



Stoutland Student Handbook 2019-2020

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www.stoutlandschools.com

ROAR

Respectful * On Task * Assertive * Responsible

Table of Contents

Welcome

[District Mission Statement](#)

[District Beliefs](#)

[District Goals](#)

[ROAR Matrix](#)

[Faculty and Staff](#)

[Calendar](#)

[Master Schedule](#)

[Bell Schedules](#)

[Map](#)

General Procedures

[School Hours](#)

[Cancellations](#)

[Leaving Early](#)

[Guest Check In/Out Procedure](#)

[Visitors](#)

[Phone Usage](#)

[Cafeteria Program](#)

[Outside Food](#)

[Insurance](#)

[Extra Curricular Communication Between Parents, Students Coaches and Sponsors](#)

[Discrimination](#)

[Family Educational Rights and Privacy Act \(FERPA\)](#)

Student Procedures and Services

[Directory Information](#)

[Extracurricular](#)

[Student Activity Fee](#)

[Adoption and Sanction](#)

[Student Drug Testing](#)

[Hall Passes](#)

[Identification Badges](#)

[Lunch Procedures](#)

[Non-Discrimination](#)

[English For Speakers of Other Languages](#)

[Lockers, Books, Materials and other Possessions](#)

[Student Driving and Parking](#)

[Guidance Services](#)

[Title I School-Parent/Guardian Compact](#)

[Student Academics & Attendance](#)

[A+ School Program](#)

[A+ Attendance](#)

[Attendance](#)

[Attendance Appeals Process](#)

[Grade Check/Progress Reports](#)

[Exams and Finals](#)

[Field Trips](#)

[After School Detention Rules](#)

[Graduation Requirements](#)

[Graduation Ceremony](#)

[Honors and Awards](#)

[Valedictorian/Salutatorian](#)

[Late Work](#)

[Makeup Work](#)

[Permit to Participate in Athletics](#)

[Testing Program](#)

[Student Health Services](#)

[Communicable Diseases](#)

[Illness/Injury](#)

[Immunization Information](#)

[Medication Policy](#)

[No-Nit Head Lice Policy](#)

[Emergency Procedures](#)

[Crisis Intervention Plan](#)

[Emergency Response Plans](#)

[Emergency Drills](#)

[Student Code of Conduct](#)

[Discretionary Measures](#)

[Discipline Policy - Student Code of Conduct](#)

[Cell Phones/Other Electronic Devices](#)

[Conduct at School](#)

[Personal Items](#)

[Tardies](#)

[Student Dress Code](#)

[Technology Violation](#)

[Academic Dishonesty](#)

[Bus and Student Transportation](#)

[Discipline Code](#)

[Act of School Violence/Violent Behavior](#)

[Violations Against Public Health and Safety](#)

[Miscellaneous Violations of School Property](#)

[Definitions](#)

[Chromebooks](#)

[Acceptable Use Policy](#)

Welcome

We, the faculty and administration, extend a most sincere and hearty welcome. The primary purpose of this handbook is to assist new students in getting acquainted with the school. It is also to help returning students familiarize themselves with school policies and procedures that may have been changed from last year. It is our goal to provide you with the best educational opportunity possible. We encourage you to make the most of each opportunity. Show respect for your fellow students and teachers, for school property, and display proper courtesy at all times in class, corridors, assemblies, and the cafeteria. Remember, this is your school - let's be proud of it.

Mission Statement

Making Tracks to Great Destinations

Vision

Stoutland School will provide all students the opportunity for success by establishing meaningful relationships in a challenging learning environment.

Goals

Using innovative techniques we will teach: language arts, mathematics, science, humanities, problem solving, communication, technology, and conflict resolution skills. Students, families, staff, and community members will work together to recognize and build on the individual strengths of each student.

Students will acquire the knowledge and skills to:

- Gather, analyze and apply information and ideas
- Communicate effectively within and beyond the classroom
- Recognize and solve problems
- Make decisions and act as responsible members of society
- Effectively apply current technology
- Practice a positive work ethic
- Develop positive self-esteem
- Be aware of and show consideration for individual and cultural differences

ROAR

Respectful * On Task * Assertive * Responsible

	All Settings	Cafeteria (Commons)	Hallway	Classroom & Library	Assemblies & Gym	Restroom & Locker Room	Playground
Respectful	Keep hands, feet, and all other objects to yourself Show respect to people and property	Respect the food and personal space of others Be polite to all faculty & staff	Keep hallways clean and orderly Take good care of student lockers	Keep all comments on topic Respect classroom work area and materials Respect and follow classroom rules	Give the speaker your full attention Be quiet during speaker presentations	Give others privacy and personal space Take good care of school property	Keep hands, feet, and all other objects to yourself Use playground equipment safely
On Task	Give your best effort Be positive and an active participant	Line up calmly and quietly Use time wisely	Go directly to your destination and return promptly	Actively participate in discussions and assigned tasks Follow directions and safety procedures the first time they are given	Keep questions and comments relevant and appropriate Wait patiently for program to begin	Take care of any needs quickly and return to class promptly	Use playground equipment appropriately
Assertive	Inform staff of all problems and/or issues immediately	All food and drink stay in the cafeteria Clean up your own mess	Respect personal space Leave room for others to pass	Ask for missing work (or other needs) in a respectful manner	Enter and exit in a quiet and orderly fashion	Flush the toilets, wash your hands and leave the bathrooms clean	Line up quickly and quietly
Responsible	Accept all outcomes of your behavior and choices Follow all	Follow all cafeteria expectations	Keep lockers neat and tidy. Use drinking fountains in an appropriate	Have the necessary materials, supplies, and assignments when you walk into	Talk only when appropriate	Inform staff of any problems immediately Follow all	Follow all playground expectations

	school rules and expectations		manner	class Use technology responsibly		school rules and expectations	
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Faculty and Staff

NAME	POSITION	EMAIL
Charles Stockton	Superintendent	stoctonc@stoutlandschools.com
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Grant Bollig	IT/ENT	bolligg@stoutlandschools.com

Bell Schedules

Grades 7-12

1st Hour	7:45 - 8:47
2nd Hour	8:51 - 9:53
3rd Hour	9:57 - 10:59
4th Hour	11:05 - 12:30
1st Lunch Shift	11:03 - 11:25
2nd Lunch Shift	11:29 - 11:51
VoTech	12:00 - 12:30
5th Hour	12:34 - 1:35
6th Hour	1:39 - 2:40
7th Hour	2:44 - 3:45

Grades 4-6

Home Room	7:45 - 8:04
1st Hour	8:08 - 8:58
2nd Hour	9:02 - 9:52
3rd Hour	9:56 - 10:46
4th Hour	10:50 - 11:40
Recess	11:44 - 12:14
Lunch	12:18 - 12:40
5th Hour	12:48 - 1:38
6th Hour	1:42 - 2:32
7th Hour	2:36 - 3:26
Home Room	3:30 - 3:45

General Procedures

School Hours

School begins at 7:45 a.m. and is dismissed at 3:45 p.m. Students are not permitted to enter the building until 7:30 a.m. unless a teacher or coach is present. Upon arrival at school, students should leave their vehicles or buses and go directly to the cafeteria, commons area or gym. No student is permitted to leave school during school hours without written permission from parents/guardians or having made prior arrangements from an administrator. Students may not remain in school buildings after school except under the direct supervision of a staff member.

Cancellations

All students will be contacted by School Messenger when school is cancelled due to inclement weather or other extenuating circumstances. Regional radio (KJEL and Coyote 107.9) and local television stations will also report school cancellations as they are made available by the superintendent.

Leaving Early

Stoutland is a closed campus. Students are not allowed to leave campus once they arrive without checking out through the office. Students cannot check out without written parental/guardian permission, or a phone call to the district office.

Guest Check In/Out Procedure

To ensure the safety of all students, parents must be admitted using the intercom system located by the front door. If you are planning to pick your child up during the school day, you must present a photo ID.

Visitors

Parents and community members of the district are welcome to visit Stoutland School and attend district events. All visitors during the regular school day must check in at the district office prior to proceeding elsewhere in the building. The district discourages parents or others from using the school as a site for visiting students and may refuse the use of the school for that purpose. Students are not to bring visitors to school. The Stoutland R-II Board of Education and Administration will not tolerate any person whose presence disturbs the educational process. Visitors to district property may not possess weapons, including concealed weapons, on district transportation or at any district function or activity sponsored or sanctioned by the district unless the visitor is an authorized law enforcement official or is otherwise authorized by Board Policy.

Phone Usage

There is a phone located near the main entrance of the school for students to make local calls. This phone may be used between classes, during lunch, and/or before and after school. In order to ensure that learning is not disrupted, messages will be given to students between classes and at the end of the day. Long distance calls can only be made in the office under the supervision of staff.

Cafeteria Program

Stoutland School District serves breakfast and lunch for all students. Students may pay for their meals at the time of purchase or by putting money on their account in advance. Students must use their ID to complete the transaction. Breakfast will be served from 7:30 to 7:45. Students may be served an alternate meal if their account is more than \$10.00 in arrears.

Elementary breakfast	\$1.55
Elementary Lunch	\$2.45
Junior and high school breakfast	\$1.55
Junior and high school lunch	\$2.60
Extra milks	\$0.40
Reduced breakfast	\$0.30
Reduced lunch	\$0.40

Students who have been approved for free/reduced lunch will also receive free/reduced breakfast.

Outside Food

Only a parent/guardian may bring in food for their child during the school day. **Students may not sign out to pick up food for themselves or others.** Food delivered to the school during the day by someone other than a parent/guardian will be held at the office until the end of the school day.

Insurance

Each school year, a low cost accident insurance policy is offered to all students. Although schools have no stated liability in case of accident for students who voluntarily participate in extracurricular activities, they are glad to offer this liberal policy, which pays a significant portion of the expense incurred in accidents that occur while the student is en-route to or from school or while participating in school sponsored activities. Students participating in athletics must be covered by accident insurance. MSHSAA requires all student participants to be insured to participate in MSHSAA sanctioned activities. The policy can be found at markelinsurance.com

Extra Curricular Communication Between Parents, Students Coaches and Sponsors

Proper procedure, follow the chain of command:

1. Talk with your sponsor.
2. Athletic/Activities Director
3. Principal
4. Superintendent

Appointment should be made with your child’s coach/sponsor 24 hours after the situation.

Issues Not Appropriate to Discuss with Coaches

1. Playing time
2. Team strategy
3. Play calling
4. Other student/athlete participation

Discrimination

The Stoutland R-II School District does not discriminate against any employee or student on the basis of race, sex, religion, disability, or age.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the confidentiality of a student’s educational records. It also requires schools receiving federal money to provide parents access to their child’s records and allows them to request modification of the child’s educational records. This right is also extended to students who are 18 years of age and older.

Special Services

Public Notice

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. Stoutland R-II School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

Stoutland R-II School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

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

Stoutland R-II School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the special education office upon request.

This notice will be provided in native languages as appropriate.

Student Procedures and Services

Directory Information

Directory information is information contained in an education record that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information may be prepared for mass release (school yearbook, school directory, etc.) unless parents indicate they do not wish the information be disclosed. The following items are designated as directory information:

- Student Name
- Grade Level
- Dates of Attendance
- Honors and awards received
- Photographs, including photographs of regular school activities and video that does not disclose specific academic information about the child and/or would not be considered harmful or an invasion of privacy.
- Participation in officially recognized activities, including audiovisual or photographic records openly visible activities thereof (e.g., artistic performances, sporting contests, assemblies, service projects, awards ceremonies, etc.).

Extracurricular

Stoutland High School is a member of the Frisco League Conference and the Missouri State High School Activities Association (MSHSAA). As members of these groups, we adhere to policies set down for the display of good sportsmanship by athletes, participants, students, fans, parents, and patrons. Member schools are to enforce sportsmanship rules for our own school, players, and spectators. Violation of rules can result in the following consequences: written reprimand, probation, suspension, ejection, or permanent removal from events. Consequences are in force for players, coaches, students, parents, and fans. All school discipline policies and rules apply to the Stoutland High School students at school activities regardless whether they are held on school property or away from school.

According to MSHSAA bylaws, a student absent from school any part of the day must receive permission from the principal to participate in extracurricular activities. **Students must be in attendance for the entire school day to participate in any athletic contest or on the Thursday before a weekend game. Exceptions are granted with administrative approval only (Superintendent, Principal and/or Athletic Director).**

School sponsored extracurricular activities are designed to enhance the educational experience of students. To have a successful extracurricular program, the following basic guidelines are mandatory for all students who participate in activities:

- Students must remain in good academic standing in regular classes to remain a part of any extracurricular activities.
- Use of drugs, alcohol, or tobacco in any form (including vaping devices) while participating in school activities is prohibited. Those caught using these substances will be disciplined appropriately by their coach or sponsor and in accordance with school rules and regulations.
- All students involved in extracurricular activities will ride the bus to and from the activity when bus transportation is required. An exception may be granted if arrangements have been made with the sponsor or principal to grant permission for parents/guardians to take responsibility for their child's transportation.
- Students are expected to cooperate fully with their sponsor at all times.
- Instruction of the sponsor will be followed. Any decisions concerning the group will be coordinated through the sponsor.
- Only the sponsor will make arrangements for practices/meetings. Dates and times for such meetings should be made well in advance with the principal.

Student Activity Fee

Students participating in MSHSAA extracurricular activities will be required to pay a participation fee. The fee will be \$25 per student, \$20 for the second student in the family, and \$15 for an additional student per family. This fee will cover the individual student regardless of the number of extracurricular activities in which the student chooses to participate.

Adoption and Sanction

All rules and regulations set forth by MSHSAA have been adopted fully and sanctioned wholly by the Stoutland R-II Board of Education.

Student Drug Testing

Participation in extracurricular activities, as well as parking on campus, is a privilege and carries with it the responsibility to adhere to high standards of conduct, including refraining from the use of illegal drugs, performance-enhancing drugs and alcohol. The Stoutland R-II Board of Education would like to give students another reason to say “no” to drugs. To assist students in making healthy and safe choices, the district will conduct random drug testing of students in grades 9-12 as a condition of participation in covered activities. Covered activities are activities regulated by the Missouri State High School Activities Association (MSHSAA) and parking on campus. A student using drugs is a danger to themselves as well as other students. All students in the district who choose to participate in extracurricular MSHSAA activities or park on campus are entitled to do so in a drug free environment. The goal is not to levy discipline but rather to aid in the discovery and prevention of possible drug-related problems. Students who test positive through this random testing program will be excluded from participation in covered extracurricular activities as follows:

FIRST OFFENSE: Exclusion from all covered activities for a minimum of 30 days and must pass a drug test administered by the district prior to participating in covered activities again.

SECOND OFFENSE: Exclusion from all covered activities for a minimum of 90 days and must pass a drug test administered by the district prior to participating in covered activities again.

THIRD OFFENSE: Excluded from all covered activities for the rest of the student’s enrollment in the district.

The consequences will be reduced when the student participates in drug or alcohol counseling and additional testing will be required. A positive test through this random testing program will result in suspension from school or academic sanctions. The district will not report results to law enforcement.

As a condition of participating in extracurricular activities, MSHSAA activities and/or parking on campus, students and their parents are consenting to random drug testing of the students as defined in this policy and administrative procedures.

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

Hall Passes

When it becomes necessary to leave the classroom, the teacher will give the student a hall pass. Any student who does not have their hall pass will not be allowed to leave the classroom. Any student found to be out of class without a pass will be returned to the classroom.

Identification Badges

Junior High and High School students will be required to carry their school ID on them during school hours and any school related activity. Students must display their school ID upon request. A student's first ID badge will be provided by the school district and remains the property of the school for the current academic year. Should an ID badge be lost, stolen, damaged, or defaced students will be required to purchase a replacement from the High School office at the student's expense of \$3.00.

Lunch Procedures

Students dismissed from class and are to arrive at the cafeteria prior to the tardy bell. Students may bring a lunch, purchase lunch from the school, eat a lunch brought by a parent/guardian or elect not to eat.

English For Speakers of Other Languages

Students whose native or home language is not English are identified through the enrollment procedure or teacher referral. The district assesses the educational needs of these students and makes necessary modifications to grading and testing procedures. Appropriate programs are provided to aid the students in acquiring English and progressing in the content areas.

Lockers, Books, Materials and other Possessions

Lockers will be assigned to students on the first day of school. Students are not permitted to change locker assignments without permission of the high school office. After issuance, students are responsible for the proper care of lockers, books, Chromebooks and other school materials. Stoutland School provides locks on lockers to help prevent theft and unauthorized borrowing by other students. The cost of replacement for school issued property is the student's responsibility. For safety and security purposes, bookbags and personal items must remain in lockers. If items are found outside of lockers, they will be confiscated and students will be subject to disciplinary action.

Student Driving and Parking

All students can buy parking passes at the beginning of the school year for \$10 per semester. Those students granted permission to operate a vehicle should understand that driving their vehicles to school is a privilege that may be revoked by the school authorities in the event that a student violates any of the guidelines pertaining to the Student Driving Policy. The Stoutland R-II School District assumes no

responsibility or liability for injuries to persons or for damage or loss of contents from any vehicle while on school property.

Any student wishing to drive to school must abide by the following rules:

1. Students will use the parking lot in front of the high school building.
2. Students must observe a proper speed while on school grounds.
3. Students must park in their assigned student parking spot only.
4. School buses have the right-of-way at all times.
5. Driving privileges will be denied for violation of attendance policies (to include absences, tardies, and/or leaving school without permission, fighting/assault, possession of a weapon or a lookalike, possession of drugs or alcohol or look-alikes, or having more than five office referrals for discipline.)
6. Students are not allowed to access their cars during school hours without permission from the office.
7. Students are to complete a “Pupil Driving Permit Registration and Agreement” form available in the high school office.
8. The parking permit must be displayed in the student's vehicle.. Failure to do so may result in school discipline or the removal of the vehicle.
9. Violation of these rules may result in suspension of driving privileges for a period of time to be determined by the principal or principal’s designee.
10. Students are not to loiter in their cars or the school parking lot.
11. All drivers must maintain appropriate speed and respectful noise when using their vehicles.

Guidance Services

Guidance services are available to students in grades seven through twelve. The Certified Guidance Counselor and Special Psychological Examiner provide this service. These services include personal counseling, career and educational counseling, job placement, testing and financial planning for college or advanced training. Students may request services through teachers, coaches, principals, or parents may refer them for counseling.

Title I School-Parent/Guardian Compact

The School-Parent Compact purpose it to communicate the responsibilities of the school and the responsibilities of the parents to improve student achievement. The School-Parent Compact meets all government mandated requirements. The parents, staff, and students of Stoutland R-II School District share the responsibility for improving student achievement. We believe that the means for children to achieve the state’s high standards will come only through the development of a partnership between parents, staff, and students.

The school’s responsibilities are:

- To provide high quality curriculum
- To provide high quality instruction

- To provide a supportive and effective learning environment

The parents'/guardians' responsibilities are:

- To monitor their children's school attendance
- To monitor their children's schoolwork/homework completion
- To monitor their children's quality study time
- To be sure their children are getting proper nutritious meals and adequate sleep
- To participate in decisions relating to the education of their children and positive use of extracurricular time

Furthermore, communication of an on-going nature between teachers and parents is imperative. It is the school's responsibility to provide parent/teacher conferences annually during which the compact will be discussed in relation to the child's achievement to provide frequent reports to parents on the progress of their children, to provide reasonable access to staff, and to provide opportunities to volunteer, participate, and observe in their children's classrooms. It is the parent's responsibility to attend parent/teacher conferences, to study and respond to the progress reports, to communicate with the staff, and to take the time to volunteer, participate, and/or observe in classrooms.

Student Academics and Attendance

A+ School Program

Stoutland High School students are eligible for two years of free tuition from any Missouri public community college, vocational school, or technical school. Stoutland High School has been re-designated by the Missouri Department of Elementary and Secondary Education as an A+ School. The concept focuses on the majority of our students and directs us to design a program to provide a rigorous academic and technical educational program (pathway) that will prepare them for the workplace, post secondary vocational training, or college.

Assuming the state funds are available, Stoutland High School graduates will be entitled to receive financial reimbursement if they meet the following requirements:

1. Attended a designated A+ school for three consecutive years
2. Grade point average of 2.5 on a 4.0 scale
3. 95% high school attendance record in grades 9-12
4. Tutored or mentored younger students for 50 hours (unpaid)
5. Record of good citizenship and avoidance of the unlawful use of drugs. (The A+ Schools Coordinator must sign a form stating a student is a good citizen, if there are questions, before financial incentives will be available.)
6. Attempted to secure all federal financial assistance funds that do not require repayment.

7. Must score “Proficient” or “Advanced” on the official Algebra I, Algebra II, or Geometry EOC exam.
8. The A+ Schools Office will provide a list of A+ Scholarship recipients to the guidance office upon completion of final grades of each year. Students not on this list are not eligible for A+ incentives.

A+ Attendance

Students must have at least a 95% attendance record overall for grades 9-12.

Attendance

A student shall be allowed a maximum of six absences per class period during a semester. Students who accumulate in excess of six absences per class period will not earn credit. **If a student misses over six absences, students can make up attendance hours in After School Detention.** Attendance hours must be made up by the last day of that semester. A student **WILL NOT** be allowed to make up attendance hours during summer school. Sixty minutes of After School Detention will take care of one missed class period. After six absences in any one period per semester, a notification letter with attendance record will be sent to parents. Parents of students who miss more than the maximum number of six days or six class periods in the same class in a semester and who do not receive credit for a class may appear before the attendance committee and request that credit be granted. A bus will be available for students attending After School Detention

Attendance Appeals Process

It is the responsibility of the parent or guardian to initiate the appeal process. Upon the parent/guardian request and submission of the appeal form, the Attendance Policy Committee shall meet to consider appeals regarding exceptions to the excessive absence regulation and the denial of credit pursuant to this regulation. The committee shall include, but is not limited to, the principal, counselor, and at least two teachers. Other persons may be designated to serve as deemed appropriate. A+ Program attendance appeals are separate and must be filed with the counselor’s office.

Grade Checks/Progress Reports

Progress reports will be sent home on the following dates:

First Quarter

August 29, 2019

September 19, 2019

October 10, 2019 (End of 1st Quarter)

Second Quarter

October 31, 2019

November 21, 2019
December 19, 2019 (End of 2nd Quarter)

Third Quarter

January 23, 2020
February 13, 2020
March 5, 2020 (End of 3rd Quarter)

Fourth Quarter

April 2, 2020
April 23, 2020
May 21, 2020 (End of 4th Quarter)

Grade checks will be completed every week. Any student who has an “F” at a grade checks will be ineligible for ANY extracurricular activity which includes driving/parking on school grounds until the next grade check.

Exams and Finals

Comprehensive final exams will be administered near the end of each semester for all classes.

Field Trips

Students who have any days of ISS will not be permitted to go on field trips. Students with excessive attendance issues and/or failing core subjects may not be permitted to go. If the student finds him or herself in this situation, the principal will make the final decision.

After School Detention Rules

After School Detention will be held between the hours of 3:45-5:30 p.m. Each session will be held in the classroom assigned and be under the supervision and instruction of a faculty member of the Stoutland R-II School District. Students can bring work that needs to be completed or made up, or teachers may assign work as well. Transportation will be provided at 5:30, by bus. Students serving disciplinary detention will not be allowed to attend any practice or event the night of their detention.

- Students must be on time for After School Detention.
- There will be no talking during detention. Students must be working or reading a book. Just sitting, sleeping, or lying down is not permitted.
- No magazines, newspapers, radios, cell phones, iPods, etc or food and/or drink are allowed.
- No visitors at anytime.
- Detention areas will be inspected and must be left in the condition students found them.
- There will be no telephone calls made or received at anytime.

- All materials should be brought with the student. The student will not be allowed to go to their locker or to the library.

Any student who does not serve an assigned After School Detention will be assigned two (2) After School Detentions. Any student who does not follow the rules stated above will be asked to leave and will have to serve three (3) After School Detentions.

Graduation Requirements

To meet high school requirements, students must complete a minimum of 26 credits during grades 9-12 in a program cooperatively planned by the student, parents, and school that meets the individual needs of the student. In addition, to qualify for graduation, a student must pass proficiency exams concerning the United States and Missouri Constitution, and must successfully complete a course of a least one semester in length on the institutions, branches and functions of the government of the state of Missouri, including local governments; the United States government; and the electoral process.

Student tests which are considered part of the district's reporting responsibility to the state or federal government are required to be taken before a student is allowed to graduate. These tests include but are not limited to TSA, ACT, ASVAB, and EOC tests in Algebra I, English II, Biology, and Government.

All students need to complete Algebra I in order to graduate.

The minimum graduation requirements are as follows:

Communication Arts	4 units
Social Studies	3 units
Mathematics	3 units
Science	3 units
Fine Arts	1 unit
Practical Arts	1 unit
Physical Education	1 unit
Health Education	½ unit
Personal Finance	½ unit
Electives	9 units
Total	26 units

Graduation Ceremony

Students meeting the state requirements for high school diploma will receive that diploma following the graduation ceremony. Earning a diploma is a student's right; participation in the graduation ceremony is a privilege and one that can be lost through inappropriate behavior, poor attendance, or failure to complete course work by the end of the last semester preceding graduation. **STUDENTS WHO FAIL TO COMPLETE ALL REQUIRED CREDITS PRIOR TO THE GRADUATION CEREMONY WILL NOT BE ALLOWED TO PARTICIPATE IN THE GRADUATION CEREMONY.** A diploma will be awarded following completion of the required credits through summer school, correspondence courses, or attendance during the next school year. A senior who owes fines and does not pay them by a designated date will not be allowed to participate in the graduation ceremony.

Honors & Awards

School letters shall be achieved on the basis of school service, or successful representation of our school before the public in some specialized capacity such as music, athletics, cheerleading and high honor roll. The types of letters and designations of those to receive them shall be by recommendation of the sponsors.

High school and junior high honor rolls shall be based on the following grade designations:

A = 4.0	A- = 3.67	B+ = 3.34	B = 3.0	B- = 2.67	C+ = 2.34
C = 2.0	C- = 1.67	D+ = 1.34	D = 1.0	D- = .67	F = .0.

The high school A honor roll shall have no grade below A-. The honor roll shall include students who hold at least a 3.00 grade point average with no grade below C+.

Valedictorian/Salutatorian

In choosing Valedictorian and Salutatorian the following criteria will be used:

1. Student must attend Stoutland High School two (2) semesters prior to graduation.
2. The Valedictorian will be determined by the highest GPA in the class rounded to the thousandth decimal.
3. The Salutatorian will be determined by the second highest GPA in the class rounded to the thousandth decimal.
4. In the event multiple students have the same GPA after being rounded to the thousandth decimal Co-Valedictorians and Co-Salutatorians will be named.
5. The recipients of these awards will be determined the Monday prior to graduation.

Late Work

The late work policy (grades 7-12) is as follows:

1-day late = 20% deduction, 2 days late = 40% deduction, More than 2 days = 0

Makeup Work

It is the responsibility of the student to communicate with the teacher regarding makeup work missed during an absence. Number of make-up days allowed is equal to the number of days absent.

Permit to Participate in Athletics

Students will not be allowed to participate in any type of athletic event without a complete permit on file. This permit includes a physical form filled out by a doctor, permission to participate signed by the parents or guardian, proof of insurance coverage, and a current drug policy form signed by both the athlete and parent/guardian. Students must have this completely filled out and turned in before they may practice. As of May 2019, physicals are valid for a two year period from the date the exam was received.

Testing Program

During the school year, students will undergo a series of tests, each designed to evaluate certain criteria. The counselor will determine specific dates, times, and locations for the tests and grades involved. The schedule will be posted at the beginning of the school year.

Test Administered	Grades Tested	Purpose of Test
Evaluate	K-8th	Show progress and understanding in Communication Arts and Math
DRA	K-6th	Assess reading level and comprehension.
MAP	7th & 8th	Show progress in Communication Arts, Math and Science(8th only)
EOC	9th - 12th	Show understanding of subjects: Algebra I, English I, English II, Government, Biology I
PSAT	11th (elective)	Preliminary test for college bound students
ACT/SAT	11th & 12th	College entrance requirements
COMPASS	11th & 12th	Junior College and Vocational requirement
ASVAB	11th	Educational and Vocational Guidance and Counseling

Student Health Services

Communicable Diseases

The following attendance guidelines must be followed closely concerning children with communicable diseases.

1. Chicken Pox: Exclusion for seven (7) days after the appearance of the rash.
2. Conjunctivitis (Pink Eye): Children should not attend during the acute stage (itching, burning and matting of eyes) which lasts at least 3 to 5 days.
3. Tinea Corpus (Ringworm): Exclusion until adequately treated.
4. Erythematic Infectiosum (Fifth Disease): No exclusion necessary, may exclude for elevated temperature.
5. Impetigo: Exclude until skin lesions are healed or until child is under adequate and continuous medical treatment.
6. Measles: Exclusion during “cold symptoms and until five days after appearance of rash.
7. Mumps: Exclusion for nine days after swelling begins.
8. Head Lice: See “No-Nit Policy” (Page 25)
9. Scabies: Exclusion for one day after the first treatment.
10. Streptococcal sore throat and scarlet fever: Exclusion for seven days or until clinical recovery, whichever is longer; however, children may return to school 48 hours after antibiotic treatment is begun if treatment is continued for ten (10) days.

Illness/Injury

A student who becomes ill or injured at school will be sent to the nurse. If he or she is too sick to remain at school, parent(s) is/are called to come get him or her. If a parent cannot be reached, the work and/or emergency numbers will be called. The child will be sent home automatically if he or she is vomiting or is running a temperature of 100 degrees or more. If either occurs before school hours, please keep your child at home.

Immunization Information

According to the Missouri State Law, Section 210.003 RSMo, the requirements for immunizations are as follows:

1. Children in noncompliance (not having up-to-date immunizations) will be prohibited from enrolling in or attending school. (This means that transfer students must have a copy of immunization records upon enrollment)
2. Preschool children through first grade are required to be immunized against diphtheria, tetanus, pertussis (DTP); polio (OPV or IPV); measles, mumps, rubella (MMR); Haemophilus Influenzae B (HIB); and Hepatitis B (HB)

3. Students in kindergarten through sixth grade are required to have two doses of a measles-containing vaccine (MMR, MR or Measles vaccine) and must have received the last doses of polio, diphtheria, and tetanus on or after the 4th birthday.
4. Students in kindergarten and first grade must also have received the last dose of pertussis on or after the 4th birthday.
5. All students, kindergarten through grade 12, will be required to be immunized against tetanus.

Medication Policy

In order for a child to take any medication (over the counter or prescription) at school, the nurse will need a doctor's order of a current prescription with:

- Student's Name
- Route of Administration
- Reason for Medication
- Adverse Effects
- Dosage
- Time of Administration
- Name of Medication

Ask your pharmacist for a duplicate labeled bottle when filling a prescription and tell them it is for school. A parent must bring the bottle to school and the nurse must have written permission from the parent to administer medication. The first dose cannot be administered at or by the school because of complications that may result from allergic reactions.

A parent should send a note of any medication given to student before school with the name of the medication, dose and time of dosage to the nurse to prevent over medicating.

No-Nit Head Lice Policy

Stoutland R-II School District has a "no nit" policy which means a student must be free of all nits and head lice in order to attend school. Head lice are contagious and are treated under the guidelines of "communicable diseases." The Stoutland R-II School Board of Education maintains that an infestation problem constitutes a neglectful environment to the student body as a whole. Parents/ Guardians sending students to school having a communicable disease are guilty of a misdemeanor.

Before a student will be readmitted to class, the parent or guardian must bring the student to school for a head check by the school nurse. When the infestation is cleaned up, bus services will again be available.

To serve the best interests of the student body and the individual student's needs, the Division of Family Services will be contacted regarding students who continue to have nits/lice upon having 6 consecutive head checks where no or little apparent effort is being made to remedy the problem. All new students entering the district will have head checks and be nit/lice free before being allowed to enter classrooms.

Children are screened during the first few weeks of school and periodically during the school year.

Emergency Procedures

Crisis Intervention Plan

The Stoutland R-II School District has a crisis intervention plan to help school district administrator and faculty deal effectively with crisis that could interfere with the normal daily operation of school. This plan outlines and describes the district's guidelines for responding to most crises. All staff members with a need to know will be provided inservice training concerning these guidelines. Specific information regarding the crisis intervention plan is available to concerned parties upon request in the central and building offices.

Emergency Response Plans

An Emergency Response plan will be distributed and displayed prominently in each classroom. Students should take the time to learn emergency routes and assembly areas for each of their classes.

Emergency Drills

Emergency drills will be scheduled throughout the school year. A Fire and Tornado Emergency Plan will be displayed in each classroom. Students should take the time to learn emergency routes and assembly areas for each of their classes.

- FIRE: During actual fire danger or practice drill, students will walk single file behind the teacher, maintaining complete silence and listening for instructions. A staff member will lead students from the building to a safe assembly area.
- TORNADO: During a tornado danger or drill, students will receive instructions from a staff member and will be directed to a designated place of safety.
- EARTHQUAKE: Students will receive instructions from a staff member. Taking cover and following procedure is important.
- LOCKDOWN: Students will receive instructions from a staff member.

Student Code of Conduct

This section describes a broad range of acts of misconduct which are unacceptable in school. It is meant as a guide and **not as an exhaustive list of all unacceptable acts**. The student who commits an act of misconduct not listed in the disciplinary code of conduct shall be subject to the discretionary authority of the classroom teacher or building administrator. The seriousness of the offense, the academic placement, the attitude of past behavior of the student, the pattern of misconduct, the age and strength of the student, the degree of cooperation, the nature and severity of punishment and the availability of less severe but

equally effective means of discipline should be considered in determining which action should be taken. The process is intended to be instructional and corrective, not just punitive. Enforcement of the below list of offenses will be judged in a yearly time frame, except for tardies which will be enforced on a semester basis.

ALL DISCIPLINE REFERRAL FORMS - Teachers are directed to communicate with parents when warnings or potential problems exist. All discipline referrals will be completed with the STI system.

DISCIPLINE OF DISABLED STUDENTS - Discipline of disabled students shall be conducted in accordance with PL 105.17, the reauthorization of the Individuals with Disabilities Education Act.

Discretionary Measures

Any items of specific negative or unruly behavior not listed in the Student Code of Conduct will be dealt with at the discretion of the administrator. **In addition, the administrator has the discretion to modify consequences for all listed disciplinary offenses.**

The following pages contain the Student Code of Conduct which shall be adhered to for the benefit of all students. It has been developed with the intent of providing an effective, safe and secure learning environment for the students and employees of Stoutland High School and visitors. **Concerns regarding discipline should be addressed to the teacher first and then to the principal.**

At all levels, the nature, intent and severity of specific inappropriate acts may result in additional disciplinary action. In areas of physical contact or involvement with drugs, referral to the appropriate outside authorities/agencies will be made and additional suspension days may be given by the Principal, with possible recommendation to the Superintendent for additional days and/or to the School Board for expulsion.

The Stoutland High School Code of Conduct is in compliance with the Missouri Safe Schools Act, as adopted by the Stoutland Board of Education. Following the Student Code of Conduct are additional requirements of notification of the Safe Schools Act to students and parents regarding the comprehensive district policy and other requirements.

Discipline Policy - Student Code of Conduct

The Discipline Policy involves the use of one or more of the following consequences:

1. Administrator Conference: A conference between an administrator and the student, which may result in a warning or more serious consequences. In some instances, parents or a counselor may be asked to attend the conference.
2. After School Detention: After School Detention will be served from 3:45- 5:30p.m. Failure to attend will result in additional detentions being assigned. A bus will be available to take students home from detention.

3. Out of School Suspension: Assignment to OSS removes the student from school for a given period of time.
4. Safe Schools Act: Any disciplinary infraction violating the Missouri Safe Schools Act will involve any combination of the consequences listed above, and will be referred to legal authorities for disposition.
5. Expulsion: Students involved in acts serious enough to warrant expulsion will be removed permanently from the Stoutland R-II School District, and under the Missouri Safe Schools Act, may not be allowed to enroll in any other school district.

Cell Phones/Other Electronic Devices

A student may use his or her cell phone before school in the commons, high school gymnasium or in the cafeteria during his or her lunch time only.

Cell phones are to be turned off and kept out of sight when students arrive to class. Any student seen with a cell phone in class will have it confiscated and will receive a discipline referral. Confiscated cell phones may be picked up by the student in the district office at the end of the school day.

Electronic devices such as MP3 players, video games, laser pointers, portable bluetooth speakers, etc. is prohibited and is subject to disciplinary action.

Conduct at School

Stoutland School District has a policy of respecting personal space and privacy. No fighting, scuffling, or horseplay will be tolerated. In addition, petting, making out, kissing, or affectionate hand holding will not be allowed.

Personal Items

For safety and security purposes, all books, school materials, and personal items must remain in a student's locker when not with the student. If items are found outside of lockers, they will be confiscated and students will be subject to disciplinary action.

Tardies

When a student is tardy any hour in any class they must report to the office for a tardy slip. Upon the fourth tardy during a quarter, the student will be subject to disciplinary action.

Student Dress Code

- Attire that promotes gang affiliation, racial discrimination/insensitivity, and anything else that is contrary to the school district’s educational mission is prohibited.
- Hats, head coverings, and sunglasses shall not be worn inside the school building, unless approved by an administrator, a physician, and/or the school nurse, or for designated school occasions.
- Chains and/or studded accessories are prohibited.
- Accessories that increase a student’s risk for accidents are not permitted.
- Shorts and skirts will be no shorter than the student’s fingertips when arm is fully extended. The length will be assessed from where the shortest material begins.
- Strapless tops, spaghetti strap tops and tops with revealing necklines are not to be worn in the school building. Straps must be 2 inches in width.
- See-through clothing and clothing that has excessive rips, tears, or holes is not permitted.
- Any clothing that exposes the midriff is not to be worn and undergarments are not to be exposed.
- Sagging of clothes is not permitted.
- Appropriate shoes and sandals must be worn at all times.

In cases where the dress code is violated, the student will be required to modify their dress to comply with the dress code violation for the remainder of the day AND receive a disciplinary consequence as per the Disciplinary Matrix. Final approval is at the discretion of the principal.

Technology Violation

Use of technology resources in a disruptive, manifestly inappropriate or illegal manner impairs the district’s mission, squanders resources and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access to the district’s technology resources. Any violation of district policies or procedures regarding technology usage will result in disciplinary actions. (Chromebooks rules and regulations and Acceptable Use Policy on pages 37-43).

Academic Dishonesty

Academic dishonesty consists of any deliberate attempt to falsify, fabricate, or otherwise tamper with data, information, records, or any other material that is relevant to the student’s participation in any course, laboratory, or other academic exercise or function.

Plagiarism: Deliberately presenting work, words, ideas, theories, etc., derived in whole or in part from a source external to the student as though that are the student’s own efforts. Examples of plagiarism include, but are not limited to the following:

- a. Failing to use proper citations as an acknowledgement of the true source of information included in a paper, written or oral examination, or any other academic exercise or process.
- b. Presenting any work completed in whole or in part by any individual or group other than the student, as though the work is the student's own in any academic exercise or process.
- c. Buying, selling, bartering, or in any other fashion obtaining or distributing material to be used fraudulently as part of any academic exercise.

Cheating: Disseminating or receiving answers, data, or other information by any means other than those expressly permitted by the instructor as part of any academic exercise.

Bus and Student Transportation

Transportation changes must be made prior to 3 PM; otherwise we will follow the standard transportation procedure on file.

- Remain seated at all times
- Face forward
- Keep a safe zone around bus
- Keep hands and objects inside the bus
- Respect the bus driver and others
- Keep bus clean
- Close window when exiting the bus
- Keep up with your belongings
- Use appropriate language and behavior
- Keep aisle clear
- Leave food and drink off the bus

DISCIPLINE CODE

Act of School Violence/Violent Behavior

Violation	1st Violation	2nd Violation	3rd Violation
Assault - Attempting to cause injury to another; intentionally placing in reasonable apprehension of imminent physical injury	1-180 Days OSS Notice to Law Enforcement	11-180 Days OSS	Expulsion
Fighting - Mutual combat in which both parties have contributed to the conflict either verbally or physical action. The aggressor may be more severely disciplined.	1-180 Days OSS Notice to Law Enforcement	11-180 Days OSS	Expulsion
Weapons - Students are forbidden to bring into school or onto school grounds or property any item that is ordinarily considered to be a weapon. Knives, guns, chains, metal knuckles, black jack, concealed firearm, explosive weapons, firearm silencer, gas gun, machine gun, rifle, spring gun, projective weapon and shot guns are considered weapons.	Expulsion 365 Days Notice to Law Enforcement		
Other Weapons (Pocket Knife, etc.)	After School Detention or 1-180 days OSS	After School Detention or 1-180 days OSS	Expulsion
Verbal Abuse to Staff/Harassment to Staff on or off school grounds	2 After School Detentions and/or up to 10 Days OSS	5-10 Days OSS	30 Days OSS
Verbal Threat - Verbal threat to cause severe harm or death	After School Detention and/or 1-180 Days OSS Notice to Law	Expulsion	

	Enforcement		
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Violations Against Public Health and Safety

Possession of Tobacco or Vaping Devices	1 After School Detention and Confiscation	2 After School Detentions and Confiscation	3 day OSS and Confiscation	10 Days OSS and Confiscation
Possession of Alcohol/Drugs - Use or attendance under the influence of controlled substances, alcoholic beverages or substances represented to be such, on school grounds or at a school related activity.	1-180 Days OSS Notice to Law Enforcement	Expulsion Notice to Law Enforcement		
Sale of Distribution of Substances - Alcoholic beverages or drugs	1-180 Days OSS Notice to Law Enforcement	Expulsion Notice to Law Enforcement		
Extortion - Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from the student.	1 After School Detention and/or OSS	1-180 Days OSS or Expulsion	Expulsion	
False Alarm - Tampering with emergency equipment, setting off false alarms, making false reports.	1 After School Detention and/or OSS	1-180 Days OSS or Expulsion	Expulsion	
Theft - Stealing or attempting to steal private or school property.	Return of property or payment and 1 After School Detention and/or OSS	Return of property or payment and 2 After School Detentions and/or OSS	Expulsion and Restitution Notice to Law Enforcement	
Willful Damage to Property of School, Staff, or Student (Vandalism) -	Restitution and 1-180 Days OSS	Restitution and 1-180 Days OSS	Expulsion and Restitution	
Breaking and Entering	1 After School Detention and/or OSS Notice to Law			

	Enforcement			
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Miscellaneous Violations of School Property

Violation	1st Offense	2nd Offense	3rd Offense	4th Offense
Cell Phones/ Electronic Devices	Student Conference, pick the item up at the end of the school day.	1 After School Detention and returned only to a parent.	1 After School Detention and device will be held for one week and then parent or guardian can pick up from office.	2 After School Detentions and device will be confiscated for the remainder of the school year.
Technology Violation - Violating the Internet usage contract.	Student Conference	1 After School Detention and Loss of privileges for 1 week.	2 After School Detentions and Loss of privileges for rest of quarter/ semester.	3 Days OSS and Loss of privileges for remainder of school year.
Personal Items Left Unattended	Student Conference	1 After School Detention	1 After School Detention	2 After School Detentions
Tardies (After 4)	1 After School Detention	2 After School Detentions	2 After School Detentions	2 After School Detentions
Public Display of Affection (PDA) "No Touching Policy"	Student Conference and/or After School Detention	2 After School Detentions	1-3 Days OSS	1-3 Days OSS
Dress Code Violation	Change of Clothes/Parent Contact	1 After School Detention	2 After School Detentions	2 After School Detentions
Parking Lot Misconduct and/or Careless Driving	Student Conference and notice sent to parents and possible loss of driving privileges	1 Week loss of driving privileges	2 Weeks loss of driving privileges	Permanent loss of driving privileges for the remainder of the year.

<p>Bus Misconduct - Any offense committed by a student on a district owned or contracted vehicle. Serious offenses will be treated in accordance with discipline code.</p>	Student Conference	1 Week Bus Suspension	2 Weeks Bus Suspension	Bus Suspension for remainder of school year
<p>Bullying Cyberbullying Threats</p>	Student Conference and/or 2 After School Detentions and/or OSS, Conference with Parent	2 After School Detentions and/or OSS, Conference with Parent	OSS and Referral to Juvenile or Police	OSS and Referral to Juvenile or Police
<p>Use of Disruptive Speech or Conduct - Conduct or speech, be it verbal, written or symbolic, which materially and substantially disrupts classroom work, school activities, or school functions, or talking in class when told not to do so.</p>	1 After School Detention	2 After School Detentions	1 Day OSS	3 Days OSS
<p>Use of Language that is Disparaging or Demeaning - Words which are spoken solely to harass other people, such as threats of violence, defamation of a person's race, religion, or ethnic origins.</p>	1 After School Detention	2 After School Detentions	1 Day OSS	3 Days OSS
<p>Disrespectful Conduct or Speech - Use of words that describe sexual conduct, when considered as a whole, appeal to prurient interests in sexual manner offensive to community standards.</p>	1 After School Detention	2 After School Detentions	1 Day OSS	3 Days OSS

Insubordination - The refusal to listen to authority. This includes all school activities.	1 After School Detention	2 After School Detentions	3 Days OSS	3-10 Days OSS
Defiance and/or Insubordination to the Administration	3 Days OSS	5 Days OSS	10 Days OSS	11-30 Days OSS
Sexual Harassment	After School Detention or OSS or Possible Expulsion Notice to Law Enforcement	11-180 Days OSS or Possible Expulsion Notice to Law Enforcement	Expulsion Notice to Law Enforcement	
Profanity/Inappropriate Language	Student Conference	1 After School Detention	2 After School Detentions	2 After School Detentions and/or OSS
Truancy/Failure to attend assigned class/Leaving school grounds without permission	1 After School Detention	2 After School Detentions	1 Day OSS	1-10 days OSS and notification to Juvenile/Police Officer
Academic Dishonesty - Students shall not use the academic work of another as their own work. Students shall not knowingly provide academic work and answers to another student.	Parent Notification; 1 After School Detention plus Classroom Consequences	Parent Notification; 2 After School Detentions plus Classroom Consequences	Parent Notification; 1 day OSS plus Classroom Consequences	Parent Notification; 1 day OSS plus Classroom Consequences
Classroom Violations - Failure/refusal to work or sleeping in class.	1 After School Detention	2 After School Detentions	1 Day OSS	3 Days OSS
Out of School Suspension/School Grounds - Students who received OSS may not be on any part of campus during their suspension period without administrative permission. This includes the school day or any school sponsored activities.	Additional 3 Days OSS	Additional 5 Days OSS	Additional 7 Days OSS	Additional 10 Days OSS

- **A student who is suspended from school will not be allowed to attend any school activities while the suspension is being served.**

OTHER OFFENSES WILL BE HANDLED AT THE DISCRETION OF THE ADMINISTRATION. THE ADMINISTRATION HAS THE RIGHT TO INCREASE THE PUNISHMENT AS DEEMED NECESSARY FOR THE OFFENSE OCCURRED.

LAW ENFORCEMENT OFFICIALS WILL BE CONTACTED AT THE ADMINISTRATOR'S DISCRETION.

ALL DISCIPLINE RECORDS WILL START NEW AT THE BEGINNING OF EACH SCHOOL YEAR WITH THE EXCEPTION OF EXPULSION.

Definitions

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

Assault—Attempting to cause injury to another person; intentionally placing a person in reasonable apprehension of imminent physical injury.

Attempting to kill or cause serious physical injury to another.

Bullying—Bullying is the use of force, threat, or coercion to abuse, intimidate, or aggressively dominate others. The behavior is often repeated and habitual.

Disrespectful/Disruptive Conduct or Speech—Disrespectful/Disruptive verbal, written, or symbolic language or gesture that is inappropriate in public settings or directed at staff members, students, patrons, and guests. Consequences can vary based on severity of incident

Extortion—Threatening or intimidating any student for the purpose of obtaining money or anything of value. Consequences can vary based on severity of incident.

False Alarms (see also "Threats or Verbal Assault")—Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening, disturbing or causing the evacuation or closure of school property. Consequences can vary based on severity of incident.

Hazing—No hazing or fraternal type initiations for student organizations will be authorized by the school. Hazing is defined as 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. Consequences can vary based on severity of incident.

Insubordination—All students who attend Stoutland High School are expected to recognize the importance of cooperation with all officials of the school system. Discipline administered for insubordination will follow these general guidelines, but administrative discretion exists to handle all situations separately depending on the severity and nature of the offense. Any student who refuses, through verbal or other actions, to immediately comply with a legitimate request of a teacher or administrator is subject disciplinary action. Consequences can vary based on severity of incident.

Profane and/or Inappropriate Language—All students have a right to attend school without having to hear profane and/or inappropriate language. Obscenities and/or name-calling do not show respect for the rights of others. Students showing this type of behavior will be subject to disciplinary action.

Drugs/Alcohol—Students are not to use and/or have in their possession illegal drugs, alcohol, counterfeit substances, or drug paraphernalia in any form, any place on the school campus including at any student activity home or away. The use and/or possession of drugs/alcohol is wrong and harmful and prohibited in all school buildings and on school grounds, to and from buses and cars, before and after school. Periodically, drug dogs will conduct drug searches on school property.

Consequences for violating this policy will be as follows:

- The appropriate law enforcement agency shall be contacted. Any disciplinary sanction may include the completion of an appropriate rehabilitation program. Students involved in school

sponsored groups and activities will lose a portion or all of their eligibility from that activity as deemed appropriate by the activity sponsor and administration.

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

False Alarms—Tampering with emergency equipment, setting off false alarms, making false reports.

Fighting—Mutual combat, in which both parties have contributed to the conflict either verbally or by physical action, is fighting. Our school has a “no tolerance for violence” policy. This simply means that no student will be allowed to resort to fighting or hitting for any reason on the way to school, while at school, on the way home from school, or at any school event.

Public Display of Affection—Physical contact that is inappropriate for the school setting. Refer to Hands Off policy

Harassment- (Refer to Policy & Reg. 2130) the act of systematic and/or continued unwanted and annoying actions of one party or a group, including threats and demands. The purposes may vary, including racial prejudice and personal malice.

Inappropriate Sexual Conduct (Refer also to Policy & Reg. 2130)—Use of verbal, written, or symbolic language that is sexually harassing.

Physical contact that is sexually harassing. Unwanted sexual approaches (including touching, feeling, groping) and/or repeated unpleasant, degrading and/or sexist remarks directed toward a student.

Theft—Theft, attempted theft, or willful possession of stolen property.

Tobacco—Possession of any tobacco products (including vaping devices) on school grounds, bus, or at any school activity.

Truancy—Outside of assigned area.

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

Weapons—Possession or use of any instrument or device, other than those defined in 18 U.S.C. 921 or 571.010, RSMo, which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person.

Firearms—Possession or use of a firearm as defined in 18 U.S.C. 921 or any instrument or device defined in 571.010, RSMo. The School Board recognizes the importance of preserving a safe educational environment for students, employees, and patrons of the district. In order to maintain the safety of the educational community, the district will strictly enforce the necessary disciplinary consequences resulting from the use or possession of weapons on school grounds, buses or at school activities.

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

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

Chromebooks

The focus of the Chromebook program at Stoutland High School is to provide tools and resources to the 21st Century Learner. Excellence in education requires that technology is integrated throughout the educational program. Increasing access to technology is essential for the future, and one of the learning tools is the Chromebook. The individual use of chromebook is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

Learning results from the continuous interaction among students, educators, parents, and the extended community. Effective teaching and learning with Chromebooks integrates technology into the curriculum anytime, anywhere. Like textbooks, and other school property, a chromebook or iPad is assigned to the student and **MUST** be returned to the District at the end of the school year or upon withdrawal or transfer. An agreement, signed by both student and parent/guardian, to comply with the District's technology rules and regulations is required before a device will be issued to the student.

The policies, procedures, and information within this handbook apply to all Chromebooks used at Stoutland High School, including any other device considered by the Administration to come under this policy. Teachers may set additional requirements for use in their classroom.

EQUIPMENT

Stoutland High School retains sole ownership of the chromebook and related equipment. The Chromebook will be issued to students according to the guidelines set forth in this handbook. **Stoutland High School retains the right to collect and/or inspect the Chromebook at any time and to alter, add, or delete installed software or hardware.**

CUSTOMIZATION OF EQUIPMENT

Students will be allowed to sync with their personal accounts; however, any student found to have inappropriate materials, images, music, etc. will have disciplinary action taken, up to and including the loss of their device privileges. **Stoutland High School faculty has the right to inspect all school devices at any given time without notice.**

DAMAGE OR LOSS OF EQUIPMENT

In the event that any damage occurs or if the device is lost, it needs to be reported to the Technology Department immediately. The student assumes full financial responsibility for the device in the event of damage, loss, theft, and any other instance of negligence and/or abuse. The replacement cost for the device and accessories may be as much as \$500.

Under no circumstances should Chromebook be left in unsupervised areas. Unsupervised areas include but are not limited to: the school campus, the lunchroom, computer lab, locker rooms, library, unlocked

classrooms, hallways, and commons area. Any Chromebook left in these areas is in danger of being stolen. If an Chromebook is found in an unsupervised area it will be taken to the main office and will be referred for disciplinary action.

If a student violates any part of this policy, the following disciplinary steps will be taken:

- a. 1st offense- Warning
- b. 2nd offense- One (1) week of Chromebook privilege suspension.
- c. 3rd offense- Loss of Chromebook privileges for a length of time determined by the administration ranging from 1 quarter to the remainder of the school year.

Standards for Personal Chromebook Care

Student Responsibilities:

1. Adhere to the Stoutland High School Technology Code of Conduct at all times. When in doubt, ask a member of the Technology Department or Administrator.
2. Report any problems, damage, or theft immediately to the main office.
3. File-sharing, including downloading music, or any other activity that violates copyright laws is not permitted. Any music or other commercial files installed on the Chromebook must be legally owned by the student user.

General Care:

1. Do not do anything to the Chromebook that will permanently alter it in any way.
2. Do not remove any serial numbers or identification placed on the Chromebook.
3. Keep the equipment clean. For example, do not eat or drink while using the Chromebook.

Carrying the Chromebook:

1. Transport the Chromebook utilizing the Chromebook cover that is provided.

Screen Care:

1. To clean the Chromebook, unplug all cables and turn off the Chromebook. Use a soft, slightly damp, lint-free cloth. *See Apple website at support.apple.com/manuals/Chromebook or Chromebook User Guide page 39 or more information.

Personal Health & Safety:

1. Avoid extended use of the Chromebook while resting directly on your lap. The bottom of the device can generate significant heat.
2. Take frequent breaks when using the device for long periods of time. Look away from the device approximately every fifteen minutes.
3. Do not provide your personal information to anyone over the internet.

4. Do not share your passwords with anyone.

Parent Information

1. The Chromebook is meant for student use only. It is not meant to be a family computer or to be used by siblings in any way that would compromise access by the student.
2. Parents are responsible for supervising student internet use while at home; the filtering services implemented on the district network do not transfer to home use. Parental control software can be installed upon parent request to limit access to the internet. This information is available on request.
3. Parents should monitor the use of the computer at home to ensure that its primary function is academic and that students are completing assigned school work rather than excessive gaming, chatting, etc.
4. Use of internet resources, including online curriculum content purchased by the district, will be an integral part of the learning activities in your child's classes. If you have reservations or objections about your child having access to the internet while at school, please contact your school administration to discuss the matter.

Chromebook User Agreement

1. I will take good care of my Chromebook.
2. I will never leave the chromebook/iPad unattended.
3. I will never loan out my Chromebook to other individuals.
4. I will know where my Chromebook is at all times.
5. I will keep food and beverages away from my device to avoid damages.
6. I not disassemble any part of my device or attempt repairs.
7. I will protect my device by only carrying it while in the case provided.
8. I will use my device in ways that are appropriate and meet Stoutland High School expectations.
9. I will not place decorations such as stickers, markers, etc. on the device. I will not deface the serial number on any device.
10. I understand that my device is subject to inspection at any time without notice and remains the property of Stoutland High School.
11. I will follow the policies outlined in the Chromebook User Agreement and the Technology Code of Conduct while at school, as well as outside the school day.
12. I accept responsibility for any damage or neglect that may result from using the Chromebook which may result in monetary charges up to \$500.
13. I agree to return the Chromebook, case, and power cords in good working condition.
14. I agree to comply with the Acceptable Use Policy.
15. I understand that I may lose my Chromebook privileges as a result of my inappropriate behavior and will be financially responsible for damage or loss.
16. If I graduate early, withdraw, get suspended or expelled, or terminate enrollment for any reason I must return the Chromebook.

Parent/Guardian Agreement

I have read the Chromebook Usage Standards and Acceptable Use Policy

- a. I understand the procedures and requirements to which my student must comply, including the Acceptable Use Policy.
- b. I accept responsibility for any damage or neglect that may result from my student using the Apple Chromebook, which may result in monetary charges up to \$500.
- c. I understand that my student may lose his/her Chromebook privileges and/or incur financial fees as a result of inappropriate behavior, damage, neglect, or loss to any District Chromebook.

Individual school Chromebook computers and accessories are the sole property of the Stoutland R-II School District. Students who graduate early, withdraw, are suspended, or expelled, or terminate enrollment for any reason must return their individual school Chromebook on the date of termination.

Acceptable Use Policy

This document is the Acceptable Use Policy for student use of the internet. This internet system has been established for educational purposes to include classroom activities, career development, and high-quality, self-discovery activities. The Stoutland R-II School District has the right to place reasonable restrictions on the material accessed or posted, require the training needed before a student is allowed to use the system, and enforce all rules set forth in the school code and the laws of the state. Further, students may not use this system for commercial purposes to offer, provide, or purchase products or services through the system or use the system for political lobbying. Access to the internet is available through school only with permission of the Stoutland R-II School District and the student's parents/guardian. Access to technology is a privilege accorded to students who agree, along with their parents/guardian, to abide by the Acceptable Use Policy. Students found in violation of this policy may have these privileges revoked along with other penalties.

WHAT IS POSSIBLE?

Access to the internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information. Families should be aware that the school and district websites may contain links that are maintained and controlled by third parties. Because some material accessible via the internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive, district personnel will make every effort to filter, screen, and research links for appropriateness. Stoutland R-II School District is not responsible for the content in the linked site, any link contained within the linked site, or any changes or update to the linked site that changes its appropriateness.

We believe that the benefits to students from access to the internet in the form of information resources and opportunities for collaboration exceed the disadvantages. Ultimately, parents/guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support and respect each family's right to decide whether or not to allow access.

WHAT IS EXPECTED?

It is expected that users will comply with district standards and the specific rules set forth below. Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. The students are advised never to access, keep, or send anything that they would not want their parents/guardians or teachers to see. The use of the network is a privilege, not a right, and may be revoked if abused.

WHAT ARE THE RULES?

Privacy - Network and/or computer storage areas are like school lockers. The computer equipment is school property. Network administrators may access and review communications to maintain system integrity and insure that students are using the system responsibly.

The student will not post personal or private contact information about self or others. Personal contact information may include, but not limited to, social security number, home address, home phone number, personal email address, etc. This also includes photographs of oneself and others, as well as student work. The student will not agree to meet with someone they have met online. The student will promptly disclose to the teacher or other school employee any message received that is inappropriate or makes the student feel uncomfortable.

ILLEGAL ACTIVITIES

- The student should never download or install any commercial software, shareware, or freeware onto network drives or disks, unless given written permission from the network administrator.
- The student will adhere to all copyright laws. Violations include, but are not limited to, copying or reproducing work that is protected by a copyright, files/documents created by others, and copyrighted multimedia content such as music and video clips accessed through MP3, Wave, software via Morpheus, Napster, Kazaa, iTunes, etc.
- The student should never make illegal copies of copyrighted software, not illegally load copyrighted software on computers that are not licensed specifically for that software.
- The student will not attempt to gain unauthorized access to the Stoutland R-II School District's computer system or go beyond the authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of browsing.
- The student will not make deliberate attempts to disrupt the computer system's performance, destroy data by spreading computer viruses or by any other means. This includes the destruction and vandalism of computer equipment and its components.
- The student will not use the system to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, participating in virtual games the mimic illegal activities, or threatening the safety of others, etc.
- The students will not pursue or otherwise access information on weapons and the manufacture or purchase of weapons for purposes other than assigned class research.

- The student will not use the district's computer system for personal acquisitions such as shopping, trading stocks, any form of financial gain unrelated to the mission of the school district, personal entertainment, and online gambling.
- The student will not use the district computer system to play non-educational, student initiated games.
- The student will not use the school district's computer system to conduct plagiarism. Plagiarism is using another person's ideas or writings and presenting them as one's own.

INAPPROPRIATE MATERIALS OR LANGUAGE

- The student will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, abusive, impolite, disrespectful, or sexually explicit language to communicate. Materials which are not in line with the rules of school behavior should not be accessed. Should students encounter such material by accident, they should report it to their teacher immediately and turn off the monitor.
- Restrictions against inappropriate language apply to public messages, private messages, and material posted on web pages.
- The student will not access, post, distribute, or store materials using language that is inappropriate to the educational setting or disruptive to the educational process. The student will not engage in personal attacks, including prejudicial or discriminatory attacks.
- The student will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. When requested by another to stop communication in the form of messages, email, or other means of electronic contact, the student will do so immediately.
- The student will not knowingly or recklessly post false or defamatory information about a person or organization.
- The student will not use his/her access to review, upload, download, store, print, post, or distribute materials that: are pronographic, obscene or sexually explicit; use language or images to advocate violence or discrimination towards other people (hate literature); however, a special exception may be made for hate literature if the purpose of access is to conduct educational research and both the teacher and parent have approved; contain images of individuals engaged in any illegal act or violate any local, state, or federal statute/law.

MISUSE

The student will use the Stoutland R-II School District's computer system only for educational and career development activities and high quality, self discovery activities.

The student will not download files, and/or stream music.

The student will not post chain letters or engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people.

DUE PROCESS AND CONSEQUENCES

Users of the school district's computers, network, and internet are held personally responsible for actions in accessing and utilizing available resources. Depending on the nature and degree of the violation and

the number of previous violations, unacceptable use of the school district's computer system or internet may result in one or more of the following consequences:

1. Suspension or cancellation of use and access privileges;
2. Payment for damages and repairs;
3. Disciplinary actions in accordance with other appropriate school district policies as stated in the Stoutland High School Student Handbook including:
 - a. Detention, suspension, and/or expulsion from school;
 - b. Civil or criminal liability under other applicable laws;
 - c. Restitution for restoration costs.

Parent/Guardian and Student Agreement Form

As a parent/guardian of a student enrolled in the Stoutland R-II School District, it is very important that you are aware of the school calendar, dates, rules, regulations, and basic information contained in the student handbook. A key ingredient in a successful school is for parents and school personnel to work together as a team for the overall benefit of student

education. Going over the contents of this handbook with your son/daughter is a first step in achieving this working relationship with the school.

Thank you,
Mr. Lance Foulk

Consent From & Acknowledgement of Handbook Delivery

I have received a copy of the Stoutland High School handbook and I am aware that it can be found online. I understand that the handbook contains information that my child and I need during the school year. I also understand that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in this handbook.

By signing below, I acknowledge that I have read, agree to, and fully understand the expectations, policies, procedures, and rules contained in this handbook including the Acceptable Use Policy, Drug Testing Policy, Chromebook Agreement and Extracurricular Policies.

Student Name _____ Grade _____

Signature of Student _____ Date _____

Parent/Guardian Name _____

Signature of Parent/Guardian _____ Date _____

Home Address _____

Home Telephone _____ Cell Phone _____

Emergency Contact _____

Emergency Contact Number _____