

# **STUDENT HANDBOOK**

## **HOUSTON HIGH SCHOOL**



**2022 – 2023**

**Dr. Justin Copley, Superintendent of Schools**  
**Mrs. Amanda Munson, Principal**  
**Mr. Eric Sloan, Assistant Principal**  
**Ms. Tara Volk, Counselor**

**Houston R-1 School District**  
**423 W. Pine Street**  
**Houston, MO 65483**  
**High School Office: 417-967-3024 ext. 2402**

# TIGER PRIDE

Dear Houston Tiger Family,

With great satisfaction and anticipation, I would like to welcome you to the 2022-23 school year at Houston High School. It is my privilege to be serving this community. Houston School is founded on a dedicated staff, talented students, supportive parents, and involved community members. Houston High School is a place where safe and effective learning exists, academic achievement is promoted, and fostering student growth is a core expectation.

The daily efforts of our exceptional staff will emphasize academic rigor, relevance, and relationships. What happens in our classrooms has to be understood and linked to student dreams and aspirations. It is a collective expectation that we will engage students in rigorous and relevant classroom instruction. This effort has proven to be the key to providing opportunities for collective and individual success. Through a positive culture of students and staff, we will continue to build a school that sets the standard of excellence. The best will be what Houston is! #thebestwillbe

I welcome the challenges and look forward to celebrating the successes that we will attain in our quest to improve student outcomes at Houston High School.

This handbook has been carefully prepared to provide you with needed information to manage a successful year. Please invest the time to read this guide and become familiar with our policies and procedures.

Respectfully,

Mrs. Amanda Munson  
High School Principal

EXPECTING EXCELLENCE, LEARNING FOR ALL!

# **IMPORTANT NOTICE:**

**In response and continued monitoring of COVID-19, the district has created an additional link on the school homepage, [www.houston.k12.mo.us](http://www.houston.k12.mo.us), titled Houston Schools COVID-19 Information.**

**The district will continue to work with the local Health Department and local stakeholders to ensure that protocols align with the most scientific knowledge and community expectations. It is also reasonable to expect that the protocols and procedures implemented will change as local conditions change.**

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**SCHOOL SONG**

SO HERE'S TO DEAR OLD HOUSTON,  
SHE'S TRIED AND TRUE.  
GLADLY WE'LL BACK HER  
IN WHAT SHE MAY DO.  
SEE THE FOE IS TREMBLING,  
TREMBLING WITH FEAR.

EXPECTING EXCELLENCE, LEARNING FOR ALL!

PUSH, PULL FOR HOUSTON WITH CHEER ON CHEER!

**HOUSTON HIGH SCHOOL STAFF**

**Administrative Staff**

Mrs. Amanda Munson High School Principal  
Mr. Eric Sloan Assistant Principal  
Dr. Justin Copley Superintendent of Schools  
Mrs. Stephanie Barbagiovanni Director of Curriculum and Staff Development  
Ms. Jennifer Johnson Director of the Exceptional Child Cooperative  
Ms. Stacy Fletcher Special Education Process Coordinator

**Board of Education**

Mrs. Jennifer Scheets President  
Mrs. Christie Koch Vice-President  
Mr. Jeff Gettys Secretary--Treasurer  
Mr. Jeff Crites Member  
Mr. Darren Ice Member  
Mr. Charlie Malam Member  
Mrs. Jo Holland Member

**Staff**

**Department**

Maegan Bell Family & Consumer Sciences  
Lyman Brown Science  
Jake Brookshire Physical Education/Weight Training  
Del Davis Social Studies  
Emily Dobson Special Education  
Crystal Ford Science  
Melanie Foreman Social Studies  
Sherri Gale Business  
Jennifer Gunter Health Science  
Brent Hall Athletic Director  
Kristin Hart English  
Rebecca Helm English  
Greg Huffman Mathematics  
Jode Huffman Art  
Erin Johnston Social Studies  
April McKinney Special Education  
Cody Mitchell Special Education  
Anthony Newsome Mathematics  
Matt Peterson Foreign Language  
Jason Pounds English  
Rodney Preheim Physical Education  
Matthew Price Agriculture  
Chris Reese Building Trades  
Loran Richardson Librarian/Wellness Coordinator  
Amanda Rust Alternative Education  
Carman Scholz Special Education  
George Snelling III Business  
Wytney Steelman Instructional Coach  
Michael Tottingham Alternative Education / In-School Suspension

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Sam Van Dielen	Instrumental Music
Adam Vandiver	Welding Instructor
Lindsey Vermillion	Science
Tara Volk	School Counselor
Hershel Williams	Vocal Music
Dana Wilson	Mathematics
Randi Wilson	Science

**Secretarial Staff**

Shayna Adams	Secretary to the School Counselor
Amy Allen	MOSIS Data and SIS Coordinator
Jennifer Shelton	Secretary to the High School Principal

**Custodial, Paraprofessional, and Support Staff**

Clay Ashworth	Building Maintenance
Rebecca Buckland	Food Service
Alex Carpenter	Custodian
Brenda Cooperman	Paraprofessional
Cara Couch	Paraprofessional
Donna Crisp	Food Service Director
Bobby Downey	Custodian
Ian Evans	Paraprofessional
Kelsen Gilbert	Technology
Donna Hoggatt	Paraprofessional
David Jones	Technology
Joyce Jones	Food Service
Josh Kane	Paraprofessional
Dana Lewis	Food Service
Jeff McNiell	Recruitment and Communications Specialist
Donna Hoggatt	Paraprofessional
Nichole Patton	Paraprofessional
Gaylord Ragain	Custodian
Matt Robertson	Bus Maintenance & Transportation Director
Dave Rust	Building Maintenance
Justin Scholz	Custodian
Sarah Shelton	Food Service
Emily Smith	Paraprofessional
Karen Smith	Nurse
Mark Stallcup	Building Maintenance
Tory Wade	Paraprofessional
James Walker	Building Maintenance
Tina Webber	Food Service
Kayla Wildhaber	Paraprofessional
Lauren Wilkins	Paraprofessional

**Athletic Head Coaching Staff**

Brent Hall	Athletic Director	Jim Moore	Softball
Brent Hall	Baseball	Loran Richardson	Volleyball
Justin Brown	Cross Country	Eric Sloan	Football
Jacob Threewit	Golf	Michael Tottingham	Track & Field
Lindsey Vermillion	Girls Basketball	Josh McKinney	Tennis
Jim Moore	Boys Basketball		

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## SCHOOL CALENDAR

August 10-19	New Teacher In-Service
August 17-19	Teacher In-Service
August 22	First Day of School
September 5	No School- Labor Day
September 19	Teacher In-Service (No Students)
October 14	End of 1 <sup>st</sup> Quarter (38 Days)
October 17	Teacher In-Service (No Students)
October 20	Early Dismissal (12:34 p.m.) // Parent Teacher Conferences- 1:00 p.m.-7:00 p.m.
October 21	No School
November 21-25	No School- Thanksgiving Break
December 16	End of 2 <sup>nd</sup> Quarter (38 Days)/End of 1 <sup>st</sup> Semester (77 Days)
Dec. 19-Jan. 2	No School- Christmas Break
January 2	Teacher In-Service (No Students)
January 3	School Resumes
January 16	No School- Martin Luther King Day
February 17	Early Dismissal (12:34 p.m.) // Teacher In-Service (afternoon)
February 20	No School- President's Day
March 10	End of 3 <sup>rd</sup> Quarter (46.5 Days)
March 13-17	No School-Spring Break
March 20-24	Parent Teacher Conference Window (by appointment only)
April 7	No School-Good Friday
April 10	Teacher In-Service (No Students)
May 13	Graduation- 7:00 p.m.
May 19	Last Day of School (Early dismissal 12:34 p.m.)
	End of 4 <sup>th</sup> Quarter (42.5 Days)/End of 2 <sup>nd</sup> Semester (89)
May 19	Teacher In-Service (Afternoon/No Students)

\*\*\*Make-up Days (In Order) (May be utilized after missing in excess of 9 days.): January 16, February 20, April 7

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## GENERAL INFORMATION

### A+ Program

Houston High School was designated an A+ School by the state of Missouri in 1999. Graduating students are eligible for tuition and fees to a community college or public vocational/technical school of their choice in Missouri. Funding for the A+ Program is based on yearly funding of the A+ Program and only available to students who have made a good faith effort to secure all available post-secondary student financial assistance funds that do not require repayment. (FAFSA)

Funding is provided by the state of Missouri, Not HOUSTON R-1 SCHOOL DISTRICT. A student must be considered a full time student by the post-secondary institution. Students must complete the two years of full time enrollment at a community college or public vocational/technical school within FOUR years after graduation from Houston High School.

A+ Program Requirements:

- Attended an A+ High School for Three Consecutive Years Prior to Graduation
- Have a Grade Point Average of 2.5 on a 4.0 Scale
- Attendance Rate of 95% cumulative for all Four Years of High School
- Have a Record of Good Citizenship and Avoid the Unlawful Use of Alcohol and Drugs
- Score proficient or advanced on the Algebra I EOC or a higher math assessment OR by the sliding scale set forth by Missouri Department of Higher Education
- Accumulate at Least 50 hours of Unpaid Tutoring
- Register for Selective Service if Male
- Complete and File a FAFSA Form by the Deadline
- Or any other legislative changes as made by the state of Missouri

Appeals will only be considered by the committee as it relates to citizenship and/or attendance.

### Alcohol/Drugs/Paraphernalia – Missouri Statutes

Sale or distribution of alcohol or other drugs and paraphernalia, or substances represented to be such, including legal and illegal drugs and paraphernalia, while on school premises or at school related functions, is prohibited.

UNLAWFUL DISTRIBUTION OF A CONTROLLED SUBSTANCE, ON OR WITHIN ONE-THOUSAND (1,000) FEET OF THE PROPERTY COMPRISING ANY PUBLIC OR PRIVATE SCHOOL IN THE STATE OF MISSOURI, IS A CLASS "A" FELONY PUNISHABLE BY IMPRISONMENT OF NOT LESS THAN TEN (10) YEARS WITHOUT PROBATION OR PAROLE. MO. STATUTE 195.214.

### Articles Prohibited

Students will not bring to school articles that are either disruptive to the educational process, and/or of such value that the items are in danger of being stolen. This includes, but is not limited to: firecrackers, toys, radios, electronic games, collector cards, game playing cards, iPods/MP3 players, video cameras, etc. Such items will be confiscated and returned at the appropriate time.

The school will NOT be responsible for items of value belonging to students that are lost or stolen while at school or attending a school activity.

### Assemblies

Assemblies are an important part of the educational program of our school. Assemblies are generally comprised in two types:

1. Programs provided by our own students under faculty direction.
2. Programs of educational or informational nature from outside individuals. Students are expected to be courteous and respectful to all performers and considerate of those around them. Good manners will be expected at all times.

Due to assemblies being a part of the regular school program and held during the regular school day, attendance is required and students not in attendance are considered absent or truant.

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**ATLAS – All Tigers Learn At School**

ATLAS is a 26 minute block of instruction from 11:32 a.m. to 11:58 a.m. each day, Monday through Friday during a “normal” week. Students meet with their assigned mentor teacher on Mondays to review their academic status. Following the review, students may be placed in one of the following areas: Skills Placement, Static Placement, Failing Grades Placement, Academic Intervention Placement, or Enrichment Placement.

The overall objectives of ATLAS include: 1.) Supporting the building vision. 2.) Providing a structured and tiered approach for learning. 3.) Providing enrichment opportunities for students. ATLAS not only represents a block of time during the day at Houston High School, but it also represents a mode in which we use to achieve our school vision.

**Bell Schedule**

Time schedule for a regular school day:

1 <sup>st</sup> Hour	8:00-8:48	(48 minutes)
2 <sup>nd</sup> Hour	8:53-9:41	(48 minutes)
3 <sup>rd</sup> Hour	9:46-10:34	(48 minutes)
4 <sup>th</sup> Hour	10:39-11:27	(48 minutes)
5 <sup>th</sup> Hour (ATLAS)	11:32- 11:58	(26 minutes)
Lunch	11:58-12:26	(28 minutes)
6 <sup>th</sup> Hour	12:31-1:19	(48 minutes)
7 <sup>th</sup> Hour	1:24-2:12	(48 minutes)
8 <sup>th</sup> Hour	2:17-3:10	(53 minutes)

**Books, Chromebooks (Charged), Equipment, and Supplies**

Valuable instructional time is lost when students do not have the necessary items needed to work in class. It is the responsibility of the student to have all of the materials necessary for that class with him/her before class begins. Students not prepared will receive appropriate disciplinary action.

**Building Open (H.S.)**

The High School building will be opened at 7:40 a.m. Please arrange your schedule to arrive no earlier than 7:40 a.m. Students arriving earlier than 7:40 a.m. will wait outside until 7:40 a.m. unless they are under the direct supervision of a teacher/sponsor in the classroom. Normally the classrooms will be locked by 3:25 p.m. and the buildings will be locked by 3:30 p.m. to enable the custodians to clean the buildings. No student should be in the building after 3:25 p.m. unless working with a teacher, sponsor, or coach, and under his or her direct supervision at all times. The district will not be responsible for supervising students outside the stated times. Parents should not drop off or leave children at the school during unsupervised periods.

**Calendar of Activities**

A calendar of activities is kept in the principal's office and located on the district website. To eliminate conflicts, sponsors and student officers are urged to schedule events as early in the year as possible. The principal will approve all dates before they are placed on the calendar.

**Campus Passes**

Students who must leave class must secure permission from the respective instructor and office. The student will carry a written pass. The classroom teacher will issue the passes before the student leaves the classroom. No student will leave campus without permission of the principal and checking out through the office.

**Care of School Property**

School property belongs to all citizens, it is the responsibility of all of us to see that all property receives proper care. Students are held responsible for the care of all books, chromebooks and charger, supplies, or equipment furnished by the Board of Education. Students should do their part in keeping the buildings and grounds neat and clean. When property is damaged or lost, whether intentionally or inadvertently, it will be charged to the student responsible.

### **Check-Out Procedure**

If a student must leave school during the school day, he/she must report to the high school office and checkout before leaving school. Parents or guardians should provide the student with a note or call the school and give their permission for the student to be released. To minimize class disruptions and tardies students should remain at school during lunch time. **We understand circumstances are sometimes necessary to check out a student during lunch therefore a parent must be present to check out a student during lunch.** Upon their return to school, students should report to the high school office.

**If a student will be absent between 4<sup>th</sup> hour and lunch, (10:45-12:31), parents must be physically present to permit the student to leave during this time. No notes or phone calls will be accepted.**

Any student who leaves class/school without permission and without checking out through the high school office will be considered truant.

### **Closed Campus**

The Houston High School operates a closed campus. Students are not to leave the school campus once they have arrived at school. Any student who leaves the school campus without checking out through the high school office is truant.

Students are to stay west of the middle school building to eliminate problems from occurring with the Middle School students except when walking to school, walking to and from the parking lot before school, and when changing classes. Students are to remain in the designated areas during the scheduled lunch period. Those areas are the cafeteria and the outdoor eating area between the cafeteria and the middle school. Students bringing their lunch or eating carry-in food will be required to go to the cafeteria.

### **Computer Usage at School**

Computer and Internet access is available to students and teachers. The goal in providing this service to both staff and students is to promote educational excellence by increasing resource sharing, improving access to information, and developing global communications.

With access to computers and communication with people all over the world comes the availability of material that may be considered controversial. The Internet is commonly used for an uncontrolled, unregulated group of worldwide-networked information resources. The Houston R-I District firmly believes that the valuable information and interaction available on this world-wide network far outweigh the possibility that users may find material that is not consistent with the educational goals of the school district.

The use of the computer network is a privilege that may be revoked by the building administrators and/or the network administrator at any time for abusive conduct. Such conduct would include, but is not limited to, those offenses listed in the "Technology Usage Board Policy."

### **Computer and Internet Acceptable Use Policy**

Houston R-1 School District allows computer and Internet access for student, teacher, and staff use. This document contains the Acceptable Use Policy for your use of the district's Internet connection.

All students are granted access to the Internet through their classroom, library, or school computer lab unless that students' parent/guardian has a signed "Internet Denial Statement" on file in the technology director's office. The district treats the Internet as an educational resource just as the students' textbooks, workbooks, and supplemental educational resources.

#### **A. Educational Purpose**

1. Houston R-1 School District's Internet connection has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality self-discovery activities.
2. Houston R-1 School District's Internet connection has not been established as a public access service or a public forum. The district has the right to place reasonable restrictions on the material you access through the system. You are also expected to follow the rules set forth in the student handbook and the law in your use of the network.

3. You may NOT use the Houston School District computer network or the school's Internet access for any of the following:
  - a. offer, provide, or purchase products or services through the network of Internet
  - b. political lobbying
  - c. use of free email accounts through the Internet (such as HotMail, Yahoo Mail, etc.)
  - d. participate in any sort of "chat room"
  - e. post personal account information about yourself or other people (including address, phone number, school address, etc.)
  - f. gain unauthorized access to the network by logging in through another person's account
  - g. make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses
  - h. no external storage devices will be allowed to be brought in or out of the district without being scanned for viruses
  - i. downloading programs or files from the Internet
  - j. engage in any other illegal act
  - k. plagiarizing works you find on the Internet
  - l. access material that is profane, obscene, or advocates violence, or discrimination towards other people (hate literature). If you mistakenly access inappropriate information, you should immediately tell your teacher or librarian. This will protect you against a claim that you have intentionally violated this policy.
  - m. access personal social media accounts and sites

#### B. System Security

You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person.

#### C. Your Rights and Searches/Seizure (Policy JFG)

You should expect only limited privacy in the contents of your personal files on the computer network system. The situation is similar to the rights you have in the privacy of your locker. Routine maintenance and monitoring of the computer network may lead to discovery that the student has violated this policy, the student handbook, or the law. An individual search will be conducted if there is reasonable suspicion that you have violated this policy, the student handbook, or the law. The investigation will be reasonable and related to the suspected violation. Your parents/guardians have the right at any time to request to see the contents of your files. Additionally, students have no expectation of privacy in lockers, desks, computers or other district-provided equipment or areas. The district will conduct periodic and unannounced administrative searches of lockers, computers and other district equipment. c. The district uses dogs to indicate the presence of alcohol, drugs or other prohibited substances on campus, including the parking lot. Additional searches of bags, purses, coats, electronic devices, other personal possessions and cars are conducted in accordance with law. The district may require a student to submit to a drug or alcohol test if there is reasonable suspicion that the student has consumed prohibited substances.

#### D. Due Process

The District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the computer network. In the event there is a claim that you have violated this policy you will be provided with a written notice of the suspected violation and an opportunity to be heard in the manner set forth in the student handbook.

#### E. Limitation of Liability

The District makes no guarantee that the functions or the services provided by or through the district system will be error-free or without defect. The district will not be responsible for any damage suffered, including but not limited to, loss of data or interruptions of service. The district is not responsible for the accuracy or quality of the information obtained through the Internet. The District will not be responsible for financial obligations arising through the unauthorized use of the system.

#### **Daily/Weekly Student Newsletter**

The high school office will publish a daily student newsletter which will be accessible through the student portal. Additionally, a student/parent newsletter link will be sent out weekly and can be accessed at any time.

### **Pledge of Allegiance**

Students will be asked to honor their country by saying the pledge of allegiance before school each day included with the daily announcements. Students not wanting to participate may opt out if they choose. Students choosing not to participate in the pledge of allegiance will be expected not to interrupt or cause problems so others can exercise their rights. Students causing disruptions or interrupting the pledge may be removed from the setting or face discipline according to the code of conduct.

### **Distribution of Materials**

No organization will offer or distribute publications or materials to any or all of the student body either inside the educational facility or on school grounds without prior approval from the principal.

### **Dress Code**

Students are expected to come to school properly dressed. Student dress should not be: indecent, obscene, immoral or suggestive, or construed as impairing the moral atmosphere of the school or the educational learning environment.

Clothing that is unacceptable includes:

1. Students may not have anything covering his/her face with exception to medical face coverings.
2. Shirts exposing the midriff or mesh/see through shirts (including men's undershirts).
3. Shirts split down the sides.
4. Spaghetti strap shirts, strapless shirts, and shirts with only one shoulder strap.
5. Clothing with profanity, vulgarity, nudity, figures with scarcity of clothing, advertisements of alcohol or tobacco products.
6. Clothing with written or implied profanity or objectionable slogans.
7. Pants sagging below the natural waistline.
8. See-through clothing without appropriate clothing underneath.
9. Any top that also shows any part of an undergarment is also unacceptable.
10. Underarm openings must also be reasonable and the shirt design may not be altered. Open back tops are not appropriate.
11. Shorts and dresses must be at least the length of the tips of a student's fingers when their arms are down at their sides or mid-thigh in length; whichever is longer.
12. Clothing that shows an undue exposure of the body.
13. Clothing with sexual words, slogans, drawings, pictures, cartoons, etc.
14. Chains and trench coats or inappropriate body markings.
15. Other distractive clothing as described in the following paragraph:
16. Pants with holes in them (i.e. jeans, leggings, shorts) shall not have holes higher than the length of the tips of a student's fingers when their arms are down at their sides or mid-thigh in length whichever is longer.

When, in the judgment of the administration, 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. Objectionable clothing is determined by the administration.

### **Hats/Hoodies**

Students are not permitted to wear hats or any head coverings while in campus buildings with exceptions being made for safety precautions when a head covering is necessary or during school sanctioned "hat days."

### **Drills (Fire-Tornado-Disaster-Lockdown)**

For all emergencies, students are expected to follow the teacher's instructions.

- FIRE - single long ring of the bell. When the signal is given, students will go directly to the exit designated by the teacher.
- TORNADO - series of short rings of the bell. When the signal is given, students proceed to the predetermined areas as directed by the teacher.
- DISASTER - series of short-long-short rings. When the signal is given, students should follow the teachers' instructions.
- LOCKDOWN (Imminent danger) – announcement will be given. Students should follow the teacher's instructions. Only law

- enforcement will be permitted to enter the building. Student checkout will not be permitted.
- SOFT LOCKDOWN (Precautionary) - announcement will be given. Students should follow the teacher's instructions. Entry into the building may be restricted. Student checkout will be at the discretion of the administrator.

### **Electronic Devices (Personal Audio Devices/Cellular Phones/PDAs, IPODS, Earphones/Headphones, Smartwatches)**

Because of disruption and interruption of the educational process, electronic devices (cell phones, smartwatches, bluetooth headphones, etc.) are not allowed to be used, heard, or visible during the hours of 7:40 a.m. through 3:10 p.m. It is important to note that smartwatches will be treated like cell phones and will be confiscated, if seen or heard, during school hours. Violation of this policy will result in confiscation and discipline will be assigned. The school is not responsible for the loss of, or location of any lost, missing, or stolen unauthorized electronic devices.

The owner of the electronic device is responsible for the usage/visibility of the device. This includes allowing someone else to use it (in which case, all students involved would receive discipline according to the discipline code). Video, pictures, and/or audio recordings are NOT allowed in any district restroom or locker room. Any violation will fall under the discipline code that best fits the situation.

### **Field Trips**

Clubs or organizations that will take field trips during the school day will be held to the guidelines of the student handbook and Board of Education policy. Prior to the field trip, students are responsible to obtain class assignments and/or homework that will be missed while on the field trip. This work is due no later than two days following the return from the trip. Students who do not ask for work ahead of time may receive a zero (0) for that work. Students must ride school transportation to the event. The parent/guardian may sign the student out at the event if necessary. Any non-parent/guardian must have prior permission from administration prior to trip.

### **Fines and Fees**

The master fine/fee list is updated every 3 weeks in conjunction with 3-week grade checks. To maintain eligibility, all fines/fees must be paid before a student may participate in activities for that 3 week period (athletic events, field trips, contests, etc.). Also, students owing fines/fees will not receive their requested transcripts, prom ticket, be allowed to participate in graduation ceremonies or receive their diploma until all fines/fees are paid.

### **Lockers**

**LOCKS WILL BE PROVIDED UPON REQUEST. IT IS HIGHLY RECOMMENDED THAT ALL STUDENTS KEEP A LOCK ON THEIR LOCKER.**

Lockers will be assigned to each student through the School Counselor's office. This will provide a convenient place for storage of personal property. Articles are left in lockers at your own risk, but an attempt will be made to help locate missing or lost property. Students taking physical education will be assigned a locker to use for the period. It is strongly advised that locks be utilized to provide some measure of security. You are responsible for any damage to your locker. Students are to use only the locker assigned to them. All lockers are to be kept closed at all times and all books, paper, etc. are to be kept inside of the lockers- not on top of them. Do not over pack your locker, causing damage or the inability to secure your belongings.

Student lockers are for the convenience of the student. This privilege can be taken away if the student abuses the locker or uses it to hide alcohol, drugs, weapons, stolen items, or any other material that does not belong in school. Lockers may be inspected by the administrative staff at any time, for any available reason, without prior notification to the students.

### **Loitering**

All students on campus will be required to attend classes according to their schedules.

Non-students will not be permitted on campus without authorization from the high school office. Loitering on campus will not be permitted. Failure to leave when advised will cause trespassers to be subject to disciplinary action including prosecution and/or notification to the school resource officer or police department. Non-students are not allowed in class while school is in session.

### **Lost and Found**

The lost and found department is maintained through the high school office. Students who either find or lose items should report to the



office. The loss of property may be minimized by placing the owner's name on every item or article, keeping valuable items and large sums of money at home, and by keeping items under lock and key. All items not claimed within a reasonable time period will be disposed of.

### **Middle School Building**

The following instructions will be followed concerning high school students' use of the middle school building:

1. Students enrolled in P.E. classes who may occasionally use the middle school gym are to enter and leave only through the North gym doors.
2. High school students who go to the middle school for any other reason than a regularly assigned class must have a pass signed by the high school office giving such authorization.
3. High school students are to use the restroom and water fountains in the high school building. High school students are not allowed to use those in the middle school building.

High school students are to stay west of the library (separate from the middle school) prior to 8:05 a.m. except when walking to school or to or from the parking lot. No students are to be in or standing in front of the gymnasium before 8:05 a.m.

**HIGH SCHOOL STUDENTS ARE NOT TO HAVE ANY CONTACT OR ASSOCIATION WITH MIDDLE SCHOOL STUDENTS DURING SCHOOL HOURS (7:40 a.m.-3:10 p.m.). STUDENTS VIOLATING THIS RULE WILL BE SUBJECT TO DISCIPLINARY ACTIONS.**

### **Parking Lots**

Parking on school grounds is a privilege. Students are to only park in a school-designated area. City citations may be issued to all automobiles violating parking regulations. Additionally, failure to follow parking rules may result in this privilege being taken away. All students will park in the parking lot east of the high school gym. ALL handicapped spots must be open - even after school hours - for people displaying a handicap plate or tag. Fines can be imposed for violators. Students are not permitted to park along the rock wall in front of the school. These areas are reserved for visitors, staff, and assigned parking spots.

Students will not be permitted to drive vehicles on the following school streets during the school day between the hours of 7:30 a.m. to 3:10 p.m. to help provide for student safety on the campus.

1. Street between the high school building and the Big Red Building.
2. Pine Street between the high school entrance and Bryan Street.

The street that runs from the Big Red Building and high school building is a ONE WAY street.

All motor vehicles used by students will be parked upon arrival at school and students will not be permitted to move them until the end of the school day (this includes during lunch time) with the following exceptions:

1. Emergencies that require a motor vehicle. The student must receive approval from the proper authority in the high school office and check out through the office.
2. Students receiving permission from the high school office for extenuating circumstances.

Students are not permitted to visit or loiter in the parking areas. Sitting on or in motor vehicles is also prohibited. Students are to exit the high school parking lot when leaving school at 3:10 p.m. using the north exit toward Spruce Street or the south exit turning east. Students should avoid driving by the high school and middle school until dismissal ends at 3:25 p.m.

Students who fail to drive in a safe and courteous manner should expect disciplinary action. Such action will be in accordance with the disciplinary code of Houston High School and/or reporting the incident to the police department. Student drivers should take all actions to ensure safety for themselves and others.

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Students are asked NOT to park along Bryan Street, in front of the elementary building.

### **Passing Time Between Classes**

The schedule allows five minutes to change classes. Students, especially those who change buildings between classes, have little time to waste. Proper planning and utilization of time will help eliminate tardy problems. If you have an injury or other problems, which will cause you to be tardy, please contact the high school office.

### **Posting Printed Items**

Materials are not to be posted on the walls or bulletin boards. All posted items must be approved by the building principal. The item(s) will be posted only in the area(s) designated by the principal. Student(s) will take down the materials on or before the specified date.

### **Prom**

Each spring, the junior class has the responsibility of preparing the Junior-Senior Prom. Students who graduate early may only attend Prom as a guest. To be eligible to attend Prom:

- Students must have a cumulative yearly attendance record of 90% or better.
- Students will have no major discipline referrals resulting in out-of-school suspension occurring within the month before Prom.
- Students must be in attendance for four hours the day before Prom to be able to attend Prom.
- Students must have excessive absences (over eight (8) in any one class) recovered prior to Prom.

These rules also apply to any student attending as a guest of an HHS student. Missouri Options students will only be able to attend Prom with administrative approval.

### **Residence**

Students who move or change addresses are required to notify the high school office and bring proof of residency (utility bill, real estate tax receipt, rental agreement with name and physical address). This is essential to ensure that all records are accurate.

### **Responsibilities (Students)**

It is the responsibility of the students and staff of our school to learn and obey the district's policies and regulations. These policies are enforced to provide the most desirable educational environment and to protect the student. Policies are designed for the good of the school and all students; therefore, please do not ask that exceptions be made.

Students are expected to respect teachers, staff, and other students and act accordingly; be responsive to the requests of all school staff; be respectful and non-disruptive in class, assemblies, and other school sponsored activities; refrain from any behavior that would embarrass or discredit yourself, your parents, your school, or your community. Disrespectful behavior will not be tolerated.

### **Selling in School**

No article will be sold by or to the students at school or under the direction of the school except those approved by the building administrator. Only fundraisers for school groups and organizations will be approved.

### **Senior Trip**

Each spring the senior class attends the senior trip to a predetermined location. To be eligible to attend the Senior Trip:

- Students must have a cumulative yearly attendance record of 90% or better.
- Students will have no major discipline referrals resulting in out-of-school suspension occurring within the 4th quarter.
- Students must have excessive absences (over eight (8) in any one class) recovered prior to the Senior Trip.

### **Shuttle Buses**

Buses are provided for students who have classes in the Vocational Building, Big Red, SCCC, and Piney River Technical Center. The buses are scheduled to leave at a definite time. Students will ride them and must be at the designated bus pick-up on time. The same rules of courtesy, good manners, and respect for private and public property will be displayed in the shuttle buses that are expected in any other part of the campus. Violations of good behavior will be dealt with according to the disciplinary code of the high school. All

students will be required to ride the school's shuttle buses when attending classes in the Vocational, Big Red, SCCC, and Piney River Technical Center.

### **Skateboards/Bicycles**

In order to best provide for the safety of students and pedestrians, students are not to use skateboards, bicycles, etc. on school property from 7:20 a.m. to 3:30 p.m. or at any school activity (from one hour from the start of the activity to one hour after the activity is concluded).

### **Telephones**

Only in cases of emergency will students be called from class to accept phone calls. Important messages will be delivered to students. Students are only allowed to use the office telephone for emergencies. They must receive permission from their classroom teacher and office staff. School telephones are for school business. Personal calls by students should be made from the designated phone during the lunch period, before school, and after school. The use of personal cell phones and/or smartwatches is prohibited during instructional hours.

### **Textbooks**

Textbooks are loaned to students. Notebooks, paper, and other supplies necessary for use in their courses are to be purchased by students. Students are expected to take proper care of their textbooks. When not in use, books are to be kept in students' lockers. Students will be charged for lost or damaged books.

### **Tobacco Products/Vapes**

Use and/or possession, sale, purchase, distribution, and/or receiving (or the attempt of such) of any tobacco product(s) (including electronic cigarettes, vapes, etc.) on district property, district transportation, or at any district related activities is prohibited. Products will be confiscated and destroyed. It is against the law in Missouri for minors to buy, use or possess tobacco products.

To promote the health and safety of all students and staff and to promote the cleanliness of district property, the district prohibits all employees, students and patrons from smoking or using tobacco products, electronic cigarettes or imitation tobacco or cigarette products in all district facilities, on district transportation, on all district grounds at all times and at any district-sponsored event or activity while off campus. This prohibition extends to all facilities the district owns, contracts for, or leases to provide educational services, routine healthcare, daycare or early childhood development services to children. This prohibition does not apply to any private residence or any portion of a facility that is used for inpatient hospital treatment of individuals dependent on, or addicted to drugs or alcohol in which the district provides services. Students and employees who violate this policy will be disciplined in accordance with applicable Board policies and may be offered referrals to smoking cessation programs. Employees may be terminated for repeated violations. Visitors who violate this policy may be asked to leave or may face other consequences in accordance with district policies and procedures.

### **Tuition**

Non-Resident students may be admitted by the Board of Education on a paid tuition basis.

## STUDENT SERVICES

### Food Services

Students are encouraged to eat breakfast and lunch in the school cafeteria. The cafeteria student purchasing and accounting procedures are computerized. The following procedures will be implemented:

1. All students desiring to buy anything in the cafeteria must use an assigned pin# method to purchase items.
2. A student must maintain a sufficient amount of money in his/her cafeteria food account to cover all items to be purchased in the cafeteria.
3. It is encouraged to make food service deposits online through Parent Portal. Food service deposits can also be made in the high school office.
4. Students are encouraged to deposit money on a weekly or monthly basis.
5. The above procedures apply to the entire student body (including free and reduced lunches and breakfast programs).
6. Cafeteria prices for meals are set annually:

	<u>Breakfast</u>	<u>Lunch</u>
<b>Regular</b>	<b>\$1.45</b>	<b>\$2.00</b>
<b>Reduced</b>	<b>\$.30</b>	<b>\$.40</b>
<b>Free</b>	<b>- 0 -</b>	<b>- 0 -</b>

7. Please clean up after yourself and the area where you sit before leaving the cafeteria.
8. No food or drink will leave the cafeteria. Students bringing food or drink for breakfast or lunch must eat/drink these items in the cafeteria.

The school has provided picnic tables east of the cafeteria. Students must keep the area free of litter and food. Food should NOT be placed in outside trash barrels.

### Breakfast Program

All students may participate in the breakfast program. Students qualifying for free or reduced lunches also qualify for free or reduced breakfast.

Breakfast will be served in the cafeteria at 7:40 a.m. each school day. During breakfast, high school students will sit on the west side of the cafeteria.

### Free and Reduced Lunches

Eligibility for free and reduced price lunches will be based on the income scale as established by the Department of Agriculture each school year. Consideration for eligibility will be given to economic needs as reflected by total family income, including welfare and ADC payments, family size and number of children from that family enrolled in school. Application forms are distributed during the first day of school. If the form is lost, application forms may be secured from the high school office, completed, and returned for processing.

### Food and Drinks

Food is not allowed in any classroom, unless provisions for a special occasion are made by the teacher. Water bottles with screw-type lids are allowed in classrooms at teacher discretion. Students are not allowed to have energy drinks.

### Past-Due Meal Charges (EF-AP1)

After a student accumulates five unpaid meal charges, the district will encourage the parents/guardians to submit an application for free and reduced-price meals if an application has not been recently submitted, and the student will be referred to a counselor for intervention. The counselor will:

1. Meet with the student to assess to the extent possible whether the student or the student's family is experiencing hardships, barriers or other circumstances with which the counselor could assist.

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2. Make repeated attempts to contact the parents/guardians to notify them of the lunch charges, discuss the situation and any other concerns the counselor may have after meeting with the student, and resolve the situation.
3. Encourage the parents/guardians to submit the free and reduced-price meals application and inquire about any assistance that might be needed to complete the application.
4. Provide other resources as applicable.

District employees are mandated by the state of Missouri to report any instances of suspected abuse or neglect to the Children's Division (CD) of the Department of Social Services. District personnel will report to the CD any instance where a student's arrival at school with no provision for food leads to a reasonable cause to suspect neglect.

#### Working with Parents/Guardians

To ensure that parents/guardians have ample opportunity to resolve situations involving unpaid meal charges, the district will:

1. Provide timely notification to parents/guardians when account balances run low (when applicable) and each time their student charges a meal.
2. Invoice parents/guardians for unpaid meal charges during the district's monthly billing cycle, in addition to providing notification of outstanding balances by other means.
3. Work with parents/guardians to create a payment plan that allows for the payment of accumulated balances over time.

#### Delinquent Debt

Unpaid meal charges will be considered a delinquent debt 90 days after notice that charges are due when no payment or payment plan agreement has been made. Unpaid charges will be considered delinquent as long as the district determines the debt is collectible and efforts to collect the debt are ongoing. The district will make reasonable efforts to collect delinquent debt, including turning over unpaid meal charge balances to a collection agency when the superintendent or designee determines such action is in the best interest of the district. The district's Nonprofit School Food Services Account (NSFSA) funds may be used to cover the costs of reasonable efforts to collect delinquent debt, including costs associated with using a collection agency.

#### **School Counseling Services**

A well-rounded school counseling program is essential in today's schools. A counselor is available to students. The counselor provides a variety of guidance and counseling services. Problems related to school, personal life, or the future may be discussed with the counselor as he/she is trained to help students with their problems.

Appointments to see the counselor are made with the secretary at the counselor's office- preferably between periods.

Some of the items students often discuss with the counselor include:

1. Course requirements and schedule changes
2. Information about colleges, vocational schools, Armed Forces, etc.
3. Information about a variety of career opportunities and the training necessary to secure these jobs
4. Personal problems at home and/or at school
5. Standardized test results

#### **Library Services**

The library is available for students in grades 6-12. Library hours are 7:40 a.m.-3:30 p.m. All students are encouraged to use this resource center. Books and magazines are checked out to students for study or home use at the checkout desk. Checkout time is 28 days for each and can be renewed. Students are to stamp books with the due date. A fine of .05 cents per school day is charged for each overdue item. Students will be charged for replacement costs of lost or damaged items. Students who repeatedly ignore requests to return overdue items or pay a fine may be refused library privileges until library regulations have been met. The library is located on the second floor above the administrative offices.

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## Nursing Services

### **Illness or Injury:**

Students who become ill or suffer injury should notify their classroom teacher who will send them to the high school nurse's office. At that point, a recommendation will be made that he/she: (1) see a physician, (2) go home if a parent can be contacted, or (3) return to class. Ill students are to stay in locations directed/assigned by the school nurse or office staff. Students who choose not to do so will be subject to disciplinary penalties for truancy.

Parents of students who become seriously ill or injured will be notified and their instructions will be followed in handling the situation. If parents cannot be reached in an emergency situation, an emergency contact person listed in the student's record will be contacted.

### **Immunizations**

As required by section 167.181 of Missouri School Laws, it will be the duty of the parents or guardians of every pupil entering public school to furnish immunization records to the building nurse. Objections are considered only if they are medical (signed by a physician) or based on objectives due to the student's religion (form must be signed by parent). **Immunizations must be current for students to remain enrolled in school.**

Prescription medication, which contains no narcotics or controlled substances, will be administered by R.N., L.P.N., or trained personnel to the students if:

1. Medication is in the original container.
2. Written permission from the parent/guardian is on file and is accompanied by physician's written authorization to administer the prescription medication.
3. Directions for medication, including strength and dosage administration is on the bottle.

Upon request from a parent/guardian of a student enrolled in or attending district-sponsored preschools, daycare centers or nursery schools, the district will inform the parent/guardian whether any student enrolled or currently attending the facility in which the district-sponsored preschool, daycare center or nursery school is located has an immunization exemption on file. The district will verify only whether any student has an exemption on file. The district will not release any information that would identify a particular student with an exemption or a particular type of exemption.

The district will notify parents/guardians at the time of initial enrollment of their student in district-sponsored preschools, daycare centers or nursery schools that they may request notice from the district as to whether any students currently enrolled in or attending the facility have an immunization exemption on file with the district.

For information regarding immunizations, infectious disease, medications, influenza, influenza vaccinations, and other health issues, please visit <https://www.cdc.gov/>

## ACADEMIC INFORMATION

### Graduation Requirements

The following requirements are necessary for graduation from Houston High School:

- A. Successful completion of required courses prescribed by the State of Missouri and the Houston R-1 Board of Education. These are:

Communication Arts	4 credits
English I (1 credit)	
English II (1 credit)	
English III (1 credit)	
Any other English classes (1 credit)	
Mathematics	3 credits
Pre-Algebra, Algebra Concepts, Algebra I, Algebra II Geometry or Algebra II/Geometry Concepts	
*Starting with the Class of 2023: Students must be enrolled in a math class during his/her 9th, 10th, and 11th grade year.	
Science	3 credits
Integrated Science (1 credit)	
Biology (1 credit)	
One other Science class (1 credit)	
For other science classes please refer to the course descriptions and prerequisites.	
Social Studies	3 credits
Geography or World History (1 credit)	
American History (1 credit)	
American Government (1 credit)	
Fine Arts (Band, Art, Choir, Music)	1 credit
Practical Arts (Business, Ag, Building Trades, Technology, Marketing, FACS, Welding, Health Science)	1 credit
Physical Education	1 credit
Health	½ credit
Personal Finance	½ credit
Electives	<u>8 credits</u>
<b>TOTAL =</b>	<b>25 credits</b>

- B. A planned education program consisting of four years, eight semesters of high school attendance and a minimum 25 units of credit.
- C. A student who cannot attend full time due to illness or physical handicap will be excused from part or the entire four-year attendance requirement in accordance with the written recommendation of a physician or in accordance with the Individual Education Program (IEP) under P.L. 94-142.
- D. When transfer students are unable to meet state or local high school graduation requirements, the local Board of Education may make necessary exceptions in specific requirements that will permit them to graduate if:
1. They have done satisfactory work and met attendance requirements since the date of transfer.
  2. They have been unable to meet the specific requirements due to conditions beyond their control.

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3. They would have graduated from their former school if they had remained and continued to be academically successful.
- E. Other exceptions to specific graduation requirements may be made if a pupil is unable to meet the requirements due to conditions beyond their control. This recommendation to the superintendent will come from the high school principal, high school counselor, and three teachers chosen by the principal.
- F. The last semester of required high school attendance may be waived by the school administration upon completion of a semester of twelve hours of approved higher education taken during the same time frame as the waived semester. All other graduation requirements will be fulfilled. Students desiring to apply for early graduation should contact the counselor's office by mid-September so proper paperwork can be filed for principal and school board approval.
- G. Students for whom the last semester of the senior year has been waived and for whom there is no second semester transcript will not be eligible for valedictorian, salutatorian, or top ten status. They will be eligible to participate in graduation exercises but no other activities for which senior class members are eligible.

### **Academic Letters**

Students achieving the High Distinction Honor Roll the first, second, and third quarters of the school year will be awarded an academic letter the first year qualifying and an academic certificate the following qualifying years.

### **Awards Programs**

1. The Academic Awards Program, sponsored by Citizens for Education Committee, is held in May of each school year. This program recognizes excellence in academic areas.
2. Athletic awards programs are used to recognize excellence in athletics.
3. Other banquets, sponsored by various clubs and organizations, recognize excellence in extra-curricular activities.

### **Commencement**

The date of graduation is set by the Board of Education. On the night of commencement all known academic scholarships will be included in the program and graduating seniors who have successfully completed the checkout process will receive diplomas.

Seniors must make up all excessive absences before graduation or they will not be permitted to participate in graduation exercises. Extenuating circumstances may be presented to the building principal. Diplomas will not be awarded until all attendance requirements are met.

All outstanding bills must be paid in full (to include lost textbooks, chromebooks, chargers, cases, library book costs, library fines, lost uniforms, lunch balances, etc.) to be able to participate in graduation activities.

Seniors are required to participate in the graduation rehearsal set by the class sponsor. Students will not be permitted to participate in graduation exercises if they did not attend practice.

### **Course Repeat**

A student may repeat a previously taken class if he/she meets the following requirements:

1. In order to repeat a class, the student has to receive a grade of C- or lower.
2. Any credit recovery work not completed during the allotted time will not be carried over to the next school year.
3. The class to be retaken should be taken within the next two semesters, if possible. If the class is offered on a rotation basis, the repeated class should be taken the next time that it is offered.
4. The grade for the repeated class will be the grade that is recorded on the student's permanent record.
5. A class cannot be repeated more than once unless the student receives a failing grade in the repeated class.
6. Students repeating a course will not be considered for valedictorian or salutatorian.
7. Students will not earn duplicate credit for a repeated class.
8. The student's cumulative grade point average (GPA) will be calculated by substituting the grade earned in the repeated class.

### **Course Selection (Scheduling)**

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During the second semester, the school counselor will meet with students to prepare their schedules for the upcoming year. A selection of classes is a very important part of the student's education. Schedule assignments are intended to prepare students for plans following graduation. In addition, students should consider they must take certain classes as a freshman and/or sophomore to qualify for enrollment in many upper level classes. Careful consideration by each student and his/her parents should be given to the four-year career planner so that preparation for future vocations will be appropriate.

### **Dropping From or Changing Schools**

Students who are dropping out of school or changing schools due to relocation must complete the following steps:

1. Contact the high school counselor who will arrange for conferences if necessary.
2. Obtain a drop sheet from the counseling office prior to your last day at school and complete the steps listed.

### **Dropping (Quitting) School**

Any student who drops (quits) school, which is determined by completing a "Permanent Withdrawal" form and notifying the counselor and principal will be allowed to re-enroll within 10 days of dropping or will be required to wait until the following semester. Law requires the school district to report any student dropping out to the State Literacy Hotline.

### **Extra-Credit Policy**

Each teacher has the authority to decide whether or not to utilize extra credit. Extra credit given to students must relate directly to class curriculum. Extra credit MAY NOT be given for attending ball games, helping with float building, etc. Extra credit must be related to the course curriculum.

### **Final/Diagnostic Assessments**

All students, including seniors, will take written/computer generated assessments in all courses during the last 2-3 days of each semester. Additionally, students will also be required to take any district-wide diagnostic assessment. Periods in which there is no final schedule that day will be utilized as study periods.

Any students desiring to take the tests before the scheduled days due to valid extenuating circumstances will notify the building principal no later than 10 school days prior to semester finals. The principal will review the student's written and/or oral request. After reviewing the student's request the principal will make the final decision.

### **Grade Changes**

Any grade changes for summer school or semesters prior to the current one must be corrected. Corrections must be made within one semester of completion of that class. (Example: Any summer school grade change or correction must be made no later than December, which is the following semester.) Students should contact the teacher concerning the disputed grade. If the teacher agrees that a mistake has been made and the student does not receive a corrected report card within two weeks of reporting the incorrect grade, the student should report this to the high school principal.

### **Grade Classification**

Students are considered in Grades 9-12 under the following criteria at the beginning of each school year:

- Freshman: Successful completion of the 8th grade.  
Sophomore: Earned a minimum of 5 credits.  
Juniors: Earned a minimum of 10 credits.  
Seniors: Completion of a minimum of 17 units of credit, and with all requirements for graduation scheduled to be completed by the end of summer school for that current school year (June 30).

### **Grade Point Average**

The following scale will be utilized in determining the student's grade point average.

A	4.00	C	2.00
A-	3.70	C-	1.70
B+	3.30	D+	1.30

B	3.00	D	1.00
B-	2.70	D-	.70
C+	2.30	F	0

### **Honor Roll**

Although achievement in many areas of endeavor is important and should be rewarded, one of the loftiest goals should be the attainment of academic excellence. Houston High School's Honor Roll exists to recognize those who achieve that goal. At the completion of each quarter, the honor roll will be published in the *Houston Herald* based on the tabulated grades from that quarter. The honor roll will be divided into two categories: The "High Distinction" Honor Roll and the "Distinction" Honor Roll.

Students will be eligible for the "High Distinction" Honor Roll if they have achieved a 3.55-4.0 Grade Point Average with no grade below a "C-." To be eligible for the "Distinction" Honor Roll, students must achieve at least a 3.00 Grade Point Average with no grade below a "C-."

### **Permanent Record**

The material recorded on a student's permanent record will be the student's semester grades, credit earned in each course, achievement test results, days absent from school, and test data. Recorded on senior files will be the student's grade point average and class ranking.

### **Physical Education**

Each student is required to pass one credit of physical education in the high school by the State Department of Education unless he/she is physically disabled and other appropriate educational opportunities cannot be provided. A doctor's statement certifying the extent of the disability and the probable length of the handicap will be required before consideration by the building administrator as to either a temporary or permanent excuse from physical education activities.

Students are required to provide an appropriate outfit. This includes; tennis shoes, shorts, and a shirt. If this is unacceptable for religious reasons, please contact the principal. Students must dress modestly with at least fingertip length shorts and shirts that cover appropriately. Students are able to enroll in no more than one (1) physical education class per year. Students who leave billfolds, purses, or other items of value in the dressing room unattended assume all responsibility for lost articles. These items are to be locked in the P.E. instructor's office or locked in a locker in the P.E. locker room.

### **Progress Reports**

Progress reports will be emailed to parents every three weeks.

### **Registration and Enrollment**

Transfer students may enroll during registration or at any time during the year providing they meet the following criteria:

1. In good standing at sending school and/or, not suspended/expelled at last school.
2. Suspended students from other districts will not be enrolled until the term of the suspension has expired. Consideration for enrollment is on an individual basis
3. Expelled students from other districts are not eligible for enrollment.
4. Late enrollment (after school starts) will be considered during the first ten (10) days of school. After that date, only transfer students from other districts, who have been in school, will be permitted to enroll for credit. All others may attend but risk not receiving credit.
5. Dropout re-entry students who dropout during a semester are encouraged to return to school. However, if they re-enroll after 10 days has elapsed from the drop date, the student risks not receiving credit.
6. Appeals to this policy should be directed to the High School Principal's Office.

### **Report Cards (Policy KB-AP1)**

A school accountability report card for each school building in the district and the district as a whole will be produced in accordance with law and made available to the public on the district's website. The district will provide information included in the report card to parents/guardians, community members, the print and broadcast news media, and legislators by December 1 annually or as soon thereafter as the information is available to the district. The district will distribute the information in substantive official communications such as student report cards. The district will make reasonable efforts to supply copies of the reports or other

information regarding the reports to businesses such as real estate and employment firms, so that parents/guardians and businesses from outside the district that may be contemplating relocation have access to this information. (20 U.S.C. § 6311, § 160.522, RSMo.)

Quarterly reports of student progress will be issued to parents. This will be sent home electronically. Students will also be issued an electronic grade card to reveal proficiency in the subjects at the end of each quarter.

The grading system at Houston High School is based on the total point system or percentage method. The following system will be used for evaluating achievement:

<b>Grades</b>	<b>Classroom Percentage</b>	<b>Grading Scale</b>
A	Excellent	(100- 95= A, 94- 90= A-)
B	Superior	(89- 87= B+, 86- 84= B, 83- 80= B-)
C	Average	(79- 77= C+, 76- 74= C, 73- 70= C-)
D	Below Average	(69- 67= D+, 66- 64= D, 63- 60= D-)
F	Failure	(59- 0)
IN	Incomplete	
NC	No Credit	
PA	Pass	

An incomplete (I) may be given when a student has not completed the required work within the school quarter. Extenuating circumstances may warrant an extension, but must be approved by the principal.

Students and parents are invited to discuss their child's progress with the classroom teacher, counselor, or principal. Parents are encouraged to contact the teacher first.

#### **Schedule Changes**

All student requests for schedule changes must be initiated with the high school counselor and approved by the counselor or administrator.

#### **Tutoring**

All instructors are in their classroom no later than 7:50 a.m. each school day with the exception of the days they are assigned supervision duty. All instructors are readily available to provide students with assistance on problems they are encountering with the assignments. They may include after school tutoring or providing assistance via telephone.

#### **Valedictorian/Salutatorian**

These positions are based on the grade point average of seniors after all second semester final grades (including final exams) have been computed. To be a candidate, a student must be enrolled full time during the 2nd semester of his/her senior year. Candidates for valedictorian/salutatorian may be asked to begin writing a speech in the event they retain one of the positions.

## **ATTENDANCE INFORMATION**

### **Philosophy**

Recognizing the relationship between attendance and learning, the Houston R-I School District expects students to strive to maintain an excellent attendance record. Irregular attendance is one of the greatest causes of school failure. It also attributes to lack of achievement and success, non-graduation, drop-outs, etc. Parents can render no greater service to help their children than to see to it that they are in school every day.

Proper attendance patterns reflect on each student's integrity, citizenship, dependability, and responsibility and employment opportunities. To prepare for the world beyond high school, students must realize that prior attendance patterns may have a bearing on future success in post-secondary school or on the job. Employers carefully consider attendance patterns established by prospective employees. The success of an employer's company will be directly related to the dependability of their employees.

It is recognized that a few absences from school may be necessary under certain conditions. However, every effort should be made by students, parents/guardians, teachers and administrators to keep absences and tardiness to an absolute minimum.

Houston High School exists to meet the educational needs of students. The Houston School District seeks to enroll and educate all resident children in the community, as required by law and district policy. It is the purpose of this attendance regulation to improve student learning, raise student achievement, and maximize the learning potential of all students at Houston High School. Student excessive absences may be exempt only if the student's IEP or 504 Plan address the attendance requirement.

### **Compulsory Attendance (Policy JEA)**

While the Board seeks to provide educational services beyond the mere minimum requirements of the law, the law requires all children within the compulsory attendance age to regularly attend a public, private, parochial, parish, home school or a combination of such schools for the duration of the entire school term. The compulsory attendance age is between 7 and 17 years of age or, if under 17, until the student successfully completes 16 credits toward high school graduation.

Once enrolled in the district, the district expects the student to attend regularly and for the student's parents/guardians or other adults having charge, control or custody of the student to communicate regularly and honestly with the district regarding the student's absences. Because the Houston R-I School District Board and district staff strongly believe that regular attendance is important in gaining the most from the educational experience and because state law requires district staff to report all instances of abuse and neglect, including educational neglect, the district will make every effort to ensure students are attending school as required by law. These efforts include, but are not limited to: accurately recording attendance, creating procedures for regular communication with parents/guardians regarding attendance, investigating truancy, and reporting suspected incidences of educational neglect to the Children's Division (CD) of the Department of Social Services.

### **Excessive Absences**

Students are permitted a maximum of eight (8) days (or eight hours in any one class) of absences per semester. Students who are absent for more than eight (8) class periods during the semester will not be eligible to earn credit for that course. There are no defined excused absences.

Per the Texas County Prosecuting Attorney's office, once a student has been absent 11 days, or 21 hours over the eight allowable absences, the school is required to contact the Juvenile Office. If a student accrues 42 hours of attendance overage, the Prosecuting Attorney will send the parents/guardians a formal letter. If a student is absent 49 hours over the allowable eight days, the Prosecuting Attorney may file a formal case against the parents/guardians with the Texas County Court.

Parents are ultimately responsible for the regular attendance of their child. The following state laws pertain to compulsory attendance:

### 167.031 SCHOOL ATTENDANCE COMPULSORY LAW

Every parent, guardian, or other person in this state having charge, control or custody of a child between the ages of seven (7) and seventeen (17) shall cause the child to attend regularly.

### 167.061 PENALTY FOR VIOLATING ATTENDANCE LAW

Any parent, guardian or other person having charge, control or custody of a child, who violates the provisions of section 167.031 is guilty of a Class C Misdemeanor.

### Procedures

The attendance office will record each student's absence by course period. When a student has accrued four (4) total absences in a class during the semester, the school will send a letter to the parent or guardian informing the parent or guardian that, in accordance with the published policies and regulations of the Board of Education, the student is in danger of not earning credit for the class due to excessive absences during the semester.

When a student has accrued six (6) total absences in a class during the semester, school personnel will make all reasonable efforts to contact either the student, or his or her parent or guardian to discuss the student's excessive absences, the possible ramifications, and methods to prevent the loss of credit. However, if the parent or guardian cannot be reached, the school administration will enforce the policy as written.

When a student has accrued nine (9) total absences in a class during the semester, the student will not be eligible to earn credit for that class until attendance recovery has been completed.

Students who are absent for more than eight days (or eight hours in any one class) per semester will be required to attend Saturday School for the time missed after the eight allowable absences per semester. Upon the ninth absence in any one class by the student, his or her parents and/or legal guardian shall be notified that the student will need to make up any hours over the 8 hours allowed by attending Saturday School. Saturday Schools are from 9:00-12:00 in the middle/high school library and equal 1 full day (7 hours) of make-up time. All credit for the classes affected by the attendance violation will be withheld until completion of the Saturday School assignment.

Absences by a student exceeding eight days (or eight hours in any one class) in one semester and not made up in Saturday School shall cause the student to be notified of placement in summer school. Guidelines for placement in summer school are as follows:

- If Saturday School(s) have not been completed after the eight allowable absences per semester have been exceeded, the student will be assigned one day of Summer School for each absence over the eight-day allowance per semester.
- Students must attend all assigned summer school classes and maintain appropriate behavior standards. Any student who does not properly complete a summer school assignment, will not earn credit for classes affected by the attendance violation.

In the event, the student does not complete the attendance recovery, the school will notify the parent or guardian by mail that the student has accrued the nine (9) total absences and is not eligible to earn credit for the class. A student who has accrued nine (9) absences retains the option of receiving a grade of NC (No grade, No credit). The student must maintain a passing grade during the grading period to receive a grade of NC. If the student has not maintained a passing grade during the semester, the student will earn an F (Failure).

**Students under 17 years old who have excessive absences will be referred to the Texas County Juvenile Office.**

A student will not be denied an education at Houston High School even though he or she will not earn credit for the class as a result of having missed a substantial portion of the instructional program during the semester.

### Exceptions

Approved, school sponsored, out-of-school activities (field trips, sporting events, etc.) will not be counted as absences for purposes of the excessive absence regulation.

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### **Attendance Appeal Process**

There will be no appeal process. If a student does not make up excessive absences (over eight hours in any one class) through Saturday School or summer school, credit will not be earned for all class period(s) with excessive absences.

### **Steps To Follow When Absent From School**

Please make sure you read and understand the following information as it requires parents, guardians and students to be accountable for notifying the school regarding student absences.

1. A parent or guardian should notify the attendance office on the day of (or before) the absence (417-967-3024, Extension 2402). If the attendance office secretary is on another line, it is acceptable and desired that the message be left on voicemail.
2. The attendance office should be contacted prior to known doctor, dental, and family appointments. A student must submit a signed departure form and sign out before leaving school, and sign in upon returning to school.
3. If it is impossible to call, the parent or guardian must write an excuse giving names, dates, and reason for absence.
4. Students will be allowed two (2) days for every day missed to complete make-up work.
5. Students absent for authorized school activities are responsible for making up all work missed.
6. An absence for an authorized school activity simply allows the student the privilege of making up the work within a reasonable time (established by the teacher) and does not excuse the student from the make-up work.
7. Students who attend school, but leave early for another school activity, may be required by their teacher to turn in any assignment due that day.

### **Arriving Late/Early Check-Out**

Students reporting to first hour after the bell rings will be marked tardy until 8:30 am. After that time they will be counted absent. All check-ins after 8:30 am will result as a late check-in time and partial absence for the class during which they arrive. In some situations, a student may be considered truant, as well as being tardy or absent. Late arrivals will also affect A+ status and be counted against attendance as attendance is recorded by the minute.

### **(College Visit) Post-Secondary Educational Visitation**

We recognize that it is desirable for students to visit post-secondary institutions and colleges from time to time. This helps prepare students to continue their education. One visit per school year will be allowed for juniors and two visits for seniors with approval of the principal. College visit paperwork may be obtained from the office. Students must complete their part of the form and obtain approval from the principal no less than two days prior to the visit. Verification of attendance must be submitted to the high school office by having the form completed by the college official. College visits are NOT permitted during the first three weeks or last three weeks of school.

### **Make-up Work (Non-School Activity Absences)**

To keep the student informed and make-up work manageable by the teacher, the following procedure will be followed. At the beginning of the year each teacher will acquaint his or her students with the make-up policy. Teachers will provide make-up work at the student's request for the absence duration. It is the student's responsibility to ask for, obtain, complete, and turn in make-up work to the appropriate teachers. Students will have two days for every one day they are absent to turn in completed make-up work.

### **Perfect Attendance Incentives**

For the semester: (All students will take final exams)

1. Perfect attendance: Students do not have the option of dropping the final exam score. All students will take final exams. Students with perfect attendance will receive an additional 4% bonus on the semester exam score.
2. Absent one class period: If a student has missed class only 1 period, he/she will be awarded a 2% bonus on the semester exam score.
3. For the year (in all classes):
  - a. Students will receive a free yearbook.
4. Students with perfect attendance will also be eligible for a prize drawing at the end of each quarter.

### **Saturday School**

A student will be assigned Saturday School by school authorities as disciplinary action for inappropriate student behavior or for attendance recovery. All school rules and policies will apply to Saturday School. Computers will not be used during Saturday School

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unless approved by the building principal or Saturday School Supervisor. Students will be supervised at all times during the session (9:00 a.m.-12:00 p.m.) in the middle/high school library or other designated area. Parents are responsible for prompt pick up of their child at 12:00 p.m. Law enforcement may be contacted in the event that the student is not picked up and parents/guardians or emergency contacts can not be reached.

### **School Activities**

Students participating in school sponsored or sanctioned activities (i.e. field trips, interscholastic competition, etc.) will not be counted absent from school.

Students will check with their teachers in advance to obtain make-up work PRIOR to the activity. Assignments are due no later than two days after returning from the activity.

### **Activities and South Central Career Center (SCCC)**

Students attending SCCC and/or students participating in extracurricular and/or co-curricular activities and/or field trips must have any excessive absences (absences over 8 hours in any one class) made up before being allowed to participate in the next activity, event, competition, or attend SCCC courses the following semester. Students will have an opportunity to attend regularly scheduled Saturday school(s) prior to participation restriction.

Students attending SCCC need to refer to the respective Parent - Student Handbook for specific policies set forth by SCCC.

### **Truancy**

Unauthorized absence from school is considered truancy and will be treated as such. An unauthorized absence is one, which neither the school nor the parents had knowledge of nor had given permission prior to the absence. Leaving school without obtaining permission from the proper authority and checking out in the high school office is considered truancy. This includes being absent from any class or activity, which the student is scheduled to attend. Students who are truant WILL NOT be allowed to make-up work missed and disciplinary action will be taken as per the student conduct code.

Truancy is when a student:

- a. Leaves the campus without permission from the office, including morning drop-off.
- b. Comes to school, but does not attend any or all classes or authorized activities.
- c. Is somewhere other than at school when the parents/administration think the student is at school.
- d. Obtains permission from a teacher or the office to go to a certain place on campus, but does not go there.
- e. Brings a parent-signed note that is forged or sets forth an invalid reason for the absence.
- f. Once a student arrives on campus, they may not leave without permission from the Main Office or the supervising teacher on duty.

THERE ARE NO SCHOOL SANCTIONED CLASS "SKIP" DAYS.

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## **EXTRA AND CO-CURRICULAR STUDENT ACTIVITIES**

Student activities at Houston High School provide an opportunity for students to engage in special interests in addition to the more formal class activities. Student activities aid in the development of abilities necessary for leadership, as well as those necessary for group cooperation. They also provide opportunities for finding new fields of interest. Students are encouraged to participate in school activities, but they should be selective, as regular classroom work must come first.

### **Interscholastic Activities**

Eligibility to represent Houston High School in any extra-class activity outside of regular classroom instruction during the seven period day is a privilege to be attained by meeting the standards set by the Missouri State High School Activities Association, Houston R-1, and the organization, club, or activity.

To be eligible to represent Houston High School, all students must meet the following standards:

1. Be a good school citizen (See "Citizenship" section).
2. Must have earned at least 3 units of credit the preceding semester and meet all guidelines for enrollment required by the Missouri State High School Activities Association.
3. Students found to have a failing grade at the 3-week grade check, will be placed on academic probation. If the student still has a failing grade (in any course) at the next 3-week grade check, the student will be ineligible to participate. Additionally, students who are ineligible to participate will not be excused/released with the team during the school day.
4. Has not competed in sports for more than four years and/or eight semesters.
5. Entered school within the first 11 days of the semester.
6. Not received or competed for an award of any kind other than that given by this school for his/her services as an athlete in the activity in which he/she is competing.
7. Not reached the age of 19 prior to July 1 preceding the opening of the school year.
8. Has not competed on an outside team after the high school session starts.
9. Resides in the district in which the student's parents, legally established guardian, or person with whom the student has been living for one calendar year resides.

### **Admission Prices - Athletic Contests**

Students will pay the following prices for admission to home athletic events:

Football.....	\$2.00	Boys' Basketball.....	\$2.00
Girls' Volleyball....	\$2.00	Girls' Basketball.....	\$2.00

This price includes grades K- 12 attending senior high athletic contests. Students who leave a contest must pay to re-enter including students who hold game passes.

### **Absent/Involvement in School Activities**

Students who are absent from school due to their approved involvement in scheduled school activities (Examples: music contests, track meets, basketball games, etc.) that are scheduled during the school day will not be counted absent from class(es), nor will it be recorded as an absence in the teachers' grade books. However, students are responsible for all assignments or tests that occurred in class while they were gone.

### **Absenteeism/Effect on Participation in Events**

A student participating in an extra-curricular and co-curricular activities (sports, instrumental or vocal music, speech, FFA, FHA, etc.) must be in school for four class periods in order to participate on that day or evening, unless permission is obtained, or other action deemed appropriate by the principal, due to avoidable/unavoidable circumstances. If it is a Saturday event, the student must be in attendance for four class periods during the school day preceding the event.

### **Athletic Participation Form**

All students involved in athletics will complete a Missouri State High School Athletic Association Participation Certification form prior to the first practice session.

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This form requires the following information:

Section 1: Athletes Application and Personal Information

Section 2: Parent Permission and Authorization for treatment to include verification that each student has basic Athletic Accident Insurance for the current school year.

Section 3: Emergency Information

Section 4: Physicians Examination Record

Section 5: Additional Pertinent Information

The athletic director will keep all documentation on file for two consecutive academic years.

#### **Citizenship (Eligible to Participate)**

Creditable citizenship is one of the criteria for participation in school activities. Creditable citizenship includes such things as regular and punctual attendance and a quality of conduct, which promotes the best interest of the school (to include student non-involvement in misbehavior or violations of the rules and regulations of Houston High School). Discipline Referrals for misbehavior may be considered sufficient reason to declare a student ineligible. A single serious breach of good conduct, either in or out of school, may also be sufficient cause for declaring a student ineligible to participate in school activities.

The same standard of creditable citizenship will be applicable to all school activities including: athletics, music, clubs, organizations, Prom, senior trip, and any other school activity.

#### **Withdrawal (Transfer) by Student from School Due to Disciplinary Measures**

The student who is expelled or withdraws (transfers) from school because of disciplinary measures will not be eligible to represent a school in interscholastic activities for 365 days from the date of expulsion or withdrawal.

**Dress Code for Athletic Practice:** Appropriate, modest attire is required.

#### **Extra and Co-Curricular Drug Testing (Board Policy JFCD)**

Each student that wishes to participate in an extra or co-curricular activity, programs with elevated safety risks, and/or courses involving workforce integration will be drug tested. After the blanket testing, a selection of students will be randomly drawn to be drug tested. Each student and parent will receive an electronic copy of the Extra and Co-Curricular Drug Testing Policy. Electronic signatures will be required during the online enrollment process.

#### **Extra-Curricular Activity Handout**

All students participating in extra-curricular activities will receive from each coach/sponsor a handout containing the policies, rules, regulations, and expectations in reference to that particular activity. Each student and parent will receive an electronic copy of the Extra-Curricular Handout. Electronic signatures will be required during the online enrollment process.

#### **Insurance**

The school system DOES NOT pay for accident insurance to cover the students. However, the school offers parents the opportunity and encourages them to participate in a group student insurance plan. A student accident policy is sent home the first day of school. Participation is voluntary. All students participating in interscholastic athletics will be required to obtain some type of accident insurance.

The Missouri State High School Athletic Association's (MSHSAA) By-Laws state that a student will not be permitted to practice or compete for a school until it has the verification that he/she has basic athletic insurance coverage.

#### **Transportation To/From Activities**

Transportation will be made by school bus and other such conveyances furnished by the school. Students are required to ride school provided transportation to activities. Only a parent/guardian may check students out after the event by signing the check-out list. Special circumstances for transportation must be made in the high school office 24 hours prior to the activity.

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### **Sportsmanship**

Houston High School expects all spectators to follow the rules of conduct at all athletic events. Students, as spectators, will:

1. Avoid actions, which will offend or embarrass any individual athlete.
2. Regard game officials as fair, accept their decisions as final, and treat them as guests.
3. Respect the property of this school and other schools.
4. Refrain from actions, which will call attention to themselves, such as: throwing items, "booing", shouting at opposing players, etc.
5. Treat the opponents, coaches, players, and fans as honored guests.
6. Show appreciation of good play by both teams.
7. No stomping on bleachers
8. Remain seated during the games that are inside the gym.

### **School Spirit**

School spirit means many things. Some of the ways students can contribute to good school spirit is through:

1. Loyalty to the various functions of the school.
2. Supporting the school and doing his/her utmost to keep his/her scholastic and activity standard as high as possible.
3. Being courteous and respectful to teachers, officials, adults, fellow students, and students from other schools.
4. Showing pride in things students of the school endeavor to accomplish.
5. Exhibiting good sportsmanship: being fair, courteous, generous, and a good loser and a graceful winner.

### **SCA Athletic Scholastic Team**

Athletes achieving a 3.5 GPA during the season of a SCA recognized sports (football, volleyball, basketball, golf, baseball, and track) will qualify for the Houston High School's SCA Athletic Scholastic Team.

### **Secret Organizations**

The Board of Education does not recognize secret organizations. Sororities, fraternities, gangs, or secret societies of the community, ARE NOT school organizations. Conduct by students while in school such as hazing, special attire (including pins and insignia or other identifying symbols), improper activity on campus, or any other influence of a sorority, fraternity, gang or secret society that interferes with the normal conduct of the educational program, WILL NOT be permitted.

## **STUDENT EXPECTATIONS AND DISCIPLINE**

### **Discipline Belief Statements**

1. Teaching and learning of the intended curriculum for all students is the highest priority. Therefore, the misbehavior of one student...
  - a. Will not be allowed to interfere with the learning opportunities of another student.
  - b. Will not be allowed to interfere with the teacher's responsibility to teach all students.
  - c. Will not excuse the misbehaving student from successfully completing the learning objectives.
2. Self-discipline is the expected outcome.
3. Every discipline situation is an opportunity to teach expected behavior.
4. Teaching and modeling appropriate behavior, along with implementing consequences for inappropriate behavior, is the best way to change unacceptable behaviors to acceptable behaviors.

### **Authority of Teachers**

Teachers have the responsibility and authority to maintain proper discipline. This includes the classroom and the school at large. The administration may also assign specific areas of duty.

Time of supervision will be continuous from the beginning of the teacher's arrival at school until their departure from school (not to exclude supervision of students that they are responsible for at extracurricular activities).

A teacher who sees any act(s) of sub-standard or improper conduct on the part of any student(s) is expected to correct the student(s) involved immediately. The student is expected to accept the correction from the teacher and make whatever amends or corrections that the teacher deems reasonably necessary.

Any high school student who strikes, slaps, kicks, flips off, uses vulgar and/or explicit language to a teacher, may be suspended from school and their parents will be required to conference with the principal before the student is allowed to re-enter school.

Teachers do not have the authority to send students from the school grounds for the purpose of running errands, driving their vehicles, or returning to their homes without permission from the administration. Students wishing to leave school must check out at the High School Office, secure permission, and sign the check-out sheet.

### **Disciplinary Notification**

Parents will be contacted by telephone and/or mail if the student is involved in any disciplinary situation in which In-School Suspension or Out-of-School Suspension is imposed.

### **Bullying Policy**

Bullying Definition Statement:

Bullying is intimidation, unwanted aggressive behavior, or harassment that is repetitive. Or is substantially likely to be repeated, and (1) causes a reasonable student to fear for his or her physical safety or property; (2) substantially interferes with the educational performance, opportunities, or benefits of any student without exception ; or (3) substantially disrupts the orderly operation of the school. This may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting of such acts. Bullying of students is prohibited on school property, at any school function, or on a school bus.

“Cyberbullying” means bullying as defined through the transmission of 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.

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Notwithstanding any other provision of law to the contrary. "Schools may prohibit cyberbullying that originates on school property or at a school activity if the student used the school's technology or the student's personal technology, if there is sufficient nexus to the educational environment. The school may discipline any student for such cyberbullying to the greatest extent of the law.)

#### PROCEDURES FOR REPORTING INCIDENTS OF BULLYING

1. A teacher or staff member who has firsthand knowledge of bullying or witnesses bullying, must make a report to the designated building administrator in writing within 2 school days of the initial report.
2. The designated administrator must initiate the investigation within 2 school days of the report first being received.
3. The investigation must be completed within 10 school days of the initial report. If the 10 day deadline is not met, good cause must be documented for a delay in the investigation (inclement weather, school, out of session on break, etc.).
4. All information pertaining to the investigation must be documented in SIS. This will become the "written report" for documentation and recordkeeping purposes.
5. Follow up services will include, but are not limited to training, referrals for services, and outside agency involvement.

#### **Drugs/Alcohol**

The supplying, selling, possession, use, transmission, sharing, and/or being under the influence of alcohol or other drugs and paraphernalia, during the school day, on school premises, or at a school related function, is prohibited.

Any student who uses or has possession of alcoholic beverages or pills, drugs, or narcotics, not having a medical prescription issued by a duly licensed physician for a valid medical reason and approval by building nurse, while on school property, to or from school, in the vicinity thereof, or at a school sponsored activity, will be disciplined, as indicated in the disciplinary code. The length of suspension may be different than that stated in the code if the building administration allows the student the option of entering into a professional evaluation and treatment program approved by Houston High School. A copy of the school's complete drug/alcohol policy is available upon request.

#### **Falsifying Documents**

Forging names and otherwise falsifying documents is a serious breach of trust, therefore, students who forge notes or falsify documents are subject to penalty as specified by the discipline code.

#### **In-School Suspension**

Houston High School will utilize a program of In-School Suspension consisting of: isolation, discipline, and academic work. The successful implementation of an I.S.S. program requires the cooperation of students, parents, and school staff. A student will be assigned to I.S.S. by the building administration.

A student attending In-School Suspension will receive credit for all work successfully completed in I.S.S. The student, when reporting to the In-School Suspension room, should bring all his/her books, supplies and materials needed for the entire day. He/She will not be permitted to leave the classroom during the school day unless authorized by the I.S.S. Coordinator or building administrator. Students will eat lunch at a separate time from the rest of the school and will not take breaks by the period as other students do. If a student placed on I.S.S. violates the rules of the I.S.S. program, he/she will receive additional disciplinary penalties.

#### **Non-School Misconduct Notice**

Students are subject to disciplinary action up to and including expulsion for serious misconduct away from school and school activities and outside of normal school times for serious acts of misconduct, which may impact the school environment. Such misconduct will generally be disciplined pursuant to the district's discipline policy as if the misconduct had occurred at school.

#### **Sexual Harassment**

The Houston School District is committed to providing an environment free from intimidating, hostile or offensive behavior; unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication constituting sexual harassment. Sexual harassment by an employee, student or other person in the district against any person is prohibited. In general, isolated incidents of an offensive nature are differentiated from sexual harassment by one or more request from the offended person to halt the offensive action(s) and the offender continuing to engage in the undesired activity. Repeated action or severe words or actions of this nature, even the first time, are "sexual harassment". Some physical acts may also be considered assault, indecent exposure or

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sexual acts. Some examples of sexual harassment include but not limited to, the following examples:

Physical:

- a. Forcibly grabbing or kissing someone
- b. Cornering, restraining or purposely bumping someone
- c. Inappropriately pinching someone
- d. Inappropriately touching someone
- e. Making sexual gestures to someone
- f. "Flashing" or "mooning" someone

Verbal:

- a. Commenting about someone's body
- b. Spreading rumors or writings regarding someone's sexual acts, sexual preferences, or sexual activity
- c. Making kissing sounds or whistling
- d. Talking about someone or about "sex" in a manner that makes them feel uncomfortable

Allegation of sexual harassment will be investigated and, if substantiated, corrective or disciplinary action taken, up to and including suspension and/or expulsion of the student or suspension and/or termination of the employee.

### **Suspension**

A student may be suspended by a principal for a maximum of ten (10) days for a violation of school rules and regulations. The superintendent may suspend a student for a maximum of 180 school days (See section 167.171 and 563.061 of Missouri School Laws and Sections 505.1B of Houston R-1 Board of Education Policy Manual). The school board may expel a student from school permanently. During the time the student is suspended from school, he/she is not permitted on school property, cannot attend or participate in any school activity during or after school hours, including events held in any other school district.

It is the student's responsibility to return all make-up work at the conclusion of the suspension period.

### **Suspension (Long-term)**

The principal may refer students who repeatedly violate high school policies, rules, and regulations to the superintendent for a long-term suspension consisting of 11 to 180 school days.

### **Tardy**

Houston High School strives to help each student achieve maximum development of individual knowledge, skills, competence, and behavior patterns, which will enable him/her to become a responsible member of society. The probability of success in this effort is lessened when tardiness interrupts the educational process.

Recognizing that some students will encounter emergencies resulting in getting to class late, each student can accumulate FOUR tardies per quarter without being disciplined. However, when a student has accumulated his/her fifth tardy (and every tardy beyond) during the school quarter appropriate disciplinary action will be taken by the administration in accordance with the Student Discipline Code. It is the student's responsibility to keep track of their tardies.

Students should not waste their tardies, but save and preserve them for emergencies or unavoidable extenuating circumstances. Deliberate absences from class may not be considered tardy, but considered TRUANT (Example: loitering). Students detained by a teacher should request a pass from that teacher so he/she will not be counted tardy. A student is considered tardy when he/she is not in the classroom before the tardy bell.

**Students will also be issued a tardy if they do not bring their chromebook (charged) to class. Students who forget their chromebook at home or fail to charge their chromebook will need to submit a work order during 1st hour. Upon receipt of the work order, an additional chromebook will be issued to the student. In this instance, the student will receive only one tardy for the day. However, after the issuance of a second chromebook, if the student fails to bring the chromebook (charged) to individual hours, the student could receive additional tardies.**

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## STUDENT DISCIPLINE CODE

Student disciplinary code was developed in accordance with the requirements of House Bill 463 of the 83rd General Assembly. Section 5, which pertains to the code, is quoted below:

1. The local board of education of each school district should establish a policy of discipline, a written copy of which should be made available in the Office of the Superintendent of such district, during normal business hours, for public inspection.
2. The policy will contain the consequences of failure to obey standards of conduct set by the local board of education, and the importance of the standards to the maintenance of an atmosphere where orderly learning is possible and encouraged.
3. All school district personnel responsible for the care and supervision of students are authorized to hold every pupil strictly accountable for any disorderly conduct in school or on any property of the school, on any school bus going to or returning from school, during school-sponsored activities, or during intermission or recess periods.
4. Teachers and other authorized district personnel in public schools responsible for the care, supervision, and discipline of school children, including volunteers selected with reasonable care by the school district, will not be civilly liable when acting in conformity with the established policy of discipline developed by each board under this section.

The administrative staff will be allowed to exercise their own judgment in the administration of disciplinary options set forth under the student discipline code policy.

Any student, who has been suspended from school on two (2) previous occasions, will have his record reviewed by the administrative staff for a recommendation to the Superintendent and the Board of Education for a long-term suspension from school upon the students' third (3rd) suspension.

Some violations of school rules and regulations may fall under two (2) or more categories of the disciplinary code. The administrative staff will decide under which category it may be placed. Example: Water balloons would usually fall under possession or use of harmful devices. However, if the situation warrants, it may be placed in categories such as assault, vandalism, etc. Students who lie about violating the school's policies, rules, and regulations should expect additional disciplinary action.

The administrative staff may refer students to other agencies to include but not limited to: Houston Police Department, Juvenile Office, Division of Family Services, and area counseling agencies. Any violation of the above behaviors, which also violate state statutes or city ordinances, will be referred to the appropriate law enforcement.

The school always reserves the right to remove immediately from class or school any student whose presence constitutes a danger to any student or school staff member, threatens the orderly conduct of the school, or is in violation of state statutes or city ordinances.

The administrative staff is vested with the authority to advance the student beyond the offense category where the offense would normally fall if the violation(s) of the school rules, regulations, and policies are of such a nature as to warrant it.

The administrative staff will utilize appropriate alternative disciplinary methods when federal and/or state agencies and/or courts implement policies or court decision interpretations requiring alternate policies be applied to the appropriate groups.

The Houston R-I Board of Education approved policies pertaining to zero threats of violence made to students and staff members. All reports of violence are to be reported to the building administration, which will investigate the threat. If the administration determines that a threat of violence has occurred, the offending student may, for no more than 10 days, be suspended from school. The building principal may also elect to refer the incident to the superintendent of schools who may assign additional punishment up to 180 days of out of school suspension or recommend expulsion to the Board of Education.

***Discipline for non-school misconduct notice:*** Students are subject to disciplinary action up to and including expulsion for serious misconduct away from school and school activities and outside of normal school times for serious acts of misconduct which may impact the school environment. Such misconduct will generally be disciplined pursuant to the district's discipline policy as if the

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misconduct had occurred at school.

**Corporal Punishment (Policy JGA-2)**

For the purposes of this policy, corporal punishment is the use of physical force as a method of correcting student behavior. No person employed by or volunteering on behalf of the Houston R-I School District shall administer corporal punishment or cause corporal punishment to be administered upon a student attending district schools. A staff member may, however, use reasonable physical force against a student for the protection of the student or other persons or to protect property. Restraint of students in accordance with the district's policy on student seclusion, isolation and restraint is not a violation of this policy.

**Bus Rules and Regulations**

**THE SAME STANDARDS OF CONDUCT THAT APPLY IN THE CLASSROOM APPLY ON THE BUS!!!**

1. Once the students get on the school bus or report to school, he is under the authority of the school.
2. The bus driver has the same authority in enforcing the rules and regulations as a classroom teacher. Thus, promptly obey his instructions and cooperate with him.
3. The bus driver is authorized to assign seats.
4. Students will not attempt to get on or off the bus, move about, or stand while the bus is in motion. Stay in your seats.
5. The use of tobacco products, alcohol, and drugs are not permitted.
6. Students will not throw paper, articles, or objects while on the bus.
7. Students will not, at any time, extend hands, arms, feet, head, etc. out of the bus window.
8. Be courteous, use no profane language.
9. Keep the bus clean. Food and drinks are not permitted.
10. Students must present the bus driver with a note from the high school office if they are getting off the bus at any other place than the regular point. Parent notes must be approved through the office.
11. Water balloons, water guns, etc. are prohibited.
12. No knives, matches, or lighters are to be in your possession.
13. Rude, discourteous, and annoying conduct or disrespect is to be avoided.
14. Students will not be scuffling or fighting.
15. Do not be destructive. All damage to the bus should be immediately reported to the driver.
16. The rear door is an emergency door only.
17. Students must be on time in meeting the bus. Cross 10 feet in front of the bus upon a signal from the driver.
18. Unnecessary or unreasonable noise should be avoided.
19. Students should never stand in the roadway while waiting for the bus.
20. Students not attending school are not eligible to ride the bus.

All bus rules and regulations are designed to provide for student's safety and well-being and school bus transportation safety. It is each student's responsibility to adhere to the policies, rules and regulations of the Houston R-1 School District. It is the bus driver's responsibility to enforce the above rules.

SCHOOL BUS OFFENSES: Bus Misconduct (see Board policy JFCC)--Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

**Houston Public Schools Transportation  
Discipline Policy**

<b>Student Misconduct</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>
Possession of any illegal substance, controlled substance, drug (other than epi-pin, and other emergency drugs, when approved in advance by the principal), drug, or alcohol (in any amount) and/or paraphernalia	Loss of bus privileges and school discipline		
Not Following Bus Rules as Posted Including: Being in the aisle of the bus, moving seats, not in assigned seat, not sitting completely in seat, reaching out windows, eating or drinking, talking loudly, yelling, distracting noises, playing music, throwing items, throwing items out of the bus window	Warning from principal	5 days loss of bus privilege	10 days loss of bus privilege
Conduct resulting in safety issues/threats to students	5 days loss of bus privilege	10 days loss of bus privilege	Loss of bus privileges
Harassment and bullying	Warning and school discipline	10 days loss of bus privilege and school discipline	Loss of bus privileges and school discipline
Vulgar/cursing, inappropriate language on bus or bus stop	Warning	5 days loss of bus privilege	10 days loss of bus privilege
Sexual contact/Indecent exposure	Loss of bus privileges and school discipline		
Weapons as defined in handbook	Loss of bus privileges and school discipline		
Vulgar/cursing language at driver, threat to driver	10 days loss of bus privileges and school discipline	Loss of bus privileges and school discipline	
Tobacco possession	5 days loss of bus privilege	10 days loss of bus privilege and school discipline	Loss of bus privileges and school discipline
Fighting, tobacco use, and violent physical contact	10 days loss of bus privilege and school discipline	Loss of bus privileges and school discipline	
Vandalism	Loss of bus privileges until restitution made for repairs/replacement and school discipline	And 5 days loss of bus privilege and school discipline	And 10 days loss of bus privilege and school discipline
Horseplay, disruption conduct	1 day loss of bus privileges	3 days loss of bus privileges	5 days loss of bus privileges

\*Parents/students requesting reinstatement of bus privileges will meet with the Superintendent and Administration.

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**STUDENT DISCIPLINE CODE**

The disciplinary consequences listed for each offense may be increased or decreased by the Administration or the Board of Education under mitigating or aggravating circumstances.

- LD: Lunch Detention  
 ASD: After School Detention  
 SS: Saturday School  
 ISS: In School Suspension  
 OSS: Out of School Suspension

**AGITATING INCIDENTS – Student actions that provoke negative behavior by other students.**

Offense	High School
1st	Warning, ASD/LD (1-2), SS, ISS (1-2), OSS (1-2)
2nd	SS (1-2), ISS (1-5), OSS (1-5)
3rd	ISS (1-10), OSS (1-10)

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

Offense	High School
1st	No credit for work, grade reduction, replacement of assignment, ASD/LD, SS
2nd	No credit for work, grade reduction, replacement of assignment, ASD/LD, SS, ISS (1-2)
3rd	No credit for work, grade reduction, replacement of assignment, ASD/LD, SS, ISS (3-4), OSS (1-3)

**ARSON – Starting or attempting to start a fire or causing or attempting to cause an explosion.**

**\*\*\*REFERRAL TO JUVENILE/POLICE DEPARTMENT\*\*\***

Offense	High School
1st	OSS (1-180), restitution of property
2nd	Expulsion, restitution of property

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

**\*\*\*REFERRAL TO JUVENILE/POLICE DEPARTMENT\*\*\***

Offense	High School
1st	SS (1-2), ISS (1-3), OSS (1-5)
2nd	ISS (5-10), OSS (5-10), expulsion
3rd	OSS (5-180), expulsion

**ASSAULT - (2) Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another.**

**\*\*\*REFERRAL TO JUVENILE/POLICE DEPARTMENT\*\*\***

Offense	High School
1st	OSS (1-180), expulsion
2nd	OSS (1-180), expulsion
3rd	OSS (1-180), expulsion

**AUTOMOBILE/VEHICLE MISUSE – Reckless or unsafe driving on or around school property, failure to move vehicle at the request of school officials, failure to follow directions by school officials or failure to follow established rules for parking or driving on school property. SCCC Students: Driving to SCCC without permission.**

**\*\*\*POSSIBLE REFERRAL TO JUVENILE/POLICE DEPARTMENT\*\*\***

Offense	High School
1st	Suspension or revocation of parking privileges, ASD/LD, SS, ISS (1-3), OSS (1-5)
2nd	Suspension or revocation of parking privileges, SS (1-2), ISS (3-5), OSS (5-10)
3rd	Suspension or revocation of parking privileges, OSS (5-180)

**BULLYING – Repeated and systematic intimidation, harassment and attacks on a student or multiple students; perpetuated by individuals or groups. Bullying includes, but is not limited to: physical violence, cyberbullying, verbal taunts, name-calling and put-downs, threats, extortion, theft, damaging property, and exclusion from a peer group. (See Policy JFCF) CYBERBULLYING: Bullying as defined in subsection through the transmission of 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.**

**\*\*\*POSSIBLE REFERRAL TO JUVENILE/POLICE DEPARTMENT\*\*\***

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*(Bullying continued)*

Offense	High School
1st	SS, ISS (1-3), OSS (1-180)
2nd	ISS (3-5), OSS (1-180)
3rd	OSS (1-180), expulsion

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

Offense	High School
	See Transportation Discipline Policy/Matrix

**CHRONIC FAILURE TO WORK ON ASSIGNMENTS** – When a student chronically fails to work on their assignments in the classroom setting or refuses to put forth effort in class under the direct supervision of the teacher. This includes activity classes such as art, band, choir/music, library and physical activity.

Offense	High School
1st	Warning, ASD/LD (1-2), SS, ISS (1-2), OSS (1-2)
2nd	SS (1-2), ISS (1-5), OSS (1-5)
3rd	ISS (1-10), OSS (1-10)

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

Offense	High School
1st	Nullification of forged document, Warning, ASD/LD (1-2), SS, ISS (1-2), OSS (1-2)
2nd	Nullification of forged document, SS (1-2), ISS (1-5), OSS (1-5)
3rd	Nullification of forged document, ISS (1-10), OSS (1-10)

**DISRESPECTFUL CONDUCT OR 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 in situations where it is protected by law.

Offense	High School
1st	Warning, ASD/LD (1-2), SS, ISS (1-2), OSS (1-2)

<b>2nd</b>	SS (1-2), ISS (1-5), OSS (1-5)
<b>3rd</b>	ISS (1-10), OSS (1-10)

**DISRUPTION/MISCONDUCT**– Any activity that disrupts the normal functionality of the educational process.

<b>Offense</b>	<b>High School</b>
<b>1st</b>	Warning, ASD/LD (1-2), SS, ISS (1-2), OSS (1-2)
<b>2nd</b>	SS (1-2), ISS (1-5), OSS (1-5)
<b>3rd</b>	ISS (1-10), OSS (1-10)

**DISRUPTIVE/HARMFUL DEVICES** – Possession or use of devices including, but not limited to – *water balloons, knives, laser pointers, rocks, peashooters, firecrackers, silly string, shaving cream, etc.* (See Policy JFCJ)

<b>Offense</b>	<b>High School</b>
<b>1st</b>	Confiscation, warning, ASD/LD (1-2), SS, ISS (1-2), OSS (1-2)
<b>2nd</b>	Confiscation, SS (1-2), ISS (1-5), OSS (1-5)
<b>3rd</b>	Confiscation, ISS (1-10), OSS (1-10)

**DRESS CODE VIOLATION** – Any student that fails to follow the conditions outlined on page 10 of this handbook.

<b>Offense</b>	<b>High School</b>
<b>1st</b>	Correction of violation, warning, ASD/LD (1-2), SS, ISS (1-2), OSS (1-2)
<b>2nd</b>	Correction of violation, SS (1-2), ISS (1-5), OSS (1-5)
<b>3rd</b>	Correction of violation, ISS (1-10), OSS (1-10)

**DRUGS/ALCOHOL** –

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

\*\*\*REFERRAL TO JUVENILE/POLICE DEPARTMENT\*\*\*

<b>Offense</b>	<b>High School</b>
<b>1st</b>	OSS (1-10)
<b>2nd</b>	OSS (1-180)
<b>3rd</b>	OSS (1-180), expulsion

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

**\*\*\*REFERRAL TO JUVENILE/POLICE DEPARTMENT\*\*\***

Offense	High School
1st	OSS (1-10)
2nd	OSS (1-180)
3rd	OSS (1-180), expulsion

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

**\*\*\*REFERRAL TO JUVENILE/POLICE DEPARTMENT\*\*\***

Offense	High School
1st	OSS (1-10)
2nd	OSS (1-180)
3rd	OSS (1-180), expulsion

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

**\*\*\*POSSIBLE REFERRAL TO JUVENILE/POLICE DEPARTMENT\*\*\***

Offense	High School
1st	SS, ISS (1-3), OSS (1-180)
2nd	ISS (3-5), OSS (1-180)
3rd	OSS (1-180), expulsion

**FAILURE TO MEET CONDITIONS OF SUSPENSION – Coming within 1,000 feet of any public school in the district while on suspension for an offense that requires reporting to law enforcement or for an act of school violence or drug-related activity defined by district policy as a serious violation of the district’s discipline policy.**

**\*\*\*POSSIBLE REFERRAL TO JUVENILE/POLICE DEPARTMENT\*\*\***

Offense	High School
1st	Verbal warning, extended suspension
2nd	Extended suspension

3rd	Extended suspension
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**FALSE REPORTS/TAMPERING** – Tampering with emergency equipment setting off false alarms, making false reports; communicating a threat or false report that disturbs the educational environment and/or causes the evacuation or closure of school property.

\*\*\*POSSIBLE REFERRAL TO JUVENILE/POLICE DEPARTMENT\*\*\*

Offense	High School
1st	Restitution, warning, ASD/LD (1-2), SS, ISS (1-2), OSS (1-2)
2nd	Restitution, SS (1-2), ISS (1-5), OSS (1-5)
3rd	Restitution, ISS (1-10), OSS (1-10)

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

\*\*\*POSSIBLE REFERRAL TO JUVENILE/POLICE DEPARTMENT\*\*\*

Offense	High School
1st	SS, ISS (1-3), OSS (1-180)
2nd	ISS (3-5), OSS (1-180)
3rd	OSS (1-180), expulsion

**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.

\*\*\*POSSIBLE REFERRAL TO JUVENILE/POLICE DEPARTMENT\*\*\*

Offense	High School
1st	Warning, ASD/LD (1-2), SS, ISS (1-2), OSS (1-2)
2nd	SS (1-2), ISS (1-5), OSS (1-5)
3rd	ISS (1-10), OSS (1-10)

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

\*\*\*POSSIBLE REFERRAL TO JUVENILE/POLICE DEPARTMENT\*\*\*

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(Hazing continued)

Offense	High School
1st	SS, ISS (1-3), OSS (1-180)
2nd	ISS (3-5), OSS (1-180)
3rd	OSS (1-180), expulsion

**HITTING, STRIKING, SLAPPING OR KICKING STAFF MEMBERS**

\*\*\*REFERRAL TO JUVENILE/POLICE DEPARTMENT\*\*\*

Offense	High School
1st	OSS (10-180)
2nd	OSS (11-180), expulsion
3rd	OSS (11-180), expulsion

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

Offense	High School
1st	Warning, ASD/LD (1-2), SS, ISS (1-2), OSS (1-2)
2nd	SS (1-2), ISS (1-5), OSS (1-5)
3rd	ISS (1-10), OSS (1-10)

**INSUBORDINATION** – Choosing to purposefully disobey a teacher or authority figure’s reasonable request.

Offense	High School
1st	Warning, ASD/LD (1-2), SS, ISS (1-2), OSS (1-2)
2nd	SS (1-2), ISS (1-5), OSS (1-5)
3rd	ISS (1-10), OSS (1-10)

**MALICIOUS MISCHIEF** – Unintentional damage to school or student property.

Offense	High School
1st	Restitution, warning, ASD/LD (1-2), SS, ISS (1-2), OSS (1-2)

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<b>2nd</b>	Restitution, SS (1-2), ISS (1-5), OSS (1-5)
<b>3rd</b>	Restitution, ISS (1-10), OSS (1-10)

**OFFENSIVE/OBSCENE LANGUAGE AND GESTURES DIRECTED AT STAFF MEMBERS**

<b>Offense</b>	<b>High School</b>
<b>1st</b>	SS, ISS (1-3), OSS (1-180)
<b>2nd</b>	ISS (3-5), OSS (1-180)
<b>3rd</b>	OSS (1-180), expulsion

**PROFANITY, DEGRADING, OFFENSIVE LANGUAGE AND LEWD/OBSCENE GESTURES OR LITERATURE DIRECTED AT FELLOW STUDENTS.**

<b>Offense</b>	<b>High School</b>
<b>1st</b>	Warning, ASD/LD (1-2), SS, ISS (1-2), OSS (1-2)
<b>2nd</b>	SS (1-2), ISS (1-5), OSS (1-5)
<b>3rd</b>	ISS (1-10), OSS (1-10)

**PUBLIC DISPLAY OF AFFECTION** – Physical contact that is inappropriate for the school setting, including, but not limited to, kissing and groping.

<b>Offense</b>	<b>High School</b>
<b>1st</b>	Warning, ASD/LD (1-2), SS, ISS (1-2), OSS (1-2)
<b>2nd</b>	SS (1-2), ISS (1-5), OSS (1-5)
<b>3rd</b>	ISS (1-10), OSS (1-10)

**SEXUAL ACTIVITY** – Acts of sex or simulated acts of sex including, but not limited to, intercourse or oral or manual stimulation. **\*\*\*REFERRAL TO JUVENILE/POLICE DEPARTMENT\*\*\***

<b>Offense</b>	<b>High School</b>
<b>1st</b>	SS, ISS (1-3), OSS (1-180)
<b>2nd</b>	ISS (3-5), OSS (1-180)
<b>3rd</b>	OSS (1-180), expulsion



**SEXUAL HARASSMENT** – (1) Use of unwelcome verbal, written or symbolic language based on gender or of a sexual nature.  
**\*\*\*REFERRAL TO JUVENILE/POLICE DEPARTMENT\*\*\***

Offense	High School
1st	SS, ISS (1-3), OSS (1-180)
2nd	ISS (3-5), OSS (1-180)
3rd	OSS (1-180), expulsion

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

Offense	High School
1st	Confiscation, warning, ASD/LD (1-2), SS, ISS (1-2), OSS (1-2)
2nd	Confiscation, SS (1-2), ISS (1-5), OSS (1-5)
3rd	Confiscation, ISS (1-10), OSS (1-10)

**TARDIES** –Tardies accumulate PER QUARTER.

Offense	High School
1st	4TH Tardy – Administrative Warning & Letter Home
2nd	5TH Tardy - LD (2)
3rd	6TH Tardy - ASD (2)
4th	7TH Tardy - SS
5th	8TH Tardy – and each one thereafter, ISS (2)

**TECHNOLOGY MISCONDUCT**

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

Offense	High School
1st	Restitution, loss of user privileges (5 days), warning, ASD/LD (1-2),

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	SS, ISS (1-2), OSS (1-2)
<b>2nd</b>	Restitution, loss of user privileges (10 days) SS (1-2), ISS (1-5), OSS (1-5)
<b>3rd</b>	Restitution, loss of user privileges (to be determined by building administrator), ISS (1-10), OSS (1-10)

**(2) Electronic devices (cell phones, smartwatches, bluetooth headphones, etc.) are not allowed to be used, heard, or visible during the hours of 7:40 a.m. and 3:10 p.m.**

<b>Offense</b>	<b>High School</b>
<b>1st</b>	Confiscation, student may pick up at the end of the day (after 8th hour bell) and (1) day of ASD.
<b>2nd</b>	Confiscation, parent/guardian must pick up the device in the office during regular business hours and (1) day of Saturday School
<b>3rd</b>	Confiscation, parent/guardian must pick up the device in the office during regular business hours and (1) day of ISS

**(3) Violation other than those listed in (1), (2) or of Board policy (Notice of Policy: Use of electronic communication devices and audio and visual recording equipment) Policy EHB, Procedure EHB-AP, and Policy KKB.**

<b>Offense</b>	<b>High School</b>
<b>1st</b>	Confiscation, restitution, loss of user privileges (5 days), warning, ASD/LD (1-2), SS, ISS (1-2), OSS (1-2)
<b>2nd</b>	Confiscation, restitution, loss of user privileges (10 days), SS (1-2), ISS (1-5), OSS (1-5)
<b>3rd</b>	Confiscation, restitution, loss of user privileges (to be determined by building administrator), ISS (1-10), OSS (1-10)

**(4) Use of audio or visual recording equipment in violation of Board policy KKB. Non-Confidential Areas**

<b>Offense</b>	<b>High School</b>
<b>1st</b>	Confiscation, restitution, loss of user privileges (5 days), warning, ASD/LD (1-2), SS, ISS (1-10), OSS (1-5)
<b>2nd</b>	Confiscation, restitution, loss of user privileges (10 days), SS (1-2), ISS (1-10), OSS (5-10)

**(5) Use of audio or visual recording equipment in violation of Board policy KKB. \*\*Confidential Areas\*\***

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Offense	High School
1st	OSS (3-180) and documentation in the student's discipline record.
2nd	OSS (10-180), Expulsion, notification to law enforcement officials and documentation in the student's discipline record.

**THEFT – Theft, attempted theft or knowing possession of stolen property.**

\*\*\*REFERRAL TO JUVENILE/POLICE DEPARTMENT\*\*\*

Offense	High School
1st	Restitution, return of property, warning, ASD/LD (1-2), SS, ISS (1-2), OSS (1-2)
2nd	Restitution, return of property, warning, SS (1-2), ISS (1-5), OSS (1-5)
3rd	Restitution, return of property, warning, ISS (1-10), OSS (1-10)

**THREATS OR VERBAL ASSAULT – Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.**

\*\*\*REFERRAL TO JUVENILE/POLICE DEPARTMENT\*\*\*

Offense	High School
1st	Warning, ASD/LD (1-2), SS, ISS (1-5), OSS (1-5)
2nd	ISS (1-10), OSS (1-10)
3rd	ISS (1-10), OSS (1-180), expulsion

**TOBACCO – (1) Use and/or possession of any tobacco product(s) (including electronic cigarettes, vapes, etc.) on district property, district transportation, or at any district related activities is prohibited. Products will be confiscated and destroyed. It is against the law in Missouri for minors to buy, use or possess tobacco products.**

Offense	High School
1st	Confiscation, 3 days ISS, complete tobacco/vape education course at administrator discretion
2nd	Confiscation, 5 days ISS, complete tobacco/vape education course at administrator discretion
3rd	Confiscation, 5 days OSS -Further instances could mean referral to the superintendent for long term suspension.

**(2) Sale, purchase, distribution, and/or receiving (or the attempt of such) of any tobacco product(s) on school grounds, school**

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transportation or at any school activity. Products will be confiscated and destroyed. It is against the law in Missouri for minors to buy, use or possess tobacco products.

Offense	High School
1st	Confiscation, ISS (3-5)
2nd	Confiscation, OSS (3-5)
3rd	Confiscation, OSS (5-10) -Further instances could mean referral to the superintendent for long term suspension.

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

\*\*\*REFERRAL TO JUVENILE/POLICE DEPARTMENT\*\*\*

Offense	High School
1st	Warning, ASD/LD (1-2), SS, ISS (1-2), OSS (1-2)
2nd	SS (1-2), ISS (1-5), OSS (1-5)
3rd	ISS (1-10), OSS (1-10)

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

\*\*\*REFERRAL TO JUVENILE/POLICE DEPARTMENT\*\*\*

Offense	High School
1st	SS, ISS (1-3), OSS (1-180)
2nd	ISS (3-5), OSS (1-180)
3rd	OSS (1-180), expulsion

**UNDESIGNATED AREA AND/OR FRATERNIZATION** - Unauthorized association with other students and/or areas.

Offense	High School
1st	Warning, ASD/LD (1-2), SS, ISS (1-2), OSS (1-2)
2nd	SS (1-2), ISS (1-5), OSS (1-5)

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3rd	ISS (1-10), OSS (1-10)
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**UNSPORTSMANLIKE/DISRUPTIVE BEHAVIOR AT ATHLETIC CONTEST OR SCHOOL RELATED ACTIVITY - Unsportsmanlike/ Disruptive Behavior is divided into three categories. The following discipline guidelines are in addition to other appropriate disciplinary actions for assault, disorderly conduct, etc.**

*(Unsportsmanlike/Disruptive Behavior continued)*

**(1) INAPPROPRIATE LANGUAGE AND/OR DISORDERLY CONDUCT:**

Offense	High School
1st	Suspension (7 calendar days) from participating or attending athletic events or school district sponsored activities to suspension for the remainder of the school year from participating or attending any school district activities
2nd	Suspension for the remainder of the school year from participating or attending any school district activities.

**(2) FIGHTING/ASSAULTIVE BEHAVIOR/THROWING OBJECTS:**

Offense	High School
1st	Suspension (14 calendar days) from participating or attending athletic events or school district sponsored activities to suspension for the remainder of the school year from participating or attending any school district activities
2nd	Suspension for the remainder of the school year from participating or attending any school district activities.

**(3) DRUGS, ALCOHOL, POSSESSION OR USE:**

Offense	High School
1st	Suspension (28 calendar days) from participating or attending athletic events or school district sponsored activities to suspension for the remainder of the school year from participating or attending any school district activities
2nd	Suspension for the remainder of the school year from participating or attending any school district activities.

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

**\*\*\*REFERRAL TO JUVENILE/POLICE DEPARTMENT\*\*\***

Offense	High School
1st	Restitution, warning, ASD/LD (1-2), SS, ISS (1-2), OSS (1-180)

<b>2nd</b>	SS (1-2), ISS (1-5), OSS (1-180)
<b>3rd</b>	ISS (1-10), OSS (1-180)

**WEAPONS – (Possession/Use) See Board of Education Policy JFCJ. This offense may qualify as a Safe Schools Violation and require Administration to notify staff members on a need-to-know-basis.**

**\*\*\*REFERRAL TO JUVENILE/POLICE DEPARTMENT\*\*\***

<b>Offense</b>	<b>High School</b>
<b>1st</b>	OSS (1-180), expulsion
<b>2nd</b>	OSS (1-180), expulsion
<b>3rd</b>	OSS (1-180), expulsion

**WEAPONS – (Possession of Dangerous Device) See Board of Education Policy JFCJ. This offense may qualify as a Safe Schools Violation and require Administration to notify staff members on a need-to-know-basis.**

**\*\*\*REFERRAL TO JUVENILE/POLICE DEPARTMENT\*\*\***

<b>Offense</b>	<b>High School</b>
<b>1st</b>	ISS (1-5), OSS (1-180), expulsion
<b>2nd</b>	OSS (1-180), expulsion
<b>3rd</b>	OSS (1-180), expulsion

**WEAPONS – (Attempted Use or Use of Dangerous Device) See Board of Education Policy JFCJ. This offense may qualify as a Safe Schools Violation and require Administration to notify staff members on a need-to-know-basis.**

**\*\*\*REFERRAL TO JUVENILE/POLICE DEPARTMENT\*\*\***

<b>Offense</b>	<b>High School</b>
<b>1st</b>	OSS (1-180), expulsion
<b>2nd</b>	OSS (1-180), expulsion
<b>3rd</b>	OSS (1-180), expulsion

## EXTRA/CO – CURRICULAR DISCIPLINE CODE

The Houston R-I School Extra/Co-Curricular discipline code is a guideline for Extra/Co- curricular discipline. Participation in those programs at Houston is a privilege, and students must maintain a high standard of good discipline.

Athletes who engage in criminal activity or violations of civil law may be denied participation in an athletic program. (By-Law MSHSAA 212) Recognizing the varying degrees of the severity of the violations the administration and athletic staff may advance an athlete beyond the offense category after conferring with the athletic director and/or building principal.

Athletes shall abide by additional rules and regulations presented normally to all team members of a particular sport by the coaching staff.

Students found to have a failing grade at the 3-week grade check, will be placed on academic probation. If the student still has a failing grade (in any course) at the next 3-week grade check, the student will be ineligible to participate. If at the next 3-week grade check the student no longer has a failing grading, the ineligibility will be removed. Additionally, students who are ineligible to participate will not be excused/released with the team during the school day.

The athletic department will stress to all athletes the citizenship standards for eligibility. Refer to activities handout; citizenship (Eligible to Participate).

It is the policy of the activities department and coaching staff that any action taken by a coach, under the general rules and regulations, against an athlete can result in an indefinite suspension for the athlete from that team. An infraction must be observed by a teacher (supervising that event), coach, school administrator, a member of any law enforcement agency, or the parent of the athlete in violation or self-reported and/or confession by the athlete. In the event of any infraction of these policies or rules, the following procedures will take place:

1. The coach/advisor must inform the athlete either verbally or in writing about any infraction and the subsequent consequences. The coach/advisor will then conduct an informal hearing to allow the athlete to explain his/her actions.
2. The coach/advisor must contact the athlete's parents, athletic director, and principal-- either verbally or in writing--that the athlete is being denied participation. The coach must also explain the appeal process.
3. In keeping with due-process procedures, if requested by the parent, a hearing involving the athlete, his/her parents, the involved coach, the athletic director, and the high school principal may be held. At that hearing, the denial of participation may be given definite duration or it may be lifted.
4. If an athlete or parent is dissatisfied with disciplinary decisions concerning that individual they will be given the opportunity to discuss the circumstance through the following channels:

A parent should schedule a meeting that is appropriate and convenient for all parties involved, when necessary. Coaches are instructed not to conduct meetings before or after athletic contests.

### Three Strike Policy:

The athletic department has adopted a three strikes and you are out policy. Eligibility to represent Houston Schools in any athletic program is a **PRIVILEGE**. All student athletes will meet the standards set by the Missouri State High School Activities Association, Houston Schools, and the organization or team. Because a student must be a credible citizen (MSHSAA By-Law 212.0) and judged so by the proper school authority certifying a list of students for competition, a student must conduct him or herself in such a manner that is in accord with the standards of good discipline.

A middle school student who receives an accumulation of three strikes during his middle school eligibility will be ineligible for

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participation in middle school athletics. A high school student who receives an accumulation of three strikes during their high school eligibility will be ineligible for participation in high school athletics.

If there is a conviction that is pending, the athlete may not participate until they are cleared of the charges.

The head coach or sponsor is vested with the authority to advance the student beyond the offense category where the offense would normally fall if the violation(s) of the school rules, regulations, and the policies were of such a nature as to warrant it.

**STUDENTS MAY NOT BE ELIGIBLE TO PARTICIPATE IN ACTIVITIES IF THEY HAVE IN-SCHOOL SUSPENSION ON THE DAY OF THE EVENT.**

Eligibility for student begins when:

- A) Middle School- when a student is promoted from 6<sup>th</sup> grade into 7<sup>th</sup> grade
- B) High School- when a student is promoted from 8<sup>th</sup> grade into the 9<sup>th</sup> grade.



## Athletic Discipline Code

INCIDENT	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE
Felonies Convictions as charged by juvenile or police	Suspended for the remainder of the sports season	Same as 1 <sup>st</sup> offense	Dismissal from athletic participation
	1 STRIKE	1 STRIKE	1 STRIKE
Misdemeanors Convictions as charged by juvenile or police (Excluding minor traffic violations)	Partial to multiple game suspension Pending coaches' conference with A.D.	One to multiple game suspensions Pending coaches' conference with A.D.	Dismissal from athletic participation
	1 STRIKE	1 STRIKE	1 STRIKE
Possession, Use, Transmission, Sharing, or Under the Influence of legal or illegal drugs, alcohol, or prescribed medication. (If a situation occurs outside of a season or in between seasons, the student may be suspended when the next season starts.)	Partial to multiple game suspensions Pending coaches' conference with A.D.	Suspended for the remainder of the sports season	Dismissal from athletic participation
	1 STRIKE	1 STRIKE	1 STRIKE
Use of tobacco products, including vapes	Conference with coach and a double aerobic reminder Possible partial to one game suspension	1-3 game suspension	Suspended for the remainder of the sports season
		1 STRIKE	1 STRIKE

INCIDENT	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE	4TH OFFENSE	5TH OFFENSE
Students placed in I.S.S. violating athletic citizenship standards	Conference with coach and an aerobic reminder	Conference with coach and a double aerobic reminder	Partial to multiple game suspension	Partial to multiple game suspension	Suspended for the remainder of the sports season
				1 STRIKE	
Violation of athletic citizenship standards	Conference with coach and an aerobic reminder	Conference with coach and a double aerobic reminder	Partial to one game suspension	Partial to multiple game suspension	Partial to multiple game suspension
					1 STRIKE

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Fighting (in/out of school)	One game suspension	One to multiple game suspension	Multiple game suspension	Multiple game suspension	Dismissal from athletic participation
			1 STRIKE	1 STRIKE	1 STRIKE

\*All offenses not indicated above, will be referred to the Student Discipline Code. The staff is vested with the authority, after conferencing with the athletic director, to advance the student beyond the offense category where the offense would normally fall, or to the Student Discipline Code if the violation(s) is of such a nature to warrant it.

## GENERAL DISTRICT INFORMATION

### **Administration of Medications to Students (Policy JHCD)**

The Houston R-I School District prohibits students from possessing or self-administering medications while on district grounds, on district transportation or during district activities unless explicitly authorized in accordance with this policy. However, the Board recognizes that some students may require medication for chronic or short-term illnesses to enable them to remain in school and participate in the district's education services. The Board directs the superintendent or designee to employ, contract with and train the necessary personnel to administer medications to students. Medications will be administered at school only when it is not possible or effective for the student to receive the medication at home. Parents/Guardians are encouraged to submit any relevant information regarding the medications their student needs, including a diabetes medical management plan or other information the district may use to develop an individualized education program (IEP), Section 504 Plan or individualized health plan (IHP). The district will review all information submitted by the parents/guardians and work with them to create a plan to meet the student's medical needs while at school or school activities. The superintendent, in collaboration with the district nursing staff, will establish administrative procedures for storing and administering medications in compliance with this policy and pursuant to state and federal law.

**Over-the-Counter Medications:** The district may administer over-the-counter medication to a student if the district has received permission to do so from the parent/guardian. Over-the-counter medications must be delivered to the school principal or designee in the manufacturer's original packaging and will only be administered in accordance with the manufacturer's label.

**Prescription Medications:** The district may administer prescription medication to a student if the district has received permission to do so from the parent/guardian and appropriate direction on how the medication is to be administered. The prescription label will be considered the equivalent of a prescriber's written direction, and a separate document is not needed.

**Medical Marijuana and Cannabidiol (CBD) Oil:** The district does not permit the possession or administration of marijuana or marijuana-infused products for medicinal purposes on district property or at district events since these products are prohibited under federal law. In accordance with state law, parents/guardians with a valid hemp extract registration card may possess CBD oil on district property for the purpose of administering it to their students who are less than 18 years old for the treatment of epilepsy. Students 18 and older with a valid hemp extract registration card may possess CBD oil on district property for the limited purpose of bringing it to the health office where it will be stored with other medications and administered to the student by the nursing staff for the treatment of epilepsy. Students who have an actual prescription for a medication containing CBD will be permitted to possess and administer the prescription medication in accordance with this policy. When applicable, district staff will administer prescription medication containing CBD in the same manner used to administer other prescription medication.

### **Assessment Information (Policy IL)**

The district will use high-quality academic assessments as one indication of the success and quality of the district's education program. Further, the Board recognizes its obligation to provide for and administer assessments as required by law. The Board directs the superintendent or designee to create procedures governing assessments consistent with law and Board policy. In cooperation with the administrative and instructional staff, the Board will regularly review student performance data and use this information to evaluate the effectiveness of the district's instructional programs, making adjustments as necessary. The district will comply with all assessment requirements for students with disabilities mandated by federal and state law, including the Individuals with Disabilities Education Act (IDEA). In order to achieve the purposes of the student assessment program and comply with state and federal law, the district requires all enrolled students to participate in all applicable aspects of the district assessment program, including statewide assessments.

*The district's policy on student participation in statewide assessment is made available in the district's office for public viewing. This includes who is expected to participate, a list of statewide assessments the district participates in (MAP, NAEP, LEP, EOC, etc.) and dates on which those assessments are given, if known. Currently state law does not allow for students to opt out of statewide assessments.*

## **Cancellations**

Houston R-I School will utilize the School Messenger System (automated phone messages), local news outlets, radio stations, as well as any other social media networks such as Twitter and Facebook to notify parents and guardians of school cancellations. Additionally, Please ensure phone numbers and contact information are updated as necessary. On occasion, it may be necessary to dismiss school early due to poor weather conditions. The same resources will be used for notification. Parents may also opt-in to receive text message alerts from the district. You can receive information about School Messenger by contacting your child's respective school office.

## **Earthquake Safety for Missouri's Schools**

**The New Madrid Seismic Zone (NMSZ) Extends 120 Miles Southward** from the area of Charleston, Missouri, and Cairo, Illinois, through New Madrid and Caruthersville, following Interstate 55 to Blytheville and on down to Marked Tree, Arkansas. The NMSZ consists of a series of large, ancient faults that are buried beneath thick, soft sediments. These faults cross five state lines and cross the Mississippi River in three places and the Ohio River in two places.

**The New Madrid Seismic Zone and surrounding region is Active, Averaging More than 200 Measured Events per Year** (Magnitude 1.0 or greater), about 20 per month. Tremors large enough to be felt (Magnitude 2.5 – 3.0) are noted every year. The fault releases a shock of 4.0 or more, capable of local minor damage, about every 18 months. Magnitudes of 5.0 or greater occur about once per decade. They can cause significant damage and be felt in several states.

**What Can We Do to Protect Ourselves?** Education, planning, proper building construction, and preparedness are proven means to minimize earthquake losses, deaths, and injuries.

### **Know What to Do When the Shaking BEGINS:**

- DROP, COVER AND HOLD ON! Move only a few steps to a nearby safe place. Stay indoors until the shaking stops and you're sure it's safe to exit. Stay away from windows.
- In a high-rise building, expect the fire alarms and sprinklers to go off during a quake.
- If you are in bed, hold on and stay there, protecting your head with a pillow.
- If you are outdoors, find a clear spot away from buildings, trees, and power lines. Drop to the ground.
- If you are in a car, slow down and drive to a clear place (as described above). Stay in the car until the shaking stops.

### **Know What to Do AFTER the Shaking Stops:**

- Check yourself for injuries. Protect yourself from further danger by putting on long pants, a long-sleeved shirt, sturdy shoes, and work gloves.
- Check others for injuries. Give first aid for serious injuries.
- Look for and extinguish small fires. Eliminate fire hazards. Turn off the gas if you smell gas or think it's leaking. (Remember, only a professional should turn it back on.)
- Listen to the radio for instructions.
- Expect aftershocks. Each time you feel one, DROP, COVER, AND HOLD ON!
- Inspect your home for damage. Get everyone out if your home is unsafe.
- Use the telephone only to report life-threatening emergencies.

*The information contained was extracted from the American Red Cross website*

*[http://www.redcross.org/services/prepare/0,1082,0\\_241\\_00.html](http://www.redcross.org/services/prepare/0,1082,0_241_00.html), Missouri State Emergency Management Agency website*

*(<http://sema.dps.mo.gov/EQ.htm>) and the Federal Emergency Management Agency website (<http://www.fema.gov/hazard/earthquake>).*

*This flier could be distributed by School Districts to each student annually to satisfy the requirements of RSMo 160.455.*

### **Insurance**

School Districts are not generally held legally liable for accidental injuries sustained by students while at school or while participating in school-related activities.

As a service to students and parents, the District does provide an accidental injury policy for students which can be purchased at a reasonable price. The policy is available on a “school-day basis” or “24-hour basis”. All students participating in interscholastic athletics will be required to obtain some type of accident insurance.

Detailed information and application forms are made available to students and their parents at the time of enrollment or the first day of school.

### **Missouri Course Access and Virtual School Program (MOCAP) (Policy IGCD)**

The Missouri Virtual Instruction Program (MOVIP) transitioned to the Missouri Course Access and Virtual School Program (MOCAP) as a result of updates to Section 161.670, RSMo. Information about state funding for students enrolled in virtual education can be found in Section 162.1250, RSMo. Missouri students may enroll in MOCAP courses for the fall and spring semesters. MOCAP is not available in the summer.

### **Office Hours**

School office hours are from 7:40 a.m. to 4:00 p.m.

### **Parent-Teacher Conferences**

The Houston Schools have scheduled two Parent-Teacher Conference sessions during the school year during first and third quarters. Other conferences may be held during the year to communicate information about a child’s progress and behavior. These conferences can be initiated by either the parent or the teacher. Parents who wish to schedule a conference with their child’s teacher should call the school to make an appointment. Conferences may be scheduled before school, after school, or during the teacher’s planning time.

### **PTO**

The Parent-Teacher Organization provides liaison services between the home and the school and serves as an advocate for children. All parents are urged to join the PTO. Patrons do not need to have a child in school to join. All people interested in children and education are welcome. For more information, please contact your child’s respective school office.

### **Public Notices:**

1. NOTICE OF NON-DISCRIMINATION // PROHIBITION AGAINST DISCRIMINATION, HARASSEMENT, AND RETALIATION
2. PUBLIC EDUCATION FOR STUDENTS WITH DISABILITIES // SPECIAL EDUCATION AND SECTION 504
3. COMMITMENT TO COMPLIANCE UNDER THE AMERICANS WITH DISABILITIES ACT
4. NOTIFICATION DIRECT SERVICE CLAIMING – MEDICAID
5. FERPA – NOTIFICATION UNDER FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT
6. PROTECTION OF PUPIL RIGHTS AMENDMENT NOTICE
7. EVERY STUDENT SUCCEEDS ACT OF 2015 (ESSA) COMPLAINT PROCEDURES
8. HOMELESS, MIGRATORY, AND ENGLISH AS SECOND LANGUAGE (ELL) NOTICE
9. CONCERNS AND COMPLAINTS REGARDING FEDERAL PROGRAMS (POLICY KLA)
10. HAZARDOUS MATERIALS (ASBESTOS CONTROL) (POLICY EBAB-AP1)

1. NOTICE OF NON-DISCRIMINATION // PROHIBITION AGAINST DISCRIMINATION, HARASSEMNT, AND RETALIATION (POLICY AC-AF1)

- a. GENERAL: The Houston R-I School District Board of Education is committed to maintaining a workplace and education environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law in its programs, activities or in employment. The Board also prohibits retaliatory actions against those who report or

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participate in the investigation of prohibited discrimination or harassment. The Houston R-I School District is an equal opportunity employer.

- b. **FACILITIES:** The district also provides equal access to the Boy Scouts of America, the Girl Scouts of the United States of America and other designated youth groups in accordance with federal law.
- c. **SCHOOL NUTRITION PROGRAMS:** In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices and employees, and institutions participating in or administering USDA programs (including the district), are prohibited from discriminating based on race, color, national origin, sex, disability, age or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by the USDA. These programs include the National School Lunch Program, the Special Milk Program, the School Breakfast Program and the Summer Food Service Program.
- d. **INDIVIDUALS WITH DISABILITIES:** The district will identify, evaluate and provide a free, appropriate education to all students with disabilities in accordance with law. Anyone who knows or believes that a child may have a disability—regardless of whether the child is currently enrolled in the Houston R-I School District—is encouraged to contact the district's compliance officer listed below. Anyone who, because of a disability, requires an auxiliary aid or service for effective communication or requires a modification of policies or procedures to participate in a program, service or activity should contact the compliance officer listed below as soon as possible, but no later than 48 hours before the scheduled event.
- e. **REPORTING:** The district's nondiscrimination policy and grievance forms are located on the district's website at [www.houston.k12.mo.us](http://www.houston.k12.mo.us) or at any district office. The following compliance officer has been designated to address inquiries, questions and grievances regarding the district's nondiscrimination policies:
  - i. Mrs. Stacy Fletcher, 504 Compliance Coordinator  
423 W. Pine Street  
Houston, Missouri 65483  
(417) 967-3024  
[sfeltcher@houston.k12.mo.us](mailto:sfeltcher@houston.k12.mo.us)
- f. In the event that the compliance officer is unavailable or is the subject of a grievance that would otherwise be made to the compliance officer, reports should instead be directed to the acting compliance officer:
  - i. Mrs. Amanda Munson, High School Principal  
423 W. Pine Street  
Houston, Missouri 65483  
(417) 967-3024
- g. Inquiries about the application of Title IX or any complaint alleging sexual harassment should be directed to the Title IX coordinator:
  - i. Mrs. Jody Jarrett  
423 W. Pine Street  
Houston, Missouri 65483  
(417)967-3024  
[jjarrett@houston.k12.mo.us](mailto:jjarrett@houston.k12.mo.us)
- h. Inquiries may also be made to the U.S. Department of Education's Office for Civil Rights, the U.S. Equal Employment Opportunity Commission, the Missouri Commission on Human Rights, the USDA or the U.S. Department of Justice if applicable.
  - i. Office for Civil Rights  
Phone: 816-268-0550  
TDD: 800-877-8339  
E-mail: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov)

Equal Employment Opportunity Commission  
Phone: 800-669-4000  
TTY: 800-669-6820  
E-mail: [info@eeoc.gov](mailto:info@eeoc.gov)

U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, DC 20250-9410  
Phone: 866-632-9992  
Fax: 202-690-7442  
TDD: 800-877-8339  
E-mail: [program.intake@usda.gov](mailto:program.intake@usda.gov)

U.S. Department of Justice  
Phone: 202-514-4609  
TTY: 202-514-0716  
E-mail:  
[AskDOJ@usdoj.gov](mailto:AskDOJ@usdoj.gov)

Missouri Commission on Human Rights  
Phone: 877-781-4236  
TDD: 800-735-2966  
Relay Missouri: 711 or 866-735-2460  
E-mail: [mchr@labor.mo.gov](mailto:mchr@labor.mo.gov)

2. PUBLIC EDUCATION FOR STUDENTS WITH DISABILITIES // SPECIAL EDUCATION AND SECTION 504

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

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

The Houston School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or

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other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Houston School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the Central Office, Monday through Friday, from 8:00 a.m. to 3:00 p.m.

This notice will be provided in native languages as appropriate.

3. COMMITMENT TO COMPLIANCE UNDER THE AMERICANS WITH DISABILITIES ACT

- a. In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the School District of Houston, R-12 ("District") does not discriminate on the basis of disability against qualified individuals with a disability with respect to the School District's services, programs or activities.

**Employment:** The District does not discriminate on the basis of disability in its hiring or employment practices. The District complies with the federal regulations under Title I of the ADA (which governs the application of the ADA in the hiring and employment setting).

**Effective Communication:** The District will comply with the ADA with respect to providing auxiliary aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in District programs, services, and activities. These aids and services are designed to make information and communications accessible to people who have impairments, in areas such as speech, hearing, and vision. The District will not place a surcharge on a qualified individual with a disability, or any group of qualified individuals with disabilities, to cover the cost of providing auxiliary aids/services or reasonable modifications of policy (for example, retrieving items from locations that are open to the public but inaccessible to users of wheelchairs).

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a service, program, or activity of the District should contact the respective Compliance Coordinator, whose contact information is listed below. Such contact should be made as soon as possible, but not later than 48 hours before the scheduled event (and, preferably, at least five (5) business days before the event).

**Modifications to Policies and Procedures:** The District will make reasonable modifications to policies and programs to ensure that qualified individuals with disabilities have an equal opportunity to enjoy its services, programs and activities. The ADA does not require the District to take any action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative burden.

Complaints that a District service, program, or activity is not accessible to persons with a disability may be directed to the Compliance Coordinator below. In addition, as stated in the District's Notice of Nondiscrimination, a person who is unable to resolve a problem or grievance arising under Title II of the ADA may contact the Office for Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, Missouri, 64114; telephone (816) 268-0550.

**COMPLIANCE COORDINATOR**

423 W. Pine Street  
Houston, Missouri 65483  
Phone: 417-967-3024

4. NOTIFICATION OF DIRECT SERVICE CLAIMING

**Insurance - Individual with Disabilities Education Act (IDEA)**

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For a number of years Missouri has participated in a Federal program called Medicaid School-Based Services. This program helps school districts by providing partial reimbursement for some medically-related services listed on a student's Individualized Educational Program (IEP). Under the Individual with Disabilities Education Act (IDEA), school districts are permitted to seek payment from public insurance programs such as Medicaid (MO HealthNet in Missouri) for some IEP related services provided at school.

In 2013 the requirements under the Individuals with Disabilities Education Act (IDEA) changed and now school districts are required to provide parents with written notification before they access public insurance for the first time and then every year thereafter. This notification is to inform you of the requirements under IDEA, regarding written notification and consent to access public insurance, such as MO HealthNet. For more information on MO HealthNet for Kids Program, please visit [www.benefits.gov/benefits/benefit-details/1606](http://www.benefits.gov/benefits/benefit-details/1606).

**Do I need to do anything?**

You will be asked to provide a one-time written parental consent to release information from your child's educational records or information about the services your child receives through his or her IEP. This information is needed for the purpose of billing MO HealthNet and seeking partial reimbursement for some medically-related IEP services.

**What type of information will be in the consent form?**

The consent form must inform you of the personally identifiable information that may be disclosed (including your child's name, birth date, Medicaid number or other ID, disability, IEP and evaluations, type of service, times and dates of service and progress notes), the purpose of the disclosure (e.g., payment from MO HealthNet) and the agency that will be receiving the information.

**What does it mean if I give my consent?**

By consenting, you state that you understand and agree that MO HealthNet insurance will be billed to partially pay the cost of IEP related services and that the necessary information about your child and his or her IEP services may be shared with MO HealthNet Division, a contracted billing agent, and/or a physician to obtain necessary supporting documentation (e.g. physician scripts, referrals) in order for the billing to be done. There will be no cost to you for the services.

**Am I required to enroll with MO HealthNet Division (MHD) for public insurance?**

You are not required to sign up for or enroll in public insurance for your child to receive a free appropriate public education, including IEP services.

**Will my consent affect my family's MO HealthNet benefits?**

No. Reimbursed services provided by your school district do not limit or reduce lifetime coverage or benefits, change eligibility, affect benefits, count against visit or funding limits in MO HealthNet programs or increase costs to you.

**What if I change my mind?**

You have the right to withdraw consent to disclose your child's personally identifiable information to MO HealthNet Division for billing purposes at any time.

**Will my consent or refusal to give consent affect my child's IEP services?**

No. Your school district must provide all required IEP services to your child at no cost to you, whether you give consent or refuse to give consent for purposes of the school accessing your MO HealthNet benefits.

**What if I have a question?**

Please call your school district's Special Education Department with any questions or concerns.

Our School District of Houston, R-12, and ("District") receives funding from the Medicaid Direct Service Claiming (DSC) program for IEP covered services to eligible children through the Missouri's Medicaid agency – MO HealthNet. This is a state-approved program that allows our District to receive reimbursement from federal funds for providing some health-related covered services to eligible children in the District. Examples of covered services include speech therapy, assistance with daily living skills, physical therapy, and nursing services. We are required to notify you of our participation and the IDEA regulations stated below.

The District, working with the MO HealthNet, will need to determine if your child is eligible or should become eligible in the school-based Medicaid program. Your written consent indicates that you understand and agree that the District will submit your child's information to MO HealthNet and their authorized agencies to verify eligibility and submit claims for the DSC program. The District may use Medicaid benefits in which a child participates to provide or pay for services documented in the child's Individualized Education Program ("IEP"). Parents are not required to sign up for or enroll in Medicaid to receive IEP services or a free appropriate public education from the District, nor are they responsible for any out-of-pocket expenses for these IEP services. Also, the District's access to these benefits is not allowed if it would have a negative impact on your public insurance.

We will provide the required special education or related services to your child at no cost to you whether or not you grant your written consent. Your consent is voluntary and may be revoked at any time. The District's use of this reimbursement program does not in any way affect or impact other Medicaid benefits to which the child is entitled, including any otherwise eligible services out of the school.

##### 5. NOTIFICATION UNDER FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that the Houston R-I School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The District complies fully with FERPA, which affords parents/guardians ("parents") and students who are at least age 18 ("eligible students") the following rights:

**Right to Inspect:** Parents or eligible students have the right to inspect and review the student's "educational records," as that term is defined under FERPA, within 45 days of the date upon which the District receives a request for access. The District is not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. The District may charge a fee for copies.

**Right to Prevent Disclosure:** Parents or eligible students have the right to prevent disclosure of educational records to third parties with certain limited exceptions. The District will attempt to limit the disclosure of information contained in educational records to those instances when prior written consent has been given for the disclosure. However, upon request, the District may also disclose information under the provisions of FERPA that allow disclosure without prior written consent, as well as directory information (unless you have refused to permit such disclosure of directory information), in accordance with FERPA regulations. The District will disclose educational records to school officials who have a legitimate educational interest in the records. Officials include those persons employed by the District, whether paid or unpaid, as an administrator, supervisor, instructor, or support staff member, including health or medical staff; persons retained by or under contract to the District to perform a special task, such as an attorney, auditor, etc. 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 a 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.

**Designation of Directory Information:** The District has designated certain information contained in the educational records of its students as directory information for purposes of FERPA. The District considers the following to be directory information:

Student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; athletic performance data; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

Limited Directory Information – In addition to general directory information, the following information the district maintains about a personally identifiable student may be disclosed to: parent groups or booster clubs that are recognized by the Board and are created solely to work with the district, its staff, students and parents and to raise funds for district activities; parents of other students enrolled in the same school as the student whose information is released; students enrolled in the same school as the student whose information

is released; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services: student's address, telephone number and email address and the parents' addresses, telephone numbers and email addresses.

The District may disclose such directory information for any purpose in its discretion without the consent of a parent of a student or an eligible student. Parents of students and eligible students have the right, however, to refuse to permit the designation of any or all of the above information as directory information. In that case, the information will not be disclosed except with the consent of a parent or student, or as otherwise allowed by FERPA. Any parent or student refusing to have any or all of the designated directory information disclosed must file written notification to this effect with the principal of the school which the student attends. 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/Student Recruiting Information:** Upon request of military recruiters, the District is required by law 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 released without prior written consent of the parent. Requests that a student's name, address, and telephone listing not be released to military recruiters must be submitted, in writing, to the Superintendent, Houston R-I School District, 423 West Pine Street, Houston, Missouri 65483.

**Right to Request Amendment:** Parents or eligible students have the right to request that the District correct any parts of an education record believed to be inaccurate, misleading or otherwise in violation of their rights. A parent or eligible student must submit the request to the Central Office, Houston R-I School District, 423 West Pine Street, Houston, Missouri 65483. The request must identify, in writing, the part of the record sought to be corrected and specify why it is inaccurate/misleading. If the District decides not to amend the record, it will notify the parents or eligible student and provide information on the right to a hearing to present evidence that the record should be changed.

**Right to Complain to FERPA Office:** Parents or eligible students have the right to file an external complaint regarding the District's implementation of FERPA, and such complaint may be filed with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202.

## 6. PROTECTION OF PUPIL RIGHTS AMENDMENT NOTICE

The federal Protection of Pupil Rights Amendment ("PPRA") affords parents certain rights regarding a school district's initiation of certain federally funded surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

*Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education: Political affiliations or beliefs of the student or student's parent; Mental or psychological problems of the student or student's family; Sex behavior or attitudes; Illegal, anti-social, self-incriminating, or demeaning behavior; Critical appraisals of others with whom respondents have close family relationships; Legally recognized privileged relationships, such as with lawyers, doctors, or ministers; Religious practices, affiliations, or beliefs of the student or parents; or Income, other than as required by law to determine program eligibility.

*Receive notice and an opportunity to opt a student out of:* any other protected information survey, regardless of funding; any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the District or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

*Inspect,* upon request and before administration or use: Protected information surveys or students; Instruments used to collect personal information from students of r any of the above marketing, sales or other distribution purposes; and Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. The District has adopted policies regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

The District will notify parents of these policies at least annually at the start of each school year and after any substantive changes. The District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement: Collection, disclosure, or use of personal information for marketing, sales or other distribution; Administration of any protected information survey not examination or screening as described above. Individuals who believe their rights under the PPRA have been violated may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington D.C. 20202-5920.

7. EVERY STUDENT SUCCEEDS ACT OF 2015 (ESSA) COMPLAINT PROCEDURES

- a. Update: SEE APPENDIX A
- b. Parent's Right to Know:

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

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

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

In addition to the information that parents may request, a building receiving Title I.A funds must provide to each individual parent:

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

8. HOMELESS, MIGRATORY, AND ENGLISH AS SECOND LANGUAGE (ELL) NOTICE

- a. Missouri school districts are responsible for meeting the educational needs of an increasingly diverse student population by providing a wide range of resources and support to ensure that all students have the opportunity to succeed and be college prepared and career ready. Our school district has programs designed to help meet the unique educational needs of children working to learn the English language, students who are advanced learners, students with disabilities, homeless students, the children of migratory workers, and neglected or delinquent students. For more information, contact your respective building counselor.

9. CONCERNS AND COMPLAINTS REGARDING FEDERAL PROGRAMS (POLICY KLA)

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- a. The Houston R-I School District receives funds under the federal Elementary and Secondary Education Act (ESEA) and is required to follow federal statutes and regulations regarding the programs governed by the ESEA. If any individual or organization (person) has a complaint or is concerned that the district may be violating these laws, the Board wants the superintendent or designee to immediately investigate and address the issue. For that reason, the Board has adopted this policy to address specific allegations of violations of federal statutes and regulations governing Title I, Parts A, B, C, D; Title II; Title III; Title IV, Part A; or Title V of the ESEA.

#### 10. HAZARDOUS MATERIALS (ASBESTOS CONTROL) (POLICY EBAB-API)

- a. The district will comply with all state and federal laws regarding the identification, management and abatement of asbestos in district buildings. This procedure outlines compliance measures but is not intended to expand or conflict with applicable federal law.
- b. All inspections and reinspections will be done by an accredited inspector and conducted as required by law. The inspections and reinspections will include the collection of samples that will be analyzed by accredited laboratories, as required by law. The inspector will provide a written report to the asbestos manager for inclusion in the district's asbestos management plan.

#### Release of Student Records

The District complies with the federal law governing the release of educational records. This law defines the condition that parent permission is required for release of educational records. A form is provided in the back of this handbook if a parent wants to ensure that directory information is NOT released regarding their child.

The District complies with the Health Insurance Portability and Accountability Act (HIPAA) regarding release of health information.

Student education records are accessible to:

- school officials, including teachers of the District who have legitimate educational interest in the records
- parents and/or legal guardians
- parents and/or legal guardians of students eighteen (18) years of age or older who are dependent upon their parents as defined by the Internal Revenue Code
- officials of schools in which the student seeks or intends to enroll
- other agencies, institutions, or individuals upon receipt of written release from parent, guardian, or eligible student
- other state and federal offices and agencies as prescribed by law

A record access log is kept as part of the Student Education Record indicating all who have had access except professional staff members of the District.

Student record maintenance is the responsibility of the building Principal. Records are maintained in the school the student attends.

Board Policy JO-AP 1 includes the complete copy of the record policy, review, and hearing procedures.

#### School Resource Officer

Houston R-I School District employs a state licensed School Police Officer. The officer is interactive daily in schools across the District. Goals of the SRO program include bridging the gap between the officers and students, increasing positive attitudes toward law enforcement, and in a proactive effort to reduce crime. The officers strive to build a rapport between officers, students, and staff to work toward providing a safer learning environment.

#### Sexual Health Instruction (Policy IGAEB)

The Board of Education recognizes that parents/guardians should be the primary source of sexuality education for their children. The Board also recognizes that effective sexuality education, taught in concert with parents/guardians, helps students avoid risks to their health and academic success and prepares them to make informed decisions as adults. The district will offer instruction in human

sexuality and will provide instruction regarding sexual abuse as required by law. All instruction will be appropriate to the age of the students receiving the instruction, and students may be separated by gender for the instruction.

Notice and Opt-Out: The district will notify parents/guardians of the basic content of the district's human sexuality and sexual abuse instruction. The district will also notify parents/guardians of their right to remove their student from any part of the district's instruction on these topics upon written request. The district will make all curriculum materials used in the district's human sexuality and sexual abuse instruction available for inspection prior to the use of such materials in actual instruction.

#### Human Sexuality and Sexually Transmitted Diseases

As required by state law, any course materials and instruction relating to human sexuality and sexually transmitted diseases shall be medically and factually accurate and shall:

1. Present abstinence from sexual activity as the preferred choice of behavior in relation to all sexual activity for unmarried students because it is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted diseases and the emotional trauma associated with adolescent sexual activity. Students shall be advised that teenage sexual activity places them at a higher risk of dropping out of school because of the consequences of sexually transmitted diseases and unplanned pregnancy.
2. Stress that sexually transmitted diseases are serious possible health hazards of sexual activity. Students shall be provided with the latest medical information regarding exposure to human immunodeficiency virus (HIV), acquired immune deficiency syndrome (AIDS), human papillomavirus (HPV), hepatitis and other sexually transmitted diseases.
3. Present students with the latest medically factual information regarding both the possible side effects and health benefits of all forms of contraception, including the success and failure rates for the prevention of pregnancy and sexually transmitted diseases, or present students with information on contraceptives and pregnancy in a manner consistent with the provisions of federal abstinence education law.
4. Include a discussion of the possible emotional and psychological consequences of preadolescent and adolescent sexual activity and the consequences of adolescent pregnancy, as well as the advantages of adoption, including the adoption of special needs children, and the processes involved in making an adoption plan.
5. Teach skills of conflict management, personal responsibility and positive self-esteem through discussion and role playing at appropriate grade levels to emphasize that the student has the power to control personal behavior. Students shall be encouraged to base their actions on reasoning, self-discipline, sense of responsibility, self-control and ethical considerations, such as respect for one's self and others. Students shall be taught not to make unwanted physical and verbal sexual advances or otherwise exploit another person. Students shall be taught to resist unwanted sexual advances and other negative peer pressure.
6. Teach students about consent, sexual harassment and sexual violence. Specifically, students will be taught that:
  - a. Consent is a freely given agreement to the conduct at issue by a competent person, and that:
    - i. An expression of lack of consent through words or conduct does not constitute consent
    - ii. Lack of verbal or physical resistance does not constitute consent.
    - iii. Submission resulting from the use of force, threat of force or fear does not constitute consent.
    - iv. A current or previous dating, social or sexual relationship between two parties does not by itself constitute consent.
    - v. The manner of dress chosen by a person does not constitute consent.
  - b. Sexual harassment is uninvited and unwelcome verbal or physical behavior of a sexual nature, especially by a person in authority toward a subordinate.
  - c. Sexual violence is causing or attempting to cause another to engage involuntarily in any sexual act by force, threat of force, duress or without the person's consent.
7. Advise students of the laws pertaining to their financial responsibility to children born in and out of wedlock and advise students of the provisions of Missouri law pertaining to statutory rape and statutory sodomy.

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8. Teach students about the characteristics of and ways to identify sexual predators.
9. Teach students safe and responsible Internet use, including the dangers of online sexual predators, when using electronic communication methods such as the Internet, mobile phones, text messages, chat rooms, social media, e-mail and instant messaging.
10. Instill in students the importance of having open communication with responsible adults, reporting any inappropriate situation, activity or abuse to a responsible adult and, depending on intent and content, to local law enforcement, the Federal Bureau of Investigation (FBI) or the National Center for Missing and Exploited Children's "CyberTipline."
11. Explain the potential consequences, both personal and legal, of inappropriate text messaging and sexting, even among friends.
12. The district will not permit a person or entity to offer, sponsor or furnish in any manner any course materials or instruction relating to human sexuality or sexually transmitted diseases to its students if the person or entity is a provider of abortion services. No district personnel or agents, acting in their official capacities, will encourage any student to have an abortion.

Sexual Abuse: In accordance with law, the district will provide trauma-informed, developmentally appropriate training to students in grades 6–12 regarding sexual abuse including, but not limited to, instruction on how to recognize sexual abuse; how to report an incident of sexual abuse; how to obtain assistance and intervention; and resources for students affected by sexual abuse.

The web address of the Department of Elementary and Secondary Education’s Trauma-Informed Schools Initiative for parents/guardians is [www.dese.mo.gov/traumainformed](http://www.dese.mo.gov/traumainformed).

**Staff and Student Harassment (Policy AC)**

The Houston R-I School District Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law. The Houston R-I School District is an equal opportunity employer.

**Definition:** Harassment is a form of discrimination, as defined above, that occurs when the school or work environment becomes permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive enough that it unreasonably alters the employment or educational environment.

**Subsequent Action:** All allegations of harassment shall be fully and confidentially investigated and immediate and appropriate corrective or disciplinary action shall be taken. Complaints concerning alleged harassment by an employee of the School District should be made to the Central Office. Complaints concerning alleged harassment by a student should be made to the student's building Principal. Unresolved complaints of decimation or harassment can be escalated in accordance with Policy AC.

An employee, supervisor or student who is aware of any harassment directed toward a student or employee of the School District shall immediately report such conduct to the appropriate school official, set forth above. When a complaint alleging harassment is received, an investigation will be conducted by the School District during which every effort shall be made to preserve the confidentiality of the person making the complaint. In determining whether the alleged conduct constitutes harassment, consideration shall be given to the record of the incident as a whole and to the totality of the circumstances, including the context in which the alleged incidents occurred.

The complaint files containing allegations of harassment shall be separately maintained and shall be confidential to the extent possible under law.

**Grievance Procedure:** Employees who believe that their complaint has not been satisfactorily resolved may utilize the appropriate School District grievance procedure. A student who believes that his or her complaint has not been satisfactorily resolved may utilize the School District's grievance procedure, Board of Education Policy, AC.

**Staff/Student Relations (Policy GBH)**

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Staff members are expected to maintain courteous and professional relationships with students. All staff members have a responsibility to provide an atmosphere conducive to learning through consistently and fairly applied discipline and the maintenance of physical and emotional boundaries with students. These boundaries must be maintained regardless of the student's age, the location of the activity, whether the student allegedly consents to the relationship or whether the staff member directly supervises the student. Maintaining these boundaries is an essential requirement for employment in the district. Although this policy applies to the relationships between staff members and district students, staff members who inappropriately interact with any child may be disciplined or terminated when the district determines such action is necessary to protect students.

**Suicide Awareness and Prevention (Policy JHDF)**

Suicide is a leading cause of death among youths in Missouri and is a public health concern impacting all Missouri citizens. The Houston R-I School District is committed to maintaining a safe environment to protect the health, safety and welfare of students. This policy will outline key protocols and procedures the district will use to educate employees and students on the resources and actions necessary to promote suicide awareness and prevent suicide. The goal of the district is to help students who may be at risk of suicide without stigmatizing or excluding students from school. No student will be excluded from school based solely on the district's belief that the student is at risk of suicide.

**Visitors to the Building (Policy KK)**

Parents/Guardians and patrons of the district are welcome to visit district schools and attend district events; however, all visitors during business hours, including Board members, must sign or check in at the building office prior to proceeding elsewhere in the building. The district discourages parents/guardians or others from using district property or events as places for visiting students and may refuse the use of district property for that purpose.

The principal or designee of each school building will post appropriate signs to direct visitors to designated doors nearest the building office. It is the responsibility of all district employees to direct visitors to the office and report any person in violation of district rules.

The Board and administration will not tolerate any person whose presence disturbs classes or district activities or hinders the instructional process. Visitors to district property may not possess weapons, including concealed weapons, on district property, on district transportation or at any district function or activity sponsored or sanctioned by the district unless the visitor is an authorized law enforcement official or is otherwise authorized by Board policy.

**Volunteers**

Volunteers provide a variety of services including such activities as reading to children, assisting in libraries, working with children on a one-to-one basis, playing the piano, assisting with the District music festival, and other activities where extra hands and minds can help in the instructional process. All volunteer positions require a background check. To become a school volunteer, please contact the elementary principal at 417-967-3024.

**Wellness Program/ Nutrition Guidelines (Policy ADF)**

The Board recognizes the relationship between student well-being and student achievement as well as the importance of a comprehensive district wellness program. Therefore, the district will provide developmentally appropriate and sequential nutrition and physical education as well as opportunities for physical activity. The wellness program will be implemented in a multidisciplinary fashion and will be evidence based. For more information, please visit [www.houston.k12.mo.us](http://www.houston.k12.mo.us).

It is the policy of the Houston R-I School District that all foods and beverages sold to students during the school day on any property under the jurisdiction of the district will meet the U.S. Department of Agriculture (USDA) school meal and Smart Snacks in School (Smart Snacks) nutrition standards. These nutrition standards apply to all food and beverages sold to students, including those sold in vending machines, school stores and through district-sponsored fundraisers, unless an exemption applies. In addition, the Smart Snacks standards apply to all food and beverages provided, but not sold, to students outside the reimbursable school meals program during the school day. For the purposes of this policy, the school day is the time period from the midnight before to 30 minutes after the official school day.



**Missouri Department of Elementary and Secondary Education  
Every Student Succeeds Act of 2015 (ESSA)  
COMPLAINT PROCEDURES**

This guide explains how to file a complaint about any of the programs<sup>1</sup> that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)<sup>2</sup>.

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

**1. What is a complaint?**

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

**2. Who may file a complaint?**

Any individual or organization may file a complaint.

**3. How can a complaint be filed?**

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

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

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

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

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

<sup>1</sup> Programs include Title I, A, B, C, D, Title II, Title III, Title IV-A, Title V  
<sup>2</sup> In compliance with ESSA Title VIII-Part C, Sec. 8304(a)(3)(C)

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

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

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

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

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

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

The following activities will occur in the investigation:

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

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

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

**9. How will appeals to the Department be investigated?**

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

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

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