

# **MARQUETTE HIGH SCHOOL**



## **Student Policies and Procedures**

**2021-22**

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## **GENERAL INFORMATION**

### **CORPORAL PUNISHMENT; PROHIBITED**

No person employed by or volunteering for the District shall administer or cause to be administered corporal punishment upon a student attending district schools.

A staff member may, however, use reasonable force against a student to protect themselves, other persons or property.

### **Use of Seclusion and Restraint**

It is the policy of the Board of Education that seclusion, isolation and restraint are to be used only in response to emergency or crisis situations and should:

- (a) not be viewed as a behavior change or intervention strategy,
- (b) be implemented only under extreme situations and as a matter of last resort,
- (c) be implemented only by trained personnel, and
- (d) be accompanied by district-wide pro-active positive supports to prevent the need for their use.

This policy applies to all students.

The Board hereby incorporates in this Policy the requirements and provisions of Regulation 2606, as now existing or may hereafter be amended, which shall at all times be consistent with and satisfy all the requirements of Section 160.263 of the Missouri Statutes. (Refer to Regulation 2606)

### **DAILY ATTENDANCE**

Marquette High School firmly believes that regular attendance and punctuality to class directly affect students' success in school. Students who are absent from class do not have the opportunity to participate in discussions, small-group activities, and/or experiments. Because of this direct relationship between attendance, grades, and success in school, the Rockwood School District insists that each student maintain a good attendance record. Verification is required for all absences exceeding ten (10) total absences within a semester.

### **EXCUSED and/or EXTENDED ABSENCES**

**Full-day absences are to be reported to the attendance hotline @ 636-891-6015. Students have two (2) days to have an absence excused.** When a student must miss school for a portion of the day, a parent must call or provide a written note to the grade level office. The student will get a permit-to-leave slip from the grade level office. Phone calls or notes should be received prior to 11:00 on the day of the absence. **Students must always sign in and out when entering or leaving during the school day.** Students failing to sign out will be referred to the grade level principal. The following is a partial list of absences that the Rockwood School District considers excused.

1. Death in the student's immediate family
2. Illness of the student
3. Doctor or dentist appointment
4. Religious observances
5. Court appearances
6. Out of town—When a family is leaving town and desires to take the student with them, they may be excused up to five (5) school days provided that:
  - a. The school is notified of the absence;
  - b. The student procures assignments in advance of the absence;
  - c. All assigned work is turned in upon returning to school;
  - d. All tests, etc. are made up at the direction of the individual teacher.

Absences for all other reasons are unexcused and shall be treated as truancy. Suspensions imposed by the school administration shall not count as an excused or unexcused absence.

The Board of Education authorizes the use of homebound instruction for students with health concerns or medical conditions that would require a school absence of at least ten school days. Application for homebound instruction must be made through the director of differentiated services. Homebound instruction is available to students whose medical conditions warrant such needs. This determination will be made in consultation with the student's medical provider.

The amount or type of instruction or supportive service provided through the homebound program shall be determined on a case-by-case basis, in relation to each student's educational needs and health. The appropriate school personnel will work with the student to ensure a smooth transition back to the school site when homebound is no longer necessary.

This policy does not apply to homebound instruction for students with disabilities, which is governed by District Policy and Regulation 6250.

### **DISCRIMINATION POLICY**

It is the policy of the Rockwood School District not to discriminate on the basis of race, color, creed, sex, or disabilities in its educational programs, activities, or employment practices. Inquiries by students, parents, or employees regarding Rockwood's nondiscrimination policies should be directed to the Compliance Coordinators listed below.

- Compliance Coordinator for Title VII of the Civil Rights Act of 1964 as amended (race discrimination issues).
- Compliance Coordinator for P.L. 93-112, Section 504 of the Rehabilitation Act of 1973 and P.L. 94-142, Education for all Disabled Children Act (disability discrimination issues).
- Compliance Coordinator for P.L. 92-318. Education Amendments of 1972, Title IX (sex discrimination issues),

Rockwood Administrative Center  
111 East North Street  
Eureka, Missouri 63025  
636.733.2035

### **DISMISSAL OF SCHOOL**

The Rockwood School District broadcasts emergency messages, when necessary, using a number of media:

- General emergency messages, including early and late school openings and closings, are posted on the district website, along with individual school websites.
- Emergency voicemail messages are sent by "Messenger" automatic notification system.
- Emergency messages are sent to local TV and radio outlets.
- Emergency messages are also shared via the district's [Facebook](#) page and [Twitter](#) account.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

Under the federal Family Educational Rights and Privacy Act (FERPA), certain information about students has been designated as "Directory Information."

The Rockwood School Board, in regulation 2400, has identified directory information to include: student's name; student's birth date; the address of the student; the phone number of the student; the e-mail address of the student's parent/guardian, grade level; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; the most recent previous school attended; and photographs.

The Rockwood School District may disclose this directory information without a parent's consent. If you do not want this information released, you have the right to refuse its disclosure. You may do this by providing the district with written notice of the information you do not want to be shared about your child(ren).

Each August, at the beginning of the new school year, the district will publish a "Refusal to Permit Disclosure" form. By marking the specific information not to be released, signing the form and returning it to the school, parents can have directory information on their children excluded.

If you have any questions about FERPA and/or Rockwood procedures regarding directory information, please contact the Director of Differentiated Services at (636-733-2000).

## **HEALTH SERVICES**

Any student who becomes ill during the school day must report to the nurse's office with a pass from the classroom teacher. If the nurse is unavailable, report to the grade level secretary.

### **General Health Guidelines**

There are several guidelines that parents/guardians should follow to assist in maintaining a healthy school environment.

- A child with a temperature of 100 degrees or higher should not be sent to school until the temperature has been under 100 degrees for 24 hours.
- A child diagnosed with strep infection must be treated with antibiotics for a full 24 hours before returning to school.
- It is highly recommended that a doctor check a child with a rash of unknown origin *before* attending school to assure that the rash is not contagious.

We would like to ensure that this school year gets off to a good start for all children and are requesting your cooperation in adhering to the following:

1. Have a completed student information form on file at the school. Please be sure to always keep us informed of any change in your work or home number in case of an emergency.
1. If your child has special health care needs, please notify the nurse.
2. Take note of the following Rockwood School District medication procedure.

### **Administration of medication to pupils**

The Board of Education hereby grants students the authority to possess and self-administer medicine prescribed or ordered by a physician for the treatment of chronic health conditions, including asthma or anaphylaxis. Further, the Board of Education authorizes school nurses to determine and maintain an adequate supply of epinephrine at school, which may be administered at the discretion of the school nurse, or other school employee trained by and supervised by the nurse, in emergency situations. The Superintendent, in collaboration with the district nursing staff, will establish administrative regulations for storing and administering medications in compliance with this policy and pursuant to state and federal law. (Refer to Policy and Regulation 2870)

## **FOOD ALLERGY MANAGEMENT**

It is the objective of Rockwood School District to provide a safe environment for all students, including those with life threatening food allergies, to promote an understanding of their needs to the wider school community, and provide guidelines that outline the prevention strategies and treatment protocols that allow staff to respond to individual circumstances and provide necessary emergency treatment. This policy applies to district facilities to which students have access and includes transportation provided by the district.

Management of student allergies will be through a team approach of the student, parent or guardian The coordinated School Health Council and District staff including, but not limited to, the building administrator, nurse, and classroom teacher.

The Board hereby incorporates in this Policy the requirements and provisions of Regulation 2840, as now existing or may hereafter be amended, which shall at all times be consistent with and satisfy all the requirements of Section 167.208 of the Missouri Statutes.

Management of student allergies will be through a team approach of the student, parent or guardian, and district staff including, but not limited to, the building administrator, nurse, and classroom teacher. (Refer to Regulation 2840).

## **HOMEBOUND INSTRUCTION**

For students to be considered for homebound instruction, the student must have health concerns that would require a school absence of at least ten school days, or have a medical condition such that periodic lengthy absences are necessary due to treatment. To arrange homebound instruction, parents should:

- 1) Contact the Director of Differentiated Services or the superintendent/designee for coordination of homebound instruction to arrange for a meeting regarding possible homebound instruction.
- 2) Complete an application for homebound instruction that includes the doctor's diagnosis and duration of the homebound instruction. The district may also request a treatment plan for re-entry from the student's doctor.

The amount and type of instruction or supportive service provided through the homebound program shall be determined in relation to each child's educational needs, and his or her ability to receive such services. Homebound services are meant to be temporary and the student should return to school as soon as possible.

If services are provided for the student and those services are not utilized, the district may terminate those services. Homebound education services will not be arranged for time outside of the academic calendar school year (i.e. no summer school services will be provided).

All students receiving homebound instruction are subject to the state's compulsory attendance laws and all district policies and regulations during the duration of homebound instruction.

## **INCENTIVES & PRIVILEGES**

One of the advantages of the hybrid block schedule is the opportunity to offer students incentives and privileges. Rockwood High Schools are organized on the premise that freshmen benefit from a highly structured school day in order to ease their transition into high school. However, sophomore students who meet the stipulated criteria may earn privileges that impact the format of their school day. As students become upperclassmen, they are nearing a time in their lives when they must begin to assume more responsibility for their decisions. Thus, an assumption is made that upperclassmen will benefit if they are given more responsibility to determine the mapping of their school day. Students and their parents must

keep in mind, however, that the privileges may be removed by the student's principal if s/he fails to observe the rules and expectations of the school.

### **Freshmen, Sophomores and Juniors**

Teacher Aide

### **Seniors**

Teacher Aide

Late Start/Early Dismissal

Students must meet and maintain the following requirements to qualify for the 2020-21 grade level incentives/privileges.

1. Credit Requirement: Students must earn the minimum amount of credits to be classified a specific grade level
2. Behavior Requirement: No ISS/OSS the previous and current semester, per grade level principal review
3. Grade Requirement: No failing grades the previous semester, per grade level principal review
4. Attendance: No unexcused absences the previous and current semester, per grade level principal review
5. Parent Permission
6. No Financial Obligations, (library, fines etc.)

### **LIBRARY MEDIA CENTER**

The Library Media Center (LMC) consists of the main library and the general computer lab. The LMC is the focal point for learning, instruction, and research. Students are expected to follow library procedures and are encouraged to make full use of the facilities and resources. In order to keep the facilities and resources presentable and usable, please dispose of all food, drink, and candy before entering the LMC.

#### **LMC Hours:**

Monday-Thursday 7:00 a.m.-4:15 p.m.

Friday 7:00 a.m.-3:30 p.m.

### **MAKE-UP WORK POLICY**

Work missed because of absence can be, and often needs to be, completed upon the student's return to school. It is the student's responsibility to contact the teacher(s) involved to determine makeup assignments and establish due dates. Make-up provisions vary depending upon the type of absence. Teachers are granted discretion in setting deadlines for make-up work within these guidelines:

**Unexcused absence**—No credit will be given for work missed due to an unexcused absence. This includes, but is not limited to, all classwork, homework, tests, quizzes, and projects. Students have two (2) days to have an absence excused.

**Excused absence**—it is the responsibility of the student to check with each teacher and arrange for making up missed assignments.

### **NATIONAL HONOR SOCIETY MEMBERSHIP CRITERIA**

National Honor Society is an academic group whose primary function is to provide school and community service.



In order to apply, a student must be a junior or a senior with a cumulative grade point average of 3.5 or higher. The areas of service, leadership, and character are evaluated on the application each applicant completes.

Students who are accepted into National Honor Society will be notified by mail or email within three weeks of the application deadline. Juniors who are not accepted will have a second opportunity to apply at the beginning of their senior year as long as their grade point average is maintained at or above a 3.5 and pass other parts of the acceptance process as well..

In order to retain membership in the National Honor Society, one must be an active member. Students are required to attend meetings, perform school and community service and participate in blood drives and fund-raising activities.

If you have any questions regarding NHS, please contact Mrs. Anna Gray or Mrs. Claire Katsev, the NHS sponsors

### **PROGRESS REPORTS**

Teachers will prepare progress reports for students in their classes. The progress grades will be recorded in Infinite Campus for parental review monthly. The progress posting dates for 2020-21 are:

Quarter 1:  
TBD

Quarter 2:  
TBD

### **TEXTBOOKS**

1. Textbooks, workbooks, and all materials issued for student use will be examined when returned at the completion of the class. Students will be charged for loss and/or damage of materials.
2. Unpaid fines or fees will result in the withholding of transcripts.
3. Textbooks found and returned during the summer will not be charged to the student.

### **STUDENT EDUCATIONAL RECORDS**

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

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

The parent/guardian of students who are attending or have attended the District's schools have the right to inspect and review the educational records of their student. However, if any material or document in the educational record of the student includes information on more than one student, the parent/guardian shall have the right to inspect and review only the part of such material or document that related to their student or to be informed of the specific information regarding their student that is contained in the document or material.

For specific information regarding student records, please refer to Policy 2400 in the Policies, Regulations, and Consequences Manual.

### **SCHOOL RESOURCE OFFICER (SRO)**

Marquette High School, in cooperation with the Chesterfield Police Department, has assigned an officer to the staff of Marquette. This officer is a full-time, sworn police officer who will be responsible for the safety and security of the school. It will also be his responsibility to enforce all local, state, and federal laws. The officer and the grade level principals will handle offenses on school property. The officer is also available

for classroom presentations on alcohol and drug abuse, law and the role of law enforcement, violence prevention, personal safety, and driver's education. The SRO is available for any questions or comments.

### **MILITARY RECRUITERS DISCLOSURE OF STUDENT INFORMATION**

In accordance with the provisions of the amendments to the Elementary and Secondary Education Act, the Rockwood R-VI School District will provide names, addresses, and telephone numbers to military recruiters upon request, unless the parents notify the school district in writing that such information may be disclosed only with prior written consent. The School District is also required to permit military recruiters to have the same access to students as is provided to post-secondary institutions and prospective employers.

### **ACTIVITIES AND ATHLETICS**

Marquette High School takes great pride in its activities program and looks to set the standard in sportsmanship. As a member school in the Missouri State High School Activities Association, we strongly endorse their mission statement: "The MSHSAA promotes the value of participation, sportsmanship, team play, and personal excellence to develop citizens who make positive contributions to their community and support the democratic principles of our state and nation."

At Marquette High School, we strive to promote the educational values inherent in interscholastic activities. We work to foster a cooperative spirit and good sportsmanship from players, coaches, and fans. Respect for our school and for all participants involved is the guiding principle for everyone in our activities program.

We encourage all students to become involved in one or more of our many activity offerings and to learn from the positive experiences available in our extracurricular program.

### **ELIGIBILITY STANDARDS FOR ACTIVITIES AND/OR ATHLETICS**

To represent Marquette in any interscholastic event or competition, all participants must meet the eligibility requirements set forth by the Missouri State High School Activities Association (MSHSAA). In addition, the Rockwood School District has policies for students participating in activities. A complete handbook of district and school activities policies will be distributed to all Marquette students during the first activity in which they participate during their high school career.

Listed below are some of the general MSHSAA rules, but should in no way be considered a complete list. This list is then followed by the Rockwood Citizenship Policy for Activities. **This policy pertains to all students who participate on teams and groups performing at MSHSAA-sponsored competitions as well as fine arts students. This includes all students involved in athletics, drama, band (including color guard and winter guard), orchestra, choir, speech and debate, poms, cheerleaders, academic competition, and student council.**

1. Be a good citizen.
1. Be enrolled in six (6) credit classes.
2. Pass 80% of classes the preceding semester. Some summer school classes may count. See the Activities Director for confirmation.
3. Not have competed in or received an award of any kind other than that given by your school for your services as an athlete in the sport in which you are participating.
4. Not have reached the age of nineteen (19) prior to July 1 of the summer before that school year.
5. Attend a boarding school, a private or parochial school to which you commute daily from your home or a public school in the district in which your parents or legal guardian live. If you transfer without a corresponding change of address by your parents or legal guardians, you may be considered ineligible for one calendar year.

6. Be in attendance for a full day of school in order to participate that particular day. The only exception to this policy is prior administrative approval for such things as a doctor or dentist appointment. Such an appointment should not cause a student to miss more than two class periods.

## **ROCKWOOD CREDITABLE CITIZENSHIP STANDARDS**

The Missouri State High School Activities Association (MSHSAA) Handbook contains by-laws which govern creditable citizenship for student participation. In addition, the Rockwood School District Creditable Citizenship Standards work in conjunction with the MSHSAA by-laws and more specifically outlines consequences for inappropriate behavior. Student activity discipline-related decisions will be enforced by the school building Activities Director utilizing the MSHSAA by-laws and the Rockwood standards.

### **Definition of Creditable Citizenship**

As stated in the MSHSAA Official Handbook, students who represent a school in interscholastic activities must be a creditable citizen both in and out of school, and judged so by the proper school authority certifying a list of students for competition. Creditable citizens shall be defined as those students who are not involved with weapons, alcohol, drugs, tobacco (including smokeless tobacco), stealing, vandalism, and any other act that would discredit the student or their school.

### **Penalties for Offenses**

It is important to note that poor citizenship behavior will result in the same penalties regardless of the behavior occurring in school or out of school. The penalty for those students involved or having been involved with the aforementioned types of acts will be:

**The student may be removed from the team or activity group for the remainder of the sport or activity season/semester. Immediately after the season, the Activities Director and head coach or sponsor involved with the particular student will review the student's discipline as to whether his/her eligibility will be reinstated into the activities program.**

Notes:

- The penalty for those students involved with these types of acts will be a possible loss of eligibility for 365 days regardless when it occurs.
- According to MSHSAA By-Law 2.2.4, "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 the school's discovery, pending review by the Board of Directors."
- If the offense is drug-related or alcohol-related, the student will have the opportunity to participate in a counseling program arranged by the Rockwood School District, which requires the participation of the student and his/her parents/guardians, as well as random drug testing two times per year. After successful completion of a counseling program, the student may return to participate if they have been withheld from participation for at least 50% of the contests, games, or performances of their current season/semester or the next season/semester in which they participate. This option is only available for a first offense.
- If the student fails to complete successful drug testing, they will be subjected to further Rockwood School District consequences.

## **A. CONSEQUENCES OF IN-SCHOOL DISCIPLINE - Standards of Conduct**

If and when a student receives school-related discipline, the consequence as it relates to the Rockwood Citizenship Policy will be as follows:

### **1. 1st Detention**

The student may miss the next contest, game, or performance.

### **2. 2nd (and subsequent) Detentions, any number of days of In- School Suspension (ISS), or 1-2 days Out-of-School Suspension (OSS)**

The student could be ineligible to participate in 20% of the contests, games, or performances during that sport or activity season.

### **3. 3-5 Days Out-of-School Suspensions (OSS)**

*1st offense* - The student could be ineligible to participate in 30% of the contests, games, or performances during that sport or activity season.

*2nd offense* - The student will be removed from the activity for the remainder of the sport or activity season/semester.

### **3. Major School Discipline (single offense, 6 or more days OSS)**

*1st offense* - The student may be removed from the activity for the remainder of the sport or activity season/semester.

*2nd offense* - The student will be removed from the activity for up to 365 days.

Notes:

- Students may not participate in practices or events during an in-school or out-of-school suspension. They must be in attendance for a full day of school before they can participate.
- If an offense is drug-related or alcohol-related and the student has participated in the district counseling program, the student may be withheld from participation from part of their current season/semester into their next season/semester of participation until the counseling program is successfully completed.
- If a student suspension carries over from one school year to the next, the student will not be allowed to practice or participate in any activity until the full suspension is fulfilled (see Rockwood Regulation 2662 on Out of School Suspension)
- Habitual offenders (3 or more suspensions regardless of offense) may lose the privilege of participating in all activities for the remainder of their high school career.

### **SCHOOL DANCES, ACTIVITIES, AND ASSEMBLIES**

Dances are limited to students enrolled at Marquette. For formal dances, a Marquette student may bring one approved guest (under the age of 21.) This guest must complete a guest form and the Marquette student must return the completed form prior to purchasing tickets. Guest forms may be obtained in the Activities Office (C241) or any of the grade level offices. Students need to be aware that all dances and

activities are school-sponsored. Regardless of the location all school and district policies and consequences are in effect.

## **EMERGENCY DRILLS**

### **EARTHQUAKE**

In accordance with Missouri State Law governing public buildings, earthquake drills will be conducted several times throughout the school year. Since earthquakes happen without warning, drills will be announced in one of three ways: intercom, classroom teacher, or door-to-door.

If indoors:

- Stay inside.
- Move away from windows, shelves, heavy objects, or furniture that may fall.
- Take cover under a table or desk.
- In the library, immediately move away from windows and bookshelves and take appropriate cover.
- In hallways, stairways or other areas where no cover is available, move to an interior wall. Turn away from windows, kneel along the wall, bend your head close to your knees, cover sides of your head with your elbows and clasp hands firmly behind your neck.
- In labs and kitchens, all burners should be extinguished, if possible, before taking cover. Stay clear of hazardous chemicals that may spill.
- Be silent and listen for evacuation instructions.

If outdoors:

- Move to an open space away from buildings and overhead power lines.
- Lie down and crouch low to the ground.
- Keep alert to be aware of dangers that may require movement.

### **FIRE**

As a safety precaution, and in accordance with Missouri State School Laws, fire drills will be held several times during the school year. The signal for a fire drill will be the continuous sounding of the school's fire alarm tone and announcement system. When the signal sounds, teachers will instruct students to leave by the designated exit. Be calm. Leave quietly without pushing or crowding, and walk far enough away from the building so those behind you will not be crowded. You may return to the building and to your classroom when instructed.

### **TORNADO**

When the office announces a tornado drill, the following plan will go into operation.

- Each teacher will go to the door.
- Students will move quietly to the designated safe areas.
- Students and teachers should face the wall, kneel, and cover their faces with hands and arms to protect eyes from flying debris. Hold this position until further instructions are given.
- Students are to remain absolutely quiet so instructions can be heard.
- Girls should take their purses with them.
- An announcement will be made when the drill is complete.

### **INTRUDER**

The district recently updated our intruder drills to provide staff with an option-based response. This means our staff members have been trained and have practiced how to lockdown, barricade and evacuate students to a safe location outside the school building.

## **PARKING LOT EXPECTATIONS**

The large enrollment at Marquette High School limits the availability of parking permits for the school year. Numbered parking slots will be assigned. Parking permits are extremely limited. Once the parking permits are sold out a waiting list will be made available for students to sign-up.

## **STUDENT PARKING RULES AND REGULATIONS**

1. Driving to school is a privilege, not a right. The administration has the right to revoke a permit at any time.
2. Students must arrive at school on time to attend their first scheduled class. Students who arrive habitually late to school may have parking privileges revoked.
3. Marquette High School and the Rockwood School District are not responsible for personal or property damage incurred on the parking lot. Drive and park at your own risk.
4. 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. If such materials are found during a search, parking privileges may be revoked.
5. Up to three students (juniors and seniors only) will be allowed to share one parking permit.
6. Due to the limited parking, sophomores will not be allowed to purchase a yearly permit. Refer to #20 for daily permit information.
7. Freshmen are not permitted to drive.
8. Buses and other school vehicles have the right of way on school grounds at all times.
9. The speed limit on the lot is 5 miles per hour. Reckless driving is prohibited on school grounds.
10. Students must enter the school building immediately upon arrival at school. Students found loitering in the parking lot will be subject to disciplinary action. Students are not allowed to go to the parking lot during the school day without permission.
11. Students are reminded that the Rockwood School District enforces a closed campus policy for lunch.
12. Students will not be permitted to leave campus during the school day without proper authorization.
13. Students must give proper identification and/or exit the vehicle when asked by a Rockwood District employee.
14. The issued parking permit is not transferable. Permits are to be used only by the person to whom they are issued and only on the vehicles that are properly registered.
15. Students are responsible for informing the junior of any changes to the original parking application.
16. Students making or using a copy of a parking permit will be subject to disciplinary action.
17. The parking permit must be displayed at all times. Please hang on the rearview mirror.
18. Lost parking permits will cost \$5.00 to replace.
19. Students must park in their assigned

parking slot at all times. The slot number is printed on the permit. Students must alert the parking attendant immediately if another car is parked in their assigned slot.

20. Daily permits will be available on a very restricted basis. These will cost \$5.00 per day. Sophomores will be limited to no more than three (3) daily permits per semester. There is no limit to the number of daily permits issued to juniors and seniors. Daily permits must be purchased in the Welcome Center the day before. These are on a first come, first served basis. The parking attendant will receive a list of approved daily parking permits each morning. Students not purchasing the daily permit the day before will lose all driving privileges for the remainder of the year.

## **21. Discipline consequences for Student Parking Lot Violations:**

Students will receive consequences for committing the following student parking lot violations including, but not limited to:

### **(Minor Offenses)**

- Not parking in their assigned parking spot
- Not displaying parking permit hang tag on rearview mirror

### **(Major Offense)**

- Parking in student parking lot without purchasing a parking permit

Students will receive a “**Parking Violation**” and will receive the following discipline:

### **Minor Offense:**

1<sup>st</sup> offense – Warning

2<sup>nd</sup> offense - \$5 fine

3<sup>rd</sup> offense - \$5 fine

4<sup>th</sup> offense – 1 Hr. detention

5<sup>th</sup> offense – weekend detention

6<sup>th</sup> offense – weekend detention & 1 – week suspension of parking

7<sup>th</sup> offense – Principal Discretion

### **Major Offense:**

1<sup>st</sup> offense - \$10 fine

2<sup>nd</sup> offense - \$10 fine

3<sup>rd</sup> offense – Weekend detention

4<sup>th</sup> offense – Weekend detention with a possible loss of future parking privileges.

5<sup>th</sup> offense – Principal Discretion

22. Other violations of rules and regulations will result in a disciplinary referral to the grade level principal and possible loss of all driving privileges.

23. Students who violate the District's student alcohol and drug policy may have their parking permit revoked for the remainder of the school year without a refund.

## **STUDENT MANAGEMENT**

### **GENERAL POLICIES**

Discipline policies are important for the maintenance of an atmosphere where orderly learning is possible and encouraged. All District personnel responsible for the care and supervision of students are authorized to hold every student accountable for any disorderly conduct in school, traveling to/from school, or during school-sponsored activities which negatively affects the educational environment to the extent allowed by law.

Teachers have the primary responsibility and authority for student discipline and control in the classroom, the school building, and on the grounds. Assuming that teachers have made reasonable requests and are understanding, insubordination will not be tolerated. Insubordination is defined as willful disobedience of any reasonable request or regulation or the voicing of disrespect to those in authority.

High school students should already be aware of generally acceptable and unacceptable behaviors in different school situations. Various rules and procedures are not for the purpose of restricting individual freedoms, but are necessary for the school to have a sense of order and progress and a common ground for getting along with others.

To help keep our facilities presentable, food, drink (non-water beverages,) and candy will be prohibited in every area except the center/cafeteria and the food labs.



# Marquette High School



## Academic Lab Handbook 2021-2022

## MHS BELL SCHEDULE FOR 2021-2022

A DAY SCHEDULE *with 4 lunch shifts	
Zero Hour	7:20-8:22
1 <sup>st</sup> Hour	8:28-9:13
2 <sup>nd</sup> Hour	9:18-10:03
3 <sup>rd</sup> Hour	10:08-10:53
4 <sup>th</sup> Hour + Lunch	10:58-12:45
	1 <sup>st</sup> Lunch 10:53-11:22
	2 <sup>nd</sup> Lunch 11:22-11:51
	3 <sup>rd</sup> Lunch 11:51-12:20
	4 <sup>th</sup> Lunch 12:20-12:50
5 <sup>th</sup> Hour	12:50-1:35
6 <sup>th</sup> Hour	1:40-2:25
7 <sup>th</sup> Hour	2:30-3:17

B DAY SCHEDULE	
Zero Hour	7:20-8:22
2 <sup>nd</sup> Hour	8:28-9:59
4 <sup>th</sup> Hour + Lunch	10:04-12:05
	1 <sup>st</sup> Lunch 10:02-10:32
	2 <sup>nd</sup> Lunch 10:34-11:04
	3 <sup>rd</sup> Lunch 11:05-11:35
	4 <sup>th</sup> Lunch 11:37-12:10
<u>Academic Lab/Home Room</u>	12:10-1:41
	Home Room 12:10-12:17
	Passing 12:17-12:22
	Mod 1 12:22-12:59
	Passing 12:59-1:04
	Mod 2 1:04-1:41
6 <sup>th</sup> Hour	1:46-3:17

C DAY SCHEDULE	
Zero Hour	7:20-8:22
1 <sup>st</sup> Hour	8:28-9:59

<b>3<sup>rd</sup> Hour + Lunch</b>	<b>1<sup>st</sup> Lunch</b>	10:04-12:05
	<b>2<sup>nd</sup> Lunch</b>	<b>10:02-10:32</b>
	<b>3<sup>rd</sup> Lunch</b>	<b>10:34-11:04</b>
	<b>4<sup>th</sup> Lunch</b>	<b>11:05-11:35</b>
	<b>4<sup>th</sup> Lunch</b>	<b>11:37-12:10</b>
<b>5<sup>th</sup> Hour</b>		12:10-1:41
<b>7<sup>th</sup> Hour</b>		1:46-3:17

## What is Academic Lab/Homeroom?

Academic Lab is during the school day in which students will receive tutoring, make up assessments or missed work, attend club meetings, or choose from a variety of offered activities. Academic Lab is designed to allow students to have choice in how to best achieve academic success and enrichment.

- On B days, Academic Lab will meet after 4th hour. The time is split into two “Mods”. Students will be able to travel to different locations for each “Mod” or can choose to stay in their Homeroom.

Homeroom is where students will report at the beginning of Academic Lab. A student’s Homeroom class will be designated on their schedule. Teachers will take attendance at the beginning of Academic Lab. Students will fill out their travel cards prior to Ac Lab starting and present them to the teacher prior to leaving the classroom and traveling to their destination. Students will have 5 minutes to get to their destination.

### Academic Lab Card:

Students will be given a lab card by their homeroom teacher. Students will use this card to schedule where they will be traveling during each Mod. Teachers will check the travel card prior to leaving an area and also when the student arrives at their destination. Students need to make arrangements and have their lab card approved by the teacher they are wanting to travel to prior to Academic Lab starting. Teachers may also request that a student travel to their room by notifying the student and the homeroom teacher. Lost cards or students needing a new card can get one from their Homeroom teacher.

Academic Lab CARD

Marquette High School Academic Lab Card

Student: \_\_\_\_\_ Grade: \_\_\_\_\_ Lab

Teacher: \_\_\_\_\_

Date	Destination (Location/Room#)	Teacher Signature
	Mod 1:	

	Mod 2:	
	Mod 1:	
	Mod 2:	
	Mod 1:	
	Mod 2:	
	Mod 1:	
	Mod 2:	
	Mod 1:	
	Mod 2:	

## **Academic Lab Expectations:**

### Student Expectations:

- Academics first
- Communicate with teachers
- Clean up after themselves
- Report to teacher when requested
- Sign into classroom using QR code
- Schedule own time (time management)/Schedule Mods before Academic Lab
- Know and report to any required meetings
- Have Lab Card with them at all times
- Follow school rules
- Take care of paperwork/office issues during Academic Lab or before and after school
- Etiquette/behavior-Please be quiet in the hallway and be respectful of other students

### Teacher Expectations

- Keep students informed of Academic Lab changes
- Communicate with students who need help
- Seek out additional ways to support students
- Collaborate as a department to ensure appropriate distribution of student choices
- Take attendance for their Homeroom at the beginning of each Academic Lab
- Approve signed Lab Cards for students who are leaving Homeroom
- Arrange with students needing to travel to a teacher's room for help/make-up tests prior to Academic Lab.

### Administrator Expectations:

- Supervise the cafeteria/commons, halls, etc.
- Hold students accountable for appropriate behavior and use of Academic Lab
- Assist in helping students manage time/make wise choices
- Support Teachers

- Communicate clearly about Academic Lab and expectations to both students AND parents

### **Attendance:**

- Teachers will take Homeroom attendance at the beginning of Academic Lab.
- Students are expected to manage and keep their Academic Lab Cards
- Students are expected to be at their destination for each Mod at the end of the 5 minute passing period.

### **Notes about Academic Lab:**

- The most current information on Academic Lab will be posted on the MHS website.
- Students should advocate for themselves and plan ahead with their teachers, sponsors, and coaches so that they are certain of the activities in which they plan to participate each day.
- Students should take care of small business items before school, during Academic Lab, or after school, including but not limited to: scheduling guidance appointments, submitting a records request, any fees paid to the front office, teacher aide forms, senior incentive forms, etc.

### **Academic Lab Bell Schedule**

B Day Academic Lab
<ul style="list-style-type: none"> <li>● Students will report to their Homeroom at 12:10</li> <li>● “B” Day Academic Lab is divided into two 37 minute Mods               <ul style="list-style-type: none"> <li>○ Mod 1 - 12:22-12:59</li> <li>○ Mod 2 - 1:04-1:41</li> </ul> </li> <li>● A bell will ring at 12:17 to allow students to move to a location for Mod 1. A second bell will ring at 12:22 to indicate the end of the travel period.</li> <li>● A bell will ring at 12:59 to allow students to move to a</li> </ul>

location for Mod 2. A second bell will ring at 1:04 to indicate the end of the travel period.

- A bell will ring at 1:41 to indicate the end of Academic Lab. At this point, you have 5 minutes to report to 6th period.

### **Non-Academic Lab Days:**

There will be days during the school year in which Marquette will run a schedule with no Academic Lab. Some examples of these days are:

- All “A” and “C” Days
- All late start “B” Days
- School wide or class assemblies
- Other weeks as determined by the administration

### **Academic Lab Options**

Below is a sampling of sessions that may be offered during Academic Lab. This list is subject to change based on teachers’ schedules and student interest. Be aware that not all activities are open to all students. Please see the teacher for the membership requirements of their group or organization.

### **Academic Support**

The recommended priority for usage of this time is for students to seek out and obtain needed academic support. To support this, options like the following will be offered:

- Teacher led course-based help sessions
- Academic labs (for general support in a subject area)
- A+ tutoring and peer tutoring sessions
- Class make-up sessions (e.g. if a student missed PE, a lab, or a Socratic)
- Writing conferences or book conferences
- Rotating small groups or ensembles (e.g. Fine Arts classes)
- Curricular breakout groups (e.g. World Language speaking/signing practice, book club)
- Open Studio (FACS, Technology Education, Visual Arts)

- AP Practice Sessions
- Research assistance in the library
- Quiet rooms for studying or reading
- Study groups
- SSD/Gifted teachers meeting with students on caseload
- Exploratory sessions (e.g. ceramics, painting, etc.)

## **College and Career Readiness**

Students should leave high school equipped with the tools to successfully move beyond high school. Students should graduate with an understanding of the process and requirements to successfully navigate life after high school. To support this, options like the following will be offered:

- Meeting with college, military, and trade recruiters
- Meetings with counselors
- Understanding the college application process
- Help writing a college essay
- Understanding the FAFSA

## **Extracurricular Involvement**

Students have the opportunity to be involved in extracurricular clubs and activities while also limiting time absent from class to attend meetings.

Students should be able to attend all meetings for their clubs, teams, or organizations; Academics always takes precedence over meetings, including teacher requests.

To support this, the following groups may meet at this time. They will be scheduled in advance and staggered to allow students to attend if they belong to multiple groups:

- National Honor Society monthly meetings
- Principal's Advisory committee meetings
- Student Council monthly meetings
- M-Crew monthly meetings

Other groups may also choose to meet during this time at the discretion of the group's sponsor(s).

Some organizations have specific requirements for membership. It is the student's responsibility to find out what is required for membership.

## **Social/Emotional Learning**

Students have the opportunity to learn skills and develop tools to maintain emotional well-being and cope with stress. To support this, sessions will be developed and offered on an ongoing basis through the year that may include topics like:

- Meditation/Mindfulness
- Yoga
- Time management
- Brain breaks

- Community Service Projects
- Small groups providing support for students

## **Signing In or Out during Academic Lab**

- Parents and guardians needing to sign a student out during Academic Lab need to call their grade level office prior to Academic Lab. A pass will be issued and sent to that student's Homeroom. The student can then report to the grade level office and sign out.

## **Library Use Expectations**

- Students can work and study at a low volume. Other locations within the school will be better suited for talking with friends; the library will be reserved for students wishing to work in a quieter environment.
- Students will be able to request help with research and reading assignments both on the spot and during scheduled sessions.
- The library will offer special programming options 1-2 times monthly. Students will need to reserve a spot in advance.
- The library will accept students until it reaches maximum seating capacity; then students will be sent back to their homerooms or the commons.

## **Required Course Tutoring (RCT)**

- Tutoring dates and times vary; teachers will assign students to report to their room during a Mod or multiple Mods..
- Teachers may assign mandatory tutoring if students are falling behind in a class or have make up assignments, and they may be **REQUIRED** to attend tutoring. Students who do not attend RCT, may be assigned Academic Lab Detention. RCT must be made up and takes priority over other club or activity meetings.
- Teacher should fill out the Lab Card for that student prior to the requested Mod(s) for RCT.
- If a student has been required to attend two or more tutoring sessions at one time. The student and teachers will communicate and determine an adjusted tutoring schedule.



## **Gym/Track/Weight Room/Pool**

- The gym, track, weight room, and pool area will be open on B days for Academic Lab for students that are currently taking a PE course. Students must have their Lab Card filled out by their gym teacher prior to the Mod(s) they would like to attend.
- Availability for gyms during Academic Lab will be limited. Students needing to schedule a make up activity to earn any missed credit for illness or absence will have priority.
- During Academic Lab, current PE students may have access to gym activity, weight room activity, and pool activity. Weather will determine track and field availability. Lab Cards must be signed by a PE teacher prior to Academic Lab.
  - Students who are failing any course will not have access to open gym activities.
  - Students are expected to participate in gym activities. Using this time for social media purposes will result in losing access to open gym.
- Student will be expected to wear appropriate clothing/shoes in order to participate

PLEASE NOTE THAT THERE WILL BE NO LOCKER ROOM ACCESS DURING ACADEMIC FLEX TIME EXCEPT FOR STUDENTS USING THE POOL. LOCKER ROOM DOORS WILL REMAIN LOCKED. STUDENTS THAT LEAVE THE GYM/TRACK/WEIGHT ROOM/POOL AREA DURING THE ASSIGNED MOD, MAY LOSE THE ABILITY TO SCHEDULE FUTURE MODS IN THE GYM/TRACK/WEIGHT ROOM/POOL AREA DURING ACADEMIC LAB.

## **Academic Lab Detention**

- Students are expected to conduct themselves in a mature manner and adhere to their self-selected schedule.
- Students are expected to report to their designated Mod on time and not be in the halls.
- Students are expected to behave in accordance with the behavior expectations defined in the MHS Handbook while in their Homeroom or any classroom they are in during a Mod.
- Students who demonstrate the inability to do so will be assigned to a supervised structured environment.
- Students in the halls or in an area not approved on their Lab Card during a Mod may spend the rest of that day's Academic Lab in Academic Detention.
- Personal electronics will be surrendered to the supervisor upon arrival.
- Students are not permitted to socialize during this time.
- Students will only be released from this structured environment to attend RCT.
- Students may be assigned Academic Lab Detention for other discipline issues.
- Students will report directly to Academic Lab Detention at the beginning of Academic Lab (do not report to Homeroom).
- Academic Lab Detentions will be assigned on B days.

- B Day Lab Detention: Students will report to a designated room at 12:22
- Students breaking Academic Lab Detention rules are subject to additional days of Academic Flex Detention and possibly ISS/OSS.

## . **Emergency Procedures for Academic Lab**

Due to the nature and purpose of Academic Lab, students will be moving throughout the building participating in different activities. The following procedure will help ensure the safety of students and staff during Academic Lab.

### Fire

- Students should follow the directions of the teacher and evacuate the building in an orderly way.
- Staff should exit the building and inform students (in your classroom/hallway) to exit the building and to follow you to the nearest exit.
- Teachers should take attendance of the students once outside.
- Teachers will evacuate to their normal destination during a fire drill.

### Intruder

- Students and staff should follow the 4E training
  - **Educate**- Listen to staff and know the 4E training. Being an active participant during intruder drills and asking questions will help you better prepare for an emergency.
  - **Escape**- If you have an accessible escape path, evacuate the premises.
  - **Evade**- If you are unable to escape, find a place to hide and barricade in place.
  - **Engage**- As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by acting as aggressively as possible, throwing items and improvising weapons, yelling and committing to your actions.

### Tornado

- Staff will lead the students in their room to the designated area for a tornado.

### Earthquake

- Students and staff should immediately take cover under the nearest desk or door frame.
- Students in hallways should go to the nearest room and take shelter.

### **AFTER-SCHOOL ACTIVITIES - VICC**

All students staying after school must be under the direct supervision of a staff member. **Only athletes and those students in regular after-school rehearsals may ride the VICC 6:00 pm activity buses.** Bus transportation for VICC students is provided at 4:30 as well. Students must report directly to their after-school activity. Students who exit the building will be expected to board the bus and leave the school campus. Failure to follow this procedure will result in disciplinary action.

### **AFTER-SCHOOL ACTIVITIES - RESIDENTS**

Activity buses are available for resident high school students who participate in after-school activities and will depart at 4:30 p.m. Monday - Thursday afternoons.

- Make your reservation - Students must reserve their space on the activity bus by 12:30 p.m. in order to use this service for the school day.
- Sign-up in the Welcome Center. Reservations are on a first come, first served basis.

Questions? Stop by the school office or call the Transportation Department at 636-733-8500.

### **ASSAULT - SECONDARY**

Intentionally causing or attempting to cause serious injury or bodily harm to another person, intentionally threatening to place or placing a person in reasonable apprehension of imminent physical injury, or applying physical force on another person or physically attacking an individual, recklessly engaging in conduct that creates a grave risk of serious injury or bodily harm to another person, or causing physical contact with another person knowing the other person will regard the contact as offensive or provocative.

First Offense—5-180 days out-of-school suspension, or expulsion, notice to law enforcement officials, and documentation in the student's discipline record

Subsequent Offense(s)—11-180 days out-of-school, or expulsion, notification to enforcement officials, and documentation in student's discipline record

Any student who assaults district personnel (including a District SRO) will be suspended for ten (10) school days out of school with a recommendation for a suspension of an additional 170 days and/or expulsion and the matter will be referred to legal authorities.

### **BULLYING**

The intimidation or harassment that causes a reasonable student to fear for his or her physical safety or property, i.e., physical actions, including gestures, or oral, cyber-bullying, electronic or written communication, and any threat of retaliation for reporting such acts. (Refer to Policy 2612 – Bullying)

First Offense: Up to ten (10) days out-of-school suspension

Subsequent Offense(s): In-School suspension, 3-180 days out-of-school suspension, or expulsion.

### **BUS MISCONDUCT**

Any offense committed by a student on a District-owned or contracted bus shall be punished in the same manner as if the offense has been committed at the student's assigned school. This includes exiting the back of the bus in a non-emergency situation. In addition, bus-riding privileges may be suspended or revoked. (Refer to Policy 2652—Student Transportation.)

## **CHEATING/ACADEMIC DISHONESTY**

The District recognizes that honesty in academic endeavors is essential and the basis for true success. The District, therefore, will not tolerate any form of academic dishonesty including plagiarism or “the taking of ideas or writings from someone else and presenting them as one’s own” (*Webster’s New World*, 1996). In order to deal appropriately with issues of academic honesty, the district uses the following definitions:

- It shall be a violation of policy for students to take credit for work other than their own. This would include, but not be limited to, the use of technological sources (including but not limited to; phones, internet, group messages, message boards, social media etc.), purchased papers, books, periodicals, interviews, and research abstracts without attribution and/or authorization. It shall also be a violation of policy to cheat on assignments and assessments.
- Students who violate this policy are subject to consequences as outlined in the Board of Education Regulation 2611.

**Academic Dishonesty**: Includes, but is not limited to, bringing answers into a testing area, copying homework or assessments from another student, providing answers for another student, using unauthorized notes or technology, taking credit for work that one didn’t do by failing to acknowledge parent, friend, or tutor assistance.

### **Plagiarism**

**Level 1**—Though most of the work is the student’s, a few lines or phrases of text or a paragraph is used without proper attribution.

**Level 2**—A significant portion of the work is not the student’s and is not cited. This would include use of multiple paragraphs of someone else’s work, use of someone’s ideas, and/or repeated paraphrasing of someone else’s work without attribution.

**Level 3**—Little, if any, of the work is the student’s; most, if not all, of the work has been copied verbatim or copied and slightly altered.

### **Academic Dishonesty**

**First Offense**: No credit for the work and parent contact.

**Second Offense**: No credit for the work, parent contact, and up to three (3) days of in-school suspension.

**Subsequent Offenses**: No credit for the work, parent conference, and up to 10 days of out-of- school suspension.

### **Plagiarism—Level 1**

**First Offense**: Student/teacher conference with instruction in avoiding plagiarism, parent contact, and possible grade reduction.

**Subsequent Offenses**: Student and parent conference with office, up to three days of in-school suspension, and no credit for work.

### **Plagiarism—Level 2**

**First Offense**: Parent contact and no credit.

**Subsequent Offenses**: Student and parent conference with office, no credit for work, and up to 3 days in-school suspension.

### **Plagiarism—Level 3**

First Offense: Student and parent conference with office, no credit for work, and up to 3 days of out-of-school suspension.

Subsequent Offenses: Student and parent conference with office, no credit for work, and a minimum of 3 and up to 10 days of out-of-school suspension.

### **DAMAGING/DEFACTING PROPERTY**

Any damage to school property due to willful or inappropriate behavior will result in payment for damages. In addition, the student will be suspended up to 10 days out-of-school and a referral to legal authorities may result. There may also be an additional one hundred seventy (170) days suspension recommended and a referral to legal authorities may result.

Any willful damage to staff property resulting from a school-related situation will result in payment for damages. In addition the student will be suspended for one (1) to ten (10) school days and a referral to legal authorities may result.

### **DISPARAGING OR DEMEANING LANGUAGE/CONDUCT; HARASSMENT**

Use of words or actions, verbal, written or symbolic, meant to harass, cause emotional distress to, discriminate against or injure another person; i.e., threats of violence or harassment or defamation of a person's race, color, national origin, ethnicity, religion, disability, sexual orientation, or perceived sexual orientation, consistent with Policy and Regulation 2130.

First Offense—Up to ten (10) days out-of-school suspension

Subsequent Offense(s): — In-school suspension or 3-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record

### **DISRESPECTFUL SPEECH OR CONDUCT**

Disrespectful verbal, written, or symbolic language or gesture which is inappropriate to public settings directed at a staff member.

First Offense—Up to ten (10) days out-of-school suspension

Subsequent Offense—11-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.

### **DISRUPTIVE SPEECH OR CONDUCT**

Conduct or verbal, written, or symbolic language that materially and substantially disrupts classroom work, school activities, or school functions is prohibited. The Board specifically prohibits any assembly or public expression at school sponsored activities and events that advocate the use of substances that are illegal to minors. This includes behavior in the lunchroom which causes a disruption.

First Offense—Up to ten (10) days out-of-school suspension

Subsequent Offense — In School Suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record

Streaking at any school event, home or away, will result in a ten day out-of-school suspension with a recommendation for additional days.

## **DRESS CODE AND PERSONAL APPEARANCE**

The general atmosphere of a school must be conducive to learning. If a student's general appearance attracts undue attention to the extent that it becomes a disruptive factor in the school, a staff member will ask the student to make the necessary changes. In the event that the change does not take place in the time allowed, the administrator will prescribe the action to be taken.

Dress in good taste. The body must be modestly covered from shoulder to mid-thigh.

- A. Clothing that promotes disruptive behavior, including but not limited to, drugs, alcohol, tobacco and/or its products, violence, sex or hate groups is prohibited from campus and must be covered or removed.
- B. Clothing which intentionally promotes gang identification is prohibited from campus.
- C. Tops or shirts must have shoulder straps (one over each shoulder), sides, and backs and modestly cover the chest. Halter tops, tube tops, handkerchief/bandana tops that have bare midriffs, open sides, bare backs are not to be worn. Net mesh shirts are prohibited.
- D. Pants are to be worn at the student's normal waist level.
- E. All chains and spiked paraphernalia must be left at home.

Hats, hoods, and scarves are allowed to be worn during the school day in the commons and in the hallways (provided they do not create a disruption to the school environment). Teachers have the rights to determine if hats/hoods will or will not be allowed to be worn during class time as they deem appropriate.

The office will provide means to correct clothing problems. Failure to comply with the means offered or the repeating of the same offense over time will be addressed as insubordination.

## **PERSONAL TECHNOLOGY DEVICES**

Students in grades 9-12 may possess and use personal technology devices at school in accordance with the conditions set below:

Personal technology devices may be used on school premises before the school day begins and after the school day ends. Use of these devices on school premises during the school day is prohibited unless they are used for instructional purposes only as deemed appropriate and necessary by staff.

Classroom teachers and building administrators will determine when and how personal technology devices can be used. There will be times when use of these devices will not be allowed.

Students are prohibited from using devices in dressing rooms, locker room or restrooms. Cameras/recording devices may not be used at any time at school or on school busses.

Use or display of these items other than described may result in an after school detentions or up to three (3) days in-school suspension. Repeated offenses could result in increased consequences. School administrators will investigate the reason for use of an electronic device by a student to determine if other district policies are also applicable, which could result in an increase in the discipline. (i.e.; personal technology device for the purpose of cheating on a test would also be subject to policies governing academic dishonesty). Laser pointers are allowed only for demonstration purposes. The district will not be responsible or liable for any damage, loss or theft of personal technology devices (Regulation 6320).

The administration may search personal technology devices if they have reasonable suspicion that a search would reveal school rules have been violated.

## **EXTORTION**

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

First Offense—3-10 days out-of-school suspension

Subsequent Offense—5-180 days out-of-school suspension, or expulsion, and documentation in student's discipline record

### **FAILURE TO SERVE OFFICE DETENTION**

First Offense— up to 3 days out-of-school suspension

Subsequent Offense—Possible out-of-school suspension.

### **FALSE ALARMS**

Tampering with emergency equipment, setting off false alarms, making false reports.

First Offense—10-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record and referral to proper legal authorities

Subsequent Offense—10-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record and referral to proper legal authorities

### **FIGHTING**

Mutual combat in which both parties have contributed to the conflict by physical action.

First Offense: 3-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.

Subsequent Offense(s): 6-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.

Never should additional persons enter a fight. If this happens, the additional persons entering the fight will be suspended out-of-school five (5) to ten (10) days with a possible recommendation for a suspension up to one hundred eighty (180) days.

Students instigating, disrupting or failing to disperse (immediately) when instructed will be suspended out-of-school 3-10 days with a possible recommendation for a suspension up to 180 days. Instigating fights includes recording, videotaping, and/or electronically sharing or posting images, audio, or video of fights. The district has jurisdiction over electronic sharing and posting that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when electronic sharing or posting does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in such activities if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

### **FIRE**

A student who intentionally sets a fire, attempts to set a fire, or participates in an act which results in a fire on school property, buses, or at a school-sponsored activity off school property will be suspended for up to ten (10) school days out-of-school with a possible recommendation for a suspension up to one hundred eighty (180) school days and/or expulsion. A report may be filed with the fire and/or police departments. Any damage to school property due to a fire that has been intentionally set by a student will result in the assessment of and payment for damages.

Subsequent offense — Expulsion, notification to law enforcement officials, and documentation in student's discipline record. Any damage to school property will result in the assessment of damages.

### **FIREWORKS/EXPLOSIVES/ AMMUNITION**

The use of fireworks, explosives, or ammunition creates a hazard to both life and property; therefore, any student setting off a firework, explosive, or ammunition anywhere on school property, buses or at a school-sponsored activity off school property will be suspended for up to ten (10) school days out-of-school with a possible recommendation for a suspension up to one hundred eighty (180) school days and/or expulsion. Legal authorities may be contacted. The possession or sale of a firework, explosive, or ammunition anywhere on school property, buses, or at a school-sponsored activity off school property will result in an out-of-school suspension of up to ten (10) school days for the first offense. The Superintendent/designee may give a longer suspension in the event that sale or possession takes place more than once. Legal authorities may also be contacted.

The following consequences apply to the possession and/or use of **Snap-N-Pops**:

1. Possession—one (1) day in-school suspension
1. First offense setting off "Snap-N-Pops"—two(2) school days in-school suspension
2. Subsequent offenses—suspended one (1) to three (3) school days out-of-school

### **FORGERY**

The act of falsifying a document with the intent of fraudulent use. The consequences of forgery may include up to ten (10) days out-of-school suspension.

### **GAMBLING**

Any student found gambling will be referred to the office. The consequences of gambling may include up to ten (10) days out-of-school suspension.

### **GANGS/HATE GROUPS/CULTS**

In order to prevent disruption and violence, gang/hate group/cult membership and activities are strictly forbidden at school, on school grounds, school buses, or at any school-sponsored activity off school grounds. Students who intentionally use gang type language and/or gang type symbols, or students who intentionally wear particular colors or clothing with the purpose of gang identification may be suspended from school for up to five (5) school days. Such behavior that creates a severe disruption to the school environment may result in a suspension for a longer period of time.

### **HABITUAL REFERRALS TO THE OFFICE**

Behavioral referrals in excess of ten (10) for the year may result in increasing consequences of three (3) days in-school suspension or up to ten (10) days out-of-school suspension.

### **HARASSMENT**

It is the policy of the District to maintain a learning environment that is free from harassment because of an individual's race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation. The School District prohibits any and all forms of unlawful harassment and discrimination because of race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation. It shall be a violation of District policy for any student, teacher, administrator, or other school personnel of this District to harass or unlawfully discriminate against a student through conduct of a sexual nature, or regarding race, color, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation as defined by this Policy.



It shall also be a violation of District policy for any teacher, administrator, or other school personnel of this District to tolerate sexual harassment or harassment because of a student's race, color, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation, as defined by this policy, by a student teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the School District.

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

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

### **HAZING**

Any activity, on or off school property, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district sponsored activity. Hazing may include those actions that subject a student to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity, or other stress inducing activities. Hazing can occur even when all students involved are willing participants. The district has jurisdiction over hazing activities that use the district's technology resources or that originate on district property, at a district activity or on district transportation. Even when hazing activities do not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in hazing activities if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the activity involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

First Offense: In-school suspension, or 1-10 days out-of-school suspension with possible recommendation for out-of-school suspension up to 180 days.

Subsequent Offense(s): 1-10 days out-of-school suspension with possible recommendation for out-of-school suspension up to 180 days, and/or expulsion, and possible documentation in the student's discipline record.

### **INSUBORDINATION**

Insubordination is defined as willful or continued willful disobedience of any reasonable request or regulation, or voicing of disrespect to those in authority.

Students involved in such behavior may receive up to ten (10) days in-school suspension. Repeated offenses may result in a recommendation to the Superintendent / designee for an additional penalty up to one hundred seventy (170) school days and/or expulsion and legal authorities may be contacted.

### **LOCKS/LOCKERS**

Student locks and lockers in the academic wings are provided by the Rockwood School District. Students are required to use the Master Lock issued by the school. Students will be assessed a \$5.00 replacement fee for each lost lock.

### **MATCHES OR CIGARETTE LIGHTER**

Any student in possession of a match(es) or cigarette lighter will be disciplined as follows:

First Offense—Confiscation and maximum of one (1) day in-school suspension or until satisfactory parent/guardian conference

Subsequent Offense— up to two (2) days out-of-school suspension

Any student who strikes a match or lights a cigarette lighter while on school property will be suspended three (3) days in-school suspension or until a satisfactory parent/guardian conference for the first offense. Additional offenses will result in three (3) school days out-of-school suspension.

### **MONEY, STUDENTS IN POSSESSION OF LARGE AMOUNTS**

Students are strongly discouraged from having large amounts of money at school and the school cannot be held responsible for money which is lost, misplaced or taken. Since it is felt that generally there is no good reason for having large amounts of money at school, a conference will be held with the parent/guardian of the student who has large amounts of money in his/her possession.

### **MULTIPLE ACTS OF MISCONDUCT**

Students who engage in multiple acts of misconduct may receive an 11-180 day out-of-school suspension or expulsion. Multiple offenses are defined as more than three (3) serious violations that require out-of-school suspension occurring within a period of two school years.

### **OFF-LIMIT AREAS**

Students are not permitted to be outside on the east or west sides of the main building or in any other area where there is no sidewalk. During the student's lunch shift, students are permitted in the cafeteria area or out front, but not on the Kehrs Mill side of the school. At no time during the day should students be in the parking lot. Students who are found in any unauthorized area will be assigned:

First Offense—Up to three (3) days in-school suspension

Subsequent Offenses—In-school suspension/Out-of-school suspension (Principal's discretion)

### **REFUSAL TO GIVE NAME**

Any student who refuses to give his/her proper name to a faculty or staff member will be assigned up to three (3) days of in-school suspension and/or until a satisfactory parent/guardian conference. Repeated offenses may result in an out-of-school suspension.

### **REFUSAL TO REPORT TO THE OFFICE**

Any student who refuses to report to the office will be assigned a minimum of one (1) day in-school suspension and/or until a satisfactory parent/guardian conference. Repeated offenses may result in an out-of-school suspension.

### **SEXTING AND/OR POSSESSION OF SEXUALLY EXPLICIT, VULGAR OR VIOLENT MATERIAL**

Students may not possess, display, send or receive, electronically or otherwise, obscene, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

First Offense: Confiscation of relevant material and/or electronic device. Conference with principal and student, detention, or in-school suspension. Law enforcement authorities will be notified where appropriate.

Subsequent Offense(s): Confiscation of relevant material and/or electronic device. Detention, in-school suspension, 1-10 school days out-of-school suspension with a possible recommendation for out-of-school suspension up to 180 school days and/or expulsion. Law enforcement authorities will be notified where appropriate.

### **SEXUAL HARASSMENT**

Sexual harassment is defined as sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when the unwelcome sexual conduct is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment. Sexual harassment also includes gender based harassment. Gender based harassment consists of verbal or physical conduct relating to an individual's gender when the harassing conduct: (i) is sufficiently persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment; (ii) has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or (iii) otherwise substantially and adversely affects an individual's learning 13 opportunities. (Refer to Regulation 2130 – Harassment) Students involved in such behavior will be suspended for 3-10 school days out-of-school with a possible recommendation for suspension up to 180 school day, and/or expulsion.

### **SEXUAL MISCONDUCT**

A student, while on school grounds, school buses, or while attending a school sponsored activity, shall not forcibly and/or intentionally touch another person's sex organs or any other body part in a way which constitutes sexual contact, whether or not such touching occurs through clothing. Nor shall a student knowingly expose the sex organs or body parts under circumstances in which such conduct is likely to be offensive or otherwise inappropriate. Nor shall a student(s) knowingly enter or cause others to enter an area reserved for a person of the opposite sex. Nor shall a student use a camera, camera cell phone, or other imaging device to take pictures or record any image of students or others in locations or under circumstances (1) where such persons are or may be partially clothed, including but not limited to, rest rooms or locker rooms and other changing areas; (2) when such images otherwise violate commonly held standards of privacy, including but not limited to, taking or attempting to take pictures underneath the clothing of another person; or (3) where students or others have some other reasonable expectation of privacy with respect to their person or conduct, including but not limited to, receipt of health care (and/or special education or other services related to a disability, even if not directly related to sexual misconduct.) Nor shall a student use a camera, cell phone, or other device to take or record sexually explicit pictures, videos, or audio, regardless of whether all individuals involved are willing participants.

Students involved in such behavior will be suspended for three (3) to ten (10) school days out-of-school with possible recommendation for a suspension up to an additional one hundred seventy (170) school days, and/or expulsion.

**NOTE: Streaking**—Because of the nature of this offense, the designation will be Disruptive Conduct/Sexual Misconduct. A student, while on school property or while attending a school-sponsored event (home or away) shall not knowingly expose the sex organs or any other body part under circumstances in which such conduct is likely to be offensive or otherwise inappropriate.  
**First Offense** — ten days out-of-school suspension with a recommendation for additional days.

## **STEALING/POSSESSION OF STOLEN PROPERTY**

A student, while on school property, while using school transportation, or attending a school-sponsored activity off school property who steals an object or is in possession of stolen property will be required to return the object to the rightful owner. If this is not possible, an assessment of the value of the object will be made and payment required. Disciplinary action may include up to ten (10) days out-of-school suspension and/or a recommendation to the Superintendent/designee for an additional penalty up to 170 days. Also, a referral may be made to legal authorities.

## **STUDENT ALCOHOL AND DRUG POLICY**

The Board of Education's most important priority is the health, safety, and welfare of district students. Therefore, students may not possess, consume, use, transfer, sell, distribute, deliver, manufacture, produce or attempt to possess, consume, use, transfer, sell, distribute, deliver, manufacture or produce or possess with intent to transfer, sell, distribute, deliver, manufacture, or produce and/or be under the influence of alcoholic beverages, controlled substances, drugs, or other substances prohibited under this regulation, nor may they use, possess, sell, transfer, distribute, deliver, manufacture, produce or attempt to possess, consume, use, transfer, sell, distribute, deliver, manufacture or produce or possess with intent to transfer, sell, distribute, deliver, manufacture, or produce drug paraphernalia while on school property; in any school owned or operated vehicle or any other school approved vehicle being used to transport students to and from school activities; or while participating in any school sponsored or school approved activity, event, or function, including but not limited to field trips and athletic events, whether on or away from school property; or at any other time when students are under the care, custody, control and/or supervision of the district.

### **Definitions, Related Policies, Procedures**

For purposes of this regulation, "controlled substance" shall include any controlled substance, counterfeit substance, or imitation controlled substance as defined in Chapter 195 RSMo. "Drug paraphernalia" shall have the same meaning as that term is used in Chapter 195 RSMo. All medications prescribed by an authorized prescriber, as well as all nonprescription medication shall be administered in accordance with Policy 2870 - Administering Medications to Students. The school administration or teacher shall have the right to conduct searches, as permitted by law applicable to public schools, of persons reasonably suspected to be in violation of this 14 regulation at any time or location to which this regulation is applicable. Such searches shall be conducted in accordance with Policy 2150- Searches by School Personnel. Any student who, after being given an opportunity to present his/her version of an alleged violation of this regulation, is found by the administration and/or staff to be in violation of this regulation shall be subject to disciplinary action up to and including suspension, expulsion or other discipline as provided by Board policy, and shall be referred to law enforcement authorities. Strict compliance is mandatory. All controlled and any other illegal substances shall be turned over to the local law enforcement agency. A student may be separately charged with attempting to engage in conduct constituting any violation listed in this section when, with the purpose of committing the violation, a student does any act which is a substantial step towards the commission of the offense. A "substantial step" is conduct which is strongly corroborative of the firmness of the student's purpose to complete the infraction. It is no defense under this section that the infraction attempted was, under the actual attendant circumstances, factually or legally impossible of commission, if such violation could have been committed had the attendant circumstances been as the student believed them to be.

### **Alcohol and Drug Process and Prevention**

The district, pursuant to the requirement of the 1989 amendments to the Drug-Free Schools and Communities Act, and for the purpose of preventing the use of illicit drugs and alcohol by students, shall provide age-appropriate developmentally based drug and alcohol education and prevention programs to all students in all grades from early childhood level through grade 12. Such programs shall (a) inform students that drugs and alcohol are harmful and dangerous; (b) address the legal, social and health consequences of drug and alcohol use; and (c) provide information about effective techniques for

resisting peer pressure to use illicit drugs or alcohol. The district shall provide information about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to students. Students may be required to participate in such programs in order to avoid suspension or expulsion if they are found to be in violation of this regulation. All parents/guardians and students shall be provided with this information. The district shall certify that it has adopted and implemented the drug prevention program described in this regulation in the form required by the Missouri Department of Elementary and Secondary Education or the United States Department of Education. The district shall conduct a biennial review of such program to determine its effectiveness, to implement necessary changes and to ensure that the disciplinary sanctions are consistently enforced.

### **Discipline**

The district believes that school is a special place. Possession, use or transfer of alcohol, cereal malt beverages and/or drugs or drug paraphernalia is inconsistent with the district's educational objectives. To create a drug and alcohol free environment, the district will develop and maintain appropriate policy and procedures to address the areas of prevention, discipline and intervention.

### **General Prohibitions**

Students may not possess, consume, use, transfer, sell distribute, deliver, manufacture, produce or attempt to possess, consume, use, transfer, sell, distribute, deliver, manufacture or produce or possess with intent to transfer, sell, distribute, deliver, manufacture, or produce and/or be under the influence of alcoholic beverages, controlled substances, drugs, or other substances prohibited under this regulation - nor may they use, possess, sell, transfer distribute, deliver, manufacture, produce or attempt to possess, consume, use, transfer, sell, distribute, deliver, manufacture or produce or possess with intent to transfer, sell, distribute, deliver, manufacture, or produce drug paraphernalia while on school property; in any school owned or operated vehicle or any other school approved vehicle being used to transport students to and from school activities; or while participating in any school sponsored or school approved activity, event, or function, including but not limited to, field trips and athletic events, whether on or away from school property; or at any other time when students are under the care, custody, control and/or supervision of the district.

### **Applicability of Prohibitions**

The prohibitions set forth in this regulation do not include the possession and use of prescription medication by the student for whom the prescription was filled, so long as such possession and use conform to Board Policy 2870- Administering Medicines to Students. 15 The prohibitions also do not extend to ordinary, unadulterated, food or beverages (such as candy or soda) solely because they may contain substances (such as caffeine or sugar) otherwise prohibited under this regulation if such substances are used, possessed, or transferred in a different or more concentrated form (such as glucose or caffeine pills or tablets.) The prohibitions set forth in this regulation do include but are not limited to all drugs, controlled substances, narcotics, stimulants, depressants, and/or other prohibited substances that are in a form commonly associated with medication (whether prescription, non-prescription, controlled, over-the-counter, legal, and/or illegal), including but not limited to pills, capsules, tablets, and/or liquids, whether in diluted or concentrated form (such as glucose or caffeine pills). The purpose of this regulation is to prohibit the possession, use, consumption, transfer, and/or sale of all substances represented to be a controlled, prescription, or illegal, as well as substances that are inherently dangerous and/or unlawful.

### **Under the Influence/Possession of/ or Possession of Related Paraphernalia**

The possession, use, consumption, or attempt thereof, or being under the influence of alcohol, controlled substances, narcotics, counterfeit or imitation drugs, depressants, stimulants, hallucinogens, or other substances identified under this policy and the possession and/or use or attempt thereof, of drug paraphernalia at any time or location to which this regulation is applicable is expressly prohibited. Students who possess or attempt to possess any substance prohibited under this regulation, or who in the judgment of the administration and/or staff, show evidence of use, consumption, or being under the

influence of alcohol, cereal malt beverage, or any other drug or substance prohibited under this regulation, may be suspended for a maximum of ten (10) days by the principal. A recommendation may be made to the Superintendent/designee for additional days, up to and including expulsion. The matter will also be referred to the appropriate legal authorities. The suspension may be limited to 10 days if the student has an intake assessment conducted at an approved resource agency and provides the school a written report of that assessment.

### **Selling or Distributing or the Intent to Sell or Distribute Alcohol, Controlled Substances, Drugs and Related Paraphernalia**

Any student who sells and/or transfers, distributes, delivers, manufactures, produces or attempts to sell, transfer, distribute, deliver, manufacture or produce or possesses with the intent to distribute, deliver, manufacture, or produce alcohol, cereal malt beverage, drugs, controlled substances, drug paraphernalia, narcotics, counterfeit drugs, over-the-counter medications, depressants, stimulants or hallucinogens of any type at any time or location to which this regulation is applicable may be charged with violating this Regulation. Students involved in such activity will receive a 10 day out-of-school suspension and referral to the superintendent for additional days of suspension of one hundred seventy (170) school days and a recommendation will be made to the Board that such student be expelled from school (further attendance will not be allowed at any district school), and the matter will be referred to law enforcement authorities. However, a student who sells or transfers an over-the-counter medication (including but not limited to substances such as Tylenol, Midol, Advil, cold remedies, glucose or caffeine pills, etc.) -and who does not represent that the over-the-counter medication is a substance otherwise prohibited under this policy or any substance other than the actual medication may be placed in long-term in-school suspension "ISS". Such option shall depend upon the nature and severity of the misconduct at issue, as well as any prior misconduct. In the event the student is offered and the parent accepts enrollment in the ISS, the student will not be recommended for expulsion. Acceptance of such enrollment shall also constitute a waiver of the student's right to a hearing before the Board of Education regarding any long-term suspension (suspension of more than ten (10) days) that may have been imposed in connection with the transfer of the over-the-counter medication. 16 The administration will discuss any proposed suspension under the Student Drug and Alcohol Policy with the Superintendent/designee.

### **STUDENTS CONGREGATING**

Students congregating in groups who create an unsafe environment, are disruptive, or impede the smooth flow of student traffic may be disciplined up to and including suspension from school.

### **STUDENTS ON CAMPUS WHILE SUSPENDED**

Any student on out-of-school suspension will not be permitted on any District school property at any time. If a student serving an out-of-school suspension is found on school property or at a school-sponsored activity (at home or away), the student will be suspended an additional day for each violation.

A student on out-of-school suspension for an act of school violence, violent behavior, or any drug-related activity is not permitted to be within one thousand feet of any public school within the District unless (1) the student is under the direct supervision of the student's parent, legal guardian, or custodian; and the superintendent designee/principal has authorized the student to be on school property or at any activity of the district regardless of whether or not the activity takes place on district property; (2) the student is under the direct supervision of another adult designated by the student's parent, legal guardian, or custodian, in advance, in writing, to the principal of the school that suspended the student and the superintendent designee/principal has authorized the student to be on school property or at the activity; or (3) the student resides within one thousand feet of a school within the District or place of activity. A student who violates this provision will be subject to additional discipline, up to and including further suspension and/or expulsion.

## **STUDENTS ON CAMPUS WHILE ASSIGNED TO IN-SCHOOL SUSPENSION**

A student who has received an in-school suspension may be at the school housing the in-school suspension only during regular school hours. No in-school suspended student may be on any other school property or at a school sponsored activity (at home or away) during the time of suspension. Students who violate this regulation will be assigned a day of out-of-school suspension for each violation.

## **TECHNOLOGY**

Student use of computers, computer hardware, software, networks, and files contained therein which are property of the District is restricted to course-related work unless prior approval is received from an authorized staff member. Unauthorized use of computers may result in detention, suspension, and restricted use of computers and remuneration. Legal authorities may also be contacted.

1. When working on a computer, students must be under their own student identification number.
1. Students may only work on and print files they have created or those to which their teacher has given them access. Violation of this is considered cheating.
2. Printed documents turned in for a grade may only come from that student's personal file/disk. Violation of this is considered cheating.
3. Acceptable internet usage and technology services are detailed in the Board Policy book, Regulation 6321.

## **THREATS TO ANOTHER STUDENT/DISTRICT PERSONNEL**

Any threat, verbal, physical or written, to another student or district personnel regarding life, physical well-being and/or personal property will result in a detention, parent conference, in-school suspension or out-of-school suspension with a possible recommendation for a suspension up to an additional 180 school days or expulsion. Referral may be made to legal authorities.

Any threat that includes the mention of a weapon or explosive device will result in 10-180 days out-of-school suspension with a possible recommendation for expulsion and legal authorities will be notified. K-5 students will be subject to an out-of-school suspension to up to 180 days, or expulsion.

Any proposed suspension under Threats to Another Student/District Personnel will be discussed with the Superintendent or his designee.

## **TOBACCO AND IMITATION TOBACCO PRODUCTS**

Possession, use, sale or transfer of any tobacco products by students on district property, in district vehicles or at school-sponsored functions both on and off district property is prohibited. This term "tobacco product" means any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled snorted, sniffed, or ingested by any other means; including but not limited to: cigarettes, cigars, dry snuff, chewing tobacco, snus, dissolvables, electronic cigarettes, nicotine or alternative nicotine vapor 17 products, hookah, and any other smoking product.

Violations will be defined as any of the following:

- 1.) Possession of any tobacco product.
- 2.) Smoke coming out of mouth or nose.
- 4.) The smoking or possession of electronic, "vapor," or other nicotine delivering devices, substitute forms of cigarettes, or any other tobacco innovation.

First offense: Confiscation of tobacco products, notification of parents/guardians, and notification of police in accordance with St. Louis County Ordinance and a minimum of three (3) days in-school suspension. Students will be offered resources for available cessation programs.

Second offense: Confiscation of tobacco products, notification of parents/guardians, notification of police, and a minimum of three (3) days out-of-school suspension. Students will be offered resources for available cessation programs.

Third offense: Confiscation of tobacco products, notification of parents/guardians, parental conference, notification of police, and a minimum of five (5) days out-of-school suspension. Students will be offered resources for available cessation programs.

Bus Transportation: If a student is smoking or holding a lighted cigarette or an electronic "vapor" or other nicotine delivering device on the bus, he/she will be suspended from school for five (5) school days. A repeat of the offense may lead to permanent suspension from school transportation. Refer to Policy and Regulation 1410- Tobacco-Free District

## **TRANSPORTATION**

In the event of a discipline problem, the bus driver shall speak privately to the student. If a large group is involved, the driver shall speak to the group. Problems that cannot be settled by the driver will be referred to the principal. All problems referred to the principal shall be submitted on the "Misconduct Report" form. Following are guidelines for handling discipline problems.

First Offense — Principal to confer with student and contact parent/guardian by phone or letter. It will be within the discretion of the principal to decide whether it is necessary to send a written report to the parent/guardian of the student.

Second Offense — Suspended from the transportation system until communication has been made between parent/guardian and principal attempting to resolve the problem.

Third Offense — Suspended two (2) to ten (10) days from the transportation system. The seriousness of the offense shall determine the exact length of the suspension.

Fourth Offense — Student may be suspended from the bus indefinitely. At this time, a conference will be held with the following people in attendance:

1. Building Principal/designee
2. Assistant Principal
1. Director of Transportation
2. Student
3. Parent/guardian

Unusually serious offenses; i.e., student threatening another student, smoking, or shooting fireworks will be dealt with individually. If a student is smoking or holding a lighted cigarette on the bus, he/she will be suspended from school for five (5) school days. Subsequent offenses may lead to permanent suspension from school transportation.

**NOTE:** Students will not be permitted to ride another bus other than the one assigned to them.

## **TRUANCY/SKIPPING CLASS**

Any unauthorized absence from school or class is defined as truancy. Consequences may include detention, in-school suspension or out-of-school suspension. Notification of appropriate authorities will also be made.

### **One or Two Unexcused Class**

#### **Absences within the day**

- First Offense — One weekend detention per absence
- Subsequent Offenses — Disciplinary action to be determined by the grade level principal.



### ***Three or more Unexcused Class***

#### ***Absences within the day***

- First Offense — One day In-School Suspension (ISS)
- Subsequent Offenses — Disciplinary action to be determined by the grade level principal.

#### ***Full Day Unexcused Absences***

- First Offense — Two days In-School Suspension (ISS)
- Subsequent Offenses — Disciplinary action to be determined by the grade level principal.

### **VANDALISM**

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

First Offense—1-180 days out-of-school suspension, or expulsion, possible notification to law enforcement officials, and possible documentation in the student's discipline record. Possible payment for damages.

Subsequent Offense—11-180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record. Possible payment for damages.

### **WEAPONS IN SCHOOL**

Refer to Policy and Regulation 2620 - Firearms and Weapons in School)

The District recognizes firearms and weapon possession as a potential threat to health, safety and security of student, employees and other persons. The District will not tolerate the presence of firearms on the premises of our schools. In order to maintain this safety of the educational community, the District will strictly enforce the necessary disciplinary consequences. This prohibition includes possession of firearms and weapons on school playground, school parking lots, school buses and at school activities, whether on or off school property. The District complies with the provisions of the Improving America's Act of 1994, the Individuals with Disabilities Education Act, and other applicable federal and state law. Firearms and Weapons in School (Regulation 2620) 18

A firearm is defined as:

- Any item which is loaded or unloaded weapon, weapon frame, or weapon barrel and which is designed to, or may readily converted to, expel a projectile by action of an explosive, or
- Any item which will, or which may be readily converted to, expel a projectile by the action of any explosive of other propellant, and which has a barrel with a bore of at least one-half inch in diameter, or
- Any explosive, incendiary, or poison gas, such as: bombs; grenades; rockets with propellant charge of greater than four ounces; and other similar devices as recognized under federal law -Any combination of parts either designed to or intended for use in converting any device into a device as described in paragraphs above.

Any weapon device defined as{section 571.010RSMo),

Blackjack, concealable firearm, explosive weapon, firearm, firearm silencer, gas gun, knife, machine gun, knuckles, projectile weapon, rifle, shotgun, spring gun, switchblade, mace spray, knife with blade exceeding four (4) inches, any knife regardless of blade length. Items customarily used, or can be used, to inflict injury upon another person or property.

-Any instrument or device customarily used for attack or defense against an opponent, adversary or victim; or any instrument or device used or could be used to inflict physical injury or harm to another person.

In accordance with federal and state law, any student who brings or possesses a firearm as defined in 18 U.S.C. 921 or a device as defined in 571.010, RSMo on school property or at any school activity will be suspended from school for at least one (1) calendar year or expelled and will be referred to the appropriate legal authorities. The suspension or expulsion may be modified on a case-by-case basis by the superintendent/designee.

This regulation shall not be construed to prohibit the Board from allowing a Civil War re-enactor to carry a Civil War era weapon on school property for educational purposes so long as the firearm is unloaded.

This regulation 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.

Students who use or possess weapons, or weapon replicas, other than those defined in RSD Regulation 2620, including a water gun or toy gun and including an ordinary pocket knife with no blade more than 4 inches in length, will be subject to an out-of-school suspension for up to 180 days, or expulsion. It may be documented in the student's discipline record and legal authorities may be contacted.

Students who use such weapons, toy guns, weapon replicas or other objects in a way as to threaten or intimidate someone will be subject to an out-of-school suspension for up to 180 days or expulsion. Any proposed suspension under Weapons in School will be discussed with the Superintendent of Schools or his designee. Legal authorities may be contacted.

### **CONDUCT PREJUDICIAL TO THE GOOD ORDER OF THE SCHOOL**

The consequences of conduct prejudicial to the good order of the school may include up to ten (10) days out-of-school suspension.

### **STUDENT SAFETY**

### **GENERAL INFORMATION**

Marquette High School seeks to maintain a safe environment at all times. Students are expected to be responsible for items of a personal nature or those that have been issued by the school. In order to minimize loss and theft students are encouraged to leave at home valuables that are not needed for school activities.

Marquette prides itself on building strong personal relationships between staff and students. Students who experience difficulties with other students are to seek the assistance of adults in the school. School lockers and desks are the property of the Board of Education and are provided for the convenience of students and as such, are subject to periodic inspection without notice. The lockers and desks may be searched by school administrators who have a reasonable suspicion that the lockers or desks contain drugs, alcohol, material of disruptive nature, stolen properties, weapons, or other items posing a danger to the health or safety of students and school employees.

Vehicles of students are subject to search based on a reasonable suspicion by the school administration. Law enforcement officials may be contacted when a student refuses to allow a search.

The School administration may utilize the services of a trained drug dog and its handler based upon reasonable suspicion. They may also be used for random searches of lockers and non-private areas.

## **VISITORS**

### **Visitors - Adult—**

All visitors are to sign in at the desk in the front foyer before being allowed into the school.

### **Visitors - Student—**

Visits by high school and college age students other than Marquette graduates or those scheduled for educational reasons cannot be accommodated. This includes lunchtime.

## **VIDEO SURVEILLANCE**

The Rockwood R-VI School District reserves the right to utilize video surveillance on any Rockwood School District property or bus under contract to the Rockwood R-VI School District.

Areas with an expectation of privacy; i.e., locker rooms and restrooms will not be subject to camera surveillance but all other areas will be subject to surveillance.

Any actions captured by surveillance measures that violate Rockwood R-VI Policy, Revised Statutes of Missouri, or any applicable federal law will be cause for disciplinary or legal actions consistent with Rockwood R-VI District policy or applicable law.

## **CRISIS/DISASTER PREPAREDNESS**

The School Board recognizes that crisis situations are inevitable in any organization. Examples of a crisis could include criminal acts, disease epidemic, physical injury or death, presence of intruders on school premises, or natural disasters. While the very unexpected nature of a crisis prohibits explicit planning, the Board believes that staff should be prepared to respond quickly and appropriately.

The superintendent is directed to establish procedures for crisis preparedness and crisis management. This shall include research into appropriate and effective training; establishment of crisis response teams, both district-wide and within each building; consultation and cooperation with community agencies, such as police, youth authorities, fire department, and health authorities; and publication of emergency procedures for such situations as can be imagined.

The plan shall be reviewed and updated annually. Following any crisis incident, the Board and administration shall review the effectiveness of the response.