

## **East Newton High School Student Handbook**

### **MESSAGE FROM THE PRINCIPAL**

Welcome to East Newton High School for the 2019 – 2020 school year. The beginning of each year presents an opportunity for you to reflect upon personal goals and expectations. Take time to evaluate your academic strategies, co-curricular involvement and opportunities that will enhance your experiences at East Newton. It is my hope that you will achieve your highest potential in all of your endeavors. I wish you the very best for a happy and successful school year. I am glad you are with us and encourage you to commit to giving your best effort in everything that you do.

Sincerely,  
*Jeff Patterson*  
Principal

### **PURPOSE FOR THE HANDBOOK**

This handbook is one tool to assist our students and parents. It provides basic information about our school, including important dates, policies, and general guidelines. Please take a few moments to familiarize yourself with this information. If you have any concerns, please contact the principal's office at 472-6238, or come by the school. Should you need to talk to a teacher, please arrange a conference time.

### **ADMINISTRATION**

Ron Mitchell, Superintendent	472-6231
Jeff Patterson, Principal	472-6238
Megan John, Counselor	472-7202
Jordan Williams, Counselor	472-6235
Tony Branscum, Athletic Director	472-6236
Shelli Copeland, Special Serv. Director	472-6233

### **EAST NEWTON R-VI MISSION STATEMENT**

Better Learning, Better Lives.

### **EAST NEWTON R-VI VISION STATEMENT**

We in the East Newton School District envision that students will be respectful, responsible, and productive citizens in society as well as life long learners.

### **EAST NEWTON HIGH SCHOOL MISSION STATEMENT**

Enter to Learn – Leave to Achieve

## EAST NEWTON FACULTY

Victoria Robertson	Rachelle LaFave	Natalie Clark
Jake Holt	Jeremy Gee	Janiece Cambers
Kathleen Ely	Bobby Stafford	Haley Lett
Lindsey Shaver	Rico Engberg	Robert Culp
Moose Leighton	Melissa Bowman	Melissa Hutson
Troy Burt	Brian Nelson	Brenden Morgan
Janis Neher	Mike Snow	Sam Bennion
Karen Mason	Trisha Hobbs	Cathryn Burt
Steven Loveday	Amy Payne	Kyle Wood
Doug Gripka	Tony Branscum	Jerrod Alexander
Denise Stafford	Jordan Savage	Kyle Fields
Jessica Rinehart	Lisa Deffenbaugh	Raemon Wilson
Darla Patterson	Joey Darlington	Megan John
Kerri Patterson	Tasha Brown	Jordan Williams

## VISITORS

All visitors to the building and persons wishing to talk with a student regardless of the reason must go to the principal's office for permission before proceeding. Teachers shall not allow visitors in their classes without clearance. Visitors who have clearance through the office will receive a visitor's pass. Salesmen and other visitors are not permitted to disturb class unless brought to a classroom by administration. At no time will students-visitors be allowed to visit classes.

## ARRIVAL TO THE BUILDING

Entrance to East Newton High School may be made in the south or north doors. Bus riders will enter the school through the south doorways. Students who drive to school can enter either doorway. Students in athletics can enter the west doors in the morning to put things in their athletic lockers and then exit through the west doors. Students are not to enter the building through the gym. Students who are dropped-off or picked-up will enter and leave the school building through the south doors.

During the morning prior to classes beginning, students must remain in the lobby, cafeteria, or LMC until classes begin. Students are not to go in the hallways to their lockers, rooms, or other areas unless they have a pass. Students will be allowed down the hallway, only if they have tutoring or a meeting to attend.

When school is dismissed in the afternoon, students riding the bus must exit through the north doors. Students who drive will exit the building through the south door or north doors. If you must go to an athletics locker or P.E. locker you must go around the gym. Students will not enter the southeast or northeast doors before school.

## ATTENDANCE POLICY

In order to receive maximum benefit from the educational opportunities offered at East Newton High School, all students are expected to attend school regularly. Poor attendance is the greatest contributing cause of failure. Conversely, students who have good attendance generally achieve higher grades, enjoy school more, and are much more attractive to prospective employers after completing school. Lifelong habits, which will follow students throughout their professional and personal lives, are being formed by school attendance. Cultivating the habit of regular school attendance is a shared responsibility between the school, the parents, and the student. The following guidelines, concerning school attendance, have been established by the East Newton R-VI Board of Education.

**Parent and guardians have the responsibility of notifying the school when a pupil is absent giving the reason for the absence.** Upon returning to school, the student must check in at the principal's office with a note to clarify absence. The note must be signed by a parent or guardian. Permits to re-enter class must be presented to and signed by every teacher. A doctor's, note that states that the student was unable to be at school, will be labeled "medical" and those days will prove extenuating circumstances. The only absence that is not recorded is for school-sponsored activities. Students are not marked absent for these times; however, the sponsoring teacher should give at least a two-day notice in written form to the principal when any student will be out of class due to a school activity. **These students must turn in a completed field trip assignment form before leaving for the activity. This will be completed by the student, teacher, and signed by the office.**

**ENHS does not differentiate between excused and unexcused absences.** All absences will count against the total number of absences allowed per semester. Work missed during an absence must be made up by the student. The student must make the request for make-up prior to or on the day that he/she returns to class, not days or weeks later. A missing assignment will be recorded as a zero/missing assignment until satisfactory make-up work has been completed. Students will have one day to make-up work for each day missed. Students who are truant will not be allowed to make up any work.

### Absences

**Students cannot accumulate more than eight (8) absences per semester.** Upon the ninth (9) absence, in a class credit will not have been earned and as a result will not be awarded for that semester. When this occurs, the principal will request a meeting with the parent to hear evidence to justify an extension to the absences and any additional absences beyond the 8 days the student has missed this semester. Failure to meet with the principal within ten (10) days will solidify not earning credit. Conditions **may** be established which will **allow** the student to continue receiving credit. If the student does not abide by the conditions established, excessive absences will result in the students not earning credit for the classes in question. Students who have missed more than eight (8) days in any class may not participate in any activity in which school will be missed. Students who have not earned credit will not

participate in extra-curricular activities (including practice or performance). Students also may not take part in field/educational trips.

If five (5) days from any class are recorded during a semester, parents will be notified. The principal will send a letter to the student regarding his or her absences on the fifth day. Parents and student will also receive notification when their child receives eight (8) absences in any class period to advise them the maximum days have been reached.

Students may use Saturday school for credit reinstatement. Upon the ninth (9) absence, an appeal may be made to the principal to attend Saturday school to make up one or more absences. Saturday school will be held for four hours and a student may make up four classes during one Saturday school session. Once the student has made up lost time in Saturday school, the student will be reinstated for credit in that class. Students may only use the Saturday school option for credit recovery one time per class. Attendance must be made up during that semester of the absences.

When a student is going to be absent for three (3) days or more, it is suggested that the parents contact the office in advance and explain the reason for the absence. **Students that are absent for ten (10) consecutive days will be dropped from school, not earning credit, and parents will be hot lined for educational neglect.** In order for the student to make up homework, the office will arrange for homework assignments to be picked up by a parent or sent home with another student. If the absence is a planned trip, it is suggested that parents be aware of the schools attendance/absence policies.

1. The request for make-up work must be made prior to or on the day the student returns to class – not days or weeks later.
2. Maximum time allowed for completion of assignments will be one day for each day absent.
3. Students who are absent on a test day will take the test on the day they return to class only if the test had been previously announced, otherwise it may be delayed one class day only.
4. Incomplete grades – In the event a student received an incomplete in a course at the end of the semester, he must complete all work in 10 school days after the end of the semester, otherwise an “F” will be recorded on the permanent record.
5. **Students absent from school on school-sponsored trips will complete the field trip assignment form to make arrangement for make-up work before the trip is taken.**

Students who have been absent will not be allowed to participate in or attend school activities on the days of their absence unless permission has been granted in writing by the principal. Students must be in attendance at least 180 minutes (1/2 of the school day) to participate in an activity on that school day. If a student is absent on a Friday, he/she cannot participate or attend activities on the following Saturday and Sunday or an extended weekend.

College visits for seniors will be limited to two per year. Exceptions will only be made if approval is given by the administration. Documentation of

the visit may be required. Excessive absences after seniors have been notified of attendance deadline day will result in make-up days for those individuals.

### **Tardiness**

Tardiness is defined as any appearance of a student beyond the scheduled time class begins. The student is allowed 6 per quarter, and any tardy after six will result in disciplinary action. **ENHS does not differentiate between excused and unexcused tardiness.** Teachers/administrators are the only people designated to excuse a tardy. Any student who is tardy to school must first check in at the office and be issued a tardy/admit slip for the day so that attendance records can be modified.

### **PROGRESS REPORTS AND GRADE CARDS**

We, at East Newton High School, hope that each student will work to the utmost of his or her potential. We encourage students to compete with themselves to continually improve. Deficiency slips will be given to students every 3 ½ weeks, and 13 ½ weeks of each semester, or at other times when appropriate. Parents will be sent progress reports every nine (9) weeks. These interim reports will indicate productivity either positive or negative in nature. We would hope that the issuance of these reports to parents would be beneficial to student's progress. We encourage you to schedule parent-teacher conferences if your child is experiencing difficulty in his/her classes. **Grade cards** are normally issued five (5) days following the end of each semester reporting period. The faculty at East Newton High School wants every student to succeed. The administration and faculty want your help in your child's academic endeavors.

### **GRADING SYSTEM**

All scoring will be done by percentage of letter grades. Percentage grades will be converted to letter grades for report cards. The following scale will be use.

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

### **GRADUATION REQUIREMENTS**

A student must attend the equivalent of eight semesters in approved high school and must have a minimum of 25.5 units of credit on a 7 period day schedule to graduate. There can be no more than two units earned by correspondence. Correspondence class grades will not count toward total grade point average. Summer school classes will be for credit recovery only and not count toward total grade point average. Two classes will be the most that can be made up at summer school. All students must pass the United States and Missouri Constitution tests.

*Students must attend eight (8) semester of high school in order to participate in graduation ceremonies, or to graduate, unless the student has been approved for early graduation under the early graduation requirements.*

### **EARLY GRADUATION**

Students who wish to graduate early will be required to meet with the 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. The student will receive a diploma if the student has met the East Newton R-VI School District’s graduation requirements. The student who chooses early graduation will be allowed to participate in the spring graduation ceremonies but will be considered alumni for all other activities. **An early fall deadline application is required. Students interested need to meet with their counselor.**

### **EDUCATIONAL/FIELD TRIP POLICY**

In order to maintain quality work and grades, the following policy has been implemented to assure student success at school. **Any student that has an F in any class at the end of a 3 ½ week grading period will not be able to attend any educational trip or field trip in which school time is missed.** The suspension time for this policy will end at end of the next 3 ½ weeks depending on the grades of the student. The policy does not apply to competitions in which the student will be participating during the school day. Our goal is for students to maintain passing grades in order to miss school.

### **ACT TEST AND REGSITRATION DEADLINES**

<b>Registration Ends</b>	<b>Test Date</b>
Sept. 20, 2019	Oct. 26, 2019
Nov. 8, 2018	Dec.14, 2019
Jan. 10, 2020	Feb. 8, 2020
February 28, 2020	April 4, 2020
May 8, 2020	June 13, 2020

### **PROCEDURES FOR CLASS RANK**

<u>Grade</u>	<u>Points</u>	<u>Bonus Point</u>	<u>Grade</u>	<u>Points</u>	<u>Bonus Point</u>
A	4.0 (11)	5.0 (4)	C	2.0 (5)	0.0
A-	3.67 (10)	4.67 (4)	C-	1.67 (4)	0.0
B+	3.33 (9)	3.83 (2)	D+	1.33 (3)	0.0
B	3.0 (8)	3.5 (2)	D	1.0 (2)	0.0
B-	2.67 (7)	3.17 (2)	D-	.67 (1)	0.0

C+ 2.33 (6) 0.0 F 0 0.0

## GRADUATION REQUIREMENTS

	<b>Regular Diploma</b>	<b>Honors Diploma</b>	<b>High Honors</b>
Language Arts	4	4	4
Math	3	3	4
Science	3	3	4
Social Studies	3	4	4
Practical Arts	2	2	2
Fine Arts	1	1	1
Computers	1	1	2
Physical Education	1	1	1
Health*	.5	.5	.5
Electives	7	7	5.5
	25.5	26.5	28

Each student must have passed the United States and Missouri Constitution tests in grades 9 – 12.

Honors and High Honors math is Algebra I and above. Overall G.P.A. of B or better.

**Personal Finance will be taught in the business department, and the class must be taken prior to graduation. The class will meet the personal finance requirement and it will be counted as 1 credit of computers as well.**

### **END OF COURSE EXAMS**

The state of Missouri requires students to be tested in certain subject areas every year. The district administers assessments required by the Missouri Assessment Program to measure academic achievement and demonstrate improvement in the performance of students over time. Missouri school districts are compelled by state and federal statute along with the state board of education rule 5 CSR 20-200.210 to assess all students enrolled in school districts. The percent of students tested must meet or exceed the state standard. The exams given are English I, Physical Science, English II, American History, American Government, Biology I, Algebra I, Geometry, and Algebra II. These assessments may be counted as a portion of their final grade not to exceed ten percent.

### **TOP TEN**

The top ten students are ranked on the basis of total grade points earned during their eight semesters of school attendance. Final class ranking will appear on the transcript as a result of total points for the full eight semesters. Valedictorian and Salutatorian will be the top two students with the highest total grade point for all eight semesters. To be eligible, students must earn at least one-half of their credits at East Newton High School. These students will not be announced until all grades have been finalized. Ties in rank will be broken based on student's grade point average.

Point value per final letter grade multiplied by the course unit value plus the bonus points, if any, equals the total points earned in that course. Courses with credit values different from one unit will be processed for the stated value in the mathematical operations to determine the student's rank order or scholastic index.

### **WEIGHTED CLASSES**

Honors sections of courses in each academic area challenge students to use their abilities fully. Usually honors sections include the same content that regular classes within the subject area contain; however, students use material that are more challenging and pursue their studies with a greater emphasis on research techniques, special projects, current concerns and issues, career opportunities, and critical thinking. All honor students are expected to read broadly, think critically, and write lucidly. Students in these classes will take all comprehensive mid-terms and final exams.

The following classes are weighted classes:

Animal Science/Crop Science

College Algebra

Ag Leadership and Comm.

Ag Business Management

Algebra II

College Prep Algebra

Anatomy/Physiology

Business Law

Trigonometry

Calculus

Chemistry II

Desktop Publishing

Dual Credit English 12

English 11 AP Lang/Comp

English 12 AP Lit./Comp

Entrepreneurship

Adv. Marketing

Multimedia

Mythology / Novels

Physics

Biology II

Psychology/Sociology

Spanish II, III, IV

Accounting II

Astronomy/Meteorology

Before taking these classes check with the counselor to determine prerequisites. The minimum requirements for graduation will be 25.5 credits and 8 semesters of attendance. Students that transfer from other schools with weighted or bonus



point classes from other schools will not be accepted as bonus point classes at East Newton. Those classes will be marked on their final transcript as honors classes, but bonus points will not be figured into their GPA.

## **GRADE CLASSIFICATION**

Sophomore	10 <sup>th</sup>	6 Credits
Junior	11 <sup>th</sup>	12 Credits
Senior	12 <sup>th</sup>	18.5 Credits

## **HONOR ROLL GUIDELINES**

“A” Honor roll - All grades must be an A or A-

“A” average Honor Roll - A grade point average of 3.45 (no grades below a C)

“B” average Honor roll - A grade point average of 2.72 – 3.41 (no D or F grades)

Students taking PLATO classes are not eligible for Honor roll or academic awards

## **A+ PROGRAM**

Join the A+ Schools program and become eligible for 2 years of tuition from any Missouri public community college, vocational or technical school. The student financial incentive will be available for a period of four years after high school graduation. To qualify for the A+ program students must enter a written agreement prior to graduation, and have met the following criteria:

- a. Be a U.S. citizen, eligible non-citizen or is lawfully present in the U.S.,
- b. Attend an A+ school for three consecutive years,
- c. Graduate with an overall grade point average of 6.875% on an 11 point scale,
- d. Have at least 95% attendance upon graduation,
- e. Perform at least 50 hours of unpaid tutoring,
- f. Beginning with 2015 graduates, have achieved a score of proficient or advanced on the Alg. 1 end of course exam, and
- g. Maintain a record of good citizenship and avoid the unlawful use of drugs and/or alcohol.

A+ students are subject to the Good Citizenship policy adopted by the East Newton R-6 School Board on May 18, 2006. For more information on the policy and this program, please contact the A+ office.

## **PART-TIME ATTENDANCE**

Part-time attendance will be based on the following criteria:

1. Students must be able to graduate as per current graduation requirements.
2. Students must be enrolled in at least 4 classes, passing at least one core subject and be in attendance at school until 12:30 or the end of 4<sup>th</sup> hour each day.
3. Students must be in their senior year of schooling in the East Newton R-VI School District.

4. Students must be in the COE (Co-operative Occupational Education), VOE (Vocational Occupational Education), or the AOE (Agricultural Occupational Education) programs at East Newton High School.
5. Senior students may apply for part-time attendance if they demonstrated financial hardship. Students who present their household federal tax return, which has an adjusted income of less than the amount required for free lunch, shall be considered to have demonstrated financial hardship. Administrative discretion may be used in final determinations. Students demonstrating financial hardship must do so within the first five days of the semester.
6. Students must sign up and be granted part-time status during the pre-enrollment period to a semester.
7. Students must present signed statements from their parents/guardians requesting part-time attendance. They must have the East Newton High School counselor and their employer sign statements for their request of part-time attendance.

## **TRANSFER STUDENTS FROM UNACCREDITED SCHOOLS AND/OR HOME SCHOOLS**

Students transferring to ENHS from an unaccredited school and/or home school will be required to provide an official transcript from the school of courses completed. In order to have those classes/credits placed on the student's transcript/permanent record, the student must take the final exams for the corresponding courses offered at ENHS. The minimum percentage the student must earn on each exam taken is 75%. (For example, if the student completed Algebra I in an unaccredited school or home school, he/she would take the first and second semester exams for Algebra I at ENHS. If he/she earned the required percentage, those credits would be placed on his/her transcript by semester).

If a student completed courses in an unaccredited school or home school that ENHS does not offer, the transferring student must provide a portfolio of the work completed, including: course objectives, time logs, completed assignments, projects, and etc. ENHS administrative staff (along with additional faculty/staff as needed) will evaluate the submitted portfolio materials and will determine whether or not the materials submitted meet the necessary time and ability requirements to award elective Carnegie credits. Courses that do not rise to the necessary standard will not be accepted.

Students will not be enrolled and/or allowed to attend classes at ENHS until all testing has been completed, all supplemental materials have been submitted and evaluated, and all credits and transcript issues have been resolved.

## **Virtual Education Virtual Education Information**

Because virtual instruction can be an effective education option for some students, the district may offer virtual courses to students through district staff or by contracting for those services as part of the district-sponsored curriculum. In addition, eligible students may enroll in virtual courses offered through the Missouri Course Access Program (MOCAP). The district will accept

all grades and credits earned through district-sponsored virtual instruction and MOCAP.

Enrollment in virtual classes will align with the districts academic calendar and assessment schedule. All enrollment will be approved by principal or designee prior to the student enrolling in the classes. Classes must be appropriate for the student. Students wishing to take multiple classes must have each one evaluated and approved prior to beginning the course(s).

The principal or designee will inform the student how virtual instruction is provided and the key differences between virtual and in-person instruction. The principal or designee will discuss the virtual course options available to the student, determine which course or courses interest the student and how the course or courses will assist the student in meeting his or her academic and personal goals. The principal or designee will also inform the student of any prerequisites the student must complete prior to taking a particular course and whether any of the prerequisite or other requested courses are offered by the district.

The principal or designee, in consultation with the student's parent/guardian and other relevant staff, such as the school counselor or the district's special education director, will determine whether the course is in the best educational interest of the student. The student or parent/guardian may ask the superintendent or designee to review the decision. Unless the course was taken through MOCAP, the superintendent's or designee's decision will be final.

If a student receives special education services, the student's individualized education program (IEP) team may determine that a virtual course is not appropriate for the student in accordance with the requirements of federal law, even if the course has otherwise been approved by the district.

The district will pay the costs of a virtual course only if the district has first approved the student's enrollment in the course as described in this policy. Even if a student or his or her parents/guardians pay the costs for a virtual course, the student or parents/guardians should meet with the principal or designee prior to enrollment to ensure that the course is consistent with the student's academic and personal goals.

The district is not required to provide students access to or pay for courses beyond the equivalent of full-time enrollment. The district will provide supervision for students who take virtual courses in district facilities but will not provide supervision for students taking virtual courses offsite.

Students taking courses virtually are subject to district policies, procedures and rules applicable to students enrolled in traditional courses including, but not limited to, the district's discipline code and prohibitions on academic dishonesty, discrimination, harassment, bullying and cyberbullying.

## **Student Skills Necessary for Success in Virtual Courses**

As part of eligibility for enrollment in virtual courses, school officials and parents/guardians will consider the following factors:

1. Student has demonstrated time-management skills that indicate the student is capable of submitting assignment and completing course requirements without reminders.
2. Student has demonstrated persistence in overcoming obstacles and willingness to seek assistance when needed.
3. Student has demonstrated verbal or written communication skills that would allow the student to succeed in an environment where the instructor may not provide nonverbal cues to support the student's understanding.
4. Student has the necessary computer or technical skills to succeed in a virtual course.
5. Student has access to technology resources to participate in a virtual course.
6. Consideration of the student's previous success (or struggle) in virtual coursework.

Board Policy IGCD

IGCD-AP1

## **PLATO**

The PLATO Lab (computer based education) is in place to assist students who are at risk of not fulfilling graduation requirements. Students must meet prerequisite standards to be enrolled in the PLATO Lab.

Prerequisite Standards:

1. Students will not be enrolled in dual courses per semester.
2. Students must have had a 50% or higher and fewer than twenty absences in a class they wish to retake.
3. Students may be enrolled with Administrator/Counselor recommendations.

PLATO grading will be Pass/Fail.

## **SUMMER SCHOOL CREDIT RECOVERY**

Students who fail a class during the regular school term can make up the credit in summer school. Enrollment depends on the number of students needing credit recovery. In some cases the class or classes failed required a major project or research paper during the year. In order for the student to receive credit, a satisfactory project or paper must have been completed during the year, or one must be completed during summer school. If students completed the major project/paper during the school year, they will be exempt from this requirement in summer school. If they are not exempt, guidelines will be given during summer school to the students who need this research paper or project. Passing the class and the project/research paper will determine if a student receives the make-up credit. Classes that have projects could include the following classes: all English classes, American History, and Business classes. This is not an all-inclusive list; the administration and teachers may add to this list at any time.

## **CROWDER TECHNICAL EDUCATION STUDENTS**

Students attending Crowder Technical Education Center will be transported each day by bus. The schedule of departure and arrival will be distributed the first day of school. Students will not be permitted to drive unless an unusual circumstance temporarily exists. The principal will not grant permission unless he has written consent from the student's parent/guardian. If a student misses his/her bus, they are to report to the principal's office for instructions. Students will attend Crowder on Mondays when regular school is not in session. Transportation will still be provided on those days.

The following guidelines will be utilized in selection of student for CTEC.

1. Good attendance.
2. Evidence of satisfactory progress.
3. Good conduct.
4. Interest in future vocational career or training.
5. Eligibility to graduate.
6. Must be a fulltime or part-time ENHS student.

**Students missing the CTEC bus must report to the office.**

## **ACADEMIC LETTER REQUIREMENTS**

Students will receive an "Academic Letter" which is a block *EN* and a certificate. Each additional year a student qualifies for a letter, the student will receive a bar and an additional certificate.

To be eligible to receive an academic letter, the following criteria must be met:

1. The student must have a 9.5 GPA for each of the previous 2 semesters with no "D or F" grades.
2. Semester grades for the previous school year will be used.
3. Freshmen GPA's will be figured including 8<sup>th</sup> grades 2<sup>nd</sup> semester.
4. Students must be enrolled full-time.
5. At least one semester of grades must be earned at ENHS. Only one semester of grades may be transferred.
6. The student must be enrolled in 2 core classes per semester.
7. Senior early graduates will not qualify.
8. Modified classes will not count toward G.P.A., the counselor and principal will evaluate exceptions on an individual basis.

## **TEXTBOOKS**

Textbooks are owned by the school and are used until they are either in poor physical condition or the material has become obsolete. Students are to write their names in the textbooks immediately upon receiving them. No assignments, comments or diagrams are to be written in the books by the students. Average cost of a new book is \$75.00 to \$80.00. Students will be charged a depreciation percentage for lost books.

## **LOCKERS**

Students will be assigned a locker for use during the school day. Sometimes two students may have to share a locker. The student assigned to a locker is responsible for the care of that locker. Students are not allowed to change lockers without approval from the principal. Bottles, cans, cups or any liquid container will not be kept in lockers. Money and valuables should not be kept in lockers. Lockers are the property of the school and they are subject to random searches. If students want to place a lock on the locker, the school will supply a lock. If the lock is not returned a fee of \$5.00 will be charged.

## **LIBRARY MEDIA CENTER**

The library is provided for study, research, and reading. It is therefore necessary that a quiet and orderly atmosphere be maintained at all times. Conduct should be such that no one interferes with or infringes upon the right of others. Students will not be allowed to “mill around” and waste time in the library. The Missouri Handbook for School Library Services clearly states that the library is to accommodate pupils who need to make use of library materials.

All students who come to the library must present a pass and sign in at the circulation desk when entering the library. This pass will state the class from which he/she have come and his specific assignment. Students who do not work on that particular assignment will be sent back to class. Students who come to the library are not to leave the library to go to lockers or restrooms.

Any student using computers or other technology in the library must sign the East Newton R-VI School Acceptable Use Policy for Network and Internet Access and abide by the rules and regulations in that policy. Mrs. Deffenbaugh, Library Media Specialist, has copies of the policy in the library for student use.

The following are some guidelines and regulations for the circulation of materials in the East Newton High School Library.

Books – Two (2) week checkout, renewable one (1) time.

Reference Books – Most reference books must be used in the L.M.C. Some references may be checked out for one day with permission from the librarian.

Audio Visual Material – This material will be circulated for in-building use during the school day.

Records and Cassettes – This material may be checked out for one week.

Periodicals – Back issues of magazines may be checked out for one week.

The LMC maintains a five-year back file on most magazines indexed in Abridged Readers Guide to Periodical Literature. Current issues of magazines need to be kept available in the LMC. Check out is limited to one class period only.

Fines – Books, magazines, records and cassettes - .05 cents per item per school day.

Materials checked out for one class period - .05 cents per class period.

Reference books and overnight materials - .05 cents per hour.

Fines will be charged for days absent if materials are returned the first day back after an absence. Students must show an excused absentee slip.

Lost Books – The students who lost the book pays cost of replacement. If the book is found during the school year and is in good condition, money will

be refunded, less the amount of the fine. Persons who fail to return materials on time and pay fines or replacement cost will lose their library privileges until materials are returned and financial obligations met.

## **GUIDANCE SERVICES**

The counselors, Mrs. John and Mr. Williams, are trained for the purpose of helping a student overcome academic, vocational and personal problems, which are preventing him/her from being successful in school. The counselors are also available to assist you in planning your future school and personal life. Decisions, however, are rarely made for you, but rather between you and the counselor in a session that is confidential and is regarded in that manner.

Our counselors will be structuring groups, doing consultation and implementing guidance instruction in career planning, knowledge of self and others and educational and occupational areas to meet your needs and interests. Mrs. John and Mr. Williams will be available for and will arrange for individual and small group crisis and developmental counseling, consultation and referral.

Mrs. John and Mr. Williams will supervise and coordinate all major testing during the year. They may recommend students for special programs such as learning disabilities, the independent study program, etc. In addition, they are responsible for helping with the interpretation of any group or individual testing results to parents/guardians, students, faculty or administration.

Another major function of the Guidance Department is to coordinate and conduct conferences with parents/guardians, teachers, special school services, community agencies and students.

## **PARENTS RIGHTS**

East Newton R-VI School District wants you to know that upon your request, we are required - *in a timely manner* - to provide you this information: Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.

Whether your child is provided services by paraprofessionals and, if so, their qualifications.

What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

In addition to the information you may request, we are obliged to provide each and every parent information on the achievement level of your child in each of the state academic assessments and a timely notice if your child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

## **LEAVING CAMPUS**

Requests by parents/guardians for their children to be excused from school during the school day should only be made when it is absolutely necessary. The following procedures will be used for student dismissal prior to the end of the school day.

1. Parents may check students out of school in person or at any time during the school day by coming to the principal's office.
2. The student may check themselves out of school by bringing a written statement from his/her parents explaining the reason for the request. **The student must present this written request to the principal's office before school in the morning.** The principal or principal's secretary will issue an excuse, which the student shall present to his/her teacher for dismissal from class at the appropriate time. The student must sign-out in the principal's office before leaving school.
3. Students leaving school and or signing out without a parent call or note are truant and will be assigned Saturday school.

### TEST EXEMPTION POLICY

Students who meet the following criteria for attendance will receive an exemption from taking semester final exams. A written exam will be administered at mid-term of each semester. **All students must take the first semester and second semester mid-term.** A final written semester test covering course objectives will be administered in all classes at the end of the 1<sup>st</sup> and 2<sup>nd</sup> semester. These semester tests will be comprehensive in nature and not worth more than 10% of the student's total semester grade.

Students may still take semester finals, if they wish to increase their grades. If a student should do poorly on the exam, the grade will not be lowered as a result. Students, who are exempt, must first pick up an exemption form from the office and return it completed 2-3 day prior to testing.

If a student meets these requirements they may receive exemptions status:

1. A, B, or C in the class.
2. Perfect Attendance
3. Students must be passing ALL classes. (Failure will be based on 4 1/2 week progress period, F list)
4. The student has not been assigned After-School-Detention, OSS, Saturday school.

This policy is deemed as a reward and not a punishment. Therefore, **no exceptions will be allowed!**

### BELL SCHEDULE

Regular T, W, Th, F

(First bell rings at 7:56)



1st Hour 8:00 - 8:54  
2nd Hour 8:58 - 9:52  
3rd Hour 9:55 - 10:49  
4th Hour 10:52 - 2:10

#### Lunch

1st Lunch 10:52 -  
11:18  
2nd Lunch 11:18 -  
11:44  
3rd Lunch 11:44 -  
12:10

PASS 12:13 - 12:39  
P—1 12:13 - 12:16  
P—2 12:19 - 12:39

6th Hour 12:42 - 1:36  
7th Hour 1:39 - 2:33  
8th Hour 2:36 - 3:30

### **ACTIVITY DAY**

The first Wednesday of the month will be set aside for clubs and organizations to meet during the school day. The times range from 30 minutes to 15 minutes depending on the time required for each club or organization. Only students signed up for those clubs or organizations are allowed to meet.

### **P.A.S.S. TIME**

P.A.S.S. (Patriot Academic Support System) is an academic support program built into the school day. Students will be assigned a teacher's class to attend immediately following 4<sup>th</sup> hour. Students with A, B, or Cs may have privilege time in the gym or cafeteria. Students will report to the teacher and then may be dismissed to tutoring sessions. Student guidelines for P.A.S.S.

1. Grades that earn PASS tutorials are the overall semester graded with PASS tutorials being renewed every 3 ½ week grade period.
  - a. students will attend 3 tutorials for each F
  - b. students will attend 2 tutorials for each D
2. Teachers will assign PASS tutorials to students OR students can ask to come for tutoring that day.
3. If a student needs to use the computer lab during PASS, they need to ask for a permission slip from the teacher the work is for, sign up for a spot in the library **before** PASS and have the librarians initial the request slip, and show the slip to their advisor to be able to the library/lab.
4. **\*\*\* PASS is a time to be working ahead, catching up on coursework, or receiving extra help. Come to each PASS session prepared with work from your classes or something to read, even if you are staying in your advisor's room. No other behavior will be tolerated!!!!**

## ACCESS TO STUDENT RECORDS

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

Right to Inspect: Parents or eligible students have the right to inspect and review substantially all the student’s educational records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the School Principal a written request identifying records to be inspected.

Rights to Prevent Disclosures: Parents or eligible students have the right to prevent disclosure of educational records to third parties with certain limited exceptions. It is the intent of this institution to limit the disclosure of information contained in educational records to those instances when prior written consent has been given to the disclosure. However, upon request the District will disclose information to officials of other schools in which a student seeks or intends to enroll. The District may also disclose information under the provisions of FERPA, which allows disclosure without prior written consent, or items of directory information of which you have not refused to permit disclosure.

The District will disclose information to school officials who have a legitimate educational interest in the records. School officials include: persons employed by the District, whether paid or unpaid, as an administrator, supervisor, instructor, or support staff member, including health or medical staff; persons elected to the School Board; person employed by or under contract to the District to perform a special task, such as an attorney, auditor, etc.; or persons who are employed by the District’s law enforcement unit. School officials have a legitimate educational interest if the officials are: performing a task related to a student’s education; performing a task related to the discipline of student; providing a service or benefit relating to the student or student’s family, such as

health care, counseling, job placement, or financial aid; or maintaining the safety and security of the campus.

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

1. Student's name
2. Date and place of birth
3. Participation in officially recognized activities and sports
4. Grade level
5. Most previous school attended by the student
6. Degrees and awards received
7. Photographs or other likeness
8. Major field of study
9. Dates of attendance
10. Art work/course work displayed by the district
11. Video tapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

The District may disclose directory information for any purpose in its discretion without the consent of a parent of a student or eligible student. Parents of students and eligible students have the right, however, to refuse to permit the designation of any or all the above information as directory information. In the case, the information will not be disclosed except with the consent of a parent or student, or as otherwise allowed by FERPA.

Any parent or student refusing to have any or all of the designated directory information disclosed must file written notification to this effect with the principal of the school which the student attends.

In the event a notification of refusal is not filed, the District assumes that neither a parent of a student or an eligible student objects to the release of the directory information designated.

### **MILITARY RECRUITER ACCESS**

Upon request of military recruiters, the District is required to provide access to secondary students' names, addresses, and telephone listings. However, any secondary student or parent of a secondary student may request that the student's name, address, and telephone listing not be related without prior written consent of the parent. Request that a student's name, address, and telephone listing not be released to military recruiters must be submitted, in writing to East Newton Schools. The District is also required to provide military recruiters with the same access to secondary school students as is provided generally to post-secondary educational institutions or to prospective employers of the student.

### **RESIDENCY**

To enroll at East Newton High School a student's parent/guardian must provide proof of residency within the boundaries of the East Newton R-VI School District and that the domicile of the student is the domicile of the parent/guardian. Students must also have on file a birth certificate, shot records and transcripts of previous schooling to be enrolled at East Newton High School. The student's parent/guardian must provide a statement indicating whether the student

attempting to enroll has ever been suspended/expelled from previous schools for an offense in violation of school board policies relating to weapons, alcohol, drugs or assault. A student or parent who submits false information regarding residency or withholds information commits a Class A misdemeanor. No student is to be readmitted or enrolled in a Missouri school district if the student has been convicted of 1<sup>st</sup> or 2<sup>nd</sup> degree murder, distribution of drugs to minors, 1<sup>st</sup> degree arson or kidnapping. Also any student who has been adjudicated in juvenile court to have committed the above mentioned actions, or if the student has not been convicted or adjudicated, but an indictment has been filed against the student alleging he/she committed one of these crimes, he/she will not be admitted or enrolled in a Missouri school district.

### **TRANSFER AND WITHDRAWAL**

Students transferring to East Newton High School must qualify for attendance by residence standards. Students shall submit a transcript and evidence of achievement in present grade level or grade last attended if transfer is during the summer.

A student who is withdrawing from school should present a written withdrawal request from his/her parents. A checkout form will be used to clear the student of his/her obligations in each class. All textbooks and school materials must be returned. He/she must pay all fines or charges incurred during the time of attendance. Students who withdraw will be given a copy of their checkout form. The high school office will send the student's records and transcript to the transferring school upon request.

### **NOTICE OF NONDISCRIMINATION**

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral and applicants for employment, and all professional organizations that have entered into agreements with the East Newton School District are hereby notified that our School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. In addition, the School District provides equal access to the Boy Scouts of America and other designated youth groups.

Any person having inquiries concerning our School District's compliance with the laws and regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination in Employment Act (ADEA), Section 504 of the Rehabilitation Act of 1973 (Section 504), or Titles II and III of the Americans with Disabilities Act of 1990 (ADA) or the Boy Scouts of America Equal Access Act is directed to the respective Compliance Coordinator listed below, who has been designated by our School District to coordinate our School District's efforts to comply with the laws and regulations implementing Title VI, Title IX, the ADEA, Section 504, and the ADA.

Our School District has established grievance procedures for persons unable to resolve problems arising under the statutes above. The Compliance Coordinator for the applicable law, whose name is listed below, will provide information regarding those procedures upon request.

Any person who is unable to resolve a problem or grievance arising under the laws and regulations cited above may contact the Office for Civil Rights, Region VII, 8930 Ward Parkway Suite 2037, Kansas City, MO 64114; phone (816) 268-0550.

Compliance Coordinator Shelli Copeland, Special Services Director, 22808 E. Hwy 86 Granby Mo. 64844, 471-472-6233

## **EAST NEWTON GRIEVANCE PROCEDURES Americans with Disabilities Act (ADA)**

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act. It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in employment practices and policies or the provision of services, activities, programs, or benefits by East Newton R-VI School District.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

Shelli Copeland  
East Newton School District  
22808 E. Hwy. 86  
Granby, MO. 64844  
417-472-6233

Within 15 calendar days after receipt of the complaint, the ADA coordinator will meet with the complainant to discuss the complaint and possible resolution. Within 15 calendar days after the meeting the ADA coordinator will respond in writing, and, where appropriate in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of East Newton and offer options for substantive resolution of the complaint.

If the response by the ADA coordinator does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision of the ADA coordinator within 15 calendar days after receipt of the response to the superintendent or his or her designee.

Within 15 calendar days after receipt of the appeal, the superintendent or his or her designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting the superintendent or his or her designee will respond in writing, and, where appropriate in a format accessible to the complainant, with a final resolution of the complaint.

All written complaint received by the ADA coordinator, appeals to the superintendent or his or her designee, and responses from the ADA coordinator

and superintendent or his or her designee will be kept by East Newton for at least three years.

## **STUDENTS OF LEGAL AGE**

Every student eighteen years of age or older shall be deemed to be an adult. Although a student may be eighteen years of age or older, as long as that student resides with a parent or legal guardian, the school has an obligation to continue to communicate with the parent or legal guardian regarding school matters. The parent or guardian will still be expected to sign and verify all appropriate forms. Such students, like all other students, shall comply with the policies, rules, and regulations established by the East Newton Board of Education, pursue a prescribed course of study and submit to the authority of teachers and others in a supervisory role. It also should be noted that at eighteen years of age the laws governing adults change and become more stringent, and law enforcement may be contacted more frequently when discipline problems arise. Students living on their own when confirming and absence with a parent/guardian is not possible will be considered unexcused unless a Doctor/Dental note is produced.

## **DRESS CODE**

Students attending East Newton High School are expected to dress and groom themselves in a neat and socially acceptable manner. Good grooming and practical dress will be encouraged at all times. When, in the judgment of the principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications. Student's dress and grooming will be the responsibility of the individual and parents/guardian, within the following guidelines. Good grooming and cleanliness are stressed as a necessity. Personal hygiene is to be encouraged at all times.

1. Dress and grooming will be clean and in keeping with health, sanitary, and safety requirements.
2. All students must wear shoes, boots or other type of footwear.
3. **Dress and grooming will not disrupt the teaching/learning process or cause undue attention to an individual.**
4. Class activities, which present a concern for student safety, may require the student to adjust hair and/or clothing during the class period in the interest of maintaining safety standards.
5. Additional dress regulations may be imposed upon students participating in certain extra-curricular activities.
6. No article of clothing shall be worn that displays writing, drawings, or emblems that are obscene. No clothing shall have derogatory language or that propagates alcoholic beverages, tobacco, or drugs.
7. Students may wear shorts to school at any time during the school year. Cut-offs, bicycle shorts, and other tight fitting clothing will not be acceptable. Short and skirt length must be at a length that

would not be distracting and cause undue attention to the individual.

8. Shirts must extend to the waist (when standing) and may not be made of a transparent material. Girls and Boys wearing tank tops must maintain an acceptable neckline. The white tank top undershirt is not acceptable. (**No spaghetti straps**). Boys – may wear sleeveless shirts if the side arm opening is the same size as the sleeve. Open back shirts or dresses cannot be worn.
9. Jeans/pants/shorts may not have complete holes in them that would be a distraction or cause undue attention to the individual.
10. Sun-glasses may not be worn in the building.
11. Caps, hats, bandanas, head rags, and hoodies, etc. will not be worn in the building.
12. No hair color will be allowed that causes a distraction or educational disruption.
13. No piercings will be allowed that represent an educational disruption or a safety hazard.
14. No articles of clothing may be worn which expose undergarments, this includes pants or shorts that contain holes or tears that expose the undergarments.
15. Exceptions to the dress code may be made during spirit day/week if approved by the building administrator.

#### **ALCOHOL/DRUG ABUSE**

The Board recognizes its share of the responsibility for the health and safety of the students who attend East Newton R-VI School District. The board considers use of illicit drugs and the unlawful possession or use of alcohol as wrong and harmful; therefore the following activities are prohibited:

1. The use, distributions, possession of alcoholic beverages, controlled substances, imitation of controlled substance or drug paraphernalia.
2. Being under the influence of alcoholic beverages or controlled substances.

This policy applies to the following:

1. East Newton R-VI property.
2. On any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities.
3. Off school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event where students are under the jurisdiction of the school district.

For the purpose of this policy, a controlled substance shall include any controlled substance, counterfeit substance or imitation controlled substance as defined in the Narcotic Drug Act, Section 195.010.RSMo. All medications prescribed by a physician, as well as all non-prescription medications, will be cleared with the school nurse or principal or superintendent before taken. In the absence of a physician's instructions, parental permission in writing is required for any student medication to be possessed or taken by the student while under the jurisdiction of the district.

The school administrator or teachers shall have the right to conduct searches, which are reasonable in scope, of persons reasonably suspected to be in violation of this policy during or after school hours on school property, or at any school event, whether at school or at some alternate location. Such searches shall be conducted in accordance with Board policy JFG. Any student who, after being given an opportunity to present his/her version of the incident, is found by the administration and or staff to be in violation of this policy shall be subject to disciplinary action up to and including suspension, expulsion or other discipline as provided in the district's policy and referral for prosecution. Strict compliance is mandatory. All controlled substances shall be turned over to the local law enforcement agency.

The district, pursuant to the requirements of the 1989 amendments of the Drug-Free Schools and Communities Act, and for the purpose of preventing the use of illicit drugs and alcohol by students, shall provide age appropriate, developmentally based drug and alcohol education and prevention programs to all students in all grades from early childhood level through grade 12. Such programs shall (a) address the legal, social and health consequences of drug and alcohol use, and (b) provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol. The district shall provide information about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to students. All parents and students shall be provided with a copy of this policy annually.

The district shall certify that it has adopted and implemented the drug prevention program described in this policy in the form required by the Department of Elementary and Secondary Education or the United States Department of Education. The district shall conduct a review of such program to determine its effectiveness, to implement necessary changes and to ensure that the disciplinary sanctions are consistently enforced.

### **EXTRACURRICULAR AND CO-CURRICULAR DRUG TESTING**

The purpose of this policy is to prevent illegal drug use and to strive within the East Newton R-6 School District for an environment free of illegal drug use and abuse. The sanctions of this policy relate solely to limiting the opportunity of any student in violation of this policy to participate in extracurricular and co-curricular activities. In order to participate in a extracurricular or co-curricular activity the school must have a consent form read, signed, and dated by the student, parent and/or guardian. Further detail of the program will be given to students by their coaches or sponsors.

### **SEARCH AND SEIZURE**

The administration shall conduct a search and seizure of student's property owned by students if there is probable cause or good reason to believe a school rule or policy has been violated. (In most cases, searches will only be considered if there is evidence of drugs, alcohol, or weapons.)

At the reasonable discretion of the school administration, the police may be involved when evidence of criminal activity is uncovered or when the student refuses to co-operate with school administrators conducting the search. The student's parents shall be notified if police involvement is required. A student who refuses to cooperate will be subject to immediate suspension. If law



enforcement officials ask for a meeting on school grounds with a student about non-school related matters, parental permission will be obtained before the conference occurs. The student body will be notified at the time of an unscheduled drug dog search to remain in classrooms during the search.

## **DUE PROCESS**

All students are entitled to due process. No action will be taken against a student for violation of the district's discipline code or the law until, the facts have been presented by everyone involved in the situation, including the student being investigated. There are certain procedures, which school officials must follow prior to taking appropriate disciplinary actions. There are also procedures, which students must follow if they do not agree with the school's actions.

Upon request, a student and his/her legal guardian will be given a more detailed description of the due process procedure. Students will have knowledge of all charges against them and have the opportunity to express their side of any incident in which they may be involved. Hopefully, students will never be in a situation where they need the protection of due process.

## **PROHIBITED CONDUCT AND RULES VIOLATIONS**

In the following sections, students will find information about conduct as well as a listing of certain rules and regulations governing the activities of the school. "These rule and regulations apply to students who are on school property or adjacent property." Engaging in prohibited conductor violating the state, federal or school rules will subject the student involved to any of the disciplinary actions, which have been listed herein. The most severe punishment will be issued for the more serious violations of prohibited conduct and more serious disciplinary action will be applied to repeated violations. It is possible that more than one disciplinary action may be involved in a violation or for engaging in prohibited conduct.

The students will comply with reasonable directions or command of teachers, substitutes, aides, principals, bus drivers, or other authorized school personnel. Students will be considered insubordinate when they refuse to obey any rule regulation of the school.

## **DISCIPLINE POLICY**

This handbook not only defines offenses, it also explains what consequences will be taken for certain inappropriate actions. You are responsible for knowing the steps outlined in the policy and to also acquaint your parents with them. These steps apply unless in the discretion of the administration the student's action requires more or less discipline than stated in the policy.

Discipline consequences may not follow the steps due to the severity of the infraction.

Any student's behavior, which distracts from the educational, processes of the school or adversely affects the health and/or safety of students, is prohibited. This applies to extracurricular activities as well as those occurring during the school day. Students are expected to let the school know of any possible situations that could present a danger to any students, faculty, or school employees. Failure to do so could result in disciplinary measure for the student if these situations are not disclosed.

Before school, between classes, after school, and at all extracurricular activities, student conduct should reflect concern for others. Students are expected to respect each other, school staff members, private property, and school property. **Students choosing to misbehave in a classroom when a substitute teacher is in charge of the class will receive a more severe consequence than what would normally be given.** Time period for discipline consequences last a full school year.

We at East Newton would much prefer to prevent discipline problems rather than to punish the student after the problem occurs. We welcome hearing from parents and will use all the resources available to help our students.

### Consequences of Conduct Which Violates School Policy

#### 1. Arson

Starting a fire or causing an explosion with the intention to damage property or buildings. Restitution if appropriate.

1. Out-of-School suspension (10-180 days), report to law enforcement
2. Expulsion, report to law enforcement

#### 2. Assault

Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree.

1. Out-of-School suspension (1-180 days), report to law enforcement, expulsion
2. Repeated Offenses – Out-of-School suspension (10-180 days)/Expulsion, report to law enforcement

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

1. Expulsion – report to law enforcement

#### 4. Bullying

Intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft or property damage; oral, written or electronic communication, including name-calling, put-downs, extortion or threats; or threats of reprisal or retaliation for reporting such acts. Cyberbullying is a form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager.

1. Out-of-School suspension (3-10 days)
2. Repeated Offenses – Out-of-School suspension (10-180 days),Expulsion

#### 5. Bus or Transportation Misconduct

All behavior prohibited on district property is also prohibited on district transportation. The building administrator may eliminate suspension steps and assign other punishment according to the severity of the offense.

1. First report – visit with administration, 1 day off the bus.
2. Second report – 2 days off the bus.
3. Third report – 5 days off the bus.
4. Fourth report – 10 days of the bus.
5. Fifth report – Off the bus remainder of the school year

#### 6. Cafeteria Misconduct

Throwing food, failing to clean up, improperly disposing of trash or otherwise causing messes in the cafeteria. Cafeteria will be kept clean at all times. Students should dispose of trash appropriately. Other misconduct in the cafeteria will be disciplined the same as if it occurred in the classroom.

1. After School Detention (1-3 days)
2. Saturday School (1-3 days)
3. Out-of-School Suspension (1 –10 days)

#### 7. Careless Driving

Discourteous or unsafe driving on or around school property, unregistered parking, failure to move vehicle at 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.

1. Suspension of parking privileges (1-30 days)
2. Suspension of parking privileges (30-120 days) and Saturday school

Permanent loss of parking privileges to and from school and/or activities, Out-of-School suspension (1-10 days).

#### 8. Cheating/Plagiarism

Copying other students work, representing other work as their own, the unauthorized possession or distribution of a teacher’s tests, and other forms of cheating. Cheating on test, 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.

1. Alternative assignment and (1 – 3 days ASD)
2. Repeated offense: Zero on the assignment. (1 day Saturday School)
3. Cheating that occurs by a student that is representing the school in a Competition (1 day Saturday School)

#### 9. Classroom Disruptive Conduct/Speech

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 situations where it is protected by law.

1. After School Detention (1-3 days)
2. Saturday School (1 day)
3. Out-of-School suspension (3-10 days)

#### 10. Defiance of Authority/Insubordination/Disrespect

Any verbal or non-verbal refusal to comply with a direction or order of a school employee. Highly offensive action will be treated as a repeat offense.

1. After School Detention (3-5 days)
2. Saturday School 2 days
3. Repeated Offenses Out-of-School suspension (1-90 days) or more
4. Highly offensive action will be treated as a repeat offense

#### 11. Dishonesty

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

1. Nullification of forged document. After School Detention (1-3 days)
2. Nullification of forged document. Saturday School, 1-180 days OSS

#### 12. Disruptive Conduct Other Than the Classroom

1. After School Detention (3 -5 days)
2. Saturday School (2 days)
3. Out-of-school suspension (3-10 days)

#### 13. Disruptive Dress and Grooming

1. Change to proper attire/ After School Detention (1 day)
2. Change to proper attire/After School Detention (2-3 days)
3. Repeated Offenses –Change to proper attire/ Saturday School

#### 14. Drug/Alcohol Possession or Use

Possession of or attendance under the influence of any unauthorized prescription drug, over-the-counter drug, alcohol, herbal preparation, or imitation drugs or imitation herbal preparation.

1. Out-of-School suspension (10-90 days), report to law enforcement.
2. Expulsion , report to law enforcement

Sale, purchase or distribution of any unauthorized prescription drugs, over-the-counter drug, alcohol, herbal preparation, imitation drugs or imitation herbal preparation

1. 10-180 days of Out-of-School Suspension, or Expulsion and report to law enforcement
2. Expulsion

Possession of, or attendance under the influence of, or soon after consuming any 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.

1. Out-of-School suspension (10-180 days), report to law enforcement
2. Expulsion

Sale, purchase, or distribution of any 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..

1. Out-of-School suspension (10-180 days)
2. Expulsion

### 15. Electronic Devices

Radios, C.D. player, MP3 player, Laser lights, and any other electronic device will not be allowed during class time. Laser lights are not permitted at any activities. Students are not allowed to have laser light in their possession at any time. Communication devices or other electronic devices may be used during lunch and passing time. These devices may be used in the classroom only with the teachers permission. If students are caught using one without permission, the following consequences will occur:

Confiscation and returned to the student at the end of the school day and:

1. Confiscation and returned at, After School Detention (2 days)
2. Confiscation, Saturday School (1 day)
3. Confiscation, Saturday School (2 days)

Use of audio or visual recording equipment in violation of Board policy KKB.1.1.

1. First offense (Confiscation. Principal/Student conference, detention, or Saturday school)
2. Subsequent offense (Confiscation. Principal/student conference, detention, Saturday school, or 1-10 days out-of-school suspension.

\*\*If phones are taken due to images of an inappropriate or graphic nature, discipline could result and law enforcement notified.

### 16. Extortion

Threatening or intimidating any person for the purpose of, or with the intent of, obtaining money or anything of value from the person.

1. Out-of-School suspension (1-10 days)
2. Repeated Offenses – Out-of-School suspension (10-180 days)/Expulsion

### 17. Failure to Meet Conditions of Detention or Saturday School

Students may not appear at district activities while on Saturday School suspension.

1<sup>st</sup> offense: will result in the next higher disciplinary action that was administered. Repeated failure to cooperate will result in progressive penalties and/or Out-of-School suspension

1. Saturday School (1 day) or 1-180 days of Out-of School suspension
2. Saturday School (2 days) and/or 10-180 days of Out-of-School suspension

#### 18. Failure to Meet Conditions of Suspension

Violating the conditions of a suspension, expulsion or other disciplinary consequences including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled, "Conditions of Suspension, Expulsion and Other Disciplinary Consequences."

As required by law, when the district considers suspending a student for an additional period or expelling a student for being on or within 1,000 feet of district property during a suspension, 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 is disruptive to the educational process or undermines the effectiveness of the district's discipline policy.

1. Out of School suspension (1-180 days)

#### 19. Failure to Register Vehicle

Warning and registration of vehicle will take place or the disciplinary action below will result:

1. Suspension of parking privilege until payment for a driving permit occurs
2. After School Detention (3-5 days)

#### 20. Failure to Care for or Return District Property

Property that is loaned or issued to students and is not returned or not returned in satisfactory condition will result in:

1. Restitution for the replacement value of the item.
2. Restitution for the replacement value of the item, Contact the prosecuting attorney's office.

#### 21. False Alarms

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.

1. Out-of-School suspension (10-90 days) restitution if appropriate, and report to law enforcement
2. Repeated Offenses – Expulsion, restitution if appropriate and report to law enforcement

#### 22. Fighting

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

1. Out-of-School suspension (3-10 days)
2. Repeated Offenses – Out-of-School suspension (10-180)

days)/Expulsion, report to law enforcement.

### 23. 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.

1. Principal/student conference, loss of privileges, detention, or after school suspension.

2. Principal/student conference, loss of privileges, detention, after school suspension, or 1-10 days OSS)

### 24. Harassment, including Sexual Harassment

Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, national origin, ancestry, disability or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti, name calling; or threatening, intimidating, or hostile acts based on protected characteristics.

Use of Verbal, written or symbolic language that is sexually harassing

1. Out-of-School suspension (1-180 days), report to law enforcement

2. Repeated Offenses – Out-of-School suspension (10-180 days), report to law enforcement

Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. 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; or pushing

Physical contact that is sexually harassing

1. Out-of-School suspension (1-180 days), report to law enforcement

2. Repeated Offenses - Out-of-School suspension (10-180 days), report to law enforcement

### 25. Hazing

Any activity that any 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 can occur even when all students involved are willing participants.

1. Out-of-School suspension (3-10 days)

2. Repeated Offenses – Out-of-School suspension (10-180 days),Expulsion

### 26. Inciting a Disturbance

Inciting or contributing to a disturbance on school property or at a school event.

1. Out-of-School suspension (3-90 days), report to law enforcement

2. Expulsion – Report to law enforcement.

### 27. Lack of Effort

Persistent inattentiveness, lack of effort to complete or turn-in assigned class work or exams, failure to have required materials, and failure to dress for physical education.

1. Parental Notification by teacher.
2. After School Detention (1-3 days)
3. Repeated Offenses – Saturday School

### 28. Leaving School Grounds/Failure to report to class/Leaving class without permission/skipping a PASS request

1. After School Detention (1-3 days)
2. Saturday School (1 day)
3. Saturday School (2 days)
4. 4<sup>th</sup> offense: 1 –180 days of Out-of-School suspension

### 29. Malicious Statements

Malicious, slanderous, provocative or inflammatory remarks directed toward people

1. Saturday School (1 day)
2. Out-of-School suspension (3-10 days)
3. Repeated Offenses Out-of-School suspension (10-90 days)

### 30. Possession of Stolen Property

The possession of stolen property with the knowledge that it is stolen.

1. Restitution and Out-of-School suspension (3-10 days), report to law enforcement
2. Restitution and Out-of-School suspension (10-180 days), report to law enforcement
3. Repeated Offenses – Expulsion and report to law enforcement

### 31. Use of Profane or Obscene Language

The use of lewd, obscene or profane language, whether spoken, gestured or written.

1. After School Detention (3 days)
2. Saturday School (1 day)
3. Out-of-School Suspension (3-10 days)

### 32. Public Display of Affection

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

1. Administration/Student conference, 1-3 days ASD
2. Saturday School (1 day)
3. Out-of-School suspension (1-10 days)

### 33. Sexting and/or Possession of 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, 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.

1. Out-of-School suspension (3-10 days), report to law enforcement.
2. Out-of-School suspension (10-90 days), report to law enforcement.

#### 34. Sexual Activity

Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.

1. Principal/Student conference, detention, in-school suspension, or 1-180 days of OSS.
2. Detention, in-school suspension, 1-180 days OSS, or expulsion.

#### 35. Sexual Harassment

Use of material of a sexual nature that is verbal, written, or symbolic based on gender, race, color, religion, national origin, disability, or ancestry or any other characteristic protected by law. Unwelcome physical contact of a sexual nature.

1. Out of school suspension (1-180 days), report to law enforcement
2. Repeated offenses-Out of school suspension- (10-180 days), report to law enforcement.

#### 36. Stealing-Larceny

Theft, attempted theft or knowing possession of stolen property.

1. Restitution and Out-of-School suspension (1-180 days), report to law enforcement
2. Repeated Offenses – Restitution and Out-of-School suspension (1-180 days)/Expulsion and report to law enforcement

#### 37. Technology Resources Usage Violations

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.

3. Conference, restitution, loss of computer privileges (1 – 30 days), After school detention (2 –5 days)
4. Loss of computer privileges (31 – 60 days), Saturday school (1 day), restitution
5. Loss of computer privileges (61 – 180 days), Out-of-School suspension (10 – 90 days), restitution

Using, displaying or turning on pagers, personal digital assistants, or personal laptops during the regular school day, including instructional class time, class change time, breakfast or lunch.

1. Confiscation, conference, After School Detention (2 days)
2. Confiscation, Saturday school (1 day)

3. Confiscation, Saturday school (2 days)

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

1. Restitution, conference, loss of user privileges, After School Detention, Saturday school, or Out of School Suspension

Use of audio or visual recording equipment on violation of Board Policy KKB

1. Confiscation, conference, After School Detention (2 days)
2. Confiscation, Saturday school (1 day)
3. Confiscation, Out of School Suspension (1-10 days)

### 38. Threats/Verbal Assault

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

1. Out-of-School suspension (1-10 days), report to law enforcement
2. Repeated Offenses Out-of-School suspension (10-180 days), report to law enforcement

### 39. Tobacco

Possession or use of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with district policy JHCD.

1. Saturday School
2. Confiscations of product, Out-of-School suspension (1-10 days)
3. Out-of-School suspension (10-90 days)

Confiscation and no return of tobacco or its related products for any violation.

### 40. Truancy or Tardiness

Absence from school without the knowledge and consent of parent/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins.

1. Lunch Detention or Saturday School
2. Saturday School (2 days)
3. Repeated Offenses – Out-of-School suspension (3-10 days)

### 41. Unauthorized Entry

Tampering- The unauthorized tampering with or assisting any person with entry into a locker, desk, bag, vehicle or other's personal property assigned to or belonging to another individual or the school.

1. After School Detention (1-3 days)
2. Out-of-School suspension (3-10 days)
3. Repeated Offenses Out-of-School suspension (10-90 days)

Structure- Entering or assisting any other person to enter a district facility, office 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.

1. After School Detention (1-3 days)
2. Out-of-School suspension (3-10 days)
3. Repeated Offenses Out-of-School suspension (10-90 days)

Trespassing- willfully entering or remaining in any structure, conveyance or property of another without being authorized or invited.

1. Out-of-School suspension (3-10 days), report to law enforcement
2. Out-of-School suspension (10-180 days), report to law enforcement

#### 42. Vandalism

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

1. Restitution and 1-180 days of Out-of-School Suspension, report to law enforcement

#### 43. Verbal or Disrespectful Abuse to Staff of a Threatening Nature or directed profanity.

Rude or otherwise inappropriate language or action that is directed at a staff member.

1. Out-of-School suspension (3-10 days), report to law enforcement
2. Repeated Offenses Out-of-School suspension (10-180 days)/Expulsion, report to law enforcement
3. Highly offensive language will be treated as a repeat offense

#### 44. Weapon Use or Possession

No student may possess a weapon on school property at any time, except as specifically authorized during a school-sponsored or school-sanctioned activity permitting weapons. The school district will provide secured storage of student firearms if necessary. A weapon is defined to mean one or more of the following:

- A. A firearm as defined in 18 U.S.C. § 921.
- B. A blackjack, concealable firearm, firearm, firearm silencer, explosive weapon, gas gun, knife, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun, switchblade knife, as these terms are defined in § 571.010, RSMo.
- C. A dangerous weapon as defined in 18 U.S.C. § 930(g)(2).
- D. All knives and any other instrument or device used or designed to be used to threaten or assault, whether for attack or defense.
- E. Any object designed to look like or imitate a device as described in 1-4.

Pursuant to the Missouri Safe Schools Act and the federal Gun-Free Schools Act of 1994, any student who brings or possesses a weapon as defined in #1 or #2 above on school property will be suspended from school for at least one (1) calendar year or expelled and will be referred to the appropriate legal authorities. The suspension or expulsion may be modified on a case-by-case basis upon

recommendation by the superintendent to the Board of Education. Students who bring or possess weapons as defined in C, D, or E and not otherwise included in A and B, will also be subject to suspension and/or expulsion from school and may be referred to the appropriate legal authorities.

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

1. Out-of-School suspension (10-180 days), report to law enforcement, Expulsion
2. Repeated Offenses – Expulsion and report to law Enforcement  
Confiscation of the instrument will result in all actions.

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).

1. Out-of-School suspension (10-180 days), report to law enforcement
2. Out-of-School suspension (10-180 days), report to law enforcement
3. Repeated Offenses – Expulsion and report to law enforcement.

### **AFTER SCHOOL DETENTION (ASD)**

After school detention (ASD) will be used for certain discipline issues. ASD will be held from 3:30 to 4:30 after school. Students are expected to observe school rules during this time and to complete the introductory writing assignment. Student can do homework after the writing assignment. Students should not be creating or encouraging a disturbance during this discipline time.

### **SATURDAY SCHOOL**

Saturday school is a program utilized by the school district for dealing with student discipline and behavior, which could normally result in options including out-of-school suspension. Students who are assigned to Saturday school must be in the high school lobby before 8:00 a.m. on the Saturday they are assigned. Students will remain in Saturday school with an administrator until 12:00 p.m. A break will be given to the students at 10:00 a.m., at which time they may use the restroom and get a drink.

Failure to report to Saturday school will result in out-of-school suspension on the next regular school day. The student will still be required to make-up the original Saturday school that was assigned.

**Students, who are assigned Saturday school, are ineligible to participate in or attend all activities of the school district (all campuses) once Saturday school has been assigned. Students will remain ineligible until they complete the next full school day, after they serve the Saturday school. This means students will become eligible to participate on the following Monday.**

If school is not held on the Friday preceding a Saturday school then Saturday school will not be held for that week.

### **OUT OF SCHOOL SUSPENSION**

Out of school suspension (OSS) is utilized as a consequence for inappropriate student action as it relates to violations of the East Newton High School Discipline Code or violations of state, local or federal law. The administration will exclude a student from school because of a violation of school rules and regulations, conduct which materially or substantially disrupts the rights of other to an education, conduct which endangers the student, other students or the property of the school, or poses a threat to self or others as evidenced by prior conduct. These actions will be taken in accordance with due process and with due regard for the welfare of both the student and the school.

The high school principal or assistant principal will tell the student orally and in writing the misconduct he or she is accused of and the facts that form the basis of the proposed suspension. If the student denies the accusation either orally or in writing, he/she will be given the opportunity to present his/her version of the incident. If OSS is assigned for the inappropriate behavior, an attempt will be immediately made to notify the student's parents by phone and in writing.

Principals may suspend students to ten (10) school days while the superintendent may suspend a student for up to 180 days. A student's OSS begins when he/she is assigned the punishment. Students in OSS are not allowed to attend any school functions, events or activities until the day after their OSS has ended. Students who are suspended for certain acts cannot be within 1,000 feet of any public school under certain conditions. If a student's OSS ends on a Friday, they can't be at school or attend school activities until the following Monday. Students will be allowed to make up all major projects, tests, and work during their OSS.

Before readmitting a suspended/expelled student, a conference may be held in the High School principal's office or assistant principal's office, which will include the parents/guardian and administrator. The topic of discussion will be the basis of the disciplinary actions and future preventive measures. Parent/guardians will be notified in writing of this conference.

## **EXTRACURRICULAR ACTIVITY MEMBERSHIP**

Our mission is to exhibit good citizenship in all extracurricular activities whether it involves others or us. Membership in our extracurricular activities is an honor and privilege. This requires a student to fulfill all school responsibilities and to always display good citizenship. Students are to meet all guidelines and standards. We would encourage respectful attitudes for participants and spectators alike. We should strive to set a good example for leadership, responsibility, citizenship and good attitudes that will help us become model citizens in the future. Students are to refrain at all times from the use of tobacco, alcohol, and drugs. Remember you represent yourself, your family, school and community. The Board has developed specific guidelines and policy for students failing to adhere to these regulations. The regulations are contained in the **ACTIVITY HANDBOOK**. These guidelines will be discussed with students when the activity season begins.

1. Abide by the rules and regulations throughout the year as outlined in the East Newton -VI School Student Handbook.

2. **Students in grades 9 – 12 must have no more than one (1) F in the preceding semester of attendance to be eligible to participate in interscholastic activities. Students transferring from other districts to East Newton will use MSHSAA standard for eligibility until the current semester ends.**
3. Students must ride on school sponsored transportation to and from away activities. Parents/Guardians may request release of their student to return from away activities with parent only.
4. Not be over the age of 19 prior to July 1 for sport competition.
5. Participate in any activity for the maximum of 4 seasons, or 4 consecutive years when you first enter the 9<sup>th</sup> grade.
6. Enter school within the first 11 days of the semester in order to be eligible.
7. Not receive cash for participating in an athletic contest.
8. May not accept awards, which are symbolic in nature or merchandise not to exceed \$250 in price for participating in school or non-school sponsored athletic competition.

## **STUDENT DRUG TESTING**

Students that are involved in the following activities **must** submit to be randomly drug tested throughout the year in order to participate in the activity. These are the co-curricular and extra-curricular activities: FBLA, FFA, and Ag. Judging, FCCLA, Skill USA (CTEC), DECA, Math League, Special Olympics, STUCO, FTA, SODA, NHS, Archery Club, Drama Club, A+, Industrial Technology, Athletics, Band, Choir, Speech & Debate, Cheerleading, Dance, Academic Team.

Each year parents and students will receive a packet with information about our policy. The packet will contain a consent form that must be turned in the **last school day of August**. Students should make sure an office employee gets the form or the form is turned into their coach or sponsor. Newly enrolled students, after the August deadline, have two weeks after enrollment date to turn in a signed consent form.

## **SCHOOL ACTIVITIES**

Student activities are an important part of the total educational program. All participants must be a good citizen of the school and community and must be in compliance with all school rules and regulations set forth in the student handbook, East Newton Citizenship Policy, and Board of Education policies. When students stay after school for practice, they are not to go into the Academic areas after 3:30 pm. In order to represent East Newton R-VI School District in interscholastic competition, a student must meet all eligibility requirements of the MSHSAA as well as the schools requirements.

1. **If a student is absent from school, he/she is not eligible to participate, practice, attend or play in a contest or activity on that day, unless special permission is granted by the principal. Students must be in attendance 180 minutes or half of the school day for activity participation.**
2. Cheerleaders will participate in varsity activities on Friday night at home or away, home varsity games on Monday-Thursday nights

and on select Saturdays for tournaments. Cheerleaders will not participate in away varsity activities from Monday-Thursday nights.

## **EAST NEWTON SPORTSMANSHIP GUIDELINES**

Students at ENHS have long been active supporters of the Patriots at athletic events. Our fans are expected to exhibit positive support of the Patriots and refrain from negative behavior. Below are specific guidelines that outline expected behavior at ENHS contests, both at home and on the road. These guidelines are consistent with the Big 8 Conference and MSHSAA policies.

1. Students may continuously stand in designated areas (provided that the host school allows it at away events).
2. Students on the front row may not stand on the floor or walkway.
3. Students are to be loud in **support** of the Patriots, but refrain from negative comments and/or chants directed at the opposition.
4. Students are to respect the decisions of game officials and not question their judgment verbally or by gesture.
5. Signs and/or banners are allowed at non-district contests as long as they are in support of the Patriots and contain no reference to another school or mascot.
6. Artificial noise-makers are not allowed.
7. Students may dress for school spirit, but may not by manner of their dress display inappropriate messages or themes. Shirts, pants, and shoes must be worn at all times.

This list is not to be all-inclusive. Administrators on duty at each game may, at their discretion, ask students to modify their behavior if it violates the intent of these guidelines. Failure to abide by these sportsmanship guidelines could result in removal from the faculty, suspension from attendance at future events, and school consequences up to and including out-of-school suspension.

## **CLUBS AND ORGANIZATIONS**

All clubs, classes or organizations will follow guidelines established in the East Newton Activity Handbook. A student's organization must have an educational objective and be for the purpose of prompting better education and/or student's interest in their educational pursuits. Also each student's organization must have a staff member to act as a sponsor to ensure that the goals of the organization are met. Students may be involved in as many clubs and organization as they desire if they meet the eligibility and membership rules and requirements of that group.

Any club or school organization shall have a written constitution stating its purpose, eligibility for membership, and procedure for electing officers. A list of all current members should be given to the office one week following the first meeting of the school year. Any student who is a member of a school organization and/or club or an officer of such organization and/or club shall comply with all rules and regulations of the organization/club as established by the advisor/sponsor or school administrator. Those students who are elected as a class officer must be dependable, cooperative, and in good standing with the

administration, teachers and students of East Newton High School. Class officers must also maintain a "C" or better grade in all classes. Members of all clubs must abide by all of the rules and regulations of the East Newton R-VI School District Citizenship Policy at all times while members of these groups. Violations will result in dismissal from the office or as a member of the club, class, activity or organization.

Should a field trip or activity occur, and a student does not attend school the day before the field trip or out of class activity, they will not be allowed to leave class or campus to participate.

## **FINES AND FEES**

Students who attend East Newton High School will at times acquire fines and fees. These fines and/or fees are used to either to replace lost items or to further a group or organizations interests or obligations.

Junior Dues- \$25.00. These dues are assigned to every member of the junior class whether they attend prom or not. The dues are used to defray the cost of the Junior/Senior Prom and to decrease the total dues for their senior year. All junior dues will be due by February, 27.

Senior Dues- Dues for seniors may vary due to the number of students graduating and the carry over money paid in junior dues. The amount will be set by the senior class sponsor and the high school principal. These dues are assigned to every member of the senior class. The dues are used to pay for the cost of graduation materials. These dues are lowered through payment of the junior dues. All senior dues will be due by April 17.

Library Fines- .05¢/day. The library assesses a fine of .05¢/day for overdue library books or materials. The fines accumulate only on days that school is in session.

Temporary lunch badge- .10¢/badge. Lost badges may be purchased daily.

Student ID- \$1.00. Each student is supplied with one free ID at the beginning of each school year. New identification cards may be purchased from the A+ office.

Student Agenda- \$5.00. Each student is supplied with one free agenda at the beginning of each year. Students are required to have an agenda and will be charged for a new one if it cannot be found.

Industrial Arts- Students are charged a fee based on the cost of the project that they are making. These fees will be due at the end of the current school year. Fees that are not paid by the end of the year will result in the student not being eligible to miss any school time for any activity until the fee has been paid in full.

Lunch- Students will be able to charge a maximum of one week's worth of lunches.

**In order for students to attend and participate in clubs and organizations which may leave during the school day, students must have all fines and fees paid in full two (2) days prior to the activity unless a date has been set for the fine to be paid. Students who do not have their obligations paid will not be allowed to miss school time for their activity. These fines and fees include, but are not limited to: library fines, class dues, lunches,**



**restitution due to damage or loss of school materials, and project fees. This is not an all inclusive list.**

### **SCHOOL PUBLICATIONS/POSTERS**

All school publications are provided as educational endeavors and are subject to approval by the staff member in charge of all publications and the administration of each building. Any poster or advertisement must be first approved by the administration.

### **TRAVEL**

When on a school sponsored trip, all students and coaches must keep in mind they are representing East Newton High School and they must dress and conduct themselves in a manner which will bring credit to themselves, the school, and the community. All participants are expected to travel to and from contests with the team or organization. All students will ride to all activities on school provided transportation. Students may be transported home from an activity by their parents/guardians if written permission is provided by the parents/guardians prior to the event to the activity sponsor. Many sponsors will have a sign-out sheet that will fulfill these obligations. Students must be co-operative to the bus driver at all times. Buses should be left clean following trips. **Students who travel to a contest or an activity without prior permission from an administrator will receive discipline for the incident.**

### **FIRE DRILLS**

1. Directions for evacuating the building are posted in each room. Students should have knowledge of these directions so that time can be utilized wisely in case of emergency.
2. When the fire alarm sounds, the students rise, face the door, and file out in single file, those nearest the door first. The instructor is in charge.
3. Walk rapidly, but do not run or pass those ahead of you.
4. Remain in your group and return to the building in reverse order, upon directions to return.

### **TORNADO DRILLS**

1. Directions for student movement in case of a tornado warning are posted in each room. Students should become knowledgeable of these directions.
2. When the tornado alarm sounds, the students rise, face the door, and file out single file, those nearest the door first. Students should follow the prearranged disaster directions, as instructed by each classroom teacher.

## **DANCES**

Social events are an integral part of school life and are planned to help students develop and mature socially. Students below grade 9 will not be admitted to dances. All dances require the guest to be between the ages of 14 – 20, with no Jr. High students in attendance. Students will be subject to normal school guidelines pertaining to drugs, alcohol, or tobacco possession, distribution or use. No one under the influence of alcohol or drugs will be admitted to any school function. Students who have dropped out of ENHS or any other high school are not allowed to attend school dances. Students who are home schooled must provide proof of home schooling in order to attend as a guest. Anyone who leaves dances prior to their completion will not be readmitted. Students who come to a dance must remain at the dance. Anyone violating this policy will be asked to leave without refund. Students who violate school policy on dances will be subject to disciplinary action and will be restricted from all dances for one calendar year.

## **HOMECOMING**

Participants must be students in good standing of East Newton High School or a graduate of ENHS. Participants may bring a guest, if signed up at the office by the announced deadline. Homecoming dances will be limited to two (2) hours or to midnight. Outside dates must be of the ages of 14 to 20, with no Junior High students in attendance.

## **JUNIOR-SENIOR PROM**

Only members in good standing of the East Newton High School Junior or Senior class and their guests may attend. Students must sign outside dates up in advance in the office and must be responsible for their dates. All students including outside dates may be charged admission and must be the ages of 14 – 20 (no Jr. High students). The dance will be no longer than three (3) hours and will not go beyond midnight. Students will be required to sign in once they arrive at the Prom. Participants shall not be permitted to leave the dance once they have been checked in. Formal attire is requested.

## **STUCO DANCE**

The fall student council dance is closed to only the students of East Newton High School. These dances will be limited to two (2) hours, and will not go beyond midnight. Participants will not be permitted to leave once they have arrived for the dance.

## **ACCIDENTS/ILLNESS**

Whenever an accident or illness occurs and it's of a serious nature, we do everything within our power to contact parents/guardians. If we cannot locate a parent/guardian, we will notify the emergency number on the "In Case of Emergency" form. If a student is injured or becomes ill at school, he/she is to report to his/her teacher and ask for a permit to go to the school nurse. Students who are injured or become ill and are able to leave the campus must check out through the office before leaving the school. The district will notify the parent/guardian if the child should go home or go receive medical care as

promptly as may be arranged. For the child's safety, school personnel, including a school nurse, will not transport a seriously injured student. If parents/guardians cannot provide transportation, an ambulance will be called at the expense of the parents/guardians. **PLEASE KEEP ALL TELEPHONES NUMBERS AND EMERGENCY INFORMATION CURRENT WITH THE OFFICE!**

### **CONTAGIOUS DISEASES**

Guidelines for school attendance concerning chicken pox, strep throat, impetigo or any other contagious diseases are followed as outlined by the Director of Missouri Division of Health, Department of Social Services, Section 167.191 RSMo: Children with Contagious Diseases Who Attend School "It shall be unlawful for any child to attend any school of this state while afflicted with any contagious diseases."

### **IMMUNIZATIONS**

It is unlawful for any student to attend school unless he/she has been immunized as required under the rules and regulations of the Division of Health, Section 167.181 RSMo – 1975, and can provide satisfactory evidence of such immunizations. Parents/Guardians should check with the county health unit or family doctor to determine if the child has adequate immunization. The school is required to send a report to the state by October 15<sup>th</sup> of each year. This report shall show the name of the student and parent/guardian (and address) if the student is not properly immunized.

### **MEDICATION POLICY**

Students are to present any medications to the school nurse. Medication must be in a pharmacy bottle with the prescription to be administered by the school nurse. **Grades 9-12 may Self-Administer Over-the-Counter and Prescription Medications provided the following occur:**

1. Prescription medications must be logged in at the nurse's office.
2. Medication must be in original, appropriately labeled and unexpired container.
3. Medication must be taken only as directed by manufacturer or physician.
4. Student should carry a note from the parent/guardian giving permission to self-administer medication.

5. Amount of medication carried by the student should not exceed the amount needed for the day. Maximum daily dosages are indicated on the labels of over-the-counter medications.
6. Medications must not be shared with other students.

The prescription bottle should contain the following:

1. Student's name
2. Name of the drug
3. Dosage
4. Frequency of administration
5. How the medication is to be given
6. Name of the Doctor

On days when the school nurse is not present, medication should be turned into the office. Notify the nurse or office if any controlled substance is brought to school. The district's professional nurse, Mrs. Thomlinson may delegate, and thereby will supervise the administration of medication by unlicensed, trained personnel.

## **STUDENT AUTOMOBILE REGULATIONS**

**All students driving a car to school must have a valid driver's license and their vehicle must be registered in the high school principal's office.** Student should remember driving is a privilege. Failure to follow these regulations may result in the loss of driving/parking privileges on school grounds. Repeat offenders may face more severe disciplinary consequences. Student parking is allowed in the parking lot on the west side of the school between the gym and the football field. Students must register their cars on the appropriate form obtained from the office in order to park. Car registrations will cost \$3.00 for a deposit on for a parking tag. The tag may be used for any vehicle the student may use, and the tag can be used as long as the student is using the parking lot. The \$3.00 deposit is refunded when the tag is returned. The following are some regulations regarding driving privileges.

1. Students are not to sit or ride in vehicles during the school hours.
2. When students arrive at school, they are to leave vehicles and enter the school.
3. Guns and weapons are not permitted on school premises or in student's vehicles.
4. Students are not permitted to go to their cars or move their cars in anyway during school hours without permission from the office.
5. Students are not to drive past the school buses while they are loading or unloading at anytime.
6. **A 5 mph speed limit is considered a safe speed in the parking lot.**
7. Students are required to drive into their parking spot nose in, and not pull through.
8. Students are to park in their assigned parking spots only.

Students are to use the south gate when entering and leaving school. Students coming from or going north may use the east gate, but they must drive behind the teacher's vehicles and must allow the busses right of way. Students

driving on school property carelessly or without caution so as to endanger persons or property will be subject to disciplinary action.

### **STUDENT PICTURE I.D.'S**

Students will be provided with an ID card. Students must carry this card with them at all times. Student ID's will be used for identification, lunch purchases and library book checkout. Students must produce their ID when asked by a staff member. Lost or damaged cards must be replaced by the student at their expense.

### **LUNCH**

All students must remain on campus during lunch. Students may not go to the parking lot nor have visitors during lunch. Students will not be allowed to receive fast food from outside school building during the lunch period. All students who eat lunch must eat in the cafeteria. Students will be required to use their student ID to obtain a lunch. Students are not to use others' ID to purchase lunch. Students are to pre-deposit money into their lunch account. The amount of money to be deposited is at the parent/student discretion. It is recommended that a minimum of \$10 (approximately 8 days) be deposited. However, for convenience any amount can be deposited. (Pre-depositing money into individual lunch accounts alleviates the need for lunch money each day.) Money remaining in the individual account at the end of each year will be maintained for student use the following year unless he/she graduates or leaves the district. In this case, the money will be refunded. Students may not accumulate more than five (5) unpaid charges for complete meals. A student who has accumulated five (5) unpaid charges for complete meals and is still unable to pay for meals will be provided a substitute meal that meets the district's nutrition guidelines.

Students and parents will be made aware of lunch prices each year. Proper cafeteria conduct is expected at all times. All food should be eaten in the cafeteria and students are responsible for any mess made. Students with temporary ID's must go to the end of the line. Cutting line will result in discipline.

### **FOOD AND DRINKS**

Students may not eat or drink in the hallways or the classrooms. Food may be eaten only during lunch in the cafeteria. Drinks may only be consumed in the lobby by the machines. Exceptions to this policy will be made on specific occasions during extreme weather conditions by the administration. **NO OUTSIDE BEVERAGES/DRINKS ARE TO BE BROUGHT INTO THE SCHOOL BUILDING. Water bottles are allowed.**

### **BIG 8 SPORTSMANSHIP CREED**

Interscholastic activities shall supplement the curricular program of the school and shall provide the most worthwhile experiences possible. These experiences shall result in learning outcomes that contribute to the development of the attributes necessary for good citizenship. To the end only can interscholastic activities be justified.

**Respect for Opponents:** The opponent should be treated as a guest, greeted cordially upon arriving, given the best possible accommodations, and accorded with tolerance, honesty, and generosity.

**Respect for Officials:** Officials should be recognized as impartial arbitrators who are trained to do their job and who can be expected to do it to the best of their ability.

**Knowledge and Understanding of the Rules:** Familiarity with the “current” rules of the game and the recognition of their necessity for a fair contest are essential.

**Self Control:** Good Sportsmanship requires one to understand his/her own bias or prejudice and the ability to prevent the desire to win from overcoming rational behavior.

**Appreciation of Skill in Performance:** Applause for an opponent’s good performance is a demonstration of generosity and goodwill that should not be looked upon as treason.

**Responsibilities of Students and Parents:** Students and parents frequent role as spectators and their enthusiasm for sports indicate a vital responsibility for good sportsmanship. Their habits and reactions determine the quality of sportsmanship, which reflects upon our school.

Students and parents are expected to:

- Know and demonstrate the fundamentals of sportsmanship.
- Respect, cooperate, and respond to cheerleaders.
- Respect school property and authority.
- Show respect for the opponent.
- Show respect for injured players.
- Respect the judgment and strategy of the coach.
- Respect the judgment of game officials.
- Avoid profane language and obnoxious behavior.
- Not applaud errors or penalties of opponents.
- Not heckle, jeer, or distract opponents. This includes distracting behavior during the shooting of free throws by opposing players.
- Not criticize players, coaches, or officials for a loss.
- Not stomp on bleachers (Also, forbidden by MSHSAA rules).
- Not throw objects onto the playing area or in the bleachers.
- Not use noisemakers of any kind.
- Not use cheers that taunt or ridicule the opponent, their cheerleaders, or spectators.
- Not boo or show overt displeasure with game activities or game official

East Newton High School  
Student Expectation Form

I, \_\_\_\_\_ understand that as an East Newton High School student, I will uphold and abide by the criteria set forth in this handbook. I understand the rules and expectations presented to me by the administration and teachers.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Grade

PLEASE DETACH AND RETURN THIS SIGNED PAGE TO YOUR FIRST HOUR TEACHER BY THE LAST SCHOOL DAY IN AUGUST . FAILURE TO DO SO BY THE GIVEN DATE WILL RESULT IN BEING INELIGIBLE TO ATTEND OR PARTICIPATE IN DANCES OR OTHER ACTIVITIES.