students. Offenses are treated as harassment.

**BUS INFORMATION**: School bus riders are under the jurisdiction of the school bus driver. School bus drivers have the same authority as a classroom teacher when giving directions or instructions to students. The penalties for not following bus driver directions will be a seating assignment, loss of riding privileges, detentions, and/or suspension.

**CARS & PARKING LOT**: Students who drive cars or other vehicles to school must complete and have on file in the high school office a car/vehicle driving permit form and display a parking pass. A \$15.00 parking fee will be assessed. A two week grace period from the first day a student starts driving to school will be allowed before the car/vehicle driving permit form must be filed. Failure to file a car/driving permit form or display a parking pass will result in the loss of parking and driving privileges on school property during school hours. Students (driving or non-driving) are not allowed to go to the parking lot for any reason unless permission to do so has been received in advance by the high school office. The basic rules and regulations, which may result in the loss of parking or driving privileges, are explained on the permit form.

*Also, it is to be understood that student vehicles may be searched at any time with reasonable suspicion according to procedures established by board policy.*

**CELL PHONES:** Cell phones can be in pockets or purses but they must be on silent and not removed from pockets or purses. They are not to be answered or used during the school day except at lunch time.

1<sup>st</sup> Offense: The phone will be confiscated and student may pick it up at the end of the day.

2<sup>nd</sup> Offense The phone will be confiscated, and parent will have to come to school to pick up the phone.

Subsequent offenses may result in ISS and parent will have to pick up the phone.

**DANCES:** It is the opinion of the Grandview Board of Education that there are certain activities, which are to be attended exclusively by high school students and older adults (when permitted). Dances are considered one such activity. Therefore, only freshmen, sophomore, and upperclassmen can attend all high school dances, including prom.

**DISPLAY OF AFFECTION:** There is a time and place to express feelings of affection. During school is not the time or place to overtly demonstrate affection. Therefore, kissing or cuddling (wrapping around one another) is considered inappropriate while at school.

**DRESS:** Student appearance and neatness are a direct reflection not only upon each student but also upon our school district. Students who take pride in their appearance also take pride in themselves. The primary purpose of dress requirements is to insure improperly dressed students do not detract from the learning environment and appropriate clothing is worn. Improperly dressed students will be asked to change clothing at school (put on school sweat shirt and/or pants), confined to a designated area for the school day, and/or issued detention or suspension.

The Grandview R-II Board of Education has established the following dress requirements:

- A. Shorts and dresses may be worn if they are not short shorts or mini-dresses. As a guideline, dresses are to be no shorter than just above the knees.
- B. "Net" shirts with large openings around the arms are not to be worn unless it is over other suitable clothing and no spaghetti straps, tank, tub or halter tops are to be worn.
- C. Spandex pants (clothing) can only be worn underneath other suitable clothing
- D. Blouse-shirt length must be worn so that the bottom of the shirt or blouse comes to the top of the pants.
- E. Hats and head coverings are not to be worn inside the school building.
- F. Any clothing/dress articles or appearance that disrupt the normal educational process will not be allowed.
- G. Clothing, which has alcohol or tobacco advertisement, inappropriate statements or wording, unacceptable pictures or suggestions, are not to be worn.
- H. No student on school property or at school functions shall wear, possess, use, distribute, display or sell clothing, jewelry, large chains, emblems, bandages, symbols, signs or other things which are evidence of membership of affiliation in any gang or cult.
- I. Body piercing that becomes a safety issue is prohibited.
- J. Any jewelry that makes distracting noises, espouse violence, suggest obscenity, or pose as a possible hazard to the wearer or other students shall be prohibited.
- K. Apparel is expected to conform to reasonable student standards of modesty, and as such, no excessive or inappropriate areas of skin or undergarments may be exposed.

It is the responsibility of the staff and administration to set the tone for the educational progress of the students at Grandview School District. Extreme styles, fads, or circumstances not covered, or those that constitute a threat to health or safety, will be treated as inappropriate by the administration or staff. Student dress should lend itself to positive health and safety while meeting basic social expectations. Failure to comply with the guidelines set forth could subject the student to disciplinary action. The principal or his designated staff will make the final decision at the school level as to whether specific attire is disruptive and/or inappropriate. If a student or parent is in doubt about the appropriateness of an item, the best decision is to leave the item at home. The school reserves the right under Missouri law to amend these guidelines without prior warning to the student and/or parent.

**DRUG AND ALCOHOL ABUSE:** The Grandview School Board recognizes its share of the responsibility for the health, welfare and safety of the students who attend the Grandview R-II School District. Therefore, the use, sale, transfer, possession or being under the influence of alcoholic or controlled substances on any school property, or off school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district, is prohibited, and is classified as an offense I category.

**FIELD TRIPS:** Several field trips are taken throughout the school year. Therefore, field trip eligibility and behavior guidelines have been established in order for students to better understand school/sponsor expectations that are as follows:

- A. Students who have three discipline referrals in a quarter, been suspended, and/or who owes a fine may be denied field trip participation.
- B. A field trip approval form must be completed, signed, and returned to the sponsor before participation will be approved (parent telephone calls will not be accepted).
- C. Money collected from students to pay for field trip expenses cannot be refunded if the student fails to attend.
- D. Adult chaperons and bus drivers have the same authority as sponsoring teachers in making decisions concerning student expectations and enforcing rules.
- E. Any disciplinary problems will be handled in the same manner as if the problem occurred at school with the addition that parents may be called to come and pick-up their son and/or daughter if they misbehave while on a field trip.

**FUND RAISING:** Only school sponsored fund raising projects/activities are allowed at school.

**GUN FREE SCHOOL POLICY:** The Grandview R-II School District will expel from school for a period of not less than one year any student who brings, possesses or uses a firearm, explosive or incendiary device, poison gas, bomb, grenade, rocket, missile, mine or similar device while under the supervision of the school. This policy may be modified for students with disabilities in accordance with the requirements of Part B of the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act.

**HAZING:** Hazing is the willful act that endangers the mental and/or physical health or safety of another student. Hazing is generally, but not necessarily limited to, acts involving admissions or initiations, which are required before membership into school groups, clubs, organizations, and/or teams. The Grandview School Board and District do not allow, sponsor, and/or sanction any type of hazing activities. The penalty for hazing will be determined according to the seriousness of the act, intent, and past disciplinary problems.

**LEAVING CLASS OR SCHOOL & SKIPPING SCHOOL:** Students must have teacher permission to leave the classroom and permission from a high school office employee to leave school. Students who need to leave school before the end of the school day are to bring a note signed by their parents or have their parents telephone the high school office requesting permission for their student to be excused from school. Students will be denied permission to leave school if a parental note or telephone call is not provided in advance. Parents who wish to pick up their students in person, should do so by going to the high school office and sign-out the student.

Also, students are not excused to leave school early to go to a place of employment and may be denied approval to leave school even with parent permission (example: to leave to get pizza or other unnecessary situations, will be denied).

**LIBRARY INFORMATION:** The librarian will determine the rules and regulations as to student expectations while using the library and library book fines. Generally, the first penalty for not abiding by library rules or instructions will result in the loss of the privilege to use the library.

**LOCKERS:** Students are not to damage, write on, or otherwise deface school lockers. Also, lockers are not to be jammed or locks tampered with so as to make the locker door pop open when pulled on. Students who wish to place pictures, etc. on the inside of their lockers may do so by using magnets or other materials which are easily removed. Stick-on labels are not to be used because they are difficult to clean off. Drinks or liquids of any kind are not to be kept in lockers. Students who switch from their assigned lockers are solely responsible for all items contained therein. Also, the school office will not gather any student materials or change locker combinations for students who have changed lockers. The penalty for not abiding by locker rules could be cleaning any number of lockers, restitution, detention, removed from locker use privileges, and/or suspension. Lockers will be periodically checked without student notification for appearance, condition and/or contents.

**LUNCH PERIOD:** During the lunch period students are to be in the commons or remain outside on the west patio. The hallways, classrooms, and gym will be off limits unless a teacher is present. Students are not to go to the student parking lot or their cars, or to the middle or elementary school buildings. Students should bring money to the high school office **prior** to the start of school for credit on their lunch accounts. Students will not be allowed to charge food onto their account unless a balance is present. This means that students will not be allowed to eat without a lunch credit.

**MAKE-UP WORK:** Students who have an absence shall have the opportunity to make-up class work. It shall be the responsibility of the student, on his/her own initiative, to contact each teacher involved to determine make-up assignments. Students shall receive two days for each day missed to receive full credit. In many cases, students should expect to turn in assignments and/or take tests the day they return to school if the assignment completion date and/or test date was scheduled before the student's absence or the teacher feels that test material has been appropriately covered by the student who has been absent. Students missing for an unexcused absence will receive a zero for all missed work.

**NON-PERFORMING STUDENTS:** Students who choose not to work during class time are a disservice not only to the teachers and school district but also to themselves. Teachers have the right and the authority to expect each student to work and perform during class time even if a failing grade will be issued for the grading period. To insure student performance the following steps have been established to correct non-performing student behavior:

1. Teacher-student conference concerning student expectations
2. Teacher-parent conferences or contact explaining the situation
3. Principal-parent conference or contact explaining penalties and expectations
4. Student penalized with detention(s) and/or suspension from school (ISS/OSS)

**PRANKS:** Many times, student pranks are done as just something to do with no actual disruptive and/or destructive intent. Pranks are sometimes just considered as a mischievous trick or practical joke without forethought of possible consequences. Students should understand so called pranks may result in severe penalties, such as, becoming ineligible for membership and/or participation in school organizations, clubs, and/or teams, as well as, suspension or expulsion.

**RADIOS, TAPE PLAYERS AND PAGERS:** Radios, tape and cd players and/or other recreational devices, such as I pod's or MP3's are not allowed. Tape, cd players, radios, and pagers etc. may be confiscated and returned to students at a future date.

**SEARCHES:** School lockers and desks are the property of the Board of Education and are provided for the convenience of students, and as such, are subject to periodic inspection without notice, without student consent, and without a search warrant. The lockers and desks may be searched by school administrators or staff who have a reasonable suspicion that the lockers or desks contain drugs, alcohol, material of a disruptive nature, stolen properties, weapons, items posing a danger to the health or safety of students and school employees, or evidence of a violation of school policy. In addition, the Board of Education authorizes the use of trained dogs to sniff lockers or other school property to assist in the detection of the presence of drugs, explosives, and other contraband. Students or student property, including cars, may be searched based on reasonable suspicion of a violation of District rules, policy or state law according to school board policy and be performed according to board policy. Reasonable suspicion must be based on facts known to the administration, credible information provided or reasonable inference drawn from such facts or information. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses, if such witnesses are available. Students may be asked to empty pockets, 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 routing patrols of the student parking lots. Students' automobile's while on school premises may be searched if a school administrator has reasonable suspicion to believe that illegal, unauthorized or contraband items or evidence of a violation of school policy is contained inside the vehicle.

Law enforcement officials shall be contacted if the search produces a controlled substance, drug paraphernalia, weapons, stolen goods or evidence of a crime, 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. A student who refuses to submit to a search may be appropriately disciplined by school officials.

**SMOKING AND TOBACCO:** The use of tobacco in any form is not permitted on school grounds at anytime (24 hours a day). This refers to anytime a student arrives on school property (walking or riding) until the student is off school property or at school sponsored activities away from Grandview. Also, tobacco in any form is not to be carried on your person or stored in lockers, etc.

**SODA/JUICE MACHINE USAGE:** The soda/juice machines are for student use during the school day but are restricted to only those areas as described under the heading of lunch period unless students are under the supervision of a teacher. Soda or other drinks are not to be kept in student lockers and are not to be consumed in the classroom.

**STUDENT DISCIPLINARY TRANSFER POLICY:** The Grandview School District upholds the disciplinary decisions made by other school districts in relation to transferring students. A prior "Disciplinary Record" forms concerning past disciplinary problems, including suspensions and/or an expulsion is to be completed prior to enrollment into the Grandview School District. Students under suspension, expulsion or other disciplinary actions must serve out the penalty before being allowed to enroll at Grandview. Transferring students (parents) who knowingly withhold such knowledge will be immediately suspended/expelled, etc. from Grandview for the duration of the original penalty from the time of discovery.

**TARDINESS:** Tardiness to class and/or homeroom can be disruptive and distract from the planned class or activity. Students must be in their assigned rooms by the time the bell rings to start the period to be considered on time. Tardies are accumulative over a nine-week period of time and the penalties are as follows:

- 1 First unexcused tardy: warning
- 2 Second unexcused tardy: lunch detention
- 3 Third unexcused tardy: ½ day of ISS
- 4 Fourth unexcused tardy: ISS, lose driving privileges, after school detention

Any student who is going to be tardy for some particular reason (example – locker door problem) is to report to the classroom on time and check out with teacher approval. Also, car problems are not generally considered to be an excused tardy to school.

**TELEPHONE:** The office telephone must be left open for incoming calls, as well as for faculty usage. Students are not to leave the classroom to make calls. Students will pay .50 cents each time a long distance call is made.

**TEXTBOOK INFORMATION:** Textbooks are a major expense to the school district. Any textbook, which is lost, stolen, or defaced, is the responsibility of the student to whom the textbook was issued.

Because of the cost of replacing textbooks, the Grandview Board of Education has established the following textbook student fine policies:

1. New Textbooks - new textbooks are considered any book purchased with-in the last year. Students will be charged replacement costs for the books, which are lost, stolen, or not usable (not usable includes but not necessarily limited to, water damage, pages torn out, vulgar or inappropriate language written in textbook, covers torn or damaged, excessive writing, etc.)
2. Used Textbook - Used textbooks are those which have been in use over a year. Students will be charged appropriate replacement costs to replace used books, which are lost, stolen, or not usable.

3. **Damaged Textbooks** - Students will be charged from appropriate replacement cost for textbooks, which are damaged but usable. Basically, usable books which are damaged refer to those which are defaced but do not have any missing pages, pages are readable, no vulgar or inappropriate language is written in the textbook, and with covers fully in place.

Students who owe textbook fines at the end of the school year will not be permitted to participate in any school extracurricular activities (including field trips) for the ensuing school year until the fine has been paid.

**THREATS TOWARD SCHOOL PERSONNEL:** Verbal threats toward school personnel and/or their property can be considered as serious as physical threats. Student penalties will be determined according to the seriousness of the threat, intent, and past disciplinary problems.

**VISITORS:** All visitors are to report directly to the high school office. Visitors will not be allowed to visit or attend classes with students during the school day. Visitors will be allowed to see high school students during the lunch period but must do so in the high school office. Also, visitors who want to see staff members will be required to remain in the high school office until notification is given to go to another area of the school building to see a staff member.

**WEAPONS:** Weapons such as, but not limited to, knives, projectiles, knuckles, blackjacks, chains, and look-alike weapons are not to be brought to school at anytime. Penalties will be determined according to the type of weapon involved, intent, and past disciplinary problems.

### **Explanation of Penalties**

**CONFERENCES:** Conferences may be held between students, parents, teacher, and/or administrators. A conference is scheduled in order to explain and/or discuss past, present, or possible future concerns. In this way, all persons concerned will have a better understanding of what is expected, and be able to clear up any misunderstandings. Parents are encouraged to telephone or come to school at any time there are questions or concerns.

**LOSS OF PRIVILEGES:** Privileges will be denied according to the misbehavior whenever this is possible and appropriate. For example, if a student checks out of class to go to the restroom but goes to some other location, the student will lose his/her right (when granted by a teacher) to leave the classroom.

**RESTITUTION:** This is the act on the part of the student of restoring and/or replacing something damaged or taken. For example, a student who writes on a locker may be required to remove the writing on several lockers or pay for a new locker if the writing cannot be removed.

**DETENTION:** This is the act of detaining students for a period of time, usually at lunch period or after school. If a student fails to serve their detention(s) on the days assigned, suspension will be issued in place of the detention(s). The number of detentions depends upon the offense and previous misconduct occurrences. Parents and/or the student shall be responsible for providing transportation from school when a student is serving after school detention. Students may be given writing assignments to complete during their detention and/or suspension. Also, detentions not served by the end of the school year will be served during the summer or assigned at the beginning of the next school year.

**CORPORAL PUNISHMENT** (spanking with a paddle): Corporal punishment may be used on rare occasions. Corporal punishment will not be used unless parental approval is given in advance.

**REMOVAL TO HALLWAY:** Teachers may remove a student from the classroom and assign the student to the hallway for disruptive behavior, including but not limited to, talking or not following instructions. While removed to the hallway, the student must sit in a chair and may not leave the chair without teacher approval.

**SUSPENSION:** This is an administrative imposed absence from attending classes and/or school. There are two types of suspension that are as follows:

1. **In-School Suspension (ISS)** – Student is required to be at school but does not attend class. Student is required to make up all schoolwork during ISS. However, the maximum percentage that a student can receive for homework completed during ISS is 75%. The maximum percentage a student can receive on a test or major project due during their ISS time is 75%. It is the suspended student's responsibility to inform his/her teachers of the suspension so that all class work assignments can be obtained in advance of the start of the suspension. If the student fails to notify his/her teachers of the suspension in order to make arrangements to get his/her assignments or if the assignments are not turned in on time, a zero (F) grade will be issued.
2. **Out-School Suspension (OSS)** – Parent or guardian is responsible for the student's supervision. OSS students are also expected to make up all days work/tests. However, the students will not receive credit for any homework completed during OSS. The maximum percentage a student can receive for any test/or project due during their OSS is 50%. It is the student's responsibility to find out what work/test has been missed during their OSS. All homework or tests and major projects due during the OSS are to be turned in or taken the day the student returns to class. Anything turned in after this time will be considered an "F".

The length of in or out-school suspension will be determined by administration and will reflect the seriousness of the offense committed as well as the number of previous disciplinary problems. Parents or guardians will be notified of the action taken. Students who are placed on in or out-school suspension may not attend or participate in any school activities at home or away from school on the day or days in which suspension is issued and being served. If a student is suspended on a Friday and the following Monday, that student can not attend or participate in any school activities at home or away from school which occurs on the Saturday or Sunday between the suspension days.

**EXPULSION:** The Grandview R-II Board of Education may expel a student. In an expulsion, parents will have the right to appear at a hearing with the board of education to discuss their student's expulsion. During this time, the student is not allowed to attend school, be on school property, or attend or participate in any school activities or functions at home or away from school.

## SECTION IV - EXTRACURRICULAR INFORMATION

### Foreword

The Grandview R-II Board of Education believes extracurricular activities are a vital part of the total educational program. The participation in extracurricular programs and activities is voluntary and a privilege. All students are encouraged to participate in as many activities as interest and time allows.

It should be understood; students participating in extracurricular activities are not only representing themselves but are also representing their school district. This section of the student handbook will explain basic guidelines and policies for those students participating in extracurricular activities.

### Extracurricular Activities

Extracurricular usually refers to those school activities in which no academic credit is issued to participating students. However, the activities listed below do include activities in which high school credit may be earned. Such activities were included because they involve and often require participating outside the regular classroom (example: choir, band, etc.)

There are two categories of extracurricular activities that are as follows:

- |                 |                              |                                    |
|-----------------|------------------------------|------------------------------------|
| 1. Athletic     | Girls'                       | Boys'                              |
|                 | Volleyball (fall)            | Football (fall)                    |
|                 | Varsity                      | Varsity                            |
|                 | Junior Varsity               | Junior Varsity                     |
|                 | Cheerleading (fall & winter) | Basketball (winter)                |
|                 | Pom Pon (fall & winter)      | Varsity                            |
|                 | Basketball (winter)          | Junior Varsity                     |
|                 | Varsity                      | Freshman                           |
|                 | Junior Varsity               | Baseball (spring)                  |
|                 | Track (spring)               | Varsity                            |
|                 |                              | Junior Varsity                     |
|                 |                              | Track (spring)                     |
| 2. Non-Athletic |                              |                                    |
|                 | Art Club                     | Choir                              |
|                 | High Step                    | National Honor Society             |
|                 | Color Guard                  | Pep Band                           |
|                 | Concert Band                 | Student Government                 |
|                 | Drama Class Play             | Family Career & Community Leaders  |
|                 | Yearbook Staff               | Of America (FCCLA)                 |
|                 | Spanish Club                 | Future Business Leaders of America |

## **Athletic Information**

**CODE OF ETHICS FOR SPECTATORS:** Winning is often so important that some people have lost sight of the educational values inherent in athletics. If the full benefit of athletics as an educational tool is to be utilized, schools must concern themselves with spectator's sportsmanship.

The playing of the game should be regarded by the spectators as an art, and should be appreciated and enjoyed as such. Respect for all players, coaches, and officials, regardless of their own team loyalty, is essential for raising the standards of good sportsmanship. Therefore, the following code of ethics for spectator guidelines is expected to be followed:

1. Recognize the official as a person of integrity and qualification and respect his/her decisions accordingly.
2. Refrain from creating disturbances, which would be detrimental to the flow of the game and/or to the safety of the participants involved.
3. Refrain from harassment, profane language, or ostentatious behavior in respect to the players and coaches.
4. Become familiar with the rules of the game in order to enjoy it more and to understand the decisions made by the officials.
5. Exhibit loyalties and support without negative action toward opponents or officials of the game.
6. Exhibit respect for local policies and regulations regarding the usage of athletic facilities.

**JEFFERSON COUNTY ACTIVITY ASSOCIATION (JCAA):** Grandview is a member of the Jefferson County Activity Association (JCAA). The purpose of this organization shall be the promotion, regulation, and supervision of all interscholastic activities and contests as may be delegated to the member schools.

JCAA member schools include Crystal City, DeSoto, Festus, Dunklin (Herculaneum), Hillsboro, Perryville, St. Pius, St. Vincent (Perryville), Windsor, and Grandview. The JCAA athletic conference is divided into two divisions (large and small). Although all member schools play each other (with the exception of football), only games played between divisional teams count toward a large or small divisional conference champion. The large and small athletic team divisions are as follows:

Large Division - DeSoto, Festus, Hillsboro, Perryville, and Windsor

Small Division - Crystal City, Grandview, Herculaneum\*, St. Pius, and St. Vincent.

\*Football includes – Valle (St. Genevieve) and Maplewood (not Herculaneum) and is called the Mississippi Area football conference.

**MISSOURI STATE HIGH SCHOOL ACTIVITIES ASSOCIATION (MSHSSA):** The Grandview R-II School District athletic programs are governed by the rules and regulations of the Missouri State High School Activities Association. The MSHSAA is a voluntary, non-profit, educational association of senior high schools established for the purpose of working cooperatively in adopting standards for supervising and regulating those interscholastic activities and contests that may be delegated by the member schools (Grandview is a member school) to the jurisdiction of the Association. The athletic eligibility standards as established by the MSHSAA are minimum

standards. Each member school district has the right and authority to establish their own standards of athletic eligibility so long as those standards are not less restrictive as already mandated by the Missouri State High School Activities Association.

**TRANSPORTATION:** Students participating in athletic events being held away from the Grandview School District are to ride the school bus or in some cases in vehicles driven by school personnel or other approved adults to the activity or event. After the activity, students must ride the bus on the return trip to Grandview unless they have received advance approval to ride home with a parent or another adult (18 years old or older non-student). In order to receive advance approval, a parental note must be delivered to the high school office no later than the day of the activity giving their permission for their student to ride home with a named adult. In addition, the adult with whom the student has been approved to ride home must sign the student out with a member of the coaching staff or sponsor before leaving the activity or event.

### **Athletic Eligibility**

**ACADEMIC STANDARDS:** Grandview High School academic standards, rules, and guidelines are as follows:

- A. Grade checks will be taken once every two weeks, at mid quarter, quarter, and semester. If at any of these times a student has an F in any class, that student is ineligible for activities until that student raises that grade. This may be accomplished by waiting until the next grading period or by written confirmation from the teacher that the student in question has a passing grade.
- B. In order to participate in any Missouri State High School Activities Association (MSHSAA) sponsored athletic program a student must meet MSHSAA academic standards. This academic standard only applies to semester grades. Any student who does not meet MSHSAA academic standards for the semester will be ineligible to participate in all MSHSAA sponsored athletics for a period of one semester commencing the first day of the next semester. To meet academic standards a student must pass 3 credits (six classes) the previous semester.
- C. Student must be enrolled as a full time student (seven class periods).
- D. One credit in a required course (not an elective course) may be earned during summer school to replace one credit of failing grade.
- E. Resource students do not necessarily fall under the academic standards as stated above.

**ATTENDANCE:** In order for a student to participate in extracurricular athletic events or practices, they must attend school for a full day on the day of the activity or practice. In some cases, students may be allowed to participate EVEN if not in attendance a full day (example: attending the funeral of a relative). However, approval must be obtained in advance from the athletic director before participation will be allowed when not in school attendance a full day.

**AGE STANDARDS:** MSHSAA By-Law 232.0 states a student shall not have reached the age of nineteen prior to July 1st preceding the opening of school. If a student reaches the age of nineteen on or following July 1st, the student may be considered eligible for the ensuing school year.

**COACHES REQUIREMENTS:** The head coach of each sport shall set policies concerning practices, dress, meetings, dismissals, etc. Participating students will be expected to conform to the guidelines and rules established by each head coach or decide not to participate.

**INSURANCE REQUIREMENTS:** MSHSAA By-Law 309.0 states a student shall not be permitted to practice or compete for a school until it has verification that he or she has basic athletic insurance coverage.

**PARENTAL PERMISSION STANDARDS:** MSHSAA By-Law 308.0 states that prior to each year of interscholastic athletic participation, a student shall furnish a statement, signed by the student's parents or guardians, which grants permission for the student to participate in interscholastic athletics.

**PHYSICAL EXAMINATIONS:** MSHSAA By-Law 276, 283, and 309 states the school shall require of each student participating in athletics a physicians' certificate stating that he/she is physically able to participate in athletic contests of his/her school. The medical certificate is valid for the ensuing school year if administered on or after February 1st of the previous school year.

### **Non-Athletic Eligibility**

#### **ACADEMIC STANDARDS:**

- A. In order to participate in non-athletic activities a student must have 3 credits (six classes) the previous semester. This academic standard only applies to semester grades. Furthermore, it should be understood that some organizations and/or clubs might be required to abide by local, state, and/or national academic standards. For example, the academic requirements for National Honor Society membership are more restrictive than the aforementioned academic policy. Also, participation may be required (depending upon each set of circumstances) in specific activities when it is a course requirement (example, participation in Christmas and Spring music concerts).
- B. A student must be making satisfactory progress towards graduation. Therefore, any student who falls below grade level according to the class standing requirements as stated in Section II of this handbook may be ineligible for one semester. At the end of an ineligible semester, student progress toward meeting graduation requirements will be re-evaluated by the guidance counselor and principal to determine eligibility.
- C. Student must be enrolled as a full time student (seven class periods).
- D. One credit in a required course (not an elective course) may be earned during summer school to replace one credit of failing grades when and if it doesn't conflict with local, state, or national organizational rules and regulation.
- E. Special services students do not necessarily fall under the academic standards as stated above.

**ATTENDANCE:** Same as athletic, however, each organization may establish their own standards which can be more restrictive or abide by state and/or national standard requirements of their organization.

**CONSTITUTION AND BY-LAWS:** Students who are participating in non-athletic extracurricular activities must abide by the Constitution and By-Laws of each particular club or organization. The Constitution and By-Laws may be on the local, state, and/or national level.

**SPONSOR REQUIREMENTS:** The sponsor of each activity may set policies concerning participation, dress, meetings, dismissals, etc. Participating students will be expected to conform to the guidelines and rules established by each individual sponsor or decide not to participate.