

# Warrenton High School Student / Parent Handbook



2011-2012



## TABLE OF CONTENTS

	Page #
Contact Information	3
FERPA Information	4
Notice of Discrimination	6
School District Mission	7
A+ Program	8
Class Schedule	10
Honor Roll	11
Warrenton High School Grading Scale	11
Graduation Requirements	12
Opportunities at WHS	12
Academic Achievement Awards	15
Progress Reports	15
Student Organizations	16
Attendance Policy	18
Progress Reports	23
General Student Information	22
Final Exemption Policy	23
Medication Policy	24
Alcohol and Drug Abuse Policy	25
Harassment Policy	25
Hazing and Bullying Policy	28
Discipline Policy	30
Locker Location	55
Technology Agreement	56
Handbook Agreements	61

## CONTACT INFORMATION

Do you have a question? This list was developed to assist students and parents to obtain answers to questions as quickly as possible. You may contact any of the following individuals by dialing the school telephone number and asking for him/her by name (456-6902), or call 456-5802 and enter the extension.

1. Questions regarding the enrollment, transfer, or withdrawal of a student- Ms. Jody Barrow ext. 2341.
2. Questions regarding a student's credit, graduation status, or schedule –Ms. Tonya McDaniel (Seniors) ext. 2342, Ms. Katie Shaw (Juniors) ext. 2343 or Ms. Jeanne Lucas (Sophomores) ext. 2344 or Ms. Denise Richards (Freshmen) ext 2345.
3. Questions about attendance or to report an absent student –Ms. Teri Dishman ext. 2326 or Ms. Tina Bridwell ext. 2318.
4. To request homework for an absent student (requests made by 9:00 AM) –Ms. Tina Bridwell ext. 2318.
5. Questions about individual grades should be directed to the teacher concerned. Counselors and administrators are not authorized to change grades.
6. Questions about health and immunizations –Ms. Heather Cox ext. 2327.
7. Questions about school buses – Mr. Danny Polston ext. 3361.
8. Questions about student lockers –Ms. Jody Barrow ext 2341.

9. Questions about athletics/activities –Mr. Craig Frazier ext. 2322 or Mrs. Pam Terry ext. 2330.

### **ANNUAL NOTIFICATION OF FERPA RIGHTS AND DESIGNATION OF DIRECTORY INFORMATION**

The Warren County R-III School District complies fully with the Family Educational Rights and Privacy Act (“FERPA”). FERPA is a federal law that affords parents and students 18 years of age or older (“eligible students”) certain rights with respect to the student’s educational records. These rights are:

**RIGHT TO INSPECT:** Parents or eligible students have the right to inspect and review substantially all of the student’s educational records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal a written request identifying the records to be inspected.

**RIGHT TO PREVENT DISCLOSURES:** Parents or eligible students have the right to prevent disclosure of educational records to third parties with certain limited exceptions. It is the intent of this institution to limit the disclosure of information contained in educational records to those instances when prior written consent has been given for the disclosure. However, upon request the District will disclose information to officials of other schools in which a student seeks or intends to enroll. The District may also disclose information under the provisions of FERPA which allow disclosure without prior written consent, of items of directory information of which you have not refused to permit disclosure for the purpose of including this type of information in school or district publications. Examples include but are not limited to honor roll or other recognition lists, event programs such as a drama playbill or graduation list, yearbook, club activity lists, sports activity publications showing team member information, etc. The District will disclose information to school officials who have a legitimate educational interest in the records. School officials include: persons employed by the District, whether paid or unpaid, as an administrator, supervisor, instructor, or support staff member, including health or medical staff, persons elected to the School Board, person employed by or under contract with the District to perform a special task, such as an attorney, auditor, etc.; or persons who are employed by the District’s law enforcement unit. School officials have a legitimate educational interest related to the discipline of a student; providing a service or benefit or benefit relating to the student or student’s family, such as health care, counseling, job placement, financial aid, maintaining the safety and security of the campus, or providing goods and services such as class rings, yearbooks, fundraiser programs, etc.

The Warren County R-III School District has designated certain information contained in the educational records of its students as directory information for purposes of FERPA. The following information regarding students is considered directory information:

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

**High school and vocational school students** -- Student's name; parent's name; address; telephone number; date and place of birth; grade level; bus assignment; enrollment status (e.g., full-time or part-time); participation in school-based activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or coursework displayed by the district; most recent

previous school attended; and photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy.

The District may disclose directory information for any purpose in its discretion without the consent of a parent of a student or an eligible student. Parents of students and eligible students have the right, however, to refuse to permit the designation of any or all of the above information as directory information. In that case, the information will not be disclosed except with the consent of a parent or student, or as otherwise allowed by FERPA. Any parent or student refusing to have any or all of the designated directory information disclosed must file written notification to this effect with the principal of the school which the student attends within ten (10) school days after receipt of the annual notice. In the event a notification of refusal is not filed, the District assumes that neither a parent of a student or an eligible student objects to the release of the directory information designated.

**RIGHT TO REQUEST AMENDMENT:** Parents or eligible students have the right to request that the District correct any parts of an educational record which you believed to be inaccurate, misleading or otherwise in violation of your rights. Parents or eligible students should clearly identify, in writing directed to the school principal, the part of the record sought to be corrected and specify why it is inaccurate or misleading. If the District decides not to amend the record, it will notify the parents or eligible student and provide information on the right to a hearing to present evidence that the record should be changed.

**RIGHT TO COMPLAIN TO FERPA OFFICE:** Parents or eligible students have the right to file a complaint with the Family Policy Compliance Office, U.S. Department of Education, Washington, D.C., 20202-4605, concerning any alleged failure by the District to comply with FERPA.

**RIGHT TO OBTAIN POLICY:** Parents or eligible students also have the right to obtain a copy of the written policy adopted by the Board of Education of the District in compliance with FERPA. A copy may be obtained in person, by mail from the Superintendent's office or from the District's website at <http://www.warrencor3.org>.

#### **MILITARY RECRUITERS DISCLOSURE OF STUDENT INFORMATION**

In accordance with the provisions of the amendments to the Elementary and Secondary Education Act, the Warren County R-III School District will provide names, addresses and telephone numbers to military recruiters upon request, unless the parents notify the school district in writing that such information may be disclosed only with prior written consent. The District is also required to permit military recruiters to have the same access to students as is provided to post secondary institutions and prospective employees.

WARREN COUNTY R-III SCHOOL DISTRICT

Notice of Non-Discrimination

The District does not discriminate on the basis of race, color, national origin, ethnicity, sex, religion, disability, age, sexual orientation or perceived sexual orientation in its programs, activities or employment practices. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Section 504 Coordinator Jamie Smith Director of Special Services 302 Kuhl Avenue Warrenton, MO 63383 636-456-6901	Title IX Coordinator Dr. Tom Muzzey Superintendent 302 Kuhl Avenue Warrenton, MO 63383 636-456-6901
Americans with Disabilities Act (Title II) Coordinator  Jill Lawson Director of Curriculum & Instruction 302 Kuhl Avenue Warrenton, MO 63383 636-456-6901	Age Discrimination Act and Age Discrimination in Employment Act Coordinator Dr. Gregg Klinginsmith  Assistant Superintendent 302 Kuhl Avenue Warrenton, MO 63383 636-456-6901

Any person may also contact the Kansas City Office for Civil Rights, U.S. Department of Education, regarding the District's compliance with Section 504, Title II, Title VI, Title IX, and the Age Discrimination Act.

Office for Civil Rights  
U.S. Department of Education  
8930 Ward Parkway, Suite 2037  
Kansas City, MO 64114-3302  
Telephone: 816-268-0550

Any person may also contact the Equal Employment Opportunity Commission for concerns relating to the Age Discrimination in Employment Act, or Title VII.

Robert A. Young Federal Building  
1222 Spruce Street  
Room 8.100  
St. Louis, MO 63103  
Telephone: 800-669-4000

Other agencies dealing with non-discrimination issues include:

Missouri Commission for Human Rights  
Department of Labor and Industrial Relations  
P.O. Box 1129, 3315 W. Truman Blvd.  
Telephone: 573-751-3325

U.S. Department of Justice  
950 Pennsylvania Ave., NW  
Washington, DC 20530-0001  
Telephone: 202-353-1555

## **Warrenton High School Mission Statement and Goals**

### **MISSION**

The Warrenton High School is committed to student success. The faculty and staff embrace and implement the A+ School's philosophy, which defines the school's mission as providing the best education possible for each student in a safe and supportive environment.

### **GOALS:**

- To continue to develop a challenging curriculum which is clearly articulated PreK-12 and has identified learning expectation expressed in measurable terms that students must demonstrate to successfully complete any course of study.
- To promote character education through meaningful and challenging curriculum and programs that respect all students and help them succeed, while encouraging the development of self-awareness, responsibility, and self-worth.
- To achieve and maintain a high reading performance for all grade levels in accordance with the End of Course Exams.
- To emphasize, achieve and maintain a high daily student attendance rate with persistence to graduation.
- To continue development and implementation of performance based assessment.
- To develop curriculum aligned with the Show Me Standards curriculum and frameworks, which will enable students to use age-appropriate technology as an educational tool.
- To maintain resource standards and class sizes at levels recommended by the state
- To ensure that students develop and implement appropriate career plans and workplace competencies which will facilitate transition to post secondary education and/or skilled employment with advancement potential, free of remediation.
- To emphasize nutrition through the school curriculum, involving food service and nursing professionals.
- To convey the clear and consistent message that the use of drugs and alcohol is wrongful and harmful.

### **WARRENTON HIGH SCHOOL A+ GOALS**

As we continue the A+ schools program, WHS has three major goals:

1. All students will graduate from high school.
2. All students will complete a selection of high school courses that are challenging and for which there are identified learning expectations.
3. All students will proceed from high school to college or post-secondary vocational or technical education or a high wage job with work place skill development opportunities.

All programs at WHS are available without regard to race, color, sex, religion, or handicap. All records are maintained in accordance with policies pursuant to Section 438, The Education Rights and Privacy Act.

## A+ SCHOOLS FINANCIAL INCENTIVES INFORMATION

*Q. Who can qualify?*

A. Any student who...

- Attends an A+ school for three consecutive years prior to graduation
- Graduates with at least a 2.5 on 4.0 scale
- Has a 95% attendance rate for the four-year period
- Performs 50 hours of unpaid tutoring or mentoring with students
- Maintains a record of good citizenship and avoidance of drug/alcohol use
- Makes a good faith effort to secure federal post-secondary financial aid

NOTE: Student and parents must apply for financial aid. A+ funds will cover the remainder of tuition and general fees not covered by financial aid.

### A+ Citizenship Policy

The following guidelines will be in place for students seeking A+ Schools designation:

#### Academic Reassignment (AR)

If a student receives two (2) academic reassignments for any behaviors during one (1) semester, he/she will be put on “Disciplinary Probation/Concern” for the remainder of the semester and the next full semester. The student will be removed from the Disciplinary Probation/Concern if the student has no AR during that time. If the student has a third AR during the probation/concern period, the student will be dropped from the A+ Program.

#### Out of School Suspension (OSS)

If a student receives OSS for any reason, the student will be automatically be placed on Disciplinary Probation/Concern for the remainder of the semester and the next full semester. The student must go the remainder of the probationary period without any OSS or AR. If the student receives AR or OSS during this time, the student will be removed from the A+ Program.

#### Automatic Removal from the A+ Program

1. Possession or use of all substances or paraphernalia prohibited in policy JFCH.
2. An indictment or information has been filed against the students or the student has been convicted of or pled guilty to a felony under federal law, in Missouri, or any other state.
3. A petition has been filed against the student in juvenile court or the student has been adjudicated to have committed by an adult, is a felony under federal law, in Missouri, or in any other state.
4. Assault of any person on school property or at a school event.
5. Intimidation or physical threat of a staff member.
6. Involvement in a false fire alarm, bomb threat or misuse of emergency equipment.

*Q. How long do I have after graduation to use the A+ funding?*

A. Four years

*Q. What is covered?*

A. Tuition and general fees

*Q. What do I have to do to keep it after I am in post-secondary school?*

A. Maintain a 2.5 (4.0 scale) G.P.A. as a full-time student (12 semester hours minimum) when enrolled in a Missouri public community college, vocational or technical school.

*Q. How do I apply?*

- A. 1. Submit an application to the A+ Coordinator  
2. Complete other forms as required by the A+ Schools Program.

*Q. What if I apply and then change my mind about my plans?*

A. There is no obligation. The application does not mean that you have to attend any certain school or use the A+ program if you change your mind.

For more information, please contact A+ Coordinator.

## **WHAT ARE CAREER PATHS?**

Career paths are clusters of occupations/careers that are combined together because many of the people in them share similar interests and strengths. It is important for you to note that there are a variety of occupations in each path that require different levels of education and training. Selecting a career path provides you with an area of FOCUS along with FLEXIBILITY and a VARIETY of ideas to pursue.

*Q. Who are they designed for?*

A. All students

*Q. How can they help me as a student?*

A. Deciding on a career path can help you prepare for your future. The intent is not for you to decide on a specific occupation for the rest of your life, but to select a career path in which you want to begin directing your energies. It can help you in selecting courses in school, school activities and part-time employment.

When deciding on a career, you should always begin by thinking about yourself – what do you like to do, what comes easy, what are you good at and which courses do you really enjoy? We have developed an individual page for each career path with some of these questions, along with lists of occupations. If you want to know more about a career, you can immediately see where you can go to learn more about it, either the Occupational Outlook Handbook or other reference materials located in the Guidance Center.

## **CLASS SCHEDULE**

7:10	Teachers report
7:40-8:30	1 <sup>st</sup> Period Class
8:35-9:25	2 <sup>nd</sup> Period Class
9:30-10:20	3 <sup>rd</sup> Period Class
10:25-11:45	4 <sup>th</sup> period class
10:20-10:41	A Lunch Shift (report directly to cafeteria)
10:41-11:02	B Lunch Shift
11:02-11:23	C Lunch Shift
11:23-11:45	D Lunch shift
11:50-12:40	5 <sup>th</sup> Period Class
12:45-1:35	6 <sup>th</sup> Period Class
1:40-2:30	7 <sup>th</sup> Period Class

# Warrenton High School Grading Scale

<b>A</b>	<b>95-100%</b>
<b>A-</b>	<b>90-94%</b>
<b>B+</b>	<b>87-89%</b>
<b>B</b>	<b>83-86%</b>
<b>B-</b>	<b>80-82%</b>
<b>C+</b>	<b>77-79%</b>
<b>C</b>	<b>73-76%</b>
<b>C-</b>	<b>70-72%</b>
<b>D+</b>	<b>67-69%</b>
<b>D</b>	<b>63-66%</b>
<b>D-</b>	<b>60-62%</b>
<b>F</b>	<b>0-59%</b>

## HONOR ROLL

Two honor roll lists, "Principal Honor Roll" and "Honor Roll" will be prepared each semester. Inclusion on the "Principal Honor Roll" requires the student to have a 3.667 G.P.A. or better for the semester. The "Honor Roll" requires a G.P.A. ranging from 3.0 to 3.6. If you have questions on how to calculate your GPA, please feel free to contact your Guidance Counselor.

# WARRENTON HIGH SCHOOL GRADUATION REQUIREMENTS

The graduation requirements listed below meet the minimum standards of Warrenton High School and reflect the graduation requirements given by the state. Students are encouraged to take a challenging curriculum in order to meet their post-secondary high school needs.

Language Arts	4 credits
Social Studies	3 credits
Mathematics	3 credits
Science	3 credits
Fine Arts	1 credit
Practical Arts	1 credit
Physical Education	1 credit
Health	½ credit
Personal Finance	½ credit
Career Path Elective	1 credit
Electives	8 credits

TOTAL.....26 CREDITS

For the three units required in Social Studies, students must pass Geography, American Government, World History, and American History. In addition, students must pass the following tests: Missouri Constitution and United States Constitution.

The Language Arts credits must include Language Arts 1, Language Arts 2, and Language Arts 3. The fourth credit does not require a specific course.

The Science credits that are required are Physical Science and Biology. Several other science courses are offered for additional credits during the junior and senior year.

## OPPORTUNITIES AT WHS

*Information about these options or who to contact is available from the Guidance Office.*

**A+ SCHOOLS STUDENT FINANCIAL INCENTIVE:** Warrenton High School is involved in the state program for A+ Schools. Graduates are eligible for state reimbursement for the cost of tuition and general fees to any Missouri public community college of vocational or technical school.

**ACT:** The American College Test (ACT) is administered at several national test sites in the area. Registration materials are available from the Guidance Center. Students should complete the materials and return them directly to ACT. Registration is available at [www.act.org](http://www.act.org)

**ADVANCED PLACEMENT (AP) COURSES:** Advanced Placement courses are taken during the regular school day. Students can take an exam at the completion of the course. Students who score high enough on the exam can earn college credit through The College Board.

**ADVANCED TECHNICAL PLACEMENT:** Advanced standing community college credit earned through taking Tech Prep course sequences at WHS. Credit may be available at East Central College and St. Charles County Community College.

**AFTER SCHOOL TUTORING:** A program designed to help aid student learning in which students work with teachers Monday-Thursday from 2:45-4:00 p.m.

**ALPHA ACADEMY:** Program of individual study in basic subject areas designed for students who need an alternative setting to be successful.

**CAREER GUIDANCE:** Both systematic guidance activities in classroom groups and individual planning activities are available to assist students with career decisions.

**COLLEGE CREDIT IN HIGH SCHOOL:** College credit earned by successful completion of certain high school courses (i.e. Public Speaking, Human Biology, College Algebra and Calculus, Literature/Composition, Advanced Animal Science, Drafting 3, Accounting 2). Registration occurs at different times during the school year.

**CONFLICT MEDIATION:** Interpersonal conflict exists at times between students. To stem the tide of potentially explosive situations, peer helpers have been trained as conflict mediators. The use of conflict mediation has served to resolve school-based disputes and improve communication between students. The mediator is not there to judge guilt or innocence or to decide on a punishment. The mediator is there to provide an opportunity for the parties involved to talk and to try to come to a resolution.

**CREDIT RECOVERY:** Credit recovery is an option that is for students who have failed a class during the regular school year. Credit recovery is done through the A+ Learning System computer program. This can be done after school or during summer school. Students will be allowed to work on Credit Recovery during the school day only during New Directions, Study Skills or at Alpha Academy.

The grade of “F” will remain on the transcript and a grade of “P” will be given when the credit recovery material is completed with 80% mastery. Courses must be completed at the end of the school year or summer school. Any course that is not completed will be cleared out and the student will have to start the course again.

Questions related to credit recovery should be directed to the guidance counselors.

**DUAL ENROLLMENT:** Combined high school and college credit for enrollment in a college level course at St. Charles Community College during the junior or senior year.

### **EARLY GRADUATION**

Students who wish to apply for early graduation may do so. Forms will be available in the guidance office. Early graduates may attend prom and graduation, but may not participate in other extracurricular activities during second semester.

**HIGH SCHOOL CORRESPONDENCE COURSES:** High School credit courses through the mail or online from the University of Missouri – Columbia. These must be approved through the Guidance Office.

**MARKETING INTERNSHIP:** Senior year program of part-time employment related to post-high plans includes school credit.

**NEW DIRECTIONS:** A program designed for ninth, tenth and eleventh graders to encourage positive work habits and attributes which improve progress toward graduation.

**PART- TIME ATTENDANCE**

Students may make application for part-time attendance during second semester of the student's senior year. The application must be approved by the high school administration in order for a student to attend part-time. The following requirements apply to students who wish to attend on a part-time basis:

1. In the case of students who are not dually enrolled in another secondary school program, students must have successfully completed or be currently enrolled in courses, which satisfy graduation requirements. Any student failing to meet the minimum standards must return the next year to graduate.
2. Parents must approve the request for part-time attendance and acknowledge that the school district will not be responsible for the student when the student is not in school, or for any special transportation needs of the student. When possible, a maximum of 2 class periods will be allowed for early dismissal.
3. Students approved for part-time attendance must leave school grounds immediately upon completing their last class. Exceptions may be made by teachers or administrators for school purposes.
4. Students must make application for part-time attendance before the end of the first semester of their senior year.
5. Students who are denied the ability to attend on a part-time basis may appeal that decision according to the procedures stated in the student grievance procedure.

**PEER TUTORING:** A program of using A+ students as student tutors in certain subject areas. This can be arranged through the A+ Coordinator.

**PLAN TEST:** The PLAN test is given to all sophomores during the school day in the fall. This preliminary ACT covers the areas of English, mathematics, reading, and science reasoning. Results provide students with an early indication of their educational progress in view of the educational and career options they are considering after high school. Interest inventory and study power assessments are also an important part of the results.

**PSAT:** The PRELIMINARY SCHOLASTIC APTITUDE TEST is administered in October to juniors. The test simulates the Scholastic Aptitude Test (SAT) and is required for entrance into the National Merit Scholarship Competition. A fee is required usually around \$9.00.

**SAT:** The Scholastic Aptitude Test (SAT) is administered at area test sites. The SAT is accepted at most Missouri colleges. Registration and sample test materials are available from [www.CollegeBoard.com](http://www.CollegeBoard.com).

**SENIOR SUCCESS:** A program designed to assist students near graduation to complete high school.

**STUDENT PROGRESS REPORTS TO PARENTS:** The Board of Education, believing that progress is the very foundation of education, recognizes the district’s obligation to give periodic reports of a student’s progress. The Board further recognizes that these reports are a vital form of communication between the schools and the parents/guardians. The Board also believes that all progress reports must be based on full information, accurately and honestly reported with proper maintenance of confidentiality. A report card depicting the student’s progress will be issued at the end of each three-week period. The report will be clear, concise and accurate, and will provide a basis of understanding among teachers, parents/guardians and students for the benefit of the individual pupil. The administration will develop report forms or cards in accordance with this policy. In addition to the periodic reports, parents/guardians will be notified when a student’s performance requires special notification. Parents are encouraged to call the Guidance Office to request a copy of their student’s progress report at any time by calling 456-5802 ext. 2341. Final grade reports are issued at the end of each semester. Progress report grades are given approximately every 3 weeks. Some will be mailed; others will be handed to the student. GPA and class rank are only figured at the end of each academic semester. Grades are calculated on a “running total.” This means that all grades are figured into the grade at each progress report. The only “final” grade report is issued at the end of the semester.

**TECH PREP CURRICULUM:** Specific course sequences of applied academics and technical subjects which leads to advanced technical placement in a community college technical program.

**VOCATIONAL EDUCATION:** Courses in high school designed to give background preparation for further technical education or entry level employment (i.e. Business, Office Technology, Industrial Technology, Family & Consumer Science, Agriculture, and Marketing).

**VOCATIONAL/TECHNICAL SCHOOL:** Junior/Senior programs of study in a specific area leading to advanced technical placement or entry-level employment. Areas include Auto Technology, Collision Repair, Building Construction Technology, Graphic Arts, Industrial Welding, Health Occupation & Machine Tool Technology.

## **ACADEMIC ACHIEVEMENT AWARDS**

**The College Preparatory Studies Certificate** issued by the Missouri Department of Elementary and Secondary Education has the following criteria:

1. Grade Point Average of 3.0 on a 4.0 scale in science, math, social studies, and English.
2. Score above the national average on the ACT or SAT test.
3. Earn 24 units of credit to include:

English	4 units	Practical Arts	1 unit
Math	3 units	Physical Educ.	1 unit
Science	2 units	Gen. Electives	6 units
Social Studies	3 units	* Adv. Electives	3 units
Fine Arts	1 unit		

\*(From English, math, science, social studies, foreign language, or vocational-technical.)

**Departmental Award Winners** are selected by each faculty department annually and receive special recognition at the Spring Awards Assembly.

**The George Washington Carver Award** is presented each year to students who rank in the top ten percent of their class at the end of eight semesters. The presentation is made at graduation.

**The Presidents Award for Educational Excellence** is given to seniors with a cumulative GPA of 3.667 or above and an ACT reading or Math score at the 85%ile.

**Class Honors** Students in the classes of 2012, will be recognized for academic excellence in the following way. Students who have a 4.0, or the highest grade point average in the graduating class, at the end of 8 semesters will be noted as the Valedictorian of the class. The student with the next highest grade point average, at the end of 8 semesters, will be noted as the Salutatorian of the class. The “top 10%” of the graduating class will be recognized based upon the 8 semester grade point averages in the class. These students will also be noted as graduating Cum Laude, Magna Cum Laude and Summa Cum Laude as well.

Beginning with the class of 2013, students will be recognized for academic excellence in the following ways. Students who earn a 3.75-3.899 grade point average, at the end of 8 semesters, will be noted as graduating Cum Laude. Students who earn a 3.9-3.999 grade point average, at the end of 8 semesters, will be noted as graduating Magna Cum Laude. Students who graduate with a 4.0, at the end of 8 semesters, will be noted as graduating Summa Cum Laude.

Graduation speakers will be chosen from students who wish to audition to be a speaker.

## **STUDENT ORGANIZATIONS / ATHLETICS / MUSIC / DRAMA**

**STUDENT ORGANIZATIONS:** Various clubs and groups in different areas of interest are available: Student Council, National Honor Society, DECA, Future Business Leaders of America, Future Farmers of America, Family and Community Leaders of America, Industrial Technology Club, Color Guard, Speech Club, Drama, Foreign Language Club, Rotary Interact, Key Club, Literary Guild, Special Olympics, Ecology Club, Peer Helpers, IMAGINE Higher Education.

**ATHLETICS:** Football, Volleyball, Cross Country (B & G), Basketball (B & G), Track (B & G), Golf, Baseball, Soccer (B & G), Softball, Wrestling, Cheerleading, Dance Force.

**MUSIC / DRAMA:** Marching Band, Concert Band, Jazz Band, Color Guard, Concert Choir, Mixed Choir, A Capella Choir, and Drama.

**OR:** Start up an organization of your interest by finding a sponsor and drawing up guidelines for the group.

### **MISSOURI STATE HIGH SCHOOL ACTIVITIES ASSOCIATION ELIGIBILITY:**

Knowing and following all of MSHSAA standards will enable the student to protect his/her athletic eligibility. The Activities Director and all coaches have information on eligibility. A student should not change his/her schedule or drop a course without first consulting their coach, activities director or counselor to determine if it will affect eligibility. A STUDENT MUST BE ENROLLED IN AT LEAST SIX COURSES EACH SEMESTER TO PARTICIPATE. For grades 9-12 a student must be currently enrolled in school and have passed at least six .50 credit-per-semester courses in the immediately preceding semester. When a student enrolls in grade 9 for the first time he/she has eight semesters of athletic eligibility taken in order of attendance whether a student participates or not.

When you enroll in Grade 9 for the first time, you have eight (8) semesters of athletic eligibility taken in order of attendance whether you participate or not.

## **NCAA COLLEGE FRESHMAN ELIGIBILITY**

If you are planning to enroll in college and wish to participate in Division I or Division II sports, you must be certified by the NCAA Initial-Eligibility Clearing House. You should start the certification process early -usually by the end of your junior year. There are several steps in the process. For more detailed information and application materials contact your counselor, Athletic Director, or Coach.

In general, the guidelines are as follows:

To be eligible to practice, compete, and receive athletic scholarships at a Division II school you must:

1. Register with the NCAA Initial-Eligibility Clearinghouse.
2. Graduate from high school.
3. Earn a grade point average of at least 2.00 on a 4.0 scale in at least 13 core units.

**\*\* Guidance has a list of "Core" units. \*\***

4. Achieve a 68 (sum of scores on the four individual tests) on the ACT or an 820 on the SAT.

To be eligible to practice, compete, and receive athletic scholarships at a Division I school as a freshman, you must:

1. Register with the NCAA Initial Eligibility Clearinghouse.
2. Graduate from high school.
3. Meet the sliding scale ACT/SAT and grade point average requirements available from Guidance in at least 13 core high school courses.

Division III and NAIA schools have different requirements.

You may register and get more information at [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net)

## **ATTENDANCE POLICY**

Irregular or poor attendance is the greatest contributing cause to school failure. One day of absence costs two days of school work; the day of the absence and the lack of preparation for the day of return. Parents can be of no greater help to their children than to see to it that they are in school every day. If the student is absent, the parent should call the school office and give a reason for the absence. Students who have good attendance generally achieve higher grades, enjoy school more, and are more desirable employees after leaving school. Therefore, in order to earn credit, the student must not only satisfy academic requirements but also demonstrate the habit of prompt and regular attendance.

- *ALL ABSENCES MUST BE CLEARED IN THE OFFICE BY A PHONE CALL OR PARENTAL NOTE UPON THE STUDENT'S RETURN OR IT WILL BE TREATED AS TRUANCY (see truancy). ABSENCES CAN ALSO BE EXCUSED BY EMAILING HSATTENDANCE@WARRENCOR3.K12.MO.US EXCUSED / UNEXCUSED STATUS IS DESIGNATED BY THE HIGH SCHOOL OFFICE ONLY.*

1. Any time a student is absent, a parent should call the office that morning. In the case that the family does not have a phone, then a parent or doctor note must accompany the student on the day the student returns. The call or note verifies the absence after the tenth day of absence, but does not excuse it.
2. When a student is absent and it is excused, within the first 9 days, he/she may make up homework. If a student is absent, it is the student's responsibility to request work that they missed in class. The student will then have one day for each day missed plus one additional day in order to make up the work.
3. If a parent would like to request that homework be collected, they should call the high school office on the second day of absence before 10 a.m. and assignments will be available by 3: 15 p.m. The parents are also encouraged to dial teacher's phone extensions. They may check with the office regarding planning periods.
4. Students must be at school all day in order to be eligible for extra-curricular activities for that day unless they have PRIOR approval of the administration.

5. Students who receive OSS are not eligible to attend practice or any school event until the day of their return. *Any presence at a school event or on any school property will be treated as trespassing.*
6. Students assigned to Academic Reassignment will receive full credit for work completed while placed in AR.
7. Punctuality is an important part of successful daily life. Therefore students that drive to school and are consistently late or absent at the beginning or end of the day will have their driving privileges removed and assigned to a bus in their area.

**MAKE-UP WORK POLICY FOR ABSENCES-** Students will be allowed to make up any work missed for all **excused** absences. Students will be given one day for each day absent, plus one additional day to make up work missed. After that time, the work will be accepted as dictated by the building late work policy.

**1. Excused (as designated by the high school office) The following absences may be excused with verbal or written documentation from a parent or guardian. This documentation must be received within two (2) school days of the student's return to school.**

- Illness or injury of the student.
- Illness or injury of a member of the student's family when the student's presence is necessary or expected.
- Medical appointments.
- Funeral. The building principal may require a program or other evidence from services as well.
- Religious observances.
- Other appointments that cannot be scheduled outside attendance hours, such as court appearances.
- College visits
- Participation in school sponsored activities.

Students will be allowed to make up work missed for up to 10 unexcused days per semester. Students will be given one (1) day for each day absent plus one (1) additional day to make up the work. Any work missed on days beyond 10 will not be allowed to be made up for credit. This policy covers days that are unexcused, truant or days of OSS.

## **2. Truant/Unexcused**

- a. Absences without the school and/or parent's permission.
- b. If a student leaves the building without signing out and without making proper arrangements.
- c. A student who leaves at lunch and doesn't plan to return for afternoon classes.
- d. Students seen on school property before the beginning of class but who do not report to class (this also applies to first hour) and the parent/guardian have not previously excused them.

## **CONSEQUENCES FOR VIOLATIONS**

Attendance and participation are part of a successful learning experience. For this reason, building principals, with the assistance of building staff, will closely monitor student attendance and implement intervention strategies and other actions as follows:

1. Any time a student is absent and the parents have not contacted the school, the school will contact the parent by phone or in person.
2. When a student has accumulated four (4) absences in any semester, the building principal or designee will send written notification to the parent. The purpose of the notification is to clarify the school's expectations regarding attendance and elicit suggestions from the parent on how to improve the student's attendance, including identifying reasons why the student is not attending school regularly.
3. When a student has accumulated eight (8) absences in a semester, a conference with the parent may be scheduled by the principal or designee as necessary at a time convenient with both parties. The purpose of this conference is to determine why the student is not attending school regularly; to examine the student's academic performance; to communicate district attendance expectations; to provide information about compulsory attendance laws and educational neglect; to elicit suggestions from family members about increasing the student's engagement with school; and to create an attendance plan that includes specific intervention strategies designed to improve the student's attendance.
4. When a student has accumulated 12 absences in a semester, the building principal or designee may schedule a conference that is convenient to both parties. The district will determine whether there is reason to suspect educational neglect or whether the parent is violating the compulsory attendance laws. If so, the district will contact the Children's Division (CD) of the Department of Social Services or the local prosecutor.

*Any student may reduce accrued absences by attending make-up study or counseling sessions scheduled by the building principal during noninstructional times. The student must notify the building principal that he or she wishes to make up attendance days, and the building principal will provide the student information on the next available session. Make-up sessions do not match the educational value of actual class attendance, so no student will be allowed to make up more than four (4) absences by attending make-up sessions.*

## **APPEALS PROCESS**

1. In the case that a student exceeds ten (10) absences he/she may write a letter to the principal to appeal the absence(s). The request will then be taken to the Appeals Committee, which will consist of the principal, and at least 3 of the following: counselors, teachers, and assistant principal.
2. The following is a list of absences that may be considered for an appeal and for which the student is required to provide verification:
  - a. Personal illness
  - b. Serious illness or death of an immediate family member.
  - c. Medical/dentist appointments when they cannot be scheduled outside of the school day.

Students must be in school all day in order to be eligible to participate in an extra curricular activity for that day (or the following day if it happens to be a Saturday) or unless PRIOR

approval has been made by the administration. This includes sports, field trips and dances. Students **MUST** have an attendance rate of 90% and have no failing grades from the previous quarter or at the time of the scheduled trip, to have the privilege to attend a field trip where it may take them away from class time for any amount of the school day. AR is on a per case basis to determine if the student is eligible.

***THERE IS NOT AN APPEALS PROCESS FOR EXTRA CURRICULAR ACTIVITIES***

**TARDY POLICY**

A student will be considered tardy if not in the room when the bell rings.

## GENERAL STUDENT INFORMATION

**Accidents:** Any injury occurring at school or a school sponsored activity should be reported to the teacher, coach, or school nurse. An accident report must be filed with the principal. Students may purchase accident insurance (forms are available in the main office.) Safety glasses are to be worn in science, shop, and technology classes where eye safety is a matter of concern.

**Advertising:** All forms of advertising not permitted by administration are banned. All signs posted in the school must be approved by the office. Signs must be approved through the Activities Director. Signs not approved will be removed.

**Assemblies:** Students should report to the gym in a quiet, orderly manner. Students should show courtesy to others at all times. It is very rude to shout, whistle, or cause any unnecessary disturbance at assemblies. Please remain seated until excused.

**Cafeteria:** The cafeteria is operated for the convenience of the students. Lunch is to be eaten in the cafeteria only. Students are responsible for cleaning up after lunch. Students will NOT be allowed to charge Ala Carte items. Students will be able to charge a maximum of \$7.50. After that, students will not be allowed to charge lunches. All cafeteria charges must be cleared before any additional charges may be made.

**Cell Phones:** Students are not permitted to use or display a cell phone between 7:40 a.m. and 2:30 p.m. It can be left in a locker, to which they have the only combination, as long as it is turned off. If a cell phone is seen or heard between 7:40 and 2:30, disciplinary consequences will result. See the discipline section of this handbook for more specific details of consequences.

**Closed Campus:** Warrenton High School maintains a closed campus. Students must stay in the building or assigned areas from the time they arrive until they are dismissed. No loitering is allowed on the student parking lot. Students must remain in the cafeteria during the lunch period. Any student who has authorization from a parent/guardian to leave school before dismissal must check out through the office.

**Computer Use Policy:** In order to use the computers, information networks, and the Internet at Warrenton High School, students and parents must agree to the rules of conduct as approved by the Board of Education and must sign the Acceptable Use Policy. These signed agreements will be retained on file by an authorized designee for the duration of applicable computer, network, or Internet use.

**Counseling Services:** Counseling services at Warrenton High School include the following components of the Missouri Comprehensive Guidance Program:

1. Guidance curriculum: structured groups and classroom presentations.
2. Individual planning; advisement, assessment, placement, and follow-up.
3. Responsive services: individual counseling, group, consultation, and referral.
4. System support: management activities, consultation, community outreach, and public relations.

**Final Exemption Policy:** This policy states that a student who misses 14 or less hours of school **and** has less than 10 tardies **and** has an 83% or higher in the class can be exempt from that final. This student can take the final, but it can only help them, not hurt them. Also, when a student takes a class that gives an end-of-course test given by the state, that student can be exempt from the final if he/she receives a proficient or advanced on the test **and** meets the attendance requirement stated above.

**Hallways:** Students should be in the halls only at the beginning and close of school other than designated passing periods. Students given permission to leave class for an emergency must have a hall pass from their teacher. There is to be no running, horseplay, or shouting in the halls.

**Library:** The library is available to students throughout the school day and limited hours before and after school. Students are notified of open times through the student bulletin. Parents who object to their child having access to books or other materials placed in the high school library may do so in writing to the Warrenton High School Principal under the Rights and Responsibilities of Parents. A bar-coded student ID is required to check out a book. Fines are not charged for overdue books. However, a student who consistently has materials on the overdue book list may forfeit checkout privileges. A student will be required to pay for lost or damaged books. No books are to be taken from the library without being properly checked out. It is important to maintain a quiet atmosphere for studying and reading. Food and drink are also not permitted in the library to prevent accidental damage to books and computers. Those who may cause a disturbance will be asked to leave or return to class. Repeat offenders may lose library privileges. Students must have a Pass from their teacher to use the library during school hours.

**Lockers:** All students are assigned lockers. Students are cautioned that security is sometimes a problem. For this reason, money and other valuables should be left at home. The school will not accept responsibility for the theft of any item from a student's locker. Theft from a locker or any other place should be reported to the principal's office. Students are cautioned that lockers remain the property of the school district and school officials are authorized to open them.

1. Lockers should be used for books, school supplies and coats. Unnecessary articles should not be kept in lockers.
2. Locker doors should be closed at all times.
3. Nothing is to be hung on the outside of lockers.
4. All items in the inside of lockers will be held to the same standard as what is allowed to be displayed on a shirt (see dress code).
5. Students are not to trade lockers or transfer to empty lockers.
6. Lockers are property of the school, and may be searched at anytime.
7. Any electronics stored in a locker must be turned off at all times.

**Nurse's Office:** Any student who becomes ill during the school day should:

1. Ask the teacher for a pass to see the nurse.
2. Report directly to the nurse's office.
3. After leaving the nurse's office, the student should report back to class with a signed pass.
4. If a student is too ill to remain at school, the nurse will contact the student's parents or other responsible party and make arrangements for the student to go home.

All internal medication taken at school will be dispensed by the school nurse.

**Over-the-Counter Medications:** The district may administer over-the-counter medication to a student upon receipt of a written request and permission to do so by a parent/guardian. The district will provide Advil or generic substitute, Tylenol or generic substitute, upon written permission from parent/guardian up to **twelve (12)** doses per semester. Further dosage will only occur with written doctor's permission. All over-the-counter medications must be delivered to the school principal or designee in the manufacturer's original packaging and will only be administered in accordance with the manufacturer's label.

**Prescription Medications:** The parent/guardian must provide the district with written permission to administer the medication before the district will administer the prescription medication to the student. The prescription label will be considered the equivalent of a prescriber's written direction, and a separate document is not needed.

**Physical Education Classes:** Students are required to "dress out" for their PE classes. Students are to wear gym shoes when playing in the gymnasium. This does not include crepe soles, as they sometimes will pick up dirt that will mar the floor. All clothing, shoes, jewelry, purses and other valuable **MUST** be locked in the student's assigned locker.

**Schedule Changes:** Students must follow the procedures as stated and posted by the guidance department each semester to make any approved schedule changes. All schedule changes are subject to parent, counselor, and administrative approval.

**Social Activities:** High school students may not attend middle school socials, nor may middle school students attend high school dances or social activities. Any student that does not attend Warrenton High School must be approved to attend any WHS dance. This is done with an out of school date form available in the main office. **ALL STUDENTS AND GUESTS MUST PRESENT A PHOTO ID TO GAIN ENTRANCE TO DANCES.**

**Smoke Free School:** We ask that adults not smoke in the building or on school grounds at any time.

**Telephone:** Students will not use the office telephone for personal calls except in an emergency and with staff permission. In the event a student receives a call, he/she will be called out of class only in the case of an emergency. Parents/guardians are not to call a student at school unless the message is of the utmost importance. Normally, phone calls for students will be handled between classes, during lunchtime, or after school.

**Textbooks:** Textbooks are assigned to each student on a "loan" basis. Students are responsible for the care of their books and will be assessed a fine for damage to a book. Students will pay for lost books at the replacement cost.

**Theft:** The school will make every effort possible to prevent the loss or theft of personal property. Generally speaking, large sums of money and valuable personal property should not be brought to school. Purses, wallets, watches, etc. should not be left unattended or in unlocked lockers. These items should be locked in the physical education lockers during P.E. class. Other valuables may be left in the main office for safekeeping. Found items should be turned in to the main office Lost and Found. Articles not claimed in 4 weeks will be discarded.

**Visitors:** All visitors must check in at the high school office and receive a visitor badge. We also ask that former students wishing to visit former teachers come during the teacher's plan hour. We want to promote the best learning atmosphere that we can and keep distractions to a minimum.

## **Alcohol and Drug Abuse Policy**

The Warren County R-III School District is concerned with the health, welfare and safety of its students. Therefore, use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances and imitation controlled substances is prohibited on any district property, in any district-owned vehicle or in any other district-approved vehicle used to transport students to and from school or district activities. This prohibition also applies to any district-sponsored or district-approved activity, event or function, such as a field trip or athletic event, where students are under the supervision of the school district. The use, sale, transfer or possession of drug-related paraphernalia is also prohibited.

For the purpose of this policy a controlled substance shall include any controlled substance, counterfeit substance or imitation controlled substance as defined in the Narcotic Drug Act, § 195.010, RSMo., and in schedules I, II, III, IV and V in section 202(c) of the Controlled Substances Act, 21 U.S.C. § 812(c).

Students may only be in possession of medication as detailed in Board policy JHCD. Searches of persons reasonably suspected to be in violation of this policy will be conducted in accordance with Board policy.

Any student who is found by the administration to be in violation of this policy shall be referred for prosecution and subject to disciplinary action up to and including suspension, expulsion or other discipline in accordance with the district's discipline policy. Strict compliance is mandatory. The school principal shall immediately report all incidents involving a controlled substance to the appropriate local law enforcement agency and the superintendent. All controlled substances shall be turned over to local law enforcement.

## **Harassment Policy**

It is the policy of the District to maintain a learning environment that is free from harassment because of an individual's race, color, national origin, 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, 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, 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, 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, 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.

### **Definitions**

#### **A. Sexual Harassment**

For purposes of this policy and accompanying procedure, sexual harassment of a student consists of sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

1. A school employee causes a student to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school program or activity, or when an employee or third party agent of the school district causes a student to believe that the employee will make an educational decision based on whether or not the student submits to unwelcome sexual conduct; or
2. When the unwelcome sexual conduct of a school employee or classmate is so severe, persistent or pervasive that it affects a student’s ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening, or abusive educational environment.

#### **B. Harassment Because of Race or Color**

For purposes of this policy and accompanying procedure, racial harassment of a student consists of verbal or physical conduct relating to an individual’s race or color, when:

1. The harassing conduct is sufficiently severe, persistent or pervasive that it affects a student’s ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening or abusive educational environment;
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual’s academic performance; or
3. The harassing conduct otherwise substantially and adversely affects an individual’s learning opportunities.

C. Harassment Based Upon National Origin or Ethnicity

For the purposes of this policy and accompanying procedure, ethnic or national origin harassment of a student consists of verbal or physical conduct relating to an individual's ethnicity or country of origin or the country of origin of the individual's parents, family members, or ancestors when:

1. The harassing conduct is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening or abusive educational environment;
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. The harassing conduct otherwise substantially and adversely affects an individual's learning opportunities.

D. Harassment Because of Disability

For purposes of this policy and accompanying procedure, harassment because of the disability of a student consists of verbal or physical conduct relating to an individual's physical or mental impairment when:

1. The harassing conduct is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening or abusive educational environment;
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. The harassing conduct otherwise adversely and substantially affects an individual's learning opportunities.

E. Harassment Because of Gender

For the purposes of this policy and accompanying procedure, gender harassment of a student consists of verbal or physical conduct relating to an individual's gender when:

1. The harassing conduct is sufficiently persistent or pervasive that it affects student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening or abusive educational environment; or
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
3. The harassing conduct otherwise substantially and adversely affects an individual's learning opportunities.

F. Harassment Because of Sexual Orientation or Perceived Sexual Orientation

For purposes of this policy and accompanying procedure, harassment of a student because of sexual orientation or perceived sexual orientation consists of verbal or physical conduct relating to an individual's sexual orientation or perceived sexual orientation when:

1. The harassing conduct is sufficiently persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening or abusive educational environment; or
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
3. The harassing conduct otherwise substantially and adversely affects an individual's learning opportunities.

**Retaliation**

Submission of a good faith complaint or report of unlawful discrimination, sexual harassment or harassment based upon race, color, disability, national origin or sexual orientation will not affect the complainant's or reporter's future employment, grades, learning or working environment or work assignments.

The School District will discipline or take appropriate action against any student, teacher, administrator or other school personnel who retaliate against any person who reports an incident of alleged sexual, racial, ethnic, sexual orientation discrimination, disability-related harassment or violence, or any person who testifies, assists or participates in a proceeding, investigation or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

**Hazing and Bullying Policy**

The Warren County R-III School District prohibits all forms of hazing, bullying and student intimidation. Students participating in or encouraging inappropriate conduct will be disciplined in accordance with JG-R. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. Students who have been subjected to hazing or bullying are instructed to promptly report such incidents to a school official.

In addition, district staff, coaches, sponsors and volunteers shall not permit, condone or tolerate any form of hazing or bullying or plan, direct, encourage, assist, engage or participate in any activity that involves hazing or bullying. District staff will report incidents of hazing and bullying to the building principal. The principal shall promptly investigate all complaints of hazing and bullying and shall administer appropriate discipline to all individuals who violate this policy. District staff who violate this policy may be disciplined or terminated.

The district shall annually inform students, parents, district staff and volunteers that hazing and bullying is prohibited. This notification may occur through the distribution of the written policy, publication in handbooks, presentations at assemblies or verbal instructions by the coach or sponsor at the start of the season or program.

## **Definitions**

**Hazing** -- For purposes of this policy, hazing is defined as any activity, on or off school grounds, 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 include those actions that subject a student to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity, or other stress-inducing activities. Hazing may also include, but is not limited to: acts of physical brutality; whipping; beating; branding; exposing to the elements; forcing consumption of any food, liquor, drug or other substance; forcing inhalation or ingestion of tobacco products; or any other forced physical activity that could adversely affect the physical health or safety of an individual.

Hazing may occur even when all students involved are willing participants. Hazing does not occur when a student is required to audition or try out for an organization when the criteria are reasonable, approved by the district and legitimately related to the purpose of the organization.

**Bullying** -- For purposes of this policy, bullying is defined as 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, or exclusion from a peer group.

# DISCIPLINE POLICY

## PREFACE

### OBJECTIVE OF CODE OF CONDUCT

The objective of this code is to establish rules with regard to the conduct of all secondary students (defined as students in grades 9, 10, 11, 12). These rules have been deemed appropriate and necessary for the maintenance of a wholesome school climate. As such, this Code of Conduct should be reviewed by students and their parents.

These rules and standards apply to student conduct:

1. On school premises,
2. On school buses,
3. Involving school property, and
4. At school functions of any kind.

This code does not define all types and aspects of student behavior. The Board of Education has the authority to set forth policies, rules and regulations to help each student conduct himself/herself in a proper manner as a good citizen of the school community.

This Code of Conduct will reflect the increased maturity and responsibility of all students 9 -12. For the purposes of this code, the term principal refers to the principal, or assistant principal of any building in the school district

## SECTION I

### THE RIGHTS AND RESPONSIBILITIES OF ALL STUDENTS

#### PHILOSOPHY

The primary purpose of education in our community is to teach young people to maintain, perpetuate and improve our American way of life. The public school is the social agency through which the youth of our community can live, learn, and flourish. It is vitally necessary for all students to assume responsibility for their behavior while enrolled in the public schools in the Warren County R-III School District. In order to function properly, public schools must provide an equal learning opportunity for all students. In addition to the regular curriculum, principles and practices of good citizenship must be taught and demonstrated. This includes an appreciation for the rights of others; however, no school or school district can discharge these responsibilities if it permits students to act in an objectionable manner or to disregard rules and regulations adopted for the benefit of all persons. The standards contained herein are important to the maintenance of an atmosphere where orderly learning is possible and encouraged. Students live and function, as do adults, in the general community. As citizens, students are entitled to our society's benefits; but, as citizens, they are also subject to its national, state, and local laws and rules governing various aspects of their conduct. Not all laws or rules are easy to follow, nor need one necessarily agree with each and every law or rule. If a law or rule seems unjust or inappropriate, citizens have a right to petition our government in an attempt to change that law or rule. In the meantime, however, the law or rule must be obeyed. In much the same manner, students live and function in a secondary community as well; namely, the school community. The rights of an individual are preserved only by the protection and preservation of the rights of others. A student is responsible for the way he exercises his rights, and he must accept the consequence of his actions and recognize the boundaries of these rights. Public education confers its own benefits; but it, too, requires acceptance of individual responsibilities. While education must always encourage

diversity and challenge, it must at the same time have an orderly and manageable framework within which to operate. Each exercise of an individual's rights must demonstrate respect for the rights of others. Each student is expected to abide by the laws of the State of Missouri and the United States, and by the policies of the School Board of the Warren County R-III School District and the administrative procedures of the particular school where he/she is a student.

### **STUDENT DUE PROCESS RIGHTS**

All students will be afforded due process as guaranteed by our constitution. The process will be in accordance with state law and with the provisions outlined in the Board's Policy and Regulations on Student Suspension and Student Expulsion.

### **STUDENT RIGHTS**

Before being suspended students have the right:

1. To be given oral or written notice of the charges against them,
2. To be given oral or written explanation of the facts which form the basis of the proposed disciplinary actions, and
3. To be given the opportunity to present their version of the incident.

Following these steps, an appeal can be made to the Superintendent of Schools, and to the Board of Education if required by law.

## **SECTION II**

### **THE RIGHTS AND RESPONSIBILITIES OF SCHOOL OFFICIALS**

#### **ESTABLISHMENT OF POLICIES, RULES AND REGULATIONS**

The Board of Education may establish written policies and the Superintendent of Schools may establish written administrative procedures of general application governing student conduct in all schools. In addition, each principal within his or her school and each teacher within his or her classroom may establish additional regulations which are deemed appropriate and which follow administrative procedures that are consistent with Board of Education policies.

Additional discretion relating to discipline is given to high school teachers due to the inherent developmental aspects of their students. This allows teachers the option of taking care of problems within the classroom which might otherwise be referred to a principal. Certain areas, however, allow no choice in disciplinary decisions. These areas include: smoking, alcohol, controlled substances, attendance regulations, truancy, failure to follow a staff member's direction, transportation rules, threats of or actual physical violence, possession of a weapon, and chronic disciplinary problems.

### **THE RIGHTS AND RESPONSIBILITIES OF THE TEACHER**

#### **STUDENT DISCIPLINE**

The Board expects each teacher to establish and maintain a satisfactory standard of conduct in his/her classroom. This must be done with the cooperation but not the abuse of the principal's office. Discipline standards must not be limited to the classroom, but must extend to the halls, playgrounds, lunchroom, extra curricular activities, and any place where pupils gather. Teachers are on duty at all times when there is a need for supervision or when rules and policies are violated. Teachers will not ignore their need on the pretext of not having been assigned to this particular supervision. Each certificated employee will be provided with copies of the policies, guidelines, and regulations concerning pupil behavior and the duties, responsibilities and relationships of all personnel regarding enforcement. Provisions of such policies, guidelines and regulations notwithstanding, a certificated employee may exclude a pupil from the classroom when the teacher determines the pupil's behavior to be disruptive of the instructional program until such time as the matter is resolved by the building administrator.

## **PHILOSOPHY**

Teachers also have additional responsibilities to make their subjects as interesting as possible, to give good directions, to be honest and fair, to express a sincere interest and concern for students and to keep parents informed of students' progress. In return, teachers have the right to expect parents to be concerned, interested, and supportive of the education of their children. Teachers have the right to expect students to follow directions and not to interfere in any way with the teachers' job of teaching and the students' job of learning.

## **SCHOOL SEARCH POLICY**

### **SEARCHES BY SCHOOL PERSONNEL**

To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers or student automobiles under the circumstances outlined in the guidelines below and may seize any illegal, unauthorized or contraband materials discovered in the search.

### **SCHOOL PROPERTY**

School lockers and desks and other such property are owned by the school. The school exercises exclusive control over the school property and students should not expect privacy regarding items placed in school property because it is subject to search at any time by the school officials. Students are responsible for whatever is contained in desks and lockers issued to them at school.

### **STUDENTS OR PERSONAL PROPERTY**

Students or student property may be searched based on reasonable suspicion of a violation of district rules, policy or state law. Reasonable suspicion must be based on facts known to the administration, credible information provided or reasonable inference drawn from such facts or information. Personal searches and searches of student property shall be limited in scope based on the original justification of the search. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses, and never in front of other students. Students shall not be required to undress, although they may be asked to empty pockets, or remove jackets, coats, shoes and other articles of exterior clothing for examination if reasonable under the circumstances.

### **AUTOMOBILES**

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains the authority to conduct routine patrols of the student parking lots. The interior of the student's automobile on school premises may be searched if the school authority has reasonable suspicion to believe that illegal, unauthorized or contraband items are contained inside. Also see Driving and Parking Information in this handbook.

### **STUDENTS REFUSAL OF A SEARCH**

Law enforcement officials shall be contacted if administration reasonably suspects that a student is concealing controlled substances, drug paraphernalia, weapons, stolen goods or evidence of a crime beneath his or her clothing and the student refuses to surrender such articles. Law enforcement officials may be contacted in any case involving a violation of law, when a student refuses to allow a search, or where the search cannot safely be conducted. Parents may also be contacted. A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

**SEIZURE OF ILLEGAL MATERIALS**

If a properly conducted search yields illegal or unauthorized materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

**ILLEGAL OR UNAUTHORIZED MATERIALS**

For purposes of this policy, “illegal or contraband material” include all substances or materials, the presence of which is prohibited by school policy or state law, including but not limited to, controlled substances, imitation controlled substances, drugs, drug paraphernalia, alcohol or alcoholic beverages, abuseable glue or aerosol paint, guns, knives, ammunition, weapons or incendiary devices.

**INTERVIEWS WITH POLICE OR JUVENILE OFFICERS/OTHER LAW ENFORCEMENT OFFICIALS (including Division of Family Services)**

The Warren County R-III School District has legal jurisdiction over students during the school day and hours of approved extracurricular activities. The school administration is responsible for making an effort to protect each student’s rights with respect to interrogations by law enforcement officials. When law enforcement officials find it necessary to question students during the school day or periods of extracurricular activities, the school principal or designee will be present and the interview will be conducted in private. The principal will verify and record the identity of the officer or other authority and request an explanation of the need to question or interview the student at school. The principal ordinarily will make reasonable efforts to notify the student’s parents/guardians. If the interviewer raises a valid objection to the notification, parents will not be notified. Students will be afforded the same rights in dealing with law enforcement officials that exist outside the school. However, within the framework of legal rights, students have the responsibility to cooperate with law enforcement officials.

**REMOVAL OF STUDENTS FROM SCHOOL BY LAW ENFORCEMENT OFFICIALS**

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

**SECTION III**

**THE RIGHTS AND RESPONSIBILITIES OF PARENTS**

**PHILOSOPHY**

Parents are an integral part of the education of children. It is through the parent that the child first begins the process of learning. Many of the habits, skills and concepts the child possesses at the time he enters school are learned through the efforts of parents.

Parents’ responsibilities for the education of their children do not stop after the child enters school. Parents continue to have the responsibility to get students to school on time, to keep them rested and clean, to give them good meals every day, and to make sure their homework is done. They should keep both house and clothes clean, teach safety rules, love and spend time with their children, and teach them to be obedient, polite and kind. Parents should be ever-mindful of the ways in which children spend their time, guarding against an excess of time spent in wasteful, potentially harmful or nonproductive activities, with particular attention being given to television viewing.

## **SPECIFIC RIGHTS**

Parents have the following rights and responsibilities:

1. To know the progress their children are making in school,
2. To confer with teachers and other school personnel about their children,
3. To have access to student records,
4. To appeal on behalf of their children, and
5. To receive timely notification of disciplinary consequences (or inquiries) initiated by the School District or legal authorities.

Parents who object to their child having access to books or other materials placed in the high school library may do so in writing to the Warrenton High School Principal.

## **SECTION IV**

### **DISCIPLINARY ALTERNATIVES**

#### **PHILOSOPHY**

Principals and teachers shall fully utilize all practical ways and means of helping students with problems before any extreme measures are taken. Sound professional judgment shall be used in determining whether formal disciplinary proceedings are necessary in each individual case including special education students.

### **DETENTION OF STUDENTS**

Pupils should be kept after school by a teacher only when a specific purpose is to be achieved. If pupils are detained more than one-half hour after dismissal time or if they ride the bus, parents should be notified.

### **AFTER-SCHOOL DETENTION**

#### **Administrative Procedures**

The detention period is a special time set aside outside the required school day. This period is used for students who have been given a detention notice by a teacher or principal because the student has not followed the accepted standards or policies of a particular class room or of the school. The number of days assigned will depend upon the circumstances involved. In most cases, the detention is used for students who have not used good judgment in regard to school citizenship. Students will be notified in advance of the day assigned and the individual's transportation will be his/her own responsibility. Students are given a copy of the detention notice which should be taken home to the parent. The following are administrative procedures governing detention and the assignment of detention:

1. A student who has been assigned detention will be informed of that assignment by the principal or other administrator. Assignments and detentions are not synonymous. An assignment can be for more than one detention.
2. Students are required to bring textbooks or library books to detention.
3. Students are to use the textbooks/library books and to spend their time studying.
4. Students are to remain quiet during the detention period unless spoken to by their teacher.
5. Students are expected to be in the room and seated at a desk when detention period begins.
6. Students are expected to be in the detention room unless excused by the teacher.
7. Students are to remain awake and sit upright.
8. Students must be in the detention room on the day they are assigned unless they have been excused by an administrator.
9. Students who are absent from school on the day they are assigned to the detention period are to complete it the first day they return to school.

10. Additional detentions or suspension will be assigned if the above rules are not followed.
11. Students who do not serve detention will be assigned a Saturday detention.
12. Students are expected to comply with any additional tasks assigned by the administration.

## **SATURDAY DETENTION**

### **Administrative Procedures**

A student who has violated school rules may be assigned to Saturday detention. A Saturday detention assignment will be given to the student and/or sent to the parent. The student will be expected to serve the Saturday detention assignment on the date and at the place assigned. If a student chooses not to serve Saturday detention or does not successfully complete the assignment, the student will be subject to assignment of AR or an out-of-school suspension. Refusal by any student to do a task will result in the student being sent home. Time: 9:00 a.m. to 12:00 noon

Penalty: Failure to serve the Saturday detention assignment will result in possible Academic Reassignment or out of school suspension.

### Guidelines:

1. Students are to bring their textbooks/library book to the detention room.
2. Students are to use textbooks/library books and use their time studying.
3. Students are to be in the assigned room and seated at a desk by 9 a.m.
4. Students are to stay in the assigned room except in an emergency and with the supervisor's permission. You will receive one break for the rest room.
5. Students are to remain awake and sit upright.
6. Students are to talk only when spoken to by the supervisor during Saturday detention.
7. School dress code applies.

## **STUDENT SUSPENSION**

### **Administrative Procedures**

A building principal may, for the well-being of a student or of the school environment, authorize an academic reassignment or suspend a student out of school for a period of not more than ten school days. The student will be afforded the opportunity of an informal hearing. The principal or assistant principal will notify the student's parent(s) or guardian of the situation and inform the student either verbally or in writing of the reason for the suspension. The superintendent has the authority to extend the suspension up to one hundred and eighty school days or to shorten or to revoke the suspension. The student and/or parent(s) involved will have the right to appeal a suspension of more than ten school days in length to the Board of Education. Suspension will generally be used for serious or chronic offenses.

Actions or behavior which may result in academic reassignment may include but not limited to:

1. Insubordination
2. Moderate vandalism
3. Fighting
4. Disrespect for school personnel
5. Foul language or obscene actions
6. Truancy
7. Misconduct on school trips or during school activities
8. Excessive classroom disturbances
9. Other behavior detrimental to the school environment

Actions or behavior, which may result in a student's suspension from school, may include but not limited to:

1. Violation of Board Policy
2. Vandalism of school property
3. Fighting
4. Disrespect for school personnel
5. Foul language or obscene actions
6. Truancy
7. Misconduct on school trips or during school activities
8. Excessive classroom disturbances
9. Vandalism of school district employee property
10. Destruction of school property
11. Reporting false emergency situations
12. Other behavior detrimental to the school environment
  - The infractions listed above represent a general list of examples. Severity and frequency will dictate the resulting disciplinary consequences.

## **ACADEMIC REASSIGNMENT**

### **Administrative Procedures**

The following guidelines will be observed:

1. Students will be assigned to a special class where they will be adequately supervised at all times. The academic reassignment teacher will see that each student has textbooks and class assignments from his or her regular teachers.
2. Additional conferences with the school counselor and/or principal(s) may be scheduled at the discretion of a principal.
3. Students will receive credit for work completed during the period of academic reassignment.
4. Copies of specific building regulations concerning procedures in the academic reassignment room will be given to the student when he/she enters the academic reassignment room.
5. Serious misconduct in the academic reassignment room may result in additional disciplinary action. The parents should contact the school to arrange for a parent/student/principal conference before the student is returned to regular classes.
6. Students must earn their way back into the regular classroom by following all academic reassignment rules and completing all assignments to the satisfaction of the supervising teacher.

## **OUT-OF-SCHOOL SUSPENSION**

### **Administrative Procedures**

The following procedures will be followed in any out-of- school suspension of ten (10) school days or less.

1. Notice: A principal, assistant principal or superintendent at the time of contemplated action will give the student or parent/guardian notice of the contemplated action. Such notice may be oral or in writing. If oral, such notice will be given in person, or by phone, and confirmed in writing. If written, confirmation will be made by letter mailed to the last known address of the student and his/her parent/guardian.
2. Contents of Notice: The notice will contain the following information:
  - a. A statement of the charges against the student.

- b. The basis of the allegation. Specific names may be withheld if necessary to shield a witness. This information need not be formal, but should sufficiently inform the student or his/her parent/guardian of the basis for the contemplated action.
- 3. Informal Hearing: The student will be given an opportunity to admit or deny the accusation, and to give his/her version of the events. A principal may go further in allowing the student to present witnesses, or he/she may call the accuser and hold a more extensive hearing in order to reach a proper decision regarding the contemplated action.
- 4. Timing: The notice and informal hearing should precede removal of the student from school. There need be no delay between the time notice is given and the time of the hearing.
- 5. Students under suspension are not allowed to be on school grounds unless:
  - a. The parent/guardian calls and makes arrangements with a principal.
  - b. The parent/guardian accompanies the student to the campus.
- 6. Students under suspension are not allowed to participate in or attend any extracurricular activities sponsored by the school until the suspension has been served. Such activities include: basketball games, football games, dances, concerts, club meetings, and other school sponsored activities.
- 7. A student's absence from school during an out-of-school suspension is an unexcused absence. Credit can be earned for work completed in a reasonable time designated by the classroom teacher as per school policy.
- 8. Student suspensions may extend into the next school year at the discretion of the principal.

The following procedures will be followed in any out-of-school suspension of more than ten (10) school days: A student discipline hearing will be held upon the written request of the student or the student's parents to consider an appeal from a suspensions in excess often (10) school days.

In all hearings, whether initiated by the Board of Education or by appeal, the following procedures will be adhered to:

- 1. The student and the parents/guardians will be advised of the charges against the student; their right to a Board hearing; the date, time and place of the hearing; their right to counsel; and their procedural rights to call witnesses, enter exhibits and cross-examine adverse witnesses. All such notifications will be made by certified mail, addressed to the student's parents or guardians.
- 2. Prior to the Board hearing, the student and the student's parents/guardians will be advised as to the identity of the witnesses to be called by the administration and informed as to the nature of their testimony. In addition, the student and the student's parents/guardians will be provided with copies of the documents to be introduced at the hearing by the administration.
- 3. The hearing will be closed unless the Board decides otherwise. The hearing will only be open with parental consent. At the hearing, the administration or their counsel will present the charges as well as testimony and evidence to support those charges. The student, his or her parents/guardians or their counsel shall have the right to present witnesses, introduce exhibits, and to cross-examine witnesses called in support of the charges. A licensed court reporter may record the hearing and prepare a written transcript.
- 4. At the conclusion of the hearing, the Board of Education shall deliberate in executive session and shall render a decision to dismiss the charges; to suspend the student for a specified period of time; or to expel the student from the schools of the district. The administration or its counsel, by direction of the Board of Education, shall promptly

prepare and transmit to the parents/guardians written notice of the decision. This shall include Findings of Fact and Conclusions of Law.

### **SUSPENSIONS FOR MORE THAN 180 DAYS AND EXPULSIONS**

Only the Board of Education expels a student or suspends a student for more than 180 days. The applicable procedures are outlined below.

1. Before recommending to the Board that a student be expelled, the superintendent must (a) tell the student, either orally or in writing, what misconduct he or she is accused of; (b) if the student denied the accusation, explain, either orally or in writing, the facts that form the basis of the proposed suspension/expulsion; and (c) give the student an opportunity to present his or her version of the incident.
2. If the superintendent concludes that the student has engaged in misconduct and should be expelled, the procedures described below apply unless the student is disabled. (In the case of a disabled student, the procedures described in the policy dealing with the discipline of disabled children shall apply.)
  - a. The superintendent will recommend to the Board that the student be expelled. The superintendent may also immediately suspend the student for up to ten (10) days or for a longer period if he or she believes that the student's presence would pose a continuing danger to persons or property, or an ongoing threat of disrupting the academic process.
  - b. Upon receipt of the superintendent's recommendation, the Board will follow the procedures described in the policy dealing with student disciplinary hearings.
3. If the student is expelled, he or she may later apply to the Board for readmission. Only the Board can readmit an expelled student.

### **DRIVING AND PARKING VIOLATIONS**

Students who drive a motor vehicle to school must know and obey the following rules:

1. Driving around the school grounds during school hours, before school and after school is not permitted.
2. Students will not park in the circle drive or areas designated for handicapped visitors, staff or buses.
3. Students are not permitted to go to their cars during the school day unless permission is obtained from the office.
4. Sitting in cars during the school day is not permitted. Students driving to school in the morning are expected to park, exit their vehicle and enter the school building.
5. Careless and imprudent driving will not be tolerated and includes:
  - a. Driving at excessive speeds.
  - b. Blocking traffic or blocking another vehicle in.
  - c. Cutting off another vehicle, and/or passing on the right side.
  - d. Hitting another vehicle.
  - e. Spinning tires causing gravel, etc. to hit another vehicle or person.
  - f. Driving in prohibited areas ( grassy areas, muddy areas)
6. Parking to the right of the light poles as you enter the parking lot OR double/triple parking is prohibited.
7. ALL vehicles are to be registered with the school office.
8. Smoking on school grounds is prohibited. This includes smoking in your vehicle on school grounds.

**PENALTIES:**

Depending on the severity of the offense:

- First offense: -1 hour after school detention and/or 1 -3 school days suspended driving privileges.
- Second offense -1 day AR and/or 5 school days suspended privileges.
- Third offense -2- 5 days AR and/or 10 school days suspended privileges.
- Fourth and subsequent offenses -1 -10 days Out of School suspension and/or up to 20 school days suspended privileges.

**AREAS OF PROHIBITED STUDENT CONTACT**

The following pages are specific policies, or administrative procedures which have been adopted by the Warren County R-III Board of Education. They will consistently be enforced for all students (9- 12). However, it is and should be the duty of each principal after they have heard the facts concerning the alleged violation to use his/her own sound, professional judgment in determining, within these guidelines, the appropriate penalty for each individual who violates the discipline code. It is again stated that these standards are important for maintaining an orderly atmosphere conducive to learning for all students.

**DISCIPLINE POLICY**

The Warren County R-III Discipline Policy is designed to foster student responsibility, respect for the rights of others, and the orderly operations of district schools. No policy can be expected to list each and every offense which may result in the use of disciplinary action. However, it is the purpose of this policy to list certain offenses, which if committed by a student, will result in the imposition of a specific range of penalties.

**DOCUMENTATION IN STUDENT'S DISCIPLINE RECORD**

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

**CORPORAL PUNISHMENT**

This is not practiced in the Warren County R-III School District.

**AVAILABLE KNOWN DISCIPLINARY ALTERNATIVES**

The following is a list of known disciplinary alternatives that may be utilized in the schools of the Warren County R-III School District.

<b>Disciplinary Alternative</b>	<b>Person or Group Empowered to Utilize Each Alternative</b>
1. Student Conference	T, P, S, B
2. Parent Conference	T, P, S, B
3. Referral to Counselor	T, P, S, B
4. Assignment of Extra Work	T, P, S, B
5. Depriving of Certain Earned Privileges	T, P, S, B
6. Reprimand	T, P, S, B
7. Behavioral Contract	T, P
8. After-School Detention	P, S, B
9. Academic Reassignment	P, S, B
10. Short-Term Suspension	P, S, B
11. Saturday Detention	P, S, B
12. Long-Term Suspension	S, B
13. Expulsion	B

**KEY**

T = Teacher; P = Principal; S = Superintendent; B = Board of Education

Teachers and principals are also encouraged to explore innovative, positive alternatives to change behavior in their classes and their schools.

**Abbreviations**

BC = Behavioral Contract

CI = Classroom Isolation

Conf. = Conference

CWS = Conference with Student

AR = Academic Reassignment

LA = Legal Authority

LP = Loss of Privileges

LT = Long-Term Suspension

OSS = Out-of-School Suspension

PC = Parental Contact

poss. = Possible

TO = Time Out

The Warren County R-III discipline policy is designed to foster student responsibility, respect for others, and the orderly operations of district schools. No policy can be expected to list each and every offense that may result in the use of disciplinary action. However, it is the purpose of this

policy to list certain offenses, which if committed by a student, will result in the imposition of a specific penalty.

### **REPORTING TO LAW ENFORCEMENT**

It is the policy of the Warren County School District to report all crimes occurring on school grounds to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law. A list of crimes the district is required to report is included in policy JGF.

The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

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

### **DOCUMENTATION IN STUDENT'S DISCIPLINE RECORD**

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

### **PARTICIPATION IN ACTIVITIES**

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

### **PROHIBITION AGAINST BEING ON OR NEAR SCHOOL PROPERTY DURING SUSPENSION**

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

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

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

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

**ACADEMIC DISHONESTY** Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.

**First**

No credit for the work, grade reduction, or replacement assignment, detention or AR

**Subsequent**

No credit for the work, grade reduction, course failure, AR, or OSS

**ARSON** Starting a fire or causing an explosion with the intention to do damage to property or buildings. NOTE: In case of flagrant arson, more severe penalties may be used, including contact with LA and up to expulsion.

**First**

PC, contact with LA, conf. w/ principal, 10 days OSS, poss. 11-180 day OSS, counseling program, restitution

**Second**

PC, contact with LA, conf. w/ principal, 10-180 day OSS, restitution, poss. expulsion

**Subsequent**

10 days OSS with recommendation for LT and/or expulsion, restitution

**BULLYING (see Board policy JFCF)** Repeated and systematic intimidation, harassment and attacks on a student or multiple students, perpetuated by individuals or groups. Bullying includes, but is not limited to: physical violence; verbal taunts; name-calling and put-downs; threats; extortion; theft; damaging property; exclusion from a peer group; and cyberbullying, including use of websites, e-mail, texting and other electronic means.

**First**

Detention, AR, 1-180 days OSS

**Subsequent**

1-180 days OSS, poss. expulsion

**BUS MISCONDUCT** All school rules and consequences apply to riding all district buses. Safe and orderly bus transportation will require that students are consistently respectful toward the bus driver by following all instructions, rules, and regulations of the school bus transportation system.

Any offense/infraction committed by a student on any district-owned bus shall be treated in the same manner as if the offense was committed at school, in full compliance with School Board policy for school bus misconduct/misbehavior.

In the event a student is removed/suspended from the bus, in accordance with the consequence(s) for his/her infraction(s), it is the parent/guardian(s)' responsibility to provide appropriate transportation for the student to and from school during his/her bus suspension. If the student fails to attend school during the bus suspension, the Warren County Truancy Officer and/or School Resource Officer (SRO) will be notified and legal action may be taken. Additional bus suspension will be added if the student fails to attend school. The following behaviors will not be permitted on the bus. These behaviors are groups according to the seriousness of the offense. More serious behaviors will result in harsher consequences. Behavior consequences will escalate if the child insists on repeating the unacceptable behavior.

**BUS MINOR OFFENSE (see Board policy JFCC)** (a) not sitting in assigned seat; (b) changing seats; (c) moving on bus while in motion; (d) jumping on or off bus before it comes to a complete stop; (e) eating, drinking; (f) throwing objects, (g) making loud noises; (h) refusing to follow directions. These are examples of unacceptable behaviors, but not an exhaustive list.

**First**

CWS

**Second**

2 days off the bus

**Third**

4 days off the bus

**Subsequent**

Any further minor infractions advance to First Major.

**BUS MAJOR OFFENSE (see Board policy JFCC)** (a) Creating a loud disturbance (example: excessive horseplay) that endangers those on the bus; (b) disrespectful, intimidating or threatening remarks, obscene gestures, or profanity directed at a bus driver; (c) disrespect, threatening remarks, use of profane or abusive language, or harassment toward another student (includes slapping, spitting, marking, throwing objects or food at another student); (d) flagrant insubordination; (e) indecent exposure; (f) bus vandalism/destruction of property; (g) fighting/assault; (h) fireworks, weapons and guns; (i) possession and use of tobacco by students; (j) student alcohol and drug possession/use, (k) throwing objects or littering from the bus. These are examples of unacceptable behaviors, not an exhaustive list.

**First**

5 days off bus

**Second**

10 days off bus

**Third**

40 days off bus

**Subsequent**

Any further major infractions will result in an additional 20 to 40 days, up to the permanent loss of bus transportation privileges for the remainder of the year.

**COMPUTER MISUSE (see Board policy EHB and procedure EHB-AP)** Inappropriate use of the computer (Internet included) is any action by a student to view, print or distribute pornographic materials, access private files, harassing, insulting or unauthorized tampering of hardware and/or employing the network for commercial purposes.

**First**

Detention hour to OSS, LP depending on severity of misuse, poss. LP

**CONTROLLED SUBSTANCES, ALCOHOL - POSSESSION/USE (see Board policies JFCH and JHCD)** This section may include, but not be limited to, the illegal use, sale, transfer, intent to sell, possession or being under the influence of intoxicants, alcohol, physical or mind-altering chemicals, including unauthorized inhalants. Drugs, including prescription or over-the-counter or drug-like substances, including any represented to be drugs and any paraphernalia used for such purposes are prohibited on or in school property or at school activities or events, or in any vehicle while being used to transport students for the school district.

**First**

PC, LA, OSS up to 10 days, poss. 11-180 days OSS, counseling, poss. expulsion

**Subsequent**

11-180 days OSS, PC, LA, expulsion

**CURRICULAR DISRUPTION** A pattern of classroom disruption that takes away from the curricular process.

**First**

PC, detention hour to 1 day AR

**Second**

PC, Saturday detention to 3 days AR

**Subsequent**

PC, 1 day AR to 5 days OSS

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

**First**

Nullification of forged document. CWS, detention, AR, poss. 1-10 days OSS

**Subsequent**

Nullification of forged document. Detention, AR, 1-180 days OSS, poss. expulsion

**DISRESPECT/INSUBORDINATION** Refusal to follow instructions or insubordination. This includes refusal to identify one's self, challenging authority, refusing to obey a reasonable request, running from adult and lying to an adult in authority. NOTE: In case of flagrant disrespect/insubordination, more severe penalties may be used, including contacting LA, and up to expulsion.

**First**

Detention, 3 days AR, PC

**Second**

Detention, Saturday detention, AR, PC, poss. counseling, poss. 3-5 days AR, 3-5 days OSS

**Subsequent**

AR, OSS, poss. removal from classroom, 5 days AR, 5+ days OSS

**DISRUPTION OF SCHOOL-SPONSORED EVENT** Students whose actions cause a disturbance at or stoppage of a school-sponsored event, including athletic contests, performances, commencement exercises or assemblies.

**First**

PC, AR, OSS

**Subsequent**

OSS, poss. LA, poss. LT

**DRIVING VIOLATION** Students who drive a motor vehicle to school must know and obey the rules set forth in the student handbook. All vehicles MUST be registered with the office for the security of all parties. Violations may be turned over to law enforcement.

**First**

5 days suspended driving privileges, police ticket

**Second**

20 days suspended driving privileges, police ticket

**Third**

90 days suspended driving privileges, police ticket

**Fourth**

180 days suspended driving privileges, police ticket

**ELECTRONIC DEVICES (see Board policy KKB)** The Warren County R-III School District prohibits the use or display of video or audio recording equipment, including cellular devices, on district property or at district activities by students except:

1. If required by a school-sponsored class or activity.
2. At performances or activities to which the general public is invited, such as athletic competitions, concerts and plays.
3. At open meetings of the Board of Education or committees appointed by or at the discretion of the Board.
4. As otherwise permitted by the building principal.

This applies to all electronic devices for the entire school year. (Example: cell phone in September = first offense; I-pod in January = second offense, and digital camera in March = third offense.)

If an electronic device is seen or heard with a student, the district has set the following procedure for all grade levels:

**First**

Confiscation. Student may pick up from office after the final bell.

**Second**

Confiscation. Parent must pick up from office.

**Third**

Confiscation. Parent must pick up from office, plus the student will serve a penalty of AR.

**Subsequent**

Confiscation. Parent must pick up from office after the final bell, plus the student will serve 1-10 days OSS with poss. referral to superintendent

**EXTORTION** Threatening or intimidating any student for the purpose or intent of obtaining money or anything of value from that student. NOTE: In case of flagrant extortion, more severe penalties may be used, including contact of LA, up to expulsion.

**First**

PC, poss. LA, 5 days AR, 10 days OSS

**Second**

5 to 10 days OSS, PC, LA, counseling program

**Subsequent**

10 days OSS, poss. 11-180 days, LA, PC

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

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

**First**

PC, detention, AR, 1 - 180 days OSS, poss. expulsion

**Subsequent**

PC, detention, AR, 1 - 180 days OSS, poss. expulsion

**FAILURE TO SERVE DETENTION** Not serving assigned detention in the allocated time.

**First**

Additional detentions, Saturday detentions, poss. AR 1-3 days

**Subsequent**

Poss. AR 1-5 days

**FALSE ALARM** Setting off alarms when there is no cause to do so, including fire alarms, 911 calls, bomb threats, or other acts causing evacuation of the building which endangers the welfare of students.

**First**

10 days OSS, PC, LA, poss. 11-180 days OSS, restitution

**Second**

PC, LA, 10 days OSS with poss. LT or expulsion, counseling, subsequent restitution

**Subsequent**

10 days OSS, PC, LA, expulsion, restitution, poss. LT

**FIGHTING (legally defined as “Public Affray”)** occurs when two or more persons voluntarily or by agreement, engage in any fight or use any blows or violence towards each other, in any angry or quarrelsome manner or do each other willful mischief; or if any person shall assault another and strike him in any public place to the terror or disturbance of others, the person or persons shall be deemed guilty of a misdemeanor. NOTE: Within the school setting, school officials may determine that an act of A near fight/physical contact in which one individual strikes, pushes, shoves or verbally confronts another may be considered as a lesser category than fighting. The Safe Schools Act of 1996 stipulates that:

1. A person commits the crime of assault while on school property if the person:
  - a. Knowingly causes injury to another person; or
  - b. With criminal negligence, causes physical injury to another person; or
  - c. Recklessly engages in conduct that creates a grave risk of death or serious physical injury to another person, and the act described under subsection (a), (b) or (c) of this subsection occurs on school or school district property, or in a vehicle that at the time of the act was in the service of the school or school district, or arose as a result of a school or school district-sponsored activity.
2. Assault while on school property is a CLASS D FELONY. A Safe Schools Incident Report will be filed with law enforcement.

**First**

5-10 days OSS, poss. LT, LA

**Second**

8-10 days OSS, poss. rec. for LT, LA

**Subsequent**

Up to 10 days OSS with poss. recommendation for LT or expulsion and subsequent offenses

**GAMBLING** Possession and/or use of any gaming devices involving the exchange of money and/or services/favors. Also any actions normally associated with gambling, such as pitching or matching coins, wagering or betting on sports events or participation in pools, playing cards or dice. NOTE: In case of flagrant gambling, more severe penalties may be used, including LT or expulsion.

**First**

Detention to 3 days AR, Saturday detention

**Second**

Sat. detention, 5 days AR, counseling program

**Subsequent**

1 to 10 days OSS, enrolled in counseling program

**GANG-RELATED ACTIVITIES** As used herein, the phrase A gang-like activity shall mean any conduct engaged in by a student 1) on behalf of any gang; 2) to perpetuate the existence of any gang; 3) to effect the common purpose and design of any gang; or 4) to represent a gang affiliation, loyalty or membership in any way while on school grounds or while attending a school function. These activities include recruiting students for membership in any gang and threatening or intimidating other students or employees to commit acts or omissions against his/her will in furtherance of the common purpose and design of any gang. For purposes of district policy, the term A gang shall be defined as any ongoing organization, association or group of three (3) or more persons, whether formal or informal, having as one of its primary activities the commission of a criminal act, which has a common name or common identifying sign or symbol, whose members individually or collectively engage in or have engaged in a pattern of gang activity. NOTE: In case of flagrant gang-related activity, more severe penalties may be used, including contacting LA, and up to expulsion.

**First**

PC, removal of gang identification items, SC, detention, Sat. detention, up to 5 days AR

**Second**

PC, removal of gang items, 3 days AR, 5 days OSS, counseling program

**Subsequent**

PC, removal of gang items, up to 10 days OSS, poss. LT, counseling program

**HARASSMENT GENERAL (see Board policy AC)** General harassment is any form of conduct that does not fall under either the Racial/Ethnic or Sexual Harassment sections and is deemed to create an intimidating or hostile environment and may take any of the following forms: comments, slurs, jokes, insults and name calling; written material including, but not limited to, graffiti, notes, epithets, computer bulletin entries, pictures, posters, cartoons and/or written materials; defacing or damaging personal property and or school property including, but not limited to, defacing and/or damaging of property belonging to an individual; physical threats including, but not limited to, physical attacks. NOTE: In cases of flagrant harassment, more severe penalties may be used, including contact of LA and/or up to LT.

**First**

1-3 days AR, 1-3 days OSS, PC, counseling

**Second**

3-5 days AR, 1-5 days OSS, PC

**Subsequent**

5-10 days OSS, poss. LT or LA

**HARASSMENT RACIAL/ETHNIC (see Board policy AC)** Racial and ethnic harassment is conduct of a racial and/or ethnic nature, which has the effect of creating, in a reasonable person, an intimidating, hostile or offensive educational or work environment and may take the following forms: comments, slurs, jokes, insults and name calling; written material including but not limited to graffiti, notes, epithets, computer bulletin entries, pictures, posters, cartoons and/or written materials; defacing or damaging personal property and/or school property including, but not limited to, defacing and/or damaging of property belonging to an individual who intimidates or harasses the individual due to their race and/or ethnicity; racial and/or ethnic physical threats including but not limited to physical attacks. NOTE: In cases of flagrant harassment, more severe penalties may be used, including contact of LA and/or up to LT.

**First**

1-3 days AR, 1-3 days OSS, PC, counseling

**Second**

3-5 days AR, 1-5 days OSS, PC

**Subsequent**

5-10 days OSS, poss. LT or LA

**HARASSMENT SEXUAL (see Board policy AC)** Inappropriate behavior that portrays sex or sexual conduct in a manner offensive to community standards. Words, spoken or written, touching, or other physical contacts of a sexual nature violate this guideline. NOTE: In cases of flagrant harassment, more severe penalties may be used, including contact of LA, and/or up to LT.

**First**

PC, counseling, Sat. detention, 1-5 days AR, up to 5 days OSS

**Second**

5-10 days AR, 10 days OSS, counseling program

**Subsequent**

10 days OSS, poss. LT

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

**First**

AR, poss. 1-180 days OSS

**Subsequent**

1-180 days OSS, poss. expulsion

**HORSEPLAY** Physical exchanges between two or more students, not intended to be violent in nature, but exceeding acceptable levels.

**First**

PC, detention, Sat. detention, 1-5 days AR

**Second**

PC, Sat. detention, 1-10 days AR

**Third**

5 days AR to 5 days OSS

**Subsequent**

Up to 10 days OSS, poss. LT

**IMPROPER OR UNAUTHORIZED STUDENT INTERACTIONS** Any inappropriate, unauthorized or undisciplined student interactions, as determined by school officials, within a school zone. NOTE: In case of flagrant improper student interactions, more severe penalties may be used, including contacting LA, and up to expulsion.

**First**

PC, detention, AR, to 3 days OSS

**Second**

PC, AR, to 5 days OSS

**Subsequent**

3-10 days OSS with poss. LT or expulsion, LA

**INCENDIARY DEVICES** Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff. NOTE: In case of flagrant incendiary device issues, more severe penalties may be used, including contacting LA, and up to expulsion.

**First**

Confiscation. Warning, PC, detention, or AR

**Subsequent**

Confiscation. PC, detention, AR, or 1-10 days OSS.

**INJURIOUS OR EXCESSIVE BEHAVIOR** Excessively repeated discipline infractions or referrals as defined by school officials.

**First**

5-10 days OSS with poss. LT or expulsion, LA

**Subsequent**

8-10 days OSS with poss. LT or expulsion, LA

**INTIMIDATION OR THREATS** Intentionally placing a student in a situation where mental or physical harm can take place. This may include verbal, written or physical aggression, harassment via insults, sexual innuendos, or verbally provoking a fight. NOTE: In case of flagrant intimidation or threat, more severe penalties may be used, including contacting LA and/or up to LT.

**First**

3 days AR, up to 5 days OSS, counseling program

**Second**

3-5 days AR, up to 10 days OSS, counseling program

**Subsequent**

3-10 days OSS, poss. LT, expulsion

**INTOLERANT COMMUNICATIONS TOWARDS A STUDENT** Speech or conduct in the classroom or during school activities that detracts from or disrupts the learning environment sufficiently to cause a referral to be made to an administrator. This can include spreading rumors, name calling, provocative or inciting language, obscene, disparaging, demanding communication and verbal abuse. NOTE: In case of flagrant intolerant communications, more severe penalties may be used, including contacting LA, up to LT or expulsion.

**First**

Sat. detention, up to 5 days AR, up to 3 days OSS, counseling intervention

**Second**

3-5 days AR, 3-5 days OSS, counseling intervention

**Subsequent**

PC, 3-5 days AR, up to 10 days OSS

**INTOLERANT COMMUNICATIONS TOWARDS A STAFF MEMBER** Speech or conduct in the classroom or during school activities that detracts from or disrupts the learning environment sufficiently to cause a referral to be made to an administrator. This can include spreading rumors, name calling, provocative or inciting language, obscene, disparaging, demanding communication and verbal abuse. NOTE: In case of flagrant intolerant communications towards a staff member, more severe penalties may be used, including contacting LA, and/or LT or expulsion.

**First**

3-5 days AR, up to 10 days OSS, PC, counseling program

**Second**

1-10 days OSS, poss. rec. for LT, counseling program

**Subsequent**

10 days OSS, poss. rec. LT

**LEAVING CLASS WITHOUT PERMISSION** Leaving the classroom without verbal or written permission from a staff member.

**First**

PC, detention, Saturday detention, AR

**Second**

PC, Sat. detention, AR

**Subsequent**

AR to 5 days OSS, poss. LT

**PHYSICAL ASSAULT OF STUDENT** The offense of assault and battery is committed if a person:

- a. Attempts to cause or recklessly causes physical injury to another person;
- b. With criminal negligence, causes physical injury to another person by means of a deadly weapon;
- c. Purposely places another person in apprehension of immediate physical injury;
- d. Recklessly engages in conduct that creates a grave risk of death or serious physical injury to another person;
- e. Knowingly causes physical contact with another person knowing the other person will regard the contact as offensive or provocative.

NOTE: Within the school setting, school officials may determine that an act of physical contact in which one individual strikes, pushes, shoves or verbally confronts another may be considered as a lesser category than assault. The Safe Schools Act of 1996 stipulates that:

1. A person commits the crime of assault while on school property if the person:
  - a. Knowingly causes injury to another person; or
  - b. With criminal negligence, causes physical injury to another person; or
  - c. Recklessly engages in conduct that creates a grave risk of death or serious physical injury to another person, and the act described under subsection (a), (b) or (c) of this subsection occurs on school or school district property, or in a vehicle that at the time of the act was in the service of the school or school district, or arose as a result of a school or school district-sponsored activity.
2. Assault while on school property is a class D felony.

NOTE: In case of flagrant assault, more severe penalties may be used, including contact with LA and up to expulsion.

**First**

1-10 days OSS, PC, poss. recommendation for 11-180 days LT, LA, counseling program for anger management

**Second**

10 days OSS pending recommendation for LT, contact LA

**Subsequent**

10 days OSS with recommendation for LT

**PHYSICAL ASSAULT OF PERSONNEL** Any aggressive physical contact with a staff member, including but not limited to pushing, striking, biting, clawing and kicking. NOTE: For a more detailed description of assault, see the definitions in A Physical Assault of Student.

**First**

1-10 days OSS, PC, LA, poss. LT, counseling, expulsion

**Subsequent**

Recommendation for expulsion, contact LA

**PHYSICALLY ENDANGERING BEHAVIOR** Pushing, shoving, spitting, kicking, tripping (in anger) or behavior that may or may not cause harm to one's self or another student.

**First**

3-5 days AR, 1-5 days OSS

**Second**

3-5 days AR to 1-10 days OSS

**Subsequent**

5-10 days OSS, poss. LT, contact LA

**PUBLIC DISPLAY OF AFFECTION (PDA)** Physical contact that is inappropriate for the school setting.

**First**

CWS, PC, poss. detention to 1 day AR, Saturday detention

**Second**

Detention, Saturday detention, up to 2 days AR

**Subsequent**

Saturday detention, AR to 10 days OSS

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

**First**

CWS, Saturday detention, AR, or 1-180 days OSS, poss. LT

**Subsequent**

Detention, AR, Saturday detention, 1-10 days OSS, possible LT, or expulsion

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

**First**

Confiscation. CWS, detention, Saturday detention, AR, or 1-10 days OSS, poss. LT.

**Subsequent**

Confiscation. Detention, Saturday detention, AR, 1-10 days OSS, poss. LT, or expulsion.

**STEALING/KNOWINGLY IN POSSESSION OF STOLEN PROPERTY**

*Under a \$20 value.*

**First**

AR, 1-3 days OSS, PC, restitution, LA

**Second**

3-8 days OSS, PC, restitution, AR, LA.

**Subsequent**

PC, restitution, 3-10 days OSS, LA, poss. LT.

*Over a \$20 value.* NOTE: In case of severe stealing, more penalties may be used, including contacting LA, and up to expulsion.

**First**

1-5 days OSS, PC, restitution, AR, LA.

**Second**

3-10 days OSS, PC, restitution, LA.

**Subsequent**

PC, restitution, 5-10 days OSS, LA, poss. LT.

**STUDENT DRESS CODE** It is a mark of maturity when students can freely choose apparel that demonstrates individuality without deviating from the standard of appropriateness. Student dress and grooming will be the responsibility of the individual and his/her parents within the following guidelines:

1. Dress and grooming will be clean and in keeping with health, sanitary, and safety requirements.
2. Students must wear footwear at all times. Slippers are unacceptable.
3. Items of clothing or jewelry associated with a controlled substance are not permitted. No handcuffs, chains or spiked/studded jewelry may be worn.
4. Hats, caps, hoods, or other headgear are not to be worn in the building.
5. Students shall not wear clothing or accessories bearing the following messages:
  - obscene or profane immoral, illegal, sexual or violent behavior
  - statements advocating immoral, illegal, sexual or violent behavior
  - statements advertising, promoting or picturing alcohol, tobacco or drugs
  - language or symbolism that reflects the occult or gang affiliation
6. Clothing shall be restricted in the following ways:
  - a. Clothing/Stickers/Insignia/Colors/Visible tattoos that indicate membership in, affiliation with, or support of any gang or similar organization associated with violence, drugs, intimidation or other criminal activity (including rebel flags and swastikas).
  - b. Undergarments may not be exposed.

When, in the judgment of the principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat of safety, the student may be required to make modifications.

7. Clothing must cover all undergarments.
8. Dress and grooming will not be such as to disrupt the teaching/learning process or cause undue attention to an individual.
9. Class activities that present a concern for student safety may require the student to adjust his/her hair and/or clothing during the class period in order to meet safety standards.
10. Additional dress regulations may be imposed upon such standards participating in extracurricular activities.
11. Regulations may be altered according to special school-sponsored activities.

The district has set the following consequences for all grade levels:

**First**

Remove or turn the clothing inside out, P/C

**Second**

Remove or turn clothing inside out, detention, Saturday detention, AR and P/C

**Subsequent**

Remove or turn clothing inside out, AR, OSS

**TARDY** If a student is not in the classroom when the bell rings, he/she will be considered tardy for that class. The penalties for a student are:

**First**

CWS, PC, detention, Saturday detention, 1-3 days AR

**Second**

CWS, PC, detention, Saturday detention, 1-3 days AR

**Third**

Detention, PC, 1-10 days AR, 1-10 days OSS, Saturday detention

**Fourth**

Detention, PC, 1-10 days AR, 1-10 days OSS, Saturday detention

**Fifth**

PC, 1-10 days AR, 1-10 days OSS, Saturday detention

**Subsequent**

PC, 1-10 days AR, 1-10 days OSS, Saturday detention

**TECHNOLOGY MISCONDUCT** Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device. This also includes using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other electronic communication devices during the regular school day, including instructional class time, class change time, breakfast or lunch. NOTE: In case of flagrant technology misconduct, more severe penalties may be used, including contacting LA, and up to expulsion.

**First**

Confiscation and/or restitution if appropriate. AR, OSS and/or LP, restitution, loss of privileges.

**Subsequent**

Confiscation and/or restitution if appropriate, AR, OSS and/or LP, restitution.

**TOBACCO POSSESSION/USE** Products may include. but are not limited to: cigarettes, cigars, chewing tobacco, snuff or similar items and look-alike items.

**First**

PC, 3 days OSS, counseling

**Second**

PC, 5 days OSS, counseling, poss. LA

**Subsequent**

10 days OSS with the poss. rec. LT or expulsion

**TRUANCY (see Board policy JED and procedures JED-AP1 and JED-AP2)** Any unauthorized absence from school or class shall be considered as a truancy. A student is considered truant whenever there is an absence from school or from class without the knowledge or consent of the parent or guardian. On rare occasions a parent or guardian may be aware of an absence and the school will still consider it as truancy. Any student who tells his/her parent/guardian that there is no school on a particular day, then stays home or visits with a friend will be considered truant. Students who leave the school grounds during the school day without the permission of parent/guardian and the school authorities will be considered truant. Known truancy will be referred to the juvenile office and/or the Children's Division (CD) of the Department of Social Services. Students will be counted truant if they are absent from class for more than seven (7) minutes (this includes the four-minute passing time) without a pass excusing them.

**First**

PC, 2 days AR

**Second**

PC, 4 days AR, counseling (At-Risk), poss. LA

**Subsequent**

2 days OSS to 5 AR, 1-10 days OSS

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

**First**

CWS, detention, AR, poss. 1-180 days OSS

**Subsequent**

1-180 days OSS, poss. expulsion

**VANDALISM (see Board policy ECA)** Willful damage or attempts to damage any property, real or personal belonging to school, staff or student. NOTE: In case of flagrant vandalism, more severe penalties may be used, including contacting LA, and up to expulsion.

**First**

Make restitution, 3-5 days AR, 1-5 days OSS, LA

**Second**

Make restitution, 5 days AR, 3-10 days OSS, PC, LA, counseling

**Subsequent**

Restitution plus 10 days OSS with the poss. recommendation of LT

**WEAPONS - POSSESSION, USE OR ATTEMPTED USE (see Board policy JFCJ)** All weapons or instruments that have the appearance of a weapon are prohibited within all school environments and the school zone, except for educational purposes as authorized in advance by the building or designee. These environments include, but are not limited to district-owned buildings, leased or rented facilities, school-sponsored activities, field trips, school vehicles and buses, and any school bus stops. This policy is in effect before, during and after school.

*Student Reporting:* Students who see or become aware of a weapon in school must not touch it or remain in its presence. Notify an adult immediately.

*Exceptions:* Pursuant to Missouri statutes, exemptions are granted to licensed peace officers, military personnel or students participating in military training while performing official duties, school district-approved firearm safety courses, school district-approved possession and use of dangerous weapons by a ceremonial color guard, school district-approved gun or knife shows, school district-approved possession and use of starter guns for athletic contests.

*Category I Weapons:* A blackjack, a concealable firearm, an explosive weapon, a firearm, a firearm silencer, a gas gun, a knife, knuckles, a machine gun, projectile weapon (including bow, arrows, pellet gun, sling shot, paint ball gun), a rifle, a shotgun, a spring gun, or a switchblade knife or a taser/stun gun.

*Category II Weapons:* Poisons, numchucks, throwing stars or other devices that could be used as a weapon to threaten others.

*Category III Weapons (other items that will be viewed as weapons):* Live ammunition (bullets, shotgun shells, etc.), fireworks, firecrackers and smoke bombs, throwing darts, laser pointers, nuisance items and toys, unauthorized tools, mace, etc.

NOTE: Any knife may be classified as a Category I Weapon regardless of blade length.

### **First and Subsequent Offenses**

#### *Category I*

Firearms Loaded or Unloaded: PC, confiscate weapon, contact LA, 10 days OSS, referral to the superintendent, recommend LT up to expulsion

Non-Firearm Use or Attempted Use: contact LA, confiscate weapon, PC, 10 days OSS, poss. recommendation for LT or expulsion

Non-Firearm Possession: contact LA, confiscate weapon, PC, 1-10 days OSS, poss. recommendation for LT or expulsion

#### *Category II*

Use or Attempted Use: PC, confiscate object, 1-10 days OSS, poss. rec. LT or expulsion, contact LA

Possession: Confiscate object, PC, 1-10 days OSS, contact LA

#### *Category III*

Possession or Use: PC, counseling, confiscate object, poss. TO, poss. contact with LA, detention to 10 days OSS

### **OTHER BEHAVIORAL ACTIONS NOT IN THE BEST INTEREST OF WARRENTON HIGH SCHOOL**

- All offenses – to be determined by the administration

## Where is my Locker?

1001-1024	Left side of hall near room 154
1025-1048	Left side of hall near room 152
1049-1070	Right side of hall across from room 152
1071-1082	Across from Guidance
1083-1108	Across from room 154
1109-1038	Right side of hall across from 154
1139-1222	Right side of hall on library side
1223-1230	Across from room 153
1239-1282	Across from Guidance
1301-1336	Right side of hall on workroom side
1337-1348	FACS and sped lockers
1349-1388	Across from Guidance
1401-1426	Next to room 155
1427-1460	Next to room 161
1461-1490	Directly across from library
1501-1554	Across the band room
1555-1652	Left side of hall by band room
1699-1740	Right side of hall by band room
3001-3052	Room 145 to Room 146
3053-3144	Room 140 to Room 139
2001-2064	Left side on hall on room 240 side
2065-2112	Right side on hall by room 228
2113-2176	Right side of hall by room 208
2177-2236	Left side of hall by room 208
2237-2328	Left side of hall near room 217
2329-2430	Right side of hall near room 226
2431-2518	Right side of hall near room 220
4001-4052	Left side of hall near Room 247
4053-4144	Left side of hall between Rooms 244 and 243

## **STUDENT TECHNOLOGY USAGE & INTERNET SAFETY POLICY AGREEMENT**

The Warren County R-III School District's technology and Internet resources are provided for the purpose of maximizing the educational opportunities and achievement of its students. The intent of this policy is to outline safe and acceptable use of district technology and Internet resources by all users. Users must agree to follow the district's policies and procedures and must have a signed *User Agreement* on file with the district before they are allowed access to district technology and Internet resources. This agreement is renewed on a yearly basis for all users.

### **General Expectations and Regulations**

A consistently high level of personal responsibility is expected of all users granted access to district technology and Internet resources. All users are expected to follow all policies, regulations, procedures and guidelines set forth by the district. Use of these resources is a privilege, not a right. No user will be given an ID, password, or other access to district technology if he or she is considered a security risk by the superintendent or designee. Any violation of district policy, regulations or procedures regarding technology usage including unauthorized access, "hacking", bullying or harassment of others may result in warnings, usage restrictions, discipline actions, and/or legal proceedings. Any attempt to violate the district's technology policies or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation. Internet access services are provided by the Mo. Research and Educational Network (MOREnet). All users of district technology and Internet resources must abide by MOREnet's acceptable use policy, which may be viewed at [www.more.net/content/service-policies](http://www.more.net/content/service-policies).

Although district technology is provided for educational purposes, parents should be aware that there may be times when students may be browsing non-educational sites. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using online media and Internet resources. Therefore, we support and respect each family's right to decide whether or not to apply for access.

### **Definitions -**

For the purposes of this policy the following terms are defined:

*Technology Resources* – Technologies, devices and resources used to access, process, store or communicate information. This definition includes, but is not limited to: computers, modems, printers, scanners, fax machines and transmissions, telephonic equipment, audio-visual equipment, Internet, electronic mail, electronic communications devices and services, multi-media resources, hardware and software.

*User* – Any person who is permitted by the district to utilize any portion of the district's technology resources including, but not limited to, students, employees, School Board members and agents of the school district.

*User Identification (ID)* – Any identifier that would allow a user access to the district's technology resources or to any program including, but not limited to, e-mail and Internet access.

*Password* – A unique word, phrase or combination of alphabetic, numeric and non-alphanumeric characters used to authenticate a user ID as belonging to a user.

*Social networking* - establishing, maintaining, posting to, or otherwise participating in an electronic community on websites, blogs, or through accounts on social networking sites, which allow users to create custom profiles; post pictures and text; blog or comment; publish videos, photos or photo albums; on-line applications or custom layouts.

### **Authorized Users**

The district's technology resources may be used by authorized students, employees, School Board members and other persons such as consultants, legal counsel and independent contractors. All users must agree to follow the district's policies and procedures. Unless authorized by the superintendent or designee, all users must have a signed *User Agreement* on file with the district before they are allowed access to district technology resources.

Use of the district's technology resources is a privilege, not a right. No potential user will be given an ID, password or other access to district technology if he or she is considered a security risk by the superintendent or designee.

All district technology users should be aware of the following:

- All users granted access to the district's technology resources are expected to maintain a high level of professional and personal responsibility.
- Limited personal use of the district's technology resources by authorized employees is permitted to the extent that it does not impact job performance and does not include activities that violate any provision of district policies or procedures, hinder the use of the district's technology for the benefit of its students or waste district resources.
- If an employee witnesses a violation of the internet usage policy, the employee shall report the incident to their supervisor.
- If a student witnesses a violation of the internet usage policy, the student shall report the incident to the building principal.
- The district filters Internet content. This limits the Internet sites that can be accessed by all network computer users including students, teachers, administrators, other staff and visitors. Because e-rate funds are used to provide the district's Internet access, the district must comply with the Children's Internet Protection Act (CIPA) by using a CIPA compliant content filtering system. These limits do not provide a foolproof filter to limit access to controversial material and the district will not be liable for any damages as a result of accessing objectionable material.
- All electronic-based information technology activity, including email and Internet searches, are subject to monitoring by the district Technology Department and students and employees have no right of privacy in any such data. Any discovered computer activity including, but not limited to an email message or Internet search that deals with inappropriate or illegal activities will be reported to the appropriate authority. Personal information and personal data files from individuals suspected of committing a crime may also be turned over to investigators by administrators of the district. The district will comply with any search warrants including those issued under the USA Patriot Act of 2001 which targets terrorist offenses.
- Passwords are not to be used by unauthorized individuals. Individuals provided with system passwords will assume responsibility for the proper use of those passwords. If a student or staff member feels that there is a security problem on the network, misuse of a district password, or a compromised password should report the matter immediately to the Technology Director.
- All users must abide by existing state and federal laws regarding electronic communication, including accessing information without authorization, sharing passwords, or causing a system to malfunction. All users must abide by the terms of service and use for any online service as well as all district policies governing electronic data and electronic mail (email) retention.
- All software installed on district servers must be approved prior to installation by the Technology Department. Student projects posted on district servers must follow district guidelines for acceptable content. District policies on student publications will also extend to school-sponsored web publications.
- Use of online educational services, including social media services utilized by the district for educational purposes only, provide online forums for students and staff to use for instructional collaboration, communication, and document sharing and storage. User accounts are set up and maintained by the district whereby staff and students can access their accounts and communicate with groups both inside and outside of school. Students and staff are required to follow administrative guidelines and instructions for use and are subject to the terms of the Technology and Internet Usage Policy Agreement. Program training is required and provided through the Technology Department.
- Students or employees who engage in investigatory activities commonly described as "hacking" are subject to loss of privileges and district discipline, as well as the enforcement of any district policy, state and/or federal laws that may have been violated. Hacking may be described as the unauthorized review, duplication, dissemination, removal, damage, or alteration of files, passwords, computer systems, or programs, or other property of the district, a business, or any other governmental agency obtained through unauthorized means.
- Students and employees are expected to abide by generally accepted rules of electronic network etiquette: be polite in all communications; use appropriate language; do not share personal information other than as required by the district; do not damage, disrupt or prohibit use of the network by others; assume all transmissions via the network are public.

### **Technology Administration**

The Board directs the superintendent or designee to create procedures governing technology usage and to assign trained personnel to maintain the district's technology in a manner that will protect the district from liability and will protect confidential student and employee information retained on or accessible through district technology resources.

Administrators of computer resources may suspend access to and/or availability of the district's technology resources to diagnose and investigate network problems or potential violations of the law or district policies and procedures. All district technology resources are considered district property. The district may maintain or improve technology resources at any time. The district may remove, change or exchange hardware or other technology between buildings, classrooms or users at any time without prior notice. Authorized district personnel may install or remove new programs or information, install new equipment, upgrade any system or enter any system to correct problems at any time.

## **Closed Forum**

The district's technology resources are not a public forum for expression of any kind and are to be considered a closed forum to the extent allowed by law. The district's webpage will provide information about the school district, but will not be used as an open forum.

All expressive activities involving district technology resources that students, parents/guardians and members of the public might reasonably perceive to bear the imprimatur of the district and that are designed to impart particular knowledge or skills to student participants and audiences are considered curricular publications. All curricular publications are subject to reasonable prior restraint, editing and deletion on behalf of the school district for legitimate pedagogical reasons. All other expressive activities involving the district's technology are subject to reasonable prior restraint and subject matter restrictions as allowed by law and Board policies.

The following activities and behavior are prohibited:

- Sharing your user ID and/or password with another person. The user is responsible for his or her account information and for actions taken by any person using his or her ID or password.
- Any attempt to capture, share, or use another user's login account information.
- Accessing, copying, sharing, deleting, or otherwise modifying the files and/or data belonging to other users.
- Any attempt, whether successful or unsuccessful, to interfere with the ability of others to utilize district technology.
- Use of district technology or any personally-owned device in an attempt to hack into or gain unauthorized access to any technology system or resource or to connect to other systems either inside or outside of the district
- Any attempt to alter a user account in any way without authorization.
- Any activity that damages or disrupts technology, alter its normal performance, creates a denial of service, or cause it to malfunction in any way, including mass consumption of technology resources that inhibits the use by others.
- Any activity intended to discriminate, attack, bully, harass, or otherwise harm other people or their work including participation in such activity off campus that creates a material disruption of school operations.
- Use of obscene, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful or otherwise inappropriate language or speech communicated through district technology resources, including participation in such activity off campus that creates a material disruption of school operations.
- Downloading, installing or running any type of software, shareware, freeware, audio/video media or other programs or systems not authorized by the school district.
- Violating the limitations of district-owned or personally-owned software licenses.
- Violating any copyright laws, including downloading, distributing or copying copyrighted software, music, videos or any type of copyrighted material.
- Using district technology resources to access, view, share, or distribute information or material that is pornographic, obscene, child pornography, harmful or obscene to minors, pervasively indecent or vulgar, or otherwise objectionable, including material that advertises any product or service not permitted to minors.
- Using district technology for any illegal activity or to access material that promotes or advocates illegal activity.
- Unauthorized viewing or use of any electronic information or data including restricted information.
- Using district technology resources for soliciting, advertising, non-district fund-raising, or commercial purposes or for financial gain.
- Use of web-based email, chat rooms, messaging, videoconferencing, or other forms of electronic communications not authorized by the district.
- Use of any type of removable media from outside the district on district equipment.
- Disclosing any personally identifiable information about yourself or others including but not limited to name, school, address, telephone numbers, email address, or other personal contact or family information.
- Contact by students with someone they have communicated with on-line without parental approval. Students shall promptly report any communication he or she receives that is inappropriate or makes the user feel uncomfortable in any way to a teacher or other school employee.
- Downloading, storing, relaying or running any game or entertainment software or game server software, including games that run inside of web browsers except for specific instructional purposes as authorized by the district.

- Accessing fee services without permission from an administrator. Users who access such services without permission are solely responsible for all charges incurred.
- Attempting in any way to bypass, weaken or disable any district security system or device including the web content filtering system.
- Utilizing or attempting to use any personally owned technology device, including but not limited to any wired or wireless equipment, media device or player, or software of any type in order to connect to any district technology resource without prior authorization of the Superintendent or designee.
- Removing or relocating any technology resource without permission from an administrator or Technology Department staff member. At no time shall any district technology resource be removed from the district's premises without prior authorization. All damages incurred due to the negligent or intentional misuse of the district's technology will be charged to the user.

Consequences for violating the district's Technology and Internet Usage Policy will be enforced and include, but are not limited to: suspension of district network privileges; revocation of network privileges; suspension of computer and Internet access; revocation of computer and Internet access; school suspension; expulsion; employee disciplinary action up to and including dismissal; legal action to recover financial damages; criminal legal action.

### **Damages**

All damages incurred by the district due to a user's intentional or negligent misuse of the district's technology resources, including loss of property and staff time, will be charged to the user. District administrators have the authority to sign any criminal complaint regarding damage to district technology.

### **No Warranty/No Endorsement**

The district makes no warranties of any kind, whether expressed or implied, for the services, products or access it provides. The district's technology resources are available on an "as is, as available" basis.

The district is not responsible for loss of data, delays, non-deliveries, mis-deliveries or service interruptions. The district does not endorse the content nor guarantee the accuracy or quality of information obtained using the district's technology resources.

Students and staff shall notify a teacher, administrator, or supervisor immediately if they encounter any violation of the Student Technology and Internet Usage Policy Agreement. Questions concerning use of district technology and Internet resources should be addressed through an administrator or the Technology Director.

*Please sign and return the accompanying form.*

*(Revised and Board Approved April, 2011)*



Both sections must be completed and returned to WHS Main Office.

### STUDENT TECHNOLOGY and INTERNET SAFETY POLICY AGREEMENT

I have read the Warren County R-III School District Student Technology Usage and Internet Safety Policy Agreement and agree to abide by its provisions. I understand that violation of these provisions may result in disciplinary action as required to enforce this policy, including, but not limited to, suspension or revocation of my access to district technology, suspension or expulsion from school, and/or legal action.

I understand that my use of the district's technology and Internet resources is not private and that the school district may monitor all electronic files and communications as well as all other use of district technology and Internet resources. I consent to the interception and access to all electronic files and communications using district technology and Internet resources as well as downloaded material and all data stored on the district's technology and Internet resources, including deleted files, pursuant to state and federal law, regardless whether the resources are accessed on campus or remotely.

_____	_____
Student's Name (Print)	School Year
_____	_____
Student's Signature (Grades 2 – 12 only)	Date

### PARENT/GUARDIAN AGREEMENT

I have read the district's Technology Usage and Internet Safety Policy Agreement. I understand that violation of these provisions may result in disciplinary action taken against my child including but not limited to suspension or revocation of my child's access to district technology and Internet resources, suspension or expulsion from school, and/or legal action.

I understand that my child's use of the district's technology and Internet resources is not private and that the school district may monitor my child's electronic files and communications as well as all other use of district technology and Internet resources. I consent to district interception and access to all of my child's electronic files and communications using district technology and Internet resources as well as downloaded material and all data stored on district's technology resources, including deleted files, pursuant to state and federal law, regardless whether the resources are accessed on campus or remotely.

I release the district, its personnel, and all affiliated institutions from any and all claims and damages of any nature arising from my child's use of, or inability to use district technology and Internet resources, including but not limited to claims that may arise from unauthorized or misuse of these resources or exposure to potentially harmful or inappropriate material or people. I agree to be responsible for any damages or unauthorized costs incurred by my child in use of the district's technology and Internet resources.

- I give permission for my child to utilize the school district's technology and Internet resources.
- I give permission for my child to utilize the school district's technology resources with the following exception: *I do not wish for my child to access the Internet as an individual user on an individual computer but may participate in classroom instruction where Internet sites are chosen and used by the teacher and displayed to the class.*
- I do not give permission for my child to utilize the school district's technology resources.

_____	_____
Parent Signature	Date
_____	_____
Home Address	Home Phone

*(Revised and Board Approved April, 2011)*



Both sections must be completed and returned to WHS Main Office.

## **STUDENT HANDBOOK AGREEMENT**

I have read the Warrenton High School handbook and its addendum, and agree to abide by the guidelines and procedures provided. I understand that violation of these provisions may result in disciplinary action taken against me.

_____	_____
Student's Name (Print)	School Year
_____	_____
Student's Signature	Date

## **PARENT/GUARDIAN HANDBOOK AGREEMENT**

I have read the Warrenton High School handbook and its addendum, and agree to abide by the guidelines and procedures provided. I understand that violation of these provisions may result in disciplinary action taken against my child.

_____	_____
Parent Name (Print)	Date
_____	_____
Parent Signature	Home Phone
_____	_____
E-Mail Address	Cell Phone