

Appleton City R-II Middle School/ High School



Student Handbook

2018-19

APPLETON CITY R-II SCHOOL DISTRICT

MISSION STATEMENT

The mission of Appleton City R-II School District is to empower our students to be lifelong learners by providing a high quality, comprehensive, and meaningful education.

PUBLIC LAW 101-116 DRUG-FREE SCHOOL AND WORKPLACE

Under provisions of P.L. 101-226, it is the policy of the Appleton City R-II School District that the unlawful possession, use or distribution of illicit drugs or alcohol is prohibited on school property or during the participation in a school sponsored event. An illicit drug is defined as any substance represented as a narcotic, hallucinogen, etc. that is unlawful, prohibited or unauthorized. This policy shall apply to all students and employees of the district or non-school persons who are attending school activities or using school facilities.

The provisions of this policy as it applies to each of the above named groups are as follows:

STUDENTS

- A. The use of illicit drugs and/or alcohol is wrong and is harmful to the student's physical and mental health.
- B. The possession, use or distribution of illicit drugs or alcohol is illegal.
- C. Standards of conduct for the possession, use or distribution of illicit drugs or alcohol will be governed by the latest revision of the Appleton City R-II School District Disciplinary Code. Compliance with these standards of conduct is mandatory.
- D. Information on drug and alcohol counseling and rehabilitation programs that are available for students may be obtained through the applicable school counselor's office.

Public Law 107-110 NO CHILD LEFT BEHIND ACT

Under provisions of P.L. 107-110 it is the policy of Appleton City R-II School District to provide parents/guardians upon request, in a timely manner, the following: 1) A teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction. 2) A teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria has been waived. 3) Whether your child is provided services by paraprofessionals and, if so, their qualifications. 4) What baccalaureate degree major that teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification. In addition to the information that parents may request, districts must provide to each individual parent. Information on the achievement level of the parent's child in each of the state academic assessments as required under this part: and timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

STATEMENT OF NONDISCRIMINATION

Students, their parents/guardians, and employees of Appleton City R-II are hereby notified that this school district does not discriminate on the basis of sex, handicap, race, color, or national origin and is required by Title VI, Title IX, and Section 504 not to discriminate on the basis of race, religion, color, national origin, sex, or handicap in admission or access to, or treatment, or employment in its programs or activities. Any person having injuries concerning Appleton City R-II compliance with Title VI, Title IX, or Section 504 is directed to contact the Superintendent of Schools of Appleton City R-II, Box 126, 408 West 4th, Appleton City, MO 64724; Telephone (660) 476-2161. The Superintendent of Schools has been designated by the Board of Education of Appleton City R-II to coordinate the school district's efforts to comply with Title VI, Title IX, and Section 504. Ryan Middleton, Superintendent of Schools, Appleton City R-II School, Title IX, Title VI, Section 504 Coordinator.

THE FOLLOWING SCHOOL RULES ARE ARRANGED ALPHABETICALLY:

ACADEMIC LETTER

Each year the school district recognizes each student who has met academic standards. Criteria for these standards are located in the Counselor's office.

ACADEMIC EXPECTATIONS

Per MSHSAA policy 2.3.2 students involved in extracurricular activities must pass 80% of the maximum allowable classes in which a student can be enrolled. Thus, any student who fails more than one (1) class during a semester shall be ineligible the following semester for ALL extracurricular activities

ANNOUNCEMENTS

A copy of the announcements will be available in the office and emailed to each teacher. The announcements will be read over the intercom each day at the beginning of 5th period. Any teacher or organization requesting to have an announcement appear in the bulletin should submit it to the principal's office before 8:00 AM.

ASSEMBLIES

Student's behavior should be refined and courteous at all times. An indication of the cultural level of the school is the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, uncalled-for-clapping, boisterousness, sleeping, and talking during a program.

ATHLETICS/ACTIVITIES: ELIGIBILITY REQUIREMENTS

- A) Team membership is open to all students wishing to participate in athletics and who meet team requirements. Girls' athletics include volleyball, basketball, and track. Boys' athletics include football, basketball, and track. Activities include but are not limited to Band, Cheerleading, Chorus, Computer Club, FCCLA, FFA, Foreign Language, National Honor Society, Student Council, Academic Bowl, School Plays and Varsity Club. General eligibility requirements include:

Students in grades 9-12 must be enrolled and making satisfactory progress in courses, which offer a total of at least three units of credit or 80% of the maximum allowable credits which may be earned.

- B) Citizenship requirements: Students who participate in interscholastic activities must be creditable citizens and judged so by the proper school authority certifying a list of students for competition. Those students whose character or conduct is such as to reflect discredit upon themselves or their schools are not considered "creditible citizens". Conduct shall be satisfactory in accord with the standards of good discipline. Students participating in extra-curricular activities are subject to this requirement throughout the entire calendar year. 365 days/7 days a week.

A student shall not be considered eligible while under suspension. The student who is expelled or who withdraws from school because of disciplinary measures shall not be considered eligible for 365 days from the date of expulsion or withdrawal.

- C) Attendance requirements: If a student misses class(es) without being excused by the principal, the student shall not be considered eligible for interscholastic activities on that date. If a student misses school due to illness, he/she will not be eligible to participate that evening. Further, the student cannot be certified eligible to participate on any subsequent date until the student attends a full day of classes (or has an excused absence(s) from class) without an unexcused absence.

ATTENDANCE

The Board of Education has established and approved the following rules and regulations regarding attendance, absences, and excuses for students. These rules and regulations are intended to comply with the Missouri Compulsory Attendance Law (167.031) RsMo.) which establishes compulsory attendance for all children between the ages of seven and sixteen years of age unless their education is provided by other acceptable means, or otherwise excusable under the law.

School attendance is an important part of overall school success and is a part of the school record. Regular and punctual attendance by all students is essential to the academic success of the student and the efficient operation of the classroom. While written work and reading assignments may be made up, performance events, class participation, demonstrations, and critical information presented in class cannot be made up. Each student is expected to be at school every attendance day, barring exceptional circumstances.

Any student arriving more than 15 minutes late to a class will be counted absent for that hour. Any student that misses 10 consecutive days without a medical excuse may be dropped from our enrollment.

Excused absences beyond a maximum of nine (9) in any class period during any semester will result in the student's grade being reduced according to the grade reduction chart below.

The School District recognizes that some absences are unavoidable and necessary. The following absences will be excused. Documentation must be provided as indicated.

1. Illness or injury of the student, with written excuse or telephone notification from the parent/guardian.
2. Illness or injury of a member of the student's family when the student's presence is necessary or expected, with written excuse from parent.
3. Medical appointments, with written appointment confirmation by medical provider.
4. Funeral, with written excuse from parent. The building principal may require a program or other evidence from services as well.
5. Religious observances, with written excuse from parent.
6. Other appointments that cannot be scheduled outside attendance hours, such as court appearances, with written 3rd party documentation.
7. Out-of-school suspension

*All other absences and any absence for which required documentation is not provided are unexcused. All unexcused absences will carry a grade reduction penalty.

Consequences for Violations

Excused Absences	Grade Reduction	Unexcused Absences	Grade Reduction
10	2%	2	4%
11	4%	3	8%
12	8%	4	16%
13	16%	5	20%
14	32%	6+	40%
15+	50%		

OSS will be counted as excused absences, and the student will be given 50% credit for work done during the suspension.

This academic penalty represents the participation portion of the student's grade and is intended as a deterrent to excessive absences. Academic consequences accumulate more quickly for unexcused absences, since they are completely avoidable. Penalties are cumulative so that a student with ten (10) excused absences and one (1) unexcused absence would be penalized 2%. Unexcused absences will not count in the excused total, so a student with ten (10) excused absences and two (2) unexcused absences would receive a 6% penalty.

Near the end of the semester, each student that may be affected by this policy will attend an attendance audit with the building administrator. This meeting will give the student/parent a chance to explain and/or correct any possible reductions.

Secondary Level Only

On the fifth (5th) absence a letter will be sent to the home notifying parents that they should schedule a review hearing with the Principal. The purpose of this hearing is to determine the cause of the absences and develop a plan of action to eliminate continuance of the attendance problem. When the cause of the absences is documented to be related to illness or special circumstance, the Principal may waive such hearing.

On the tenth (10th) absence a certified letter will be mailed to parents indicating that attendance standards have not been met. The letter will detail the dates of the absences and class periods affected. Within five (5) days of receipt of this letter, if an appeal is considered necessary by the parent, they should request a hearing with the Attendance Review Committee to review circumstances surrounding the excessive absences and to determine a plan of action to address the issue. Following this hearing, a final determination will be made regarding loss of make-up privilege and/or other actions. This determination will be final, pending review by the Superintendent and Appleton City R-II School Board of Education, if requested.

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Possible disciplinary actions

1. Notification to legal authorities – County Juvenile, Division of Family Services, County Circuit Judge
2. After-school detentions
3. Students who miss 18 or more days unexcused will be ineligible for all extra-curricular activities for the remainder of the year. These activities include sports, prom, Senior Trip, graduation ceremonies etc...

BOOKS AND SCHOOL PROPERTY

Textbooks are owned by the school and loaned to the students for their use. Students will be held responsible for damaged books or school property. The student to whom the books were issued shall pay for lost or damaged books. Payment for breakage of equipment will be expected in a timely fashion, but textbook fines will be assessed at the end of the school year. If a student should happen to damage something by accident, it should be reported to a teacher or the office immediately. Willful destruction of school property will lead to serious consequences.

BREAKFAST & LUNCH

1. Since we have a “Closed Campus” students are not allowed to leave the campus for breakfast or lunch.
2. Meal prices; breakfast \$1.30 and lunch \$2.10
3. Students may bring their breakfast or lunch and must eat in the cafeteria.
4. Students who buy their breakfast or lunch must eat in the cafeteria.
5. **NO** charging for school lunches. Students will be expected to pay prior to eating.
6. Money should be turned into the HS office in an envelope with their name and the amount. **NO change will be given.** Monies received after 9:00 am will be credited the next business day
7. All food must be consumed in the cafeteria.
8. Students may be assigned specific tables at which to sit.
9. Students will be expected to pick up trash/litter from their tables and the floor area.
10. Eating breakfast is not an excuse for being tardy for first period.
11. There will be no loitering in the cafeteria. Students are to eat breakfast and leave.
12. Students not eating breakfast will not loiter around the cafeteria. Go to your assigned building.
13. No fountain drinks to breakfast or lunch.

BUS REGULATIONS

1. The bus driver is in charge of the pupils and the bus. Pupils must obey the driver promptly. The driver may assign seats when it is deemed necessary.
2. Pupils must be on time. The bus cannot wait beyond its regular schedule for those who are tardy.
3. Pupils should never stand in the roadway while waiting for the bus.
4. No tobacco use, eating or drinking on the bus at any time.
5. Unnecessary conversation with the driver is prohibited.
6. Classroom-type conduct is to be observed by pupils while riding in the bus, except for ordinary conversation. No “Horseplay” will be permitted at any time. Swearing, yelling, and demeaning or derogatory language is not permitted.
7. Pupils must not at any time extend arms or head out of bus windows.
8. Pupils must not try to get off the bus, or move about within the bus while it is in motion.
9. Pupils must observe instructions from driver when boarding or leaving the bus.
10. The student responsible for the damage must pay for any damage to a bus by a student.
11. The driver will not discharge riders at places other than the regular bus stop near the house or at school, unless by proper authorization of the parent, the superintendent, or the principal of the school. Similarly, students may not ride in any bus other than their regularly assigned bus without authorization from a principal and the parent/guardian.
12. Transportation disciplinary referrals may result in suspension of the bus privileges and additional school discipline as determined by the Principal. Continued misconduct may result in permanent loss of transportation privileges.

CELL PHONES, PAGERS, ETC.

The use of cell phones and digital music players will be allowed before school until 7:55 am. Cell phones **ONLY** may be used in the cafeteria during a student's assigned lunch shift. Headphones and earbuds will not be allowed during the school day, unless there is a specific reason to use them, with teacher permission, for a class assignment. Otherwise, headphones/earbuds should be put away out of sight. Taking pictures or videos unless directed by a teacher, is prohibited. The use of phones in restrooms and locker rooms is strictly prohibited.

CHANGES IN SCHOOL HANDBOOK

The Appleton City R-II School Board of Education reserves the right to make changes in the Appleton City JH and High School Student Handbook as deemed necessary. A handbook cannot cover all possible activities of a school. Items not covered are left to the discretion of the principal in consultation with the superintendent. The handbook is a part of the Appleton City R-II School Board of Education's policy and rules incorporated therein by reference.

CLASSROOM EXPECTATIONS

All classes should establish desirable standards of behavior. Students should take the necessary books and supplies to class, as they will not be excused from class once the tardy bell rings. Students should help keep classrooms neat and clean. Students who habitually arrive at class without required classroom supplies may receive a failing grade for the day or have to serve detention. Students are to treat each other and staff with respect at all times.

CLASS LEVELS

Students will be assigned to class levels based upon units earned prior to the start of the school year. Some class level changes may be made during the school year with the approval of the principal.

Freshmen (9th grade)	No credit requirement
Sophomores (10th grade)	6 earned units (7 credits for class of 2020 and beyond)
Juniors (11 th grade)	12 earned credits (14 credits for class of 2020 and beyond)
Seniors (12th grade)	19 earned credits (21 credits for class of 2020 and beyond)

Only those students who have the appropriate earned units are permitted to participate in that class level's activities.

Clinton Technical School

CRITERIA FOR TECHNICAL SCHOOL SELECTION

- A student who has missed ten (10) or more days during the last semester before they wish to attend technical school is ineligible. A student who has missed more than the maximum allowed due to extenuating circumstances (medical, etc.) may be considered for admission to the technical school after consultation with the principal.
- All technical school students must have completed course requirements for graduation or be able to schedule these courses within the framework of our present class schedule.
- Any student who fails a semester of technical school will be dropped from the program.
- The principal, after consultation with the counselor, shall be responsible for deciding borderline cases.
- A student who misses 10 days of Vo-Tech in any semester will not be allowed to return to the program the following semester/year.
- Any student who receives an excessive number of discipline referrals either at Appleton City or at Clinton Technical School can be denied admission or removed from the program. Final decisions on a student being denied admission or removed from the program based on discipline will be made by the principal.

CLOSED CAMPUS

ACHS is a closed campus, which means that all visitors are to report to the principal's office. Students will be summoned from class only in cases of emergency and only on request of the parents/guardians.

CREDIT RECOVERY

Appleton City High School utilizes *Compass Learning* as our online credit recovery program. In order to be eligible for credit recovery, students must be more than one credit behind where they would need to be in order to graduate on time. Participants will be given a certain class period during the school day to work on their credit recovery program. They may also access the program at home or anywhere they have internet access. Final determination of eligibility for the credit recovery program will be made by the principal.

DETENTION

Detention shall be assigned students who have for some reason violated school policy regarding some area of student responsibility or action. It shall be served after the regular school hours. During detention period the student will be expected to complete homework or in some cases do custodial work around the school with parent permission. Detention will usually be served in a classroom or Principal's office. A student will usually be given 24 hours notice before having to serve a detention when possible; either the teacher or principal will contact the parents.

Students who fail to serve an assigned disciplinary detention can expect the following consequences:

1st offense – 2 days of in-school suspension

Subsequent offense – 3 days in-school suspension

DISTRICT DIRECTORY INFORMATION

“Directory Information” is information contained in an educational record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The Appleton City R-II School District designates the following items as Directory Information: student’s name, parent’s name, address, telephone number, 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, most recent previous school attended and photograph. Parents or eligible students will **have ten (10) school days after this public notice** to view the student’s directory information released. **Unless notified to the contrary in writing within the ten (10) school day period, the school district may disclose any of these items designated as directory information without prior consent.**

Family Education RIGHT AND PRIVACY ACT

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

1. The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent of eligible student, the School will notify the parent of eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent of eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff

member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. {Optional} Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

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

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

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

[NOTE: In addition, an institution may not want to include its directory information public notice, as required by 99.37 of the regulations, with its annual notification of rights under FERPA.]

Parent/Guardian Notification to Access Public Insurance

Dear Parents/Guardians:

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

In 2013, the requirements under the IDEA changed to be less burdensome for parents/guardians and schools. Before a school district may access your public insurance for the first time and every year thereafter, school districts must provide parents/guardians with written notification. So what does that mean?

What will you be asked to do?

You will be asked to give your consent in writing one time to release information from your child's education records, including information about the services your child receives through the IEP. This information is being released for the purpose of billing MO HealthNet and seeking partial payment for some medically related IEP services under the IDEA.

What type of information will be in the consent form?

The consent form must tell you the personally identifiable information that may be disclosed, such as your child's name, date of birth, Social Security number (if provided), Medicaid number or other identification, disability type, IEP and evaluations, types of services, times and dates of service, and progress notes. The consent form must also

tell you the purpose of the disclosure (e.g., payment from MO HealthNet) and the agency that will get the information.

What does it mean if you give your consent?

By consenting, you state you understand and agree that your MO HealthNet insurance will be billed to partially pay the cost of IEP services and that the necessary information about your child and the IEP services may be shared with the MO HealthNet Division, a contracted billing agent, and/or a physician to obtain necessary supporting documentation (e.g., physician scripts, referrals) in order to access your MO HealthNet benefits.

Can you be required to enroll with the MO HealthNet Division (MHD) for public insurance?

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

Will your consent affect your family's MO HealthNet benefits?

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

What if you change your mind?

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

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

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

What if you have a question?

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

DISCIPLINE CODE

Definitions of Terms

ARSON

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

ASSAULT

A person commits the offense of assault and battery if he: (1) Attempts to cause or recklessly causes physical injury to another person; (2) With criminal negligence, causes physical injury to another person by means of a deadly weapon; (3) Purposely places another person in apprehension of immediate physical injury; (4) Recklessly engages in contact with another person knowing the other person will regard the contact as offensive or provocative. NOTE: Within the school setting school officials may determine that an act of "horseplay" in which one individual strikes, pushes, shoves, or verbally confronts another may be considered as a lesser category than assault. THE SAFE SCHOOLS ACT OF 1996 stipulates that: 1. A person commits the crime of assault while on school property if the person: (1) Knowingly causes physical injury to another person; or (2) With criminal negligence, causes physical injury to another person; or (3) Recklessly engages in conduct which creates a grave risk of death or serious physical injury to another person; and the act described under subsection (1),(2), or (3) of this subsection occurs on school or school district, or arose as a result of a school or school district sponsored activity. 2. Assault while on school property is a CLASS D FELONY.

ATTENDANCE

Tardies – Students who are not in the classroom when the bell rings will be considered tardy. More than ten minutes late to class will require an office admit.

Truancy – A willful absence from school without the principal's/parent's permission/knowledge.

BULLYING

The Appleton City R-II School District prohibits all forms of hazing, bullying and student intimidation. Students' participation in or encouraging inappropriate conduct will be disciplined in accordance with JG-R. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. Students who have been subjected to hazing or bullying are instructed to promptly report such incidents to a school official.

In addition, district staff, coaches, sponsors and volunteers shall not permit, condone or tolerate any form of hazing or bullying or plan, direct, encourage, assist, engage or participate in any activity that involves hazing or bullying. District staff will report incidents of hazing and bullying to the building principal. The principal shall promptly investigate all complaints of hazing and bullying and shall administer appropriate discipline to all individuals who violate this policy. District staff who violate this policy may be disciplined or terminated.

The district shall annually inform students, parents, and district staff and volunteers that hazing and bullying is prohibited. This notification may occur through the distribution of the written policy, publication in handbooks, presentations at assemblies or verbal instructions by the coach or sponsor at the start of the season or program.

Definitions

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

BUS MISCONDUCT

Any offense committed by a student on a District-owned or contracted bus.

CARELESS DRIVING

Driving on school property carelessly or without due caution so as to endanger persons or property.

CHEATING

Students observed not doing their own work.

COMPUTER MISUSE

Defacing; looking through unauthorized or obscene files, including: sending unauthorized messages on the network; getting into software not authorized by the instructor; unauthorized, obscene, or inappropriate entry or use of the Internet; violation of copyright laws.

CORPORAL PUNISHMENT

The school board has authorized the principal to use corporal punishment when needed. Corporal punishment will be administered with a witness. A record of each such punishment, including the discipline referral, shall be filed by the building principal.

CRISIS PLANS

Evacuation drills are practiced in our building. Should we have an emergency, parent **SHOULD NOT** come to pick up their children as it would be dangerous for children and parents.

Periodic Fire and Tornado drills will be conducted. Instructions will be posted in every room and should be followed in the event of an emergency

DISRESPECT, DEFIANCE OF AUTHORITY OR INSUBORDINATION; VERBAL ABUSE TO STAFF

Open defiance, refusal to follow instructions, or insubordination.

DISRUPTIVE SPEECH OR CONDUCT; USE OF OBSCENE OR DISPARAGING LANGUAGE

Speech, conduct, or inappropriate materials in the school or during school activities that detract from or disrupt the learning environment sufficiently to cause a referral to be made to an administrator.

DRUGS AND ALCOHOL

A violation against health, safety, and/or welfare may include the illegal use, sale, transfer, distribution, possession of, or being under the influence of intoxicants, alcohol, or physical- or mind-altering chemicals (including inhalants, such as solvents, aerosols, or chemicals containing nitric acid or butane). Drugs, including prescription or over-the-counter or drug-like substances, including any represented to be drugs and any paraphernalia used for such purposes, are prohibited on or in school property, or at school activities or events, or in any vehicle while being used to transport students for the school district. If in violation of this while involved in co-curricular activities, one may be under the jurisdiction of the “Good Citizenship” policy of the District.

HEALTH POLICIES

Communicable Diseases

The Appleton City R-II School district School Board recognizes its responsibility to protect the health of students and employees from the risks posed by infectious diseases. The Board also has a responsibility to protect individual privacy, educate all students regardless of medical condition and treat students and employees in a nondiscriminatory manner.

Students or employees with infectious diseases that pose a risk of transmission in school or at school activities (such as, but not limited to, chicken pox, influenza, head lice and conjunctivitis) will be managed as specified in the most current edition of the Missouri Department of Health document. Such management may include, but is not limited to, exclusion from school or reassignment as needed for the health and safety of students and staff.

For information regarding policies of specific communicable diseases, please reference *Control of Communicable Diseases: A Guide for School Administrators, Nurses, Teacher, Day Care Providers, and Parents of Guardians* (www.health.mo.gov/living).

Immunization requirements for school children

Purpose: This rule established minimum immunization requirements for all school children according to current recommendations and helps assure that appropriate actions are taken by schools to enforce section 167.181,RSMo.

1. Students are not permitted to attend school without proper immunization or exemption. Transfer students cannot attend without proper immunization records.
2. The school administration should exercise its power of pupil suspension or expulsion under section 167.161.RSMo and possible summary suspension under section 167.171,RSMo until the violation is removed.
3. **Medical exemptions:** Upon certification by a licensed doctor of medicine a child shall be exempted from the immunization requirements of this rule.
4. **Religious exemption:** A child shall be exempted from the immunization requirements of this rule as provided in section 167.181 RSMo if one parent or guardian objects, in writing, to the school administrator that immunization of that child violates the tenets of commonly-held beliefs of an organized religion of which the parent or guardian is a member.

Illness/Injury

If a student becomes ill at school and has diarrhea, vomiting or a fever of 100 degrees F, school policy requires that they must go home. The student must be free of symptoms for 24 hours before returning to school.

If a child requires immediate medical attention, the parent will be asked to call a physician or accept the services of the physician selected by the school. In the event that a delay is judged to be potentially detrimental to the child's health and welfare and/or if a parent or guardian cannot be reached, emergency services will be called to render treatment. The school does not honor "Do not resuscitate" (DNR) orders.

If, in the judgment of the nurse and/or administration, an injury or illness is serious enough to require hospitalization, the child will be transported by ambulance.

Parents are notified when their child has been injured and, in the judgment of school personnel, may require further medical attention. It is essential for parents to have at least **TWO CURRENT** phone numbers for contacts in the event an emergency arises. If the parent takes the child from school for an injury, they must provide the school with documentation of treatment upon returning to school.

Providing transportation and adult supervision for a child needing to be sent home for sickness or injury is the responsibility of the parent or guardian. No ill or injured child will be sent home alone or with another student. If parents are available, they must secure transportation and supervision by a responsible adult.

MEDICATIONS POLICY

Students' medication should be given during home hours if at all possible. During the year it may be necessary for some students take prescribed medication during school hours. While such a practice is not encouraged, under certain circumstances taking medication at school is

necessary. **WHENEVER POSSIBLE, HAVE YOUR PHYSICIAN ADJUST THE PRESCRIPTION SO THAT IT DOES NOT HAVE TO BE ADMINISTERED DURING SCHOOL HOURS.**

Physician/Nurse practitioner orders are required for all prescription drugs. These orders may be documented, by fax from the physician/nurse practitioner's office to the school nurse, or by note from the physician/nurse practitioner.

With parent/guardian permission, over-the-counter medication may only be administered by the school nurse or designated school personnel. A complete Student Health Inventory **MUST** be on file before any over-the-counter medications may be administered. Consecutive daily use of over-the-counter medications (i.e. Tylenol, nasal decongestants, etc) will be monitored by the school nurse and referred as needed, unless the child's physician/nurse practitioner otherwise orders medication.

All medication for students must be brought to school by parent &/or guardian in the **original container**. The district requests that only sufficient medication for administration during school hours be brought to school. Medication should be scheduled so as many doses as possible are giving at home (i.e. 3 x daily = before school, after school, and at bedtime).

All prescription and over-the-counter medications that are approved for administration are to be kept in the nurse's office or in the building office. Medication will be administered with adult supervision only.

PHYSICAL EDUCATION

Each child is required to participate in this program unless excused for health reasons by the child's physician. Exception to this rule would be temporary illness of short duration. Under these circumstances, it is necessary that a note be sent to the teacher stating the reason for the request and the length of time requested. Notes from parents will be honored **up to three days**. Parents should secure a note from the child's doctor when they request additional time, or on the fourth day the student will resume unrestricted PE. If the parent provides the school with a physicians note restricting PE activity, it must include an ending date, or a new note releasing the student from medical care must be provided to the school.

PUBLIC DISPLAY OF AFFECTION

School halls and classrooms are not appropriate places for the display of affection. Anything more than holding hands is considered in bad taste. It causes embarrassment for other students, staff members, and guests in our building.

SCHOOL PERSONNEL

Physical assault of school personnel – Any aggressive physical contact with a staff member, including, but not limited to, pushing, striking, biting, clawing, and kicking.

Threats and intimidation of school personnel – Any aggressive verbal or written contact with a staff member that intentionally harms that person's sense of mental or physical well-being.

SCHOOL MESSENGER

School Messenger will be utilized as our district-wide mass-communication system. Vital information, such as school closings, grade card distribution, special announcements, lunch balance deficiencies, and unverified absences, will be sent via voice message and/or text message to the primary phone number in our SISK12 Student Information System. When you fill out the yearly Student Information Form, please indicate the primary number where these messages should be sent. It is vital that our phone records be kept current. If your number changes, please notify the office as soon as possible.

SEXUAL HARASSMENT

(Refer to board policy AC and AC-R)

Sexual harassment as defined by board policy will not be tolerated and offenders will face consequences as determined by the administration.

SPECIAL EDUCATION – Individuals with disabilities education disclaimer

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 to having a disability and in need of special education even though they are advancing from grade to grade. The Appleton City R-II and Hudson R-IX School Districts 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, mental retardation, 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 Appleton City R-II and Hudson R-IX School Districts 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 Appleton City R-II and Hudson R-IX School Districts 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 of 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 Appleton City R-II and Hudson R-IX School Districts have 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 (GERPA). This plan may be reviewed at Appleton City R-II and Hudson R-IX School Districts Monday through Friday.

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 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 Appleton City R-II Schools, 408 W. 4th, Appleton City, MO 64724 or Hudson R-IX School District, RR 3, Appleton City, MO 64724.

This notice will be provided in native languages as appropriate.

Speech and Language Clinician

Students are referred to the speech and language clinician by teachers and parents for evaluation of sound usage, language skills, voice quality, and fluency of speaking. Children must be tested after which parents are invited to attend a meeting where it is determined whether the child is placed in the program. Parent permission is required, in writing, before students are placed in the program. Students in need of speech and language services must meet with the clinician for individual or small group classes.

Teacher of Cognitive Disability

This program is designed to aid students who perform at a level significantly lower than their peers. Specialized instruction is given to help them develop their maximum skill levels. Children must be tested after which parents are invited to attend a meeting where it is determined whether the child is placed in the program. Parent permission is required, in writing, before students are placed in the program.

Teacher of Emotionally Disturbed

This program is to help children who have specific behavior tendencies or patterns that may affect their learning in the regular classroom. This program is supported with state and federal funds. Children must be tested and parents are invited to attend a meeting where it is determined whether the child is placed in the program. Parent permission is required, in writing, before students are placed in the program.

Teacher of Learning Disability

A learning disability teacher is to help children who have special learning patterns. Children must be tested after which parents are invited to attend a meeting where it is determined whether

the child is placed in the program. Parent permission is required, in writing, before students are placed in the program.

STEALING

Larceny – Stealing or attempting to steal private or school property valued at \$50 or more. If arrangements cannot be made for return or replacement, the case will be turned over to law enforcement officials.

Petty theft - Stealing or attempting to steal private or school property valued at less than \$50. If arrangements cannot be made for replacement or return of items, the case will be turned over to law enforcement officials.

THREATS OF TERRORISM

Recklessly engaging in conduct that creates a grave risk of death or serious physical injury to another person. This conduct includes, but is not limited to, bomb threats and threats of widespread violence.

TOBACCO USE OR POSSESSION

Products may include, but are not limited to, cigarettes, cigars, chewing tobacco, snuff, matches, lighters, or similar items and look-alike items.

VANDALISM

(Refer to board policy ECAB)

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

WEAPONS

The Board recognizes the importance of preserving a safe educational environment for students, employees and patrons of the district. In order to maintain the safety of the educational community, the district will strictly enforce the necessary disciplinary consequences resulting from the use or possession of weapons on school property. No student may possess a weapon on school property at any time, except as specifically authorized during a school-sponsored or school-sanctioned activity permitting weapons. The school district will provide secured storage of student firearms if necessary.

School property is defined as: Property utilized, supervised, rented, leased, or controlled by the school district including but not limited to school playgrounds, parking lots and school buses, and property on which any school activity takes place.

A weapon is defined to mean one or more of the following:

1. A firearm as defined in 18 U.S.C 921
2. A blackjack, concealable firearm, firearm, firearm silencer, explosive weapon, gas gun, knife, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun, switchblade knife, as these are defined in 571.010, RSMo.
3. A dangerous weapon as defined in 18 U.S.C 930(g)(2)

4. All knives and any other instrument or device used to designed to be used to threaten or assault, whether for attack or defense.
5. Any object designed to look like or imitate a device as described in 1-4 above.

Pursuant to Missouri Safe Schools Act and the Federal Gun-Free Schools Act of 1994, any student who brings or possesses a weapon as defined in #1 or #1 above on school property will be suspended from school for at least (1) calendar year or expelled and will be referred to the appropriate legal authorities. The suspension or expulsion may be modified on a case-by-case basis upon recommendation by the superintendent to the Board of Education. Students who bring or possess weapons a defined in #3, #4 and #5 and not otherwise included in #1 and #2, will also be subject to suspension and/or expulsion from school and may be referred to the appropriate legal authorities.

Students with disabilities who violate this policy will be disciplined in accordance with policy JGE of the school board policy.

This policy will be submitted annually to the State Department of Elementary and Secondary Education along with a report indicating any suspensions or expulsions resulting from the possession or use of a firearm as defined in 18 U.S.C. 921. The report will include the name of the school in which the incidents occurred, the number of students suspended or expelled, and the types of weapons involved.

PENALTIES FOR VIOLATIONS OF DISCIPLINE CODE

VIOLATION	OFFENSE	PENALTY	
ARSON		10 to 180 days OSS; expulsion	
ASSAULT	First	Up to 10 days ISS/OSS; may recommend long-term suspension; contact legal authorities	
	Second	10 days OSS; expulsion; legal authorities contacted	
ATTENDANCE: TARDIES (Tardies start over each term)	3	45 minute detention	
	4	2 – 45 minute detentions	
	5	2 days ISS	
	6	2 days OSS	
	7	3 day OSS	
	8 or more	5 days OSS/consequences as needed	
	ATTENDANCE: TRUANCY (Truancies start over each term)	First	Detention; up to 2 days ISS; Parent contact; possible referral to legal authorities
Second/Subsequent		Parent contact; 2-4 days ISS and referral to legal authorities	
BULLYING	First	Parent Conference	
	Second	1 – 5 days ISS	
	Third/Subsequent	Up to 10 days OSS possible; contact legal authorities, long term suspension possible	
BUS MISCONDUCT Level 1	First	Warning and notification sent to parents	
	Second	3 day suspension of riding privileges and notification of parents	
	Third	10 day bus suspension or greater, meeting with Principal, student, parent and bus personnel before riding privileges are restored	
	Level 2	First	Principal referral; parent contact; possible suspension
		Second	Principal referral; suspension up to two weeks; parent conference before student returns to bus
		Third	Principal referral; possible suspension up to 180 days; parent conference before student returns to bus
CARELESS DRIVING	First	Principal conference and/or up to 10 days loss of driving/parking privileges & up to 1 day ISS/OSS	
	Second	5 to 10 days loss of driving/parking privileges and parent conference & up to 3 days ISS/OSS	
	Third	3 days ISS and loss of driving/parking privileges as determined by the Director	

CELL PHONES	First	Principal will return end of the day-
	Second	45 minute detention
	Third	Parents pick up – 3 days ISS
CHEATING	First	Zero on assignment; parent contact by teacher and/or referral to office
	Second	F and removal from class
COMPUTER MISUSE	First	1-5 days ISS; possible loss of use of computers
	Second	1-5 days ISS; loss of computer privileges and possible dismissal from class
	Second	Parent contact; 3-10 days ISS/OSS
	Third	5-10 days ISS/OSS
Disruptive Speech or Conduct; use of obscene or disparaging language	First	Principal conference and/or ISS; letter to parent Teachers are responsible to resolve this problem in the classroom by use of warnings, time out, parent contact, 30-minute detention, etc. If the offense occurs elsewhere in the school, the teacher may, depending on the severity of the offense, issue a warning or refer for administrative action.
Same as above except to staff member	Second	1-5 days ISS and parent contact &/or 1-10 days OSS; parent conference
	Subsequent	5-10 days OSS
DRUGS AND ALCOHOL Sale or Distribution	First	Conference with parents; report to legal authorities; 10 days OSS with possible long-term suspension; student would lose some curricular eligibility
Use and possession	First offense	Principal conference. 5-10 days OSS; report to legal authorities; possible long-term suspension; student would lose some extra-curricular eligibility
	Second offense	Principal conference. 10 days OSS; long-term suspension and/or expulsion; report to authorities
ELECTRONIC DEVICES	First	Confiscate device; Principal conference/ parent contact
	Second	1 – 3 days ISS and all above steps
FAILURE TO FOLLOW OFFICE PROCEDURES	First	Conference
	Second	Up to one day ISS
	Third/Subsequent	Up to 5 days ISS
FALSE ALARM	First	Parent conference, up to 10 days OSS; possible long term suspension; report legal authorities
	Second	10 days OSS/long-term suspension; expulsion
FIGHTING	First	Parent contact; 1-5 days OSS; notify legal authorities

	Second	5-10 days OSS; parent conference required to re-enter; notify legal authorities
	Third	10 days OSS; recommend long term suspension; notify legal authorities
FIREWORKS	First	5-10 days ISS/OSS, parent conference
	Second	10 days OSS with recommendation for long term suspension; parent conference
FORGERY	First	Parent contact; 1 day ISS
	Second	Conference with parent; 5 day ISS
GAMBLING	First	Conference and confiscation of gambling paraphernalia
	Second/subsequent	Office detention
GANG-RELATED ACTIVITIES	First	Parent and student conference with Director; removal of gang identifying items; notify juvenile and legal authorities
	Second/subsequent	ISS pending parent and student conference with Director to develop a plan for student's continuation in school; referral to juvenile and legal authorities
HARASSMENT		
Extortion	First	1-5 days ISS and parent contact
	Second	5-10 days OSS; parent conference; possible long-term suspension; contact juvenile authorities
Intimidation/Bullying	First	1-3 days ISS; parent contact; conference with student
	Second	5 days ISS/OSS; conference with parent; contact juvenile or legal authorities
	Third	10 days OSS; possible long-term suspension; contact juvenile or legal authorities; conference with parent
SEXUAL HARASSMENT	First	Conference with student; up to 5 days ISS
	Second	Up to 10 days ISS/OSS; conference with parent
	Third/subsequent	5-10 days OSS; possible long-term suspension
INAPPROPRIATE APPAREL	First	Conference and change of apparel; parent contact
	Second	Up to 5 days ISS; change of apparel; parent contact
	Third	ISS/OSS; change of apparel; parent conference
INDECENT EXPOSURE	First	1-10 days ISS &/or OSS; parent contact; possible contact with juvenile authorities

	Second	5-10 days OSS; parent conference
INSUBORDINATION (Defiant Behavior)	First	Principal conference and/or detention
	Second	1 – 3 days of ISS/OSS
	Third	1 – 10 days of OSS
	Subsequent	5 – 10 days of OSS/possible long-term suspension
LYING TO STAFF	First	Parent contact; 1 day ISS
	Second	Conference with parent; 5 days ISS
PARKING LOT VIOLATIONS	First	Principal conference and/or up to 10 days loss of driving/parking privileges & up to 1 day ISS/OSS
	Second	5 to 10 days loss of driving/parking privileges and parent conference & up to 3 days ISS/OSS
	Third	3 days ISS and loss of driving/parking privileges
PUBLIC DISPLAY OF AFFECTION	First	Conference; detention, up to 5 days ISS
	Second	Up to 5 days ISS
	Third/subsequent	5-10 days OSS
SCHOOL PERSONNEL		
Physical Assault	First	Conference with principal; 10 days OSS; possible long-term suspension or expulsion; contact legal authorities
Threats and Intimidation	First	Conference with principal; 10 days OSS; possible long-term suspension or expulsion; contact legal authorities
STEALING		
Larceny	First/subsequent	Conference with principal; restitution; up to 10 days OSS; possible long-term suspension; contact juvenile or legal authorities
Petty Theft	First/subsequent	Conference with principal; restitution; up to 10 days ISS; possible long-term suspension
THREATS OF TERRORISM	First	10 days OSS; contact legal authorities; possible long term suspension
TOBACCO USE OR POSSESSION	First	Principal conference; 2 days ISS; parent contact; products taken from student
	Second/subsequent	5 – 10 days ISS/OSS
VANDALISM	First	Parent contact; student (parents) assume cost and/or labor of repair; up to 10 days ISS/OSS; possible long-term suspension or expulsion
	Second	Up to 10 days ISS/OSS plus restitution; parent conference

WEAPONS	See page 19/20	(see page for description and penalties)
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NOTE: Any infractions not specifically covered in this handbook and any resulting consequences will fall under the discretion of the principal.

DANCES (SCHOOL)

School rules will apply to all school sponsored dances. Out of school dates must be signed in to the HS office, dates must be under 21 and NO dropouts. Students must pick up a form for their out of school date to be signed by the principal of that school.

DISCRIMINATION

Discrimination in any educational program or activity based upon race, national origin, religion, sex, age, or physical handicap is prohibited.

DRESS CODE

Students are expected to come to school looking clean, neat and appropriately dressed. Students may be asked to change clothing that is disruptive to the educational process. During school hours there will be no caps, hats, bandannas, headscarves or any other type of headwear including sunglasses worn in school (unless prescribed by a doctor or with permission of the building principal). Shorts must be of appropriate length and the highest point of the shorts must reach the bottom of the thumb while in a standing position. Holes in jeans must be below the acceptable minimum length for shorts. There will be no bare midriffs, clothing that shows undergarments, or attire that utilizes a double play on words, contains obscenities, profanity, or promotes tobacco, drugs or alcohol. Shoes must be worn at all times. Gang attire of any kind and gang identification paraphernalia is strictly prohibited. If inappropriate clothing is worn, students will be asked to change.

Any student involved in extra or co-curricular activities which the student represents the school, must dress in accordance with the sponsor's requirements, subject to approval by the administration.

School officials have the right to set specific dress codes for special days. ***The following are some examples of apparel that are considered inappropriate for school wear (not intended to be an all-inclusive list):***

1. Hats may not be carried or worn during school hours.
2. Sunglasses (worn, perched on the head, or carried) unless prescribed by a doctor.
3. Trench coats, duster coats, or other long-style coats
4. Chains, dog collars, etc.
5. Blouses not covering mid-section
6. Tube tops, halter tops, tank tops, sleeveless shirts, spaghetti straps, pajamas, boxer shorts, biking pant
7. Sagging or bagging pants will not be permitted

- 8. No blankets in class
- 9. Tattoos that are considered vulgar will be covered

EDUCATIONAL TRIPS /SIGN OUT SHEET

Students must ride the school bus to an event to be allowed to participate in that event and must return home on the bus; exception - a student may ride home with parents after being properly signed out by parents and parents only. Students should notify sponsors in advance about riding home with parents. Students are expected to follow school regulations on all such trips. If school transportation is provided, all students will use that transportation unless the principal has approved other plans. Students must be at school on Friday unless approved by Principal to attend trip on Saturday or Sunday. Students making an F in a class will NOT be allowed to attend any educational trip UNLESS the trip will be counted as a portion of the student’s grade.

EMERGENCY SCHOOL CLOSING

If weather or other emergency necessitates the closing of school, students should tune to either KMAM, 1580AM Butler; KDKD, 1280 AM, KDKD, 95.3 FM Clinton; KESM, 1510 AM, 105.5 FM El Dorado Springs; Channels 4, 5, 9, 41 TV (Kansas City); Channel 3 TV; Channel 10 TV; Channel 33 TV (Springfield) for the official announcement of the closing. You should also receive a call from School Messenger. If Appleton City R-II schools are not mentioned, then there will be school.

ENROLLMENT

If under suspension or expulsion from other districts, a determination will be made by school officials as to whether the student(s) will be allowed to enroll in the Appleton City R-II school district.

GRADES

The following grading system will be used at ACHS:

100-94.....A	76-74.....C
93-90.....A-	73-70.....C-
89-87.....B+	69-67.....D+
86-84.....B	66-64.....D
83-80.....B-	63-60.....D-
79-77.....C+	59-0F

Grades will be sent home with students at mid-quarter and at the end of each quarter.

Weighted classes (effective 1985-86) are as follows:

Accounting II, Physics, Chemistry I, Chemistry II, Probability & Statistics, Spanish II, and all dual credit courses. The following scale is utilized:

Letter Grade	Normal	Weighted
A	4.0	4.5
A-	3.7	4.17
B+	3.3	3.83

B	3.0	3.5
B-	2.7	3.17
C+	2.3	2.83
C	2.0	2.50

There is no additional weight for grades from C- to F

GRADUATION REQUIREMENTS

Twenty-six units of credit are required for graduation at Appleton City High School, in accordance with the rules and regulations of the State Department of Education and the local school board.

4 units of Communication Arts	1 unit of Fine Arts
3 units of Social Studies*	1 unit of Practical Arts
3 units of Math	1 unit of Physical Education
3 units of Science	½ unit of Health
10 units of electives	½ unit of Personal Finance

*Beginning with the class of 2020 twenty-nine units of credit will be required for graduation.

*All students who graduate from ACHS must complete a course in American Government and in American History. (Sec. 170.011, RSMO.)

Each student shall perform satisfactorily on an examination over the provisions of the United States and Missouri Constitutions.

Any student who wishes to graduate in less than 8 semesters must submit a written request to the principal. Early graduation will be considered on a case-by-case basis as per guidelines in the Board of Education policy manual.

Graduation Dress

Graduation is a time of celebration and reverence. Appleton City R-2 takes great pride in our graduates and in our graduation ceremony. It is expected that graduates participating in the graduation ceremony will present themselves in a professional manner. Shorts and jeans will not be worn under the gown. Tennis shoes and boots that are old and/or dirty will not be worn. T-shirts and tank tops will not be worn. Finally, graduation caps shall not be decorated or adorned with anything other than the traditional tassel. Any graduate who fails to follow the dress policy will not be allowed to participate in the graduation ceremony.

GRIEVANCE PROCEDURE

A student with a grievance shall follow the chain-of-command. If a problem occurs, initial discussions should be between the individuals involved. If the problem cannot be resolved, the

immediate supervisor is to be notified. The chain-of-command is teacher, principal, superintendent, and finally, Board of Education.

GUIDANCE AND COUNSELING DEPARTMENT

The Appleton city R-II School Board of Education has approved the use of the Missouri Comprehensive Guidance Program for our district. This program has four areas of focus:

1. Instruction of a guidance curriculum where students are taught lessons in the areas of knowledge of self and others, career planning and exploration, and educational and vocational development..
2. Individual Planning, where students are assisted in planning and monitoring their personal and career development.
3. Responsive Services, where students' immediate concerns are addressed with appropriate interventions and preventions.
4. System support, where activities are done to implement the guidance program; help staff, and administration by doing support activities and services.

Some of the counselor's specific responsibilities are:

1. Counseling students individually, in small groups, or in large groups classrooms.
2. Consulting with parents, teachers and administrators.
3. Coordinating school wide testing and special programs.

HALL PASSES

Any student not in his assigned class should have a hall pass in his possession indicating his destination, where he is from, and the time of day. Anyone not in class and without a pass may be considered truant from class.

HONOR ROLLS

The ACHS honor roll is figured on a four (4) point assignment to letter grades of each course, for example (A=4, B-=3, C=2 D-=1, F=0).

A student must be enrolled and earning credit in at least six units of class work to be eligible for the honor rolls. Those students who have a grade point average of 2.7 – 3.6 and no grade below C- will appear on the "Standard" honor roll. Those students who have a grade point average of 3.7 or above and no grade below C- will be listed on the "Principal's" honor roll.

Students graduating with a GPA of 3.9 and above would graduate *Summa Cum Laude* (highest honors), graduates with a GPA of 3.7 – 3.89 would graduate *Magna Cum Laude* (high honors), and graduates with a GPA of 3.5 – 3.69 would graduate *Cum Laude* (honors). *Summa Cum Laude* graduates would have the opportunity to present a speech for graduation ceremonies.

HOURS IN SESSION

ACHS begins classes at 8:00 a.m. and ends at 3:09 p.m. Students should not report to school before 7:50 a.m. nor stay past 3:30 p.m. Students arriving before or staying after normal school hours must be supervised by a teacher. The daily schedule is as follows:

7:57	Warning Bell
8:00	Tardy Bell
8:00 – 8:48	1 st Period
8:51 – 9:39	2 nd Period
9:42 – 10:30	3 rd Period
10:33 - 11:21	4 th Period
11:24 - 12:12	5 th Period
12:15 – 1:27	6 th Period
1:30 - 2:18	7 th Period
2:21 – 3:09	8 th Period
First Lunch Shift		12:15 - 12:39
Second Lunch Shift		12:39 – 1:03
Third Lunch Shift		1:03 - 1:27

IN-SCHOOL SUSPENSION

The student will spend his/her school day working on class assignments. He/she will be isolated in the ISS room away from all other class members. When suspension is completed student will be eligible for activities.

INTERVIEW WITH DIVISION OF FAMILY SERVICES

The school district has legal jurisdiction over students during the school day and hours of approved extracurricular activities. The school administration is responsible for making effort to protect each student's rights with respect to interrogations by the law enforcement officials. When officials find it necessary to question students during the school day or periods of extracurricular activities, the principal or designee is present for the interview.

The principal or designee will verify and record the identity of the officer or other authority and request an explanation of the need to question or interview the students at school. The principal ordinarily will make reasonable effort to notify the student's parents/guardians. If the interviewer raises a valid objection to the notification, parents will not be notified.

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

LEAVING SCHOOL

Once a student boards the bus, he/she is under the jurisdiction of the school. Students must go straight to the school building from the bus. If a student finds it necessary to leave school before time for dismissal, he/she should report to the principal's office and be dismissed according to the procedure described above. Any student leaving school without permission will be considered truant

LOCKERS AND LOCKS

Each student is assigned a hall locker at registration. Students may not change locker assignments without clearance and permission from the school office. A student is responsible for this locker throughout the school year and may be held responsible for any damages. The locker should be kept clean and orderly. Nothing is to be displayed or kept in the locker that is contrary to school rules. Students are responsible for their own property. **ALL LOCKERS ARE THE PROPERTY OF THE SCHOOL AND ARE SUBJECT TO INSPECTION/SEARCH BY THE ADMINISTRATION AT ANY TIME WITHOUT NOTICE.**

LOITERING AND GENERAL MISBEHAVIOR

Students may not be in the buildings before or after school unless they are under the direct supervision of a faculty member.

Violations of general misbehavior rules which have been set for safety or health reasons, or for disturbing the educational process of students, may result in the following consequences: Principal/student conference, detention, in-school suspension, out-of-school suspension.

MAKE-UP WORK

All students who have been absent from class for whatever reason will be allowed and expected to make-up all schoolwork that they have missed. Homework requests should be made before 10:00 AM and may be picked up after 3:00 PM. Homework will be collected for absences exceeding two days. **Homework will not be collected by the office for an absence of one day.**

That student can contact his/her teacher upon his/her return to school to obtain make-up work. Teachers and students will be expected to work together to get the schoolwork made up in a timely fashion. A general rule for make-up work will be that the absent student has the same number of days to make-up work that he/she was absent from school.

On-line Classes

Students may take classes online and count them for high school elective credit. A maximum of two (2) elective credits may be earned by taking online classes. Any class being taken must be a course that is not currently offered either live at school or through our online Credit Recovery program. All courses must be offered through an accredited institution (i.e. Mizzou High School Online, BYU Online, etc.). All courses will be taken at school, during the school day, and students will be in the Credit Recovery room while taking the course. Any costs associated with the online class will be the responsibility of the student.

Any student wishing to take an online course for elective credit must present their proposal to the superintendent, principal, and counselor for approval. This committee will review the course curriculum and make a determination whether or not the course will be accepted. All decisions of the committee are final.

PARKING LOT, VEHICLES, CARELESS DRIVING

All students driving motor vehicles to school must park in the WEST PARKING LOT adjacent to the gymnasium. Permission to park elsewhere on campus must be obtained from the principal. Students are to park cars immediately upon arrival at school and should not move them or go to them during the time classes are in session, between classes, or while on lunch break, without permission from the principal's office. Students are not allowed to work on cars. Cars are not to be driven in the area behind the elementary building for any reason during school hours and are not to be driven from the parking lot until all buses leave. Students are asked to drive safely and prudently, especially in the vicinity of the school.

Driving on school property carelessly, at an excessive speed or without due caution so as to endanger persons or property, and failure to park appropriately in designated areas may incur the following consequences:

First offense - Loss of parking privileges for 30 days

Second offense - Driving on school property revoked for one semester

Third offense - Driving on school property revoked permanently

Building principals have the authority to regulate student use of automobiles at school. Use of school property for student parking purposes is a privilege that may be denied due to violation of District regulations and school policies. Student vehicles parked on District property are subject to search by school officials where there is reason to believe a vehicle contains materials prohibited by District regulations.

PRINCIPAL'S OFFICE

The principal's office is a place of business and as such is not to be considered a lounge or a place to loaf. If a student has business in the principal's office, he/she should try to take care of it before or after school or at noon.

PROM POLICY FOR JUNIORS

Juniors who owe money to their class are **NOT** eligible to decorate &/or attend Prom. The reason: prom costs money to put on, money that is raised through class dues each year and various fundraisers.

SCHEDULE CHANGES

Students will have several school days at the beginning of each semester to change their schedules. All changes must be made through the counselor's office by getting a drop/add slip and having it signed by the teacher whose class will be dropped, the teacher whose class will be added, and a parent/guardian. All changes must be justifiable and feasible, and must be approved by the counselor and principal. Honor classes **CAN NOT** be dropped.

SCHOOL FINANCES

All classes and organizations of the school are required to take their funds to the principal's secretary, where they will be receipted and deposited in the bank. The school will keep a record of all income and expenditures, and the Board of Education will approve all disbursements. Before any item may be purchased by an organization, a purchase order must be obtained from the office and approved by the Superintendent.

SEARCHES OF PERSONAL BELONGINGS

Searches of personal belonging, such as backpacks, book bags, coats, jackets, etc. of students may be performed by school personnel with reasonable suspicion. Vehicles brought on to school property are also subject to search by school personnel for reasonable suspicion.

No firearm, ammunition, knife, explosive or firework of any kind or anything that is categorized as a "weapon" is to be brought on to school property at any time or in any vehicle.

SENIOR TRIP

The senior trip is considered to be an extra-curricular activity. Only those students who have officially graduated will be permitted to participate in this activity. Students who have been suspended from school more than 5 days during their senior year **will not** be eligible to attend. Other disciplinary issues will be reviewed if needed by the Board of Education to determine eligibility to have the privilege to travel on Senior Trip. If a student moves in during their senior year they must pay senior class dues and participate in all activities related to the senior trip.

Senior sponsors will supervise the fund raising activities and ensure money is raised to cover travel costs, lodging, and any group meals or activities. The individual student must cover personal money for souvenirs and individual purchases.

SUSPENSIONS

Out-of-school suspensions will be used only in extreme measures as determined by the administration. Work that is assigned, during the time a student is suspended may be made up, however the student will receive 50% of the credit earned on the assignment. If a student is suspended for ten days or more, the student, parent/guardian, and the principal must hold a meeting before the students can be readmitted to class.

TARDIES

Being punctual is an integral part of attendance. Students who come in tardy disrupt class and result in lost instructional time. First period tardies are especially damaging as school gets started in the morning. Being on time is a life skill that future employers value. Tardies will be monitored on a period-by-period basis with the following consequences for excessive tardies:

- Third Tardy within a nine-week quarter = 45 minute detention
- Fourth Tardy within a nine-week quarter= 2-45 minute detentions
- Fifth Tardy within a nine-week quarter= 2 days ISS
- Sixth Tardy within a nine-week quarter= 2 days OSS
- Seventh Tardy within a nine-week quarter= 3 days OSS
- Eighth & Beyond Tardies within a nine-week quarter= 5 days OSS/consequences as needed

TEACHERS' LOUNGE

The teachers' lounge is a designated area for the use of teachers in the Appleton City Schools and as such is off-limits to students.

TELEPHONE

It is the policy of the office that students will not be called from class to answer telephone calls except in cases of emergency. The office will take any messages or numbers and relay that information to the student. If it is necessary for students to return a call, they must do so between classes or during lunch. The office phone is a business phone and cannot be tied up by students' calls. If a student is tardy due to using the phone, the tardy will be unexcused.

NO CHILD LEFT BEHIND ACT OF 2001 (NCLB) COMPLAINT PROCEDURES

A complaint under NCLB is an 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 NCLB. Any individual or organization may file a complaint with the LEA or the Department. The following steps are to be followed by parents/guardians or the public when questions or complaints arise regarding the operation of the Appleton City School (LEA) district or federal programs administered by DESE that cannot be addressed through other established procedures:

1. Complaints on behalf of individual students should be addressed to the teacher or employee involved.
2. Unsettled matters from (1) above or problems and questions concerning individual schools should be presented in writing to the principal of the school. The principal will provide a written response to the individual raising the concern within five (5) business days of receiving the complaint or concern.
3. Unsettled matters from (2) above or problems and questions concerning the school district should be presented in writing to the superintendent. The superintendent will provide a written response to the individual voicing the concern within five (5) business days of receiving the complaint or concern.
4. If the matter cannot be settled satisfactorily by the superintendent, it may be brought to the Board of Education. Written comments submitted to the superintendent or the secretary of the Board will be brought to the attention of the entire Board. The Board will address each concern or complaint in an appropriate and timely manner.

The decision of the Board shall be final except in the case of complaints concerning the administration of federal programs. In that case the complainant may go to the appropriate section of DESE and from there on to the United States Secretary of Education.

If the complaint is not resolved with the LEA, it may be appealed to the Department. The written, signed statement must include the following: 1) a statement that a requirement that applies to an NCLB 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.

The Department's investigation and complaint resolution proceedings will be completed within a time limit of 40 calendar days. The time limit may be extended by the agreement of all parties. The following investigation activities will occur:

1. Record. A written record of the investigation will be kept.
2. Notification of LEA. The LEA will be notified of the complaint within 10 days of the complaint being filed.
3. Resolution at LEA. The LEA will then initiate its local complaint procedure in an effort to first resolve the complaint at the local level.
4. Report by LEA. Within 30 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 10 days of receiving the written summary of the complaint resolution, the Department will verify the resolution of the complaint through an on-site, letter, and/or telephone call (s).
6. Appeal. The complainant or the LEA may appeal the decision of the Department to the US Department of Education.

If the complaint is an LEA not providing equitable services for private school children, in addition to the steps above, the complaint will be filed with the U.S. Department of Education where they will receive all information related to the investigation and resolution of the complaint. Appeals to the U.S. Department of Education must be filed no longer than 30 days following the Department's resolution of the complaint. In the case, of an appeal, the Department will initiate an investigation within 10 days, which will be concluded within 30 days from the day of the appeal. An independent on-site investigation may be conducted if the Department determines that it is necessary. The investigation may be continued beyond the 30 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 15 days of the decision being delivered to the LEA.

If the complaint is not resolved at the state level, the complainant or the LEA may appeal the decision to Department to the United States Department of Education

VISITORS

Parents are welcome to visit the school. Arrangements should be made through the principal for the visit. Any other guests are strongly discouraged. Arrangements for the visit or any guest must be made in advance with the principal. All visitors must obtain a visitors pass from the office at the time of arrival.

WITHDRAWAL PROCEDURE

Students who leave Appleton City during the school year should pick up a withdrawal form from the counselor's office at the beginning of their last day of school. After completion of the withdrawal form, it is to be returned to the counselor's office. Upon withdrawal all books and materials must be returned. All obligations must be cleared before student records can be forwarded.

2018-19 Bulldogs
Activity Staff

Administration

Superintendent	Joe Dunlap
HS Principal	Jim Gurney
Athletic Director	Travis Basore

Activity Sponsors/Coaches

Football

Head Coach	Travis Basore
Assistants	Jarrold Borland & Kevin Mitchell
Junior High	Jim Gurney

Volleyball

High School	Amber Nold*
Assistant	
Junior High	Stephani Beckett

Boys Basketball

Head Coach	Adam Logan
Assistant	Gary Brooker*
Junior High	Adam Logan

Girls Basketball

Head Coach	Micah Noble
Assistant	Jamie Mitchell*
Junior High	Micah Noble

Track

Head Coach	George Moore
Assistant	Tina Moore
Junior High	Amber Nold*

Cheerleading

High School	Abigail Bolser*
Band	Jeannette Hill
Yearbook Advisor	Jennifer Straw*
FFA	Sarah Leiber
FBLA	Alex Franklin
FCCLA	Abby Bolser
NHS	Matt Stephan
StuCo	Stephani Beckett
HS Quiz Bowl	Kevin Post
JH Quiz Bowl	Gary Brooker

Introduction

Welcome to the Bulldog Activities program. Hopefully your decision to take advantage of our extra-curricular programs will be educational, rewarding, and challenging. We encourage you to take advantage of as many programs as your time and talents will permit. We do not encourage specialization in any one activity but, rather, we encourage you to experience a variety of activities. This handbook is given to you so that you might be aware of:

1. The programs available to you.
2. The responsibilities that go along with participation in any activity.

Activity Pledge Sheet

The Appleton City Bulldog Activity Department currently requires that all students and their parents/guardians review the Bulldog Activity Handbook. Each student, prior to participation, is required to acquire a handbook from the high school office. This handbook contains necessary information used to inform the participant and their parents/guardians of the rules, regulations, and procedures of the Bulldog Activities Department.

Upon review of the material in this handbook the student and their parents/guardians are required to sign the pledge sheet on the final page of this document. The pledge sheet acknowledges that the participant and their parents/guardians have read and understand this handbook as well as agree to abide by all information provided.

Philosophy of the Bulldog Activities Program

Interscholastic activities are recognized as an integral part of the secondary school's total educational program. The responsibility for the control and regulation of the school's activities programs rests with the Board of Education. The responsibility for administering the activities program of the school, however, is delegated to the principal, activities director and coaches/sponsors.

Appleton City R-II school district is committed to the belief that participation in interscholastic activities is a PRIVILEGE, not a right. This requires individual responsibility by the student to the team, school, and community. Appleton City R-II is a member of the Missouri State High School Activities Association (MSHSAA) and shall be regulated by the code of this association, which has been established by a vote of all members' schools. As such, we are committed to abide by all rules, regulations, and policies established by MSHSAA in activities that come under its jurisdiction. Students participating in extracurricular activities are expected to abide by these rules 365 days/7 days a week.

Students are subject to the Appleton City R-II District's discipline policy, as outlined in the student handbook, as well as specific rules in the activity handbook and rules set by the

coach/sponsor. Copies of the policy may be obtained in the Superintendent's office, school offices or from the coach/sponsor.

As a participant in the activities provided by Appleton City R-II, you are accepting standards that are over and above that of the non-participating student.

Keep in mind that you are in the PUBLIC EYE and that your personal conduct must be above reproach! You have an obligation to create a favorable image and gain the respect of your fellow participants and teammates, the entire student body, and entire Appleton City community.

Conference Affiliation

Appleton R-II is a cooperating member of the Western Missouri Conference. As a member, we are committed to adhere to the rules and regulations of the conference.

Presently, there are eight members of the Western Missouri Conference. These are:

Adrian Blackhawks	Appleton City Bulldogs	Archie Whirlwinds
Drexel Bobcats	Jasper Eagles	Lakeland Vikings
Liberal Bulldogs	Midway Vikings	Osceola Indians
Rich Hill Tigers		

Participant Responsibility

As a student, you are in school to secure the best education that you are capable of achieving. Deciding to take advantage of the other half of education, by participating in school related activities, plays a significant part in your total education development. However, with this decision come certain responsibilities if the value of extra-curricular activities is to be achieved, namely:

1. Not doing anything detrimental to yourself, team, program, and school.
2. Striving to achieve sound citizenship and desirable social traits, including emotional control, honesty, cooperation, dependability, and respect for others and their capabilities.
3. Maintaining academic, residence, and citizenship standards as established by MSHSAA and the Appleton City R-II School District, along with related state and national associations.
*MSHSAA By-Law 210-“Students who represent a school in interscholastic activities must be creditable citizens and judged so by the proper school authority certifying a list of students for competition. Those students, whose character or conduct is such as to reflect discredit upon themselves or their school, are not considered “creditable citizens”. Conduct shall be satisfactory in accord with the standards of good discipline.”
4. Learning the spirit of hard work and sacrifice.
5. Learning to attain physical fitness through good health habits.

6. Desiring to excel to the limits of your potential.
7. Showing respect for both authority and property.
8. Be willing to accept the leadership role that is instilled through the extra-curricular program.
9. **Student Responsibility:** Each student is responsible to notify the school of any and all situations that would affect his/her eligibility under the above standards. If the student does not notify the school of the situation prior to the school's discovery, then the student shall be ineligible for up to 365 days from discovery, pending review by the Board of Directors.

Basic Guidelines for Participation

Following is a list of basic participation guidelines that will be required of the participant. It is important for the participant to observe and abide by these requests.

1. Make the selection of the activities you wish to participate in.
2. If you quit one activity, you will not be allowed to go out for another activity during the same season unless permission is granted by the sponsor/coach of the activity you quit and the new activity sponsor/coach you wish to participate.
3. No student will be allowed to practice or participate as a member of an activity until they have fulfilled all obligations of the preceding activity (All uniforms, equipment, and materials must be accounted for prior to allowing the individual to act as a member of another activity).
4. All students will be transported to and from their respective activity event by school transportation. The only exception to this is when the student/athlete and their parent sign a transportation release from the event. The coach or sponsor will make the final decision in these matters. Any other travel situation must be approved in writing by the administration 24 hours prior to the event.
5. No student will be allowed to participate in an activity, athletic event, or practice unless he/she was in attendance for all periods of that school day and the day after the event. Except in cases of medical/dental appointments, family emergencies or prior approval by the administration. Do not use activities as an excuse to miss school.
6. Absence from practice or events must be cleared with the coach/sponsor before missing a practice or event.
7. All disciplinary actions must be satisfied before you are eligible to participate in an activity.
8. Classroom obligations and rules are to come first. After school detentions will be served as scheduled. Practices are not valid excuses for not serving detentions.

Disciplinary Procedures for Participants and Athletes

The Missouri State High School Activities Association Official Handbook states, "In accord with MSHSAA Board of Directors policy, a student who is found guilty of a law violation shall not be considered a creditable citizen as defined by By-Law 212.0 until he/she has served his/her fine

and/or penalty....Once he/she has served the///sentence, it would be up to....the local school administration to determine whether or not he/she has met all local requirements for citizenship eligibility.”

The following are minimum disciplinary actions required by the Bulldog Activities Department. The student must meet these and any additional requirements given by the coach/sponsor prior to being allowed to participate in any event.

1. In the event of an in-school suspension, the student will not be eligible to participate in any interscholastic events until such time that all disciplinary obligations have been served.
2. In the event of an out-of-school suspension, the student will not be eligible to participate in a practice or an interscholastic event until he/she has fulfilled all of the disciplinary requirements set forth by the administration and coach/sponsor.

*Any student who is serving an out-of-school suspension is not allowed to come onto school property or attend any school-sponsored event during the time of the suspension unless he/she has received the approval from the administration.

3. The use or possession of alcohol, non-prescription drug, illegal drug, and controlled substances are prohibited.

*Participants using a controlled and prohibited substance will be subject to appropriate discipline measures by APPLETON CITY R-II School administration and the coach and/or sponsor. These disciplinary actions are separate from any possible law enforcement discipline measures that may take place.

1st Offense- Two-week suspension from participation in any contests.

2nd Offense – Four-week suspension from participation in any contests.

3rd Offense – Suspended from participation for 365 days.

4. The use or possession of tobacco or tobacco related products are prohibited.

*Disciplinary Action may range from a conference with the Administrators and coach/sponsor to a suspension of 365 days from all extra-curricular activities.

5. Locker room theft or destruction of school property is a disgrace and will not be tolerated. Disciplinary actions may result in a suspension of at least 1 contest in that particular season or upcoming season, and restitution in addition to any administration discipline, all the way up to suspension of 365 days from all extra-curricular activities.

Due Process for Activities

In all cases involving dismissal of a participant from his/her activity or complete removal from Appleton city R-II’s activities program, due process is available through the district’s regular administrative channels.

Final administrative appeal may be made to the superintendent of schools.

Academic Eligibility

- 1) Team membership is open to all students wishing to participate in athletics and who meet team requirements. Girls’ athletics include volleyball, basketball, and track.

Boys' athletics include football, basketball, and track. Activities include but are not limited to Band, Cheerleading, Chorus, Computer Club, FCCLA FFA, Foreign Language, National Honor Society, Student Council, Academic Bowl, School Plays and Varsity Club. General eligibility requirements include:

- A) Students in grades 9-12 must be enrolled and making satisfactory progress in courses, which offer a total of at least three units of credits.
 - B) Students in grades 7 and 8 must be enrolled in the normal courses for their grade. Students who fail three or more scheduled courses in a semester shall be ineligible for one semester regardless of whether or not they have been promoted. This standard also applies to beginning 9th grade students.
- 2) Citizenship requirements:
- A) Creditable citizens are those students whose conduct, both in school and out of school, will not reflect discredit upon themselves or their school. Those students whose character or conduct is such as to reflect discredit upon themselves or their schools are not considered – creditable citizens. Conduct shall be satisfactory in accord with the standards of good discipline. According to MSHSAA citizenship requirements, any student who is charged with or convicted of a crime, misdemeanor, or felony is not eligible to participate until the matter has been completely adjudicated and any sentence, fine, or community service has been served. The TEAM would be required to forfeit any games if a student participates in an activity during such time. Therefore, any student athlete or participant in any school activity will be required to notify his/her head coach or sponsor immediately and will not be allowed to participate in competition or activities until the student can provide written confirmation from law enforcement that the matter has been completed. **If the student does not notify the coach/sponsor immediately the next school day/practice and the school is later made aware from either the student or an outside source, the student will lose the privilege of participating in extra-curricular activities for 365 days from the day that the school was made aware of the incident.**
 - B) A student shall not be considered eligible while under suspension. The student who is expelled or who withdraws from school because of disciplinary measures shall not be considered eligible for 365 days from the date of expulsion or withdrawal.

Care of Equipment

In order to give the student a sense of responsibility and appreciation of their equipment, each student will be held accountable for the abuse or loss of it. If any equipment is lost or stolen, the student who checked it out must pay for it.

Follow these guidelines and, hopefully, they will reduce the chances for lost or stolen equipment.

1. Do not exchange or loan any of the equipment issued to you to another teammate. If an exchange is necessary, clear it with the coach or sponsor.
2. Keep your equipment locked up at all times. Locks are available, for rent, from the high school office.
3. Any loss of equipment should be reported to the coach or sponsor immediately.

4. All uniforms and equipment must be returned to the coach or sponsor immediately following the season. The uniforms/equipment must be cleaned and in appropriate condition. Report any damage to your equipment and uniform to the coach or sponsor immediately. No student will be allowed to participate in another activity or event until all his/her equipment has been returned to the coach/sponsor of the preceding activity.

Sportsmanship

As an athlete, or participant, representing Appleton city R-II, it is your responsibility to exhibit good sportsmanship at all times. The moment that you put on a Bulldog uniform or take part in any type of interscholastic activity, you become a representative of our student body and our community. You will receive the ingredients of good sportsmanship through the teacher, coaching, and examples of the staff. Be sure to exhibit what you have learned.

A winning philosophy is important. It is a tradition within the Bulldog Activities Department. But, also please realize the importance of how the activity is played as well as viewed. Simple acts or gestures of respect such as displaying good conduct, cooperating with the officials, shaking hands with the opponents before and after a contest, showing self-control at all times, accepting the decision by the coaches/sponsors and officials and abiding by them, accepting both victory and defeat with pride and compassion, never being boastful or bitter, will all aid you as an individual and as a team member to portray the standards of good sportsmanship that is expected of participants at Appleton R-II.

Listed below are Board of Director policies, concerning violations of sportsmanship guidelines, as they are stated in the Official Handbook of the Missouri State High School Activities Association.

Players – When a player is assessed a penalty by a game official for unsportsmanlike conduct, the coach should remove the player from the game for a period of time. If there is extenuating circumstances making the participant's conduct more serious, the penalty imposed by the school should be more severe.

This may range from a ½ game suspension to the rest of the season suspension. The coach/sponsor may do more if they see the need.

In any situation in which a player becomes involved in a fight or in which a substitute leaves the bench to go onto the floor or field when a fight breaks out among participants, the Board of Directors expects as a minimum penalty that the administration and coach suspend the individual for the remainder of that contest and for the next contest in which the team plays.

1st offense – One game suspension

2nd offense – Suspended for the rest of the school year activities.

The coach/sponsor may do more if they see the need.

Student/Parents/Patrons–If a parent or patron is ejected from a contest or has been identified by school administration or game officials for unsportsmanlike behavior, the Appleton City R-II

administration has the ability to discipline the offender as deemed necessary. Discipline could result in offender being suspended from attendance to any and/or all activities both home and away.

Protection of Eligibility

In order to represent the Bulldogs in our activities or athletic programs, a student must meet all eligibility requirements of the Missouri State High School Activities Association, as well as those of the Appleton R-II School District.

As By-Law 211.0 defines in the Official Handbook of the Missouri State High School Activities Association, "Eligibility to represent a school in interscholastic activities is a privilege to be attained by meeting the standards of eligibility cooperatively set by the member schools through this Association and any additional standards set by a member school for its own student."

Eligibility is a privilege to be granted by the school to a student, which allows that student to participate in interscholastic activities. Eligibility is not a student's right by law. Precedent setting legal cases has determined that eligibility is a privilege to be granted only if the student meets ALL standards adopted by the school.

Listed below is some information to acquaint you with the major rules and regulations of MSHSAA, which you must follow in order to protect your eligibility. Appleton R-II has some stricter policies that are included.

1) Citizenship

You must be a creditable citizen. To be considered a creditable citizen your actions must not reflect discredit on yourself or the school. Your conduct shall be satisfactory in accord with the standard of good discipline. Therefore, you should not have any major obligations with the courts.

2) Academics

- A) You must be enrolled in courses offering 80% of the maximum allowable courses that can be taken. This is equivalent of 6 courses at your school.
- B) You must have earned 80% of the maximum credits that can be taken the preceding semester.

3) Transferring Schools

- A) If you transfer schools and your parents/guardians do not move to your new school district, you will be ineligible for 365 days unless you meet the exceptions to the transfer rule (see the activities director).
- B) If you move with your parents to your new district, under normal circumstances, you will be eligible immediately.

4) **Participation Limitations**

- A) You are eligible to participate in any sport or activity for a maximum of four seasons. If you are listed on an eligibility roster and participate in any part of a game during a season, this counts as a full season of participation.
- B) Your eligibility to participate in high school activities begins when you first enter ninth grade and lasts for eight semesters.
- C) A student is eligible for only two semesters in seventh grade and in eighth grade beginning with the first semester of entrance in this grade. A student who is repeating a grade is not eligible.
- D) You must enter school within the first eleven days of the semester to be eligible.

5) **Awards Standards**

A) **MSHSAA By-law 231.1 Amateur Status**

An Athlete forfeits amateur status in a sport by:

- (1) Competing for or accepting money or other monetary compensation (necessary meals, lodging, and transportation is acceptable).
- (2) Receiving any awards or prize of monetary value, which exceeds the amount that has been approved by the MSHSAA.
- (3) Accepting a nominal standard fee or salary for instructing, supervising, or officiating...youth sports programs...shall not jeopardize amateur standards.

B) **MSHSAA By-Law 231.2 Awards**

A student may accept an award for participation in an athletic contest, or for athletic honors or recognition of athletic achievements in the interscholastic program. Awards presented to students shall meet the following criteria:

- (1) A student may receive the following...unattached school letters or emblems, medals, ribbons, trophies, certificates, etc.
- (2) A student shall not have accepted or competed for the following...services, cash, or gift certificates.
- (3) A student may receive a merchandise award that shall not exceed \$25.00 in manufacturer's suggested retail price.

6) **Age Requirements**

You shall not have reached the age of nineteen(19) prior to July 1 preceding the opening of school. If you reach the age of nineteen(19) on or following July 1, you may be considered eligible for the ensuing school year.

7) **Non-School Competition**

- A) You may compete in organized non-school sponsored athletic competition under the following conditions:

- B) You may neither practice nor compete as a member of a non-school team in organized non-school competition in that same sport during the same season.
- C) You may practice or compete as a member of a non-school team...in organized non-school competition in a different sport than the school sport season under the following conditions:
- D) No school time is missed to compete, practice for, or travel to the site of such non-school competition unless the absence is approved in advance by the administration.
- E) You shall not practice for or compete in the non-school competition on the same date you practice or compete for the school team without approval from the school administration.
- F) If held during the school year but outside the designated school season for the sport, the participant shall receive no coaching from a member of the coaching staff of the school the student attends or will attend the following year. During the summer months only, a member of the school coaching staff may coach the participants in any sport the participant has or will attend next year.
- G) Prior to joining any non-school team or entering any non-school athletic competition, check with your activities director to ensure that all standards are being met.

8) **College Try-Outs**

A) MSHSAA By-Law 242.1

College try-out, audition or evaluation event defined as: A college try-out, audition or evaluation event is an event which is conducted by a collegiate institution(s), on behalf of the collegiate institution(s) or by an independent organizer in which one or more students participate in physical activity for the purpose of reveling, demonstrating or displaying the student's abilities.

B) MSHSAA By-Law 242.2

- (1) A student may participate in a college try-out, audition or evaluation event, as defined above, outside of the school sport season of the sport concerned under the following conditions:
- (2) The student shall not participate in such a "try-out" during a season in which he/she is competing in a difference school sport, without prior approval from the coach and administrator.
- (3) No school time is missed to travel to or participate in the college try-out, audition or evaluation event, unless the school administrator approves the absence in advance.
- (4) The student may not miss a MSHSAA sponsored postseason athletic event to participate in or travel to and from such a "try-out" as defined above.

9) **All-Star Games**

You may compete in an all-star game or contest only after you have completed your high school eligibility in that sport.

10) **Sports Camps or Clinics**

You may participate in a specialized camp, clinic, or other similar program involving coaching and instruction in a sport provided the following criteria are met:

- (1) The student or their parents shall provide the camp fee.
- (2) No school owned uniforms or player equipment should be used.
- (3) You may not attend a summer sports camp for longer than two calendar weeks in one year where you receive instruction or coaching from a member of the school coaching staff.
- (4) No summer specialized camp involving a fall season sport shall be attended after July 31.

11) **Injuries**

Injuries can and will occur no matter how much effort is made to prevent them.

For that reason, the following must be observed for the participants:

- (1) Participants must have insurance that will cover injuries sustained through participation.
- (2) All injuries must be reported to the coach/sponsor immediately.
- (3) Accident forms must be filled out and turned into the office as soon as possible.
- (4) In case of emergencies, the student will be transported to the nearest hospital or doctor unless the parents indicate otherwise.
- (5) Participants must notify coaches or sponsors of any special medical problems or conditions.
- (6) If an injury is discovered after the student has gone home from practice/game, he/she shall notify the coach/sponsor immediately.

Letter Awards

At the present time, letter awards are presented in all varsity level athletics and in certain activities. Specific lettering requirements may be obtained from the coach or sponsor of that activity.

The participant must have finished the season in good standing with his/her coach/sponsor. A certificate will be presented to each participant that meets the lettering standards established in the specific activity. When the participant earns his/her first varsity letter, the activities department will present them with the appropriate chenille award. The chenille award is given in addition to the letter certificate, but is awarded only once during the student's participation.

Physical Requirements

The Appleton City R-II Bulldogs Activities Department, in accordance with the MSHSAA, requires that all students meet the following physical requirements:

1) **Parental Permission**

MSHSAA By-Law 308.0 – Prior to each year of interscholastic athletic participation, a student shall furnish a statement signed by the participant’s parents or guardians, which grants permission for the student to participate in interscholastic athletics.

2) **Physical Examination and Insurance Requirements:**

MSHSAA By-Law 309.0

(1) The school shall require of each student participating in athletics a certificate of an issued physical signed by a physician, or a certified physician assistant in collaboration with a sponsoring physician stating that the individual is physically able to participate in the athletic practice and contests of his/her school. The medical certificate is valid for the purpose of this rule if issued on or after February 1 of the previous school year.

(2) A student shall not be permitted to compete for a school until the school has verification that he/she has basic athletic insurance coverage.

On the MSHSAA provided physical card, the student shall provide all of the above requirements to the coach/sponsor. This card is available at all local clinics and the Activities Director’s office. The coach must review the physical card to assure that all necessary information is provided.

Conditioning Standards:

MSHSAA By-Law 310.0 – Each team must have 14 days of practice and each individual must have practiced on 14 days the team practices on 14 different days prior to the first interscholastic contest in all sports. This requirement shall be waived if a student has been a member of another school sports squad immediately preceding the sport season and has had 14 days conditioning.

MSHSAA By-Law 277.0 – Cheerleading Conditioning Requirement – Each squad must have a minimum of 10 days of conditioning practice and each individual must have participated in a minimum of 10 school conditioning practices on 10 different days during the three consecutive weeks immediately preceding the first calendar date on which the first cheering activity is scheduled.

Information for Prospective College Athletes

For those student-athletes who feel that they may have the time and talents to become a college athlete the NCAA puts out the NCAA guide for the College Bound Student-Athlete. This publication is a summary of rules and regulations governing the transferring, recruiting, eligibility, and financial aid that would be beneficial to any senior.

The NCAA Initial-Eligibility Clearinghouse must certify a student who is planning to enroll as a freshman and wishes to participate in Division I or II athletics. The proper forms and materials for the NCAA clearinghouse are available through the guidance counselor’s office.

Students who are interested in college athletics should be aware of the following academic guidelines for all Division I and II schools in the NCAA. These rules require that all incoming freshmen must have earned a grade point average of 2.00 on a 4.00 scale in a core curriculum of at least 13 academic courses, which were successfully completed during grade 9 through 12.

Core Units Required for NCAA Certification

	<u>Division I</u>	<u>Division II</u>
English Core	4 years	3 years
Math Core	2 years	2 years
*For Division I certification an athlete must have competed at least 1 year of algebra and 1 year of geometry (or a course for which geometry is a prerequisite).		
Science Core	2 years	2 years
Social Science Core	2 years	2 years
From English, Math or Science	1 year	2 years
Additional Core (English, Math, Science, Social Science, Foreign Language, Computer Science, Philosophy, Non-doctrinal Religion)	2 years	2 years
Total Core Units Required	13	13

The following are appropriate concerns to discuss with coaches: the treatment of your child both mental and physical or ways to help your child improve. Playing time, team strategy, play calling or other student athletes are not appropriate items to discuss with the coach. It is very difficult to accept your child not playing as much as you may hope. Coaches are professionals. They make judgment decisions based on what they believe to be best for all students involved. As you have seen from the list above, certain things can be and should be discussed with your child's coach. Other things must be left to the discretion of the coach.

Students must have also earned a score at least 18 on the ACT or a combined score of at least 820 on the reentered SAT (or 700 on the non-reentered SAT on a national test date).

BOOSTER CLUB

The school interprets the role of the "Booster Club" as an organization interested in "boosting" extra activities of the school. That assistance may come in the form of moral support, finances, or working on projects.

Coaches and sponsors must go through administrative channels when requesting aid from the Booster club in order that requests comply with the overall plans of the school.

It is the responsibility of the school Principal and Activities Director to advise the Booster Club of those needs of the school and where the club can be most help to the overall program.

PARENT/COACH COMMUNICATIONS

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept actions of the other and provide a great benefit to children. As parents, when your children become involved in our program, you have the right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's program which would include: expectations the coach has for your child, locations/times of practices, team requirements for lettering, procedures to follow should your child be injured during participation, any special team policies or discipline that may result in the denial of your child's participation. The coaching staff and sponsors of the Appleton City School District believe that parent-coach/sponsor conferences can be helpful. However, no conferences will be conducted immediately following an event so please do not attempt to confront a coach after an athletic contest. Meetings of this nature do not promote resolution. Moreover, there will be no conferences conducted over the phone or at the coach's home. The coaching staff, sponsor, and administration believe that the best way to discuss situations is to schedule a meeting at least 24 hours after the event with coach/sponsor. If the meeting does not provide satisfactory resolution then you should call to set up an appointment with the athletic director to discuss the situation. If a parent/guardian chooses to confront a coach immediately following an athletic contest or without first allowing the 24 hour rule to expire he/she will not be allowed to attend any Appleton city activities for a period of two weeks (14 days) following such confrontation. A subsequent offense will result in loss of privileges to attend activities.

As you child becomes involved in the programs of the Appleton city School District, they will experience some of the most rewarding moments of their lives. It is important to understand that there may be times when things do not go the way you or your child wishes.

The following are appropriate concerns to discuss with coaches: the treatment of your child both mental and physical or ways to help your child improve. Playing time, team strategy, play calling or other student athletes are not appropriate items to discuss with the coach. It is very difficult to accept your child not playing as much as you may hope. Coaches are professionals. They make judgment decisions based on what they believe to be best for all students involved. As you have seen from the list above, certain things can be and should be discussed with your child's coach. Other things must be left to the discretion of the coach.

**Appleton R-II School District
Acknowledgment Form**

CONCLUSION

It is understood that not all rules and regulations, especially those pertaining to conduct and behavior, can be mentioned in this handbook. The school expects each student to interact in a responsible, respectful, and cooperative manner to teachers, school employees, other students, and the physical property of our buildings so that it will not jeopardize anyone's learning, health, or safety. The school reserves the right to make certain rules and regulations in order that the aforementioned educational atmosphere may be maintained.

I _____ agree to abide by all rules and regulations
Students Name set the pages of this handbook.

I, as parent/guardian of _____, have read the rules and
Parent's Name

Policies set forth for curricular standards and extra-curricular participation. I give my son/daughter permission to participate under these conditions and any other ones set by the school. I will do my part in seeing that he/she follows and abides by the rules and regulations stated in the Appleton City Student Handbook.

Signature of Legal Parent/Legal Guardian Date

Signature of Student Date

Difficulties in the classroom may be the result of poor vision, hearing, speech or other factors. A simple screening may provide the school district with enough information to improve your child's educational success. If your child should fail a screening, you will be notified by the appropriate school personnel.

I give permission for _____ to participate in various screenings as deemed necessary by the Appleton City R-II School District.

Legal Parent/Legal Guardian Signature Date