



Plato Middle/High School

Student - Parent Handbook

2018-2019

**PLATO R-V
MIDDLE & HIGH SCHOOL
STUDENT / PARENT HANDBOOK
2018-2019**

CONTACT INFORMATION

ADDRESS

Plato R-V School District
10645 Plato Drive
PO Box A
Plato, Missouri 65552

PHONE

Central Office Telephone:	(417) 458-3333
High School Telephone:	(417) 458-4980
Middle School Telephone:	(417) 458-4980
Fax Number:	(417) 458-4706

OTHER

Website:	www.plato.k12.mo.us
Facebook:	Plato R-V School District or @platoschool
Twitter:	Plato R-V School or @platorv

ADMINISTRATION

Superintendent	Dr. Kim Hawk
Principal (Grades 6-12)	Mr. Nathan Wilkerson
Principal (Grades K-5)	Ms. Veronica Vergara
Principal of Student Services	Ms. Kristie Scrivner

PLATO R-V MISSION STATEMENT

Create, motivate and educate lifelong learners...everyone, every day!

PLATO R-V VISION STATEMENT

Uniting to engage, prepare and empower 21st century problem solvers.

STAFF COLLECTIVE COMMITMENTS

1. Deliver outstanding service.
2. Work hard and desire the best.
3. Create fun and don't take yourself too seriously.
4. Follow the Golden Rule and be humble.
5. Build open and honest relationships through good communication.
6. Be positive and inspire others.
7. Embrace and drive change.
8. Have an expectation for accountability and a passion for results.

STUDENT COLLECTIVE COMMITMENTS

1. Excel in academics, clubs, and sports.
2. Accept others for who they are.
3. Give our best efforts.
4. Learn from our peers, teachers, and the community.
5. Exceed expectations.
6. Strive to reach our full potential.

PURPOSE OF HANDBOOK

This handbook is designed to be a guide for parents, students and faculty members whose responsibility lies in reading and understanding the rules and regulations set forth by Plato School Board policy and Missouri State Law.

No handbook is inclusive. Situations often arise for which there is no written policy available. These situations are handled, by those responsible, in a way to be most beneficial to the student's well being.

Parents, students and faculty are responsible for knowing the regulations set forth in this handbook, which are taken from Missouri State Law or Plato School Board Policy.

The Plato School Board Policies can be found on the district website (www.plato.k12.mo.us): click the District tab, click Board of Education, then click Board Policies.

WELCOME

Dear Eagle Family,

I would like to welcome you to the 2018-2019 school year at Plato School. I am excited to be serving this community. Plato Schools is founded on dedicated staff, talented students, supportive parents, and involved community members. All of these individuals come together, working collaboratively, to offer a high quality education to ALL students. Plato School is a place where safe and effective learning occurs, academic achievement is promoted, and fostering student growth is a core expectation.

The daily efforts of our dedicated staff will emphasize academic rigor, relevance, and relationships. What happens in our classrooms has to be understood and linked to student dreams and aspirations. It is a collective expectation that all teachers do just that, which has proven to be the key to providing opportunities for collective and individual success.

I welcome the challenges and look forward to celebrating the successes we will attain in our quest to improve student outcomes at Plato Schools.

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

Respectfully,
Nathan Wilkerson
Principal, Grades 6-12

TABLE OF CONTENTS

Contact Information	1
Mission/Vision Statement	1
Purpose of Handbook	2
Welcome	3
Table of Contents	4
Board of Education	7
Faculty	7

Middle and High School Policies

Attendance (R2310)

Absences	9
Activities and Votech	9
Attendance Appeal	10
Attendance Overage and Make-up	10
Compulsory Attendance	11
Early Dismissal Procedure (R2330)	11
Extra-curricular Activities	11
Graduation and Attendance	11
Incentive Program	12
Makeup Work	12
Perfect Attendance	12
Requirements	12
Student Transfers	12
Suspensions and Attendance	12

Curriculum, Instructions, and Assessment Services

General Information	13
A+ Program	13
Academic Awards	14
Assemblies	14
Career Days/Job Shadowing	14
Departmental Awards	15
Dual Enrollment Opportunities	15
End of Course Assessments	15
Finals (Quarter and Semester)	15
Grade Level Assessments (Grades 6 - 8)	16
Grading	17
Graduation Requirements	17
Homework Policy	18
Honor Roll	18
Human Sexuality Curriculum (P6116)	19
Internet	19
Library	19
Virtual Learning	19
Supervised Work Experience Program and Internship Program	19

Discipline

General Information (P2610)	19
Bullying (P2655)	20
Bus Misconduct (P2652)	21
Cell Phone/Electronic Device Usage	21
Dress Code and Grooming	22
Disciplinary Actions and Consequences (R2610)	23
Student Suspensions	40
Vo-Tech Student Driving Permission	40

General Business

Authority of School Personnel	41
Automobile Parking and Driving	41
Care of School Property (P6231)	41
Chain of Communication	42
Classification of Students	42
Dropping Classes	42
Educational Records (P2400)	42
Emergency Procedures	44
Emergency School Closings	44
General School Rules	44
Hall Passes	45
Insurance	45
Lost and Found	45
Meals Program (P5520)	45
Pictures	45
Retention (Middle School)	45
School Lockers	46
Search and Seizure (P2150)	46
Telephone Calls	46
Visitors	46

Graduation

Class Rank	47
Commencement	48
Early Graduation (P2540)	48
Eligibility	48
Salutatorian	48
Valedictorian	48

Health Services

Administration of Medicine (R2870)	48
Communicable Diseases (P2860)	49
Immunization Law (R2850)	49
Physical/Vision Examinations (P2880)	49
Student Illness	49

Student Activities

General Information	50
Activity Calendar	50
Athletic Awards and Letters	50
Athletic Ceremony	50
Clubs and Organizations	50

Conduct at School Sponsored Activities	51
Eligibility Standards	51
Fundraising	51
Homecoming	51
Inter-School Contests and Activities	75
Junior Senior Prom	52
School Dances	52
Senior Trip	53
Summer School	53
Winter Queen Ceremony	53
Support Services	
Exceptional Child Education Cooperative	53
Guidance Department	53
Section 504 Public Notice (P1310)	54
Special Education (R6250)	54
Volunteers	54
Vocational Technical School (WCC)	
General Information	54
Attendance	55
Discipline	55
Grades	55
Transportation	55
Additional Policies	
Drug Free Schools (P6130 and P2641)	55
Grievance Procedure (ESSA)	56
Grievance Procedure (P1310)	57
Harassment Policy (P2130)	57
Internet Usage (P6320)	58
Protection of Student Rights (P1610)	59
Public Notice	59
Right to Know	59
Appendices	
High School Bell Schedule	61
High School Friday Early Release Schedule	61
Middle School Bell Schedule	62
Middle School Friday Early Release Schedule	62

BOARD OF EDUCATION

Doug Caldwell	President
Darrell Thomas	Vice-President
Eric Crews	Secretary
Clint Todd	Treasurer
Andy Cook	Member
Joanne Daniels	Member
Mike Humphrey	Member

FACULTY

High School

Diana Atterberry	History/A+ Coordinator
Donald Atterberry	Counselor
Stephanie Greiner	Curriculum Coordinator
John Branstetter	Agriculture Education
Jessica Brewton	Math
Kayla Chastain	Nurse
Bonnie Cotrel	Science
Erica Crews	Science
Sarah DuBose	Math
Bonnie Hunter	Librarian/Drama
Lea Ann LeMoine	Secretary
David Lewis	Business/Physical Education
Christian Matthews	Physical Education
Jana Matras	JAG
Karissa McNiel	Business
Justin Ormsby	Band

Ben Phillips	History
Mike Phillips	Athletic Director/Physical Education
Megan Pimentel	Business
Dalton Quick	English
Yvonne Reck	Art
Kristie Scrivner	Principal of Student Services
Frieda Smith	Alternative Learning School
Laura Steinbrink	English/Yearbook
Nathan Wilkerson	Principal
<u>Middle School</u>	
Donald Atterberry	Counselor
Bonnie Cotrel	Science
Stephanie Greiner	English/Curriculum Coordinator
John Branstetter	Agriculture Education
Jessica Brewton	Math
Kayla Chastain	Nurse
Steve Hathaway	Para-Professional
Bonnie Hunter	Librarian/Drama
Anita Hurley	Family and Consumer Science
Dakota Lavoie	Social Studies
Lea Ann LeMoine	Secretary
David Lewis	Business/Physical Education
Christian Matthews	Physical Education
Jana Matras	JAG
Karissa McNiel	Business
Nathan O'Donnell	Music/Character Education/Choir/Drama

Mike Phillips	Athletic Director/Physical Education
Megan Pimentel	Business
Yvonne Reck	Art
Kristie Scrivner	Principal of Student Services
Nathan Wilkerson	Principal

ATTENDANCE (R2310)

ABSENCES

When a student is absent, the parents/guardians will need to call the middle/high school office at (417) 458-4980 by 9:00 a.m. If the office is not contacted, school personnel may contact parents/guardians. Students are allowed eight days (or eight hours in any one class) of absences per semester. There is not any defined excused absence. Being absent over 15 minutes of the period will result in a recorded absence for that period. Students signing out prior to the end of the day or the end of a class period more than four times in a semester will not be eligible for perfect attendance. In the event that a student will be absent for more than eight days due to medical reasons please contact the school as soon as circumstances are known.

Upon a student's return to school following an absence, an admit slip must be obtained from the office before attending class.

ACTIVITIES AND VO-TECH (WCC)

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

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

If Saturday school(s) or after-school tutoring have not been completed after the eight allowable absences per semester have been exceeded, the student will be assigned one day of Summer School for each absence over the eight-day allowance per semester.

Students must attend all assigned summer school classes and maintain appropriate behavior standards. Any student, who does not properly complete a summer School assignment, will not earn credit for classes affected by the attendance violation.

ATTENDANCE APPEAL

After notification of the Saturday school assignment, after-school tutoring, or later summer School assignment, the student, his/her parent or legal guardian may file an appeal in writing within five (5) days of the notice with the appropriate principal. Upon receipt of the appeal request, the Appeals Committee shall then set a hearing date for the purpose of consideration of the applicant's appeal. This committee shall consist of:

6-12 Principal	High School Teacher
Elementary Principal	Middle School Teacher
Counselor	Elementary Teacher

ATTENDANCE OVERAGE AND MAKE-UP

Students are allowed eight days (or eight hours in any one class) of absences per semester. There is not any defined excused absence.

Notification letters may be sent out by the office to notify parents of student absences (i.e. after three absences, five absences and eight absences). Students who are absent for more than eight days (or eight hours in any one class) per semester will be required to attend Saturday School or afterschool tutoring for the time missed after the eight allowable absences per semester. Upon the ninth absence in any one class by the student, his or her parents and/or legal guardian shall be notified that the student will need to make up any hours over the 8 hours allowed by attending Saturday School or after-school tutoring. Saturday Schools are from 9:00-12:00 and equal 1 full day (7 hours) of make-up-time. After-school tutoring is from 3:30 to 4:30 and equals one hour of make-up time. Upon this notification, the parents/legal guardians will have the option to choose either Saturday School or after-school tutoring for their child. All credit for the classes affected by the attendance violation will be withheld until completion of the Saturday School assignment or after-school tutoring.

Upon the ninth absence in any one class, the Juvenile Office may be contacted regarding excessive absenteeism.

Any student who misses ten consecutive days (without having extenuating circumstances, i.e., family emergency or illness) may be dropped from active enrollment.

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

COMPULSORY ATTENDANCE

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

167.031 SCHOOL ATTENDANCE COMPULSORY LAW

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

167.061 PENALTY FOR VIOLATING ATTENDANCE LAW

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

EARLY DISMISSAL PROCEDURE (R2330)

The following procedures apply:

1. The building principal or designee shall not excuse a student before the end of the school day without a request for early dismissal by the student's parent/guardian.
2. Requests shall be in writing. Telephone requests for early dismissal of a student shall be honored only if the caller can be positively identified as the student's parent/guardian.
3. Children of single-parent families will be released only upon the request of the custodial parent (i.e. the parent whom the court holds solely responsible for the child, and who is identified as such on the school record).

Additional precautions may be taken by the school administration, appropriate to the age of students, and as needs arise.

Parents/guardians have the obligation to advise and provide up-to-date documentation to the building principal regarding any change in the legal and/or physical custody of the student.

EXTRA-CURRICULAR ACTIVITIES

Students must be in compliance with the Plato School attendance policy. Any student who has attendance overage (i.e. absences for eight days or eight hours in any one class per semester) will not be allowed to participate in any extracurricular activities (i.e. school dances, prom, field trips, sporting events, etc.)

A student must attend class for three full periods the day of an activity in order to participate in any extracurricular activity. Students who miss class to attend school-sponsored activities must obtain the assignment/activity prior to the event and must complete and turn in the work for the missed day of class on the day they return.

GRADUATION AND ATTENDANCE

Seniors must make up all excessive absences **before** graduation or they will not be permitted to participate in graduation exercises. Extenuating circumstances may be presented to the Attendance Appeals Committee for possible Summer School attendance recovery. Diplomas will not be awarded until all attendance requirements are met.

INCENTIVE PROGRAM

Any student who misses 2 hours or less in any one class **AND** has absences of 14 hours or less during the semester will be exempt from comprehensive semester finals in any class in which the student has a 70% or above (with the exception of dual enrollment classes where college credit is being earned).

MAKE-UP WORK

It is the student's responsibility to ask the teacher what work was missed while the student was absent. Previously announced tests and homework will be completed and turned in on the day the student returns to class after being absent.

An equivalent number of days (up to seven days) will be allowed for students to make up the work that was missed during a time of absence. For example, if a student was absent three consecutive days, the student would have three days to make up the work that was missed. If a student is absent more than seven consecutive days, the student and teacher will need to meet to determine a deadline schedule that is manageable.

For classes in which participation is a standard for grades (i.e. Band, Choir, Physical Education), an alternative assignment will be made available by the teacher upon request from the student. The alternative assignment will focus on the same concept(s) as what the participation points were based upon and will have the equivalent points possible.

PERFECT ATTENDANCE

Certificates and/or awards will be given at the academic awards ceremony at the end of the school year.

REQUIREMENTS

The attendance requirements for Plato High School shall be eight (8) semesters. This requirement may be waived if the following special requirements are completed:

1. A minimum of twenty-six (26) units have been completed. (See Requirements page.)
2. A minimum of seven (7) semesters have been completed.
3. A special need as defined by the principal and superintendent has been established.
4. Enrollment in college, vocational school, on-the-job training, or military service during the eighth (8th) semester. These will be closely monitored with weekly reports (pay stubs, class records, etc.) Failure to follow these requirements will result in termination of the eighth semester avoidance.

STUDENT TRANSFERS

Students who transfer from other schools will have absences transferred and applied to the attendance policy of Plato Schools.

SUSPENSIONS AND ATTENDANCE

Out-of-school suspensions will not count against the eight allowable absences. Students receiving out-of-school suspension will be required to take semester finals. After the completion of the suspension, the suspended student will be responsible for any and all educational information given by the teachers during the suspension period. It is the student's responsibility to collect work from the suspension period.

CURRICULUM, INSTRUCTION AND ASSESSMENT SERVICES

GENERAL INFORMATION

Missouri school districts are responsible for meeting the educational needs of an increasingly diverse student population by providing a wide range of resources and support to ensure that all students have the opportunity to succeed and be college prepared and career ready. Our school district has programs designed to help meet the unique educational needs of children working to learn the English language, students who are advanced learner, students with disabilities, homeless students, the children of migrant workers, and neglected or delinquent students. For more information, contact the middle/high school office at (417) 458-4980.

A+ PROGRAM

The Plato R-V School District is designated as an A+ School. The A+ Schools program is a school-improvement initiative established by the Outstanding Schools Act of 1993. The A+ Program is a tuition reimbursement program for students who meet the program requirements and who attend a Missouri community college or post-secondary vocational-technical school on a full-time basis. The program is raising academic standards, opening new doors to higher education and introducing students to the teaching profession through tutoring and mentoring activities.

The program provides incentives for local high schools to:

1. Reduce the dropout rate.
2. Raise academic expectations and eliminate “general track” courses.
3. Provide better “career pathways” for all students.
4. Work more closely with business and higher-education leaders.

The primary goal of A+ Schools is to assure that all students are well prepared to pursue advanced education and employment. The A+ Schools Program encourages students to stay in school, make career plans, tutor younger students, and graduate with the skills and knowledge required for career success or further education.

Students who meet the following student eligibility requirements may be certified as an A+ student upon graduation:

To be certified, a student must:

- Sign an A+ Student Agreement.
- Attend an A+ High School for six semesters prior to graduation*.
- Graduate from Plato High School with a cumulative grade point average of 2.5 or above on a 4.0 grading scale (non-weighted).
- Graduate from Plato High School with a cumulative attendance record of 95% or better.
- Perform 50 hours of unpaid tutoring.
- Maintain a record of good citizenship and avoidance of unlawful use of alcohol and drugs.
- Make a documented, good faith effort to first secure all available federal post-secondary student financial assistance (FAFSA).
- Male students need to sign up for Selective Services if 18 years old, as required by law.
- Beginning with the 2015 Graduating Class, achieve a score of Proficient or Advanced on the Algebra I End of Course Exam (EOC). **
- If you meet all of the eligibility requirements except the End of Course Exam requirement, you may establish eligibility by achieving a combined ACT math subscore and high school GPA in

accordance with the following scale. You may achieve the qualifying score as a high school or postsecondary student. If you achieve the score as a postsecondary student you may be eligible for an award in the same term that you take the test.

o	<u>ACT Math Score</u>	<u>High School GPA</u>
	17 or greater and	2.5 or greater
	16 and	2.8 or greater
	15 and	3.0 or greater

*Exception to the 3-year rule: Students must attend an A+ designated school for any three years prior to graduation unless they are dependents of an active duty military family or retired military family who relocated to Missouri within one year of retirement.

**EOC retakes will be allowed, if necessary, by the state for those seeking A+ qualification. Students may complete the first semester at a post-secondary institution with a minimum of 12 hours and the equivalent of a 2.5 GPA prior to accessing A+ funds. The student will have only one semester/opportunity to meet this alternative requirement if they have not scored high enough on the Algebra I EOC. Costs incurred in the first semester will not be retroactively reimbursed.

Requirements may need to be amended based on legislative decision.

ACADEMIC AWARDS

Near the end of the school year, an academic award ceremony is held for the purpose of academic awards for grades 9-12 and a separate academic award ceremony for grades 6-8.

ASSEMBLIES

Assemblies are a regularly scheduled part of the curriculum and as such, are designed to be an educational as well as an entertaining experience. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. Talking, whispering, whistling, stamping of feet and booing are discourteous. Yelling is appropriate only at pep assemblies.

1. Proceed to the assembly area quietly and promptly. When the chairman of the assembly asks for your attention, give it to him/her immediately.
2. Be courteous to the performers and to your neighbor.
3. Applaud in keeping with the occasion. Applause should be generous and courteous. Do not leave the assembly until dismissed.

CAREER DAYS/JOB SHADOWING

Junior and senior students are allowed two excused absences and sophomore students are allowed one excused absence to seek advanced education or to job shadow a prospective career field. (Example: College, Technical School, etc.) Approval for a career day must be made one week in advance. A signed permission slip must be completed before the date of the visit. This permission slip is available in the high school office.

The student must then bring in a signed letterhead or other documentation from the organization or institution or other documentation upon their return to school. Failure to meet these requirements will result in the student being considered truant for the hours missed at school. Only four students per day are allowed per career day.

DEPARTMENTAL AWARDS

Each department may choose one student as the outstanding student in that department. This award will be presented at the academic ceremony.

DUAL ENROLLMENT OPPORTUNITIES

Dual credit courses are courses which can be taken during normal high school hours in which the student receives both high school and college credit.

Plato High School maintains an 11-point grading scale (A, A-, B+, B, B-, C+, C, C-, D+, D, D-, and F.) This grading scale is applied in a fair and consistent manner to each class that is taught at Plato High School. Grades are tabulated at the conclusion of each quarter (four per year). Semester grades are tabulated at the end of the second and fourth quarter. The semester grade (.5 credits) then goes on the student's transcript verifying completion or failure of the course. The grading procedure outlined in this paragraph includes dual credit courses offered in association with contracted Dual Credit Providers.

Contracted Dual Credit Providers are independent institutions and separate from Plato R-V School. Each institution maintains its own standards and policies pertaining to grades and course credit. Grading scales are on a four-point scale (A, B, C, D, and F) and are awarded for the completion of the course in which the student is enrolled. The majority of college courses are three credit hours. Laboratory classes have an additional credit hour. With the different grading scales and credit policies it is feasible for a student to receive different letter grades on his/her Plato High School report card/transcript than what they receive from a post-secondary institution.

END-OF-COURSE ASSESSMENTS

End-of-course assessments will be required of students according to the guidelines set forth by the Missouri Department of Elementary and Secondary Education. Required end-of-course exams include Algebra I, Algebra II (Only required if Algebra I end-of-course was taken as an 8th grade student.), English II, Biology, and American Government. Additional end-of-course exams may be administered at district discretion.

A student who completes a course or sequence of courses incorporating the content of the Course-Level Expectations (CLE) will be expected to take the corresponding end-of-course assessment. Students will be expected to take the end-of-course assessment upon successful completion of the course, regardless of grade level. If courses are organized in a two-year format, students will take the assessment at the end of the second year.

FINALS (QUARTER AND SEMESTER)

At the end of each quarter and semester, final tests will be given for each subject area. (Quarterfinals will be given 1st Quarter and 3rd Quarter only.) Ninth graders who achieved a Proficient or Advanced score on an 8th grade GLA test are exempt from 1st quarter finals in that course, as long as they maintain at least a 70% in that course. Any high school student who achieves a Proficient or Advanced Score on the current year's EOC exam in that course will be exempt from the second semester final as long as they maintain at least a 70% in that course.

Finals cannot be given earlier than the set dates. Students who are absent must make arrangements with the teacher to take the test.

Exemption for semester finals:

1. Total absences (in all classes combined) of 14 hours or less **AND** have a 70% each quarter in all courses.
2. No more than 2 hours of absence in any one class **AND** have a 70% each quarter in the specified class.
3. Score Proficient or Advance on the current years EOC **AND** have 70% in that course (applies to 2nd semester final).

Example #1:

1st hour: 2 absences A
 2nd hour: 2 absences A
 3rd hour: 2 absences B
 4th hour: 2 absences C
 5th hour: 2 absences A
 6th hour: 2 absences B
 7th hour: 2 absences A

If a student meets the above criteria, they will be exempt from ALL finals.

Example #2:

1st hour: 2 absences D
 2nd hour: 1 absence C
 3rd hour: 1 absence C
 4th hour: 1 absence B
 5th hour: 2 absences C
 6th hour: 3 absences C
 7th hour: 4 absences C

The above student will have to take finals in 1st, 6th, and 7th hours only. (They met the 14 hour requirement but did not meet the 70% requirement in 1st hour and the 2 hours or less requirement in any one class for 6th and 7th hours.)

If a student has missed more than 14 hours total, they will be required to take all finals.

Example #3:

1st hour: 0 absences A
 2nd hour: 0 absences A
 3rd hour: 0 absences A
 4th hour: 0 absences A
 5th hour: 0 absences A
 6th hour: 0 absences A
 7th hour: 15 absences C

The above student will be required to take all finals 1st-7th hour. (They did not meet the 14 hour requirement.)

GRADE LEVEL ASSESSMENTS (GRADES 6-8)

All students in grades 6-8 will be required to complete the testing requirements of the Grade Level Assessment (GLA). Any student who scores in the Proficient or Advanced category will be exempt from the 1st quarter final in the subject area they scored Proficient or Advanced in the following school year as long as they maintain at least a 70% in that course.

GRADING

The grading period for all classes is the quarter (nine weeks). Two quarters equal one semester. Grade cards will be issued within one week after the quarter ends.

The following grading scale used by all teachers is as follows:

A	4.0	95-100
A-	3.67	90- 94
B+	3.33	87- 89
B	3.00	83- 86
B-	2.67	80- 82
C+	2.33	77- 79
C	2.0	73- 76
C-	1.67	70- 72
D+	1.33	67- 69
D	1.00	63- 66
D-	0.67	60- 62
F	0.0	59 and below

Progress reports will be sent home to parents through email every two weeks. Requests for hard copy progress reports can be made in the office.

GRADUATION REQUIREMENTS

To participate in the high school graduation ceremony, the student must successfully complete the requirements for graduation established by the State of Missouri and the Plato R-V Board of Education. Exceptions may apply.

Units required for graduation:

<u>Subject</u>	<u>Units</u>
LANGUAGE ARTS	4
English I, II, III (Writing for College or Writing for your Career both qualify as ENG III), and an additional English elective	
SPEECH	½
SOCIAL STUDIES	3
American History	
American Government	
MATHEMATICS	3
Must include Algebra I	
Must be enrolled in an approved math course during your 9th, 10th, and 11th grade year.	
SCIENCE	3

Must include Biology I

FINE ARTS	1
Select 1 unit from:	
Art I or II, Sculpture, Vocal Music, Band, Painting, Music Appreciation, or Drama	
PRACTICAL ARTS	2
Required:	
Computer Business Applications II (Starting with Class of 2021) (½ credit)	
Finance (½ credit)	
Select 1 unit from:	
Accounting, Agriculture I and II, Agricultural Business, Agricultural Construction, Agricultural Mechanics, Business Law, Business Management, Business Technology, Entrepreneurship, Food Science, Greenhouse, Introduction to Business, Introduction to Consumer Science, Landscaping, and Yearbook	
PHYSICAL EDUCATION	1
HEALTH	½
ELECTIVES	8
<u>TOTAL UNITS OF CREDIT</u>	<u>26</u>

*Graduates must complete the interview process prior to graduation ceremonies or the student will not be allowed to participate in the ceremony.

HOMEWORK POLICY

The purpose of homework is to reinforce and extend what the students have learned in class and to develop a sense of self-discipline, personal responsibility, and independent thinking. Parents can help students by providing them a quiet place to work, monitor their homework completion, and offer encouragement. Parents/guardians should never complete student's homework.

HONOR ROLL

Student Honor Roll will be determined using the student's semester GPA.

High School

School Honor Roll = 3.0 GPA (A/B)
Principal's Honor Roll = 3.5 GPA (A/B)
Superintendent's Honor Roll = 4.0 GPA (All A)

Middle School

All A Honor Roll
A/B Honor Roll

HUMAN SEXUALITY CURRICULUM (P6116)

Any course materials and instruction related to human sexuality and sexually transmitted diseases will be medically and factually accurate. Additional provisions are located in school board policy 6116. The parents/guardians have the right to remove their student from any part of the District's human sexuality instruction.

INTERNET

Use of the computers for internet purposes requires written parent permission. Internet forms will be sent home at the beginning of each school year with each student for parents and students to read, sign, and return.

LIBRARY

A school library is maintained for use by all students. Regulations for library use are posted in the library. When visiting the library during class time, students must have a pass and sign in with the librarian. The librarian will be present to assist any students that may need help. At the end of each quarter students will be required to replace lost library books or reimburse the school for the cost of the book.

Virtual Learning

Students have the right to participate in the Missouri Course Access and Virtual School Program.

SUPERVISED WORK EXPERIENCE AND INTERNSHIP PROGRAM

The Plato R-V School District allows senior students who are in good standing and meet the necessary requirements for graduation to obtain employment and work as interns off campus during the school day. Students are able to schedule work release times during the blocks: 1st through 4th hour, or 5th through 7th hour. Forms to apply for an internship can be picked up in the high school office during regular school hours. Specific information can be found in the Supervised Work Experience and Internship Program Handbook. The Students who are absent from school for the hours in which they are enrolled will be absent for the entire 7 hour day.

To be eligible for work release, a student must be a concentrator in a career education program. To obtain concentrator status, a student must have completed and or be enrolled in three hours of career education courses. Grading will be provided by the employer on a quarterly basis. It is the student's responsibility to provide the office with a signed copy of the grading form prior to the end of each quarter. Grading forms will be included in the application packet. One practical art credit will be awarded for a student participating in the internship program.

DISCIPLINE

GENERAL INFORMATION (P2610)

All students attending school in 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 learn. Students who engage in significant acts of misconduct off campus which materially and adversely impact the educational environment of district students to the extent allowed by law will be subject to discipline up to and including expulsion.

Teachers have a right to:

1. A classroom and school that provides the optimal learning environment.
2. Determine and request appropriate behavior from students.
3. Ask help from parents, administrators, and other school personnel when assistance is needed.

Students have a right to:

1. Enjoy a classroom and school with an atmosphere conducive to learning.
2. Have teachers who provide positive support for appropriate behavior.
3. Have teachers who will help him/her with inappropriate behavior.

All employees of the Plato R-V School District are responsible for enforcement of this discipline policy. In all cases, discipline will be administered on an individual basis with the merits of each situation carefully considered. Parents or guardians will be informed when the principal takes a disciplinary action.

For local students attending the Waynesville Career Center (WCC), discipline assigned at WCC will be honored at the Plato R-V School District.

The following procedures may take place to promote a positive learning atmosphere for all students:

1. Sending a student out of class to the principal/or teaching partner for a “cooling off” period.
2. Holding a conference with the student to help resolve the matter.
3. Arranging a conference with the student and his/her parents.
4. Loss of privileges.
5. Referral to the principal for disciplinary action.

Any student who is referred to the principal for disrupting classroom activities may:

1. Have privileges restricted.
2. Be excluded from any school activity.
3. Be subject to detention or academic reassignment.
4. Be suspended from school.
5. Require supervision from a parent at school.

Actions will depend on the previous conduct of the student and the severity of the offense.

Due process will be given in any disciplinary situation and the rights of the student will be considered. Any student who is suspended from school shall be notified, in writing, as to the reasons for the suspension. The suspension may be appealed to the superintendent of schools and the board of education.

BULLYING (P2655)

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation. Bullying is strictly prohibited on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or

benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting acts of bullying.

Cyberbullying means bullying as defined above through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. The District may prohibit and discipline for cyberbullying that originates on any District campus or at a District activity if the electronic communication was made using the school's technological resources, if there is a sufficient nexus to the educational environment, or if the electronic communication was made on the District's campus or at a District activity using the student's own personal technological resources. Further, students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline.

Bullying, as defined in this policy, is strictly prohibited. Students are encouraged to report any incident of bullying which they have witnessed or incurred, by contacting their building principal. District employees are required to report any instance of bullying of which the employee has witnessed within two (2) school days of the occurrence. Employees shall report the occurrence to the building principal, who is the person the District designates to receive reports of incidents of bullying. A principal who receives a report of an incident of bullying shall initiate an investigation into the allegations within two (2) school days of receipt of the report. The principal may assign other employees to assist in the investigation, or request that the superintendent assign an outside investigator. The investigation shall be completed within ten school days from the date of the written report of bullying unless good cause exists to extend the investigation. No employee or student who reports an act of bullying shall be subject to reprisal or retaliation for making such a report. Any person who engages in reprisal or retaliation against an employee or student who reports an act of bullying shall be subject to disciplinary action.

Students who are found to have violated this policy will be subject to consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc. Possible consequences to a student for a violation of this policy include: loss of privileges, classroom detention, conference with teacher, parents contacted, conference with principal, in-school suspension, out-of-school suspension, expulsion and law enforcement contacted.

Bus Misconduct (P2652)

The safety of students during their transportation to and from school is a responsibility which they and their parents/guardians share with the bus drivers and school officials. Any offense committed by a student on a district-owned or contracted bus shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, bus-riding privileges may be suspended or revoked. Unless the privilege is suspended or revoked, all students may ride the bus with the following rules applying.

CELL PHONE/ELECTRONIC DEVICE USAGE

Cell phones and other electronic devices are a prevalent part of today's culture. Technological advances have made communication and entertainment options more efficient, compact, and faster than ever before. In a combined effort between students, parents, and school, we have a collective responsibility to teach and learn about digital citizenship and the proper use and appropriate etiquette for cell phones and other electronic devices. Teachers may incorporate the use of such devices in order

to enhance the instructional process. At the same time, we must preserve and emphasize the importance of instructional time. The inappropriate and improper use of cell phones and other electronic devices causes a disruption to teaching and learning. The purpose of this policy is to afford a measure of privilege and responsibility to students, at the same time that it demonstrates a serious response to the abuse of that privilege and responsibility. As a privilege for all middle school and high school students, the use of cell phones and electronic devices are permitted before school (prior to 8:00 a.m. bell) and after school (following the 3:30 p.m. bell). Additionally, high school students may use cell phones and electronic devices during the scheduled lunch period. Middle school students may NOT use cell phones or electronic devices during lunch unless identified through the positive behavior program. Cell phone and electronic device usage must take place in approved lunch areas (i.e. cafeteria, library, new gym and pavilion).

Cell phones may not be used during classroom instructional time without obtaining permission from the classroom teacher. Students may NOT use cell phones/electronic devices at any time during the day to take pictures, record videos, or record audio.

Students who use cell phones and/or electronic devices inappropriately during class time or passing times (between classes) are in violation of this policy, and will be subject to consequences. The Plato School District will not be responsible for personal electronic devices that are lost, stolen, or damaged. Additionally, the Plato School District will not be responsible for any costs that are incurred due to student data usage. The owner of the electronic device is responsible for the device and usage, which includes allowing someone else to use the device. In this case, all students involved would receive discipline according to the discipline code.

The possession of laser pointers and other unsafe electronic items are prohibited in the school buildings. All other devices, such as, but not limited to, cellular phones, SmartWatches, headphones, iPods/MP3 players may be in the student's possession as long as they are not disruptive to the educational process or in violation of the Computer and Internet Acceptable Use Policy.

Dress Code and Grooming

The District supports the right of parents/guardians to exercise their responsibilities in determining proper dress and grooming for their child. However, school clothing should be appropriate as to the time, place, and weather. In addition, wearing of apparel that disrupts the classroom will not be considered appropriate. Shoes or sandals must be worn at all times. Clothing that advertises tobacco, alcoholic beverages, or obscenities will not be worn to school. Chains, cables, trench coats, tank tops, baggy pants, spaghetti strap shirts, or midriff shirts are not allowed to be worn at school. (If a student sitting in a chair, raises one hand, and any part of the stomach is shown, the shirt is considered a midriff shirt.) Seamed sleeveless shirts that reach the outside of the shoulder will be allowed. No undergarments will be shown. Shorts and skirts will be mid-thigh in length within a one inch variation. Any student wearing shorts or skirts out of regulation will be asked to change clothes. Clothing with rips or tears in inappropriate areas will not be allowed. Any student wearing jeans with holes above mid-thigh and one inch variation will be required to place duct tape over the holes or change clothes. No blankets are allowed in classrooms.

DISCIPLINARY ACTIONS/ CONSEQUENCES (R2610)

The discipline code set out in this regulation is intended to be illustrative but not an exclusive listing of acts of misconduct and the consequences for each. Misconduct, which is not specifically listed in this regulation, may be deemed to warrant discipline up to and including expulsion following provision of all due process procedures. In addition, the disciplinary consequence listed for each offense may be increased or decreased by the administration or the board of education due to mitigating or aggravating circumstances.

Copies of this regulation will be provided to each student at the beginning of each school year. Copies of this document will also be available for public inspection during normal business hours in the superintendent's office.

DISCIPLE-PROHIBITED CONDUCT AND CONSEQUENCES			
<p>R 2610 Misconduct and Disciplinary Consequences</p> <p>The discipline code set out in this regulation is intended to be illustrative but not an exclusive listing of acts of misconduct and the consequences for each. Misconduct, which is not specifically listed in this regulation, may be deemed to warrant discipline up to and including expulsion following provision of all due process procedures. In addition, the disciplinary consequence listed for each offense may be increased or decreased by the administration or the board of education due to mitigating or aggravating circumstances.</p> <p>Copies of this regulation or the student handbook which includes the code of student conduct and disciplinary consequences, as well as the District's corporal punishment policy, if any, will be provided to each student at the beginning of each school year. Copies of these documents will also be available for public inspection during normal business hours in the Superintendent's office.</p> <p>In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.</p>			
<p><i>Extended Summary Suspensions</i></p> <p><i>An asterisk * within the scope and sequence of a discipline consequence indicates that the potential exists for an extended summary suspension, or a suspension of greater than ten days. In accordance with state statutes § 160.261, § 167.161 and § 167.171 RSMo. Student suspensions of greater than ten days require a Review Meeting before the superintendent or designee. Extended summary suspensions can be up to 180 school days.</i></p>			
<p>Incidents that happen outside of school hours may be punishable per the school discipline policy if they carry over into regular school hours or if premeditation took place during school hours.</p>			
<p>Detention may be assigned during recess, lunch, after school or Saturday School as determined by the building principal.</p>			
ACADEMIC DISHONESTY			
<p><i>Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.</i></p>			
	Elementary	Middle School	High School
<i>First Offense</i>	Conference Replace Assignment	Grade Reduction Replace Assignment	No credit for work

<i>Second Offense</i>	Loss of privilege up to 1 day of ISS Replace Assignment	1 day of ISS Grade reduction Replace assignment	No credit for work 1 day of ISS
<i>Third Offense</i>	1-3 days ISS Replace Assignment	1-3 days ISS No credit for work	No credit for work 3-5 days ISS
<i>Subsequent Offenses</i>	3-5 days ISS No credit for work	3-5 days ISS No credit for work	Course Failure 5 days ISS
ALCOHOL/DRUGS			
<i>Alcohol/Drugs violations are divided into two offense categories. Suspensions may be reduced with successful completion of substance abuse review. Law enforcement authorities will be notified of violations.</i>			
POSSESSION OR USE OF:			
Illegal/Prescription Alcohol/Drugs			
Possession of or attendance after consumption of any unauthorized prescription drug, narcotic substance, counterfeit drugs or drug-related paraphernalia.			
	Elementary	Middle School	High School
<i>First Offense</i>	Conference up to 10 days OSS* Substance Abuse Review	5 - 180 days OSS* Substance Abuse Review	10-180 days OSS* Substance Abuse Review
<i>Subsequent Offenses</i>	5-180 days OSS* Substance Abuse Review	10 - 180 days OSS* Substance Abuse Review Up to Expulsion	10 - 180 days OSS* Substance Abuse Review Up to Expulsion
Over the Counter Medication			
The possession, sale, and/or distribution of any medicine supplement is restricted on any school property. All over-the-counter/supplement medicine (i.e. Tylenol, Midol, Antihistamine, and/or similar product) needs to be turned in by the start of the school day to the school nurse.			
	Elementary	Middle School	High School
<i>First Offense</i>	Conference up to 3 days ISS	Conference up to 3 days ISS	Conference up to 3 days ISS
<i>Second & Subsequent Offenses</i>	3-5 days ISS	3-5 days ISS	3-5 days ISS
SALE OR DISTRIBUTION OF:			
May qualify as a Safe Schools Violation and require administration to notify staff members on a need-to-know basis.			
Law enforcement authorities will be notified of violations.			
Illegal or Prescription Drugs /Alcohol			
Sale, purchase, or distribution of any prescription drug, alcohol, narcotic substance, counterfeit drugs and/or drug-related paraphernalia.			
	Elementary	Middle School	High School
<i>1st and Subsequent Offenses</i>	10 - 180 days OSS* Up to Expulsion	10 - 180 days OSS* Up to Expulsion	10 - 180 days OSS* Up to Expulsion
Over the Counter Medication			
	Elementary	Middle School	High School

<i>First Offense</i>	Conference to 3 days OSS	Conference to 3 days OSS	Conference to 3 days OSS
<i>Second & Subsequent Offense</i>	3-5 days OSS	3-5 days OSS	3-5 days OSS
ARSON			
The intentional and knowing use of fire on Plato R-V School District property that may or may not cause damage to district property or property of others; or, the attempt to commit arson. Arson violations are divided into two offense categories. Law enforcement authorities will be notified of violations.			
Class I Arson Offense	Characterized by arson that causes no appreciable property damage, injury to persons, or interruption to the educational or extracurricular process; or, an attempt to commit arson.		
	Elementary	Middle School	High School
<i>First and Subsequent Offense</i>	1-10 days OSS	1-10 days OSS	1-10 days OSS
Class II Arson Offense	Characterized by arson that causes property damage, injury to persons, or interruption to the educational or extracurricular process. (May qualify as a Safe Schools Violation and require administration to notify staff members on a need-to-know basis):		
	Elementary	Middle School	High School
<i>First Offense</i>	10 - 180 days OSS* Expulsion	10 - 180 days OSS* Expulsion	10 - 180 days OSS* Expulsion
ASSAULTIVE BEHAVIOR			
<i>Intentionally or recklessly causing injury to another. Assaultive behavior is divided into eight categories. May qualify as a Safe Schools Violation and require administration to notify staff members on a need-to-know basis</i>			
Class I Assaultive Behavior	Assaultive behavior toward a person who does not indicate a desire to fight and thereafter does not engage in such conduct AND does not meet the definition of Assaultive Behavior. Law enforcement authorities will be notified of violations.		
	Elementary	Middle School	High School
<i>First Offense</i>	Conference up to 3 days OSS	3 days ISS up to 7 days OSS	3-7 days OSS
<i>Second Offense</i>	1 day ISS up to 5 days OSS	5-10 days OSS	6-10 days OSS
<i>Subsequent Offenses</i>	3 days ISS up to 10 days OSS	10 - 180 days OSS*	10 - 180 days OSS*
Class II Assaultive Behavior	Assaultive behavior toward a person who does not indicate a desire to fight and thereafter does not engage in such conduct which causes significant physical injury (i.e. lacerations, bruising, stitches, broken bones, unconsciousness or where an ambulance must be called to care for any person). Law enforcement authorities will be notified of violations.		
	Elementary	Middle School	High School

<i>First Offense</i>	1-180 days OSS* Up to Expulsion	3-180 days OSS* Up to Expulsion	5-180 days OSS* Up to Expulsion
<i>Subsequent Offenses</i>	3-180 days OSS* Up to Expulsion	10-180 days OSS* Up to Expulsion	10-180 days OSS* Up to Expulsion
Class I Fighting	Physical conflict involving two or more participants which does not cause significant physical injury (i.e. bruising, stitches, broken bones, unconsciousness or where an ambulance must be called to care for any person) to any person engaged in the physical conflict.		
	Elementary	Middle School	High School
<i>First Offense</i>	Conference up to 3 days OSS	1-10 days OSS	3-10 days OSS
<i>Second Offense</i>	1 day ISS up to 10 days OSS	5-180 days OSS*	5-180 days OSS*
<i>Subsequent Offenses</i>	2 days ISS up to 180 days OSS*	10-180 days OSS*	10-180 days OSS*
Class II Fighting	Physical conflict involving two or more participants, which causes significant physical injury, as defined above, to any person engaged in the physical conflict. Law enforcement authorities will be notified of violations.		
	Elementary	Middle School	High School
<i>First and Subsequent Offense</i>	1-180 days OSS* Expulsion	1-180 days OSS* Expulsion	1-180 days OSS* Expulsion
Threatening to Fight	Expression of the intent to engage in assaultive behavior toward another.		
	Elementary	Middle School	High School
<i>First Offense</i>	Conference, Peer Mediation - Up to 3 days ISS	Conference, Peer Mediation - Up to 3 days OSS	Conference, Peer Mediation - Up to 3 days OSS
<i>Second Offense</i>	Conference, Peer Mediation - Up to 3 days OSS*	3 days ISS - 5 days OSS*	3 days ISS - 5 days OSS*
<i>Subsequent Offenses</i>	1 day ISS - 5 days OSS*	3-10 days OSS*	6-10 days OSS*
Assaultive Behavior Toward District Personnel or Nonstudent	Assaultive behavior toward a school district employee whether the conduct occurs on or off school district property; or threatening to engage in assaultive behavior toward a school district employee whether the conduct occurs on or off school district property; or verbally or physically intimidating conduct toward a school district employee whether the conduct occurs on or off school district property. Assaultive behavior toward nonstudents including, but not limited to, student teachers, visitors, voters, volunteers and law enforcement personnel; or threatening to engage in assaultive behavior toward non students; or verbally or physically intimidating conduct toward non students on district property or at a district-sponsored event. Law enforcement authorities will be notified of violations.		
	Elementary	Middle School	High School
<i>First and Subsequent Offense</i>	3-180 days OSS*	5-180 days OSS*	5-180 days OSS*

Threats of Violence Toward a Person	<p>The verbal, written, or physical communication of a threat to:</p> <ul style="list-style-type: none"> • inflict serious physical injury or death upon any person; • bring a Class III Weapon or a Class II Explosive Device onto school district property or in the immediate vicinity thereof; • possess a Class III Weapon or Class II Explosive Device while traveling to or from school; • bring a Class III Weapon or a Class II Explosive Device onto a vehicle operated by or for the school district for the transportation of student; • Bring a Class III Weapon or Class II Explosive Device to a district-sponsored or district-directed activity; or • Use a Class III Weapon or a Class II Explosive Device on any person. <p>Law enforcement authorities will be notified of violations.</p>		
	Elementary	Middle School	High School
<i>First and Subsequent Offense</i>	Conference -180 days OSS* Up to Expulsion	Conference -180 days OSS* Up to Expulsion	Conference -180 days OSS* Up to Expulsion
Threat of Violence Involving Property	<p>The verbal, written, or physical communication of a threat to inflict serious property damage upon school district property, or property which is located on school district property, by use of a Class III Weapon, a Class II Explosive device, or by use of fire.</p> <p>Law enforcement authorities will be notified of violations.</p>		
	Elementary	Middle School	High School
<i>First Offense</i>	Conference -180 days OSS* Up to Expulsion	Conference -180 days OSS* Up to Expulsion	Conference -180 days OSS* Up to Expulsion
BULLYING/CYBERBULLYING-See Harassment Section			
BUS SAFETY VIOLATION			
<p><i>Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school, unless the violation is listed below. In addition to school discipline, transportation privileges may be suspended or revoked.</i></p>			
Inappropriate Conduct-	<p>Standing while the bus is moving, yelling, littering in the bus, use of food or drink, not sitting in assigned seat, not sitting properly, eating on the bus, shoving or pushing (horseplay), not following directions of drivers, etc.</p>		
	Elementary	Middle School	High School
<i>First Offense</i>	Conference up to removal from the bus for 1 day	Conference up to removal from the bus for 1 day	Conference up to removal from the bus for 1 day
<i>Second Offense</i>	Removal from the bus for 1-3 days	Removal from the bus for 1-3 days	Removal from the bus for 1-3 days
<i>Third Offense</i>	Removal from the bus for 2-5 days	Removal from the bus for 3-5 days	Removal from the bus for 3-5 days
<i>Subsequent Offenses</i>	Removal from the bus for 3-7 days	Removal from the bus for 5-7 days	Removal from the bus for 5-7 days

COMPUTER/ELECTRONIC DEVICE USE:			
Class I Inappropriate Use of Electronic Device	<p>The act of using electronic devices to create, record, or display confidential or private events involving faculty, staff, or other students is a violation. A “confidential” recording includes, but is not limited to a recording of faculty, staff, students or other persons which is taken in a location where the person has a reasonable expectation of privacy, such as a restroom, locker room or other location in or around school premises, during or in conjunction with an extra-curricular or school activity which is an image of a portion of the person’s body over which the person has a reasonable expectation of privacy. Law enforcement may be notified. This would include the filming, recording, or display of situations including but not limited to:</p> <ul style="list-style-type: none"> • acts of violence; • disruptions to school environment; • images of staff without permission 		
	Elementary	Middle School	High School
<i>First Offense</i>	Conference - 180 days OSS	3 days ISS - 180 days OSS	3 days ISS - 180 days OSS
<i>Second Offense</i>	1 day ISS - 180 days OSS Up to Expulsion	3-180 days OSS Up to Expulsion	3-180 days OSS Up to Expulsion
Class II Inappropriate Use of Electronic Devices:	<p>The distribution of video, digital images, sound, pictures, or other recording of confidential or private events involving faculty, staff, or other students. A “confidential” recording includes, but is not limited to a recording of faculty, staff, students or other persons which is taken in a location where the person has a reasonable expectation of privacy, such as a restroom, locker room or other location in or around school premises, during or in conjunction with an extra-curricular or school activity which is an image of a portion of the person’s body over which the person has a reasonable expectation of privacy. Law enforcement may be notified. This would include the filming, recording or display of situations including but not limited to:</p> <ul style="list-style-type: none"> • acts of violence; • disruptions to school environment; • images of staff without permission, etc... 		
	Elementary	Middle School	High School
<i>First Offense</i>	1 to 180 days OSS	1 to 180 days OSS	1 to 180 days OSS
<i>Subsequent Offenses</i>	3-180 days OSS Up to Expulsion	3-180 days OSS Up to Expulsion	3-180 days OSS Up to Expulsion
Cell Phone Use/Misuse	<p>Cell phone use or misuse that does not constitute an inappropriate use of an electronic device is defined as using a cell phone during non-permitted times or in a way that causes a disruption to the learning environment. Cell phones may be used during class times when the instructor has given permission for learning purposes.</p>		
	Elementary	Middle School	High School
<i>First Offense</i>	Conference. Warning. Parent may be contacted.	Conference. Warning. Parent may be contacted.	Conference. Warning. Parent may be contacted.

<i>Second Offense</i>	Conference - 1 day ISS AND Parent contact.	Conference - 1 day ISS AND Parent contact.	Conference - 1 day ISS AND Parent contact.
Unauthorized Use of Computers/Electronic Devices	<ul style="list-style-type: none"> • the use of a computer, handheld device, or any computer system to access, without authorization, a database, computer network, or computer system owned by the school district or an employee of the school district; • use of a school district computer, handheld device, or any computer system to access, without authorization, a database, computer network, or computer system owned by the school district or any other person or entity; • use of a computer, handheld device or any computer system at school to download or review data or other materials from a database, computer network, or computer system, with or without authorization, when access or downloading such data is prohibited, is pornographic or advocates violence or civil disobedience; • use of a school district computer, handheld device, or any computer system to do, attempt to: Bypass a District web filter; Install any executable file on a district servers or a computer; Run unauthorized files from district servers; Access a proxy server (anonymizer); Obtain and/or store images that, in the opinion of the district, are pornographic (whether or not they are blocked by web filters); Download and/or store music and/or movie files on district servers; Engage in other activity that is prohibited by the district or the administration of the school 		
	Elementary	Middle School	High School
<i>First Offense</i>	Conference - 5 days ISS	Conference - 5 days OSS	Conference - 5 days OSS
<i>Second Offense</i>	3 days ISS - 5 -180 days OSS*	3 - 180 Days OSS*	3 - 180 days OSS*
<i>Subsequent Offenses</i>	10 -180 days OSS*	10 -180 days OSS*	10 -180 days OSS*
Tampering with Computer Equipment or Data	<p>The modification or destruction of data or programs that reside or exist internal to a district computer, computer system or computer network; or</p> <ul style="list-style-type: none"> • The modification or destruction of programs or supporting documentation residing or existing external to a district computer, computer system or network; or • Disclose or take data, programs or supporting documentation that resides or exists internal or external to a district computer, computer system or computer network; or • Entry into a district computer, computer system or computer network to intentionally examine information about another person or entity, in the opinion of the district including, but not limited to the following offenses: Gaining access tools; Privilege escalation and back door tools; Enumeration tools; Countermeasure tools; Scanning tools; Any other tools that could be used to bypass district computers or other security systems. 		
	Elementary	Middle School	High School
First Offense	1-180 days OSS*	5 -180 days OSS*	5 -180 days OSS*

Subsequent Offenses	5-180 days OSS*	10 -180 days OSS*	10 -180 days OSS*
DEFIANCE OF OR DISRESPECT FOR AUTHORITY			
Defiance of Authority or Insubordination	Refusal to comply with a reasonable request or direction of district personnel or others in authority where there is no expressed disrespect for authority.		
	Elementary	Middle School	High School
<i>First Offense</i>	Conference up to 3 days ISS	Conference - 5 days OSS	Conference - 5 days OSS
<i>Subsequent Offenses</i>	1 day ISS-10 days OSS*	Detention-10 days OSS*	Detention-10 days OSS*
Disrespect for Authority	Overt conduct that exhibits a lack of proper respect for district personnel or others in authority, including incivility, irreverence, impudence, discourteousness or profanity directed toward any person in authority; or such conduct toward any Plato R-V School District employee during or in conjunction with any district-sponsored or district-directed activity either on or off district property.		
	Elementary	Middle School	High School
<i>First Offense</i>	Conference - 1 day ISS	Conference - 5 days OSS	Conference - 5 days OSS
<i>Subsequent Offenses</i>	1 day ISS-10 days OSS*	Detention-10 days OSS*	Detention-10 days OSS*
DESTRUCTION OF PROPERTY/VANDALISM/TRESPASSING			
<i>Conduct that destroys, mutilates, vandalizes or defaces objects, buildings, materials or property belonging to the Plato R-V School District or district personnel wherever the property is located; or toward property of others that is located on district property. Destruction of Property/Vandalism is divided into two offense categories.</i>			
Class I Destruction of Property/Vandalism	Conduct that involves destruction of property/vandalism where the property destroyed/vandalized has a market value, replacement, clean-up, or repair cost of less than one hundred dollars (\$100.00) in the opinion of the building administration.		
	Elementary	Middle School	High School
<i>First Offense</i>	Restitution, Conference - 3 day ISS	Restitution, 1 day ISS - 3 Days OSS	Restitution, 1 day ISS - 3 days OSS
<i>Subsequent Offenses</i>	Restitution, 4 - 180 OSS*	Restitution, 4 - 180 days OSS*	Restitution, 4 - 180 days OSS*
Class II Destruction of Property/Vandalism	Conduct that involves destruction of property/vandalism where the property destroyed/vandalized has a market value, replacement, clean-up, or repair cost of one hundred dollars (\$100.00) or more in the opinion of the building administration. Class II Destruction of Property/Vandalism Offense may qualify as a Safe Schools Violation and require administration to notify staff members on a need-to-know basis.		

	Elementary	Middle School	High School
<i>First and Subsequent Offense</i>	Restitution, 1 - 180 days OSS*	Restitution, 1 - 180 days OSS*	Restitution, 1 - 180 days OSS*
Trespassing	Breaking and entering/trespassing: To enter school property without permission.		
<i>First Offense</i>	1-30 days OSS	1-30 days OSS	1-30 days OSS
<i>Subsequent Offenses</i>	1-180 days OSS	1-180 days OSS	1-180 days OSS
DISRUPTIVE BEHAVIOR			
Disorderly Conduct	Riotous, rowdy, disruptive or unruly conduct that breaks up the order or progress of the educational process in or out of the classroom; including but not limited to the use of non-directed profanity; or offensive/inappropriate language, or possession or use of inappropriate material.		
	Elementary	Middle School	High School
<i>First Offense</i>	Conference - 1 day ISS	Conference - Detention	Conference - Detention
<i>Second Offense</i>	Conference - 3 days ISS	Conference - 1 day ISS	Conference - 1 day ISS
<i>Third Offense</i>	3 days ISS - 3 days OSS	1 days ISS - 1 day OSS	1 days ISS - 1 day OSS
<i>Subsequent Offenses</i>	2 - 10 days OSS	1 - 10 days OSS	1 - 10 days OSS
Group and Hazardous Disorderly Conduct	Riotous, rowdy, disruptive or unruly conduct that breaks up the order or progress of the educational process, or district-sponsored or district-directed activities, where two or more persons are involved and/or act in concert including gang related behavior or attire. Also includes conduct that creates or has the potential to create a dangerous, hazardous, or harmful situation.		
	Elementary	Middle School	High School
<i>First Offense</i>	Conference - 1 day ISS	Conference - Detention	Conference - Detention
<i>Second Offense</i>	Conference - 3 days ISS	Conference - 1 day ISS	Conference - 1 day ISS
<i>Third Offense</i>	3 days ISS - 3 days OSS	1 days ISS - 1 day OSS	1 days ISS - 1 day OSS
<i>Subsequent Offenses</i>	2 - 10 days OSS	1 - 10 days OSS	1 - 10 days OSS
EXPLOSIVE DEVICES, POSSESSION, OR USE OF:			
Class I Explosive Devices-	The possession or use of fireworks which are otherwise legal to possess.		
Possession of:			
	Elementary	Middle School	High School
<i>First Offense</i>	Conference up to 3 days OSS	Conference - 3 days OSS	Conference - 3 days OSS
<i>Subsequent Offenses</i>	3 - 10 days OSS*	3 - 10 days OSS*	3 - 10 days OSS*

Use or Attempted Use:			
<i>First Offense</i>	1 - 3 days OSS	1 - 3 days OSS	1 - 3 days OSS
<i>Subsequent Offenses</i>	5-10 days OSS	5-10 days OSS	5-10 days OSS
Class II Explosive Devices	The possession or use of explosives, incendiary devices, bombs or similar devices; or possession of materials to manufacture such devices in whole or in part; or possession of instructions or directions for the manufacture of such devices or other explosive devices. Class II Explosive Devices Offense may qualify as a Safe Schools Violation and require administrator to notify staff members on a need-to-know basis. Law enforcement will be notified.		
	Elementary	Middle School	High School
<i>First Offense</i>	1-180 days OSS* Up to Expulsion	1-180 days OSS* Up to Expulsion	1-180 days OSS* Up to Expulsion
EXTORTION			
Gaining or attempting to gain something of value from another by compulsion, by actual force, or by threats that place the person in fear. Law enforcement will be notified.			
	Elementary	Middle School	High School
<i>First Offense</i>	Conference up to 1 day ISS	1 day ISS - 5 days OSS	1 - 10 days OSS
<i>Subsequent Offenses</i>	1 day ISS up to 1 day OSS	5-10 days OSS	5-10 days OSS
FAILURE TO CARE FOR OR RETURN DISTRICT PROPERTY			
<i>Loss of, failure to return, or damage to district property including, but not limited to, books computers, calculators, uniforms, and sporting and instructional</i>			
	Elementary	Middle School	High School
<i>First Offense and Subsequent Offenses</i>	Restitution, Loss of Privilege, Conference	Restitution, Loss of Privilege, Principal/Student Conference 1-5 days ISS	Restitution, Loss of Privilege, Principal/Student Conference 1-5 days ISS
FAILURE TO MEET OR SERVE CONDITIONS OF DETENTION/SUSPENSION			
<i>Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held.</i>			
	Elementary	Middle School	High School
<i>First Offense</i>	Warning up to 3 days ISS	Warning up to 3 days ISS	Warning up to 3 days ISS
<i>Second Offense</i>	3-5 days ISS	3-5 days ISS	3-5 days ISS
<i>Subsequent Offenses</i>	1-3 days OSS	1-3 days OSS	1-3 days OSS

FALSIFICATION OF INFORMATION OF RECORDS			
Giving False Information/ Falsifying School Records Offense	Falsely altering any record maintained be the Plato R-V School District; or filing, processing or using false information with the district with the intent to deceive district personnel		
	Elementary	Middle School	High School
<i>First Offense</i>	Conference - 2 days ISS	Conference - 2 days ISS	Conference - 2 days ISS
<i>Second Offense</i>	1-3 days ISS	2-5 days ISS	2-5 days ISS
<i>Subsequent Offenses</i>	1-10 days OSS	3-10 days OSS	3-10 days OSS
Forgery Offense	Conduct that consists of making and/or using a signed document that is purported to have been signed by another.		
	Elementary	Middle School	High School
<i>First Offense</i>	Conference - 2 days ISS	Conference - 2 days ISS	Conference - 2 days ISS
<i>Second Offense</i>	1-3 days ISS	2-5 days ISS	2-5 days ISS
<i>Subsequent Offenses</i>	3-10 days OSS	4-10 days OSS	4-10 days OSS
FILING A FALSE EMERGENCY REPORT			
<i>Knowingly giving false information to any law enforcement officer, security officer, fire department officer, school district employee or other person who deals with emergencies that an emergency is occurring or has occurred. This includes tampering with emergency equipment, and setting off false alarms. Filing a False Emergency Report is divided into two offense categories.</i>			
Class I Filing a False Emergency Report Offense	Filing a False Emergency Report that does not disrupt any educational, extracurricular activity or the school environment such as a false 911 call.		
	Elementary	Middle School	High School
<i>First Offense</i>	Conference up to 3 days OSS	1-5 days OSS.	1-5 days OSS.
<i>Subsequent Offenses</i>	10 days OSS	1-10 days OSS.	1-10 days OSS
Class II Filing a False Emergency Report Offense	Filing a False Emergency Report that disrupts an educational or extracurricular activity or the school environment such as pulling a fire alarm or making a bomb threat.		
	Elementary	Middle School	High School
<i>First Offense</i>	Conference up to 3 days OSS	1-5 days OSS, law enforcement will be notified	1-5 days OSS, law enforcement will be notified

<i>Subsequent Offenses</i>	1-10 days OSS, law enforcement will be notified	1-10 days OSS, law enforcement will be notified	1-10 days OSS, law enforcement will be notified
----------------------------	---	---	---

GAMBLING

Conduct that stakes or risks something of value upon the outcome of a contest of chance or a future contingent event, such as sporting events, not under the student's control or influence, upon an agreement or understanding that the student will receive something of value in the event of a certain outcome.

	Elementary	Middle School	High School
<i>First Offense</i>	Conference up to 3 days ISS	Conference up to 3 days ISS	Conference up to 3 days ISS
<i>Subsequent Offenses</i>	1-10 days OSS	1-10 days OSS	1-10 days OSS

GANG/SECRET ORGANIZATIONS RELATED BEHAVIOR/ATTIRE

	Elementary	Middle School	High School
<i>First Offense</i>	Conference - 3 days OSS	Conference - 3 days OSS	Conference - 3 days OSS
<i>Second Offense</i>	3-10 days OSS	3-10 days OSS	3-10 days OSS
<i>Subsequent Offenses</i>	10 days OSS	10 days OSS	10 days OSS

HARASSMENT

Conduct that violates Board of Education policies for Staff and Student Harassment; Sexual Harassment-Students; Hazing and Bullying; Staff/Student Relations. Harassment is divided into four offense categories

Inappropriate Non-Physical Harassment Offense	Harassment that is inappropriate verbal, written or nonverbal, non-physical conduct such as demeaning comments or jokes concerning a person's race, color, religion, sex, national origin or disability, or requests for sexual favors, sexual advances or other non-physical conduct of a sexual nature.		
	Elementary	Middle School	High School
<i>First Offense</i>	Conference - 3 days OSS	1 - 10 days OSS	1 - 10 days OSS
<i>Subsequent Offenses</i>	5-180 days OSS*	5-180 days OSS*	5-180 days OSS*
Inappropriate Physical Harassment Offense	Harassment that is physical in nature including hazing or physical tormenting of a person because of the person's race, color, religion, sex, national origin or disability, or conduct such as "depantsing", or physical sexual advances or other physical conduct of a sexual nature that does not constitute sexual misconduct. Inappropriate Physical Harassment Offense may qualify as a Safe Schools Violation and require administration to notify staff members on a need-to-know basis.		

	Elementary	Middle School	High School
<i>First Offense</i>	Conference - 3 days OSS	1 - 10 days OSS	1 - 10 days OSS
<i>Subsequent Offenses</i>	5-180 days OSS*	5-180 days OSS*	5-180 days OSS*
Bullying and/or Cyberbullying	Intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to; physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; or threats of retaliation for reporting such acts. Bullying may also include cyberbullying or cyber threats. Cyberbullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyberthreats are online materials that threaten or raise concerns about violence against others, suicide or self-harm. (See policy P2655)		
	Elementary	Middle School	High School
<i>First Offense</i>	Conference up to 10 days OSS	Conference up to 10 days OSS	Conference up to 10 days OSS
<i>Subsequent Offenses</i>	5-180 days OSS* Expulsion	5-180 days OSS* Expulsion	5-180 days OSS* Expulsion
Hazing Offense	Student hazing is expressly prohibited by Board of Education policy. For purposes of this policy, hazing is defined as willful conduct directed at another student, whether occurring on or off school property, for purposes of initiation or admission to any school-related activity or athletic team. Conduct prohibited by this policy includes, but is not limited to, exposure or contact of genitals, buttocks, or breasts (female students), directly or indirectly through contact with undergarments; threats of physical harm; and infliction of physical or mental harm or humiliation. Students found to have violated this policy will be subject to suspension/expulsion from school and suspension and exclusion from activities/athletic participation depending on the severity of the misconduct. Non Students who participate or enable the hazing of students may be excluded from attendance at school activities and school athletic events.		
	Elementary	Middle School	High School
<i>First Offense</i>	Conference - 3 days OSS	Detention - 3 days OSS	Detention - 3 days OSS
<i>Subsequent Offenses</i>	4 -180 days OSS* Expulsion	4 -180 days OSS* Expulsion	4 -180 days OSS* Expulsion

INAPPROPRIATE APPAREL

Dress Code and Grooming—We support the right of parents/guardians to exercise their responsibilities in determining proper dress and grooming for their child.

However, school clothing should be appropriate as to the time, place, and weather. In addition, wearing of apparel that disrupts the classroom will not be considered appropriate. Shoes or sandals must be worn at all times. Clothing that advertises tobacco, alcoholic beverages, or obscenities will not be worn to school. Chains, cables, trench coats, tank tops, baggy pants, spaghetti strap shirts, or midriff shirts are not allowed to be worn at school. (If a student sitting in a chair, raises one hand, and any part of the stomach is shown, the shirt is considered a midriff shirt.) Seamed sleeveless shirts that reach the outside of the shoulder will be allowed. No undergarments will be shown. Shorts and skirts will be mid-thigh in length within a one inch variation. Any student wearing shorts or skirts out of regulation will be asked to change clothes. Clothing with rips or tears in inappropriate areas will not be allowed. Any student wearing jeans with holes above mid-thigh and one inch variation will be required to place duct tape over the holes or change clothes. No blankets are allowed in classrooms.

	Elementary	Middle School	High School
Offense	Conference and change of attire.	Change of attire. Conference. Failure to comply with the administrator's request to change attire will result in disciplinary consequences for insubordination and/or disrespect.	Change of attire. Conference. Failure to comply with the administrator's request to change attire will result in disciplinary consequences for insubordination and/or disrespect.

INAPPROPRIATE LANGUAGE

Use of obscene or vulgar language or gestures that depicts sexual acts, human waste, blasphemous language, obscenities, name calling etc... and does not show respect for the rights of others.

	Elementary	Middle School	High School
<i>First Offense</i>	Conference - days ISS	Conference - 3 days OSS	Conference - 3 days OSS
<i>Subsequent Offenses</i>	1- 10 days OSS	1- 10 days OSS	1- 10 days OSS

Improper Displays of Affection

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

	Elementary	Middle School	High School
<i>First Offense</i>	Conference up to 1 day ISS	Conference up to detention	Conference up to detention
<i>Subsequent Offense</i>	1-3 days ISS	Detention up to 5 days OSS	Detention up to 5 days OSS

Parking in Restricted Areas/Driving Recklessly on School Grounds.			
	Elementary	Middle School	High School
<i>First Offense</i>	N/A	N/A	Conference - Banned from driving on school grounds
<i>Subsequent Offense</i>	N/A	N/A	Banned from driving on school grounds
SEXUAL MISCONDUCT			
Sexual Misconduct is divided into four offense categories.			
<i>All Sexual Misconduct Offense categories below may qualify as a Safe Schools Violation and require administration to notify staff members on a need-to-know basis.</i>			
Sexting and or Possession of Sexually Explicit, Vulgar, or Violent Materials	Students may not possess or display, electronically or otherwise, sexually suggestive, explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value.		
	Elementary	Middle School	High School
<i>First and Subsequent Offense</i>	Confiscation, Conference, ISS up to 1- 180 days OSS	Confiscation, Principal/Student Conference and ISS up to 1- 180 days OSS	Confiscation, Principal/Student conference and ISS up to 1-180 days OSS
Class I - Sexual Misconduct	The exhibition, video, digital, or print display of a person's genitals, buttocks or the female breasts. Drawing of and/or creating a person's genitals, buttocks or the female breasts.		
	Elementary	Middle School	High School
<i>First Offense</i>	Conference, ISS to 3 days OSS	Conference, ISS to 3 days OSS	Conference, ISS to 3 days OSS
<i>Subsequent Offenses</i>	ISS to 3-10 days OSS	3-10 days OSS	3-10 days
Class II - Sexual Misconduct	Conduct that is of a sexual nature by or between students that involves the intentional physical contact with a person's clothed or unclothed genitals, buttocks or the breasts of a female.		
	Elementary	Middle School	High School
<i>First Offense</i>	Conference up to 5 days OSS	1-5 days OSS	1-5 days OSS
<i>Subsequent Offenses</i>	Conference up to 6-10 days OSS	6-10 days OSS	6-10 days OSS
Class III - Sexual Misconduct	Conduct that is of a sexual nature by or between students such as sexual intercourse, oral sex, and masturbation.		
	Elementary	Middle School	High School
<i>First Offense</i>	10 days OSS*	10 days OSS*	10 days OSS*

TARDIES			
<i>If a student is late for school or class, he/she is counted tardy. When the bell begins to ring, students must be seated and prepared with a pencil/pen, paper, and other appropriate materials. A late bus will be considered as an excused tardy and not counted against the student. All other reasons will be considered an unexcused tardy. On the sixth tardy in one quarter, a student will be given one (1) after-school detention. For subsequent tardy violations (six tardies), a student will be given additional detention(s) directly related to the offense number (Second offense will equal two detentions, third offense will equal three detentions, etc.).</i>			
	Elementary	Middle School	High School
<i>6 tardies (in one Quarter)</i>		After-School Detention	After-School Detention
<i>12 tardies (in one Quarter)</i>		2After-School Detentions	2 After-School Detentions
THEFT			
<i>Taking property of the Plato R-V School District or others.</i>			
Class I Theft	Conduct that involves a theft of property that has a market value or replacement cost of less than one hundred dollars (\$100.00) in the opinion of the building administration. Law enforcement may be notified.		
	Elementary	Middle School	High School
<i>First Offense</i>	Restitution AND 1 day ISS up to 3 days OSS	Restitution AND 1-5 days OSS	Restitution AND 1-10 days OSS
<i>Subsequent Offenses</i>	Restitution AND 5-180 days OSS*	Restitution AND 5-180 days OSS*	Restitution AND 10-180 days OSS*
Class II Theft	Conduct that involves a theft of property that has a market value or replacement cost of one hundred dollars (\$100.00) or more in the opinion of the building administration. Law enforcement may be notified		
	Elementary	Middle School	High School
<i>First Offense</i>	Restitution AND 3-5 days OSS	Restitution AND 3-10 days OSS	Restitution AND 3-10 days OSS
<i>Subsequent Offenses</i>	Restitution AND 5-180 days OSS*	Restitution AND 5-180 days OSS*	Restitution AND 10-180 days OSS*
Receiving Stolen Property	Conduct that involves receiving, retaining or disposing of property of another person, for the purpose of, or having the effect of depriving the person of the property and with the knowledge or belief that the property was stolen.		
	Elementary	Middle School	High School
<i>First Offense</i>	Restitution AND Conference to 3 days ISS	Detention up to 10 days OSS	Detention up to 10 days OSS
<i>Subsequent Offenses</i>	Restitution AND 1-10 days OSS	3-180 days OSS*	3-180 days OSS*

TOBACCO			
<i>Possession or use of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity.</i>			
	Elementary	Middle School	High School
<i>First Offense</i>	Conference	Detention	Detention
<i>Second Offense</i>	1-3 days ISS	Saturday School/ISS	Saturday School/ISS
<i>Subsequent Offenses</i>	1 day OSS	1-3 day OSS	1-3 day OSS
TRUANCY			
Out of Assigned Area	When a student is not in the proper place/location at the proper time during the school day according to his or her schedule or teacher permission.		
	Elementary	Middle School	High School
<i>First Offense</i>	Conference	Conference, Detention, Up to 1 day ISS	Conference, Detention, Up to 1 day ISS
<i>Subsequent Offenses</i>	1 - 3 days ISS	Detention, Up to 5 days ISS	Detention, Up to 5 days ISS
Truancy	Intentionally failing or refusing to attend or follow attendance procedures or removing oneself from attending class or other scheduled school activities where attendance is mandatory including, but not limited to, leaving campus without permission; arriving after the expected time class or school begins, as determined by the district. (Juvenile report required for excessive/chronic absences.)		
	Elementary	Middle School	High School
<i>First Offense</i>	Conference up to 1 day ISS	Detention - 1 day ISS	Detention - 1 day ISS
<i>Subsequent Offenses</i>	1-3 days ISS	Detention - 3 days ISS	Detention - 5 days ISS
WEAPONS (R2620)			
<i>All Weapons offense categories below may qualify as a Safe Schools Violation and require administration to notify staff members on a need-to-know basis. Law enforcement will be contacted.</i>			
Weapons Offense	Possession of Firearms or Weapons - including, but not limited to, a blackjack, an explosive weapon, a firearm, knives (including pocket knives), brass knuckles or any other items customarily used, or which can be used, to inflict injury upon another person or property. (R2620).		
	Elementary	Middle School	High School
<i>First Offense</i>	Up to 1 calendar year OSS and/or expulsion, modified by the Board upon recommendation	Up to 1 calendar year OSS and/or expulsion, modified by the Board upon recommendation by the superintendent.	Up to 1 calendar year OSS and/or expulsion, modified by the Board upon recommendation by the superintendent.

	by the superintendent.		
<i>Subsequent Offenses</i>	Expulsion	Expulsion	Expulsion
Possession of or use of ammunition or a weapon component of a weapon			
	Elementary	Middle School	High School
<i>First and Subsequent Offenses</i>	Conference, ISS, 1-180 days out-of-school suspension, or expulsion.	Conference, ISS, 1-180 days out-of-school suspension, or expulsion.	Conference, ISS, 1-180 days out-of-school suspension, or expulsion.

STUDENT SUSPENSIONS

Suspension is the exclusion of a pupil's attendance at school and school-related activities. For conduct prejudicial to good order and discipline in the school or which tends to impair the moral or good conduct of pupils, the school principal may suspend a student for a period not to exceed ten school days. The student shall be given a written or oral explanation of the charges against him/her. If the student denies the charges, he/she shall be given an explanation of the incident.

The student shall be given the opportunity to present his/her version of the incident. In the event of a suspension for more than ten days, upon giving notice, the student may appeal the suspension to the Board of Education as provided by statute.

Any suspension by a principal shall be reported to the superintendent. When the presence of the student poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, the student may be immediately removed from school with a notice and hearing to follow as soon as practical.

Out-of-school suspensions will not count against the eight allowable absences. Students receiving out-of-school suspension will be required to take semester finals. After the completion of the suspension, the suspended student will be responsible for any and all educational information given by the teachers during the suspension period. It is the student's responsibility to collect work from the suspension period. Any student who is assigned OSS will not be allowed to participate in any scheduled school activities during the suspension time, including, but not limited to, graduation.

For local students who attend Waynesville Career Center (WCC), suspensions assigned will be honored at the Plato R-V School District.

Vo-Tech Students Driving Permission

Students must have written permission or a phone call from a parent giving the reason and date in which the student needs to drive. Students must also obtain a driving pass from the Plato R-V School District before being allowed to drive on that date. Written permission forms must be turned in to the high school office before the date that the student will drive. Students who have permission to drive will not be permitted to let other students ride with them. In the case that this should happen, the driver and the passenger(s) will be disciplined as if the appropriate permission documentation had not been obtained.

GENERAL BUSINESS

AUTHORITY OF SCHOOL PERSONNEL

The authority of the school extends to, but is not limited to, the following areas:

1. All physical property owned by the Plato R-V School (including lockers).
2. All school owned vehicles and bus stops.
3. Students attending school sponsored activities.

AUTOMOBILE PARKING AND DRIVING

Students are permitted to park on school premises as a matter of privilege, not of right. The district retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The school district may inspect the interiors of student automobiles whenever a school authority has reasonable suspicion to believe illegal or unauthorized materials are contained inside the automobiles. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant. If a student should fail to provide access to the interior of their car upon request by a school official, they will be subject to school disciplinary action.

Students driving to school will park in the parking lot north of the tennis court. Cars and other vehicles will be left in the parking lot until the student is dismissed from school.

The Plato R-V School District has no desire to control the means of transportation that students use to get to and from school. However, automobiles or motorcycles driven to school by students and arriving on the school grounds are not to be driven away from the school grounds until the close of the school day except by special permission from the principal or school office. After arriving at school, students are not to enter any automobile or motorcycle until the close of the school day or until permission is granted to leave school. Students who drive recklessly on school property may have their parking privileges revoked. Students violating this will be subject to disciplinary action.

Students attending the Waynesville Career Center (WCC) will be required to follow any driving procedure that is set forth by the Waynesville District.

Students in the Supervised Work Program or the GO CAPS program are required to sign all program documentation and sign out in the front office prior to leaving the campus each day. Additionally, students are required to sign in to the office upon their return.

CARE OF SCHOOL PROPERTY (P6231)

Textbooks and library books are to be treated with respect by the students, used wisely, cared for, and returned in good condition when the assignment or course is concluded. The student to whom a textbook or library book is issued will be held responsible for its return in good condition. A reasonable system of fines, penalties, or methods of repayment for a fair value of the book is to be developed. No student is to be penalized if the book is lost because of factors beyond his/her control.

Lost or damaged books and sports uniforms are charged to students and must be paid for before students will be allowed to participate in any other extra-curricular activities.

CHAIN OF COMMUNICATION

The procedure for students/parents to discuss pertinent school issues follows the chain of command in the following order: Teacher, Principal, Superintendent, and School Board. It is important that we all follow this chain of command so that the individuals most closely associated and most knowledgeable about an issue can be involved in the resolution. Many parental questions are easily and completely answered by communicating directly with the teacher involved with the classroom or extracurricular activity. One method to communicate would be by email (Email format: first initial last name @plato.k12.mo.us). A phone call would also be a preferable way to communicate.

CLASSIFICATION OF STUDENTS

This is only a guideline. As long as it is possible for a student to graduate with his/her class, he/she will be considered in that class.

Freshman	Successfully completed 8 th grade in an accredited school.
Sophomore	6 academic units of credit earned
Junior	12 academic units of credit earned
Senior	17 academic units of credit earned

DROPPING CLASSES

Classes should be dropped within the first five (5) days of the semester. If a class is dropped after the first five (5) days of the semester, the result will be a recorded F on the student's cumulative transcript. In the event that a student drops a course and re-enrolls into another course, the student shall be responsible for the assigned work/activities in the newly enrolled course.

EDUCATIONAL RECORDS (P2400)

A cumulative educational record shall be maintained for each student from his/her entrance into school through the last date of attendance or through graduation, whichever occurs first.

Each student's educational record will include information required by state and federal statutes, regulations or agencies and shall include other information considered necessary by school officials.

The District will comply with the mandates of the Family Educational Rights and Privacy Act (FERPA) and the Safe Schools Act regarding confidentiality of student records and disclosure of personally identifiable information.

The parents/guardians of students who are attending or have attended the District's schools have the right to inspect and review the educational records of their students and to request amendment of their students' educational records. The District has adopted procedures (Regulation 2400) for the granting of parental requests for access to the educational records of their students within a reasonable period of time, but in no case more than forty-five (45) days after the request is made.

All information contained in a student's educational record, except information designated as directory information by the District, shall be confidential and shall be directly accessible only to school officials who demonstrate a legitimate educational interest in the student's records and to parents/guardians or eligible students.

Upon request by military recruiters or an institution of higher learning, the District will provide students' names, addresses and telephone listings. Parents will be notified annually of their right to individually request that such information not be released without prior parental consent. Military recruiters will be provided the same access to students as is given to institutions of higher learning.

There is no fee to obtain a copy of student records or transcripts. All records and transcripts hand carried by individuals are considered unofficial records. Official records/transcripts are sent directly from the Plato School District to the forwarding organization with an official school seal affixed.

Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that *Plato R-V School District*, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, *Plato R-V School District* may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the *Plato R-V School District* to include this type of information from your child's educational records.

Directory information means information contained in the educational record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. The District directory information includes the following: the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school attended, and photographs.

Examples include:

- A playbill showing your student's role in a drama production;
- School publications (Yearbook & School Newspaper)
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, showing weight and height of team members
- Pictures for various publications or postings

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released can also be disclosed to outside organizations without a parent's prior written consent.

Elementary and Secondary Education Act of 1965 provides military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want *Plato R-V School District* to disclose directory information from your child's educational records without your prior written consent, you must notify the District in writing by the second Friday in September of the current school year.

Educational Records Request

Records for students transferring to another K-12 school district must be requested in writing from the forwarding school. Requests for records may be mailed, faxed or e-mailed to the Central Office. The goal of the Plato School District is to respond within five business days of a records request.

Transcript Request

In order to send a transcript, a written request must be submitted. Requests can be sent to the high school or central office by mail, fax, or e-mail. Transcripts can be sent to individuals, colleges, military, or employers. Official transcripts can only be sent directly from our office to the college/military. Any transcripts sent to or picked up by individuals will be considered unofficial. Individuals may pick up a copy of their unofficial transcript in person by showing ID. The goal of the Plato School District is to respond within 10 business days of a transcript request.

Due to the stipulations of FERPA, the Federal Educational Rights and Privacy Act, transcripts for individuals over the age of 18 must be requested by the individual and cannot be released to a parent or guardian unless the student or former student provides written permission.

EMERGENCY PROCEDURES

Procedures for safety drills are posted in each room and each teacher will review them at the beginning of school year.

EMERGENCY SCHOOL CLOSINGS

The Superintendent may order the delay of opening, early dismissal or the closing of schools due to inclement weather, hazardous road conditions or specific emergency situations which would make the operation of school impractical or hazardous to pupils. In the event that school is closed or delayed, the district's emergency notification system (all-call) will call parents/ guardians to announce late start or closure information. Announcement of school closings will also be placed with Springfield television stations 3, 10, 27, and 33, and listed on local radio stations. In addition, messages will be posted on district social media.

GENERAL SCHOOL RULES

1. Running in the halls is not allowed at any time.
2. Students are not to wear hats in school buildings unless for athletic events or for use in the Agriculture building.
3. Large sums of money and other valuables are not to be brought to school.
4. Drinks or food are allowed **ONLY** in the cafeteria. Breakfast-to-go is allowed to be eaten only in designated areas. No food or drink (except for plain water) is allowed in classrooms.
5. Students will be allowed to carry clear, plastic containers for plain water only. Having or using the water bottle during class time should not be a disruption. Teachers do have the authority to restrict the water bottle privilege within their classroom if the possession or use of the water bottle becomes a distraction.
6. Laser pointers are prohibited at school.
7. Rules, regulations, and policies of Plato R-V District are to be followed to ensure a positive learning environment.
8. Animals/insects are not to be brought to school without principal approval.

HALL PASSES

Any student in the halls during the class period shall have in their possession a hall pass issued by the classroom teacher, counselor, or office personnel listing the time and destination. It is the responsibility of the student and teacher to make sure a hall pass is obtained before a student leaves the classroom.

INSURANCE

The school does not sell insurance. However, insurance is made available to all students. An insurance pamphlet will be sent home with each family at the beginning of each school year.

LOST AND FOUND

The lost and found articles are kept in the principal’s office. Report all lost items to the office.

MEALS PROGRAM (P5520)

The District will participate in the national school lunch program. Eligible students will be identified for participation in the free and reduced-price lunch program based upon federal and state guidelines. Information concerning the eligibility standards will be distributed annually within the District. The identification of student participants in the program will be confidential with such information disclosed to staff members on a strict need-to-know basis.

Forms for free or reduced lunches will be sent home with each family. Parents may pay daily, weekly, or monthly. Lunch bills are to be paid in the high school office before the first hour bell rings or after school. Lunch money will not be accepted between classes or during lunchtime.

	<u>Students/Adults</u>	<u>Reduced</u>
Breakfast	FREE/\$2.35	FREE
Lunch	\$2.35/\$2.60	\$0.50

The Plato R-V District is a closed campus. Students are to stay in the cafeteria, gymnasium, or at the pavilion during the lunch period until dismissed. Students leaving lunch during the lunch hour must be checked out by parents following regular check out procedures.

PICTURES

Each year school pictures are taken shortly after the opening of school. All students should have pictures taken even if they do not plan to purchase them. This allows the school annual and the senior composite to be complete. Additional picture services may include spring pictures, athletic pictures, and event pictures.

RETENTION (MIDDLE SCHOOL)

The promotion or retention of junior high students will be based upon the total growth of each individual student. Such factors as social, emotional, and physical growth as well as mental growth will be considered. The student will be expected to complete the basic subjects before promotion to the next grade level. Conferences are held with parents/guardians to inform them of any consideration given to retention.

If a student is failing two or more of the five core subject areas they will be considered for retention at their current grade level for the next school year. To determine a failing grade, the first semester and second semester grade percentages will be averaged to formulate an overall grade percentage. If that

percentage is below 60% in any two or more of the core subject areas, your child may be retained in their current grade for the next school year.

Example: Student: John Doe

<u>Subject</u>	<u>1st Semester</u>	<u>2nd Semester</u>	<u>Grade % for year</u>	
Math	55%	61%	58%	
Science		70%	60%	65%
English		62%	56%	59%
Soc. Stud.		80%	70%	75%

**The above student received below a 60% in two core subject areas, thus the student would be retained in their current grade for the next school year.*

SCHOOL LOCKERS

A locker will be assigned to each student at the beginning of the school year. The lockers are the property of the Plato R-V School District and are subject to inspection by authorized school personnel. The school is not responsible for stolen items. Students may bring locks for their assigned locker but must provide an extra key or the combination to the lock to the high school office. Students are not to use lockers that are not assigned to them.

- Student lockers are the property of the school district.
- Student lockers remain at all times under the control of the school district.
- Students are to assume full responsibility for their lockers.
- The school district retains the right to inspect a student's locker for any reason at any time without notice, without student consent, and without a search warrant.

SEARCH AND SEIZURE (P2150)

Students or student property may be searched based on reasonable suspicion of a violation of district rules, policy or state law. Reasonable suspicion must be based on facts known to the administration, credible information provided or reasonable inference drawn from such facts or information. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses, if such witnesses are available. Students may be asked to empty pockets, remove jackets, coats, shoes and other articles of exterior clothing for examination if reasonable under the circumstances. However, no strip searches are to be conducted.

TELEPHONE CALLS

With permission, students may use the phone in the high school office between 7:45-3:26. Use of school phones without permission may result in detention. Students must receive signed permission from teachers *before* coming to the office to use the telephone.

VISITORS (P1430)

Principals and teachers shall welcome and encourage visits by parents/guardians, Board members, volunteers and patrons of the schools. All visitors shall report to the principal's office on entering the building so that the office will be aware of their presence. When a patron of the school has a need for a conference with a teacher or counselor, an appointment should be made so the staff member may proceed with his/her assigned duties without undue interruption.

GRADUATION

CLASS RANK

The following criteria will be used to determine class rank. Priority will be given to the students who meet the following criteria:

1. Grade point average of 3.0 (on a 4.0 scale) in Math, English, Science, and Social Studies.
2. Score above the previous year's national ACT average composite score. The student's composite score will have to be on file in the high school office before graduation. The February ACT test date would be the latest the test could be taken in order to meet the requirements.
3. Complete a strong academic program, as specifically outlined below, in the subject areas of: English/Language Arts, Mathematics, Science, and Social Studies. No substitutions will be authorized.
 - A. English/Language Arts courses and content must include an emphasis on English grammar and composition skills and seasoned compositions involving library research activities. The four units included in this area must be an integrated program designed to develop the student's ability to (1) use writing to form and exchange ideas in a clear and effective manner, (2) to speak English correctly and with clarity, and (3) to understand and appreciate ancient and contemporary literature.
 - B. Mathematics courses and content must include sufficient preparation in a range of mathematical applications to enable the student to be prepared for the beginning math curriculum at the college level. The three units in this must consist of at least two units above Algebra I including Algebra II.
 - C. Science courses and content must provide students familiarity with basic science and an understanding of relationships among science, technology, and public policy. Two of the three required units in this area must include biology, chemistry, physics, or anatomy/physiology.
 - D. Social Studies courses and content must provide understanding of the contemporary world and the rights and responsibilities of citizenship in a democratic society through studies of American History and culture and Western and non-Western traditions and cultures.

The three units of Social Studies must include at least one unit of American History and one unit of Government. The one additional history credit required would be an elective.

Specified Core Electives: Complete at least three units selected from foreign language (two units of one foreign language are strongly recommended) and/or combinations from two or more additional advanced courses from the core academic areas of English/Language Arts, Mathematics, Science, and Social Studies.

General Electives: Earn at least five units of elective credit, which will be selected and planned by the school, the student, and the student's parents or guardians to help develop the student's aptitudes and skills. Advanced vocational-technical courses which have been selected to support and strengthen the

student's college preparatory program or career choice may be used to fulfill this general elective requirement.

COMMENCEMENT

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

Seniors must make up all excessive absences before graduation or they will not be permitted to participate in graduation exercises. Extenuating circumstances may be presented to the Attendance Appeals Committee for possible Summer School attendance recovery. Diplomas will not be awarded until all attendance requirements are met.

All outstanding bills must be paid in full (to include lost textbook and lost library book costs, library fines, lost uniforms, lunch balances, etc.) to be able to participate in graduation activities. Exceptions may apply.

EARLY GRADUATION (P2540)

Graduation, with all attendance privileges, will be allowed any time after seven (7) semesters of attendance beginning with grade nine and attainment of all requirements as set by the state and local School Board of Education.

ELIGIBILITY

To participate in the high school graduation ceremony, the student must successfully complete the requirements for graduation established by the State of Missouri and the Plato R-V Board of Education (Specified in Curriculum, Instruction, and Assessment section). Exceptions may apply.

SALUTATORIAN

The senior who has achieved the second highest cumulative grade point average (GPA) in all courses for four years in high school and met the class rank requirements listed above, will be the salutatorian of the senior class. The student must have attended Plato High School for at least six semesters.

VALEDICTORIAN

The senior who has achieved the highest cumulative grade point average (GPA) in all courses for four years in high school and met the class rank requirements listed above, will be the valedictorian of the senior class. The student must have attended Plato High School for at least six semesters.

HEALTH SERVICES

ADMINISTRATION OF MEDICINE (R2870)

The student's authorized prescriber shall provide a written request that the student be given medication during school hours. The request shall state the name of the student, name of drug, dosage, frequency of administration, route of administration, and the prescriber's name. The diagnosis/indication for use of the medicine shall be provided. When possible, the prescriber should state adverse effects and applicable emergency instructions.

The District shall require that a prescription label be properly affixed to the medication in question. Said label must contain the name of the student, name of the drug, dosage, frequency of administration, route of administration, diagnosis and the prescriber's name.

A parent/guardian must request in writing that the school district comply with the authorized prescriber's request to give medication. (The District will not administer the initial dose of any new prescription except in an emergency.)

Medications should be given at home when possible. If this is not possible, a medication authorization form **MUST** be completed by a physician and accompanied by a parent's signature for all medications that will be given for long-term periods (greater than 10 days). Medication authorization forms are available in the nurse's office. **STUDENTS MAY NOT CARRY ANY MEDICATIONS INCLUDING COUGH DROPS**, except inhalers or epipens when authorized in writing from a physician, parent, and school nurse. All other medications will be locked in the nurse's office. All medications are to be dispensed by the nurse, but in the absence of the nurse, a trained staff member will dispense prescription medication. The classroom teacher is not to dispense medication unless on a field trip. Medication must be in the original container with student's name, doctor's name, name of medication, dosage, time, and method of administration on the label. Parent/Guardian should deliver the medication to the nurse's office unless prior arrangements have been made with school administration. Short-term prescriptions may be given at school upon receipt of medication (in original container) and written request by the parent/guardian.

COMMUNICABLE DISEASES (P2860)

A student shall not attend classes or other school-sponsored activities, if the student (1) has, or has been exposed to, an acute (short duration) or chronic (long duration) contagious or infectious disease, and (2) is liable to transmit the contagious or infectious disease, unless the Board of Education or its designee has determined, based upon medical evidence, that the student:

1. No longer has the disease.
2. Is not in the contagious or infectious stage of an acute disease.
3. Has a chronic infectious disease that poses little risk of transmission in the school environment with reasonable precautions.

IMMUNIZATION LAW (R2850)

As mandated by the Missouri Department of Health, students must have up-to-date immunizations before being permitted to attend classes. Form 2850 provides a chart of immunization requirements by grade level. A current copy of immunization record needs to be on file with the school nurse.

PHYSICAL/VISION EXAMINATIONS (P2880)

The Board of Education may require any student to be examined by a physician for the purpose of determining whether the student is afflicted with a contagious or infectious disease or have the liability of transmitting the disease.

A trained District nurse or other qualified District employee will conduct eye screening exams for every student prior to the completion of first grade and will again screen before the completion of third grade.

STUDENT ILLNESS

Students will be sent home immediately if they have any of the following: Fever (over 100 degrees), Impetigo, vomiting, diarrhea, head lice, pinkeye, skin eruptions and any communicable disease. In the event of student illness during the school which results in the need for the student to be sent home, the school nurse will make contact with parent/guardian.

Any student sent home with head lice may not return until they are free of lice and nits. The nurse must check students before being admitted back to their classroom.

STUDENT ACTIVITIES

GENERAL INFORMATION

The Plato R-V Board of Education, its faculty and administration believe students should have maximum opportunity for a quality education. It is believed that extracurricular activities (academic clubs and sports programs) contribute to this quality education and are beneficial to the students and to others involved. It is also believed that in some situations, students would benefit more if less time was spent on these extra-curricular activities and more time spent academically. It is with this in mind that the following policies have been adopted to provide for some overall standards for these activities.

ACTIVITY CALENDAR

Individuals and organizations wishing to place activities on the school calendar must have prior approval from the administration. These activities should be placed on the calendar at least two weeks before the activity is to take place.

ATHLETIC AWARDS AND LETTERS

Athletic awards are made on the basis of participation. The awards must be symbolic in nature and have no monetary value. Athletic awards presented by Plato High School are: varsity letter for meeting standards set by the coaching staff, a symbol for each sport in which the athlete letters, and a bar for each year of participation. Standards for athletic awards are at the discretion of the coach.

ATHLETIC CEREMONY

The athletic ceremony is held at the end of the school year for students in grades 9-12. The purpose of the ceremony is to honor all athletes and their parents. All athletic awards are given at this ceremony. The middle school athletic ceremony will take place in conjunction with the middle school academic awards ceremony.

CLUBS AND ORGANIZATIONS

- Aquaponics Club
- Art Club
- Band
- BETA Club
- Choir
- Cooking Club
- Fellowship of Christian Athletes (FCA)
- Future Business Leaders of America (FBLA)
- Future Farmers of America (FFA)
- Future Medical Leaders (FML)
- Future Teachers of America (FTA)
- Pep Club
- Peer Helpers
- Student Council (Middle and High School)
- Varsity Athletic Club (VAC)

A club fair will be held to help inform students of the various club opportunities available to them. By the end of September, each club will be required to submit to the administration:

1. The names of the officers and sponsors
2. An up-to-date list of membership
3. A schedule of activities
4. Attendance at extracurricular activities

No student may be denied participation in club activities because he/she is unable to pay dues. No student may be denied participation in any club for which they are qualified. Funding for club activities comes from charged dues and fund-raising projects by the club members.

CONDUCT AT SCHOOL SPONSORED ACTIVITIES

Supervision of students attending activities at school or on a trip to another school is the responsibility of parents and school officials. All policies will apply to school sponsored and after-school activities. Good conduct and attention by the audience at any activity is important to the people performing.

ELIGIBILITY STANDARDS

In order to be eligible to participate in any extracurricular activities (i.e. school dances, prom, field trips, sporting events, etc.), the following requirements must be maintained:

1. The student must maintain a 60% or better in every class on a semester basis. A grade below 60% in any class at the end of the semester will result in the student being ineligible the next semester.
2. The student must meet Missouri State High School Activities Association standards.
3. Students must be in compliance with the Plato High School attendance policy. Any student who has attendance overage will not be allowed to participate in any extracurricular activities.

Good sportsmanship is a big aspect of extracurricular activities. Students and fans are expected to always show good sportsmanship. Schools are labeled by the actions of their students and fans.

A student must attend class for three full periods the day of an activity in order to participate in any extracurricular activity. Students who miss class to attend school-sponsored activities must complete and turn in the work for the missed day of class on the day they return.

FUNDRAISING

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

HOMECOMING

Planning of the annual homecoming is a function of the student council. The homecoming queen is selected by the student body and is crowned at a homecoming basketball game. The candidates are selected by the male members of the Varsity Athletic Club. The homecoming court is made up of the queen candidates and attendants.

INTER-SCHOOL CONTESTS AND ACTIVITIES

The Missouri High School Activities Association governs inter-school activities in athletics, music and speech.

Plato High School is a member of the Frisco League. We participate in various Frisco League activities including math contest, spelling bee, art, band, baseball, basketball, chorus, cross country, and track.

The band and chorus participate in music contests and workshops sponsored by the MSHSAA. In addition, the band and chorus present two concerts during the year.

In addition to the Frisco League activities, students have an opportunity to participate in various academic contests throughout the school year.

FBLA: Students participate in district, state, and national contests in business related areas.

BETA: Members attend the state convention in December and compete in several academic and talent programs.

FFA: Students participate in several contests in agricultural related areas at district, state, and national levels.

WCC: Students attending Waynesville Career Center (WCC) have the opportunity to participate in the Skills USA contest at the district, state, and national levels.

All contests involving school representatives must be approved by the administration.

JUNIOR-SENIOR PROM

The junior-senior prom is held in April or May. The junior class is in charge of this event. Any Plato student who plans on bringing a high school-aged guest not enrolled in Plato High School must receive approval from the high school principal before being allowed to attend the prom. All students attending the Junior-Senior Prom must ride the bus to and from prom, unless extenuating circumstances are pre-approved by the high school principal.

SCHOOL DANCES

1. School dances are closed functions.
2. Only those students presently enrolled at Plato High School/Middle School will be allowed to attend. (High school-age guests who are not enrolled at Plato may attend if pre-approved by principal).
3. Students leaving the event will not be allowed to return.
4. A minimum of four (4) sponsors are required at school dances. One male teacher and one female teacher must be present. Parents are encouraged to attend all school dances.
5. Dances require approval of the principal at least three (3) weeks in advance.

6. The hours for all high school dances will be from 8:00-11:00 p.m. Allowances on these times will be made for homecoming.
7. Students must attend a minimum of three (3) hours of school the day of the dance. Students who are assigned Academic Reassignment are allowed to come to the dance. Students who are assigned OSS (Out-of-School Suspension) are not allowed to attend the dance.

SENIOR TRIP

Attendance, academic performance, and behavior will be considered for senior trip attendance.

SUMMER SCHOOL

The Plato School District offers a variety of summer school opportunities to enhance and enrich student learning. Students are encouraged to attend summer school. Students who are performing significantly below grade level may be required to attend summer school as a condition of promotion to the next grade level.

WINTER QUEEN CEREMONY

The pageant is presented by the Beta Club between a boy's junior varsity and varsity home basketball game. The date is determined by the administration.

SUPPORT SERVICES

EXCEPTIONAL CHILD EDUCATION COOPERATIVE

The Exceptional Child Education Cooperative is a joint effort of twelve south central Missouri school districts.

These schools have banded together, pooling available funds, in order to cooperatively provide special education services to students who have been identified as disabled as defined by PL94-142.

The Exceptional Child Education Cooperative provides specialized resources for our member school districts. These areas include assistance in identifying ways to help children with special needs, and help with providing for many of those services. The "Coop" is one of 20 similar special education cooperatives in Missouri.

GUIDANCE DEPARTMENT

The guidance department is composed of a full-time counselor for students in grades 6-12. The guidance department administers the standardized testing programs that are required and recommended by the state. The counselor also helps students with their personal, school, and scheduling questions and assists students in furthering their education and determining or clarifying their career goals.

Additionally, individual, family and group counseling services are also available through services provided in partnership with COMC (Central Ozarks Medical Center). A Licensed Practical Counselor is available to meet with students one on one at no charge to families. Insurance information and permission forms are completed by parents prior to receiving services. Families may also schedule family counseling which is provided on a sliding scale fee.

SECTION 504 PUBLIC NOTICE (P1310)

The Plato R-V School District assures that it will provide a free appropriate public education (FAPE) to each qualified disabled person in the District's jurisdiction regardless of the nature or severity of the person's disability. For purposes of Section 504 of the Rehabilitation Act of 1973, the provision of an appropriate education is the provision of regular or special education and related aids and services that (i) are designed to meet individual and educational needs of disabled persons as adequately as the needs of non-disabled persons are met and (ii) are based on adherence to procedures that satisfy the requirements of the 504 federal regulations

For questions regarding Section 504 or a 504 referral, contact Kristie Scrivner, Section 504 Coordinator, Monday – Friday from 8:00 a.m. – 3:00 p.m. at 417-458-4980.

SPECIAL EDUCATION (R6250)

The District will adhere to the Individuals with Disabilities Education Act, its implementing regulations, and the Missouri State Plan for Special Education. The District will observe the guidelines listed in Board Policy 6250.

Volunteers (P1425)

Volunteers are always needed at Plato Middle and High School for the following activities:

Tutoring
Clerical activities
Guest speaker

A volunteer background check must be filled out prior to working in the school. Background checks can be completed online through a link on our district website or a paper copy of the application may be picked up in the school office. at www.health.mo.gov/safety/fcsr. The cost is \$12.00. Please call the office if you would be interested in volunteering and getting involved. We look forward to your assistance!

The building principal will notify volunteers once background checks are approved and will work with staff and the volunteer to create an effective volunteer schedule. The principal or teachers may work with volunteers to adjust volunteer schedules to best meet student needs. helping in anyway!

VOCATIONAL TECHNICAL SCHOOL WAYNESVILLE CAREER CENTER (WCC)

GENERAL INFORMATION

The Waynesville Career Center (WCC) is for junior and senior students who want to learn a trade or skill so that they can better be a part of today's world of work. Students who want to attend the Waynesville Career Center should contact the counselor. The Plato R-V School District will pay the tuition cost and provide transportation for the students.

ATTENDANCE

Attendance will be taken before the bus departs for Vo-Tech. Students should board the bus no later than 7:55 a.m. Students who do not board the bus by 7:55 a.m. will be counted tardy. When the bus arrives at Vo-Tech, all students will go to the classes immediately. When classes dismiss, all students will board the bus. The bus will return to Plato High School directly. Students should report to the cafeteria for the regular high school lunch schedule.

Attendance for vocational students is extremely important. Poor attendance will most likely cause low grades. Students attending vocational school will follow the same attendance policies as students who attend regular full day classes at Plato High School. The area vocational school will have attendance policies per which all students will also be held responsible. This attendance policy is in effect the day Waynesville Career Center begins classes.

Students attending Vo-Tech and/or students participating in extracurricular activities must have excessive absences (absences over eight hours in any one class) made up before being allowed to participate in the next activity, event, competition, or attend Vo-Tech courses the following semester. Students will be provided regularly scheduled Saturday School(s) prior to participation restriction.

DISCIPLINE

Discipline assigned at the Waynesville Career Center will be honored at the Plato R-V School District. Students who have continual or serious problems or misconduct will be suspended from vocational school and enrolled in a full day at Plato High School.

GRADES

The purpose of the vocational school is to enable the students to become proficient in a vocational skill. Since Plato School is paying the tuition for each student to attend, the school board feels it is the student's responsibility to obtain the certification in the field they are working toward. Students who do not maintain a grade average of a B- or above may be removed from Vo-Tech courses and re-enrolled as a full-time regular student at Plato High School.

TRANSPORTATION

The District will provide a bus to transport all Plato vocational students to and from vocational school. All students from Plato High School who attend the area WCC School MUST ride the bus provided by the school to and from the Waynesville School. The parent and principal in advance of the occasion must approve any rare exceptions to this rule. Parents must provide written and dated permission before their student will be allowed to drive to Vo-Tech. The bus driver will have authority over all students on his/her bus. Students should regard the bus as a classroom as far as conduct is concerned. Misconduct by vocational students on the bus will not be tolerated and punishment will be administered.

ADDITIONAL POLICIES

DRUG-FREE SCHOOLS (P6130 and P2641)

The Board of Education understands that parents/guardians, educators, students and other community members are seriously concerned about the adverse effects of drug abuse on the individual and society. Furthermore, the Board believes that effective drug education programs require both the acquisition of knowledge and the development of positive personal values. Both the school and other community agencies must share in the development and conduct of programs to alleviate the problems of drug abuse.

Therefore, the School District will abide by the following:

1. Be concerned with the education of all areas of drug and alcohol abuse.
2. Establish and maintain a realistic, meaningful drug and alcohol education program that will be incorporated in the total educational program.
3. Establish and maintain an ongoing in-service drug and alcohol education program for school personnel.
4. Cooperate with government and private agencies offering services related to drug and alcohol problems.
5. Encourage and support activities that will develop a positive peer influence in the area of drugs and alcohol.
6. Create a climate whereby students may seek and receive counseling about drugs and alcohol and related problems without fear of reprisal.
7. Follow federal mandates concerning drug and alcohol education.

Pursuant to requirements of the 1989 amendments of the Drug-Free Schools and Communities Act and to the requirements of the Safe Schools Act, and for the purpose of preventing the use of illicit drugs and alcohol by students, the District shall provide age-appropriate, developmentally based drug and alcohol education and prevention programs to all students from early childhood level through grade twelve (12).

GRIEVANCE PROCEDURE (ESSA)

Missouri Department of Elementary and Secondary Education Every Student Succeeds Act of 2015 (ESSA) COMPLAINT PROCEDURES 1 Programs include Title I, A, B, C, D, Title II, Title III, Title IV, A, Title V Revised 4/17 2 In compliance with ESSA Title VIII- Part C. Sec. 8304(a)(3)(C) Local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives. Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs

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

1. What is a complaint? For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.
2. Who may file a complaint? Any individual or organization may file a complaint.
3. How can a complaint be filed? Complaints can be filed with the LEA or with the Department.
4. How will a complaint filed with the LEA be investigated? Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.
5. What happens if a complaint is not resolved at the local level (LEA)? A complaint not resolved at the local level may be appealed to the Department.
6. How can a complaint be filed with the Department? A complaint filed with the Department must be a written, signed statement that includes: 1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and 2. The facts on which the statement is based and the specific requirement allegedly violated.
7. How will a complaint filed with the Department be investigated? The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time

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

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

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

10. What happens if a complaint is not resolved at the state level (the Department)? The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

GRIEVANCE PROCEDURE (P1310)

It is the policy of the District to process all grievances in a fair and expeditious manner, with the intent of resolving them in a mutually agreeable manner. Regulation 1310 provides mechanisms for the resolution of grievances/complaints by employees, patrons and/or students relating to discrimination under Section 504 and Title IX.

HARASSMENT POLICY (P2130)

It is the policy of the District to maintain a learning environment that is free from harassment because of an individual's race, color, sex, ancestry, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation. The School District prohibits any and all forms of unlawful harassment and discrimination because of race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation.

It shall be a violation of District policy for any student, teacher, administrator, or other school personnel of this District to harass or unlawfully discriminate against a student through conduct of a sexual nature, or regarding race, color, sex, ancestry, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation as defined by this Policy.

It shall also be a violation of District policy for any teacher, administrator, or other school personnel of this District to tolerate sexual harassment or harassment because of a student's race, color, sex, ancestry, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation, as defined by this Policy, by a student, teacher, administrator, other school personnel, or by any third

parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the School District.

For purposes of this Policy, the term "school personnel" includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the District.

The school system and District officials, including administrators, teachers, and other staff members will act to promptly investigate all complaints, either formal or informal, verbal or written, of unlawful harassment or unlawful discrimination because of race, color, sex, ancestry, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation; to promptly take appropriate action to protect individuals from further harassment or discrimination; and, if it determines that unlawful harassment or discrimination occurred, to promptly and appropriately discipline any student, teacher, administrator, or other school personnel who is found to have violated this Policy, and/or to take other appropriate action reasonably calculated to end the harassment/discrimination.

The District prohibits retaliation against a person who files a complaint of discrimination or harassment, and further prohibits retaliation against persons who participate in related proceedings or investigations.

Inquiries or complaints concerning the Plato R-V School District's compliance with the regulations implementing Title II, Title VI, Title IX, Section 504 or the American Disabilities Act (ADA) may be directed to the District Coordinator of these programs:

Dr. Kim Hawk, Superintendent
 Plato R-V School
 10645 Plato Dr.
 Plato, Missouri 65552
 (417) 458-3333

INTERNET USAGE (P 6320)

A. Introduction

It is the policy of the District to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

B. Access to Inappropriate Material

To the extent practical, technology protection measures shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

C. Internet Safety Training

In compliance with the Children's Internet Protection Act, each year, all District students will receive internet safety training which will educate students about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms, and cyberbullying awareness and response. Such training will include Internet, cell phones, text messages, chat rooms,

email and instant messaging programs. (See also Policy 6116 – State Mandated Curriculum – Human Sexuality).

D. Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called "hacking," and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

E. Supervision and Monitoring

It shall be the responsibility of all District employees to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of Mr. Cayl Steinbrink, (417) 458-3333, csteinbrink@plato.k12.mo.us or designated representatives.

PROTECTION OF STUDENT RIGHTS (P1610)

All instructional materials, including teachers' manuals, films, tapes or other supplementary material which will be used in connection with any student survey, analysis or evaluation shall be available for inspection by parents/guardians of the students. This requirement also applies to the collection, disclosure or use of student information for marketing surveys.

No student shall be required to submit to a survey, analysis, or evaluation as part of a school program or marketing survey that requires students to reveal personal information concerning:

1. Political affiliations of the student or student's family;
2. Mental and psychological problems of the student or his/her family;
3. Sexual behavior and attitudes;
4. Illegal, antisocial or self-incriminating behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Religious practices and affiliations;
7. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers; or
8. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance.

The District will give parents notice of their right to inspect surveys and instructional materials used in educating their children, and of the right to opt their child out of participating in activities that concern any of the above eight areas.

PUBLIC NOTICE

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, highly mobile children, such as migrant and homeless children, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Plato R-V School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other

health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

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

The Plato R-V School assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Plato R-V School has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the Plato R-V School District Monday thru Friday from 7:00 a.m. to 5:00 p.m.

Local school districts in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age twenty-one (21) that reside in the district. This census must be compiled by December 1 of each year. This information is treated as confidential and must include: name of the child; parent/legal guardian's name/address; birth date and age of the child; the child's disability; and the services provided to the child. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact Plato R-V School District at (417) 458-4980.

This notice will be provided in native languages as appropriate.

RIGHT TO KNOW

Our district is required to inform you of information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know. Upon your request, our district is required to provide to you in a timely manner, the following information: Whether your student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction. Whether your student's teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived. Whether your student's teacher is teaching in the field of discipline of the certification of the teacher. Whether your child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the information that parents may request, a building receiving Title I.A. funds must provide to each individual parent: Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A. Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

Appendix 1**HIGH SCHOOL BELL SCHEDULE**

First Bell	7:55
1 st Hour	8:00 – 8:53
2 nd Hour	8:57 – 9:50
3 rd Hour	9:54 – 10:47
4 th Hour	10:51 – 11:44
Lunch	11:48 – 12:13
Advisor / Advisee	12:13 – 12:38
5 th Hour	12:42 – 1:35
6 th Hour	1:39 – 2:32
7 th Hour	2:36 – 3:30

HIGH SCHOOL FRIDAY EARLY RELEASE BELL SCHEDULE

First Bell	7:55
1 st Hour	8:00 – 8:45
2 nd Hour	8:49 – 9:34
3 rd Hour	9:38 – 10:23
4 th Hour	10:27 – 11:12
Lunch	11:16 – 11:41
Advisor / Advisee	11:41 – 12:06
5 th Hour	12:10 – 12:55
6 th Hour	12:59 – 1:44
7 th Hour	1:48 – 2:33

Appendix 2**MIDDLE SCHOOL BELL SCHEDULE**

First Bell	7:55
1 st Hour	8:00 – 8:53
2 nd Hour	8:57 – 9:50
3 rd Hour	9:54 – 10:47
4 th Hour	10:51 – 11:44
Advisor / Advisee	11:48 – 12:13
Lunch	12:13 – 12:38
5 th Hour	12:42 – 1:35
6 th Hour	1:39 – 2:32
7 th Hour	2:36 – 3:30

MIDDLE SCHOOL FRIDAY EARLY RELEASE BELL SCHEDULE

First Bell	7:55
1 st Hour	8:00 – 8:45
2 nd Hour	8:49 – 9:34
3 rd Hour	9:38 – 10:23
4 th Hour	10:27 – 11:12
5 th Hour	11:16 – 12:06
Lunch	12:10-12:35
Advisor / Advisee	12:35 – 12:55
6 th Hour	12:59 – 1:44
7 th Hour	1:48 – 2:33