

# HAYTI HIGH SCHOOL



# STUDENT HANDBOOK

**2022-2023**

**HAYTI HIGH SCHOOL  
BELL SCHEDULE  
2022-2023**

<b>7:15</b>	<b>ALL TEACHERS ON CAMPUS BREAKFAST IN THE CLASSROOMS</b>	
<b>7:30-9:00</b>	<b>1<sup>ST</sup> BLOCK</b>	<b>90 MIN</b>
<b>9:05-10:35</b>	<b>2<sup>ND</sup> BLOCK</b>	<b>90 MIN</b>
<b>10:40-11:10</b>	<b>GRADES 7&amp;8 LUNCH</b>	<b>30 MIN</b>
<b>11:15-12:20</b>	<b>GRADES 7&amp;8 INTERVENTION</b>	<b>65 MIN</b>
<b>11:15-11:45</b>	<b>GRADES 9&amp;10 LUNCH</b>	<b>50 MIN</b>
<b>10:40-11:10</b>	<b>GRADES 9&amp;10 INTERVENTION</b>	<b>30 MIN</b>
<b>11:45-12:20</b>	<b>GRADES 9&amp;10 INTERVENTION</b>	<b>35 MIN</b>
<b>11:50-12:20</b>	<b>GRADES 11&amp;12 LUNCH</b>	<b>30 MIN</b>
<b>10:40-11:45</b>	<b>GRADES 11&amp;12 INTERVENTION</b>	<b>65 MIN</b>
<b>12:25-1:55</b>	<b>3<sup>RD</sup> BLOCK</b>	<b>90 MIN</b>
<b>2:00-3:30</b>	<b>4<sup>TH</sup> BLOCK</b>	<b>90 MIN</b>

**HAYTI HIGH ALMA MATER**

Hayti High, our Alma Mater,  
Guide us by thy perfect light.  
In the way that we must travel  
Help us choose from wrong the right.  
We, your loyal sons and daughters,  
Of dear Hayti High we sing;  
And the echoes of our singing  
Have and will forever ring.

**SCHOOL COLORS**  
Black and Gold

**SCHOOL MASCOT**  
Indians

**DISTRICT MISSION STATEMENT**

It is the mission of the Hayti R-II School District to ensure that all students acquire the knowledge, skills, and abilities necessary to participate in an ever-changing society. This will be accomplished by ensuring that each child has access to appropriate and meaningful learning experiences to meet the demands of the twenty first century.

**CODE OF CONDUCT**

We, the students of Hayti School District, in order to better ourselves and our school and to act like young adults and make people confident that we will make a good citizen of tomorrow, agree to abide by the following points of good conduct:

1. Show due respect to the ideas, opinions, and personal beliefs of our fellow students and faculty members.
2. Express a cordial attitude toward new students and try to make them feel a part of our school.
3. Promote good conduct and set an example of good citizenship in our school and community.
4. Commit no act that will reflect discredit upon us or our school.

**INTRODUCTION**

Welcome to Hayti High School. The faculty and administration are looking forward to a good school year and with your

help we can make this the best year ever. The ultimate purpose of education is to help each student become an effective citizen in a democracy. Developing and accepting the responsibilities and obligations of good citizenship will help everyone participate successfully in the world of tomorrow.

Rules and standards of conduct are important in promoting a learning atmosphere. It is important for each of us to understand that we are directly responsible for our actions. This handbook has been developed to help guide you, the student, to achieve respect for yourself, the faculty, and other students. Even if you have been at our school before, take time to read the entire handbook so you will be better informed of our school's policies and procedures. As always there have been changes and revisions. Good luck and have a great year!

### **CORE VALUES**

**We have high expectations for all students and staff.**

**Education is a shared responsibility – students, family, school and community**

### **MISSION**

Building Leaders: Every Student, Every Day

### **GOAL(S)**

**To improve student performance**

### **SCHOOL OBJECTIVES**

1. To offer a breadth of school programs on all levels which will meet each individual student's needs, interests, desires, and abilities
2. To offer a quality of instruction which will ensure speedy and efficient learning on the part of all students
3. To offer a program of guidance and direction that will enable each student to take the greatest advantage of the part of our school program best suited to him or her

### **SPECIFIC OBJECTIVES**

Since we subscribe to the basic philosophy stated, we believe that we are obligated to provide a continuously evolving type of educational program whereby each person in school may:

1. Become aware of their own interests, abilities, and potentialities;
2. Evolve a plan whereby their growth in terms of interests, abilities, and potentialities can be assured;
3. Develop and maintain good health, proper health habits, and fitness;
4. Become proficient in the area of communications and in the understanding interpretation of basic areas of knowledge;
5. Make use of their creative abilities and their abilities to do reflective thinking;
6. Equip themselves for happy and successful living in a vocation for which they are well adapted;
7. Prepare themselves for happy living by the development of an appreciation of art, music, and literature and by the development of skills in hobbies and recreational activities;
8. Prepare themselves for acceptance of responsibilities as an American citizen and world citizen;
9. Prepare themselves for the responsibilities and privileges of family life.

## COURSE REQUIREMENTS

<b>Language Arts</b>	<b>4 units required</b> English I, English II, English III, and English IV/College Level English College Prep English, Creative Writing, British Literature, Advanced English I, II, III, and IV.
<b>Social Studies</b>	<b>3 units required</b> Required: American History, American Government Electives: World History, Psychology, Sociology, Street Law, Geography
<b>Science</b>	<b>3 units required</b> Required: Biology, and/or 1 upper level Science Electives: Earth Science, Physical Science, Physics, Chemistry I and II, Botany, Zoology, Physiology and Anatomy
<b>Mathematics</b>	<b>3 units required</b> Required: Algebra 1A and/or Algebra I, Geometry, and upper level math Electives: Algebra II and Math Analysis/Trigonometry, Calculus.
<b>Practical Arts</b>	<b>1 unit required and ½ of Personal Finance Required</b> Computer Applications (Required), Business Technology, Web Design, Desktop Publishing, Business Law/Economics, Personal Finance, Accounting I, Multi-Media, Career and Family Leadership, Family Living and Parenthood, Child Development and Guidance, Nutrition and Wellness, Family and Individual Health, Family and Consumer Resource Management, Housing, Environments and Design, Apparel and Textiles, plus others that may be added and all vocational courses.
<b>Fine Arts</b>	<b>1 unit required</b> Art I, II, III, Drawing I, II, III, Choir, Band, Fundamentals of Music
<b>Physical Education</b>	<b>1 unit required</b> Physical Education I & II, Weightlifting, Team Sports
<b>Health</b>	<b>½ unit required</b>
<b>Personal Finance</b>	<b>½ unit required</b>
<b>Foreign Language</b>	Spanish I, Spanish II

### NOTES:

1. All learning disabled students will meet the above requirements unless exempted by their Individual Education Plan.
2. All students must pass both the United States and Missouri constitution tests by the end of the 1<sup>st</sup> semester of their senior year.
3. A maximum of two units of correspondence may be counted toward the graduation requirements. Graduating seniors must have correspondence courses completed by **May 1**.
4. A maximum of two credits can be earned from being an office aid.
5. A maximum of six credits of Physical Education may be counted toward graduation.
6. All graduating students will have received 30 minutes of cardiopulmonary resuscitation (CPR) instruction and training in the proper performance of the Heimlich maneuver or other first aid for choking.
7. Beginning with the class of 2022, all students must pass a 100 question examination on the provisions and principles of American civics.

## GRADUATION REQUIREMENTS

A minimum of 25 units of credit, as outlined below, is required of graduating Hayti High School students. Students should be in attendance for eight semesters during the four years of high school. Special permission is required for students to graduate with less than eight semesters.

4	units of language arts	3	units of social studies
3	units of science	3	units of mathematics
1	unit of fine arts	1	units of practical arts
2	units of physical education	5 1/2	units of electives
½	unit of personal finance	2	units of career education including computer applications

25 total units are required

**GRADUATION OF STUDENTS WITH DISABILITIES**

1. Any specific graduation requirement may be waived for a disabled student if recommended by the IEP Committee.
2. Students with disabilities, will receive grades and have credit transcribed in the same manner as all other students when they complete the same courses as other students.
3. Students with disabilities who complete regular courses modified as indicated in their IEPs to accommodate their disabilities, will receive grades and have credits transcribed in the same manner students who complete the same courses without modifications.
4. Students with disabilities who meet the goals and objectives of their IEPs, as measured by the evaluation procedure and criteria specified in the IEPs will have credit transcribed in accordance with the state definition of units of credits.
5. All students with disabilities who meet state and local graduation requirements by taking and passing regular courses without modification; taking and passing regular courses with modification; and/or successfully achieving IEP goals and objectives shall be graduated and receive regular high school diplomas.
6. Students with disabilities who reach age 21, or otherwise terminate their education, and who have met the district’s attendance requirements but who have not completed the requirements for graduation, receive a certificate of attendance.

**COLLEGE PREPARTORY STUDIES CERTIFICATE**

The State Board of Education approved criteria for a special state-level certificate that will be awarded in addition to the standard diploma. The “College Preparatory Studies Certificate” is a voluntary incentive award designed to encourage students to pursue a rigorous course of studies in high school. To qualify for the certificate, students will be required to earn 25 units of credit and they must include the following courses:

<u>SUBJECTS</u>	<u>UNITS</u>
English/Language Arts	4
Mathematics	4
Science	3
Social Studies	3
Fine Arts	1
Practical Arts	1
Physical Education	1
Personal Finance	.5
Health	.5
Specified Core Electives	3
General Electives	4
Total	25

In addition, the student needs at least a 3.0 GPA and to score above the prior year’s national average on the SAT or the ACT (22 or higher). Students must also maintain an attendance rate of at least 95% in grades 9-12.

1. A minimum of two credits in science must be taken above freshmen sequence level and must include Biology and General Chemistry, Anatomy/Physiology, Botany/Zoology, or dual credit sciences
2. Three required credits in math must be chosen from Algebra I, Algebra II, Geometry, Math Analysis, and Calculus. It is mandatory that Algebra II is taken as one of these three required credits.
3. College Writing or English IV is required as one of the four English Classes for the College Prep Certificate.
4. Three credits of required core subject electives must be chosen from the following list and may not have been counted toward meeting the College Prep Subject Requirements. Courses are Physiology and Anatomy, Botany, Zoology, Physics, Geometry, Math Analysis, Calculus, Creative Writing, British Literature, Geography, Psychology, Sociology, Accounting, Business Management, Business Law and Economics, Street Law, and Spanish I, II, or III. It is highly recommended, but not required to, that two of these credits be foreign languages.

## CLASSIFICATION

Starting with the incoming freshmen of the 2007-2008 school year, classification will be as follows:

Freshmen (9 <sup>th</sup> Grade)	0 - 6	units of credit
Sophomore (10 <sup>th</sup> Grade)	6.5 - 12	units of credit
Junior (11 <sup>th</sup> Grade)	12.5 - 18	units of credit
Senior (12 <sup>th</sup> Grade)	18.5 and over	units of credit

Students will not be reclassified at the semester with the exception of graduating seniors.

## DUAL ENROLLMENT/EARLY COLLEGE PROGRAM

A high school student is eligible to enroll in an **unlimited amount of** community college or university courses **per semester** and receive both college and high school credit if the following conditions are met:

1. Student must be classified as a freshman through seniors by Hayti High School classification standards and meet the admission requirements at the college. Students taking courses for the first time are only eligible to take one course.
2. Student must have permission from their parent/guardian.
3. Student must comply with applicable enrollment and graduation requirements of Hayti High School.
4. The educational institution must be approved by Hayti High School.
5. The educational institution must be a community college or a four-year college or university.
6. All costs of dual enrollment courses will be paid as follows: If the student earns an A/B in the course, the district will pay for the course. If the student earns a C, the district will pay 50% and the student will pay 50%. If the student earns a D/F, the entire cost of the course will be the student's responsibility and will be added to the student's debt card and must be paid before graduation. If a student enrolls in more than 2 Dual Enrollment courses per semester then the fees that are obtain for the extra courses are the responsibility of the student/parent/guardian.
7. Must be in compliance with all Missouri State laws and Hayti R-II policy applicable to dual credit.
8. Student must have attempted an equivalent course at Hayti High School in order for it to satisfy local requirements.
9. Students who do not successfully complete a dual credit course with a grade of "C" or higher, will not be allowed to take a dual credit course the next semester.

## EARLY GRADUATION POLICY

There shall be **NO** early graduation. Students wishing to leave before the completion of eight semesters may qualify for graduation under the following conditions:

- A. Students must complete the minimum units required by the district policy.
- B. Students must have a special need to leave school in less than four years and must have an appropriately planned educational experience in college, vocational school, on-the-job training, or military for the remainder of the four years.
- C. Students must have completed seven semesters of high school. No provisions will be made for students who leave after six semesters or less.
- D. School officials must approve.

Students meeting the conditions stated above to satisfaction of the school board may be permitted to leave school before completing four years of attendance. All cases will be considered on an individual basis by the school board. A transcript will be given to each student approved by the board showing the credits earned and the conditions under which a diploma may be granted in the future. Allowable exceptions to the eight-semester attendance requirement are as follows:

1. Early admission to college. To receive a high school diploma the student must provide the school with a transcript showing satisfactory completion of twelve semester hours of college credit or a letter from a college official stating that the student is currently enrolled and making satisfactory progress in twelve semester hours of college courses.
2. Early admission to advanced vocational training not available on the high school level. To receive a high school diploma the student must provide the school with proof that they are enrolled and making satisfactory progress toward a vocational degree.
3. On-the-job training or armed services enlistment. To receive a high school diploma the following conditions must be adhered to:
  - A. There must be a special need for the student to leave high school early.
  - B. The student must show that job training or military enlistment is necessary to prepare for his life's work.
  - C. The student must work a minimum of thirty hours per week.

- D. The employer will furnish the student with a signed statement and time sheet regarding the student's progress at the end of each quarter.
  - E. In the event that the employer terminates the employment or military discharge due to unsatisfactory service, the student will not be issued a diploma.
  - F. Any changes in employment must have prior approval of the school administration or board.
4. Extreme hardship. Students requesting graduation under this policy shall show that the extreme hardship does exist.

Students successfully completing the approved educational experiences as outlined above shall be eligible to receive their high school diploma with their graduating class. Under no circumstances will the diploma be issued at the time of early withdrawal from high school.

A request to leave high school early must be made in writing to the principal at least one semester before the request is to take effect. The student and the student's parents/guardians must sign this. The request will then be considered by the board of education.

Students approved by the board will be allowed to return and participate in the graduation ceremony if they have fulfilled the requirements. The student's picture will be included in the class composite and they will be eligible for scholarships. Student that withdraw early will not be allowed to participate in other end-of-school activities (i.e. prom, project graduation, etc.) except as a guest of a full-time student nor will they be eligible for honor awards.

### VOCATIONAL SCHOOL

Vocational training is available to juniors and seniors at the Pemiscot County Vocational School. Three credits are awarded per year upon successful completion of a course. Application may be made in the counselor's office each spring for the next school year.

Students are selected by a committee of teachers, the counselor, and the principal according to the student's grades, attendance, discipline record, and career interest. Vocational students are selected with no regard to race, sex, national origin, religion, creed, or handicap. After a student is accepted and enrolls in the vocational school, they will not be allowed to drop unless all parties agree.

The following courses are currently available: automotive mechanics, industrial electronics, health occupations, culinary arts/hospitality, building trades, and welding technology.

### GRADING SYSTEM

The semester grade is the average of the two quarter grades and a semester exam. Each quarter will count 40% of the grade and the semester exam will count for 20% of the final semester grade. The following percentages are used to determine the letter grade and the following numerical values are used to determine grade point average on a four-point scale. Weighted grade point averages will be used to determine class rank.

<u>Percentile</u>	<u>4.0 Regular Scale</u>		<u>5.0 Weighted Scale</u>	
96-100	A	4.0	A	5.0
90-95	A-	3.667	A-	4.667
87-89	B+	3.333	B+	4.333
83-86	B	3.0	B	4.0
80-82	B-	2.667	B-	3.667
77-79	C+	2.333	C+	3.333
73-76	C	2.0	C	3.0
70-72	C-	1.667	C-	2.667
67-69	D+	1.333	D+	2.333
63-66	D	1.0	D	2.0
60-62	D-	0.667	D-	1.667
59 and below	F	0.0	F	0.0

NC (no credit) will be given to a student that has excessive absences or does not complete required assignments designated by the teacher. Students will have three days to complete any missing assignments with a 20% deduction of the final grade on that assignment. If assignments are not turned in after 3 days, a zero,(0 F) will be given for each assignment. Assignments that are given and due at the end of the class period do not get extended time. If the work is not turned in at the end of class it will be a (0 F). Students that have extended absences due to uncontrollable circumstances will be taken

into consideration and make up work will have to be turned in within the amount of time in which the student was absent. For example, a student misses 3 days for medical reasons. That student will have 3 days to complete their assignments when they get back. If they are not turned in within 3 days, a zero (0 F) will be given to any assignments not turned in.

**A student must enroll within the first 11 days of the semester or bring transfer grades from another school to be eligible to receive credit. Students who do not enroll on the first day of school are responsible for completing all make-up work.**

### **WEIGHTED GRADING SYSTEM**

The weighted grade point scale will be used for weighted courses. The following courses are weighted: Advanced English II, Advanced English III, Advanced English IV, Chemistry I, Botany, Zoology, Anatomy, Physiology, Algebra II, Math Analysis, Trigonometry, and all dual credit and advanced placement courses and will be indicated as Honors Courses on the transcript.

### **CALCULATING GPA**

Every class has 100 SQP (simple quality points) possible and these quality points are equal to the percentage grade earned during the semester. For example, a student earning a 92% in a course will also earn 92 SQPs. Because we give semester credit and semester credits are .5 credits, the SQP are multiplied by the semester weight of .5 and would produce an AQP (adjusted quality points). A 92% would equal 92 SQPs and the AQP (adjusted quality points) would equal 46. A weighted class would add 2.5 SQPs to the semester's SQPs for that class and would be figured in the AQPs. In this example, 2.5 SQPs would be added to the 46 AQPs equally 48.5 AQPs.

SGPA's (simple grade point average) are calculated by dividing the SQP's (simple quality points) by the Number of credits. For example, a student who has earned 1866.5 sqp's and 20 credits would have a sgpa of 93.3250 and the same student may have earned 1889.9000 aqp's while taking the same 20 credits and earning an aqpa of 94.495. **Final GPA'S at the end of the student's senior year WILL NOT be rounded up.**

### **REPORT CARDS**

We encourage parents to monitor their child's grades and progress and attend parent/teachers conferences. Throughout the quarter, parents can log in to the Parent Portal and monitor their child's grades. Report cards will be given out at parent/teacher conferences at the end of each quarter.

### **SPECIAL REPORTS**

A special report will be mailed, posted to "Parent Portal", and/or sent home with the students to parents/guardians of students who are failing, near failing, or not meeting their potential at the middle of each quarter. **This report is an invitation for the parents/guardians to come to school and talk to the principal and teachers about the student's progress.**

### **CLASS CHANGES**

Students may request schedule changes at the beginning of each semester. Changes made after eight school days will result in an "F" for the semester. The only exceptions will be seniors who go to work with school approval and students changing because of school's request. All changes must have the principal's approval. When moving to another class, it must be a class the student needs or has not already taken in order for the class change to be approved by the Principal. The Principal will make the final decision on what classes students will be placed in.

### **PERMANENT RECORDS**

At the end of each semester students' grades are recorded on permanent record cards in the principal's office. These records also contain standardized test scores, health information, attendance, and other data. Upon request a student's file may be viewed by the parent/guardian during the school day. In order to release these records to any person or agency a release form must be signed by the parent or guardian or the student, if the student is over 18 years old. **NO RECORDS WILL BE RELEASED IF THE STUDENT OWES A SCHOOL DEBT.**

### **TRANSCRIPTS**

The first transcript will be provided free of charge. Additional transcripts will cost \$1.00 each. No transcripts will be released until all debts are paid in full. Transcripts will only be released with the signed permission of the student's parent/guardian or the student if he/she is at least eighteen years old.



### **HONOR ROLL**

To be named to the Quarterly Honor Roll a student must have an 85% B average or better with no grade below an 80% B in each course in which he/she is enrolled and must be a full time student. Social suspension or out of school suspension will make a student ineligible for the Honor Roll and Honor Roll Award for the remainder of the school year, regardless of their grades. Students that have been named to both Quarter Honor Rolls will be named to the Semester Honor Roll. The Honor Roll Award will be given to each student that makes the honor roll all of the first three quarters.

### **VALEDICTORIAN & SALUTATORIAN**

A minimum of two consecutive years (junior/senior years) of attendance at Hayti High School is required for a student to be eligible for the valedictorian or salutatorian award. Also, a student must take the course requirements for the Missouri college prep certificate to be eligible for either award. The recipient of the valedictorian award will be the senior with the highest grade point average to be determined at the end of the seventeenth week of the eighth semester. The senior with the next highest grade point average will receive the salutatorian award.

### **HONOR GRADUATES**

Honor graduates will be those students who have exhibited good scholastic and citizenship habits including attendance. To receive recognition as an honor graduate, students must have earned a cumulative grade average of 3.667 or higher and have maintained good citizenship (i.e. no social suspensions or out of school suspensions) and good attendance throughout their high school career. A review committee consisting of the principal (or his designee) and teachers (appointed for one school year by the principal) will consider extenuating circumstances. Students must complete a minimum of Algebra I, Biology, World History and English IV/College Writing to be considered an Honor Graduate of Hayti High School.

### **GEORGE WASHINGTON CARVER AWARD**

The State of Missouri and the Commissioner of Education recognize excellence in education by awarding the George Washington Carver Award. This award is given to students who rank in the top ten percent of their graduating class.

### **AWARDS**

Teachers will present their outstanding students with academic medals at the conclusion of each school year. The medal will be presented to the student with the highest grade in the class and each teacher will give one award in each subject area. Examples: A teacher who teaches three beginning typing classes may give only one award for beginning typing. A teacher who has two semesters of the same subject may present only one award for that subject. The student with the second highest grade in the course will receive a certificate to recognize their achievements.

### **TESTING PROGRAM**

Appropriate tests will be given in accordance with the Missouri State Department of Education testing requirements. These tests include the SAT 9, ASVAB, PLAN, EXPLORE, PSAT, ACT, MAP and EOC.

**Dyslexia Testing:** Appropriate tests will be given in accordance with the Missouri State Department of Education's assessment requirements and local assessment requirements of the Hayti R-II School District. Assessments at the elementary level will include the DIBELS, (Grades K-3), Missouri Assessment Program (MAP), STAR, and other reading screening/assessment materials. The state of Missouri has mandated a dyslexia screener for all students grades K-3. Parents will be notified if concerns are found.

### **STUDENT DEBTS**

Students listed on the school debt list may not receive awards or honors until the debt is paid in full (i.e. queens, maids, escorts, class officers, cheerleaders, graduation, etc.). Additionally no records of any kind will be released if a student owes a debt to the school.

### **ATTENDANCE POLICY**

Regular school attendance assists individuals toward success and frequent absences disrupt the instructional process for all students; therefore regular attendance is required. **Any student that misses more than four (4) days per class period during a semester will not receive full credit for that semester.** (Note: If a class, such as PE, only meets half the time then the limit is 2 1/2 days.) Notification to the parents/guardians will be made from the principal's office as individual students approach the fourth-day limit. Additionally, students under the age of sixteen that do not attend school regularly will be

reported to the proper authorities and possible charges filed against their parents/guardians. **The District is required by law to notify the Division of Family Services (DFS) when a student is frequently absent or tardy. In such cases parents CAN BE charged with educational neglect.**

If a student misses more than five days in a semester the principal will schedule an absentee review and notify the parents/guardians. During the absentee review the Absentee Review Committee, which consists of the student's teachers, will consider any extenuating circumstances (such as hospitalization) which may have caused the student to miss in excess of our limit. At this time the student and parent/guardian may address the committee. Each case will be examined on an individual basis and the review committee will decide whether or not the student will receive credit for the particular semester. **IT IS THE STUDENT'S RESPONSIBILITY TO CONTACT EACH TEACHER TO GET THEIR ASSIGNMENT.**

**This policy does not excuse students for regular doctor visits or time spent at home recovering from minor illnesses. Therefore, having doctor's excuses doesn't excuse a student's absence from school unless it fits the extended illness policy provisions.**

**A student must enroll within the first 11 days of the semester or bring transfer grades from another school to be eligible to receive credit. Students who do not enroll on the first day of school are responsible for completing all make-up work. STUDENTS THAT ARE ABSENT OVER THE FIVE DAY LIMIT AND WERE SUSPENDED FOR A MAJOR PORTION OF THOSE DAYS WILL USUALLY NOT RECEIVE CREDIT FOR THAT SEMESTER. Also, students that have a history of absenteeism will normally be denied credit.**

#### **NATURAL DISASTERS**

In the case of a natural disaster where Hayti R-II School District may be deferred, the administrative team will follow the Department of Elementary and Secondary Educations (DESE), and Missouri State High School Activities Association (MSHAA) guidelines. The administrative team will collaborate with neighboring schools in our district and surrounding area for continuity and consistency.

The Hayti R-II School District will attempt to reach all parents and community through the Hayti R-II School District Website, social media, newspaper, radio, etc. on all information concerning guidelines and/or updates involving the natural disaster.

The administrative team will come to a decision that will provide the best and appropriate academic practice for our students; whether it is face to face, virtual, packets, etc. We always strive for excellence when our students' safety and academic welfare may be compromised.

**EXTENDED ILLNESS POLICY**- An absence of five (5) or more **CONSECUTIVE** days (including pregnancy) can be excused if the following conditions are met:

1. The entire time of the absence is covered by a doctor's statement.
2. All make-up work must be turned in within a reasonable amount of time, to be determined by each teacher, but in no case longer than the length of absence.
3. If possible, students should do much of the work during the absence.
4. Students must complete all make-up work for the second semester by the end of school. All seniors must have their work completed at least five school days prior to graduation.
5. Incomplete assignments will become a "0 F" at the expiration of reasonable time as stated above.

**The student's parents/guardians and the principal's office must authorize all absences from class. Students must check out through the principal's office any time they leave campus during the school day. It is the responsibility of the student's parents/guardians to notify the school by phone or in person when the student is absent (*notes are not acceptable*). When students are absent and their parents/guardians are not aware, the student will be disciplined for truancy according to the discipline policy.**

## ATTENDANCE INCENTIVE PROGRAM

Students are strongly encouraged to attend school on a regular basis and take final examinations. However, as an incentive for good attendance, students may receive up to two finals exemptions at the end of each semester. Those who have completed the process to be exempt may choose to take an exempted final examination. These results will not be used to lower a grade, only to enhance it. This incentive program is only applicable to full-time students who have been enrolled and in attendance at Hayti R-II for the entire semester.

To be eligible for end of the semester exemption, a student must:

1. Not be absent more than 2 days per semester.
2. Not be absent from any particular class more than 2 times a semester.
3. Not accumulate more than 2 tardies in any class per semester.
4. Have a current grade of B or better AND have all assignments completed.
5. Have no more than 2 referrals for disruptive or insubordinate behavior during the year.
  - a. Any suspension, in or out of school, will make a student ineligible for the finals exemption.
  - b. Finals required by a university or dual credit DO NOT APPLY.

## EXTRA-CURRICULAR ACTIVITIES

Eligibility to represent Hayti R-II School District in interscholastic activities is a privilege students may attain by meeting the standards established by the Board of Education and the Missouri State High School Activities Association (MSHSAA). To be eligible for any extra –curricular activities a student must be in compliance with the following Hayti School District and MSHSAA eligibility rules:

### GENERAL (all students)

1. Must be a good citizen.
2. Must have school insurance before participation in your first practice.
3. Must have a physical examination before participation in your first practice.
4. Must have parent/guardian permission form signed before your first practice.
5. Must practice 14 days before you can play in a game.
6. Must have entered school within the first eleven days of the semester.
7. Must not have transferred from one school to another because of undue influence primarily for athletic purposes.
8. Must not have competed under an assumed name.
9. Must not have competed for nor received awards such as services, cash, merchandise, gift certificates, etc.
10. Must meet all other guidelines required by MSHSAA.

### Junior High (7<sup>th</sup> and 8<sup>th</sup> grade)

#### AGE

1. Seventh grade students shall not have reached the age of fourteen prior to July 1.
2. Eighth grade students shall not have reached the age of fifteen prior to July 1.

#### ACADEMICS

1. Any student promoted from the sixth to seventh grade is eligible.
2. Any student promoted from the seventh to eighth grade is eligible.
3. Any student that is not promoted is ineligible.
4. Any student with unsatisfactory grades will be recommended to tutoring.

### High School Eligibility

#### AGE

1. Must be less than 19 years old before July 1.

#### ACADEMICS

1. Any eighth grade student who failed more than two subjects in the last semester is not eligible.
2. Any student promoted from the eighth to ninth grade is eligible the first semester.
3. Must have earned **3** full units of credit the preceding semester.

To be eligible to participate in or practice for any activity after school, a student must be in school a full day or obtain permission from the principal **prior to the absence**, when the activity or practice falls on a school day. Students are required to ride the bus to and from all extracurricular activities unless a parent or guardian contacts the sponsor in advance to make other arrangements.

## TEAM SPORTS

All students enrolled in team sports must have a physical on file and school insurance for the current year. Students who do not have the required physical and accompanying information completed by the end of the preceding school year will not be enrolled in the team sports class. Students enrolled in team sports have until the tenth day of classes to purchase school

insurance. If the school insurance is not paid by the tenth school day, the student will be dropped from the class for the remainder of the school year.

Students will be charged for all equipment not returned to the coach at the end of the season. The replacement cost will be put on the student's debt and he/she will not be allowed to participate in another activity until the equipment debt is paid or the equipment is returned.

#### **OPEN GYM POLICY**

Students wishing to participate in the open gymnasium are required to purchase school insurance and have a current physical and accompanying information on file in the principal's office. The policy as set forth in the "Official Handbook of the Missouri State High School Activities Association" concerning open facilities will be strictly adhered to.

#### **INSURANCE**

School insurance is available to all students who wish to purchase it. School insurance is required of all students enrolled in home economics, science lab courses, vocational school, team sports and all extra-curricular athletics.

#### **OFFICE AIDES**

All student office aides must have a "B" (3.0) grade average or better and permission of the administration. No student who has received out-of-school suspension or social-suspension the previous year will be considered for a counselor's office aide, library aide, a principal's aide, or superintendent's aide when selecting at the beginning of each school year. Any student office aide that receives out of school suspension, social suspension or at the discretion of the administration will be immediately dropped from the position. There will be no teacher or coaches' aides.

#### **CLUBS AND ORGANIZATIONS**

##### **MEMBERSHIP**

Participation in student clubs and organizations is a privilege, not a right. Students involved in these activities must adhere to standards of conduct that will bring credit to the student, the club or organization, the school and the community. Students who are a member of a club or organization will lose that membership while assigned to social suspension, in-school suspension, out-of-school suspension, or are in violation of state or national bylaws. Students may not become a member of any organization if they owe a debt to the school or have less than a "C" (2.0) grade average.

##### **HONORS**

Students cannot receive honors such as escorts, maids, queens, etc, if they are listed on the school debt list, have less than a C- (1.667) grade average, or have received social-suspension or out-of-school suspension during the school year.

##### **OFFICERS**

To be an officer in any club or organization a student must:

1. Have an overall grade average of "C" (2.0) or higher,.
2. Not owe a school debt when registering as a candidate,
3. Have one year experience in that organization with the exception of class officers,
4. Not have received social suspension or out of school suspension the current or previous semester.

##### **CANDIDATE ELIGIBILITY PROCEDURE**

To be eligible to run for an office in a club or organization a student must meet all four requirements listed above and adhere to the following procedures:

1. Students should pick up a qualification form from the principal's office.
2. Student should complete the form and return it to the office two days prior to the next step.
3. The office will check the applicant's qualifications during this time and sign the form if all qualifications are met.
4. Student should then present the signed qualification form to the sponsor at least one day prior to the election.

##### **VOTING PROCEDURES**

Voting will be done by secret ballot and will be counted by a least one school representative (designated by the office), two students, and the sponsor. All ballots will be kept for one calendar year in the office safe.

#### **VISITORS**

Visitors are welcome and must report to the principal's office upon arrival at school to obtain a visitor's pass. Visitors will be allowed in the classrooms only if they have a pass from the office. No school age children are allowed to visit at any time during school hours.

## **PARENT CONFERENCES**

The Hayti R-II School District encourages parents/ guardians to be actively involved in their child's daily school responsibilities. If a conference with a teacher is desired, the parent/ guardian should call the principal's office to set a time convenient for all parties. When possible, conferences will be scheduled during the teacher's planning period.

## **DIRECTORY INFORMATION**

Upon request directory information (which includes: student's name, address, telephone number, and grade) is released. If you do not wish this information to be released a written request, signed by the parent/guardian, must be given to the principal. For the benefit of students, the school district always cooperates with law enforcement and government agencies regardless of a parent's request. P.L. No. 107-107

### **Public Notice for Directory Information**

The Family Education Rights and Privacy Act (FERPA), a federal, also requires that the Hayti R-II School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District Procedures. The primary records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production.
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets, such as for wrestling showing weight and height of team members
- Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local education agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories-names, addresses and telephone listings-unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.
- School website

If you do not want the Hayti R-II School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 1, 2018. The District has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major fields of study
- Dates of attendance
- Grade level
- Most recent educational agency or institution attended

### **Notification of Rights Under FERPA**

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

1. The right to inspect and review the students education records within 45 days of the day the school receives a request for access.

Parents or eligible students should submit to the building principal written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to inspect and review the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the building principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school

will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedure will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Hayti R-II School Board; a person or company whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a person or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate education interest if the official needs to review an education record in the order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

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

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

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

PPRA affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

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

The Hayti R-II School District will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Hayti R-II School District will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. The Hayti R-II School District will also directly notify parents and eligible students, such as through US Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participation in:

-Collection, disclosure, or use of personal information for marketing, sales or other distribution

- Administration of any protected information survey not funded in whole or in part by ED
- Any non-emergency, invasive physical examination or screening as described above

*Parents/eligible students who believe their rights have been violated may file a complaint with:*

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

### **BAD WEATHER PROCEDURE**

During the school year, if it is necessary to either dismiss school early or not have school because of bad weather, parents and students will be informed by the following radio stations: WASL - Dyersburg, KCRV – Caruthersville, KMIS – Portageville, KBOA – Kennett, and KLCN – Blytheville. The radio stations will make the announcement concerning cancellations of school at or before 7:00 a.m. If no announcement is made by this time it can be assumed that the regular schedule will be followed. Normally the radio stations will be called only to announce a change of regular school hours.

**Parents are urged to stay tuned to the radio station during any threatening weather. It is our policy to announce early dismissals on all local radio stations at least 30 minutes before sending students home early. Students and parents are urged to listen to their radio instead of telephoning because school and radio officials are busy gathering information in order to make the announcement.**

### **GUIDANCE AND COUNSELING**

Guidance and counseling services are available to all students. The counselor can assist students in educational and vocational planning, personal or school problems, and career information. They can also help parents learn and understand their child's abilities and progress in school. To help serve the student more efficiently the following guidance office rules are enforced:

1. No student may use the telephone unless permission is given by the counselor.
2. Students must sign in and out. If students fail to sign in or out no excuse will be written for class.
3. Students must have written permission from teachers to come to the office.
4. If the counselor is not in, students should leave a message and return to class.
5. All materials in the outer office are free except the yearbooks. Materials in the inner office must be requested.
6. Career materials may be checked out.

### **LIBRARY**

The library is available to all students during the regular school day. It is open before school, at lunch and after school except when the librarian is on other duties. Individual students, teachers, classes, and community members may utilize the library if arrangements are made in advance with the librarian. Rules of etiquette are posted and must be adhered to when using the library. Books may be checked out for a two-week period and may be re-checked once for one week. An overdue fine of \$ .05 (five cents) per school day is charged for late materials. Normally only one book at a time may be checked out by a student. Students and faculty are responsible for all materials checked out to them. Replacement cost will be charged for any lost or damaged materials.

### **LOCKERS**

All students are assigned locks and lockers when they enroll. They are the property of the school district and not the student, therefore, the district reserves the right to inspect and search any lockers when deemed necessary by the administration. Students **MAY NOT** use an outside lock on the lockers to which they are assigned. Only the school issued lock is to be used. There is a \$ 1.00 rental fee on the lock and a \$5.00 additional charge if the lock is lost or damaged. There will also be an additional \$ 5.00 charge to any student that fails to clean out their locker and/or turn in the lock at the end of the year. Lockers are not to be shared by students. If students are caught sharing a locker, 1<sup>st</sup> offense-after school detention, 2<sup>nd</sup> offense- 1day ISS, 3<sup>rd</sup> + offense-3 swats or 3 days of ISS. Students will only be assigned a locker in the hallway designated by their class year.

### **TEXTBOOKS**

Numbered textbooks will be issued during the first part of the term. The exact textbook must be turned in or paid for when the student drops from school or at the end of the year. If a student loses a textbook, he/she shall be issued another one and charged the replacement cost. If the book is later found and turned in, the money charged to the student will be returned with the exception of \$ 5.00.

### **CAFETERIA**

A cafeteria is available to students for breakfast and lunch. Free and reduced meals are available to those who qualify. Forms are available in the office. Good manners and conduct are required of all students eating in the cafeteria. Conversation should be in a low tone and spilled food must be cleaned up before leaving. **Students may not take food or drinks out of the cafeteria. No cups, bottles or straws may leave the cafeteria as well. Students that do not follow these rules will eat lunch in ISS classroom the next day. Breakfast will not be served in the cafeteria. Breakfast will be served in the student's 1<sup>st</sup> hour classroom. No outside food or drink will be allowed in the classroom.**

**Prices for breakfast, lunch and milk will be determined at the beginning of the school year.**

### **NURSE**

The school district has a nurse available to students that need it. The nurse's office is located across from the principal's office. All medicine should be kept in the office and administered by the nurse or secretary in accordance with the Student Medicine Policy. Any student that is pregnant should notify the school nurse and counselor as soon as the pregnancy is confirmed for the benefit of the student's health.

### **PARTIES**

Parties need to be approved through the Principal's office before they are planned. Parties are not allowed except for Christmas time and the end of the school year.

### **PERSONAL PROPERTY**

**The Hayti School District will not be responsible for any personal property left on the school premises or school bus at any time. Searching for non-educational items will only be done at principal's discretion.**

### **TELEPHONE**

The office telephone is for school business and students may use it only in case of an emergency and then only with the permission of the secretary or principal. Calling parents for materials, uniforms, etc. is not considered an emergency.

### **TRANSPORTATION**

**Riding a school bus is a privilege not a right, and for the safety of all passengers the following rules must be abided by or the student will be removed from the bus.**

1. Students are under the supervision of the bus driver and must obey his/her rules.
2. No moving around, scuffling, loud talking or other misconduct that could distract the driver.
3. Students must sit where the driver designates.
4. Keep all parts of the body inside the bus at all times.
5. No yelling or talking to people outside the bus.
6. Students are expected to be waiting at their designated stops.
7. Students will be unloaded at their regular stop unless they have permission from a parent.
8. Students are not to put their feet in the seats, nor mark or damage the bus in any matter.
9. Refrain from pushing and shoving at all times.
10. Never walk behind a bus.

**Bus drivers may suspend a student from riding the bus for one day until they meet the appropriate principal for further action involving extreme discipline situations.**

### **STUDENT MEDICATION POLICY**

**Medication should be given at home if at all possible.** However, if the physician's orders indicate it must be given during school hours, the medication may be administered at school by complying with the following instructions:

#### **PRESCRIPTION MEDICATIONS**

When a student is to receive medication during school hours, the parent/guardian must provide the medication in the original prescription container plainly marked with:

Student's name, physician's name, dates, name of medication, dosage, and time of administration.



Send no more than one week's supply of medication at a time, unless arrangements have been approved with the school nurse.

**The parent should always administer the first dose of medicine.**

### **PARENTAL PERMISSION**

The school must have written permission from the parent/guardian to give the medication. **The permission note must include:**

*Student's name, physician's name, dates, name of medication, dosage, and time of administration and parent's signature.*

### **NON-PRESCRIPTION MEDICATION**

Over the counter medications for colds, coughs, headaches, etc. will be given when accompanied by a written request from the parent/guardian. **The request must include:**

*Student's name, dates, dosage, time of administration and parent's signature.*

If it is necessary for a child to take daily non-prescription medication, such as aspirin for rheumatoid arthritis, a request from a parent/guardian and physician must be provided with all the information listed under parental permission.

**All medications must be properly identified and in their original containers.**

***DO NOT send medications in envelopes, plastic wraps, lunch boxes, etc.***

**All medications prescription and non-prescription should be turned into the school nurse upon arrival to school, and should be accompanied by a permission note signed by the parent.**

Administration of medicines will be the responsibility of the school only if the school's Medication Policy is followed.

### **EMERGENCY PROCEDURES**

Disasters may come at any time and any place. Being prepared for such emergencies starts with planning and planning starts with disaster drills. Teachers have been given evacuation plans and these are posted near the door of each classroom. During drills and in case of a real emergency, students should listen to their teacher and respond immediately to their instructions.

**Your life may depend on how quickly you respond.**

There are at least two fire drills, two earthquake drills, and two tornado drills scheduled each school year. All drills will be announced prior to the actual drill.

**If no prior announcement has been made, you are to assume it is a real emergency.**

### **THE ALARM**

It is very important to your personal safety to recognize the following bell system used during all disasters and disaster drills.

**Fire Alarm:** A series of **short rings** of the bell (at least five). Students should evacuate the building according to their teacher.

**Tornado Alarm:** A series of **short-long-short-long** rings of the bell. Students should follow the teacher into the corridor or next to an interior wall, away from windows, and assume the correct position on the floor.

**Earthquake Alarm:** Since there are no early warnings to earthquakes, the following bell system will be used to practice an earthquake drill.

First bell      A continuous bell (about seven seconds) followed by four short rings will simulate the beginning of the earthquake.

Second bell    Three short rings will simulate the ending of the shaking. Students and teachers should evacuate according to the fire drill procedure.

Third bell      One long bell will inform you that the drill is over. Return to your classroom.

**Remember--In a real earthquake there are no early warnings.  
You must respond immediately when you first feel the earthquake.**

### **CLOSED CAMPUS**

1. The high school campus will be "closed" during breakfast and lunch.

2. When students come on campus they may not leave for any reason, except with permission from the office (e.g. students may not get off the bus in the morning and leave campus, and students may not leave campus at noon without properly checking out in the principal's office).
3. To obtain permission to leave school, the student's parent/guardian must notify the office in person or by phone that the student needs to leave (notes are not acceptable).
4. Students who leave campus without properly checking out in the office will be disciplined according to the discipline guide in the student handbook.
5. Students who drive to school or ride to school with someone must exit the vehicle as soon as they arrive on campus and go to appropriate student area.
6. Students will not be allowed to sit in parked cars at noon or in the morning before school.
7. Students will not be allowed to return to their cars during the school day.
8. Student parking areas are in the front of the high school and on the south side. (During school hours student may not park in the north parking lot between Wallace and high school or behind the high school, these are reserved for faculty and handicapped parking).

## **DISCIPLINE GUIDE**

### **INTRODUCTION**

Schools have the right and responsibility to prescribe reasonable controls for efficient day-to-day operation. Our local school board, the state department of elementary and secondary education, and the state legislature charge us with the responsibility of maintaining proper discipline. ***Therefore, any conduct that creates a disruption or interferes with educational process of a school activity is prohibited.***

All school district personnel are responsible for the care and supervision of students and are authorized to hold every pupil accountable for any disorderly conduct in school or on any school property during school or any school sponsored activity. They shall not be civilly liable when acting in conformity with established policy on discipline approved by the board.

The purpose of the rules listed in this discipline section is to assist the students to know the most common and/or serious discipline problems and no attempt is made to mention every possible disciplinary action. This is only a guide and in certain cases can be adjusted by the school administrators or the Hayti School Board to better resolve the situation. When a violation of school rules occurs, the imposition of one or more of the following penalties should be expected:

Verbal reprimands	Corporal punishments	In-school suspension
Loss of free time	Saturday School	Social Suspension
Loss of privileges	Extra assignments	Out of school suspension
Notify parents/guardians	Notify authorities	Permanent expulsion
Pay for expenses	After-school detention	Lunch Detention
Write-offs – research based essay relating to subject area with a maximum of 2 hand written pages front and back. The essay must be written neatly.		

**Other punishments deemed reasonable and appropriate by the school administration. At the discretion of the Principal, students may be disciplined more harshly than stated according to the seriousness of the offense.**

### **BEHAVIOR NOT COVERED**

The Hayti R-II School District reserves the right to punish behavior which is subversive to good order and discipline in the schools, even if such behavior is not specified in the preceding written rules. The rules set forth in the student handbook and adopted by the Board of Education that are a part of the official minutes of the Board are also a part of this policy and shall be enforced by the administration in the same manner as set forth in this policy. Extenuating circumstances may deem building principal discretion in dealing with punishment of students.

Notes: The building principal reserves the right to require parents and students to meet with the principal, superintendent, and/or Board of Education (depending on the severity of the discipline matter) before a student is allowed to attend classes following a suspension from school. Due process will be followed to protect the rights of all involved.

### **CORPORAL PUNISHMENT**

Corporal punishment, as a measure of correction or for maintaining discipline and order in the schools, is permitted in the state of Missouri. However, it shall be used only in reasonable form. Corporal Punishment, if found necessary, should be administered by a district administrator in the presence of another certified employee and never in the presence of other students. Corporal punishments shall be administered only by swatting the buttocks with a paddle. When it becomes necessary to use corporal punishment, it shall be administered so that there can be no chance of bodily injury or harm.

A staff member may, however, use reasonable physical force against a student without advance notice if it is essential for self-defense, the preservation of order, or for the protection of other persons or property of the school district.

**The teacher or principal shall document each case of corporal punishment. The documentation shall include the student's name, reason for punishment, date and time of punishment, number of swats administered, name of certified witness, and signature of person administering the swats.**

### **IN SCHOOL SUSPENSION**

Students assigned to in school suspension (ISS) must bring books and materials to the ISS room before the tardy bell rings. Students must stay busy the entire day; they cannot talk, sleep, lay their head down, etc. during class time. Students will be given rest room and lunch breaks at times when there will be no contact with other students. Any conduct deemed unacceptable by the ISS teacher will result in additional days added to ISS and /or alternate form of punishment. If a student refuses to go to the ISS placement, they will be suspended from school and must serve the ISS upon returning to school.

If a student is absent from school on a day they are assigned to ISS the number of days missed will be doubled, unless a doctor excuses it. Students who refuse to serve their ISS assignment will be suspended from school for a period of time deemed by the administration. The student will be required to complete the original ISS assignment upon his/her return from suspension. While assigned to ISS students may not participate in or attend any of the districts after school activities the day of assignment. They may, however, attend practices if playing a sport.

### **REFUSING PUNISHMENT**

When students do not follow teachers' instructions or school policies the choice of punishment is the decision of the teacher, administrator or school board, not the student. If a student refuses punishment from the principal the student may be suspended from school for up to ten days. However, (if after a conference with the parents and it is agreeable with the principal) the student may return to school and accept the determined punishment.

### **After School Detention (ASD)**

After school detention will be used as a form of punishment more frequently. If a student is assigned after school detention, they will serve it as specified. Students will either be told when they will serve or an announcement will be sent around informing them. ASD will be from 3:00-4:00. Any student who fails to go to an assigned ASD will be given 1 day ISS unless prior arrangements have been made with a principal.

### **SUSPENSION/EXPULSION**

A student may be suspended from school by the principal for a period not to exceed ten (10) school days and by the superintendent for a period not to exceed one hundred and eighty (180) school days. A letter stating the reason for suspension will be sent to the parents and the superintendent on the day of the suspension.

It is the responsibility of the student and parents to provide transportation home when a student is suspended from school. The student shall not be re-admitted to classes until the principal has held a face to face conference with the parents. Students will not be allowed to participate in or attend any school sponsored activities while on suspension.

The Hayti School Board may expel a student from the school system permanently for violent behavior or continuous misconduct when other forms of discipline have failed.

Any student in the Hayti School System that engages in an activity that disrupts the education program of the school shall be subject to immediate suspension. In general, the act of suspension or expulsion may be taken in the following circumstances:

1. Continued disobedience
2. Open and persistent defiance of teachers.
3. Habitual profanity or vulgarity.
4. Acts that interfere with the private lives of school employees.
5. Failure to comply with established rules and regulations.
6. Refusing to report to the principal's office when told.
7. Any dangerous or potentially dangerous action.

### **DUE PROCESS**

State and federal law govern students' rights in school discipline matters. By state statute, students are guaranteed certain rights prior to a disciplinary suspension. Section 167.171, RSMo. **Provides for the following rights:**

1. The right to oral or written notice of charges.
2. If the charges are denied the right to an oral or written explanation of the facts supporting the charges.
3. The right to present the student's own version of the incident.
4. If the suspension is to last more than (10) ten days, the right to a hearing before the board, to call witnesses, to present evidence, and the right to counsel.
5. The right to reinstatement pending a board hearing unless, in the judgement of the superintendent, the student's presence poses a continuing danger to persons or property or an ongoing threat to disrupting the academic process.

### **SPECIAL EDUCATION STUDENTS**

Special Education students will be disciplined the same as regular students unless their Individualized Educational Plan specifies otherwise. The nature and severity of the handicapping condition will be the prime factor in determining discipline. In addition to the district's discipline policy, in-class-suspension may be used when students exhibit inappropriate behavior as determined by the principal and/or special education teacher. Students assigned in-class-suspension will remain in their homerooms (or other special education classrooms) and will not attend regular activities, meals, or other special activities with their classmates (this is equivalent to in-school-suspension) and students must earn the privilege to return to normal activities as determined by the principal and/or special education teacher.

### **GENERAL MISCONDUCT**

- I. The following acts of misconduct are not allowed at the high school campus and will be handled by the classroom teacher. The teacher is required to handle these situations before they are sent to the office. When students are sent to the office for the following offenses, it must be accompanied by what the teacher has already done to remedy the offense.

Eating, Drinking Chewing gum in class  
Littering  
Wearing headgear (hats, scarves, headbands, etc.) in the building  
Sitting on table and desk  
Being in an off-limits area  
Running, pushing, being loud in the hall  
Public display of affection  
Arguing, Swearing  
Cheating, lying  
Disobedience  
Disrespectful  
Disrupting Class  
Disrupting School  
Failure to complete an assignment  
Harassment, Threats  
Throwing objects

## PERSISTENT OFFENDERS

If a student persists in disturbing class and interrupting the educational process at Hayti High school s/he may be immediately given in-school suspension, out-of-school suspension and/or recommendation to the superintendent for expulsion from school depending on the severity of the offenses. **This rule may take precedent over any other rule at the discretion of the principal even though the infraction may carry a lesser penalty.**

### 2020-2021 School Year

Hayti High School will be implementing a new dress code for students to adhere by. Students may wear the uniforms that have been previously enforced in the past but are not required to do so. All clothing must fit to size; sagging will be prohibited, as well as, extremely tight-fitting clothing will not be allowed. Students may wear shorts, dresses, and/or skirts of any color that are appropriate in length, which is 2 inches above the knee. Leggings can be worn under skirts or skirts if chosen to do so. No gym shorts are allowed whatsoever.

Students will be allowed to wear blue jeans of any color. Jeans must be free of any holes or tears. Any type of decorative embellishment will not be permitted. Blue jeans will be acceptable as long as there is an elastic waist band or belt loops. No jogging pants, sweatpants, leggings, yoga pants, or pajama pants will be allowed. All shorts and pants will be fitted at the waist with a belt. Pants will not be tied or rolled up.

All shirts must be worn with sleeves and without a revealing neckline. Types of shirts that are not allowed will include tank tops, spaghetti strap shirts, tube tops, crop tops, or any cut off shirts. Shirts can be any color and may contain logos/ brands. Shirts do not have to be tucked into jeans. T-shirts may be worn so long as the picture or graphic is not obscene or promotes illegal activity or violence. Printed messages may not contain profanity, obscenity, or the promotion of any illegal activity or violence. All clothing must completely cover undergarments including bras, bra straps, boxers, or underwear.

Any type of attire that is deemed inappropriate, offensive or a distraction to the educational environment by an administrator will be required to change. All shoes must be closed toe and must contain a back. Therefore, sandals, heels, house shoes, and slides will not be permitted. No hats, hoods, beanies, handkerchiefs, bandanas, do-rags or any other similar item will be worn on the head. This applies to both male and female students. As well as, no sunglasses, picks, or hair curlers will be worn.

The length and style of accessories will be limited; big hoop earrings, chains, or any accessory that constitutes a health or safety hazard will not be acceptable. Students will be permitted to wear hoodies, cardigans, jackets, and/or coats with the stipulation that the hood not be worn. Any athletic attire given to athletes for sports, will only be worn on specified gamedays by the coach. In accordance to the Hayti Student Handbook, this dress code has been approved and will be implemented thoroughly.

### Dress Code Policy Violation

#### First Offense

\* Principal/Student Conference will be held. During this meeting the student will have the opportunity to correct the uniform policy violation and return to class. The student will be informed of the consequences for continued violations. If needed the school shall attempt to call the student's parent or guardian to determine whether the student has standard clothing. If the student has standard clothing, the school will request that the parent bring the clothing to school. If the parent cannot be reached or cannot provide standard clothing, the student will be placed in in-school suspension (I.S.S.) for the remainder of the day. The violation will be documented and placed in the student's file.

#### Second Offense

\* Swats and the student's parent or guardian will be contacted. The violation will be documented and placed in the student's file.

#### Third Violation

\* Swats and the student's parent or guardian will be contacted. The violation will be documented and placed in the student's file.

## **SOCIAL SUSPENSION**

Social Suspension will be given for the continual disruption of the school environment (receiving discipline reports.) At the following intervals these actions will be taken: (Per Semester)

1. **6 or more discipline reports**                      Students cannot participate or attend any activities for the remainder of the semester (Tardies are included as a discipline report)
2. **Fighting / Physical Aggression**              Students who are involved in a fight will be assigned the equivalent of 3 discipline reports for this offense. If the student does not accumulate three more discipline reports, he or she will be allowed to continue participating in activities. Discipline reports from fights during first semester will carry over to the second semester. If the fight is excessively violent, the student hits a staff member, or fails to comply when told to stop, he or she may be assigned more severe punishment at the discretion of the principal and may immediately be placed on social suspension.
2. **Misconduct at sporting events**
  - 1<sup>st</sup> offense: Suspension from all school extracurricular activities for a semester
  - 2<sup>nd</sup> offense: Suspension from all school extracurricular activities for 365 days (Review of incident will be done by the school board and superintendent)

When a student is on social suspension the following rules will be in effect:

1. All discipline matters will be handled by the principal
2. Students are not allowed to attend or participate in any activities in which the district is involved. This includes elementary, junior high and high school sporting events, practices, banquets, dances, concerts, school trips, etc., on our campus and other school's campus that we are visiting.
3. Days absent from school, in-school-suspension, or out-of-suspension do not count toward the days of punishment
4. Students will be subject to arrest for trespassing if on school property without the permission of the principal or superintendent while on social suspension. This includes before and after school and on the weekend.
5. Students placed on social suspension may also be placed in alternative school for the remainder of the semester or school year.

## **NON-EDUCATIONAL MATERIALS**

Non educational materials (Cell Phones, hats, sweatbands, sunglasses, headbands, pocket chains, radios, walkmans, ear buds/headphones, MP3 players, CD players, Video games, DVD players, IPODS, etc) are not allowed on campus during the school day. The school day will be from 7:25am to 3:00pm. Students will not be allowed to use non educational materials during the school day. These items will be taken and only given back to the parents the first time, the second offense will result in school keeping until semester ends. School will not be responsible for any lost or stolen non-educational materials brought to school.

## Student Cell Phone Usage

Developments in cell phone technology in recent years have resulted in enhanced communication opportunities. However, the use of cell phones in schools poses increasing risks of school disruptions, bullying, criminal activity, and academic dishonesty. As a result, student cell phones, digital cameras, and similar electronic devices should not be visible or audible during the instructional day as well as in dressing areas during extracurricular activities. The district is aware that most students own and have in their possession a cellular phone; however, during the school day (7:30 am-3:30 pm) these devices should be turned off and kept out of sight. Each cell phone violation (a student has a phone that is visible or makes an audible noise) will result in the following:

- 1st offense: 1 Day OSS
- 2nd offense: 3 Days OSS
- Any other offenses: 5 Days OSS

\*\*\*Phones will be taken and given to the parent and/or guardian by the principal or designee.

Parents may apply to the building principal to obtain a hardship exception. In such cases, the student's cell phone must be retained in the principal's office. Students granted a hardship may visit the office to use their cell phone for approved purposes. Telephones are also available in school offices for parents to contact their student for legitimate reasons.

## School Dances

While students are not required to be in uniform at school dances, they are still expected to dress in a manner consistent with a school function. As such, students will not be allowed into dances with sagging pants or with skirts or dresses that are excessively short. In addition, students with clothing that is too tight or revealing will not be permitted to enter a school sponsored dance. Clothing with inappropriate language or with images which are not school appropriate (beer, tobacco, drugs, etc) also are not allowed at school dances.

## Long Term In-School Suspension/Alternative

Long term I.S.S/Alternative is designed to serve students who chronically violate school rules or display severe behavior problems. For this program, severe behavior problems are those that are displayed by the student in all school settings, repeatedly and consistently. This program can serve as an alternative to homebound placement, suspension, or expulsion from the school system. Students will complete regular course work that is sent to the I.S.S teacher by the regular classroom teachers. The length of the long term placement will be at the discretion of the building administrator, but will not be less than a 10 day assignment. It is possible that a student could be placed in long term I.S.S for a period of 10 days to the remainder of the school year. **A student is not eligible for any extracurricular activities including dances while assigned to long term I.S.S/alternative.** A student that consistently displays severe discipline problems while in long term I.S.S/Alternative will be placed on out of school suspension and their case will be sent to the superintendent for possible long term suspension.

## **I. Classroom Violations**

Disruption of class, annoying classmates, sleeping in class, possession of disruptive device, excessive talking, mischief, restless/inattentive, failure to bring pencil/paper/book to class.

1st offense: ASD, swats, lunch detention, parent contact

2nd offense: 3 days ISS or swats, parent contact

3rd offense: 5 days ISS and parent contact

4th offense: 15 days ISS or long term ISS or Alternative school, parent contact

Lewd or obscene language/gestures/writing/material, refusal to do class work, skipping class.

1st offense: 5 days ISS, swats

2nd offense: 10 days ISS, swats or long term ISS

3rd offense: 15 Days ISS or Long term ISS or Alternative

Tardiness- A tardy is defined as any student **not inside the classroom** when the tardy bell rings. Once a student reaches five tardies in a class period, it will be counted as equivalent to one absence and will count against the student per the attendance policy.

3rd offense: Swats

4th offense: 1 day ASD and parent contact

5th offense: 1 day ASD and parent contact

6th offense: 3 days ISS

7th offense: 5 days ISS

8<sup>th</sup> offense: Alternative school and parent contact

Being late for school or classes is not acceptable. The only excused tardy is because of a late bus. **Students not arriving at school before first hour absentees have been sent to the office should report to the principal's office.**

## **II. Violations Against the School, Administration and Staff**

Truancy (Off Campus) - Leaving school grounds during school hours or failure to attend school without the knowledge and consent of parent/guardian and/or school administration.

1st offense: 5 days ISS, swats

2nd offense: 10 days ISS

3rd offense: 15 days Long term ISS/Alternative

Parking Lot Violation (Careless driving-includes speeding, squalling tires, danger to pedestrians).

1st offense: 1 day ISS, swats

2nd offense: Loss of parking privileges for 5 days

3rd offense: Loss of parking privileges for 30 days

Cheating (homework, classwork, test, etc)- Parents will be contacted for all violations and credit will not be given for assignment

1<sup>st</sup> offense: ASD or swats

2<sup>nd</sup> offense: 3 days ISS or swats

3<sup>rd</sup> offense: Long term ISS or Alternative

Public Displays of Affection

1st offense: swats

2nd offense: 2 days OSS

3rd offense: 5 days OSS

Excessive Noise in Hall/Lunchroom

1st offense: ASD, swats

2nd offense: 1 day ISS, swats

3rd offense: 2 days ISS, swats, OSS

Gambling/Extortion



- 1st offense: 2 days OSS
- 2nd offense: 5 days OSS
- 3rd offense: Alternative School

Horse playing in Hall/Classroom- includes wrestling, scuffling, running, slap boxing, fake fighting, etc.

- 1st offense: swats
- 2nd offense: 1day ISS, swats
- 3rd offense: 3 days ISS, swats
- 4<sup>th</sup> offense: 5 days ISS, swats

Computer Violation- any action which is in violation of computer agreement.

- 1st offense: 1-2 days ISS, swats
- 2nd offense: 2-3 days ISS, swats
- 3rd offense: 5 days ISS, swats

Vandalism- including property of school, staff, or students.

- 1st offense: restitution, 1-2 days ISS, swats, 1-3 days OSS
- 2nd offense: restitution, 3-5 days ISS, 3-5 days OSS, swats
- 3rd offense: restitution, 11-180 days OSS, notification of law enforcement

Rude/Discourteous to Staff

- 1st offense:, 3 days ISS, swats
- 2nd offense: 5 days OSS
- 3rd offense: Alternative School

Inappropriate Language or Disrespectful Acts/Attitudes Toward Staff

- 1st offense: 5 days ISS, swats
- 2nd offense: 5 days OSS
- 3rd offense: Alternative remainder of the year

Insubordination/Defiance to Staff (including refusing to go to the office when instructed to do so).

- 1st offense: 2 days ISS, swats
- 2nd offense: 5 days OSS, swats
- 3rd offense: Alternative remainder of year

Students will be disciplined as followed if they fail to obey the principal when requested to report the principal's office:  
Ten days ISS, ten day out-of-school suspension, and/or recommendation to the superintendent for expulsion. ***After being warned once, police will be called and charges placed against the student.***

Physical Contact/Written/Vocal Aggression (threatening) Toward Staff

- 1st offense: 10 days OSS (minimum)
- 2nd offense: 10 days OSS and referral to Superintendent for long-term suspension
- 3rd offense: Referral to Board of Education for Expulsion

Assault on Staff

- 1st offense: Referral to Board of Education for Expulsion

Any student involved in the physical assault upon or advancing toward a school employee while making verbal threats may be referred to the appropriate authorities by the school employee. In addition the student shall be suspended from school immediately until the next school board meeting, the superintendent will be informed, and a letter will be sent to the parent/guardian stating the alleged offense and their right to meet with the board. The school board will determine the length of the suspension.

### III. Violations - Student to Student

Disparaging or Demeaning Language- Use of words or actions, verbal or written, meant to harass or injure another person. This includes basic harassment as well as remarks of racial, ethnic, or religious nature.

- 1st offense: 2 days ISS, swats
- 2nd offense: 3 days ISS, swats
- 3rd offense: 5 days ISS, swats

Theft- stealing from the school, staff, or another student.

- 1st offense: 3 days OSS and restitution; possible alternative placement
- 2nd offense: 5 days OSS and restitution; alternative placement remainder of semester/year
- 3rd offense: 10 days OSS and restitution, referral to Superintendent for further disciplinary action.

***If school property is involved in the theft, the student will be charged for all costs incurred by the school district as a result of the incident and charges may be filed.***

Indecent Exposure

- 1st offense: 2 days ISS, swats, 2 days OSS
- 2nd offense: 5 days OSS, swats
- 3rd offense: 10 days OSS, swats

Verbal Confrontation- Students verbally confront one another to the point of a staff member stepping in. No physical actions taken.

- 1st offense: swats
- 2nd offense: 5-10 days ISS, swats
- 3rd offense: 5 days OSS

At the discretion of the administration, a student may be sent home for the remainder of the day to avoid further confrontations that may lead to more severe disciplinary action.

### **Bullying**

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation by students toward District personnel or students on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict physical, emotional or mental suffering on another individual or group of individuals. District employees are required to report any instance of bullying of which the employee has witnessed within two (2) school days of the occurrence. Employees shall report the occurrence to the building principal, who is the person the District designates to receive reports of incidents of bullying. A principal who receives a report of an incident of bullying shall initiate an investigation into the allegations within two (2) school days of receipt of the report. The principal may assign other employees to assist in the investigation, or request that the superintendent assign an outside investigator. The investigation shall be completed within ten school days from the date of the written report of bullying unless good cause exists to extend the investigation. No employee or student who reports an act of bullying shall be subject to reprisal or retaliation for making such a report. Any person who engages in reprisal or retaliation against an employee or student who reports an act of bullying shall be subject to disciplinary action.

Bullying occurs when a student:

- Communicates with another by any means including telephone, writing or via electronic communications, with the intention to intimidate or inflict physical, emotional, or mental harm without legitimate purpose, or
- Physically contacts another person with the intent to intimidate or to inflict physical, emotional, or mental harm without legitimate purpose. Physical contact does not require physical touching, although touching may be included.

Students who are found to have violated this policy will be subject to the following consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc. Consequences: Loss of privileges, classroom detention, Conference with Teacher, parents contacted, conference with Principal, in-school suspension, out-of-school suspension, expulsion and law enforcement contacted.

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

1st offense: 5 days ISS

2nd offense: 10 days ISS or OSS; contact made with juvenile officer

3rd offense: Alternative placement for remainder of year

## **Fighting**

1st offense: 10 days Alternative placement and contact juvenile officer

2nd offense: Alternative placement remainder of the year

3rd offense: Referral to Superintendent for long-term Suspension/possible expulsion

**With any fight there is always the possibility that police be called and charges filed against the student.**

**At the discretion of the principal, student may be disciplined more harshly than stated above according to the seriousness of the fight. ANY STUDENT BYSTANDER THAT IS INVOLVED IN A FIGHT WILL BE DISCIPLINED THE SAME AS THE STUDENT INITIALLY INVOLVED IN THE FIGHT.**

- **Students involved in instigating a fight, even if they are not directly involved in the fight, may be disciplined the same as the students fighting or at the discretion of the principal.**
- **If a student refuses to stop fighting when asked by a teacher, or if a teacher is pushed, shoved, hit, etc.(accidentally or not) the student responsible may be given additional punishment which include long-term suspension or permanent expulsion.**

## **Harassment**

- It is the policy of the District to maintain a learning environment that is free from harassment because of an individual's race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation. The School District prohibits any and all forms of unlawful harassment and discrimination because of race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation.
- It shall be a violation of District policy for any student, teacher, administrator, or other school personnel of this District to harass or unlawfully discriminate against a student through conduct of a sexual nature, or regarding race, color, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation as defined by this Policy.
- It shall also be a violation of District policy for any teacher, administrator, or other school personnel of this District to tolerate sexual harassment or harassment because of a student's race, color, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation, as defined by this Policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the School District.
- For purposes of this Policy, the term "school personnel" includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the District.

The school system will act to promptly investigate all complaints, either formal or informal, verbal or written, of unlawful harassment or unlawful discrimination because of race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation; to promptly take appropriate action to protect individuals from further harassment or discrimination; and, if it determines that unlawful harassment or discrimination occurred, to promptly and appropriately discipline any student, teacher, administrator, or other school personnel who is found to have violated this Policy, and/or to take other appropriate action reasonably calculated to end the harassment/discrimination.

1<sup>st</sup> offense

If unsubstantiated – warning to the student and a warning letter sent to parents.

If substantiated – Verbal reprimand and/or loss of free time, write-off, in-school suspension, corporal punishment, or out-of-school suspension depending on the severity of the offense.

2<sup>nd</sup> offense

Letter of reprimand, in-school suspension, corporal punishment, or out-of-school suspension (5 to 10 days) consistent with the severity of the offense and previous violation of the sexual harassment policy.

3<sup>rd</sup> offense

Letter of reprimand and/or ten (10) days out-of-school suspension, or recommendation to the Superintendent and Board of Education for suspension for the remainder of the semester (or year) or for expulsion consistent with the severity of the offense and previous violation of the sexual harassment policy

## **Assault**

1st offense: 10 days OSS, referral to Superintendent for further disciplinary action

2nd offense: Referral to Board of Education for possible Expulsion

**False Alarms** -Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening, disturbing, disrupting or causing the evacuation or closure of school property.

1st offense: Restitution, 1-10 days OSS, or expulsion

**Hazing** --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.

1st offense: 1-5 days ISS, or 1-10 days OSS

2nd offense: 1-10 days OSS

## **IV. Violations Against Public Health and Safety**

### **Drugs and Alcohol:**

Discipline will be administered in accordance with drug policy and related procedures within the following limits:

#### **First offense**

(1) Ten day out-of-school suspension (may be reduced to five days if the student will participate in an alcohol or drug assessment program, total cost to be assumed by the student and/or parent/guardian-a listing of locally available programs is available from the principal or school counselor.)

(2) Removal from all extra-curricular activities and any club or organization office for the remainder of the year.

and/or

(3) Recommendation to the board for expulsion.

and/or

(4) Legal authorities notified and charges filed.

#### **Second offense**

(1) Ten day out-of-school suspension.

and/or

(2) Recommendation to the board for expulsion.

and/or

(3) Legal authorities notified and charges filed.

### **Tobacco- Possession, Transmission, or Use**

1st offense: 2 days ISS, 2 swats, parent notification

2nd offense: 3 days ISS, 3 swats, parent notification

3rd offense: 1-3 days OSS

The Hayti R-II School District's Board of Education policy states the use or possession of drugs or alcohol is forbidden at any time on Hayti R-II property because the use of alcohol and other illicit drugs is illegal, unhealthy, and unacceptable. We recognize that we share the responsibility for the health, welfare and safety of the students who are in attendance here, and issue this policy for the purpose of achieving and maintaining that kind of atmosphere. Compliance with this policy is mandatory.

Any student who uses, or is under the influence, possesses, has ingested, has under his/her control, sells, manufactures, administers, dispenses, or distributes any alcohol, intoxicating liquor, controlled substance, counterfeit or imitation drug, any anabolic steroid and/or any drug paraphernalia while on school district property or participating in or present at school-related activity shall be suspended immediately until the appropriate administrative investigation.

Students may be required to demonstrate innocence by use of a breathalyzer and/or other drug/alcohol test. Refusal to submit to testing shall not constitute evidence of guilt or innocence. However, the student shall bear the burden to prove she/he is not in violation of this policy.

### **Bus Misconduct**

1st offense: Principal/Student conference

2nd offense: 3 days loss of bus privileges

3rd offense: 5 days loss of bus privileges

4th offense: 10 days loss of bus privileges

5th offense: Loss of bus privileges remainder of year

### **Fighting on Bus**

1<sup>st</sup> offense: Follow handbook as to fighting and 10 days loss of bus privileges

2<sup>nd</sup> offense: Follow handbook as to fighting and loss of bus privileges remainder of year

### **Arson**

1st offense: 1-10 days OSS, restitution if appropriate, Referral to Board of Education for Expulsion, notification of law enforcement

2nd offense: Referral to Board of Education for possible Expulsion, restitution if appropriate, notification of law enforcement

Students that destroy, deface, and/or vandalize school property will be required to pay for repairs, clean up, losses and/or damages. If students intentionally damage school property they will be subject to discipline actions by the principal and /or charges filed with proper authorities. If property is damaged by accident it should be reported immediately.

Students are expected to take reasonable care of school property that is issued to them. Students shall pay for books, supplies, equipment, uniforms, or other school property lost or damaged beyond ordinary wear and tear. Payment will be assessed by the principal or designated person in accordance with the replacement cost of the damaged or lost article. Failure to pay for damages shall result, after due notification of parent/guardian, in the student being suspended from school with readmission only upon application to the school board. According to state law, parents/guardian of juveniles under the age of 18 are responsible for vandalism, loss or damage cause by their children up to an amount of \$2000.

### **Terroristic Threats**

A student commits the act of terroristic threatening if:

- (a) He or she threatens to cause death or serious physical injury or substantial property damage to another person;  
or.
- (b) He or she threatens to cause physical injury or property damage to a teacher or other school employee acting in the line of duty.

If it is determined by the administration that a student violated this policy, the student will be disciplined as follows:

First offense

- (1) Ten-day out-of-school suspension (May be reduced to five days if the student will participate in a counseling program, total cost to be assumed by the student and/or parent/guardian)
- (2) Recommendation to the superintendent and/or board for suspension or expulsion.

- (3) Legal authorities notified and charges filed.

Second offense

- (1) Ten days out of school suspension  
And/or
- (2) Recommendation to the board for expulsion  
And/or
- (3) Legal authorities notified and charges filed.

### **Possession of weapon**

1st offense: Referral to Board of Education for possible Expulsion, notification of law enforcement

### **GUN-FREE SCHOOL POLICY**

The gun-free school policy shall be in effect and taking precedence over the weapons in school policy when appropriate.

In accordance with federal law, any student who brings or possesses a firearm on school property shall be suspended from school for a least one calendar year. According to section 921 of Title 18 of the United States Code, the following are included within the definition of “firearms”.

1. Any weapon that will or is designed or may readily converted to expel a projectile by the action of an explosive.
2. The frame or receiver of a firearm, firearm muffler or firearm silencer of any weapon is described in the section on weapons.
3. Any explosive, incendiary or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or similar device.

Violators of this policy will be referred to the appropriate legal authorities. In addition the student shall be suspended from school immediately for not less than one calendar year, the superintendent advised, and a letter sent by certified mail to the parent or guardian stating the alleged offense and their right to meet with the board. The school board will determine the length of the suspension or expulsion from school.

### **WEAPONS IN SCHOOL**

The possession of a weapon (of any kind) anytime while under school jurisdiction shall be prohibited in all school buildings, on or about school grounds, and at all school activities. (This also means someone who may have possessed the weapon at one time but was not caught and was later proven to have had the weapon while under school jurisdiction.)

A weapon shall be defined as any instrument or device customarily used for attack or defense against an opponent, adversary or victim; or any instrument or device that is either used or threatened to be used to inflict physical injury or harm on another person.

Violators of this policy may be referred to the appropriate legal authorities. In addition the student shall be suspended from school immediately until the next regular or called school board meeting, the superintendent advised, and a letter sent by certified mail to the parent or guardian stating the alleged offense and their right to meet with the board. The school board will determine the length of the suspension or expulsion from school.

### **AFTER-SCHOOL ACTIVITIES**

The students of Hayti High School represent our school and community to the public during after-school activities. We want everyone to have a positive opinion of our school, students, and community; therefore we expect our students to be on their best behavior anytime guests are present on our campus or we are visiting another school.

Students that misbehave during an after-school activity (includes team members who cause a major disruption, are ejected from a game, etc.) will be punished per handbook policy for the behavior.

***To be eligible to participate in or practice for any after- school activity, a student must be in school a full day or obtain permission from the principal prior to the absence when the activity or practice falls on a school day.***

## **SEARCH AND SEIZURE POLICY**

To help ensure a safe and healthy environment for learning, the Hayti R-II School District shall reserve the right to conduct searches of lockers, persons, personal property, and vehicles during or after school hours, on school property or at any time event, held at the Hayti R-II School campus or some other location. Trained drug dogs may also be used in searches. Such searches may include, but are not limited to, automobiles, book bags, lunch kits, purses, desks, and other property under control of the student. Property may be seized, if deemed necessary, and turned over to the police. Such searches and seizures shall be conducted in accordance with established laws and procedures for school officials at whatever time and for whatever reason deemed necessary.

Any student in violation of this policy by an administrative investigation shall have recourse to the Hayti R-II School District's superintendent and board of education as prescribed elsewhere in this handbook.

## **ACTS OF VIOLENCE**

The Safe Schools Act of 1996 requires school administrators to report acts of school violence to teachers and other school district employees with a need to know. Acts of violence shall include but not be limited to the exertion of physical force by a student with the intent to do serious bodily harm to another person while on school property, including a school bus in service on behalf of the district or while involved in school activities.

School administrators are required to report, as soon as reasonably practical, to the appropriate law enforcement agency any of the following felonies, or any act which if committed by an adult would be one of the following felonies:

- (1) First degree murder under section 565.020, RSMo;
- (2) Second degree murder under section 565.021, RSMo;
- (3) Kidnapping under section 565.110, RSMo;
- (4) First degree assault under section 565.050, RSMo;
- (5) Forcible rape under section 566.030, RSMo;
- (6) Forcible sodomy under section 566.060, RSMo;
- (7) Burglary in the first degree under section 569.160, RSMo;
- (8) Burglary in the second degree under section 569.170, RSMo;
- (9) Robbery in the first degree under section 569.020, RSMo;
- (10) Distribution of drugs under section 195.211, RSMo;
- (11) Distribution of drugs to a minor under section 195.212, RSMo;
- (12) Arson in the first degree under section 569.040, RSMo;
- (13) Voluntary manslaughter under section 565.024, RSMo;
- (14) Involuntary manslaughter under section 565.025, RSMo;
- (15) Second degree assault under section 565.060, RSMo;
- (16) Sexual assault under section 566.040, RSMo;
- (17) Felonious restraint under section 565.120, RSMo;
- (18) Property damage in the first degree under section 569.100, RSMo;
- (19) The possession of a weapon under chapter 571, RSMo; committed on school property, including by not limited to actions on any school bus in service on behalf of the district or while involved in school activities.

### **APPEAL PROCEDURE**

If a parent wishes to appeal the principal's decision, a written request for an appeal should be sent to both the principal and superintendent within (5) five school days. The principal and superintendent will then confer with the parents. If the parent is still dissatisfied with the decision, a written appeal may be made within (5) five school days to the president of the Board of Education.

### **GRIEVANCE PROCEDURE**

Any student or employee of this district who believes he or she has been discriminated against or denied a benefit or activity on the basis of sex, race, color, creed, age, handicap, or national origin, in violation of this policy, may file a written complaint with the compliance administrator designated in the second paragraph of this policy. The compliance administrator shall cause a review of the written complaint to be conducted and a written response mailed to the complainant within ten (10) working days after receipt of the written complaint. A copy of the written complaint and the compliance administrator's response shall be provided each member of the Board of Education.

If the complainant is not satisfied with such response, s/he may submit a written appeal to the Board of Education indicating with particularity the nature of the disagreement. The Board of Education shall consider the appeal at its next regularly scheduled Board meeting following receipt of the response. The Board of Education shall permit the complainant to address the Board in public or closed session, as appropriate and lawful, concerning his/her complaint and shall provide the complainant with its written decision in the matter as expeditiously as possible following completion of the hearing. If the grievance is not satisfactorily resolved, the complainant may file a complaint with the State Agency or the State Agency of the Department of Education.

## **DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION STANDARD COMPLAINT RESOLUTION PROCEDURE (for Improving America's Schools Act Program)**

### **Who may file a complaint?**

Any parent or guardian, surrogate parent, teacher, administrator, school board, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint.

### **What types of complaints are recognized?**

There are two types of complaints: This standard complaint resolution procedure applies to all programs administered by the Department of Elementary and Secondary Education (DESE) under Goals 2000: Educate America Act and the Improving America's Schools Act (IASA).

### **What is a complaint for purposes of this policy?**

A complaint is an allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by Department personnel.

A complaint under this procedure must be in writing and signed by the complainant. The written complaint must specify the details of the situation and must pertain to a law or regulation that is allegedly being violated, misapplied, or misinterpreted.

1. A complaint alleging that a local school district is violating, misapplying or misinterpreting a law or regulation of the Department of Elementary and Secondary Education: and,
2. A complaint alleging that the Department of Elementary and Secondary Education is violating, misapplying, or misinterpreting a law or a regulation.

### **How are complaints filed?**

1. *Complaints against local school districts.*

A complaint alleging that local school district officials have violated, misapplied, or misinterpreted a state or federal law or regulation must first be filed and resolution pursued in accordance with local district policy. If the issue cannot be resolved at the local level, the complainant may file a complaint with the Department. Before accepting such a complaint, the Department will ask for evidence of an attempt to resolve the issue at the local level. If the parties have not attempted in good faith to resolve the issue at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.

**A question about local school district policies, rules, or practices that are not based on federal or state laws or regulations is not a complaint within the meaning of this policy and must be settled at the local school district level.**

2. *Complaints against the Department of Elementary and Secondary Education.*

A local school district official, a local board of education, or any person directly affected by actions of the Department may file a written complaint alleging that the Department or its personnel have violated, misapplied, or misinterpreted a state or federal law or regulation directly with the Department.

### **How does the Department hear and resolve complaints?**

1. Any formal complaint against the Department or an unresolved complaint against a local school district related to the IASA is to be addressed to the Director of the Grants Management Section.



2. Within thirty days after receiving a complaint or appeal, the section director will resolve the complaint and inform interested parties in writing of the decision. In resolving the complaint, the section director may rely upon statements of the parties involved or may conduct an independent investigation. The section director may grant an extension of the thirty-day limit for just cause.
3. If a complainant disagrees with the decision of the section director, the complainant may, within ten working days, appeal to the Deputy Commissioner of Education. This appeal must be in writing and state why the complainant disagrees with the decision.
4. Within thirty days after receiving an appeal, the Deputy Commissioner of Education will render a final administrative decision and notify the complainant in writing.
5. If the complainant disagrees with the decision of the Deputy Commissioner of Education in a matter relating to federal law or regulation, the complainant may request a review of the decision by the United States Secretary of Education in accordance with 34 CSR Part 76, section 76.781.

**What other recourse is available in resolving complaints?**

In some circumstances, complainants may have additional recourse in the courts or through the Administrative Hearing Commission.

**TITLE VI, TITLE IX, AMERICANS WITH DISABILITIES ACT  
AND SECTION 504 NOTIFICATION**

Students, their parents, and employees of the Hayti R-II School District are notified that this school does not discriminate on the basis of sex, race, color, creed, age, handicap, or national origin in admission or access to, or treatment or employment in, its programs and activities.

Any person having inquiries concerning the Hayti R-II School District's compliance with Title VI, Title IX, and Section 504 is directed to contact the High School Principal, Gerald Pickering, who has been designated by Hayti R-II School District to coordinate the school districts efforts to comply with Title VI, Title IX, American Disability Act and Section 504.

The high school principal may be contacted at Hayti High School, 500 North Fourth Street, Hayti, Missouri 63851, or by telephone at 573-359-6503 during normal school hours.

**Policy enforcement**

To ensure compliance with this policy the Superintendent has:

1. Designated the high school principal to:
  - a. coordinate efforts of the district to comply with this policy;
  - b. develop and ensure the maintenance of a filing system to keep all records required under this policy;
  - c. investigate any complaints of violations of this policy;
  - d. administer the grievance procedure established in this policy;
  - e. develop affirmative action programs, as appropriate; and,
2. Provided for the publication of this policy and district office address and telephone number of the compliance administrator designated pursuant to this policy on an ongoing basis to students, parents, employees, and prospective employees.

**Grievance Procedure**

Any student or employee of this district who believes he or she has been discriminated against, denied a benefit or activity, on the basis of sex, race, color, creed, age, handicap or national origin may file a written complaint with the compliance administrator designated in the first paragraph of this policy. The compliance administrator shall cause a review of the written complaint to be conducted and a written response mailed to the complainant within ten working days after receipt of the written complaint. A copy of the written complaint and the compliance administrator's response shall be provided each member of the Board of Education.

If the complainant is not satisfied with such response, he or she may submit a written appeal to the Board of Education indicating with particularity the nature of the disagreement. The Board of Education shall consider the appeal at its next regularly scheduled Board meeting following receipt of the response. The Board of Education shall permit the complainant to address the Board in public or closed session, as appropriate and lawful, concerning his or her complaint and shall provide the complainant with its written decision in the matter as expeditiously as possible following completion of the hearing. If the grievance is not satisfactorily resolved, the complainant may file a complaint with the State Agency or the State Department of Education.

#### **HAZARD EMERGENCY RESPONSE ACT**

As required by federal law the Hayti R-II School District conducted a complete inspection of its facilities addressing possible asbestos problems on July 15, 1997. The results of this inspection have been included in a management plan which is available in the administrative offices of this district without cost or restriction, for inspection by representatives of the EPA and the state department, the public including teachers, other school personnel and their representatives, and parents. The district may charge a reasonable cost to make copies of the management plan.

The purpose of the regulations is to protect the health and well being of all persons entering the buildings of our district for any reason. The Hayti R-II School District takes very seriously the recommendations made in the management plan. You, as a parent, are encouraged to examine the management plan that affects your children.

The person in our district trained to oversee asbestos related activities and ensure compliance is Mr. Jackie Johnson, superintendent of Hayti R-II School District. You may contact Mr. Johnson in the superintendent's office located at 500 North Fourth Street, Hayti, Missouri 63851 or by telephone at (573) 359-6500.

#### **No Child Left Behind Information**

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

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

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

In addition to the information that parents may request, district 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
- Time 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.

## **Hayti R-II School District Transportation Procedures Foster Care Students**

The Every Student Succeeds Act of 2015 (ESSA) requires that school districts and child welfare agencies collaborate to develop and implement clear written procedures governing how transportation will be provided, arranged, and funded to maintain children in foster care in their school of origin, when it is in the child's best interest, during the time students are in foster care.

Under ESSA, transportation procedures for children in foster care must ensure that

- Children in foster care needing transportation to their school of origin will promptly receive that transportation in a cost effective manner and in accordance with section 475(4)(A) of the Social Security Act, and
- If there are additional costs incurred in providing transportation to the school of origin, the LEA will provide such transportation if (1) the local child welfare agency agrees to reimburse the LEA for the cost of such transportation, (2) the LEA agrees to pay for the cost, or (3) the LEA and local child welfare agency agree to share the cost. (ESEA 1112(c)(5)(B)).

### **Transportation Plan for Students Place in Foster Care**

#### **Sequence:**

1. When a student is placed in foster care or changes residence while in foster care, the local Children's Division worker must notify the LEAs foster care liaison of the current school attending, school of origin (SOO). If the new residence is not in the same school zone, the foster care liaison should be notified and invited to participate in the Family Support Team (FST) meeting to determine what is in the best interest of the child(ren).
2. Upon receipt of the invitation to participate in the FST meeting to determine best interest, the foster care liaison notifies the school of origin transportation designee. Notification will include:
  - a. Student's name, current school, new residence address, and whether the student has an IEP or 504 plan with specialized transportation.
  - b. Potential ways that the child could be transported (see list of options below) if the Best Interest Determination (BID) results in a decision to maintain the current school enrollment. The information is given to the foster care liaison to include in the BID file.
3. The Children's Division worker, foster care liaison, and other essential members of the BID share their information. A collaborative effort is essential in making best interest determination for the child.
4. If the BID decision is that the student remains in their current school, school of origin, the foster care liaison notifies the transportation designee, who then assists the Children's Division worker in arranging transportation to and from school.

#### **Options**

Multiple factors will be considered and addressed in the BID when determining transportation options for foster care students, including

- safety for the student and other students being transported,
- student age
- length of commute
- distance.

Information from the SOO transportation designee about these factors will be provided so that the BID will be comprehensive and will include consideration of cost-effective measures.

The following options will be considered to provide SOO transportation:

1. an existing bus route can be used,
2. An existing bus route can be modified slightly to accommodate the new address,
3. Specialized transportation offered to other students can be accessed, such as
  - a. Special education
  - b. Alternative education
  - c. Magnet school
  - d. McKinney-Vento transportation
4. Existing specialized transportation can be modified slightly to accommodate the new address.
5. Hayti R-II School District has additional options that could be accessed, such as using a district vehicle.

6. Hayti R-II School District may identify alternatives not provided by the school district that the Children's Division could access or that Hayti R-II School District would be willing to assist in accessing (this could be facilitating the arrangement or providing the transportation and being reimbursed). Examples include cabs or other contracted transport.
7. The Children's Division worker also should explore options outside of those provided by the school district, such as reimbursing the foster parents for transportation costs or including transport in contracts with licensed residential treatment facilities.

#### *Funding*

If the student has an IEP that includes provisions for specialized transportation, transportation must be provided by the school district responsible for the student's Free Appropriate Public Education (FAPE).

If Hayti R-II School District can offer an existing means of transportation at no additional cost, Children's Division will not be charged.

If Hayti R-II School District can provide transportation but will need to modify a route or create a new option, the SOO transportation designee will calculate the cost to be paid according to the local agreement. This calculation is not required until the BID has been completed and the decision to maintain the current school enrollment is made. The Children's Division should explore whether Title IV-E funds can be used to cover the cost. The school district's Title I, Part A funds may be used to assist with transportation costs.

Maximizing all possible funding sources will help ensure that transportation costs for children in foster care do not become unduly burdensome on any one agency.