

AHS Student Handbook **Home of the Hornets**



2025-26


 THE Safe Return to In-Person Instruction and Continuity Service Plans

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ADVANCE R-IV MISSION STATEMENT

Hornets Achieve Success Through Education

Vision Statement

Advance schools will provide a well-rounded education in a safe, nurturing, and challenging environment with a welcoming and well maintained center for community activity.

Collective Commitments

In order to achieve our vision, Advance schools will make the following collective commitments. We will:

- Develop critical thinking and problem solving skills
- Integrate technological literacy
- Provide preparation for personal and career goals
- Expect students to be respectful, responsible, organized, and independent
- Promote positive communication between students, faculty and community members
- Collaborate in a positive, passionate, and professional manner
- Emphasize high academic achievement
- Model HORNET behavior

HORNET Behavior (JH/HS):

Honesty
Organization
Respect
Nice attitude
Effort
Teamwork

Daily Bell Schedule

School doors will be open from 7:35am – 4:00pm

1st hour	8:00 – 8:58
2nd hour	9:02 – 9:53
3rd hour	9:57 – 10:48
4th hour	10:52 – 11:43
7-12 Lunch	11:47 – 12:16
5th Hour	12:20 – 1:11
6th hour	1:15 – 2:06
7th Hour	2:10 – 3:10

ADVANCE R-IV SCHOOLS
2025-2026 School Calendar

August 11-15 & August 19, 2025	Teacher In-Service
August 14, 2025	7th Grade Orientation/Back to School Night
August 20, 2025	First Day of Student Attendance
September 1, 2025	NO SCHOOL - Labor Day
September 22, 2025	Mid-Quarter
September 26, 2025	NO SCHOOL
October 17, 2025	End of 1st Quarter
October 23, 2025	HALF DAY OF SCHOOL-P/T Conferences
October 24, 2025	NO SCHOOL
November 11, 2025	Veterans Day Assembly
November 18, 2025	Mid-Quarter
November 26-28, 2025	NO SCHOOL- Thanksgiving Holiday
December 19, 2025	End of Second Quarter/First Semester
December 20-31, 2025	NO SCHOOL – Christmas Break
January 1 & 2, 2026	NO SCHOOL - Christmas Break
January 5, 2026	NO SCHOOL- Teacher PD day
January 6, 2026	Second Semester Begins
January 19, 2026	NO SCHOOL- Dr. Martin Luther King Day
February 4, 2026	Mid-Quarter
February 13,, 2026	Half day/Dismiss 12:30
February 16, 2026	NO SCHOOL/ Presidents Day
March 6, 2026	End of Third Quarter
March 16-17, 2026	NO SCHOOL
April 3 & 6, 2026	NO SCHOOL
April 13, 2026	Mid-Quarter
April 23, 2026	Half Day/Dismiss 12:30
April 24, 2026	NO SCHOOL
May 9, 2026	Graduation
May 15, 2026	12:30 Dismissal Last Day of School

REGULAR MEETINGS

Board of Education..... 6 pm second Wednesday of every month unless posted otherwise
P.T.O..... TBA

BOARD OF EDUCATION

Ryan Schrader	President
Nanie Hawkins	Vice-President
Jeremy Limbaugh	Secretary
Chase Robins	Treasurer
Jim Below	Member
David Mayberry	Member
Andrew Jenkins	Member

SCHOOL PERSONNEL

James Hamlin	Superintendent	722-3581 ext 121
Julie Delay	Bookkeeper	722-3581 ext 120
Andy Roberts	High School Principal	722-3564 ext 102
Tyler Thompson	Elementary Principal	772-3564 ext 114
Kristen Limbaugh	JH/HS Administrative Assistant	722-3584 ext 101
Christina Noah	Elem Administrative Assistant	722-3564 ext 112
Jessica Luecke	High School Guidance Counselor	722-3584 ext 119
Katlyn Yeakey	Elementary Guidance Counselor	722-3564 ext 117
Jack Ludig	7-12 PE	jludig@advancehornets.org
Molly O'Guin	HS Language Arts	moguin@advancehornets.org
Rachel Hawkins	K-12 Art	rhawkins@advancehornets.org
Dana Below	JH Science	dbelow@advancehornets.org
Caleb Swallows	Social Studies	cswallows@advancehornets.org
Marcia Eggimann	JH Math	meggimann@advancehornets.org
Ashley Raines	HS Science	araines@advancehornets.org
Preston Beal	Business Ed	pbeal@advancehornets.org
Sherri Gholson	FACS	sgholson@advancehornets.org
Erin Hoffman	HS History	ehoffmann@advancehornets.org
AJ Horn	Special Education	ahorn@advancehornets.org
Phoebe Roper	Librarian/Yearbook	proper@advancehornets.org
Ethan Barr	K-12 P.E.	ebarr@advancehornets.org
Allison Page	K-12Choir & Music	apage@advancehornets.org
Brent Raines	Vo Ag	braines@advancehornets.org
Jessica Jansen	JH Language Arts	jjansen@advancehornets.org
Jennifer Welch	HS Math	jwtelch@advancehornets.org
Christopher Owens	Custodian Supervisor	cowens@advancehornets.org
Tim Liley	Custodian	tliley@advancehornets.org
Jesse Beal	Custodian	jbeal@advancehornets.org
Cheri Burnett	Custodian	cburnett@advancehornets.org
Valery Yeakey	Custodian	vyeakey@advancehornets.org
Bruce Huffman	Bus Driver	270-2558
Neil Johnson	Bus Driver	238-7059
Jesse Beal	Bus Driver	421-2767
Lynda Kennedy	Bus Driver	225-8998

PUBLIC NOTICE

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

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

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

Public schools in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty (20) who reside in the District or whose parent/legal guardian resides in the District. This Census is compiled as of May 1 each year. This information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes: name of each child, parent/legal guardian's name/address; birth date and age of each child; and each child's disability or suspected disability. Should the District fail to submit an annual census, the State Board of Education may withhold state aid until the census is submitted. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact your school district.

PUBLIC ANNOUNCEMENT SURROGATE PARENT PROGRAM

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

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

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

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

August 20, 2025

Dear Parent or Guardian,

Our district is required to inform you of certain information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know.

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

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

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

- Information on the achievement level and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title 1.A.
- Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

Respectfully,

James Hamlin, Superintendent

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

August 20, 2025

Dear Parent or Guardian,

The Elementary and Secondary Education Act (ESEA) requires notification to parents when any of the following situations exist in a Local Education Agency (LEA) receiving federal funds.

1. Advance Schools must annually disseminate DESE’s ESSA complaint Procedures to parents of students and appropriate nonpublic school officials or representatives.
2. At the beginning of each school year, Advance Schools must notify the parents of each student attending a school that receives Title 1.a funds that they may request , and Advance Schools will provide in a timely manner, information regarding the professional qualifications of their child’s classroom teachers and any paraprofessionals providing services to their child.
3. Advance Schools, which receives Title 1.A funds must provide all parents notice their child has been assigned, or has been taught for four or more consecutive weeks, by a teacher or a person who is not appropriately certified.
4. Within 30 days after the beginning of the school year, Advance Schools must inform parents their child has been identified for participation in a language instruction educational program.
5. Parents/guardians of students enrolled in a persistently dangerous school or students who are victims of violent criminal offense while on school property must be notified of their option to transfer their student to a school that is not designated persistently dangerous.
6. Testing Transparency - Advance Schools must make available to the public for each grade and each assessment required by the state, the following:
 - a. the subject matter assessed;
 - b. the purpose for which the assessment is designed and used;
 - c. the source of the requirement for the assessment (statutory cite);
 - d. the amount of time spent on the assessment;
 - e. the schedule for administering the assessment; and
 - f. the time and format for disseminating results.

Respectfully,

James Hamlin, Superintendent

**Missouri Department of Elementary and Secondary
Education**

**Every Student Succeeds Act of 2015
(ESSA) COMPLAINT PROCEDURES**

This guide explains how to file a complaint about any of the programs¹ that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)².

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs	
Table of Contents	
<p>General Information</p> <ol style="list-style-type: none"> 1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed? 	
<p>Complaints filed with LEA</p> <ol style="list-style-type: none"> 4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)? 	<p>Complaints filed with the Department</p> <ol style="list-style-type: none"> 6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to nonpublic school children handled differently?
<p>Appeals</p> <ol style="list-style-type: none"> 9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)? 	

1. What is a complaint?

For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

Complaints can be filed with the LEA or with the Department.

4. How will a complaint filed with the LEA be investigated?

Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

5. What happens if a complaint is not resolved at the local level (LEA)?

A complaint not resolved at the local level may be appealed to the Department.

¹ Programs include Title I, A, B, C, D, Title II, Title III, Title IV.A, Title V
4/17

² In compliance with ESSA Title VIII- Part C. Sec. 8304(a)(3)(C)

Local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives.

6. How can a complaint be filed with the Department?

A complaint filed with the Department must be a written, signed statement that includes:

1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
2. The facts on which the statement is based and the specific requirement allegedly violated.

7. How will a complaint filed with the Department be investigated?

The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

1. **Record.** A written record of the investigation will be kept.
2. **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
3. **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. **Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
5. **Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
6. **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

8. How are complaints related to equitable services to nonpublic school children handled differently?

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).

9. How will appeals to the Department be investigated?

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

10. What happens if a complaint is not resolved at the state level (the Department)?

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

Trauma-Informed Schools Initiative

Pursuant to Missouri Senate Bill 638, Section 161.1050, the Missouri Department of Elementary and Secondary Education (DESE) has established the “Trauma-Informed Schools Initiative”

For the purposes of this initiative, the following terms are defined as follows:

1. “Trauma-informed approach” -an approach that involves understanding and responding to the symptoms of chronic interpersonal trauma and traumatic stress across the lifespan
2. “Trauma-informed school” -a school that:
 - a. realizes the widespread impact of trauma and understands potential paths for recovery
 - b. recognizes the signs and symptoms of trauma in students, teachers and staff
 - c. responds by fully integrating knowledge about trauma into its policies, procedures and practices; and
 - d. seeks to actively resist re-traumatization

DESE recommends The Missouri Model as the developmental framework for the Trauma-Informed Schools Initiative.

The implementation of a trauma-informed approach is an ongoing organizational change process. A “trauma-informed approach” is not a program model that can be implemented and then simply monitored by a fidelity checklist. Rather, it is a profound paradigm shift in knowledge, perspective, attitudes and skills that continues to deepen and unfold over time. Some leaders in the field are beginning to talk about a “continuum” of implementation, where organizations move through stages.

The continuum begins with becoming trauma aware and moves to trauma sensitive to responsive to being fully trauma informed.

The Missouri Model: A Developmental Framework for Trauma-Informed:

<http://dmh.mo.gov/trauma/MO%20Model%20Working%20Document%20february%202015.pdf>

An Introduction to Trauma (Professional Training):

“Research has revealed that the prevalence of trauma is high particularly in specific target populations. This webinar will introduce viewers to the definition and prevalence of trauma, as well as examining the social, biological and health impact.”

<http://www.mimhtraining.com/introduction-to-trauma/>

University of Missouri St. Louis / Missouri Institute of Mental Health

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

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

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

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

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

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

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

MINIMUM REQUIREMENTS FOR ADVANCE GRADUATES

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

B. Requirements in the different areas.

1. Language Arts...4 units
 - a. Language I
 - b. Language II
 - c. Language III
 - d. DC English or Language IV
 - e. English II - End of Course Exam
2. Social Studies...3 units
 - a. One unit of American History
 - b. One unit of World History
 - c. 1/2 unit of MO History & 1/2 unit of Government
 - d. Civics - End of Course Exam
 - e. Government - End of Course Exam
3. Mathematics...3 units
 - a. Two units of HS mathematics course
 - b. One unit of Algebra I OR Elements of Algebra 1A & Elements of Algebra 1B
 - c. Algebra I - End of Course Exam
4. Science...3 units
 - a. One unit of Physical Science
 - b. One unit of Biology
 - c. One unit of HS Science course
 - d. Biology - End of Course Exam
5. Fine Arts...1 unit
6. Practical Arts...1 unit
7. Physical Education...1 units
 - a. 30 minutes of CPR training and Heimlich maneuver/First Aid Instruction
8. Health...1/2 unit
9. Personal Finance...1/2 unit
10. Electives...7 units

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

C. To be considered for Valedictorian and Salutatorian students must follow the Missouri Coordinating Board for Higher Education Core curriculum requirements. Valedictorian and Salutatorian will not be announced until the day before graduation after 3:00 PM.

1. Language Arts...4 units
2. Math.... 4 units
3. History.... 4 units
4. Science... 4 units
5. Fine Arts...1 unit
6. Additional coursework...3 units
7. Electives..... 4 units

* **VIRTUAL COURSES** Admission to virtual courses will be at the discretion of the Principal, Counselor, Teacher, and Parent. Students who take online courses must maintain adequate progress. The timeframe for completion will follow traditional grading; i.e. first semester course work must be completed within the school calendar's first semester, and second semester assignments completed by the end of the school year. Most classes will require the student to have a proctor for quizzes, unit tests, and semester finals. The student's grades will be entered in TeacherEase just like any other course and will reflect on the student's transcript. Enrollment applications for virtual courses for the Fall semester are due no later than March 30, and enrollment applications for virtual courses for the Spring semester are due no later than October 30. Enrollment applications must be turned in by the designated dates to the counselor.

***MOCAP** The Missouri Course Access and Virtual School Program (MOCAP) has developed a catalog of virtual online courses for students. Beginning with the 2019-2020 school year, students will be able to take an entire course from any Internet-connected computer, available 24 hours a day, seven days a week. MOCAP's mission is to offer Missouri students equal access to a wide range of high quality courses, flexibility in scheduling, and interactive online learning. The Missouri Department of Elementary and Secondary Education (DESE) and the State Board of Education oversee administration and quality assurance activities such as related content and delivery of courses. Local Education Agencies (LEAs) that provide virtual education outside of MOCAP are responsible for ensuring alignment and other statutory requirements are met.

*A junior or senior may earn credit through dual enrollment at Southeast Missouri State University/Three Rivers College if he/she has a 3.5 G.P.A., meets ACT/Accuplacer entrance requirements, has a 95% or above attendance, will meet all graduation requirements established by the board of education and have administration approval. This is done on an individual basis through the guidance counselor with administrative approval. Students may take a maximum of four classes (12 credit hours) per semester. These must be Dual Credit approved courses.

PROMOTION

7th GRADE

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

8th GRADE

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

STUDENT CLASSIFICATION

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

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

EARLY GRADUATION

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

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

Students who wish to graduate early will be required to meet with a guidance counselor and submit written notification to the principal. The guidance counselor will notify the student's parents or guardians

of the student's decision if the student is a dependent. Also, a student must be accepted by the college or school, have a written letter from their employer and/or a doctor's statement attached to the letter.

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

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

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

PART-TIME STUDENT POLICY FOR 2024-25

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

GRADUATION

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

The cap and gown will be worn as it comes in the package, nothing added unless indicated by the senior sponsors. Caps can be decorated with approval for Graduation only, not Baccalaureate.

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

YOUR SCHOOL RECORD

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

The major items found on your permanent record are:

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

GUIDANCE COUNSELOR SERVICES

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

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

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

WITHDRAWING FROM SCHOOL

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

GUIDANCE CURRICULUM

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

INDIVIDUAL PLANNING

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

RESPONSIVE SERVICES

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

TESTING PROGRAM

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

Testing

1. Missouri Assessment Test (MAP) given to grades 7-8
2. Missouri End of Course Exams (EOC) given to grades 9-12.
3. American College Test (ACT) is offered to grades 11-12.

4. Missouri Comprehensive Student Needs Survey given every 3 years grades 3-12.
5. Armed Services Vocational Aptitude Battery given to grades 10-12.

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

ACT

The ACT is a college admissions test and is accepted by all four-year colleges and universities in the US. Colleges and universities use a student's score for entrance into college, scholarships, and placement in certain classes.

Your ACT score is directly related to the type of merit scholarship that you can receive. The higher your ACT score, and GPA the better scholarship you can receive.

- o Our high school code is 260-005.
- o Zalma Test Center code: 226910 SEMO Test Center code: 023660 Notre Dame Test Center Code:194120
- o Cost is \$60 for no writing and \$85 for the writing portion

Following are the test dates for the 2025-26 upcoming year:

September 6, 2025
 October 18, 2025
 December 13, 2025
 February 14, 2026
 April 11, 2026
 June 13, 2026
 July 11, 2026

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

SCHEDULE CHANGES

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

GRADES

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

Assessments will be worth 70% and assignments will be worth 30% of the students grade. High school finals will count towards 20% of the students final semester grade.

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

4.0 GPA SCALE

100-95=A	(4.0)	82.49-79.5 =B-	(2.75)	69.49-66.5 =D+	(1.25)
94.49-89.5 =A-	(3.75)	79.49-76.5 =C+	(2.25)	66.49-62.5 =D	(1.0)

89.49-86.5 =B+ (3.25) 76.49-72.5 =C (2.0) 62.49-59.5 =D- (0.75)
86.49-82.5 =B (3.0) 72.49-69.5 =C- (1.75) 59.49 & below=F (0.00)

Transfer Grades:

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

HONOR ROLL

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

1. Students making the quarterly honor roll must have a minimum grade of "B-" in **each regular class** before being considered for the honor roll.
2. The grade point average of each honor roll student shall be computed by the Guidance Counselor and/or administration.
3. For students to receive an honor roll certificate, students must make Honor Roll all 1st, 2nd, and 3rd Quarters.

MID-TERM REPORTS

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

SEMESTER EXAMS

High School -Per Semester: For a student to be excused from finals

The student must not have more than 5 absences (34 hours) for the semester.

The student must have an A in the class for the 1st/3rd quarter.

The student must have an A in the class 2nd/4th quarter at the time the finals are to be given.

If the student has the grade requirement (A) but has missed more than 5 days in the semester, they will still have to take the final.

Semester exams will be given in each class at the end of each semester. They will count as **20% toward the semester grade** and will be cumulative for the semester it is given.

Junior High School – Semester exams will be given in each class at the end of each semester. Final will be the last assessment score to finish the 2nd and 4th quarter.

Students must be present on the day of the final, must be in class, and must not disrupt other students. Failure to adhere to these requirements will result in a zero (0) for the final. Any student who is absent on the day of a final must have made prior arrangements with the building principal to take the final early.

HOMEWORK

STUDENTS RESPONSIBILITIES

1. Homework is the responsibility of the student.
2. Students should record assignments and ensure the required materials are taken home. Completed homework should be returned to school when due.
3. Students should allocate a time and place for homework.
4. When missing class, it is the student's responsibility to complete the work assigned.

PARENTS/GUARDIANS RESPONSIBILITIES

1. Parents should demonstrate an interest in the children's homework and monitor their work habits.
2. Parents should ensure that students have a time and place for homework.
3. Parents are urged to attend information evenings and parent conferences in order to become aware of the homework and testing schedules in their child's courses.
4. Parents should regularly monitor Parent Portal and converse with teachers by email, telephone or in person.

TEACHERS RESPONSIBILITIES-HOMEWORK

1. Teachers should assign meaningful homework experiences.
2. Teachers must be clear on homework assignments; make sure students have necessary prerequisite skills; vary and individualize types of assignments.
3. Teachers should grade homework and provide timely and specific feedback.
4. Teachers should review homework in class and discuss any questions, problems, or concerns as needed.
5. Teachers will contact parents if students are not fulfilling their homework responsibilities.

Zero/No Homework Policy

- First Missing assignment-Remind Student/teacher contacts parents
- Second missing Assignment-Teacher contact parents
- Third Missing assignment- Student sent to the office

Students are required to complete assignments given by classroom teachers. Repeated failure or refusal to complete assigned class and/or homework will not be tolerated and will result in disciplinary action.

Missing assignments will be disciplined in the following manner:

- Upon receiving the third missing assignment in a class period within a particular quarter students will receive: **ISS/Detention/Saturday School**
- Each additional zero will receive: **ISS/Detention/Saturday School/ Corporal Punishment**
- Excessive zeros could result in a student receiving an **Incomplete** for the class.

ATTENDANCE POLICY

Advance R-IV Schools-Attendance Rules and Procedures

The Board of Education has established the following rules and regulations regarding attendance for students. These rules and regulations are intended to comply with Missouri Compulsory Attendance Law (167.031 RSMo.) which establishes compulsory attendance for all children between the ages of seven

and sixteen unless their education is provided by other acceptable means or otherwise excusable under the law.

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

Jr. High and High School Students - Attendance Policy

In order to be considered for promotion to the next grade level a high school student must be present a minimum of 95% of the scheduled attendance days per semester. Absences shall not exceed **12 days per school year or 81.6 hours per school year**. Parents will be notified by the school when students have missed over the allotted amount of time.

Note the following attendance procedures.

1. If a student is absent from school, we ask that parents/guardians call the high school office (722-3584) by 9:30 am to inform us that your child will be absent. Notification by the parent/guardian **does not excuse** the absence; however, it does inform the school the parent/guardian is aware their student was not present at school (**verified**). If the school does not receive a phone call from home, the school will make contact with parents/guardians at home or at work. **Voluntary requests for homework must be made by 10 a.m. to allow the teachers ample time to provide assignments and may be picked up in the high school office after 2:30 p.m. that day**. If homework is picked up ahead of time, it is due when the student returns. Students will be allowed one day of school when returning for each day of absence to turn in missed work and schedule missed assessments.
2. Professional documentation (notes from a doctor, dentist, lawyer, etc.) documenting a student's absence must be provided to the school office no later than **3 days after** the date of the absence noted on the documentation. Professional documentation will not be accepted beyond the 3rd day on which a student was absent for any/all of the school day. The professional documentation must state the reason for the student to be absent from school. **Parent notes do not suffice for professional documentation for absences.**
3. School trip days authorized by the principal (ex. College Days, School Sponsored Field Trips, and School Sponsored Activities) **do not** count as days missed.
4. If a student is absent for more than **12 days or 81.6 hours** for the school year, administration will contact the parent/guardian by email, phone or letter to make them aware they are over the allotted amount of days and will have to attend summer school. Should the parent or guardian feel there is just cause for excessive absences, they may choose to appeal the decision. The parent/guardian will be responsible to submit a written request to administration to have their attendance reviewed by the attendance review committee. Requests should be made in writing within **5** days of notification by administration. The review committee will be made up of 3 teachers, the guidance counselor, and administration, who will be responsible for reviewing the attendance history and making recommendations concerning excessive absences. The committee will meet during the 4th quarter of the school year to review said appeals. Parents will be notified by phone, letter or email after a decision on their appeal has been made. Please be proactive in watching your students' attendance and grades in TeacherEase throughout the year to make sure you are aware of where your student(s)

stand. The committee's recommendation will be one of the following:

- To deny the student course credit or promotion to the next grade level.
- To assign the student to make up the time missed during summer school. The committee at this point would decide on the number of days the student must attend.
- To forgive the excess absences and grant the student course credit or promotion to the next grade level.

5. If a student and their parent/guardian choose not to appeal they will be assigned to summer school for the number of days they are over **12 days or 81.6** hours for the school year.

6. The committee will consider the following things in making a decision; a) did the student provide professional documentation for the absences within 3 days of the absence b) past attendance c) extraordinary circumstances d) extreme hardship and e) the student's academic record. The committee will make a written report of the hearing and file it in the principal's office and will also notify the student's parents or guardian in writing or by phone of their decision.

7. Students will be expected to make up all work regardless of reason for absence. **Each teacher may set reasonable limits regarding the timeframe in which missed work may be completed.** Attendance and participation are part of a successful learning experience. Except in certain situations with foster care children in accordance with law, students with more than 12 absences or 81.6 hours missed per year will be assigned to Summer School unless appealed in writing to administration. The committee will then meet to review the case.

8. Students who find it necessary to leave school before the end of the day due to illness, doctor or dental appointments, emergencies, etc., are required to sign out in the office with a phone call or request from the parent, or in the case of an emergency with the nurse or principal's permission. Signing out during school hours will be permitted only by a **phone call from the parent or guardian to the high school office or with the nurse's approval. Text messages will no longer be accepted.** Anyone leaving school without prior approval will be considered truant and will be disciplined as such.

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

Truancy

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

Judicial Action

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

ABSENCES AND ASSIGNMENTS

Parent/guardian: Should call on the day of the absence by 9:30 a.m. explaining the student's absence and to request homework. Homework can be ready by 2:30 pm on most days for parents to pick up.

NOTE: A phone call notifying parents/guardians of student absence will be made by the office by 10 am.

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

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

Student absences, **including school function absences**, falling on the day of a scheduled test, or advance assignments, shall be treated in the following manner (see **HOMEWORK** above):

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

TO LEAVE SCHOOL DURING THE SCHOOL DAY

Students must:

1. Have parents **call the office** (text messages will no longer be accepted)
2. Sign out in the HS Office
3. Sign in upon returning in the HS Office
4. **Students are not allowed to leave school premises during lunch. When students sign out with parent permission for lunch the attendance counts against their A+ hours/attendance which can cause them to attend Credit Recovery for the lunch period. Text messages will no longer be accepted as a form for students to sign out during lunch, only phone calls.**
5. **The only days students in grades 11th and 12th are allowed to leave for lunch without parent permission is during the reward lunch for Off Campus Lunch (OCL). Abusing the OCL on days that are designated as OCL will result in students losing OCL privileges.**
6. Do not leave the building without signing out.

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

DRUG TESTING POLICY (see full policy disclosure at end of handbook)

Participation in extracurricular activities at Advance High School, as well as parking on campus, are considered to be privileges for our students. Students who participate in extracurricular activities carry a responsibility of appropriate behavior to themselves, their fellow students, their parents/guardians, and to their school. They are expected to set the highest possible examples of conduct, which includes avoiding illegal or unauthorized drug use. Students who drive and park at school are expected to follow all motor vehicle laws. Driving while under the influence of drugs is both an operational and safety hazard to the

school community. For all students participating in the above school privileges, illegal or unauthorized drug use is incompatible to the good order of the school.

All students who wish to participate in extracurricular activities as defined herein, or who wish to park a motor vehicles on campus will be required to participate in the random drug testing program. Prior to participation, each student and his/her parent guardian must sign the consent form provided by the District. This consent form will be kept on file in the Activities Director's office and a copy in the Superintendent's office. **Students who fail to return a fully completed consent form will not be eligible to participate in the extracurricular activity or park on campus.**

SEARCH AND SEIZURE

Students' personal effects and lockers may be subject to be searched by designated school personnel at any time there may be a question of presence of illegal materials or materials prohibited by school policies. School lockers and desks are the property of the Board of Education and are provided for the convenience of students, and as such, are subject to periodic inspection without notice.

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

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

Law enforcement officials shall be contacted if the administration 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.

Interview with Police or Juvenile Officers/Other Law Enforcement Officials

The Advance R-IV School District has legal jurisdiction over students during the school day and hours of approved extracurricular activities. Law enforcement officials may wish to interview students regarding their knowledge of suspected criminal activity and may wish to interrogate students who are themselves suspected of engaging in criminal activity. Such interviews and interrogations are discouraged during class time, except when law enforcement officials have a warrant or other court order or when an emergency or other exigent circumstances exist. It is the responsibility of the principal or designee to take reasonable steps to prevent disruption of school operations while at the same time cooperating with law enforcement efforts.

When law enforcement officials find it necessary to question students during the school day or during 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 unless the interviewer raises a valid objection to the notification.

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

REMOVAL OF STUDENTS FROM SCHOOL BY LAW ENFORCEMENT OFFICIALS

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

DISCIPLINE POLICY

Philosophy

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

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

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

DUE PROCESS

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

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

STUDENT DISCIPLINE

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

property, including playgrounds, parking lots and school transportation, or at a school activity, whether on or off school property.

REPORTING TO LAW ENFORCEMENT

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

The following acts, regardless of whether they are committed by juveniles, are subject to this reporting requirement:

1. First or second degree murder under § 565.020, .021, RSMo.
2. Voluntary or involuntary manslaughter under § 565.024, RSMo.
3. Kidnapping under § 565.110, RSMo.
4. First, second or third degree assault under §§ 565.050, .060, .070, RSMo.
5. Sexual assault or deviate sexual assault under §§ 566.040, .070, RSMo.
6. Forcible rape or sodomy under §§ 566.030, .060, RSMo.
7. Burglary in the first or second degree under §§ 569.160, .170, RSMo.
8. Robbery in the first degree under § 569.020, RSMo.
9. Possession of a weapon under chapter 571, RSMo.
10. Distribution of drugs under §§ 195.211, .212, RSMo.
11. Arson in the first degree under § 569.040, RSMo.
12. Felonious restraint under § 565.120, RSMo.
13. Property damage in the first degree under § 569.100, RSMo.
14. Child molestation in the first degree pursuant to § 566.067, RSMo.
15. Sexual misconduct involving a child pursuant to § 566.083, RSMo.
16. Sexual abuse pursuant to § 566.100, RSMo.

The principal shall notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy. In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten (10) days or expulsion of any student who the district is aware is under the jurisdiction of the court.

DOCUMENTATION OF STUDENTS DISCIPLINE RECORD

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

PARTICIPATION IN ACTIVITIES WHILE UNDER SUSPENSION/EXPULSION

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. All students who are suspended or expelled are prohibited from being on school property for any reason unless a certain circumstance is brought to the Board of Education and permission is granted by the superintendent or designee.

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

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

- district.
4. The student resides within 1,000 feet of a public school in the district and is on the property of his or her residence.

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

TYPES OF PUNISHMENT

- 1) **CONFERENCE:** A formal conference is conducted between the student and school personnel (PC).
- 2) **PARENT INVOLVEMENT:** Parent/Guardian is notified by telephone, personal contact, letter or certified letter of the occurrence of inappropriate behavior. A parent/guardian/student-school personnel conference may be conducted.
- 3) **DETENTION:** The student is assigned to stay in a supervised area during lunch time, or after school and complete assigned tasks. The parent/guardian may be notified.
- 4) **DRIVING PRIVILEGE SUSPENSION (Principal/Superintendent):** The student is not allowed to drive on school premises during the regular school day. Parents/guardians may be notified.
- 5) **SATURDAY SCHOOL -** The student is assigned to stay in a supervised area from 8am to 12pm based upon a discipline infraction or Credit Recovery needed for attendance/credit for a class and will complete assigned tasks.
- 6) **SATURDAY MANDATORY CLASS-** The student is assigned to stay in a supervised area from 8am to 12pm and must take an online Smoking Cessation/Vape Hazards 90 min class and a quiz.
- 7) **LOSS/SUSPENSION OF EXTRA CURRICULAR ACTIVITIES** The student, based upon discipline infraction, could lose or be put on probation/suspended from extracurricular activities (i.e. - sports practice due to ASD, probation for club: such as BETA, FFA etc.).
- 8) **SUSPENSION IN-SCHOOL (ISS):** The placement of the student in time-out, in a paired classroom, in the principal's office or other location other than that student's regular classroom, or in an in-school suspension classroom for a portion of a school day (if longer than 3-5 school days see **Alternative/Off Campus ISS**). The student is required to complete all assignments, and take all tests, and academic credit is earned/granted. The parent/guardian is notified of the in-school suspension.
- 9) **ALTERNATIVE/OFF CAMPUS ISS SCHOOL PLACEMENT:** The student may be placed in the Bloomfield Alternative Classroom for short or long term Off Campus In-School Suspension for one (1) to 180 school days. The student is required to complete all assignments, take all tests, and academic credit is earned/granted. If a short term Off Campus ISS is assigned, the student will complete Advance R-IV course assignments. If a long term Off Campus ISS is assigned, students will be required to complete the Bloomfield Alternative Classroom program based upon Advance R-IV courses the student is currently enrolled in. The parent/guardian is notified of the off campus in-school suspension and students and guardians will be required to sign an agreement with the Bloomfield Alternative Classroom that will be sent home from Advance R-IV Schools. Our buses will transport students to and from the Bloomfield Alternative Classroom to ensure arrival/departure times are within the Bloomfield Alternative Classroom's schedule.
- 10) **SUSPENSION OF BUS RIDING PRIVILEGES (Principal):** The student is forbidden to ride the bus for a portion of a school day for up to ten (10) school days. The superintendent and parent/guardian will be notified.
- 11) **SUSPENSION OF BUS RIDING PRIVILEGES (Superintendent):** The student is forbidden to ride the bus for up to 180 school days. The parent/guardian is notified and the appeal procedure reviewed.
- 12) **SUSPENSION OUT-OF-SCHOOL (OSS) (Principal):** The student is forbidden to attend school for a portion of a school day up to ten (10) school days. Academic assignments may be assigned and academic credit may be earned or granted. The superintendent and parent/guardian are notified of the out-of-school suspension.

- 13) **CORPORAL PUNISHMENT**- Corporal Punishment is administered only by the building principal, superintendent, or certified employee, in the form of swatting the buttocks with a paddle (one to four swats). No corporal punishment will be given unless there is a certified staff member present to witness the act. The superintendent and the parent/guardian are notified of the corporal punishment.
- 14) **SUSPENSION OUT-OF-SCHOOL (Superintendent)**: The student is forbidden to attend school for up to 180 school days. The parent/guardian is notified, and the appeal procedure reviewed.
- 15) **EXPULSION** -The student is forbidden to attend the Advance R-IV Schools by the Board of Education. The parent/guardian is notified and the appeal procedure reviewed.

SUSPENDED ATHLETE

An athlete who commits an infraction resulting in a suspension will also be suspended from playing privileges and must complete the entire assigned suspension before having playing privileges reinstated. An athlete whose season ends, or decides to quit the team, before completing the entire suspension must serve the remaining portion of suspension before being declared eligible for participation in another sport season. Participation in District-Sponsored activities and on District Athletic teams is a privilege and not a legally protected right. Although students do not possess a legally protected right to participate in extracurricular activities, the District provides students suspended from participation with a formal opportunity to discuss the basis for their suspension with the Coach, Athletic Director, and Principal.

PROHIBITED CONDUCT

The following are descriptions of prohibited conduct as well as potential consequences for violation. The list of disciplinary punishments contained herein are options available to the administration, depending on the severity of the infraction, and number of offenses for the same infraction. Administration will determine the severity of the offense, and the appropriate punishment. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

1. Alcohol

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

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

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

2. Academic Dishonesty

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

First Offense: No credit for the work, grade reduction, or replacement assignment.

Subsequent Offense: No credit for the work, grade reduction, course failure, or removal from extracurricular activities.

3. Arson

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

First Offense: Detention, in-school suspension, corporal punishment, 1-180 days out-of-school suspension, or expulsion, report to law enforcement. Restitution if appropriate.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion, report to law enforcement. Restitution if appropriate.

4. Assault

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

First Offense: Principal/Student conference, detention, in school suspension, corporal punishment, Saturday School, loss or suspension from extra-curricular activities, 1-180 days out-of-school suspension, or expulsion, report to law enforcement.

Subsequent Offense: In-school suspension, corporal punishment, Saturday School, loss or suspension from extra-curricular activities 1-180 days out-of-school suspension or expulsion, report to law enforcement.

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

First Offense: Expulsion, report to law enforcement.

5. Automobile/Vehicle Misuse

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

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

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

6. Bag Violations

All backpacks, book bags, fanny packs or duffle bags of any kind must be placed in the student's locker or on hooks in the hallway during the school day after arriving at school and may not be carried to class. Please be sure that if you purchase a bag or backpack that it will fit in the lockers or hang on hooks in the hallway.

First Offense: Verbal warning or confiscation of the bag until the end of the day.

Subsequent Offense: Confiscation of the bag until end of the day and detention

7. Bullying (see Board policy [JFCF](#))

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

First Offense: Detention, in-school suspension, corporal punishment, Saturday School, loss or suspension from extra-curricular activities, or 1-180 days out-of-school suspension, report to law enforcement.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion, report to law enforcement.

8. Bus or Transportation Misconduct - (see Board policy JFCC)

Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

9. Cell Phone/Personal Communication Devices

Developments in cell phone technology in recent years have resulted in enhanced communication opportunities. However, the use of cellphones in schools poses increasing risks of school disruptions, bullying, criminal activity, and academic dishonesty. As a result, student cell phones, digital cameras and similar electronic devices may not be used or displayed during the school day, as well as, in dressing areas during extracurricular activities. However, such electronic devices may be used in serious, unexpected and dangerous situations that require immediate action. Such emergency situations include but are not limited to:

1. An active fire
2. An active tornado or earthquake
3. An active shooter
4. An evacuation of school premises
5. Any other serious, unexpected and dangerous situations that require immediate action
6. Any situation identified in School Board Policy as an emergency

In addition, exceptions include situations when a student is directed to use such a device by a District employee or volunteer for instructional Purposes. Exceptions will also be made when use of such electronic device is provided or required by:

1. The Individuals with Disabilities Education Act (IDEA)
2. Americans with Disabilities Act (ADA)
3. An individualized emergency health care plan as provided by Missouri statute
4. Rehabilitation Act of 1972 (Section 504)
5. Civil Rights Act of 1964 (Title VII)
6. Equal Educational Opportunities Act

Violation of this policy will result in the following consequences:

First Offense: Confiscation and picked up by a parent or guardian.

Second Offense: Confiscation, 1 day of after school detention, picked up by a parent or guardian.

Subsequent offenses: Confiscation, picked up by a parent or guardian, and In-school suspension or alternative school.

Refusal to turn a cell phone over to school staff will result in in-school suspension.

10 . Dishonesty

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

First Offense: Nullification of forged document. Principal/Student conference, detention, in-school suspension, corporal punishment, Saturday School, loss or suspension from extra-curricular activities or 1-10 days out-of-school suspension.

Subsequent Offense: Nullification of forged document. Detention, in-school suspension, corporal punishment, Saturday School, loss or suspension from extra-curricular activities, 1-180 days out-of-school suspension, or expulsion.

11. **Disparaging or Demeaning Language**

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

First Offense: Principal/Student conference, detention, in-school suspension, corporal punishment, Saturday School, loss or suspension from extra-curricular activities, or 1-10 days out-of-school suspension.

Subsequent Offense: Detention, in-school suspension, corporal punishment, Saturday School, loss or suspension from extra-curricular activities, 1-180 days out-of-school suspension, or expulsion.

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

Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

First Offense: Principal/Student conference, detention, in-school suspension, corporal punishment, Saturday School, loss or suspension from extra-curricular activities, or 1-10 days out-of-school suspension.

Subsequent Offense: Detention, in-school suspension, corporal punishment, Saturday School, loss or suspension from extra-curricular activities, 1-180 days out-of-school suspension, or expulsion.

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

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

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

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

2. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

First Offense: In-school suspension or 1-180 days out-of-school suspension, report to law enforcement.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion, report to law enforcement.

3. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

First Offense: 1-180 days out-of-school suspension or expulsion, report to law enforcement.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion, report to law enforcement.

14. **Prescription Medication**

- a. Possession of a prescription medication without a valid prescription for such medication on school premises, on a school bus or while attending any school activity.

First Offense: 1-180 days out-of-school suspension, report to law enforcement

Subsequent Offenses: 1-180 days out-of-school suspension or expulsion, report to law enforcement

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

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

15. **Extortion**

Threatening or intimidating any person for the purpose of obtaining money or anything of value.

First Offense: Principal/Student conference, detention, in-school suspension, corporal punishment, Saturday School, loss or suspension from extra-curricular activities, or 1-10 days out-of-school suspension, report to law enforcement.

Subsequent Offense: Saturday School, loss or suspension from extra-curricular activities, In-school suspension, 1-180 days out-of-school suspension, or expulsion, report to law enforcement.

16. **Failure to Complete Assignment/Missing Assignment**

Students are required to complete assignments given by classroom teachers. Repeated failure or refusal to complete assigned class and/or homework will not be tolerated and will result in disciplinary action.

- First Missing assignment-Remind Student/teacher contacts parents
- Second missing Assignment-Teacher contact parents
- Third Missing assignment- Student sent to the office
-

Students are required to complete assignments given by classroom teachers. Repeated failure or refusal to complete assigned class and/or homework will not be tolerated and will result in disciplinary action.

Missing assignments will be disciplined in the following manner:

- Upon receiving the third missing assignment in a class period within a particular quarter students will receive: **ISS/Detention/Saturday School**
- Each additional zero will receive:**ISS/Detention/Saturday School/ Corporal Punishment**
- Excessive zeros could result in a student receiving an **Incomplete** for the class.

17. Failure to Report to or be in Assigned Area

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

First Offense: Principal/Student conference, detention, in-school suspension, corporal punishment, Saturday School, loss or suspension from extra-curricular activities, 1-10 days out-of-school suspension.

Subsequent Offense: In-school suspension, corporal punishment, Saturday School, loss or suspension from extra-curricular activities, 1-180 days out-of-school suspension, or expulsion.

18. Failure to Meet Conditions of Suspension

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

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

First Offense: Verbal warning, detention, in-school suspension, corporal punishment, Saturday School, loss or suspension from extra-curricular activities, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: Verbal warning, detention, in-school suspension, corporal punishment, Saturday School, loss or suspension from extra-curricular activities, 1-180 days out-of-school suspension, or expulsion.

19. False Alarms - (see also "Threats or Verbal Assault")

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

First Offense: Restitution. Principal/Student conference, detention, in-school suspension, corporal punishment, Saturday School, loss or suspension from extra-curricular activities, 1-180 days out-of-school suspension, or expulsion, report to law enforcement.

Subsequent Offense: Restitution. In-school suspension, corporal punishment, Saturday School, loss or suspension from extra-curricular activities, 1-180 days out-of-school suspension, or expulsion, report to law enforcement.

20. Fighting - (see also, "Assault")

Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

First Offense: Principal/Student conference, detention, in-school suspension, corporal punishment, Saturday School, loss or suspension from extra-curricular activities, or 1-180 days out-of-school suspension, report to law enforcement.

Subsequent Offense: In-school suspension, corporal punishment, Saturday School, loss or suspension from extra-curricular activities, 1-180 days out-of-school suspension, or expulsion, report to law enforcement.

21. Gambling

Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games.

First Offense: Principal/Student conference, loss of privileges, detention, corporal punishment, or in-school suspension, Saturday School, loss or suspension from extra-curricular activities, report to law enforcement

22. Gang Activity

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

First Offense: Principal/Student conference, detention, in-school suspension, corporal punishment, Saturday School, loss or suspension from extra-curricular activities, 1-180 days out-of-school suspension, notification to law enforcement officials.

Subsequent Offense: Detention, in-school suspension, corporal punishment, Saturday School, loss or suspension from extra-curricular activities, 1-180 days out-of-school suspension, notification to law enforcement officials.

23. Harassment (see Board policy AC)

A form of discrimination, as defined above, that occurs when the school environment becomes permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive enough that it unreasonable alters the employment or educational environment. Behaviors that could constitute illegal harassment include, but are not limited to, the following acts if based on race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law or a belief that such a characteristic exists; graffiti; display of written material or pictures; name calling; slurs; jokes; gestures; threatening, intimidating or hostile acts; theft; or damage to property.

First Offense: Principal/Student conference, detention, in-school suspension, corporal punishment, Saturday School, loss or suspension from extra-curricular activities, 1-10 days out-of-school suspension, report to law enforcement.

Subsequent Offense: Detention, in-school suspension, corporal punishment, Saturday School, loss or suspension from extra-curricular activities, 1-180 days out-of-school suspension, expulsion and report to law enforcement.

24. Hazing - (see Board policy JFCF)

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

First Offense: In-school suspension, corporal punishment, Saturday School, loss or suspension from extra-curricular activities, or 1-180 days out-of-school suspension, report to law enforcement.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion, report to law enforcement.

25. Incendiary Devices

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

First Offense: Confiscation. Warning, principal/student conference, detention, corporal punishment, Saturday School, loss or suspension from extra-curricular activities, or in-school suspension, report to law enforcement.

Subsequent Offense: Confiscation. Principal/Student conference, detention, in-school suspension, corporal punishment, Saturday School, loss or suspension from extra-curricular activities, report to law enforcement, 1-10 days out-of-school suspension.

26. Insubordination

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

First Offense: Principal/Student conference, detention, in-school suspension, corporal punishment, Saturday School, loss or suspension from extra-curricular activities, or 1-180 days out-of-school suspension.

Subsequent Offense: Detention, in-school suspension, corporal punishment, Saturday School, loss or suspension from extra-curricular activities, 1-180 days out-of-school suspension, or expulsion.

27. Public Display of Affection

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

First Offense: Principal/Student conference, detention, corporal punishment, in-school suspension, Saturday School, loss or suspension from extra-curricular activities, or 1-180 days out-of-school suspension, report to law enforcement.

Subsequent Offense: Detention, in-school suspension, corporal punishment, Saturday School, loss or suspension from extra-curricular activities, 1-180 days out-of-school suspension, or expulsion, report to law enforcement.

28. Sexual Activity

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

First Offense: Principal/Student conference, detention, in-school suspension, corporal punishment, Saturday School, loss or suspension from extra-curricular activities, or 1-180 days out-of-school suspension, report to law enforcement.

Subsequent Offense: Detention, in-school suspension, corporal punishment, Saturday School, loss or suspension from extra-curricular activities, 1-180 days out-of-school suspension, or expulsion, report to law enforcement.

29. Sexual Harassment - (see Board policy AC)

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

First Offense: Principal/Student conference, detention, in-school suspension, corporal punishment, Saturday School, loss or suspension from extra-curricular activities, 1-180 days out-of-school suspension, or expulsion, report to law enforcement.

Subsequent Offense: In-school suspension, corporal punishment, Saturday School, loss or suspension from extra-curricular activities, 1-180 days out-of-school suspension, or expulsion, report to law enforcement.

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

First Offense: In-school suspension, corporal punishment, Saturday School, loss or suspension from extra-curricular activities, report to law enforcement 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: 1-180 days out-of-school suspension, or expulsion, report to law enforcement

30. Sexually Explicit, Vulgar or Violent Material –

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

First Offense: Confiscation. Principal/Student conference, detention, in-school suspension, corporal punishment, or 1-180 days out-of-school suspension, Saturday School, loss or suspension from extra-curricular activities, report to law enforcement.

Subsequent Offense: Confiscation. Detention, in-school suspension, corporal punishment, 1-180 days out-of-school suspension, or expulsion, Saturday School, loss or suspension from extra-curricular activities, report to law enforcement.

31. Tardies

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

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

Subsequent Offense: Detention, in-school suspension, corporal punishment, or out-of-school suspension, Saturday School, loss or suspension from extra-curricular activities, report to law enforcement

32. Technology Misconduct- (see Board Policies EHB and KKB and procedure EHB-AP)

1. Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device.

First Offense: Restitution. Principal/Student conference, loss of user privileges, detention, in-school suspension, corporal punishment, or 1-180 days out-of-school suspension, Saturday School, loss or suspension from extra-curricular activities.

Subsequent Offense: Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion, , Saturday School, loss or suspension from extra-curricular activities..

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

First Offense: Restitution. Principal/Student conference, detention, in-school suspension, corporal punishment, or 1-180 days out-of-school suspension, , Saturday School, loss or suspension from extra-curricular activities..

Subsequent Offense: Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion, , Saturday School, loss or suspension from extra-curricular activities..

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

First Offense: Confiscation. Principal/Student conference, detention, corporal punishment, or in-school suspension, Saturday School, loss or suspension from extra-curricular activities..

Subsequent Offense: Confiscation. Principal/student conference, detention, in-school suspension, corporal punishment, or 1-10 days out-of-school suspension, , Saturday School, loss or suspension from extra-curricular activities..

33. Theft

Theft, attempted theft or knowing possession of stolen property.

First Offense: Return of or restitution for property. Principal/Student conference, detention, in-school suspension, corporal punishment, or 1-180 days out-of-school suspension, Saturday School, loss or suspension from extra-curricular activities, report to law enforcement

Subsequent Offense: Return of or restitution for property. 1-180 days out-of-school suspension or expulsion, Saturday School, loss or suspension from extra-curricular activities, report to law enforcement

34. Threats or Verbal Assault

Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

First Offense: Principal/Student conference, detention, in-school suspension, corporal punishment, 1-180 days out-of-school suspension, or expulsion, Saturday School, loss or suspension from extra-curricular activities, report to law enforcement .

Subsequent Offense: In-school suspension, corporal punishment, 1-180 days out-of-school suspension, or expulsion, Saturday School, loss or suspension from extra-curricular activities, report to law enforcement .

35. Tobacco (smoke(less)/Nicotine (vape,e-cig, JUUL)-

1. Possession of any tobacco (smoke(less)/Nicotine (vape,e-cig, JUUL)- products on school grounds, school transportation or at any school activity.

Required to take an online Smoking Cessation/Vape Hazards class and a quiz after each offense.

Automatic referral to Juvenile.

First Offense: Confiscation of tobacco product. In-school suspension, Saturday Mandatory Class, detention, corporal punishment, or, loss or suspension from extra-curricular activities, report to law enforcement .

Subsequent Offense: Confiscation of tobacco product. In-school suspension, Saturday Mandatory Class, Detention, corporal punishment, or 1-10 days out-of-school suspension, Saturday School, loss or suspension from extra-curricular activities, report to law enforcement

2. Use of any tobacco (smoke(less)/Nicotine (vape, e-cig, JUUL)- products on school grounds, school transportation or at any school activity.

Required to take an online Smoking Cessation/Vape Hazards class and a quiz after each offense.

Automatic referral to Juvenile.

First Offense: Confiscation of tobacco products. In-school suspension, corporal punishment, detention, or 1-3 days out-of-school suspension Saturday School, Saturday Mandatory Class, loss or suspension from extra-curricular activities, report to law enforcement.

Subsequent Offense: Confiscation of tobacco product. In-school suspension, corporal punishment, or 1-10 days out-of-school suspension, Saturday School, Saturday Mandatory Class, loss or suspension from extra-curricular activities, report to law enforcement.

36. Truancy - (see Board policy JED and procedures JED-AP1 and JED-AP2)

Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians.

First Offense: Principal/Student conference, detention, corporal punishment, or 1-3 days in-school suspension, Saturday School, loss or suspension from extra-curricular activities, notification of law enforcement authorities.

Subsequent Offense: Detention, corporal punishment, or 3-10 days in-school suspension, Saturday School, loss or suspension from extra-curricular activities, notification of law enforcement authorities.

37. Unauthorized Entry

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

First Offense: Principal/Student conference, detention, in-school suspension, corporal punishment, or 1-180 days out-of-school suspension, Saturday School, loss or suspension from extra-curricular activities, report to law enforcement.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion, report to law enforcement.

38. Vandalism- (see Board policy ECA)

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

First Offense: Restitution. Principal/Student conference, detention, in-school suspension, corporal punishment, 1-180 days out-of-school suspension, or expulsion, Saturday School, loss or suspension from extra-curricular activities, report to law enforcement.

Subsequent Offense: Restitution. In-school suspension, corporal punishment, 1-180 days out-of-school suspension, or expulsion, Saturday School, loss or suspension from extra-curricular activities, report to law enforcement.

39. Weapons - (see Board policy JFCJ)

1. Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo.

First Offense: In-school suspension, corporal punishment, 1-180 days out-of-school suspension, or expulsion, loss or suspension from extra-curricular activities, report to law enforcement.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion, loss or suspension from extra-curricular activities, report to law enforcement

2. Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2).

First Offense: One (1) calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent, report to law enforcement

Subsequent Offense: Expulsion, report to law enforcement.

STUDENT DRESS CODE

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

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

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

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

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

Second Offense: Lunch or After-school detention, in-school suspension, corporal punishment, 1-180 days out-of-school suspension.

OUTSIDE FOOD AND DRINKS

All beverages that enter Advance Jr/Sr High School that are not in secured, capped containers must be disposed of before they enter the building.(ex. Fountain Drinks) No outside food or drink should be delivered.

LOCKERS

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

BREAKFAST & LUNCH

A Breakfast Cart will be located in the high school beginning at 7:45 am for junior high and high school students to purchase breakfast. School breakfast for grades 7-12 will cost \$1.70 per day. All Junior High and High School students will go to the elementary cafeteria at lunchtime. High school will have a closed campus. School lunch for grades 7-12 will cost \$2.40 per day.

FREE AND REDUCED LUNCH

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

OFF CAMPUS LUNCH (OCL)

This is a reward/policy for 12th grade students who are in good standing, have 95% attendance, no discipline referrals, no tardies, and have not been signed out for non-off campus lunch days the privilege to leave campus for lunch on designated days. Juniors and Seniors who turn into the High School office a permission form, signed by student and parent/guardian, the ability to leave on OCL designated days if student and parent adhere to OCL guidelines. Students may lose OCL reward privilege because of disciplinary, attendance or academic infractions at the discretion of the administration. Students may also be removed from this privilege by their parents at any given time. Off campus for 12th grade will start no

earlier than the beginning of the second quarter. 11th grade students will be evaluated at the end of the 1st semester to see if they are eligible and administration will determine a start date.

LIBRARY

The library is a place for research and study, and the rule of silence in the library should hold at all times including before and after school. **This is not a napping/resting area.** All books, magazines and other library materials should be handled carefully and returned to their proper place or to the librarian. No materials may be removed from the library without permission. There will be a five (5) cent fine charged for each day a book is overdue.

PASSES

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

DRIVING REGULATIONS

There is no expectation of privacy relative to a student's automobile while on the campus of Advance R-IV. Searches and seizures may occur based on reasonable suspicion. Participation in extracurricular activities at Advance High School, as well as parking on campus, are considered to be privileges for our students. Students who participate in extracurricular activities carry a responsibility of appropriate behavior to themselves, their fellow students, their parents/guardians, and to their school. They are expected to set the highest possible examples of conduct, which includes avoiding illegal or unauthorized drug use. Students who drive and park at school are expected to follow all motor vehicle laws. Driving while under the influence of drugs is both an operational and safety hazard to the school community. For all students participating in the above school privileges, illegal or unauthorized drug use is incompatible to the good order of the school.

All students who wish to participate in extracurricular activities as defined herein, or who wish to park a motor vehicle on campus will be required to participate in the random drug testing program. Prior to participation, each student and his/her parent guardian must sign the consent form provided by the District. This consent form will be kept on file in the Activities Director's office, High School Office, and a copy in the Superintendent's office. **Students who fail to return a fully completed consent form will not be eligible to participate in the extracurricular activity or park on campus.**

1. The student shall operate the automobile in accordance with state laws. Reckless and careless driving may result in the suspension of driving privileges. The vehicle should be licensed by the state.
2. The automobile must be registered in the principal's office **prior to driving to school.** The student must provide valid automobile insurance information. The student may be in the vehicle only before school, lunch (off campus lunch only), and after school.
3. Students are to park **appropriately and in their assigned parking space** throughout the school year. If for any reason they are unable to park in their regularly assigned parking space, they must notify the HS office.

Students are NOT allowed to:

- Drive to the Cape Career and Technology Center.
- Students are not allowed to go to their vehicle during the school day unless prior permission has been given through the principal's office.
- Get off the school bus and get in the car during the mornings or after CTC trips. Prior permission has to be given through the principal's office.
- Provide transportation to other student(s) during school hours unless prior permission has been given from the principal's office and per parent request.

VISITORS

Students should not bring visitors with them to school. You, the other students, and teachers have enough to do without the interruption of a new face in the classroom. Visitors needing to speak to any student or teacher must report to the office first, where they will be given a visitor's pass to do so (if it is at an appropriate time during the school day).

BEING ON SCHOOL PROPERTY AFTER SCHOOL HOURS

Students are not allowed on school property after the dismissal of school unless they are participating in a scheduled supervised school activity. Main entrance doors are locked after 4pm. Students who plan to attend scheduled night activities should not be on school property until the scheduled gate opening time, which is 45 minutes before the scheduled activity. Students are not to loiter outside of the activity area BEFORE, DURING, OR AFTER the scheduled activity. School discipline will be enforced during regular scheduled after school activities.

SCHOOL SPONSORED ACTIVITIES

Any activity in which the Advance R-IV School District participates is a school activity and all students are subject to school policies and teacher directions while in attendance. A student who is a participant or spectator at a school-sponsored event is required to know and abide by the following along with any special rules set up by the sponsor:

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

SCHOOL DANCES

QUEENS

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

JUNIOR-SENIOR PROM

Persons outside the Advance Schools are allowed to attend the prom provided they have a date with an Advance junior or senior, are under 21 years of age, receive prior approval from the principal and sponsor, and pay a \$15.00 fee. Spouses of juniors or seniors do not pay a \$15.00 fee. Spouses over 21 years of age are not allowed.

HOMECOMING

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

Advance Administration expects student dress and grooming to be neat, clean and in good taste, so that each student may share in promoting a positive, healthy and safe atmosphere within the school district. The mode of dress should reflect a wholesome attitude toward school without creating offense or distraction. In every case, the final decision lies with the superintendent, principal or designee. If the school dress is deemed inappropriate for the activity/event/ceremony the student will not be allowed to participate and will be asked to cover up and/or leave.

EMERGENCY INFORMATION

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

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

DRILLS

FIRE DRILL

Fire drills will be held at least **once per quarter**. Teachers will instruct the students in the proper methods for evacuation of the buildings in case of a fire. The signal for a fire drill -- fire alarm will sound and administration will confirm if evacuation needs to occur. Any misbehavior during drills will be considered in the most serious manner possible. It will be regarded as endangering the lives of other students.

TORNADO DRILL

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

EARTHQUAKE DRILL

Earthquake drills will be held **once per quarter**. The teacher should direct students to stand against the wall away from the windows or get under desks or tables. If no teacher is in the room or area, students shall take this action. An attempt should be made to move away from glass and falling objects. When an earthquake is over, the principal will give a signal for evacuation of the building in whatever manner is available for notification. Any misbehavior during drills will be considered in the most serious manner possible. It will be regarded as endangering the lives of other students.

LOCKOUT/LOCKDOWN/INTRUDER DRILL

Intruder drills will be held once per semester. The teacher will instruct the students in the proper procedures for lockdown/intruder drills as they deem necessary for where the intruder is said to be and for the age appropriateness for their students. An announcement will be made as to where the intruder is and evacuation will proceed at proper reunification points. Any misbehavior during drills will be considered in the most serious manner possible. It will be regarded as endangering the lives of other students.

BUS SAFETY DRILL

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

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

INCLEMENT WEATHER & EARLY RELEASE NOTIFICATION

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

FUND RAISING

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

STUDENT INSURANCE

Student insurance will be available through K&K insurance. The link is on the school website. All students should have some type of accident insurance, either school or family. All students participating in athletics and VoAg must have accident insurance.

STUDENT HEALTH

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

IMMUNIZATIONS

As mandated by section 167.181, RSMo, each school must have a record showing the immunization status of every child in attendance. The law prohibits the enrollment and attendance of children who are in noncompliance. Immunization information is required in seven (7) categories: diphtheria, tetanus, pertussis, polio, measles, rubella, and mumps. Kindergarten students in the 2022-23 classes are required to have Hepatitis B immunizations (series of three doses). Students cannot attend school unless they are properly immunized and can provide satisfactory evidence of immunization or unless they are exempted. Transfer students in noncompliance shall not be permitted to enroll or attend school. Students who were enrolled during the previous school year shall be denied attendance for the current school year if not in compliance. Homeless children may be enrolled in school for no more than 24 hours prior to providing satisfactory evidence of immunization. For answers to questions regarding your child's immunization status, phone the school nurse at 573-722-3584 or 573-722-3564.

MEDICATION

Students are not allowed to have medications in their possession for self-administration at school. The danger of a reaction or children taking medication by error necessitates the strict enforcement of this policy. If medication must be given at school, it should be brought to the nurse's office in its properly labeled bottle. A signed note from the parent stating when the next dose should be given should accompany all medication. **DO NOT SEND MEDICATION IN ENVELOPES, PLASTIC BAGS, ETC.**

ATHLETIC PROGRAM

See the **Advance Athletic Handbook** for additional detailed information.

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

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

TELEPHONE

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

RULES FOR RIDING SCHOOL BUSES

1. The driver is in charge of the pupils and the bus.
2. Students must obey the driver promptly and courteously.
3. Unnecessary conversation with the driver is prohibited.
4. Classroom conduct is to be observed by pupils while riding the bus.
5. Students are to remain seated while the bus is in motion.
6. Profane language and loud noises are not permitted.
7. Rowdiness is not permitted.
8. Students are to keep all of their body inside the bus until they arrive at their destination.
9. Throwing of any object is forbidden.
10. Students are responsible for keeping the bus neat and litter free.
11. Students are not to sit in the driver's seat or touch any of the operating controls.
13. Drivers have authority over behaviors at bus stops.

Riding on school buses is a privilege, not a right. Any serious misbehavior or repeated misbehavior could result in the withdrawal of bus service to that student.

AFTER SCHOOL TUTORING PROGRAM

If a student is failing and needs extra help they can be referred to the After School Tutoring Program. This program is designed to provide one on one help to struggling students. Teachers and A+ students will be able to help struggling students Monday through Thursday in the designated teacher's classroom after school from 3:10 – 3:30 pm. Students can voluntarily attend tutoring or may be assigned by a teacher or administrator.

Parents are responsible for providing transportation at the conclusion of the daily tutoring program which ends at 3:30 pm. Students in the Junior & Senior High School are to be picked up in front of the High School building.

CARE OF SCHOOL PROPERTY

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

Book Replacement Cost:

New Book	100% of replacement cost	1 year old	90% of replacement cost
2 years old	75% of replacement cost	3 years old	50% of replacement cost
4 years old	30% of replacement cost	5 years old	10% of replacement cost

Class and Dance Sponsors

7th Grade Sponsors	8th Grade Sponsors	JH Spring & Fall Dance/Activity
Mrs. Eggimann	Mr. Swallows	Mrs. Eggimann
Mrs. Below	Mrs. Jansen	
Mr. Barr		

9th Grade Sponsors	10th Grade Sponsors	11th Grade Sponsors	12th Grade Sponsors	Homecoming	Barnwarming	Prom
Mr. Ladig	Mrs. Gholson	Mr. Horn	Mrs. O'Guin	Mrs. Eggimann		Mr. Horn
Mrs. Raines		Mrs. Hoffman	Mrs. Roper	Cheer Coach	Mrs. Gholson	Mrs. Hoffman
Mrs. Hawkins	Mrs. Page	Mr. Beal	Mrs. Welch	Mr. Barr	Mr. Beal	Mr. Beal
				Roberts	Roberts	Roberts

Organizations, Athletics, and Sponsors

Organization/Sport	Sponsor
Athletic Director	Mr. Hamlin
HS Baseball	Mr. Thompson
Volleyball – HS & JH	Mrs. Hoffman
Assistant HS Baseball	Mr. Charlie Mayo
JH Baseball	Mr. Limbaugh/Mr. Scharader
Head JH Girls Basketball	Mr. Beal
HS Boys Basketball – JV & Varsity	Mr. Barr
JH Boys Basketball Assistant	Mr. Limbaugh
JH & HS Girls Basketball	Mr. Beal
Beta Club	Mrs. Evans/Mr. Swallows/ Mrs. O'Guin/Mrs. Welch
Quiz Bowl	
Cheerleaders – High School	Mrs. Below
Cheerleaders – Junior High	Mrs. Eggimann
High School Pep Club	Mrs. Hawkins
JH Pep Club	Mrs. Eggimann
Advancer (Yearbook)	Mrs. Roper
Art Club	Mrs. Hawkins
Choir	Mrs. Page
Cross Country	Mr. Horn
FBLA	Mr. Beal
FCA	Mr. Swallows
FCCLA	Mrs. Gholson
FFA	Mr. Raines
History Club	Mrs. Hoffman
Robotics Club	Mrs. Eggimann
Softball	Mr. Horn
JH Softball	
Stoddard Co. Scholastic Meet	Mrs. Below
Assistant Volleyball	Mrs. Below
eSports and Gaming Club	Mr. Swallows

ADVANCE R-IV SCHOOL DISTRICT Student Technology Acceptable Use Policy

Recognizing the value of computer technology to enhance student development, Advance R-IV School District is excited about integrating technology further into the classroom setting. The district will be implementing a Blended Learning Model using a device in each student's possession.

In conjunction with new technology, the district will be creating accounts in systems, such as Google Apps for Education or other online classroom aides for the purposes of furthering educational opportunities. Students will be assigned a unique username and password for these systems. These systems will be managed by the district's filters to ensure the privacy and safety of students. At any time district staff may choose to inspect any student device for compliance with district policies.

It is the policy of the district to maintain a technological environment that promotes ethical and responsible behavior in all online network activities. Use of technology resources in a disruptive, inappropriate or illegal manner undermines the district objectives and will not be tolerated. Students who accidentally access unacceptable material shall immediately notify appropriate school personnel (teacher, counselor, or any administrator). This disclosure may serve as a defense against allegations that the user has intentionally violated this policy.

Unacceptable use of technology includes, but is not limited to:

- Allowing another person to use your password/user id to gain access to any school system including your own
- Sending, displaying, or storing inappropriate content on any district device in any location (or other device on school premises), such as: offensive messages or pictures, sexting, possession of sexually explicit, vulgar, or violent material
- Threatening, harassing, insulting or attacking others (cyberbullying)
- Violating copyright laws
- Releasing personal information or false information about another person or yourself, including but not limited to: name, address, phone number, email address, social security number, account numbers, passwords and other items used for identification
- Damaging computers, computer systems or computer networks
- Trespassing in another's folders, work, files, or decrypting system or user passwords
- Employing the network for commercial, religious or political purposes
- Crashing, attempting to crash network systems (district or other), or willful introduction of computer "viruses" or other disruptive/destructive programs into the district network or into external networks
- Using the network for any purpose or activity that is prohibited by federal, state, local laws, rules or regulations
- Attempting to join non-district owned / managed equipment to the school network
- Intentionally peeling off serial number, barcode, and/or Student ID
- Sending email to those outside of the school network.

- Sending emails to other students regarding non school matters.

Any faculty or staff member may moderate restrictions on student use (such as the amount of time online)

Students will be expected to treat district issued devices with respect and care. Students will keep devices inside their cases in the instances in which cases are provided by the district. Students will be expected to ensure the serial number, barcode, and/or Student ID are securely attached to any district issued device. If a student willfully or accidentally damages a district owned device, restitution will be paid. If restitution is not paid, the student will have technology privileges removed. This will also be tied to receiving a diploma, grade card, and/or class schedules.

In addition to understood concepts of expected conduct described in this document, I agree to the following behavioral norms in technology use:

- I agree to take part in mandatory Internet Safety Training
- I agree to care for and protect all district technology devices and systems within my possession
- I agree to share any school related login account and password with my parent(s) or legal guardian and understand that these accounts are not private from administrator or parent supervision and monitoring
- I agree to share my school related passwords only with my parent(s) / legal guardian and requesting school administrators and not with others, understanding that activity done on such accounts will be tied to my identity
- I agree to secure any district technology device assigned to me when not in use or when not in my possession
- I agree to immediately report any damages or vandalism to the device, protective case or bag to the Technology Help Desk whether caused by myself or another party
- I agree to report any loss of the device, bag or other parts to both the Technology Help Desk and Law Enforcement
- I understand accounts created for school use are maintained by the Advance R-IV school district and will be deleted at the end of course completion (Graduation) or unenrollment.

Students who are found to have violated this policy will be subject to the following consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidents, etc. These consequences are: restricted or loss of privileges, after school detention, conference with teacher/counselor/principal, parents contacted, out-of-school suspension, and possible contact with law enforcement.

The district will enact measures to filter and/or block offensive material harmful to children. No filtering system is 100% effective. Therefore, supervision and user responsibility will continue to be vital concerning student online safety.

Use of district provided technology is a privilege and as such there should be no expectation of privacy on the part of the student pertaining to the contents of personal files. The school district will maintain control over materials on the system or contained in files on the system.

STUDENT HANDBOOK ACKNOWLEDGEMENT FORM

*This form acknowledges that you and your student have **read** the Advance R-IV Student Handbook located online for the 2024-2025 school year.*

*I/we **understand** the policies in place for JH/HS discipline, technology, attendance, and participation in MSHSAA activities. I/we **understand** that violations of these policies will result in disciplinary actions as stated in the Student Handbook.*

STUDENT SIGNATURE

DATE

GRADE

PARENT/GUARDIAN SIGNATURE

DATE

USE OF STUDENT LOCKERS

Student lockers are provided for the students for the necessary school items. Abuse of the use of the locker or its immediate area may result in loss of privileges. I acknowledge and understand the following: 1. Student lockers are the property of the school district 2. Student lockers remain at all times under the control of the school district 3. I am expected to assume full responsibility for my school locker 4. Storing edible items or drinks in lockers is prohibited 5. Lockers are intended for school related items 6. I agree that I will not jam the locker to make it inoperable 7. The school district retains the right to inspect student lockers for any reason at any time without notice, without student consent, and without a search warrant.

Advance R-IV School District Random Drug Testing Policy

The Advance R-IV School District recognizes that drug abuse is a significant health problem for young people in our community and throughout our nation. Drug abuse has a serious effect on the overall development and health of an individual. The District Board of Education feels that it is important that students participating in extracurricular activities and those who are parking on campus remain free from the influence of drugs for the health and safety of all.

Participation in extracurricular activities at Advance High School, as well as parking on campus, are considered to be privileges for our students. Students who participate in extracurricular activities carry a responsibility of appropriate behavior to themselves, their fellow students, their parents/guardians, and to their school. They are expected to set the highest possible examples of conduct, which includes avoiding illegal or unauthorized drug use. Students who drive and park at school are expected to follow all motor vehicle laws. Driving while under the influence of drugs is both an operational and safety hazard to the school community. For all students participating in the above school privileges, illegal or unauthorized drug use is incompatible to the good order of the school.

All students who wish to participate in extracurricular activities as defined herein, or who wish to park a motor vehicle on campus will be required to participate in the random drug testing program. Prior to participation, each student and his/her parent guardian must sign the consent form provided by the District. This consent form will be kept on file in the Activities Director's office, High School Office and a copy in the Superintendent's office. **Students who fail to return a fully completed consent form will not be eligible to participate in the extracurricular activity or park on campus.**

Definitions:

- **Extracurricular Activities:** All MSHSAA sponsored activities, including but not limited to the following: baseball, basketball, softball, volleyball, cheerleading, speech and debate, academic teams (quiz bowl), and band. Also, all school sponsored clubs and organizations, including but not limited to, FFA, FCCLA, Beta Club, and Student Government.
- **Illegal Drug:** drugs that are illegal under law, including but not limited to any drug not prescribed by a physician for the user. Alcohol is also included in this definition.
- **Positive Test Results:** When referring to a drug test administered under this policy, a toxicological test result which is considered to demonstrate the presence of an illegal drug or the metabolites thereof using standards customarily established by the testing laboratory administering the drug test. (Upon testing positive for the use of prescription medication, the student will have to provide documentation that the use of the particular drug in question has been authorized by a doctor. A meeting with the student's parent/guardian will be scheduled with school officials to review medical documentation). A positive result attributable to the lawful use of a prescription or nonprescription drugs shall not be considered a positive result for the purposes of this policy.

Testing Pool

An independent drug testing company will randomly select students in grades 7-12 who are on a list of students who have returned the completed Random Drug Testing Consent Form. As stated previously, any student who wishes to participate in extracurricular activities and/or park on campus must return the completed Random Drug Testing Consent Form prior to participation.

The names of students participating in MSHSAA sponsored activities will be acquired from eligibility rosters provided by coaches/sponsors at the beginning of each sport/activity season. The names of

students participating in school sponsored clubs or organizations and parking will be acquired from the principal. Once a student is in the pool for an extracurricular activity, they will remain in the testing pool for a year until the start of the following season/school year. If they continue to participate in the following season/school year, they will remain in the testing pool. Other than when the initial Random Drug Testing Consent Form is completed, the forms will be updated when students enter 7th and 9th grade.

Random testing may be conducted at any time during the year. A student's name is not removed from the testing pool, even after a student is tested. A refusal to test is considered a positive test and will result in the consequences as detailed below according to whether it is the first, second or third positive test.

Procedures for Testing

The Advance R-IV School District will use an outside agency to randomly test students in the testing pool. The testing method to be administered will be a urinalysis test. The testing agency will follow practices and

procedures designed to ensure the validity of testing, the proper chain of custody with regard to specimens, the confidentiality of medical information submitted with testing, and procedures designed to ensure the privacy of students while testing.

Privacy and Confidentiality

Appropriate steps will be taken to respect the privacy of students while, at the same time, preventing falsification of testing. Upon receiving a notice from the administration that the student has been selected for a random drug test, the student will go to an assigned area and wait until his or her turn to be tested. A representative of the Advance school administration or school nurse will be present during the testing procedure. The test results will remain confidential and will only be released to the student, his or her parent(s)/guardian(s) and approved school officials. In addition, the test results will not be used for student discipline and will not become part of the student's permanent record/transcript. All files regarding the participants in the program, as well as test results, shall be kept strictly confidential and will be kept separate from the mandatory school files required for each student. If the student tests positive, the results will only be used to determine eligibility for participation in covered extracurricular activities and campus parking as defined in this policy.

Disclosure of Other Medications

Upon confirmation by a laboratory of a positive specimen, the parents/guardians of the student will be asked to bring any prescription medications the student is currently taking to a meeting with the designated school official. The official will then consult with either the school nurse or the test administrator (or the administrator's company representative) as to the possibility of the medication producing the positive result. If there is a legitimate medical reason for the student testing positive for the presence of the drug, the results will be deemed as negative. If there is not a legitimate or acceptable medical explanation, the positive result will remain. Proof of medication can be given through the presentation of a prescription bottle or through doctor verification.

Consequences of a Positive Test Result

When a positive test result is received from the testing agency, the principal will notify the student's parent/guardian as soon as possible to schedule a conference to explain the results and discuss the consequences. At the conference, the principal will solicit any explanation for the positive finding and ask for doctor prescriptions of any drugs the student may have taken that may have affected the outcome of the analysis. The student or parent/guardian may request that the sample be tested again at their expense. Such a request must be made in writing within 24 hours of notification of the positive result.

First Positive Test- The student who tests positive for the first time will be suspended immediately from all extracurricular activities and parking privileges for a period of 90 calendar days. If a student is in a MSHSAA sponsored activity, they will be allowed to practice during this suspension time, but not allowed to play in games. The student may enroll in a licensed counseling program for drug abuse during the 90 day period at the expense of the parent/guardian. Upon completion of an approved drug counseling program, the 90 day suspension period will be reduced to a 60 calendar day suspension. At the conclusion of the suspension, a second drug test conducted at the parent/guardian's expense with a negative result must be presented to the principal before the student will be allowed to participate in extracurricular activities and have parking privileges reinstated. Failure to comply with any of these provisions will result in the student remaining on suspension from extracurricular activities and parking privileges until the provisions are met.

Second Positive Test- The second positive test will result in the student being suspended immediately from all extracurricular activities and parking privileges for a period of 365 calendar days. The student will not be allowed to practice or play in a MSHSAA sponsored activity during the 365 day suspension. The student must receive counseling for drug abuse from a licensed individual or agency within the 365-day period at the expense of the parent/guardian. The counseling will need to be substantial in nature. At the conclusion of the 365-day suspension, proof of counseling along with a second drug test conducted at the parent/guardians expense with a negative result must be presented to the principal before the student will be allowed to participate in extracurricular activities and have parking privileges. Failure to comply with any of these provisions will result in the student remaining on suspension from extracurricular activities and parking until the provisions are met.

Third Positive Test- The third positive test will result in the student being excluded from all extracurricular activities and parking privileges for the rest of the student's enrollment at the District.

Student Appeals Process

Students and their parents/guardians who wish to make an appeal concerning the result of testing or the administration of the policy may do so to the District Superintendent within 5 school days of the imposed suspension. The Superintendent's decision regarding the matter is final and no further appeal is allowed.

Testing Based on Reasonable Suspicion

This policy does not affect the policies, practices, or rights of school officials, coaches, and sponsors in dealing with illegal or unauthorized drug or alcohol possession or use where reasonable suspicion is obtained by means other than the random sampling provided through this policy. Students testing positive when there is reasonable suspicion that a student is under the influence of or has recently consumed alcohol or any drug prohibited by district policy will be disciplined in accordance with the District's discipline policy and may also be excluded from extracurricular activities and parking privileges as determined by the District. A student who refuses to submit to reasonable suspicion-based testing may still be disciplined under the district's discipline code for being under the influence of alcohol or drugs and may also be excluded from extracurricular activities and parking privileges as determined by the District.

EXTRA-CURRICULAR AGREEMENT & DRUG TESTING CONSENT FORM

STUDENT PARTICIPANT: _____

GRADE: _____

*I have **read** and **understand** the Advance R-IV school district's random drug testing policy located in the 2024-2025 Student Handbook online. I agree that participation in extracurricular activities and/or parking on campus are privileges. I wish to participate in extracurricular activities and/or park on campus, and hereby agree to participate in the Advance R-IV school district's random drug testing program.*

I understand that by signing this form, I am consenting to participation in the Advance R-IV school district's random drug testing program, which may result in me being randomly selected for drug testing as described in the policy.

STUDENT SIGNATURE: _____ **DATE:** _____

PARENT SIGNATURE: _____ **DATE:** _____

Please indicate which activities the student will be a participant of:

CLUBS:

- ___ BETA
- ___ FBLA
- ___ FFA
- ___ FCCLA
- ___ ART
- ___ SCHOLAR BOWL
- ___ ESPORTS
- ___ ROBOTICS
- ___ PEP CLUB
- ___ STUDENT GOVERNMENT

MSHSAA ATHLETICS/ACTIVITIES:

- ___ BASEBALL
- ___ VOLLEYBALL
- ___ BASKETBALL
- ___ CHEERLEADING
- ___ SOFTBALL
- ___ CHOIR
- ___ CROSS COUNTRY

Student will be driving on campus: YES / NO

**ADVANCE R-IV SCHOOL
TITLE 1 MATH/READING
SCHOOL – PARENT- STUDENT COMPACT
2024-2025**

The Advance R-IV School District is committed to providing each student in this district with the opportunity to achieve his/her highest level of success. We believe this can be accomplished through a partnership between the school, parents and students.

SCHOOL RESPONSIBILITIES

Curriculum/Learning Environment

- ✓ Provide a high-quality curriculum and instructional environment that enables students to meet Missouri's Grade Level Expectations.
- ✓ Retain highly qualified principals and teachers.
- ✓ Provide instructions, materials and high quality professional development that incorporates the latest research.
- ✓ Maintain a safe and caring learning climate.
- ✓ Hold parent involvement activities.

Parent/Teacher Communication

- ✓ Schedule Parent/Teacher conferences in the Fall.
- ✓ Schedule Title 1 Open discussion Meetings in the Fall and End of the Year.
- ✓ Examine student's achievement quarterly in their classroom and Title 1 activities.
- ✓ Examine Weekly reading charts.
- ✓ Mid-Quarter reports sent home by the school.
- ✓ Quarterly Report cards sent home by the school.

Accessibility

- ✓ Phone calls, e-mail or person to person meetings.
- ✓ Scheduled consultation before, during and after school.

Parent Involvement

- ✓ Provide parents with an opportunity to participate in their child's education
 - Listening to children read
 - Help with classroom decorations, art projects, etc.
 - Assist with holiday programs or parties
 - Title 1 Family Programs

STUDENT RESPONSIBILITIES

I, as the student, will do my personal best to. . . .

- ✓ Attend school every day possible.
- ✓ Be respectful of others.
- ✓ Do any homework assigned and ask for help when I need it.
- ✓ Follow all classroom, school and bus rules.
- ✓ Give and bring back notices and information from my school to my parent/guardian daily.
- ✓ Read each night to meet my grade level number of minutes.

- ✓ Do my personal best every day

(Student Name)

(Parent Name)

(Teacher Name)

(Principal)

District and Family Discipline Agreement

Dear Students and Parents/Guardians,

Your son/daughter has returned a letter stating that you had read the student handbook, included was a Student Code of Conduct. It is your responsibility to review the handbook and abide by its regulations and ways of behaving at school, at school-sponsored events, and in the community. The student handbook is intended to safeguard all students while under the protection of the Advance R-IV school district. If you are new to the district, please note the Advance R-IV school district does enforce a corporal punishment policy. If you do not wish to have your child receive swats for disciplinary reasons, please indicate below. Students may be suspended if the parents/guardians do not wish their child to have corporal punishment. Please realize that it can be difficult to make contact with a parent when trying to receive permission to administer corporal punishment. This affects the timeliness of the punishment being given and its effectiveness. Both parents/guardians and students need to sign and return this form to their teacher no later than the first Monday of full attendance.

(Print Student Name)

(Student Signature)

(Date)

(Print Parent/Guardian Name)

(Parent/Guardian Signature)

(Date)

(PLEASE MARK ONLY ONE OF THE FOLLOWING)

___ I will allow my child to receive corporal punishment.

___ I will allow my child to receive corporal punishment when I am contacted first.

___ I do not wish my child to receive corporal punishment under any circumstances.

(Parent/Guardian Signature)