

2020-  
2021

# Bismarck JR/SR High School



Student  
Handbook &  
Discipline  
Guide

*Adopted by the Board of Education, May, 2020*



**Mark Reeves**  
Guidance Counselor

**BISMARCK R-V HIGH SCHOOL**

**Abraham Warren**  
Principal



**Heather Petrie**  
Director of Special Education

Parents and Students,

Welcome back!

For those of you who are joining our school community for the first time, welcome!

I wish to tell you that the expectations established in this handbook are no different than those from which society will expect from you upon your leaving school. I encourage you to take full advantage of the many excellent learning opportunities provided here at Bismarck R-5.

I cannot tell you how excited I am to be back at school with all of you. As the world continues to change around us, know that while you are at BHS your teachers and staff are taking all the precautions to keep you safe. Many people have worked very hard to ensure that your return to school goes smoothly. Much work has gone into maintaining the building and grounds, planning upcoming events, activities and transportation all in anticipation of your return.

You will notice very quickly that some things throughout your day will be much different. The changes are intended to make BHS a better place for you and everyone else here. I want you to know that my door is always open. You and your success at Bismarck R-5 are of the utmost importance to me. I look forward to seeing you soon.

Sincerely,

***Abe Warren***  
Principal

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**2019-20**

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## **WELCOME TO INDIAN COUNTRY**

**We, at Bismarck Junior/Senior High School, believe each student should strive to do the following:**

1. Attend school regularly.
2. Be punctual.
3. Be respectful of teachers and classmates.
4. Refrain from the use of profane and improper language.
5. Be clean and properly clad.
6. Have pride in our school and what it seeks to accomplish and has accomplished.
7. Seek to develop the best record of achievement possible.
8. Treat other people the way you would like to be treated.

## **SCHOOL TRADITIONS**

### **COLORS AND MASCOT**

Bismarck High School's colors are Cardinal Red and White. The mascot is the Indian.

### **SCHOOL ALMA MATER**

Faithful and true hearted,  
Let us boost for Bismarck High.  
We'll revere her and defend her  
As her colors proudly fly.  
We will stand for her united;  
Of her deeds we'll gladly tell.  
Her colors streaming  
Glad faces beaming  
So here's a cheer for her  
That we all love so well.

Joyous and ever loyal,  
Let us boost for Bismarck High.  
Let every heart sing;  
Let every voice ring;  
There's no time to grieve or sigh.  
It's ever onward,  
Her course pursuing.  
May we keep her order true,  
And united we will root for her.

**The PLEDGE OF ALLEGIANCE will be recited daily per Policy 2180.**

**BISMARCK R-V SCHOOL DISTRICT  
NONDISCRIMINATION COMPLIANCE OFFICER**

Mrs. Heather Petrie, Director of Special Education  
Bismarck R-V School District  
Campus Drive, P.O. Box 257  
Bismarck, MO 63624  
Telephone: (573) 734-6111

The Board declares that the school district does not and will not discriminate on the basis of sex in the educational programs, activities, and vocational opportunities offered by the district. The provisions of Title IX extend not only to students with regard to educational opportunities, but also to employees with regard to employment opportunities and to individuals with whom the Board does business.

The 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.

The Board also declares that the school district does not and will not discriminate on the basis of disabling conditions in the educational programs, activities and vocational opportunities offered by the district. This policy will extend not only to students with regard to educational opportunities, but also to employees with regard to employment opportunities, and to other qualified individuals with a disability.

**Directory Information**

PARENTS: Please be advised that the school district will release "Directory Information" concerning your child upon request. Released information may include: the student's name, participation in officially recognized extracurricular activities, height and weight of members of athletic teams, dates of attendance, diplomas and awards received, photographs and other similar information. If you do not want this type of information about your child released, please send notice to that effect to your child's principal by the tenth (10<sup>th</sup>) school day.

## SECONDARY FACULTY 2020-2021

Mrs. Bell	FACS/Special Education
Mr. Blunt	Science
Ms. Burge	Vocal Music
Mrs. Campbell	Language Arts
Mr. Cavins	ISS
Mr. Crites	Mathematics
Mrs. Crites	Mathematics
Mrs. Drake	Language Arts
Mrs. Dugal	Library Aide
Mr. Eaton	Physical Education
Mr. Price	Special Education
Mr. Hagerty	Science
Mrs. Hartley	Special Education
Mr. Hayes	Physical Education
Ms. A. Helms	JAG
Mrs. J. Helms	Science/Mathematics
Mr. Lahay	School Resource Officer
Mrs. Mathes	Social Studies
Mr. Mayberry	Instrumental Music
Mr. Pruett	Business Education
Mrs. Ramirez	Art
Mr. Reeves	Counselor
Ms. Tiefenauer	Language Arts
Mr. Varhalla	Social Studies
Ms. Weston	Art

# Bismarck R-5 School District

## Bismarck R-5 School District 2020-2021

### August 2020

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

14- New Teacher Orientation  
17-20 - Staff Development  
20 - Open House 5:30-7:30 pm  
24 - First day of school

Teacher 10 / Student 6

### September 2020

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

7 - Labor Day Weekend  
18 - Staff Development

Teacher 21 / Student 20

### October 2020

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

14 - DCI 3pm-5pm (Stipend)  
20 - PTC 3pm-6pm  
21 - End of 1<sup>st</sup> Quarter  
22 - Early Dismissal 12:30 pm  
PTC 1pm-6pm  
23 - No School  
30 - Early Dismissal 12:30pm

Teacher 21 / Student 21

### November 2020

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

13 - Staff Development  
25-27 - Thanksgiving Break

Teacher 18 / Student 17

### December 2020

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

9 - DCI 3pm-5pm  
18 - Early Dismissal 12:30pm  
19-31 - Christmas Break

Teacher 14 / Student 14  
Student Semester 78 T-84

### January 2021

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1-3 - Christmas Break  
4 - Staff Development  
5 - School Resumes  
18 - MLK Day

Teacher 19 / Student 18

### February 2021

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

10 - DCI 3pm-5pm  
15 - President's Day

Teacher 19 / Student 19

### March 2021

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

18 - PTC 5:30pm-7:00pm  
19 - Staff Development  
19 - End of 3<sup>rd</sup> Quarter

Teacher 23 / Student 22

### April 2021

S	M	T	W	T	F	S
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

1-5 - Spring Break  
6 - Staff Development

Teacher 19 / Student 18

### May 2021

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

20 - Last Day (11:30 Dismissal)  
20 - Staff Dev (11:30am-3:00pm)  
21 - Staff Development

Teacher 15 / Student 14  
Student Semester 91 T-95

### June 2021

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

### July 2021

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

4 - Independence Day

Total Student Days: 169

Total Teacher Days: 179



## **GENERAL INFORMATION**

### **POLICIES AND REGULATIONS**

Policies and regulations are set up by or with the approval of the Bismarck R-V Board of Education. The purpose of these policies and regulations is to provide the best possible educational environment at Bismarck High School.

The smooth and efficient functioning of the school requires the cooperation of all of us -- students, faculty, and administration. We trust you will do your part to make Bismarck High School the kind of institution we would like it to be and one of which we can all be proud.

### **REGISTRATION**

According to HB 1301 and 1298, new pupils who register in a school district must be accompanied by a parent or court-appointed legal guardian. The parent or guardian must provide a form of proof that the pupil is eligible to register in the district or has requested a hardship or good cause waiver within the last 45 days. The registration process will require a parent, guardian, or caretaker of the child to provide upon enrollment a sworn statement indicating whether the pupil has been expelled from school attendance in this state or another state for weapons, alcohol, drugs, or the willful infliction of injury to another person. A false statement or affirmation in this area is a class B misdemeanor.

### **BELL SCHEDULE**

Students will enter the building beginning at 7:15 and go to breakfast. A bell will ring at 7:40. At this time students will go to their lockers, and report to their 1<sup>st</sup> hour class. A tardy bell will ring at 7:45.

7:45 – 8:31	First Period
8:35 – 9:21	Second Period
9:25 – 10:11	Third Period
10:15 – 11:01	Fourth Period
11:05 – 11:50	Fifth Period
11:50 – 12:15	Junior High Lunch/High School Seminar
12:19-12:44	High School Lunch/Junior High Seminar
1:21 – 2:06	Sixth Period
2:10 – 3:00	Seventh Period

## **BREAKFAST**

Bismarck R-V School District operates a breakfast program for its students. Breakfast is available each day from 7:15 until 7:40. Breakfast is offered free of charge.

## **LUNCH**

The lunch period for each student will be approximately twenty-five minutes. Students are required to stay on campus during lunch. They may purchase food in the cafeteria or the student lounge, or they may bring their lunch. Lunch is offered free of charge for all students. No food is to be delivered to the campus without permission. No cans, bottles or candy that has been opened may be kept in lockers. Lunch will be split in two periods. Junior High will be from 11:50-12:15. High School will be 12:19-12:44. All students will eat lunch in the cafeteria.

## **VISITORS**

For your child's safety - **All parents/visitors must check in at the office upon entering the building.** Passes will be issued to parents/visitors at the discretion of the administration or his/her designee. Parents/visitors without passes will be asked to return to the office. We welcome opportunities to talk with you about your child. The staff is very busy during the school day; if a conference is necessary, please contact the teacher or principal. He/she will be glad to arrange a conference. Students will not be allowed to bring guests with them to school for visitation purposes.

## **MESSAGES TO STUDENTS**

Messages from parents and others will be taken at the office and given to the student between classes to limit class interruptions. Class interruptions will be kept to a minimum. We will not disturb a class unless it is an absolute emergency.

## **CLOSED CAMPUS**

Bismarck R-V High School operates a closed campus. This means that once a student arrives on the campus he or she is to remain there until the end of the school day, or until he or she is authorized to leave. If a student leaves after arriving on campus, he or she is considered truant.

## **LIBRARY**

Our library offers one of the greatest opportunities to students who wish to prepare assignments, to read for information, pleasure, or conduct research. Each person can enjoy and reap the benefits to be gained in the library if common courtesies and thoughtfulness of others are observed. Teachers and the library aide are on duty during all hours that the library is open to assist you in the use of the facilities.

Students will be charged fines for overdue books. The overdue charges will be 5 cents a day per book for regular library books and 10 cents a day for reference books. If books are lost, the student must pay the cost of these books. Students are reminded that they may renew their book if they see that they will not be finished with the book by the time the book is to be returned.

## **LOST AND FOUND**

Items, including textbooks, are turned in to the principal's office. If the items are not claimed within the school year they are usually discarded. Please note that the school is not responsible for lost or stolen items, including electronics and cell phones.

## **ASSEMBLIES**

There is no set pattern or number of assemblies at Bismarck R-V Senior/Junior High School. Attendance at all school-sponsored assemblies is required. All assemblies are to be approved by the building principal. Please be advised that students who have incomplete or missing assignments will not be eligible to participate in any assembly.

## **TEXTBOOKS**

Textbooks are provided to students at Bismarck R-V Senior/Junior High School free of charge. No deposit is required. As with other school property, if a student damages or loses a textbook, he or she will be required to replace it according to the following schedule:

4 years or more of use	25% of replacement cost
3 years of use	50% of replacement cost
2 years of use	75% of replacement cost
First year of use	100% of replacement cost

## **LOCKERS**

### **Policy 2150**

Lockers are assigned to BHS students on the day of registration. Two students are assigned to each locker. Students are not allowed to change lockers without permission from the office. Lockers are owned by the school. The school reserves the right to have locker checks and searches at random and periodically throughout the school year. Locks are recommended for all students. Bismarck R-V School District is not responsible for any item missing from an unlocked or unassigned locker.

## STUDENT HEALTH

**Bismarck R-V School District is a drug, alcohol, and tobacco free workplace.**

### IMMUNIZATIONS

### Policy 2850

State law regarding immunization of all students attending school reads:

*Students cannot attend school unless they are properly immunized and can provide evidence of the immunization. Transfer students that do not comply shall not be permitted to enroll or attend school. We will comply with state law.*

### CONTAGIOUS DISEASE

It is against the law of the state of Missouri for a student to attend school while having a contagious or infectious disease or while able to transmit any such disease after having been exposed to it.

### ILLNESS

Should a student become ill during school hours the student should obtain a pass from his/her teacher, sign out, report to the office then go to the nurse. **Any medicine given to a student has to be accompanied by written instructions from the doctor, and the medication has to be in the original container. Non-prescription medications will not be given at any time.**

### ACCIDENTS

Any accident that occurs on school property or during a school sponsored activity should be reported immediately to the individual in charge of the group. That individual should then report the accident to the principal as soon as possible. An accident report will need to be completed by the staff person.

### ASBESTOS

In compliance with the Asbestos Hazard Emergency Response Act (AHERA) of 1987, accredited inspections of all buildings of the Bismarck R-V School District were done on July 13, 1988. and June 28, 1991, by Larron Laboratory of Cape Girardeau, Missouri, and re-inspected July 17, 2003, by MEAD Environmental Associates, Inc.

Asbestos containing building materials (ACBM) was found in the building.

ACBM is located in the ceiling panels of the storage room in the superintendent's office, the floor tile in the kitchen and the floor tile in the Upper Elementary Hall.

All ACBM has been addressed in a management plan written according to federal and state requirements. The purpose of this management plan is to safeguard the health and safety of all building occupants. The management plan is available for inspection by anyone who is interested. The asbestos contained in the building, in its present condition, does not pose a significant risk to the occupants of the building.

## **WEATHER PROCEDURES**

### **INCLEMENT WEATHER**

In our efforts to improve communications between parents and school, the Bismarck R-V School District has contracted with SCHOOLREACH MESSAGING; a telephone broadcast system that will enable school personnel to notify all households and parents by phone within minutes of an emergency or event that causes an early dismissal, or school cancellation. This service will also be used from time to time to notify you of general announcements or reminders. You may sign up for this service in the school principal's office.

The Bismarck R-V School District will continue to report school closings on local radio station KTJJ/KREI as well as on the KSDK Channel 5 television station.

### **EMERGENCY RESPONSE PROCEDURES**

Periodic fire, tornado, earthquake, and intruder drills are required by law to be conducted at least twice per school year. Students should be familiar with instructions that are posted in each room. Be sure to follow specific instructions given by teachers. Always walk - do not run. Do not talk - your teacher may be providing important information.

### **GUIDANCE SERVICES**

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, information about various colleges, technical and vocational schools, job training programs, financial aids, and help with home, school, and social issues.

An emphasis is placed on helping guide students toward careers that might supply fulfillment to the individual. Although some of these services are part of the regular guidance program, such as formulating tentative four-year course plans, surveys and group work in the vocational area, and individual work with the college bound student, many of these services are dependent upon a student's initiative to contact a counselor.

Directions and goals in counseling are determined by the students and their parents. With the counselor, a student may discuss and explore freely and in confidence any problems or feelings that are personally important. During counseling, these concerns may be "talked through" and examined, alternatives explored, and decisions made about future courses of action. Should the student find that special and/or additional assistance of some sort needed, the counselor would assist in finding such help as needed. Parents are encouraged to call or talk to a counselor about any area of concern related to their children and the school.

Students may arrange appointments with the counselor before school, between classes, or after school. Students are encouraged to make appointments before or after school.

## ACADEMIC REQUIREMENTS AND INFORMATION CURRICULUM

### HIGH SCHOOL GRADUATION REQUIREMENTS

To graduate from Bismarck R-V High School, a minimum of 24 units of credit must be completed by the student. The student, his/her parents, and the school plan a program of study to meet the needs of the student. In order for a student to make most effective use of the school day, each student must enroll in seven classes per day

Following is the **minimum** credits in each subject area to graduate from Bismarck High School:

Language Arts	4 units
Social Studies	3 units
Mathematics	4 units
Science	3 units
Physical Education	1 units
Fine Arts	1 units
Practical Arts	1 units
Electives	6 units
Health	.5 units
Personal Finance	.5 units

**Total** **24 units**

\*The ACT Prep graduation requirement will be waived for any student who scores at or above the national average at the time they took the ACT prior to taking the course. Students must take another elective (0.5) if the ACT course is waived. It is the student's responsibility to report their current ACT scores to the Guidance Counselor.

NOTE: Students who have not met the minimum academic and attendance requirements for graduation will not be allowed to walk in the graduation ceremony and/or receive a diploma until all requirements are satisfied.

NOTE: Independent study for classes may only be used for classes that are not offered during the current school year and will have contracted behaviors and schedule. These classes must be approved by the building principal.

### VOCATIONAL-TECHNICAL SCHOOL

Our students qualify to attend our area Vocational-Technical School, UNITEC. UNITEC is located in Bonne Terre and is attended by our students in the afternoon. A bus is provided for transportation to and from UNITEC. Behavior problems on the bus to UNITEC may result in removal from the bus and/or UNITEC. Students attending UNITEC will have their requirements for graduation reduced by one unit for each year they attend UNITEC.

## Weighted Classes

Academically challenging classes are designated to recognize scholastic achievement. The grade point earned in these classes is increased to recognize the challenging nature and increased effort required of these courses when calculating a student's grade point average. Weighted courses are as follows:

<u>Course</u>	<u>Weight</u>
Algebra II	1.25
Geometry	1.25
Trigonometry	1.50
Advanced Chemistry	1.50
Anatomy	1.50
Government	1.25
Dual Credit Courses	1 CH (1.50), 2 CH (1.50), 3 CH (1.75), 5 CH (2.0)

## GUIDANCE/TESTING CALENDAR

DATE	TEST	LEVEL	DESCRIPTION
<i>Annually (as needed)</i>	Accuplacer	10-12	Accuplacer is an untimed, computerized test that helps your college evaluate your skills and place you into appropriate courses.
<i>Oct. Dec. Feb Apr. *Apr.</i>	ACT: American College Testing Program	11 & 12 <i>optional</i>  <i>11</i>	A scholastic aptitude test battery designed to measure ability in the area of math, science, social studies, and English Test results are used for college admissions and scholarships. *DESE requirement for all 11 <sup>th</sup> grade students.
<i>Oct.</i>	Hearing Screening	7 & 9	A hearing screening with an audiometer is used to assess auditory development.
<i>Feb.</i>	ASVAB: Armed Services	11	A general aptitude test battery designed to measure both occupational and academic ability. Results are also used to determine eligibility for military training programs.
<i>April May</i>	MAP	6 – 8	An achievement test battery required by DESE to assess student progress on the competencies and key skill.
<i>April May</i>	EOC	9-12	An achievement test battery required by DESE to assess student progress on the competencies and key skill.
<i>May</i>	WorkKeys	12	These assessments help measure the workplace skills that can affect job performance.



## A+ GOALS

1. All students will graduate from high school.
2. All students will complete a selection of high school studies that is challenging and has identified learning expectations.
3. All students will proceed from high school graduation to a four-year college, community college, postsecondary vocational/technical school, or high-wage job with workplace skill development opportunities.

## STUDENT ELIGIBILITY

The benefit of the A+ Program is the opportunity for the student to earn FREE tuition and fees to a Missouri public community college or vocational or technical school. To be eligible for these financial incentives, a student must be certified as an A+ student of Bismarck High School. The principal, as the official local representative of the A+ School Program, has the responsibility to certify if a graduate of Bismarck High School has met the criteria for certification. To be certified as an A+ Student, a student must complete the following criteria before graduation:

- Sign an **A+ School Contract**
- **Enroll** in and attend an A+ Designated School for three (3) years prior to graduation
- Maintain at least a **2.5 grade point average** on a 4.0 scale (no rounding).
  - Maintain a **cumulative 95% attendance record** for four years.
  - Perform **50 hours of unpaid tutoring/mentoring** students.
  - Maintain a record of **good citizenship** and avoidance of the unlawful use of drugs.
  - Make a **good faith effort to first secure all available federal post-secondary student financial assistance funds** that do not require repayment.
  - Establish **math proficiency** by achieving a score of proficient or advanced on one of the following end of course exams: Algebra 1, Algebra II, or Geometry. Additional alternatives include a score of 17 on ACT Math subsection with 2.5 GPA, 16 on ACT Math with 2.8 GPA or 15 on ACT Math with 3.0 GPA.

## Procedures for Disseminating Test Results

The school district administrators shall provide:

- (1) The Department of Elementary and Secondary Education with test score information upon request.
- (2) The Board of Education with reports on the evaluation of the effectiveness of the instruction program and identified needs, and
- (3) Parents, patrons, and news media with information about school district test results.

## Students

Classroom teachers will inform students about the testing program and testing opportunities. Test administrators will inform a student as to how test results are to be utilized.

**Vision/Hearing Screening, Physical Status**

Parents of children scoring outside of normal limits or exhibiting significant problems in any area will be notified by the school nurse.

**Speech/Language**

When screening indicates a need for diagnostics, the speech pathologist will notify parents in accordance with P.L. 94-142 Compliance Plan.

**Dyslexia**

In accordance to HB 2379, Bismarck R-V will screen students in grades K-3 for dyslexia each year. Students in grades 4-12 will be screened per parent request.

**Standardized Testing**

Students will be given a printed report on Standardized Test Results, to be shared with their parent(s)/guardian(s). If desired they may make an appointment with appropriate school personnel for further explanation and/or discussion of results. Parents may have access to all of their child's evaluation results. An appointment is necessary to insure that appropriate personnel will be available to give an explanation of results.

**Individual Evaluation and Diagnosis**

Individual students are evaluated as needs are determined through referral, screening and transfer information.

**GRADING SCALE**

LETTER GRADE	PERCENTAGE
A	95-100
A-	90-94
B+	87-89
B	83-86
B-	80-82
C+	76-79
C	73-75
C-	70-72
D+	66-69
D	63-65
D-	60-62
F	0-59

## PART TIME ATTENDANCE

## Regulation 2320

Part time membership and attendance for employment or college attendance shall be limited to high school seniors, subject to the following conditions:

1. The student must be scheduled in courses to meet all graduation requirements including the minimum number of units required each school year.
2. The student shall have and must maintain a C+ average.
3. Enrollment for part time attendance shall be conducted at the same time that full time students are enrolled. The student shall return to full time attendance if the employment or college attendance is terminated.
4. The school assumes no responsibility for transportation of the student released.
5. The parent will assume liability and responsibility for the released student. The request for release by the parent shall be in writing stating the date requested for release, with a statement of assumption of responsibility and liability.

\* See the guidance counselor for information regarding the application process.

## CLASSIFICATION OF STUDENTS

To be classified as a sophomore a student will have passed a minimum of **6** units of credit. To be classified a junior a student will have completed a minimum of **12** units. To be classified as a beginning senior, a student will have passed a minimum of **18** units of credit. UNITEC students will be required to have a minimum of 17 units to be classified as a senior. Summer school may be used to bring up any deficiencies.

## PROMOTION POLICY

## Regulation 2540

This policy addresses two areas for promotion: (1) Grades and (2) Attendance.

**POLICY:** *Students that have one of the deficiencies will be placed on academic probation and will be considered for retention in the same grade.*

**ACADEMIC PROBATION:** May include, but not limited to: (1) Mandatory summer school, (2) Before or after school tutoring, (3) At risk class assignment, (4) Formation of an academic plan for the student.

**Final retention decisions will be made by the administration.**

## PROMOTION/ RETENTION CRITERIA EXPLAINED

### Report Cards

Sixth, Seventh and Eighth grade students earning **three (3) or more semester "Fs"** will be retained in the current grade. Students may complete an entire summer school to make up two semester Fs. **The administrator will make final decisions on promotion.**

### Attendance

To earn credit in each class in high school or receive a passing grade for each class in junior high a student must be in school all but seven periods for each class or 49 hours of each semester.

Credit can only be earned in high school and a student can only pass junior high if they meet the attendance requirement. Students not attending an adequate number of days during the semester may appeal to the attendance committee by following the procedures outlined.

### **VALEDICTORIAN/SALUTATORIAN/CLASS RANK**

The valedictorian and salutatorian shall be the number one and number two ranked seniors, according to the eighth semester grade point average, calculated to the third decimal point. In order to be eligible for valedictorian or salutatorian, students must:

1. Have completed all eight semesters at a public or private school that is accredited by the Department of Elementary and Secondary Education in the State of Missouri.
2. Have completed their entire junior and senior year at Bismarck High School.

Class rank will be determined at the end of the school year, after eight semesters, and placed on school records after grades are completed.

**Graduation Ceremony-** Unlike receipt of diploma, participation in the ceremony is a privilege, not a right. The principal may establish rules for conduct at the graduation ceremony. Students who violate conduct rules will not participate in the graduation ceremony.

### **REPORT CARDS/PROGRESS REPORTS**

Report cards are issued approximately every nine weeks. They are sent home with the student each grading period, with the exception of the end of the year report card, which will be mailed.

Progress reports are distributed to parents after approximately five weeks of each nine-week period. They are similar in appearance to report cards. Parents or guardians are encouraged to contact teachers for consultations and clarifications or make comments. Special reports may be sent to parents at any time a student is not making satisfactory progress, and is sent at the discretion of the teacher or principal. Parents should feel free to schedule a conference with teachers. This may be arranged by calling 734-6111 Option 2.

### **HONOR ROLL**

To be eligible for the **Teacher's Honor Roll**, a student must have a grade average of B or above for the quarter, with no grade below a C. (Students who earn Honor Roll status three quarters of the academic year will be eligible for an academic letter to recognize their accomplishment.) To be eligible for the **Principal's Honor Roll**, a student must have an average of A- with no grade below a B.

### **REWARD TRIP**

Reward trips will be established to recognize students and their efforts in school. We will reward outstanding performance and outstanding improvement in the areas of academics, attendance, and citizenship.

## **SOCIAL AND EXTRACURRICULAR ACTIVITIES**

Students are encouraged to participate in extracurricular activities. These activities are designed to supplement regular classroom opportunities for valuable life-long experiences. The student should carefully plan an activities schedule. Over-participation might cause regular schoolwork to suffer. Don't become overloaded. When you participate, give your best effort. You are representing your school and your community.

Extra-curricular activities at Bismarck R-V include athletic teams for Baseball, Basketball, Volleyball, Softball, Cheerleading, and Cross Country. In the area of clubs and activities, we have Band, Chorus, National Honor Society, Jazz Band, Smoke Signal, Student Council, Scholar Bowl, FCA, and other clubs approved by the Board of Education.

To be a member of the National Honor Society a student must be a sophomore, junior or senior. The national minimum standard for scholarship must be a B average. Candidates shall then be evaluated on the basis of service, leadership, attendance, and character. The selection of each member to the chapter shall be by a majority vote of the Faculty Council.

### **Requirements For Eligibility In School Organizations, Clubs, and Sports.**

The activities at Bismarck R-V High School are diverse in nature. Each activity will provide for approval by the principal, a list of criteria for membership, removal from the specific organization, and for holding an office within that specific organization.

## **SCHOOL ORGANIZATION MEETINGS AND ACTIVITIES**

1. Class and club meetings will be held at a time arranged by the sponsors and the principal. Meetings should be planned at least one week in advance.
2. Each class and club will have assigned sponsors. These sponsors will approve all meetings, meet with the class or club, and have general supervision over the meetings and the activities of the organization.
3. Class and club meetings will be limited to school business or activities sponsored by the school.
4. All class and club activities must have the approval of the principal.
5. Properly motivated organizations make worthwhile contributions to the school and community. Every student is encouraged to choose a club consistent with his or her interests and to become an active member of that club.

## **STANDARDS FOR ELIGIBILITY FOR PARTICIPATION**

Bismarck R-V Senior High School is a member of the Missouri State High School Activities Association (MSHSAA), the governing body that guides interscholastic programs in our state. Eligibility to represent Bismarck in interscholastic activities is a privilege, not a right. The following are basic eligibility rules that all participants must meet as adopted by the MSHSAA.

1. Be a good citizen in your school and community.

2. Have earned, the preceding semester of attendance, a minimum of 3.0 units of credit or a student must have made standard progress for his or her level the preceding semester in a special education program for the handicapped. In a seven-period day (0.5 each), the student must pass 6 of 7 periods.
3. Have entered school within the first eleven days of the semester.
4. Not have received or competed for any award of any kind other than that given by your school for your services as an athlete in the sport in which you are competing.
5. Not have reached your 19<sup>th</sup> birthday prior to September 1<sup>st</sup> of this school year.
6. Not have competed under an assumed or false name.
7. Attend a public high school in the district in which your parents live, a boarding school, or a private or parochial school to which you commute daily from your home.
8. Not have graduated from a four year high school or its equivalent.
9. Attend your eighth semester immediately following your seventh semester.
10. Not have competed at any time as a member of a Junior College or Senior College team.
11. Not compete on an outside team or in individual match competition in organized non-school competitions in that sport during the same time the sport is in season.
12. Not transfer from one high school to another because of being influenced to do so.
13. Not attend for more than two weeks a specialized camp for any one sport.
14. All athletes that participate in athletics or cheerleading must a valid physical on file with the athletic administrator of the school and written proof of valid health insurance.

## **JUNIOR HIGH ELIGIBILITY STANDARDS**

7th and 8th graders must have been promoted to a higher grade at the close of the preceding year and must not have failed more than one scheduled courses the preceding semester.

**JUNIOR HIGH STUDENTS SHALL NOT HAVE REACHED THE FOLLOWING AGES PRIOR TO JULY 1: Grade 7 - Age 14; Grade 8 - Age 15.**

7th and 8th graders are not eligible to compete with 9th graders. 7th and 8th graders are eligible for only the first two semesters attended in each grade.

All students in grades 6-12 trying out for an interscholastic activity offered at Bismarck R-V School must fill out and return to the school an Athletic Participation/Parental consent/physician report form. This form is to be returned to the coach or sponsor of the activity at the school, which the student attends. A student will not be allowed to participate in interscholastic athletics, practices, or contests, until all parts of this form are completed, signed by all concerned, and on file with the school.

## **BISMARCK HIGH SCHOOL DRUG TESTING POLICY AND PROCEDURES**

**Statement of Intent:** The Bismarck R-V School District recognizes that drug and alcohol abuse are a significant health problem in young people throughout the nation. There has been an increase in the number of drug related referrals at the high school over the past several years. Drug abuse has a serious effect on the overall development and health of individuals. For this reason, The Board of Education believes that it is important that students participating in extracurricular interscholastic activities and athletics sponsored by the Missouri State High School Activities Association (MSHSAA), and those who drive to school and park on campus on a daily basis, remain free from the influence of drugs for the health and safety of all. It is the desire of the Board, administration, faculty and staff that every student in the district refrain from using, possessing, or distributing illegal drugs or unauthorized prescription drugs. The purpose of this policy is to help ensure the health and safety of students by limiting any

student in violation of this policy, the opportunity to participate in activities sponsored by MSHSAA or to drive a vehicle on school property. This policy is intended to deter and discourage drug abuse among our students who meet the criteria for testing and to complement all other District policies, rules, and regulations associated with illegal use of drugs. Participation in MSHSAA sponsored activities, as well as driving a vehicle on school property, are considered privileges for students. Students who participate in MSHSAA activities carry a responsibility of appropriate behavior to themselves, their fellow students, their parents/guardians, and to their school. They are expected to set the highest possible example of conduct, which includes the avoidance of illegal or unauthorized prescription drug use. Students who drive and park at school are expected to follow all motor vehicle laws. Driving while under the influence is both an operational and safety hazard to the school community. For all students participating in the above school activities, illegal or unauthorized prescription drug use is incompatible to the good order of school.

The drug testing program is not intended to be disciplinary or punitive in nature. The program, however, will not effect the policies, practices, or the rights of school officials, coaches, and sponsors in dealing with illegal drug or alcohol possession or use where reasonable suspicion is obtained by means other than the random sampling provided by the drug testing program.

The provisions of this policy apply to all students attending Bismarck High School who sign, along with their parent/guardian, a consent to be tested form. This form will be kept on file in the principal's office. All students who wish to participate in MSHSAA activities or to drive and park on campus, will be required to participate in the drug testing program. Students who fail to meet this requirement will not be eligible to participate in either privilege.

## **Drug Testing Policy Definitions**

**Extracurricular Activities:** This refers to all activities and athletics sponsored by the Missouri State High School Activities Association (MSHSAA) that generally take place outside the regular school day. (On rare occasions, some competitions do occur during the school day. These events will also be included with this particular definition.)

**Drug Use Test:** Scientifically substantiated method of testing for the presence of illegal or prescription drugs in a person's system.

**Illegal Drugs:** The use, possession, distribution, sale, or solicitation of alcohol, drugs, their imitators, unauthorized prescription or non-prescription drugs, drug related paraphernalia, narcotic substances, marijuana, or other intoxicants and any other substances, which an individual may not sell, possess, use distribute, or purchase under either federal or state law.

**Suspension Days:** Suspension from MSHSAA activities and/or driving/parking privileges will begin on the day the positive test results are made known to school officials. Suspension days for the first positive test will be for thirty (30) calendar days. Suspension for the second positive test cumulative for their time in high school will be 365 days. Suspension for a third positive test will be the removal of all eligibility for participation in MSHSAA sponsored activities and driving/parking privileges for the remainder of his/her high school career.

**Positive Test Result:** When referring to a drug test administered under this policy, a toxicological test result which is considered to demonstrate the presence of an illegal or

prescription drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test. (Upon testing positive for the use of a prescription drug, the student will have to provide documentation that the use of the drug in question has been authorized by a physician providing care to the student. A meeting will be conducted with the parent/guardian of the student to verify the documentation.)

**Special Note:** A positive result attributed to the lawful use of prescription or nonprescription drug shall not be considered a positive result for the cumulative record keeping purpose of this policy.

**Testing Pool:** Students participating in the MSHSAA activities and all students who wish to drive and park their vehicle on school property will comprise the testing pool.

**Procedures for Testing:** The District will utilize an outside agency to randomly test students in the testing pool. The testing agency will follow practices and procedures designed to ensure the validity of testing, the proper chain of custody with regard to specimens, the confidentiality of medical information submitted with testing, and procedures designed to ensure the privacy of students while testing. A minimum of five (5) students in the pool will be tested each time the test is administered. Testing will occur a minimum of two (2) times a semester. Testing should be administered at the beginning of all sports seasons. Any change to this procedure must be approved by the superintendent.

At the beginning of the school year in August, all students who want to park on school property or participate in MSHSAA activities will have their names entered into the pool of eligible names to be drawn for drug testing. (Names of students who wish to park will be determined by those students who fill out a request to park on campus. Students participating in MSHSAA activities are included in an event roster. Anyone's name that appears on a MSHSAA roster will be submitted for random selection for testing.)

**Consequences for Positive Drug Test Results:** When positive test results are received from the testing agency, the principal will notify the student's parents/guardians as soon as possible to schedule a conference to explain the results and discuss the consequences. This conference may be conducted over the phone. During the conference, the principal will solicit any explanation for the positive findings and ask for doctor prescriptions of any drugs that the student may have taken that may have affected the outcome of the analysis. The student or parent/guardian may request that the sample be tested again at their expense. Such a request must be made within twenty-four (24) hours of notification of the positive result.

### **Consequences for Positive Test Continued:**

**First Offense:** The student who tests positive for the first time will be suspended immediately from all MSHSAA activities and/or driving and parking privileges for a period of thirty (30) calendar days. The student will not be allowed to attend any of the games, home or away, during the thirty (30) day period. At the conclusion of the 30 day period, a second drug test must be conducted, at the expense of the parents/guardians, before the student will be reinstated. The second drug test must be conducted by an approved and licensed agency and test



results must be negative. Failure to comply with any of these provisions will result in the student being excluded from MSHSAA activities and parking privileges until the provisions have been met.

**Second Offense:** A second cumulative positive test will result in the student being suspended immediately from the MSHSAA activities and/or driving/parking privileges for a period of 365 calendar days. The student must receive counseling for drug abuse from a licensed individual or agency within the suspension period. The counseling is at the expense of the parent/guardian. The counseling for the second offense needs to be substantial in nature. Proof of counseling must be presented to the principal and a second drug test must be conducted under the same conditions mentioned above for reinstatement after a positive test result. Failure to comply with any of these provisions will result in the student being excluded from all MSHSAA activities and all driving/parking privileges on campus.

**Third Offense:** A third cumulative positive test will result in the student being suspended immediately from all MSHSAA activities and driving/parking privileges for the remainder of his/her high school career.

**Failure to Provide a Sample:** If a student who has been randomly selected for drug testing and called to the office, fails to produce a sample within a reasonable amount of time (90 minutes), that student may be considered as testing positive and be held accountable under the conditions specified in this policy.

**Appeals Process:** Students and their parents/guardians who wish to appeal the random selection process, testing procedures, accuracy of results, and/or the consequences associated with a positive test(s), may do so under the student complaint and grievance policy located in the student handbook.

**Evaluation of Policy:** The Board will review and evaluate the drug testing policy annually to determine its effectiveness. Specifically, the board will look at the overall management of the program to ensure that standards of fairness and confidentiality have been met. The Board will also evaluate the effectiveness of the program in terms of deterring students from illegal drugs. Data to be considered in the evaluation process to determine effectiveness will be the number of positive test results documented along with the number of discipline referrals to the office associated with illegal drug violations. The Board will be looking for a decrease in positive tests results and discipline referrals associated with illegal drug possession and use. The Board will assess the cost effectiveness of the program.

## **ABSENCES AND SCHOOL ACTIVITIES**

Students who are absent on the day of an activity shall not be considered eligible to participate on that date, according to Missouri State Activities Association rules. Students must be in attendance to participate. This applies to all activities, including athletics, music, speech, etc.

A student who misses **any classes** the day after a game or event will not participate in the next scheduled game or event, without approval of both the coach and principal.

## **EXTRACURRICULAR ACTIVITIES DURING SUSPENSION, DISCIPLINARY ACTIONS, FINES, AND RESTITUTION**

A student with assigned discipline (ISS and /or OSS) will not be allowed to attend any extracurricular school functions until the assigned discipline has been served without approval of both the coach and principal. In the event of inclement weather, the student will be in-eligible only for the dates ISS/OSS had been assigned. Students whose discipline falls within a pre-scheduled break, such as Thanksgiving, Christmas, Spring Break, etc., will be ineligible to participate until the assigned discipline has been served. Students who fail to act as good citizens will not be allowed to participate in extracurricular activities. Inappropriate behavior at school related extracurricular events is subject to disciplinary action. Participation in extracurricular events, as a participant or a spectator is a privilege, not a right. Students who owe fines or restitution assigned by the school, over the amount of \$8, will not be allowed to participate in extracurricular activities including sports without the approval of both the coach and principal.

## **COACH, STUDENT, AND PARENT ACTIVITIES EXPECTATIONS**

**Sportsmanship:** When hosting an event, the opponent should be treated as guests and treated cordially. Officials should be recognized as impartial arbitrators who are trained to do their job with the best of their ability. Familiarity with the current rules of the game and the recognition of the necessity for a fair contest are essential. Sportsmanship requires one to understand his or her own bias and the ability to prevent the desire to win from overcoming rational behavior. Applause for an opponent's good performance is a demonstration of generosity and good will and should not be looked at negatively.

### **Expectations of Coaches**

1. Live, teach, and expect positive character traits such as empathy, accountability, perseverance, honesty, respect, humility, courageous leadership, and service.
2. Provide a positive role model for the students.
3. Help every student develop to their fullest potential.
4. Communicate with students and parents.
5. Create a positive team environment.
6. Care about students as people.
7. Address injuries with the care and attention necessary.
8. Conduct themselves in a manner that reflects positively on Bismarck High School.

### **Expectations of Students:**

1. Live, teach, and expect positive character traits such as empathy, accountability, perseverance,

honesty, respect, humility, courageous leadership, and service.

2. Always work hard.
3. Provide a positive role model for other students.
4. Meet everyday classroom expectations.
5. Be a respectful athlete and teammate.
6. Help create a positive team environment.
7. Compete with Character
8. Conduct themselves in a manner that reflects positively on Bismarck High School

### **Expectations of Parents**

1. Live, teach, and expect positive character traits such as empathy, accountability, perseverance, honesty, respect, humility, courageous leadership, and service.
2. Provide a positive role model for other parents.
3. Support all students in developing to their fullest potential.
4. Communicate with coaches regarding concerns, questions, and compliments.
5. Help create a positive team environment.
6. Avoid approaching player benches/dugouts for any conversation with players and/or coaches while a game is in play.
7. Don't put your child in the middle by speaking badly about the coach/sponsor, program, or teammates through conversation.
8. Understand the coach's responsibility is to make sure the students are safe and become better people and athletes, not to win every game.
9. Conduct themselves in a manner that reflects positively on Bismarck High School.

### **EXTRACURRICULAR ACTIVITIES - TRANSPORTATION**

Provided that a bus is taken, all students participating in any away school function or activity will be required to ride the bus to and from the event. The only exception being, students may be released to leave with their parent(s), provided the parent is at the function to get the student(s) and the parent has cleared it with the coach or sponsor. Parents must sign the student out and the student must leave with the parent. Failure to follow these guidelines will result in student not being allowed to participate in future events. Any other emergency situations will be handled on a specific case-by-case basis with the building principal or his/her designee.

## STUDENT EXPECTATIONS

### SIGNING IN AND OUT AT OFFICE

Whenever a student arrives late to school or leaves early, he or she must sign the sign in/out sheet in the office. No student may leave school during the day except by permission of the principal or his representative. Students who do so will be considered truant, and will be disciplined as such. Students who have doctor's appointments, etc., that cannot be scheduled outside the school day should have their parent/guardian notify the school. The parent/guardian must report to the office to sign the student out. **Appointments outside school hours are encouraged. Good attendance is important for all students.** Doctor's note must be turned in when the student returns to school.

### USE OF VENDING MACHINES

Vending machines may be used before school, during lunch or after school. Students may not purchase food, soda, or gum during or between classes, or eat in the hallways between classes. If a student makes a purchase from a vending machine during regular class hours, that purchase is subject to confiscation without being returned. Students using the vending machines during or between classes will be subject to the student discipline policy.

### STUDENT CELL PHONE USAGE

Developments in cell phone technology in recent years have resulted in enhanced communication opportunities. However, the use of cell phones in schools poses increasing risks of school disruptions, bullying, criminal activity, and academic dishonesty. As a result, beginning with the 2017-18 school year, the use of student cell phones, digital cameras and similar electronic devices including iPods, mp3 players and other listening devices will be prohibited during the instructional day, as well as, in dressing areas during extracurricular activities. Use of any electronic device for bullying, criminal activity, academic dishonesty, or any other offense not listed here will result in discipline per the student handbook. Bringing any electronic device to school implies the right of school officials to confiscate and search the device.

Violation of this policy during the first semester after adoption of this policy will result in in-school suspension, while subsequent offenses will result in discipline per the student handbook.

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

### STUDENT DRESS

While student dress is a matter of student preference and self-expression, any article of clothing or accessory that causes the interruption of the educational environment will not be permitted. Guidelines for acceptable standards will be identified on the first day of classes. Advertisements, logos, or identification of substances or behaviors (alcohol, drugs, etc.) not allowed to students

are not permitted. In addition, students are not allowed to wear hats in the building during the school day. The final decision of acceptable dress is left to the discretion of the building principal.

### **HALL PASSES**

**Hall passes are required for every student out of a classroom.** When a student finds it necessary to leave an assigned class, a hall pass must be obtained from the teacher. Leaving classrooms will be kept to a minimum and allowed only in emergency situations. Students are not allowed to go to another classroom without a note from a teacher. Students found to be in the hallways without a pass from a teacher will be subject to the school discipline policy for trifling.

### **SCHOOL PROPERTY**

Damage to or loss of school property or damage done to a person's property will be charged to the student who is responsible. The student will be required to repair or replace the damaged or lost property. Disciplinary action will also be taken as deemed appropriate by the school officials, which may include contacting the proper authorities.

### **TOBACCO AND SMOKELESS TOBACCO**

Smoking or chewing tobacco on school property by students at any time is prohibited and is against state law. Infractions of this policy will result in disciplinary action, including suspension from school. This prohibition includes electronic cigarettes, vaping and similar objects used in conjunction with vaping. Therefore the Board prohibits the use, sale, transfer and possession of tobacco products and substances appearing to be tobacco products, i.e. e-cigarettes, vaping paraphernalia, at school and at school activities.

### **PUBLIC DISPLAY OF AFFECTION**

There is to be no public display of affection during school hours or at school activities. Public display of affection includes kissing, placing arms around one another and any inappropriate bodily contact so deemed by an individual faculty member as being offensive. Public display of affection is subject to the discipline policy.

### **ELECTRONIC AND ENTERTAINMENT EQUIPMENT**

Electronic equipment (such as radios, CD players, or computer games) or entertainment equipment (such as skateboards) is not allowed at school without permission of a teacher or the administration. Any items confiscated will be returned only to the parent. Students who have items confiscated will be subject to the school discipline policy. The Bismarck R-5 School District is not responsible for the loss or theft of the above items, as they are not to be at school.

## **CLASSROOM CHROMEBOOK GUIDELINES**

In support of the district-wide digital learning initiative, each student in grades 8-12 (starting the 2018-19 school year) will be assigned a Chromebook for the duration of the school year. The student will be responsible for this Chromebook just as they are responsible for other learning materials checked out to them from the school.

### **Daily**

Each student will:

- Bring a fully charged Chromebook to school each day.
- Update the Chromebook as needed. Preferably this will be done after classroom time when not working on assignments in class.
- Only use the Chromebook that is checked out to him/her. Usage of Chromebooks assigned to another student is prohibited unless prior approval is provided.

### **Responsibilities**

- Students will not use the Chromebook near food or liquids
- Students are liable for the care of their Chromebooks. If Chromebooks are lost or damaged, students assume the responsibility of paying for any repair or replacement charges.
- Students will immediately notify his/her teacher if a Chromebook is damaged or not working.
- Use care when transporting the Chromebook in a bag or backpack.

### **Usage**

- Chromebooks are to be used for educational purposes only.
- Only approved apps should be used.
- All school policies regarding searching, cyberbullying, and good digital citizenship are still in place.
- Students will not attempt to remove filtered Internet settings on school-issued Chromebooks.

### **Consequences**

Chromebook privileges can be suspended or revoked if students are found to be in violation of guidelines and school policies.

## **CLASS PARTICIPATION**

Students are required to participate in class activities and complete assignments. This includes bringing materials needed to class, dressing out in physical education classes, and not sleeping in class. Students who fail to follow these guidelines will be referred for disciplinary action and/or removed from the class.

## **RESTRICTED AREAS**

Students in junior high and high school are not to be in the elementary hallways, restrooms or any unsupervised area unless changing classes or with permission.

## **WITHDRAWAL FROM SCHOOL**

When it becomes necessary for a student to withdraw from Bismarck R-V High School, proper procedure should be followed. Merely leaving school is not withdrawal. Students who are withdrawing should obtain a withdrawal form from the office. This form should be taken to and signed by all teachers, the librarian, and counselor. Before any teacher will sign the slip indicating that the student has been cleared, the student must have turned in all books and equipment that has been issued to him or her.

## **TARDIES**

Students who are not in their assigned space with necessary materials when the tardy bell rings will be considered tardy. Disciplinary action, per quarter, earned for tardiness will be as follows:

5 <sup>th</sup> tardy	1 day of After School Detention
6 <sup>th</sup> tardy	3 days of After School Detention
7 <sup>th</sup> tardy	1 day of In School Suspension
8 <sup>th</sup> tardy	3 days of In School Suspension
Each additional tardy	1 day of Out of School Suspension

## **GRADING POLICY**

Bismarck High School's mission is to prepare all students for success in rigorous courses in high school that meet state and local standards. To do this, it is critical that we teach in such ways as to engage more students in interesting work. This takes effort on the part of teachers and our students. Learning is the result of effort, and even more effort is required if students are behind. At Bismarck High School, we will provide varied opportunities to our students to increase skills, broaden knowledge, enhance application skills and develop work habits necessary to successfully (1) attend an academic college or university, (2) further education through a trade or technical school, (3) seek or maintain employment. In order to make this vision possible, we have interventions in place to assist all of our students in meeting the high standards of work necessary to accomplish this mission.

Assignments for students in grades 6-12 will be weighted as determined by the classroom teacher. For grading information, please refer to the course syllabus provided.

Students will have to **revise or redo work on specific projects and quizzes, etc.**, that do not meet the standards or are not complete. **Zeroes will not be allowed for these assignments.** We will provide extra help and time for those students who need it so that they can be successful.

Students who have missing or incomplete tests, projects or quizzes in any course will be placed on the "ICU List". Students will be placed in ASD until their work is complete and they are taken off the ICU List.

### **DRIVING REGULATIONS - STUDENT PARKING**

Transportation is provided for all Bismarck students living at least one mile from school. Students who choose to drive an automobile to school must register their vehicle with the high school office. Parking privileges may be revoked at any time, for any length of time, for operating a vehicle in a dangerous or unsafe manner. Students driving or riding to school in automobiles or other motor vehicles do so at their own risk. It is understood that students who are absent or tardy due to auto failure will not be excused. For security purposes it is suggested that vehicle doors be locked and windows rolled up at all times.

The following driving regulations have been adopted for the Bismarck R-V High School:

1. Once a driver enters the school drive in the morning, he/she must go directly to the student parking lot, park his/her car and go directly to the school building.
2. Students are not permitted to sit in parked vehicles on school grounds prior to, or during the school day.
3. The no smoking on school grounds regulation includes the driver and passengers while the vehicle is on school property.
4. A ten-mile-per-hour speed limit will be observed on school property.
5. All traffic signs must be obeyed. Do not drive against a one-way sign while entering or leaving school. Vehicles must be parked in designated parking spaces.
6. Accidents in the parking lot must be reported to the principal's office.
7. No firearms are to be brought to school. This includes hunting rifles, which are left on gun racks in vehicles.
8. Students may only park in the student parking lot. Students may not park next to the building or in staff/visitor parking spots.
9. Any unsafe driving act such as speeding or driving recklessly will result in student losing driving privileges.
10. Violations of the above regulations would constitute grounds for a student to lose driving privileges to school.
11. Student vehicles are subject to search by school officials. (Policy 2650)
12. Students must obtain a form from the high school office in order to get a parking pass.

The parking pass must be displayed at all times while driving and parking on campus.

**\*ALL STUDENTS THAT WISH TO DRIVE AND PARK ON CAMPUS, WILL BE REQUIRED TO PARTICIPATE IN THE DRUG TESTING PROGRAM. STUDENTS WHO FAIL TO MEET THIS REQUIREMENT WILL NOT BE ALLOWED TO DRIVE OR PARK ON CAMPUS. PLEASE REFER TO STUDENT HANDBOOK PAGE 22- 25 FOR COMPLETE POLICY INFORMATION.**



## **BUS TRANSPORTATION**

## **Policy 2652**

The Bismarck School District provides bus service for those students living outside the city limits. The bus driver is in complete charge of all students who ride his/her bus. If a student needs to ride a different bus for any reason, he must have a note from the parent, and the principal must sign it. Should you have any questions regarding bus service, contact Melanie Wright at 734-6111 (Option 3).

### **BUS RULES**

All students who ride the bus at anytime are subject to the following regulations:

1. The bus driver is in charge; respect his/her authority at all times.
2. Always cross 10 feet in front of the bus when getting on or off. Watch for traffic before crossing roads.
3. Remain in your seat while the bus is in motion. Keep your arms and hands inside the bus.
4. Any incident on the bus will be treated as if it happened at school.
5. Students who ride a bus to school and home are not to leave the School Campus or any other campus at any time without permission, and must wait for the bus in the proper area. Students who leave campus after the bus has arrived to school will be considered truant, and will be disciplined as such.
6. Students leaving the campus without permission or not waiting in the assigned area will be subject to the loss of bus riding privileges.
7. Bus drivers have rules posted in the bus and a copy of the rules will be given to each student at the beginning of the year.
8. Walkers should leave the campus immediately.

### **CONSEQUENCES**

The safety and welfare of all students on the bus is the bus driver's primary responsibility. When certain students present a threat to the other students, the bus driver's ability to drive safely, then other actions must be taken. Unless the offense requires immediate removal from the bus, school policy is to meet with and warn the student the first time they are referred to the office. Any further disturbances and referrals will result in your child not being allowed to ride the school bus. As their parents, it would then be your responsibility to provide transportation to and from school for the length of time your child would be suspended from the bus. The second referral for misbehavior would result in a one (1) day bus suspension, the third results in a three (3) day bus suspension, the fourth results in five (5) days off the bus, the fifth results in ten (10) days off the bus. Students will be permanently removed from the bus the remainder of the school year if they receive any referrals after the fifth referral. Administration reserves the right to suspend students from the bus for additional days if the offense is more severe.

## ATTENDANCE POLICY

## Policy 2310

### PHILOSOPHY

Absenteeism hampers educational achievement and is detrimental to the academic and vocational success. Parents, students and teachers all share in the responsibility for encouraging regular attendance. The following policy has been designed and hereby adopted to provide a framework for ensuring responsible attendance by all students.

### RESPONSIBILITY

Absences for each student, for each school day, will be carefully checked, recorded, and reported to the office. Excusing any absence is the sole responsibility of the school as directed by this policy. **Students are responsible for knowing how many days of school they miss.**

### VIOLATION

*It is a violation of district attendance policy for a student to have more than seven (7) periods of absence in either high school or junior high classes per semester. For attendance purposes, each period will count 1/7 of a school day. To receive credit or pass any class a student must attend enough days during the year to earn credit or pass. Failure to attend school all but seven (7) hours in one semester in any class will result in a student not earning the credit in class or passing a class in junior high. If a student is under the age of 17 and is absent more than 49 hours he/she may be referred to the Juvenile Detention Center and reported to the Department of Family Services.*

### PROCEDURES

On the seventh absence from class or school in one semester, the student and parent or legal guardian will be notified by US Mail that the student has failed to attend enough school periods to receive credit or, in middle school, receive any grades. After a student misses (3) days of school (21 class periods), (5) days, and (7) days of class in a semester, the school will inform the parents of these absences by letter.

In the event that a student fails to attend enough school to earn credit or pass a class, the appeal committee will set a date for the purpose of hearing the applicant's appeal. **The student and at least one parent or legal guardian must appear before the appeal committee.** The student cannot appear in front of the appeals committee without a parent unless they are 17 years old or older. The applicant shall be required to present competent evidence to substantiate the appeal at the hearing. The student will be informed of the appeal committee's decision. The final decision rests with the administration.

The appeal committee shall be composed of the principal and two faculty members.

It is important that students understand that their absences are not to be considered as approved days to miss classes, but rather they are to be used only for:

1. Illness of the student or immediate family (verification required).
2. Professional appointments that cannot be scheduled outside of the regular school day. If the appointment cannot be scheduled outside of school hours, verification

- is required. The principal reserves the right to verify any excuse.
3. Death of family member (verification required).
  4. Extraordinary or unusual circumstances (absences relating to disabilities and required religious observances) not under the control of the student or the parent (determined by building principal).

Students who are absent from school shall not be eligible to attend any school function for those same days of absences. If a student is absent on the day before the weekend or holiday they are not allowed to attend school activities on the weekend or holiday. A student may attend a school function on a day in which the absence occurred if the absence was previously approved by the principal. Students who have exceeded the attendance policy are not allowed to attend any extracurricular school function. Students who are on homebound instruction are not allowed to attend any school function.

### **ABSENCE DURING SUSPENSION**

A student who is suspended from school for a disciplinary problem for any number of days will receive zeros on all assignments corresponding to those days. The days of absence will be unexcused and **missed work may not be made up.** Students who receive OSS cannot be on school campus at anytime, for any reason, during the period of suspension or attend any school activity either at home or away.

### **STATEWIDE SUSPENSIONS**

No school board is permitted to readmit or enroll a student suspended or expelled for having committed certain felonies. The student, the parent, or legal guardian may request a conference to review the student's conduct. If a student attempts to enroll in a school district after suspension or expulsion from another school district and determination is made by the superintendent or the superintendent's designee that the student's conduct would have resulted in a suspension or expulsion in the enrolling district, the enrolling school district may uphold the suspension.

### **ASSAULT ON SCHOOL PROPERTY**

A person commits the crime of assault while on school property if the person:

1. Knowingly causes physical injury to another person; or
2. With criminal negligence, causes physical injury to another person by means of a deadly weapon; or
3. Recklessly engages in conduct which creates a grave risk of death or serious physical injury to another person; and the act occurred at school or school district property, or in a vehicle that at the time of the act was in the service of a school or school district sponsored activity. Assault while on school property is a class D felony.

**For any assault or physical fight where one or both parties throw punches, the police will be called and a report will be submitted to the police.**

## **REPORTING BY SCHOOL OFFICIALS AND JUVENILE OFFICERS**

School administrators are required to report acts of school violence. Acts of school violence will be reported by school administrators to teachers and other employees on a need to know basis.

## **HOMEBOUND**

Students that are enrolled in a homebound educational program cannot attend school activities. This includes open gym, games, dances, or open library unless approved by the principal. Students that fail to follow these rules will be dropped from the homebound program.

## **SATURDAY SCHOOL**

Saturday School will be from 8:30 a.m. to 12:30 p.m. on designated Saturdays. Any student who arrives after 8:30 a.m. will not be allowed to attend that Saturday. Students will do regular class work assigned by their regular teachers. Failure to satisfactorily complete the prescribed number of days for any reason will result in no credit being given to the student, or the student is being dropped for the semester.

## **DANCES AND CORONATIONS**

Dances (Back to School, End of Year) and Coronations (Homecoming) are special extracurricular events. Dates, times, court information (eligibility, selection and election) will be posted, as well as included in the Daily Announcements. Unless otherwise announced, these events will start at 6:00 pm and conclude at 9:00 pm. The admission gate will close thirty (30) minutes after the opening time. Students who have not completed ASD/ISS/OSS assignments, are in violation of the attendance policy, are not currently enrolled, owe debts (lunch or fines) or are on homebound instruction are not permitted to participate or attend these extracurricular events.

## **STUDENT DISCIPLINE POLICY**

### **Policy 2600**

The Bismarck R-V School District has the authority to control student conduct which is prejudicial to good order and discipline in the schools as provided by state law. School officials are authorized to hold students accountable for misconduct in school, on school property, during school-sponsored activities and for conduct away from school or in non-school activities which affect school discipline.

Students forfeit their right to a public school education by engaging in conduct prohibited in Regulation 2610 and related provisions. Disciplinary consequences include, but are not limited to, withdrawal of school privileges (athletics, intramurals, student clubs and activities and school social functions); removal for up to ten (10) days by school principals; extension of suspensions for a total for 180 days by the Superintendent; and longer term suspension and expulsion from school by the Board of Education.

## **BEHAVIORAL EXPECTATIONS**

### **POLICY 2610**

All students attending school in Bismarck R-V School District schools will be expected to accept the obligation and responsibility to attend school on a regular basis and to comply with the District's discipline code set forth in Regulation 2610. Those students who choose not to fulfill

their responsibilities at school will be held accountable for their conduct. Consequences for individual acts of misconduct are calculated to discipline the student, to deter future misconduct, and to provide a safe and positive environment in which students can maximize their learning potential.

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

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

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

**BEHAVIORAL EXPECTATIONS-Consequences****REGULATION 2610****Discipline Codes**

<b>OFFENSE</b>	<b>FIRST OFFENSE</b>	<b>SUBSEQUENT OFFENSE</b>
*Arson	ISS/ OSS/Alt School/Expulsion	OSS/Expulsion
*Assault – Student/Staff	Principal/Student Conference ISS/OSS, Expulsion	ISS/OSS/Expulsion
*Assault – Fighting(Mutual Contact)	Principal/Student Conference ISS/OSS, Expulsion	ISS/OSS/Expulsion
Defiance of Authority/Insubordination	ISS/OSS/Expulsion	OSS/Expulsion
Automobile/Vehicle Misuse	Suspension/Revocation of parking privileges/ISS/OSS	Suspension/Revocation of parking privileges/ISS/OSS/Alt School
Bullying	ISS/OSS	OSS/Alt School/Expulsion
Bus or Transportation Misconduct	Warning	Bus suspension
Dishonesty (Academic)	Grade of “0” on assignment ISS/OSS//Expulsion	Grade of “0” on assignment ISS/OSS/Expulsion
Dishonesty	Nullification of forged document/ISS/OSS	Nullification of forged document/ISS/OSS/Expulsion
Disruptive/Disrespectful Conduct of Speech	Principal/Student Conference/ISS/ASD/OSS	ISS/OSS/Expulsion
Dress Code	Principal/Student Conference/ISS/OSS	ISS/OSS/Expulsion
Drugs/Alcohol-Possession	ISS/ OSS	OSS/Expulsion
Drugs/Alcohol-Influence	ISS/ OSS	Expulsion
*Drugs/Alcohol- (Sale of or Attempt of)	OSS//Expulsion	Expulsion
Extortion	Principal/Student Conference/ISS/OSS	ISS/OSS/Expulsion
False Alarms	Restitution/Principal/Student Conference/ISS/OSS	Restitution/ISS/OSS/Expulsion
Harassment	Conference/ISS/OSS	ISS/OSS/Expulsion
Hazing	ISS/OSS	OSS/Expulsion
Indecent Exposure	Conference/ISS/OSS	ISS/OSS/Expulsion
Language – Threatening	Principal/Student Conference/ISS/OSS	ISS/OSS
Language – Obscene	Principal/Student Conference/ISS/OSS	ISS/OSS
Language – Demeaning/Disruptive	Principal/Student Conference/ISS/OSS	ISS/OSS
Inappropriate Sexual Conduct	Principal/Student Conference/ISS/OSS	ISS/OSS/Expulsion
Public Display of Affection	Principal/Student Conference/ISS/OSS	ISS/OSS/Expulsion
Sexual Harassment-Conduct/Contact	Principal/Student Conference/ISS/OSS	ISS/OSS/Expulsion
Technology-Unauthorized	Conference/ Loss of user privileges/ISS/OSS	Loss of user privileges/ ISS/OSS/Expulsion
Technology-Other	Conference/ Loss of user privileges/ISS/OSS	Loss of user privileges/ ISS/OSS/Expulsion
*Theft	Restitution/Conference/ISS/OSS	Restitution/ISS/OSS/Expulsion
Threats	Principal/Student Conference/ISS/OSSI/Expulsion	ISS/OSS/Expulsion
Trifling	ASD/ISS	ASD/ISS/OSS
Tobacco-Possession/Use	Confiscation/ISS/ OSS	Confiscation/ISS/OSS
Truancy	Conference/ISS	ISS
Unauthorized Entry	Conference/ISS/OSS	ISS/OSS
*Vandalism	Restitution/Conference/ISS/OSS/Expulsion	Restitution/ISS/OSS/Expulsion
*Weapon –Firearm	OSS/Expulsion	Expulsion
*Weapon – Possession	OSS/Expulsion	Expulsion

**Chronic Offender Status**

Chronic Offender Status will be applied to any student who has been referred for disciplinary action ten (10) times in a school year. The disciplinary responses will be in the form of Out of School Suspension, or from the “Subsequent Offense” consequences listed above.

## **DESCRIPTION OF TERMS**

**Arson** – Setting a fire or causing an explosion with the intention to damage property or buildings.

**Assault** – Attempting to cause injury to another person; intentionally placing a person in reasonable apprehension of imminent injury.

**Corporal Punishment** – Administration of swats to the buttocks (with a paddle). Requires signed parental approval, will only be administered by principal or other district administrator and witnessed by at least one other adult member of the school staff.

**Defiance of Authority/Insubordination** - Refusal to obey directions or defiance of staff authority.

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

**Disrespectful Conduct or Speech** – Conduct or speech, verbal, written symbolic language, or gesture, that is inappropriate.

**Disruptive Speech or Conduct** – Conduct or speech, verbal, written symbolic, which materially and substantially disrupts classroom work, school activities, or school function.

**Drug/Alcohol** – Possession of or attendance under the influence of any unauthorized prescription drug, alcohol, narcotic substance, counterfeit drugs, or drug related paraphernalia.

**Extortion** – Threatening or intimidating any student for the purpose of obtaining money or anything of value.

**False Alarm** – Tampering with emergency equipment, setting off false alarms, making false reports.

**Fighting** – Mutual combat in which both parties have contributed to the conflict, either verbally, or by physical action. (Authorities may be notified with each fighting offense).

**Gangs** – Gang activities, whether verbal, written or symbolic, which substantially disrupt the educational environment.

**Prescription Medication** - Possession of a prescription medication without a valid prescription for each medication on school premises or on a school bus.

**Profanity and Obscene Language** – Conduct or speech, verbal, written or symbolic, which is

offensive or obscene.

**Public Display of Affection** – Physical contact that is inappropriate for the school setting. Students are not allowed to hold hands or have any other physical contact.

**Safe Schools Act - Weapons** (see board policy) – Possession or use of any instrument or device, which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person.

**Sexual Harassment** – Use of verbal, written or symbolic language that is sexually harassing. Physical contact that is sexually harassing.

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

**Threatening Language** - Use of verbal, physical, or written threats to do bodily harm to a person or personal property.

**Tobacco** – Possession of any tobacco products on school grounds, bus or at any school activity.

**Truancy** – Absence from school without the knowledge and consent of parents/guardian and/or the school administration.

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

**Weapons** – Possession or use of a firearm or any instrument or device.

#### **Hotline numbers**

<b>Child Abuse and Neglect</b>	<b>1-800-392-3738</b>
<b>Homeless (East Missouri Action Agency)</b>	<b>431-0103</b>
<b>Parental Stress Help line</b>	<b>1-800-367-2543</b>
<b>Pregnancy</b>	<b>1-800-392-0877</b>
<b>Runaway Crisis</b>	<b>1-800-621-4000</b>
<b>Missouri State School Violence Hotline</b>	<b>1-866-748-7047</b>
<b>New Way Shelter (Domestic Violence)</b>	<b>1-800-663-9929</b>



## **NCLB COMPLAINT PROCEDURES**

The Federal No Child Left Behind Act of 2001 (NCLB), Title IX Part C. Sec. 9304(a)(3)(C) requires the Missouri Department of Elementary & Secondary Education (DESE) to adopt procedures for resolving complaints regarding operations of programs authorized under the Act, including Title I, Title II, Title III, Title IV (Part A), Title V, Title VI, and Title VII and Title IX, part C.

### **Who May File a Complaint**

Any local education agency (LEA), consortium of LEAs, organization, parent, teacher, or member of the public may file a complaint.

### **Definition of a Complaint**

There are both formal and informal complaint procedures.

A formal complaint must be a written, signed statement that includes:

1. an allegation that a federal statute or regulation applicable to the state educational agency (SEA) or a local education agency (LEA) program has been violated,
2. facts, including documentary evidence that supports the allegation, and
3. the specific requirement, statute, or regulation being violated.

### **Alternatives for Filing Complaints**

It is federal and state intent that complaints are resolved at a level nearest the LEA as possible. As described below, formal complaints filed with the SEA will be forwarded to the appropriate LEA for investigation and resolution. Informal complaints made to the SEA will be subject of an initial investigation by the SEA, but will be forwarded to the LEA if a formal complaint evolves. Precise processes in both instances are described below.

### **Informal and Formal Complaints Received by the Local Education Agency**

Informal and formal complaints filed with the LEA concerning NCLB program operations in that LEA are to be investigated and resolved by the LEA according to locally developed procedures, when at all possible. Such procedures will provide for:

1. disseminating procedures to the LEA school board,
2. central filing of procedures within the district,
3. addressing informal complaints in a prompt and courteous manner,
4. notifying the SEA within 15 days of receipt of written complaints,
5. timely investigating and processing of complaints within 30 days, with an additional 30 days if exceptional conditions exist,
6. disseminating complaint findings and resolutions to all parties to the complaint and the LEA school board. Such findings

and resolutions also shall be available to parents, teachers and other members of the general public, provided by the

- LEA, free of charge, if requested, and
7. appealing to the Missouri Department of Elementary & Secondary Education within 15 days

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Appeals to the Missouri Department of Elementary & Secondary Education will be processed according to the procedures outlined in sections below.

### **Informal Complaints Received by the SEA Office**

Informal complaints (i.e., verbal and/or anonymous) to the SEA by individuals (who may ask not to be identified to the LEA) concerning program operations in an LEA will be investigated by the SEA, according to procedures deemed most appropriate by the SEA, within 10 days of receipt of the complaint. Findings of this investigation shall be reported to the complainant within 10 additional days. In the event that the complainant requests further investigation or a hearing, the complainant must file a signed written complaint. This formal complaint will be processed according to procedures outlined in sections below.

### **Formal Complaints Initially Received by the SEA Office**

1. Record. Upon receipt of a written complaint, a record of the source and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based, will be initiated.
2. Notification of LEA. Within 15 days of receipt of the complaint, a written communication will notify the district superintendent and the district NCLB coordinator of the complaint filed with the SEA. Upon receipt of the communication, the LEA will initiate its complaint procedures as set forth above.
3. Report by LEA. Within 20 days of receipt of the complaint, the LEA will advise the SEA of the status of the complaint resolution proceedings and, at the end of 30 days, 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.
4. Verification. Within ten days of receipt of the written summary of a complaint resolution, the DESE office will verify the resolution of the complaint through an on-site visit, letter or telephone call(s). Verification will include direct contact with the complainant.

### **Appeals**

#### **Appeal to the SEA**

1. Record. Upon receipt of a written appeal to a complaint unresolved at the LEA level, a record of the source and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based, will be initiated.
2. Investigation. The SEA will initiate an investigation within 10 days, which will be concluded within 30 days from receipt of the appeal. Such investigation may include a site visit if the SEA determines that an on-site investigation is necessary. By stipulation of all concerned, this investigation may be continued beyond the 30-day limit.
3. Hearing. If required by the SEA, or formally requested by parties to the complaint, this investigation will include an evidentiary hearing(s) before an SEA Division Director acting as chairperson and designated staff personnel. Conduct of such hearings will follow the procedures outlined in state rules. The hearing proceedings shall be tape recorded and the recording preserved for preparation of any transcript required on appeal.

**Decision**

Within 10 days of conclusion of the investigation and/or evidentiary hearing(s), the SEA will render a decision detailing the reasons for its decision and transmitting this decision to the LEA, the complainant, and the district school board. Recommendations and details of the decision are to be implemented within 15 days of the decision being given to the LEA. This 15-day implementation period may be extended at the discretion of the SEA Division Director. The complainant or the LEA may appeal the decision of the SEA.

**Formal LEA Complaints Against SEA**

1. Record. The SEA will record the source, and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based.
2. Decision. The SEA decision will be rendered within 15 days of the complaint receipt. The LEA will be promptly notified of the SEA's decision.
3. Appeal. The LEA may appeal the decision of the SEA to the SEA review board within 30 days of receipt of the decision. Procedures under the "Appeal to the State Agency Review Board" section will be followed.
4. Second Appeal. An applicant has the right to appeal the decision of the SEA Review Board to the U.S. Secretary of Education. The applicant shall file written notice of the appeal with the Secretary within 20 days after the applicant has been notified by the SEA of its decision.

**Complaints Against LEAs Received from the United States Department of Education**

1. Complaints against LEAs received from the U.S. Department of Education will be processed as though they had been received initially at the SEA.
2. A report of final disposition of the complaint will be filed with the U.S. Department of Education.
3. These procedures shall not prevent the SEA from partially or wholly interrupting funding of any LEA IASA program or taking any other action it deems appropriate.

Dear Parent/Guardian:

I am writing as Superintendent of Schools for the Bismarck R-V School District to notify you of our intent to ensure the safety of our students and staff by complying with all provisions of Missouri laws, Sections 566.147 and 566.149, RSMO. These laws provide that individuals who have been convicted of, or pled guilty or nolo contendere to any of the following offenses shall not reside within one thousand (1000) feet or be present within five hundred (500) feet of any school building in Missouri when children under the age of eighteen are present:

- Any sexual offense under Section 566 RSMO;
- Incest;
- First degree child endangerment;
- Use of a child or promotion of a child in sexual performances;
- Furnishing or promoting child pornography; and
- Sexual exploitation of minors.

The effect of these laws will prohibit offenders from attending any function in a public school building or on school grounds in our district. This will include, but is not limited to parent/teacher meetings, extracurricular activities, conferences, plays, field trips, etc.

Please be advised that Missouri law does allow offenders to come to school functions or onto school grounds if they seek prior permission from the Superintendent or School Board. If you would like to request such permission in this District, please direct your request to me and include the following:

- Any and all court documents relating to the conviction and/or offense;
- The name, address, and phone number of a probation officer (if one);
- The name, address, and phone number of the victim or victims

Once I have received the above information, I will review the request and render a written decision. In the meantime, should an offender violate the law by being within 500 feet of any school building when minors are present, I have instructed our principals to immediately notify the police. If permission is granted, I will inform the principal of the school where the offender will be present. Permission may be granted for more than one event at a time, such as a series of events; however, the parent, legal guardian, or custodian must obtain permission for any other event he or she wishes to attend for which he or she has not yet had permission granted. Please note that the law does not allow for permission to be granted for any offenders, other than parents or guardians of current students in the district.

Respectfully,

Jason King  
Superintendent of Schools

## Missouri Course Access Program (MOCAP)

Bismarck R-5 School District will provide access to virtual coursework for students. Students and families that are interested in virtual coursework should contact the principal and inquire about the Missouri Course Access Program (MOCAP). For more information, visit the [MOCAP website](#).

### **Eligibility and Participation Guidelines:**

- A Bismarck R-5 student who is interested in virtual learning must have been enrolled and attended the district at least one semester prior to this request.
- Students will be allowed to enroll in MOCAP courses if it is determined by the principal and/or IEP team that this method of learning is in the best interest of the student. If it is determined that MOCAP is not in the best educational interest of the student, they will be denied enrollment. The student and his/her guardian will have the option to appeal to the Board of Education for reconsideration.
- Students must register during the 15-30 day window prior to the first day of the semester. Request forms for virtual courses will not be accepted after 15 days prior to the start of the semester.
- Students must make adequate progress in the course, or they will be dropped from the course and credit will not be granted. If a student fails a course they cannot enroll in any other virtual courses.
- Students will be required to participate in state assessments for those courses required.
- The district will pay for classes equivalent to a full-time student.
- The district will not provide internet access for courses taken off campus.
- The virtual course teacher becomes the teacher for the course; therefore, Bismarck R-5 teachers will not provide tutoring or assistance for online courses.
- Students wishing to participate MUST complete an online application.

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

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

For more information, please see the following policies and regulations:

Policy/Regulation 6190: INSTRUCTIONAL SERVICES: Curriculum Services