Herculaneum Blackcats



HHS Student Handbook
2026-2027

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DUNKLIN R-5 SCHOOL DISTRICT

Superintendent	Dr. Clint Freeman
Assistant Superintendent	Dr. Joe Willis
Board President	Tammy Heidland
Vice President	Marissa Newman
Member	Angie Goforth
Member	Jason Drinnen
Member	Michael Hicks
Member	Wayne Spencer
Member	William Brooks

Stephanie Dix
636-479-5200 ext. 3
stephaniedix@dunklin.k12.mo.us

Assistant Principal, Dr. Josh Krisher
636-479-5200 ext. 3
jgillman@dunklin.k12.mo.us

Activities Director/Assistant Principal, Dan Fox
636-479-5200 ext. 3
dfox@dunklin.k12.mo.us

Junior/Senior Counselor, Laura Assigner
636-479-5200 ext. 3
lassigner@dunklin.k12.mo.us

Freshman/Sophomore Counselor/A+ Coordinator, Chelsey Dickerman
636-479-5200 ext. 3
cdickerman@dunklin.k12.mo.us

Special Education Director, Thomas Moreland
636-479-5200 ext. 2
tmoreland@dunklin.k12.mo.us

WORDS OF WELCOME

Welcome to Herculaneum High School; a school accredited with Distinction in Performance. The administration believes Herculaneum High School extends to students a full range of academic and co-curricular activities. Herculaneum High School has a rich tradition of academic and co-curricular excellence. Activities and programs such as Renaissance have created an increase in academic standards and student involvement. As educators, we encourage students to enroll in challenging coursework and to participate in clubs, organizations, and athletics that are offered. Our goal at Herculaneum High School is to give each student a rewarding learning experience that will enable him or her to become a productive citizen in our society.

In order to maintain a safe and productive learning environment, students at Herculaneum High School are expected to exhibit responsible behavior at all times and to make decisions that will be productive and rewarding.

The administration looks forward to working with the community, parents, teachers, and students to provide challenging and diverse opportunities at Herculaneum High School.

Sincerely,

Stephanie Dix, Principal
Dr. Josh Krisher, Assistant Principal
Dan Fox, - Activities Director

Dunklin R-5 School District/Herculaneum High School Mission Statement

At HHS we meet our students' learning and social/emotional needs to prepare them for success in today's society.

Dunklin R-5 School District Vision Statement

Dunklin R-5 School District will demonstrate excellence in leadership, the development of character and achievement for ALL students.

Philosophy of the Dunklin R-5 School District

The improvements and survival of our democratic society, the strength of our community, our nation, and our international stability are all dependent upon our informed citizenry. Quality education and equality of educational opportunities for all and the accomplishments of the public schools are basic foundations upon which the achievement of individuals and the welfare of the society in general rest.

We believe schools reflect the communities they serve. Formal education was established by the community to help students through appropriate programs and services regardless of race, religion, sex, age, national origin, or handicapping condition in developing their intellectual, vocational, emotional, physical, and social potential to the most. Each student, being limited only by individual differences, should be given the opportunity to develop and achieve to the maximum extent possible. Therefore, the school district will foster an educational environment that provides equal educational opportunities for all students.

- For updated information, please visit the district website -

Alma Mater

Our strong bonds shall ne'er be broken
Formed at Herky High
Far surpassing wealth unspoken,
Sealed by friendship ties

Alma Mater, Alma Mater
Deep graven on each heart
Shall be found unwavering true
When we from life shall part

School Fight Song

We are loyal to you Herky,
Honor is our name.
For we will wave our banners o'er us
As we march along to fame.

Rah! Rah! Rah!

Marching on, we surely will strive.
Laud our glories high in the sky.
Fight, Fight until the end,
For we never will give in.

Rah, rah, rah, rah, rah
rah,rah,rah,rah,rah,
rah, rah, rah, rah, rah Herky!

STUDENT RESPONSIBILITIES

Every student is responsible for knowing the procedures, policies, and requirements of the school. This means that it is each student's duty to familiarize himself/herself with the knowledge of graduation and academic requirements: guidance services, discipline policy, attendance, and other items in this handbook and handouts provided. Seniors are reminded that all obligations (ex: fines, fees, textbooks and issued equipment returned, etc.) must be met before participating in the graduation ceremony.

SCHOOL POLICIES

The policies and procedures contained in this handbook have been carefully prepared and presented so that it will be of great value in helping you to adjust to our school and to become an integral part of it. All Dunklin R-5 School Board Policies can be found on the Dunklin R-5 School District website. The ultimate purpose of education is to help each student become an effective citizen in a democracy. To develop and accept the responsibilities and obligations of good citizenship will help us participate in the world of tomorrow. We hope that you will participate in our varied activities and there find those things within our school which will prepare you to live a better life and finally take your place in a complex society. Remember that your success at Herculaneum High School will be directly proportional to your efforts.

GENERAL INFORMATION

Assemblies
Assemblies are held periodically. It is expected that students will treat guest speakers and visitors with respect. Politeness and consideration of others is always expected.

Bell Schedule

Passing Time	7:20-7:25
1st Hour	7:25-8:13
2nd Hour	8:17-9:05
3rd Hour	9:09-9:57
4th Hour	10:01-10:52
CAT Time	10:56-11:27
5th Hour	11:31-12:41
first lunch	11:31-11:53
second lunch	11:55-12:17
third lunch	12:19-12:41
6th Hour	12:45-1:33
7th Hour	1:37-2:25

4th hour has 3 extra minutes for daily announcements

Bus Service
Buses will run promptly on schedule. Your driver will tell you the time of departure and arrival. It is your responsibility to meet your bus. Bus drivers have the same authority and exercise the same privileges when working with students as the teachers while students are being transported to and from school.

Cafeteria
School breakfast is free to all students. Lunch is served in the cafeteria each day. This is a government-approved breakfast and lunch program. Free and reduced lunch packets can be picked up in the main office. Students are not to take food, drink, or trays from the cafeteria. Students are to remain in the cafeteria during lunch.

Emergency Procedures

Fire Alarm	*Continuous blast of the bell
Tornado Alarm	*Announcement via intercom
Earthquake	*Teacher will direct students
Crisis/Intruder	*Principals/teachers will direct students
All Clear	*Announcement via intercom

Field Trips
Students are encouraged to attend with their classes. Such trips provided by the school are a privilege; however, denial of attendance on such trips may be made by classroom teachers for citizenship and attendance issues. While on a field trip, students are subject to all school rules and discipline codes.

Hall Passes
Students must have a pass when outside of class, other than the five (4) minute passing periods between classes.

Leaving School Grounds
Students may not leave school grounds unless they come to the office and sign out with a call-in from a parent or guardian. Students who do not follow this procedure will be considered truant and are subject to disciplinary action. Students that leave school grounds in a personal vehicle are subject to losing their driving privileges as per the student driving contract.

Lockers
Lockers should be kept closed and locked at all times. Key locks are not permitted. Students are issued a lock from the school. School lockers are school property and may be opened for maintenance or reasonable cause without notification of the student.

The interior of the locker should be kept as neat as possible; nothing shall be placed in the locker that will damage the metal or the function of the locker. Nothing should be posted in the locker that is obscene or not allowed in the general classroom. Items deemed undesirable will be removed.

Parking
Students will be required to purchase a parking permit (sticker) for their car in order to park on school parking lots. Permits for student parking can be purchased for **$20 or $30 if you want to paint your spot (design must be approved by Mrs. Fitzgibbons.)** from the high school office. Seniors, then juniors will be given first opportunity to purchase a permit. This permit (sticker) shall be placed in the rear window of the student's vehicle. Students must sign a driving contract along with a parent/guardian signature in order to receive a parking sticker. Students that violate the driving contract will be subject to loss of driving privileges. Money will not be refunded when driving privileges are lost. While on school property, student vehicles may be searched if school authorities have reasonable suspicion to believe that illegal, unauthorized, or contraband items are inside the car. Law enforcement officials shall be contacted if school officials reasonably suspect a student is concealing controlled substances, drug paraphernalia, weapons (in accordance to board policy JFCJ),

stolen goods, or evidence of a crime. Law enforcement officials may be contacted in any case involving a violation of the law and a student's refusal to allow a search or where a search cannot be safely conducted. Parents may also be contacted. Student parking is limited to the student lot on the southwest side of the building.

School Security
Herculaneum High School is a closed campus. To ensure the safety of all students and staff everyone should cooperate to make the school safe. Persons having business with the school should always check in at the main office. Persons picking up students from school should remain in their vehicles.

Substitute Teachers

Substitute teachers are an important part of our school system. They are part of the high school staff when they are employed as a substitute teacher. Student conduct in their presence should be as good as when a regular teacher is present. They are to be given respect and cooperation.

Textbooks
All textbooks are furnished to students at no charge. Students are responsible for all books issued to them and should make every effort to protect them from destruction. Students are required to pay for lost or damaged books.

Telephones/Electronic Devices
Public telephones are located in the high school office. **The use of office phones is only permitted in case of emergency.**

Visitors
All visitors are requested to report to the main office upon entering the building. Students are not allowed to bring guests to school; this includes young children. Persons should not be in the hallway without a visitor/guest badge; all others will be considered trespassers.

ACADEMICS

A+ Schools Program
Herculaneum High School is proud to be recognized by the state of Missouri as having A+ designation. Herculaneum High School students may be eligible to receive, upon meeting the requirements of the A+ Program, two years of funding for tuition and fees to any Missouri public community college, vocational, or technical school for six (6) semesters.

The State of Missouri goals of the A+ Program are:

1) To ensure that ALL students graduate from high school.
2) To ensure that ALL students complete a selection of high school study that is challenging and has identified learner expectation.
3) To ensure that ALL students proceed from high school graduation to a college or postsecondary, vocational or technical school, or high wage job with workplace skill development opportunities.

Students that meet the following requirements upon graduation will be eligible for state funds:
1) Have an A+ enrollment form on file.

2) Attend a designated A+ school for the three (3) consecutive years before high school graduation.
3) Maintain a cumulative unweighted GPA of 2.5 on a 4.0 scale across the four (4) years of high school.
4) **Students must score "PROFICIENT" or advanced on the Algebra I end of course exam (EOC) or a higher level DESE approved end-of-course exam in the field of mathematics.**

5) Maintain a cumulative 95% attendance record for four years.
6) Provide 50 unpaid hours of tutoring or mentoring within the Dunklin R-5 School District by the time of graduation, **25% of which may be completed as job shadowing.**
7) Maintain a record of good citizenship including abstaining from the unlawful use of drugs, alcohol, and tobacco products.
8) Attempted to secure all available federal financial funds that do not require repayment.
9) File a FAFSA form during senior year.
10) Male students must register with Selective Service upon turning 18 years of age.

Tuition reimbursement is dependent upon state funding and is not the responsibility of Dunklin R-5 School. Eligible students must apply for federal and/or state non-repayable sources of college tuition before taking advantage of the A+ monies. Students who violate school discipline and/or use drugs/alcohol will forfeit their A+ tuition reimbursement. A+ Scholarships are contingent on the school district maintaining designation and state funding.

Alternative Education Program
The Herculaneum High School Alternative Education Program represents a comprehensive effort between faculty and administration to educate qualifying students in grades 9 through 12. Such students will receive course credit within a setting that is an alternate to the traditional classroom.

The program has two main components:

Credit Recovery - The student will complete academic coursework to meet the requirements for graduation as approved by the Dunklin R-5 Board of Education. Credits are earned through the completion of high school equivalency coursework on an internet-based program. Student performance is evaluated by computer-derived tests and individual, written coursework. The mastery performance of objectives is based on the Show Me Standards.

Character Education - The student will receive counseling and education to develop skills applicable to daily life in and out of the school setting. These may include personal and interpersonal coping mechanisms; conflict resolution; career exploration; life skills; substance abuse; etc.

Missouri Options Alternative Education Program

Students must agree to the following expectations and meet all requirements to be eligible for graduation from Herculaneum High School and the MO Option Program. This is in addition to successful completion of the Science, Social Studies, Reading, Mathematics, and Writing HISET course materials.

1. Students must be at least 17 years of age. Students must be at least 1 year behind the cohort group. This is defined by the year the student began kindergarten.

2. Students must complete and earn credit in the following classes: Government, Health, PE, Language Arts II, Biology, Algebra 1 and Personal Finance. Students must also take the EOCs for Language Arts II, Government,

Biology, and Algebra I. In addition, any required state standard tests must be passed including the US Constitution, Missouri Constitution, and General Civics Exam. Students should be aware that other additional requirements will have to be completed before graduation including, but not limited to ASVAB and CPR training.

3. Students must have an updated ICAP. Also, students must score at an 11th grade reading level on the TABE reading test.

4. Students must attend class a minimum of 15 hours per week. One session per day will be available for attendance. Hours will be 8:30-11:30 Monday through Friday when school is in session. Students will be allowed 8 absences (or 24 total hours) before time must be reconciled. Additional absences must be made up by the end of the current quarter. Refusal to do so will result in dismissal from the program.

5. Prior to approval into the program, students must be employed or volunteering at verifiable and appropriate sites a minimum of 15 hours per week. This must continue through the entire term of attending the program.

Clubs and Organizations

FTA	Speech Competition	
Chess Club	FBLA	Esports
FCCLA	Foreign Language CLub	Renaissance
National Honor Society	Quiz Bowl	Future Teachers of America
Student Council	Varsity Letterman's Club	Equality Club
Yearbook		

Grading Procedures

A report of your grades will be issued at the conclusion of each semester. Semester grades will be a continuous collection of points. Quarter grades are a progress report of where the student is at that point in the semester. Refer to the course description handbook for a list of weighted courses. Students have access to course grades using the Student Portal. Parents can access the Parent Portal for on-going reports of student progress. For information on the Parent Portal, contact the high school office at 636-479-5200.

Grading Scale

Academic achievement will be recorded as follows:

Percentage Points	Letter Grade	Grade Point Average (GPA)	Percentage Points	Letter Grade	Grade Point Average (GPA)
96 - 100	A	4.0	75 - 77	C	2.0
90 - 95	A-	3.667	70 - 74	C-	1.667
88 - 89	B+	3.333	68 - 69	D+	1.333
85 - 87	B	3.0	65 - 67	D	1.0
84 - 80	B-	2.667	60 - 64	D-	.667
78 - 79	C+	2.333	59 & below	F	0

Graduation Requirements (24 credits)

English	4 credits	Physical Education	1 credit
Social Studies	3 credits	Personal Finance	½ credit
Mathematics	3 credits	Fine Arts	1 credit
Science	3 credits	Practical Arts	1 credit
Health Education	½ credit	Electives	7 credits

JAG-Missouri

Jobs for America's Graduates-Missouri, Inc. (JAG-Missouri) is a program to support youth to graduate from high school and transition into college and careers. Please follow the link below for more information.
https://jag-missouri.org/

MOCAP Virtual Courses

Missouri Course Access Program (MOCAP) provides a catalog of online courses.
A list of available MOCAP providers can be found on the MO DESE website at https://mocap.mo.gov/catalog/.
Board of Education Policy IGCD:
https://simbli.eboardsolutions.com/Policy/ViewPolicy.aspx?S=240&revid=BBzgkHXTR3emBDdDOcBLhA==&ptid=amIgTZiB9plushNjl6WXhfiOQ==&secid=qo79RxbUbdO3GjATNVIJ7Q==&PG=6&IRP=0

Renaissance

The Renaissance Program was introduced at Herculaneum High School to acknowledge the educational achievements and outstanding contributions of the students, staff, and school patrons through a process of reinforcement, recognition, and reward. It works cooperatively with the business community to provide incentives for academic excellence.

GOLD CARD: 3.667 GPA or above for the quarter and no major discipline.
SILVER CARD: 3.0 - 3.666 GPA for the quarter and no major discipline.

The 16 Career Clusters

Agriculture, Food, and Natural Resources - The production, processing, marketing, distribution, financing, and development of agricultural commodities and resources including food, fiber, wood products, natural resources, horticulture, and other plant and animal products/resources.

Architecture and Construction - Careers in designing, planning, managing, building, and maintaining the built environment.

Arts, A/V Technology, and Communication - Designing, producing, exhibiting, performing, writing, and publishing multimedia content including visual and performing arts and design, journalism, and entertainment services.

Business Management and Administration - Business Management and Administration careers encompass planning, organizing, directing, and evaluating business functions essential to efficient and productive business operations. Business Management and Administration career opportunities are available in every sector of the economy.

Education and Training - Planning, managing and providing education and training services, and related learning support services.

Finance - Planning, services for financial and investment planning, banking, insurance, and business financial management.

Government and Public Administration - Executing governmental functions to include governance, national security, foreign service, planning, revenue and taxation, regulation, and management and administration at the local, state, and federal levels.

Health Science - Planning, managing, and providing therapeutic services, diagnostic services, health informatics, support services, and biotechnology research and development.

Hospitality and Tourism - Hospitality and tourism encompasses the management, marketing and operations of restaurants and other food services, lodging, attractions, recreation events, and travel related services.

Human Services - Preparing individuals for employment in career pathways that relate to families and human needs.

Information Technology - Building linkages in IT occupations framework: for entry level, technical, and professional careers related to the design, development, support and management of hardware, software, multimedia, and systems integration services.

Law, Public Safety, and Corrections and Security - Planning, managing, and providing legal, public safety, protective services and homeland security, including professional and technical support services.

Manufacturing - Planning, managing, and performing the processing of materials into intermediate or final products and related professional and technical support activities such as production planning and control, maintenance, and manufacturing/process engineering.

Marketing, Sales, and Service - Planning, managing, and performing marketing activities to reach organizational objectives.
Science, Technology, Engineering, and Mathematics - Planning, managing, and providing scientific research and professional and technical services (e.g., physical science, social science, engineering) including laboratory and testing services, and research and development services.

Transportation, Distribution, and Logistics - Planning, management, and movement of people, materials, and goods by road, pipeline, air, rail, and water and related professional and technical support services such as transportation infrastructure planning and management, logistics services, mobile equipment, and facility maintenance.

STUDENT GUIDELINES

HHS ATTENDANCE PROCEDURE

Regular and punctual patterns of attendance will be expected of each student enrolled in the school district. Students should strive to maintain a good attendance record, because there is a direct relationship between school attendance and grades, citizenship, and success in school.

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

Frequent absences of students from regular classroom learning experiences disrupt the continuity of the instructional process. The benefit of regular classroom instruction is lost, and cannot be entirely regained. The school cannot teach students who are not present. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, and study in order to reach the goal of maximum educational benefits for each individual student. The regular contact of the students with one another in the classroom and their participation in well-planned instructional activities under the supervision of a competent teacher are vital to this purpose.

The superintendent, with the assistance of the administrative and professional staff, shall establish rules, regulations, and procedures for student attendance within the district. Such rules and regulations shall be published in the various student and parent/guardian handbooks, and shall be subject to review by the board of education. Irregular student attendance shall be checked by the building principal or his or her designee to determine the cause of absence. Causes for absences may be obtained by telephone calls, verified notes from parents or guardians, contacts with other members of the student's family, or home visits.

A comprehensive system of attendance records will be maintained for each student. Each teacher is responsible for the accurate reporting of daily attendance in the classroom. The building principal is responsible for supplying information to parents/guardians in regard to student absences, and for submitting attendance information to the superintendent's office.

The district will contact the Children's Division (CD) of the Department of Social Services or the local prosecutor in cases where the district has reasonable cause to suspect that a student's lack of attendance constitutes educational neglect on the part of the parents/guardians or that parents/guardians are in violation of the compulsory attendance law. No such action will be taken unless other strategies and interventions have been implemented and proven ineffective.

If a student in foster care is absent from school due to a decision by a court or child-placing agency to change the student's placement or due to a verified court appearance or related court-ordered activity, the grades and credit of the student will be calculated as of the date the student left school, and no lowering of the student's grades shall occur as a result of the absence under these circumstances.
Truancy

Students who are absent from class or school without the knowledge and consent of their parents/guardians and the administration, or students who leave school during any session without the consent of the principal, shall be considered truant. Students may also be considered truant if they have accumulated excessive unjustifiable absences, even with the consent of parents/guardians.

The designated attendance officer for the district shall assist the administration when a student attendance problem warrants additional investigation or assistance.

Activities Restrictions
Students must attend at least 4 hours of the day to be eligible to participate in any activity occurring on that day unless an administrator gives approval. For participation in a weekend event, the student must attend school the day before for at least 4 hours.

Computer/Internet Use
The Dunklin R-5 School District attempts to provide computer and/or media equipment for use by students and patrons. Equipment users are asked to exercise good judgment and care and to remember that equipment is provided for the express purpose of education.

Students and staff (hereafter referred to as "user(s)") will behave responsibly and ethically in the following ways:

1) Users will not intentionally harm computer resources of the district, either through physical damage, deleting, renaming, or moving software files belonging to others.
2) Users will not share passwords with others.
3) Users will not use another's login password.
4) Users will not attempt to determine the password of another user.
5) Users will not give personal information over the internet.
6) Users will not use school equipment for monetary profit.
7) Users will follow accepted behavior (netiquette) when using network resources.
8) Users will follow copyright law.
9) Users shall not use district equipment, networks, or access to the internet to communicate, access, distribute, retrieve, or publish materials that are obscene to minors, libelous, pervasively indecent or vulgar, constitute insulting or fighting words or present a clear and present likelihood that, either because of their content or manner of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities or the commission of unlawful acts of the violation of lawful school regulations, as these terms are defined in district policy IGDBA.

Users violating the above guidelines will be subject to disciplinary proceedings, which may include any of the following:

- Conventional discipline (detention, suspensions, etc.)
- Loss of network access for a period of time

- Loss of computer use privilege for a period of time
- Permanent banishment from any use of district computer resources

School Arrival and Departure
Students are not to arrive on school grounds before 7:10 a.m. and should not enter the building until 7:10 a.m. unless they are supervised by school personnel. Students are not allowed to leave school to go home, to go to a place of shopping, or to get homework/materials they should have brought with them to school.

Students are to leave the school building and grounds when school is dismissed unless supervised by a teacher. No student may leave the school without permission of a school authority. Schools have authority over students from the time they leave their parents to come to school until they return home. Leaving home on the pretense of coming to school places students under school authority.

Student Dress Code
In accordance with Missouri law and the discretionary power granted to the school districts under Missouri laws, the policy of the Dunklin R-5 School District is to require all students to dress in what the school deems to be moderate type and style that is appropriate. The general appearance of students reflects the character of our school to the community. The grooming and general appearance of students affects the classroom climate and the sense of respect for public education. The atmosphere of a school must be conducive to learning. If a student's appearance attracts undue attention to the extent that it becomes a disruptive factor in the school, is suggestive or distractive and not conducive to a safe and good educational climate, the student will be referred to the office. The school administration will ask the student to make the necessary changes to correct the cause of the violation before being admitted back to class. The purpose of this dress code is to provide lawful, sanitary, and modernized guides of student attire. The Dunklin R-5 School District requires that all students adhere to and are not limited to the following guidelines:

1) No midriff tops, bathing suits, spaghetti straps, or tank tops shall be worn. Shirts and blouses need to cover: from neck to shoulders, have a full back and be long enough to cover the entire torso. No cleavage may be exposed.
2) No see through clothing shall be worn. Undergarments must not show.
3) Bandanas, hoods, and sunglasses are not permitted.
4) No student on school property or at school functions shall wear, possess, use, distribute, display, or sell clothing, jewelry, large chains, emblems, bandages, symbols, signs, or other items which are evidence of membership of affiliation in any gang or cult.
5) Body piercing that becomes a safety issue is prohibited.
6) No spiked or studded jewelry and no large wallet chains. Any jewelry that makes distracting noises, espouse violence, suggest obscenity, or be a possible hazard to the wearer or other students shall be prohibited.
7) Shorts and skirts shall fall below the fingertips when arms are extended at the side. Holes in pants shall also be below this area.
8) Articles of clothing which display sexually suggestive wording or symbols, racial slurs, profanity and/or obscenities, violence, tobacco, alcohol, or other drug symbols or advertisements will not be permitted.

Any student not in compliance with the above guide will be subject to the same action taken with disciplinary problems. **It is understood by all students that the administration has the right to alter or revoke part, or all, of the dress code at any time.**

SCHOOL SERVICES

Bus Transportation
School buses will transport students to school who live over one mile from the school.

Guidance Counselors
Students wanting to see the counselor may do so before school, during lunch, or after school. The counselors will help you by providing information on grades, schedules, courses, and career awareness. Also, they will be available for individual counseling. You may not leave to visit your counselor unless you have permission from the teacher and a pass. If the counselors are busy when you arrive, please fill out a red card and return to class.

Students are encouraged to utilize a wide range of available services including:
1) Academic advisement on course selections.
2) Career planning and interest inventories.
3) Preparation for college entrance.
4) Scholarship application assistance.
5) ACT Preparation.
6) Vocational - Technical programs.
7) Conflict resolution with family, friends, or enemies.

Health Services
Administrators, teachers, and/or secretaries are not permitted to administer any type of non-prescription medications to students. Prescription drugs and medication may be taken while a student is in attendance if certain guidelines are followed.
1) Parents or legal guardians should request in writing that the principal or assistant principal designate school personnel to administer medicine to a student.
2) The suggestion by a teacher that a student go to a doctor does not make the teacher or school responsible for debt incurred by such suggestions.
3) All freshmen students will be administered hearing and vision tests in the fall of the year.

Procedures for administering the exams and exclusion procedures will be sent home prior to the exams.

Library
The library collection and databases can be accessed through Destiny, the library information system, via the Dunklin R-5 website. Destiny Quest, a library social network, is also available to students online through the Destiny link on the school website. Destiny Quest allows students to write and post reviews on books they've read and recommend books to other students. It is only available to Dunklin R-5 students.

Books may be checked out for two weeks at a time, and students are responsible for all library materials they check out. Fines of $.05/day will be assessed for overdue books as well as fees for damaged or lost books. If fines are not paid by the end of each school year, they will roll over into the next school year.

School Closings
Dunklin R-5 utilizes the AlertNow notification system that will notify parents/guardians of any school closings or any other emergency situation that may arise. Please provide the school with the **CORRECT AND CURRENT** contact phone number(s) and make certain to notify the school of any phone number changes that occur throughout the school year.

All school closings will be announced on the following television stations:

Television: KTVI - Channel 2, KMOV - Channel 4, and KSDK - Channel 5

ATHLETICS

Fall Sports	Winter Sports	Spring Sports
Boys Cross Country	Boys Basketball	Baseball
Girls Cross Country	Girls Basketball	Boys Track
Cheerleading	Cheerleading	Girls Track
Dance	Dance	Golf
Football	Wrestling	
Softball		
Volleyball		

Herculaneum High School is a member of the Missouri State High School Activities Association and adheres to all rules and regulations established by the association. The association is composed of approximately 580 senior high schools located in all parts of the state.

Eligibility to represent a school in interscholastic activities is a privilege to be attained by meeting the standards of eligibility cooperatively set by the member schools through this association and any additional standards set by a member school for its own students.

The following are basic eligibility rules of which every student participating in interscholastic activities must be aware:

1) Students must be a good citizen in school and the community. Any student who represents his/her school in interscholastic activities must be a creditable citizen and judged so by the proper school authority certifying the list of students for competition. A student whose character or conduct is such as to reflect discredit upon himself/herself or his/her school is not considered a credible citizen. Student conduct shall be satisfactory in accord with the standards of good discipline. A student who misses more than three classes on the date of a contest without being excused by the principal shall not be considered eligible on that date. Herculaneum High School has the authority to set more restrictive citizenship standards and shall have the authority to judge its students under those standards. (see below)

2) Students must be enrolled in courses that offer a minimum of 3 units of credit, and they must have earned a minimum of 3 units of credit the preceding semester or made standard progress in Special Education.

3) Students must have entered school within the first eleven days of this semester. Entering school is interpreted as enrolling and attending classes.
4) Students must not have received or competed for any award of any kind other than that given by the school for their services as an athlete in the sports in which they are competing. Competing for awards having a utilitarian value such as jackets, cash, or merchandise prizes will make them ineligible.
5) Students must not have reached their 19th birthday prior to July 1 of the school year. Freshmen Must not have reached their 16th birthday prior to July 1 of the school year.
6) Students must not have competed under an assumed or false name.
7) Students must not transfer schools without a corresponding change of residence of their parents unless they meet an appropriate exception of the transfer standards. Always check with your Principal before transferring.
8) Students must not have graduated or received an early release from a four-year high school or its equivalent. Seventh (7th) and eighth (8th) graders are not eligible to compete with tenth (10th) graders or above. Ninth (9th) graders, who compete with tenth (10th) graders or above in a sport, may not return to compete against seventh (7th) and eighth (8th) grade teams in that sport.
9) Students must attend their eighth semester immediately following their seventh (7th) semester. High school students are eligible only during the first eight semesters of attendance.
10) Students must not have competed at any time as a member of a junior college or senior college team.
11) Students must not have competed on an outside team or in individual match competition during the season they are representing the school in the same sport.
12) Students must not transfer from one school to another because of being influenced to do so.

All students in grades 9-12 trying out for an interscholastic activity offered at Herculaneum High School must fill out and return to the school the Dunklin R-5 Student Participation Handbook and Physical Form each year. This form is to be returned to the coach or sponsor of the activity. A student will not be allowed to participate in interscholastic athletics, practices, or contests until all parts of this form are completed, signed by all concerned, and on file with the school. Students must adhere to the discipline policies outlined in the Dunklin R-5 Student Participation Handbook.

DISCIPLINE CODE

I. INTRODUCTION

The Board of Education of the Dunklin R-5 School District is pleased to make this handbook available to parents, students, staff, and other patrons. The purposes of the disciplinary policies, rules, regulations, and

procedures of the Dunkin R-5 School District is to provide a uniform standard of conduct for all students in grades kindergarten through twelve. The contents of this handbook are to promote an environment that contributes to good citizenship and encourage learning.

These policies, rules, regulations, and procedures are based on the premise that rules must be enforced fairly, firmly, and consistently and in a fashion equitable and just, while complying with state mandates and regulations. It recognizes that as students progress in school and advance in age and maturity, they will assume greater responsibility for their actions. It also recognizes that differences in age and maturity require different types of disciplinary action.

Please read this information carefully. It is provided for parents, students, and employees to know the policies, rules, regulations, and procedures that are to be followed. Anyone who has a question or desires further explanation may consult with the administration.

The policies, rules, regulations, and procedures will be reviewed periodically and changes will be made when and if necessary.

II. PHILOSOPHY OF STUDENT DISCIPLINE

The public schools of this community have the responsibility conferred on them by the state, to provide public education for all children until they graduate or reach the age of 21. To discharge this function effectively and equitably, school authorities and parents must ensure an environment in each school which is conducive to the learning process.

Good discipline is imperative for the establishment and development of a successful school, teaching environment, and most importantly, success in learning. Discipline is not punishment that can be pronounced and forgotten. It must be considered as training - training that develops character, efficiency, and self-control. It requires as basic philosophy that good discipline is best thought of as being positive - not negative. It is helping a pupil adjust to the requirements of his environment rather than punishment for not having adjusted. Our focus is on prevention rather than remediation.

Schools must prepare students for their responsibilities as adults in a democratic society. The ultimate goal of good discipline is self-discipline on the part of the pupil in school and the community. Students exercise choice and must realize consequences for their actions of choice. The student discipline code is an integral component of the educational process and a symbol of the commitment of parents, students, teachers, and administrators to the maintenance of an effective learning environment.

III. STUDENT RIGHTS AND RESPONSIBILITIES

The board believes that students have rights which should be recognized and respected. It believes that every right carries with it certain responsibilities. These student rights and responsibilities are the following:

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

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

A. Each student has the right to:
- Have the opportunity for free education in the most appropriate learning environment,
- Have the opportunity for freedom of speech and of the press (so long as the exercise of those rights is not disruptive),
- Be secure in his persons, papers, and effects against unreasonable searches and seizures; privacy in regard to his/her personal possessions, unless there is suspicion that the student is concealing materials,
- Expect that the school will be a safe place with no fear of bodily harm,
- Expect an appropriate environment conducive to learning,
- Privacy in respect to the student's school records,
- The right to due process of law with respect to suspension, expulsion, and decisions, which the student believes injure his rights,
- Not be discriminated against on the basis of sex, race, color, religion, national origin, ancestry, disability, genetic information, or any other characteristic protected by law,
- Expect to be fully informed of school rules and regulations.

B. Each student has the responsibility to:
- Know and adhere to the rules and regulations established by the local Board of Education and implemented by school administrators and teachers,
- Respect the human dignity and worth of every other individual,
- Refrain from libel, slanderous remarks, and obscenity in verbal and written expression,
- Study diligently and maintain the best possible level of academic achievement,
- Be punctual and present in the regular school program,
- Dress and groom in a manner that meets standards of health, cleanliness, modesty, and safety as established by district policy,
- Help maintain and improve the school environment, preserve school property, and exercise the utmost care while using school facilities,
- Refrain from disobedience, misconduct, or other behavior which would lead to any physical harm or to the disruption of the educational process,
- Respect the exercise of authority by school administrators and teachers in maintaining discipline in the school and at school sponsored activities,
- Obey the law and rules so as not to be subject to ill effects or endanger others by the possession or the use of alcohol, illegal drugs, and other unauthorized substances,
- Carry only those materials which are acceptable under the law or school rules and regulations and must accept the consequences for unacceptable articles, stored in one's locker or desk.

C. A cumulative record shall be maintained on each student for his educational welfare, for the orderly and efficient operations of the school and other information as may be required by the law for district regulation. Procedures and practices stemming from this policy shall be in compliance with "The Family Educational Rights and Privacy Act of 1974" and "The Public School Laws of Missouri".

Students will be made aware of their legal rights and of the legal authority of the Board to delegate authority to its staff and make rules and regulations regarding the orderly operation of the district schools. School officials and teachers have the authority to interpret and apply policy. Students must obey any such interpretation subject to an appeal.

Schools must be a place where students are encouraged to learn. Standards of conduct are established by the Board to create an environment in which each student's right to learn is protected.

Failure to follow the rules and regulations of the school or the classroom may mean exclusion from certain school activities such as dances, athletic contests, field trips, etc. Each school has its own guidelines of denial of participation rights when a student has broken school or classroom rules.
Students and their parents will be notified of their rights and responsibilities, including standards of conduct, through handbooks distributed annually.

***Behaviors marked with cumulative behavior will be considered over four years (grade 9-12) rather than on a year to year basis.**

IV. STUDENT SEARCHES

The school district has the right to conduct reasonable searches of students (ie., purse, wallet, pockets, etc.) Lockers, school property, and student automobiles in order to protect students, staff and visitors, and in order to maintain order and discipline in the schools. These searches are authorized whenever a reasonable belief exists that the student to be searched possesses illegal, unauthorized, or inappropriate material which would interfere with the maintenance of school discipline or order.

V. DISCIPLINE OF STUDENTS WITH DISABILITIES

Students with disabilities will abide by the same discipline guidelines as their non-disabled peers. Any exceptions will be noted in the student's IEP (Individual Education Program). The rights of all disabled children will be protected under the provision of the IDEA Amendments of 1997.

VI. CONSEQUENCES FOR MISBEHAVIOR

All students attending or participating in school sponsored events both on and off school campus are subject to the discipline policy outlined in the handbook.

Student Conference - Verbal Reprimand - A formal conference is held between the student and one or more school officials. During this conference, the student must agree to correct his behavior. Action and results will be recorded in the office.

Parent Contact - Parents(s) are notified by telephone, personal contact, or letter. A conference may be conducted between the student, his parent(s), a school administrator and/or teacher as appropriate. Action with results of the conference will be recorded in the office.

Restriction of Privileges - Extra-curricular activities including participation in school sponsored activities, such as athletics, social events, clubs, outings, field trips, assemblies, lunch with peers, etc. are a special privilege offered to enhance the student's overall learning experience. Other benefits such as riding buses and driving vehicles to and from school are also privileges, not rights. Any or all of these privileges may be revoked. Parents are to be notified. Action will be recorded in the office.

Withdrawal from Class - For repeated disciplinary problems a student may be withdrawn from a class with a failing grade for the balance of the semester and assigned to a study hall. Parents are to be notified. Action will be recorded in the office.

Referral to an Outside Agency - Recommendation may be made to the parents to seek help through Mental Health, Family and Children's Services, Youth Emergency Services, etc.

Students may be referred to the County Juvenile Court for excessive absences (truancy), educational neglect, and for problems of juvenile delinquency. Referrals will be made by the principal or assistant principal. Referrals will be made to the police in accordance with the Safe Schools Act.

A call to the Child Abuse Hotline when abuse is reasonably suspected will be made by teachers, counselors, nurses, assistant principals, and principals who are mandated by law reporters of child abuse. It is recommended that these calls originate in a school setting with notification of the principal.

Referral to Counselor - Students may be required to meet with an assigned counselor on a periodic basis. The counselor will advise the student on ways of improving his/her behavior. The counselor may recommend special projects to students including reading, attending seminars, etc.

MORNING DETENTION/AFTER-SCHOOL DETENTION (ASD)
The detention program is Herculaneum High School's attempt to provide appropriate consequences for school misbehavior.

Time: Morning detention will be held from 6:40 a.m. until 7:20 a.m. Monday through Friday.
ASD will be held from 2:25 p.m. until 3:05 p.m. Monday through Thursday.

Supplies: You must bring a school text or library book and all other supplies. No magazines or outside materials.

Make-ups: If you are absent from school all day or 7th hour on the day of your assigned detention, your detention will be automatically reassigned on the next day of scheduled detentions. If another detention has already been assigned for that day, your make-up detention will be automatically reassigned to the next day detentions are held. Snow days will count as an absence.

Tests: Make-up tests may be taken during detention. Ask your teacher to send the test to detention with a note attached.

Changing the assigned date: In case of emergencies, students may request one date change per assignment as long as the request is made to the assistant principal before the beginning of 4th hour on the day detention is assigned. After that, changes may only be made if parents pre-arrange them.

Lunch Detention: this program will be used to deter incorrect behavior and for students to realize the consequences for their misconduct and demonstrate to them that they can follow rules.

Rules for Lunch Detention

1. Student will check-in to the ISS room prior to getting their lunch from the cafeteria
2. Once checked in students will go to the cafeteria to get their lunch and report back to the ISS room
3. While in lunch detention students will not be permitted to use their phones. They can use their school issued chromebook for school work.
4. Students will be assigned a seat by the supervising teacher
5. Students are not permitted to talk to other students in the ISS room during their lunch detention
6. If a student is absent on the day of their scheduled lunch detention they will serve their make-up date when they return to school.

IN-SCHOOL SUSPENSION (ISS)

This program allows students to stay in school while they realize the consequences for their misconduct and demonstrates to them that they can follow rules.

Rules

1) Each student will be assigned a seat and will not move from that seat without permission from the ISS teacher.
2) Each student must face forward and may not turn around without permission.
3) A student in ISS will not talk to any other students in ISS.
4) No student will sleep at any time.
5) Each student will spend time working on school assignments from classrooms or work assigned by the ISS teacher.
6) All homework or tests will be worth 100% credit in the classroom.
7) There is one restroom break in the morning and one in the afternoon.
8) Students may not write, mark on, or otherwise damage school property in the ISS room.
9) Students should report to the ISS room at 7:35 AM.
10) All electronic devices (cellphones, Ipods, etc.) will be checked in at the beginning of the day and returned at the conclusion of the day. This does not include educational electronic devices.

Make-ups: If you are absent from school on the day of your assigned ISS, your ISS will be automatically reassigned on the next day of scheduled ISS.

SATURDAY SCHOOL DETENTION (SSD)

This program is designed to discipline students for misconduct while making them responsible for their schoolwork.

Time: SSD will be held from 8:00 a.m. - 11:00 a.m. Students will check into the main office upon arrival. The supervising teacher will then take the students to the SSD classroom.

Procedures: Students will be issued rules of expected behavior upon arrival in the SSD room. The rules sheet is to be read, signed, and returned to the SSD instructor.

There will be one ten-minute break. Students may not sleep, put their heads down, talk, or do nothing while in SSD. Students may not bring soda, drinks, or food to SSD.

Make-ups: If you are absent from school on the day of your assigned SSD, your SSD will be automatically reassigned on the next day of scheduled SSD.

Supplies: Students assigned to SSD are required to get their assignments and have enough work to keep them involved in their studies for the entire session.

Tests: If a student assigned to SSD has missed an exam as a result of her/her behavior, he/she is then required to take a make-up exam during SSD. The teachers will be informed of all SSD assignments and will send exams to the office by 1:00 p.m. on Friday.

Make-up Tests: Those students who are attending SSD of their own volition to make-up tests are responsible for informing the teacher involved and have those tests sent to the office in advance. All tests being made-up from an absence will be worth 100% of the credit. The student must attend SSD a minimum of one hour if making up tests, and the testing will begin at 8:00 a.m.

SUSPENSION

A. From an Individual Class - A student may be removed from an individual class for a specified number of days or for the balance of a semester. Parents are to be notified. Action will be recorded in the office.
B. From Field Trip or Other Activity - Students suspended from attending a field trip or other activity - parents must be notified.
C. Out-of-School Short-Term (1-5 days) - Principal
Short-term suspension requires that the student be deprived of all privileges of attending school for one to five days. All extra-curricular privileges such as attending or taking part in sports activities, social events, etc., are also suspended. Parents are notified by phone, if possible, and with a confirmation letter. D. Out-of-School Long-Term (6-10 days) - Principal
Long-term suspension requires that the student be deprived of all of the privileges of attending School for 6-10 days. All extra-curricular activities are suspended. Parents are to be notified by phone, if possible, and with a confirmation letter. The student will be responsible for the completion of major projects and tests for the first suspension of the year.
E. Out-of-School Long-Term (11-180 days) - Superintendent
Further restrictions may be imposed by the superintendent before the student's re-admittance. A parent conference is required. Actions and results will be recorded in the office.
F. Pending a Parent Conference (SPPC) - A student is suspended upon notification of the parent/guardian. A parent conference may be required before the student is readmitted.

NOTE: Students who are suspended out of school are not to be on school property or in attendance at any school activities. Students who have missed a Friday due to suspension may not attend school activities until at least the next school day. Failure to comply may result in the assignment of additional suspension.

Expulsion - Expulsion is the removal of a student from school by action of the Board of Education. This action means permanent removal from school. Action and results will be recorded in the student's permanent file.

Make-up Work - Students receiving an out-of-school suspension are encouraged to remain current with class assignments. They will be allowed to make up any missed work for credit during the time of suspension including major projects, chapter/quarter/semester tests. When appropriate, alternative assignments may be required in lieu of the original assignment. All work should be made up within the time limits of the regular absence policy.

Although the majority of students in the school district follow the rules of the district, it is likely that some students will violate these rules. When a violation occurs, the imposition of sanctions can be expected. We recognize individual differences among our students and the administration of penalties needs to be guided by the premise that if a particular individual can best be handled and/or the situation best controlled by a means other than the set standards, then that method should be employed.
The Board of Education believes that the right of a child to attend free public schools carries with it the responsibility of the child to attend school regularly and to comply with the lawful policies, rules, and regulations of the school district. This observance of school policies, rules, and regulations is essential for permitting others to learn at school.

Therefore, it is the administration's prerogative to remove a student from his/her present school setting because of the willful violation of school rules and regulations, willful conduct which materially or substantially disrupts the rights of others to an education, or willful conduct which endangers the student, other students, or the property of the school.

This action is taken in accordance with due process and with due regard for the welfare of both individuals by the administrative act of summary suspension. Expulsion can be implemented only through specific action by the Board of Education.

No student shall be suspended unless the following hearing procedures are implemented:

1) The student shall be given oral or written notice of the charges against him/her; and
2) If the student denies the charges, he/she shall be given an oral or written explanation of the facts, which form the basis of the proposed suspension; and
3) The student shall be given an opportunity to present his/her verdict of the incident before judgment is rendered. A student has the right to bring forward witnesses on his/her behalf; and
4) Prompt notification of the administrator's action and the reasons for such action will be given to the parent/guardian or others having custodial care of the student.

The Board authorizes the summary suspension of pupils by building principals for a period not to exceed ten (10) days and by the superintendent for a period not to exceed one hundred eighty (180) school days, provided such action is in accordance with due process and state statutes. Any suspension by the building principal shall be immediately reported to the superintendent, who may revoke the suspension at anytime. The student, his/her guardians, or others having custodial care of the student may appeal the principal's decision to suspend the student to the superintendent.

In case of a suspension of a student by the superintendent for a period of more than ten days, the student, his/her parents/guardians, or others having custodial care, may appeal the decision of the superintendent to the Board or to a committee of the Board appointed by the president of the Board, which shall have authority to act in lieu of the full Board. Requests for appeal shall be in writing and filed with the secretary of the Board of Education. Upon the filing of the appeal the suspension, as determined by the superintendent, shall be stayed unless the Board or the committee determines the student's presence poses a continuing danger to persons; or property or an ongoing threat of disrupting the academic process. In such case, the judgment

shall be immediately transmitted to the student and his/her parents/guardians or others having his/her custodial care, and the student shall be immediately removed from school.

Upon the filing of a request for an appeal of the superintendent's decision to suspend a student for more than a period of ten days, the superintendent shall promptly transmit a written report to the Board, indicating the facts relating to the suspension, the action taken by the superintendent and other administrative officials, and the reasons for such action. The Board, upon request, shall grant a hearing to the appealing party.

Student Discipline Hearings

The Board of Education may originate student discipline hearings upon recommendation of the superintendent. In such cases, the Board of Education will review the superintendent's report and determine whether to conduct a disciplinary hearing. In addition, student discipline hearings also will be held upon written request of the student or the student's parents, to consider appeals from student suspensions in excess of ten (10) school days. A discipline hearing will always be held in cases of suspensions in excess of 180 school days or expulsions, unless after meeting with the superintendent or designee, the parent or guardian waives, in writing, the right to an expulsion hearing.

In all hearings, whether initiated by the Board of Education or by appeal, the following procedures will be adhered to:

1) The student and the parents/guardians will be advised of the charges against the student; their right to a Board hearing; the date, time, and place of the hearing; their right to counsel; and their procedural rights to call witnesses, enter exhibits, and cross-examine adverse witnesses. All such notifications will be made by certified mail, addressed to the student's parents or guardians. The Board shall make a good-faith effort to have the parents or guardians present at the hearing.
2) Prior to the Board hearing, the student and the student's parents/guardians will be advised of the identity of the witnesses to be called by the administration and advised of the nature of their testimony. In addition, the student and the student's parents/guardians will be provided with copies of the documents to be introduced at the hearing by the administration.
3) The hearing will be closed unless the Board decides otherwise. The hearing will only be open with parental consent. At the hearing, the administration or their counsel will present the charges and such testimony and evidence to support such charges. The student, his or her parents/guardians, or their counsel shall have the right to present witnesses, introduce exhibits, and to cross-examine witnesses called in support of the charges.
4) At the conclusion of the hearing, the Board of Education shall deliberate in executive session and shall render a decision to dismiss the charges; to suspend the student for a specified period of time; or to expel the student from the schools of the district. The administration or its counsel, by direction of the Board of Education, shall promptly prepare and transmit to the parents/guardians written notice of the decision.

Special Education Students

The discipline policy established by the school will also be enforced with regard to special education students. Exceptions will be made in the discipline policy when it is found to be in direct conflict with the student's IEP or handicap.

STUDENT DISCIPLINE

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action; however, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, any aggravated circumstance of any offense, or any action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent, and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on school property, including playgrounds, parking lots, and district transportation, or at a district activity, whether on or off school property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law.

Reporting to Law Enforcement

It is the policy of the Dunklin R-5 School District to report all crimes occurring on school grounds to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law. A list of crimes the district is required to report is included in policy JGF.

The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten (10) days or expulsion of any student who the district is aware is under the jurisdiction of the court.

Documentation in Student's Discipline Record

The principal, designee, or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools and in accordance with law and policy JGF.

Participation in Activities

Students who are suspended or expelled for any reason are prohibited from attending or taking part in any district-sponsored activity, regardless of location, or any activity that occurs on district property. Students who violate this provision will be required to leave the activity and may face further discipline, including an additional period of suspension or expulsion.

Prohibition against Being on or near School Property during Suspension

All students who are suspended or expelled are prohibited from being on school property for any reason unless permission is granted by the superintendent or designee.

Any student who is suspended for any offenses listed in § 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline shall not be allowed to be within 1,000 feet of any public school in the district unless one (1) of the following conditions exist:

1. The student is under the direct supervision of the student's parent, legal guardian, or custodian.
2. The student is under the direct supervision of another adult designated by the student's parent, legal guardian, or custodian. The designation must be made in advance and in writing to the principal of the school that suspended the student.
3. The student is in an alternative school that is located within 1,000 feet of a public school in the district.
4. The student resides within 1,000 feet of a public school in the district and is on the property of his or her residence.

If a student violates this prohibition he or she may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension," listed below.

Prohibited Conduct

The following are descriptions of prohibited conduct as well as potential consequences for violation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

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

First Offense	Replacement assignment will be issued and must be completed to receive credit and 1-3 days detention.
Subsequent Offense	Replacement assignment will be issued and must be completed to receive credit and 1-3 days ISS

Arson - Starting or attempting to start a fire or causing or attempting to cause an explosion.

First Offense	1-10 days out-of-school suspension, or expulsion. Restitution if appropriate.
Subsequent Offense	10-180 days out-of-school suspension or expulsion. Restitution if appropriate.

Assault

1. Using physical force, such as hitting, striking, or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third degree.

First Offense	5 days OSS and notification to law enforcement officials.
Second Offense	10 days OSS and notification to law enforcement officials. A mandatory counseling session with SAP will be required before returning to school.
Third Offense	10 days OSS recommendation to the school board for expulsion and notification to law enforcement officials

2. Knowingly causing or attempting to cause serious bodily injury or death to another person, recklessly causing serious physical injury to another, or any other act that constitutes assault in the first or second degree.

First Offense	10-180 days out-of-school suspension or expulsion.
Subsequent Offense	Expulsion.

Automobile/Vehicle Misuse (see policy ECD) - Uncourteous or unsafe driving on or around district property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on district property.

First Offense	Detention or revocation of parking privileges, notification of parents.
Subsequent Offense	Suspension of student (length to be determined by the building administrator based on the incident) or revocation of parking privileges, parents notified.

Bullying and Cyberbullying (see Board policy JFCF) - Intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; threats of retaliation for reporting such acts; sending or posting harmful or cruel text or images using the Internet or other digital communication devices; sending or posting materials that threaten or raise concerns about violence against others, suicide or self-harm. Students will not be disciplined for speech in situations where the speech is protected by law.

First Offense	Detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense	1-180 days out-of-school suspension or expulsion.

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

Dishonesty - Any act of lying, whether verbal or written, including forgery.

First Offense	Nullification of forged document. Principal/Student conference, detention.
Subsequent Offense	Nullification of forged document. Detention, in-school suspension.

Classroom Academic Performance - Students are expected to actively participate in classes and attempt to pass each class. All homework and assignments should be completed to the best of each student's ability. Lack of effort will not be tolerated. Making no effort in class will result in a parent conference. Failure to turn homework in will result in a mandatory "tutoring/homework lab" assignment until the assigned work is completed. Although this is not considered detention, students will complete homework with an after-school tutoring teacher.

First Offense	Student/teacher conference

Second Offense	Detention assigned
Subsequent Offense	1-3 days ISS

Disrespectful or Disruptive Conduct or Speech (see Board policy AC if illegal harassment or discrimination is involved) - Verbal, written, pictorial, or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities, or school functions. Students will not be disciplined for speech in situations where it is protected by law.

First Offense	Principal/Student conference, parents contacted, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Driving/Bicycling/Parking Lot Expectations

1. No sitting in parked cars or loitering in the parking lot.
2. Students shall abide by the parking permit policy
3. Students shall follow the directions of staff.
4. Students shall arrive on time (tardy 12 or more times will result in suspension/removal of driving privileges for the semester.)
5. Carless and reckless driving, including "burning rubber" is unacceptable and will not be tolerated.
6. Parking lots are OFF LIMITs to student during the school day except with special permission from the principal.
7. **NON-LICENSED VEHICLES ARE PROHIBITED**

First Offense	Written Warning
Subsequent Offense	Driving privileges revoked at principal's discretion, and parents notified.

Drugs/Alcohol (see Board policies JFCH and JHCD) -

1. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug of herbal preparation. THIS INCLUDES MARIJUANA, SYNTHETIC THC, AND CANNABINOIDS.

First Offense	10 days OSS with recommendation for Supt. review

Subsequent Offense	1-180 days out-of-school suspension or expulsion.

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

First Offense	10 days OSS with recommendation for Supt. review
Subsequent Offense	1-180 days out-of-school suspension or expulsion.

3. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV, or V in section 202(c) of the Controlled Substances Act. THIS INCLUDES MARIJUANA, SYNTHETIC THC, AND CANNABINOIDS.

First Offense	10 days OSS with recommendation for Supt. review
Subsequent Offense	11-180 days out-of-school suspension or expulsion.

Electronic Personal Communication Devices

Effective School Year: 2025–2026 (In accordance with Missouri Senate Bill 68, Section 162.207)

Electronic Personal Communication Devices (EPCD's) include any portable device used to send, receive, view, or store electronic communication or information. Examples include: cell phones, smartwatches, tablets, earbuds, smart glasses and portable gaming devices.

Limits on EPCD's **-** Unless an exception applies, students may **NOT** use or display EPCDs from the beginning to the end of the school day. This includes: Class time, Lunch Time, Hallways and passing periods, Study hall or advisory, Restrooms and locker rooms.

Devices must be turned off and stored in lockers, backpacks, or designated areas.

Exceptions on EPCD's - EPCD use may be permitted for the following: Documented in an Individualized Education Plan (IEP), Documented in a Section 504 Plan, During emergencies (e.g., health crisis, safety concern), When explicitly authorized by a teacher or administrator for learning purposes.

All exceptions must be pre-approved by school staff.

Consequences for EPCD Misuse

First Offense - Third Offense	Device confiscated, returned at end of the school day
Further Offenses -	Device confiscated, Parents must pick up the phone, school discipline may be assigned.

Staff and Volunteer Protection - Staff and volunteers who act in good faith and follow these procedures are protected from liability under state law.
The school district is not responsible for lost, stolen, damaged, or malfunctioning EPCDs. Devices are brought to school at the student's own risk.

Extortion - Threatening or intimidating any person for the purpose of obtaining money or anything of value.

First Offense	Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
Subsequent Offense	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Failure to Care for or Return District Property - Loss of, failure to return, or damage to district property including, but not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment.

First Offense	Restitution. Principal/Student conference, detention, or in-school suspension.
Subsequent	Restitution. Detention or in-school suspension.

Offense	

Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences - Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled, "Conditions of Suspension, Expulsion and Other Disciplinary Consequences."

As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence is disruptive to the educational process or undermines the effectiveness of the district's discipline policy.

First Offense	Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.
Subsequent Offense	In-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

False Alarms (see also "Threats or Verbal Assault") - Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of school property.

First Offense	Restitution. 10 days OSS with Supt. recommendation
Subsequent Offense	Restitution. 10-180 days out-of-school suspension, or expulsion.

Fighting (see also "Assault") - Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

First Offense	Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Gambling - Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games.

First Offense	Confiscation of gambling paraphernalia. In-school or out-of-school suspension, parent contact, loss of privileges and possible referral to civil authorities.
Subsequent Offense	Confiscation of gambling paraphernalia. Loss of privileges, out-of-school suspension, parent contact and referral to civil authorities.

Gang-Related Activity - As used herein, the phrase "gang-like activity" shall mean any conduct engaged in by a student 1) on behalf of any gang; 2) to perpetuate the existence of any gang; 3) to effect the common purpose and design of any gang; or 4) to represent a gang affiliation, loyalty or membership in any way while on school grounds or while attending a school function. These activities include recruiting students for membership in any gang and threatening or intimidating other students or employees to commit acts or omissions against his/her will in furtherance of the common purpose and design of any gang. For purposes of district policy, the term "gang" shall be defined as any ongoing organization, association or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of a criminal act, which has a common name or common identifying sign or symbol, whose members individually or collectively engage in or have engaged in a pattern of gang activity.

First Offense	1 day in-school suspension to 3 days out-of-school suspension.
Subsequent Offense	1-10 days out-of-school suspension, possible recommendation to the Board of Education for expulsion.

Harassment, including Sexual Harassment (see Board policy AC)

1. Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic.

Consequences - Any harassment shall be referred to a principal; according to the nature of the incident, the consequences shall range from after the conflict meditation to out-of- school suspension and possible notification to law enforcement.

First Offense	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

2. Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.

First Offense	In-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense	1-180 days out-of-school suspension or expulsion.

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

First Offense	In-school suspension or 1-180 days out-of-school suspension.
Subsequent Offense	1-180 days out-of-school suspension or expulsion.

Incendiary Devices or Fireworks - Possessing, displaying, or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks.

First Offense	Confiscation. Warning, principal/student conference, detention, or in-school suspension.

Subsequent Offense	Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Insubordination - Students shall at all times show respect for school staff and guests. Insubordination is failure to follow a reasonable request or direct order.

First Offense	1-3 days detention and or 1-3 days ISS and notification to parents.
Second Offense	3-5 days ISS and notification to parents.
Subsequent Offense	5 days ISS to OSS and notification to parents.

Leaving School Grounds - Leaving school grounds during the school day without permission.

First Offense	Principal/Student conference, parents contacted, detention, or 1-3 days in-school suspension.
Subsequent Offense	Detention, 3-5 days in-school suspension, or 1-180 days out-of-school suspension.

Nuisance Items - Possession or use of items such as toys, games, and portable media players that are not authorized for educational purposes.

First Offense	Confiscation. Warning, principal/student conference, detention, or in-school suspension.
Subsequent Offense	Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Profanity - The use of obscene, vulgar, or disparaging language or gestures whether verbal or written, is unacceptable conduct. The severity and extend of the profanity may necessitate more severe consequences.

First Offense	1-2 detention/parent conference at principal's discretion
Subsequent Offense	1-3 days ISS

Profanity Directed Towards Staff Members - Any incidents shall be referred to a principal; according to the nature of the incident, the consequences shall range from conflict meditation to OSS and possible referral for counseling and/or a recommendation for extended suspension.

Public Display of Affection - Physical contact that is inappropriate for the school setting, including, but not limited to, kissing and groping.

First Offense	Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

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

First Offense	Confiscation. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense	Confiscation. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Sexual Activity - Acts of sex or simulated acts of sex including, but not limited to, intercourse or oral or manual stimulation.

First Offense	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Tardiness

Late to School - When a student arrives late to school, he or she must check in with the office. Notes or phone calls from students do not automatically excuse the tardiness. A parent confirmation will usually provide an excuse unless such tardiness is chronic***.***

1st - 2nd Late to School	Verbal warning
3rd Late to School	Written warning from main office (IC email)
4th - 10th Late to School	Detention assigned by administration
11th or more Late to School	ISS or Detention assigned by administration

1st - 2nd Tardy	Verbal warning in class
3rd Tardy	Written warning from main office (IC email)
4th - 10th Tardy	Detention assigned by administration
11th or more Late to School	ISS or Detention assigned by administration

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

1.

First Offense	Restitution. Principal/Student conference, loss of user privileges, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense	Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

2. Violations, other than those listed in (1) above, of Board policy EHB, procedure EHB-AP1 or any policy or procedure regulating student use of personal electronic devices.

First Offense	Restitution. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense	Restitution. Loss of user privileges, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

3. Use of audio or visual recording equipment in violation of Board policy KKB.

First Offense	Confiscation. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense	Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Theft - Theft, attempted theft or knowing possession of stolen property.

First Offense	Return of or restitution for property. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension. Referral to Law Enforcement.

Subsequent Offense	Return of or restitution for property. 10-180 days out-of-school suspension or expulsion. Referral to Law Enforcement.

Threats or Verbal Assault - Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

First Offense	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Tobacco

1. Possession of any tobacco products and or use of, electronic cigarettes, vaping devices, or other nicotine-delivery products on district property, district transportation, or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with district policy JHCD.

First Offense	Confiscation of tobacco product, Contact parent, Principal/Student conference, 1-3 days ISS
Second Offense	Confiscation of tobacco product, contact parent, Principal/Student conference, 3-5 days ISS
Subsequent Offense	Confiscation of tobacco product, principal/parent/student conference, and 3 days OSS

Unauthorized Absence / Truancy - An unauthorized absence is leaving class or school without permission or failing to report to a class without permission. Truancy is defined as absence without parental and/or school consent.

Consequences: An unauthorized absence shall be referred to a principal. According to the nature of the incident, the consequences shall range from detention to ISS or OSS

Cat - Time

First Offense - Warning

Second Offense - Lunch Detention or After School Detention, and contact parent

Subsequent Offense - ISS, contact parent

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

First Offense	Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense	1-180 days out-of-school suspension or expulsion.

Having Food Delivered to School without permission (Door Dash etc...)

First Offense - Warning, contact parent, and food can be eaten in the office

Second Offense - Contact parent, 3 days lunch detention, and food can be eaten in the office

Subsequent Offense - Contact Parent, 1-3 days ISS.

Vandalism (see Board policy ECA) - Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff, or students.

First Offense	Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense	Restitution. In-school suspension, 10-180 days out-of-school suspension, or expulsion.

Weapons (see Board policy JFCJ)

1. Possession or use of any weapon as defined in Board policy, other than those defined in 18 USC § 921, 18 USC § 930(g)(2) or § 571.010, RSMo.

First Offense	In-school suspension, 1-180 days out-of-school suspension, or expulsion. Notify Law Enforcement

Subsequent Offense	10-180 days out-of-school suspension or expulsion. Notify Law Enforcement

2. Possession or use of a firearm as defined in 18 USC § 921 or any instrument or device defined in § 571.010, RSMo. or any instrument or device defined as a dangerous weapon in 18 USC § 930(g)(2).

First Offense	One calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent. Notify Law Enforcement
Subsequent Offense	Expulsion. Notify Law Enforcement

*Refusal by the student or parent to serve detention will result in the student's suspension from school for the number of days the student was to serve school detention.

EXCEPTIONS - Exceptions to the Discipline Policy involving violations and penalties will be considered in the case of special education students, particularly those students who are assigned to classes due to behavioral problems. Please refer to policy JGE, Discipline of Students with Disabilities.

NOTE: Administrators may alter the consequences at their discretion and in extraordinary circumstances and may use principal's discretion in a flexible manner in order to maintain an orderly atmosphere conducive to learning.

EDUCATION RECORDS

Permanent Records

Records of each student's achievement are kept in the principal's office. Grades, attendance, discipline problems, test scores, health records, and records of student activities become a part of this record. Only semester grades are recorded on permanent records.

Privacy Rights of Students and Parents
This school district will also adhere to the provisions of PL 90 - 247 Privacy Rights of Parents and Students in maintaining records. For the purposes of this policy, the Dunklin R-5 School District has used the following definitions of terms:
Student - Any person who attends or has attended a school in the Dunklin R-5 School District.

Eligible student - A student/former student who has reached the age of 18, or is attending a post-secondary school.

Parent - Either natural parent or guardian of a student, or an individual acting as a parent or guardian in the absence of the student's parent or guardian.
Education records - any record (in handwriting, print, tapes, film, or other medium) maintained by the Dunklin R-5 School District or an agent of the district that is directly related to the student except:

1) A personal record kept by a school staff member if it is kept in the sole possession of the maker of the record and is not accessible or revealed to any other person except a temporary substitute for the sake of the record.
2) An employment record that is used only in relation to a student's employment by the Dunklin R-5 School District.
3) Alumni records which contain information about a student after he or she is no longer in attendance at the district and which do not relate to the person as a student.

Annual Notifications - Parents will be notified of their FERPA rights annually by publication in their child's student handbook.

Procedures to Inspect Education Records
Parents of students or eligible students may inspect and review the student's education record upon request. Parents or eligible students shall make a request, in writing, to the principal (or appropriate school official) as to the record or records they wish to inspect. Upon receiving the request, access to the record or records will be as prompt as possible. However, access will be given in 45 days or less from time of request.

When a record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the portion of the record which pertains to other students. Cumulative school records, former students records, health records, and handicapped records are kept at the high school. Transportation records are kept at the superintendent's office.

Occasional records (records not identified above; such as those in the superintendent's office, in the school attorney's office, or in the personal possession of a teacher) will be collected by the principal and made available at the student's school.

Disclosure of Education Records (Other than to parents, guardian, or eligible student)
The Dunklin R-5 School District will disclose information from a student's education record only with the written consent of the parent or eligible student, except:

1) To school officials who have a legitimate educational interest in the records. A school official is identified as: A person employed by the district as an administrator, supervisor, instructor, or support staff member; a person elected to the school board; a person employed by or under contract to the district to perform a special task such as an attorney, auditor, medical consultant, or therapist.

2) To officials of another school in which a student seeks or intends to enroll upon request of such official.
3) To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs.
4) In connection with a student's request for, or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
5) If required by a state law requiring disclosure that was adopted before November 19, 1974.
6) To organizations conducting certain studies for or on behalf of the district.
7) To accrediting organizations to carry out their functions.
8) To parents of an eligible student who claim the student as a dependent for income tax purposes.
9) To comply with judicial order or lawfully issued subpoena.
10) To appropriate parties in a health or safety emergency.

Records of Request for Disclosure
The Dunklin R-5 School District will maintain a record of all requests for and/or disclosure of information from a student's education records, excluding requests of school officials and request for directory information. The record will indicate the name of the party making the request, any additional parties to whom it may be disclosed, and legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the parents or eligible student.

Correction of Education Records
Parents or eligible students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records:

1) Parents or the eligible student must ask Dunklin R-5 School District to amend the record. In so doing, they should identify the part of the record they want changed and specify why they believe it is inaccurate, misleading or in violation of the student's privacy or other rights.
2) Dunklin R-5 School District may comply with the request or it may decide not to comply. If it decides not to comply, the district will notify the parents or eligible student of the decision and advise them of their right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's rights.
3) Upon request, Dunklin R-5 School District will arrange for a hearing, and notify the parents or eligible student, reasonably in advance, of the date, place, and time of the hearing.
4) The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the district. The parents or eligible student may be assisted by one or more individuals, including an attorney.
5) Dunklin R-5 School District will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reason for the decision.
6) If the Dunklin R-5 School District's decision is that the challenged information is **not** inaccurate, misleading, or in violation of the student's right of privacy, it will notify the parents or eligible student that they have a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.
7) The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If Dunklin R-5 School District discloses the contested portion of the record, it will also disclose the statement.
8) If Dunklin R-5 School District decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the parents or eligible student, in writing, that the record has been amended.

Parent Rights
If a parent or eligible student has a complaint regarding the district's failure to comply with this policy they have the right to file a complaint with the U.S. Department of Education.

NOTICES

PROGRAMS FOR STUDENTS WITH DISABILITIES

It is the policy of the Board of Education to provide a free and appropriate education for students with disabilities, including those who are in need of special education and related services.

PROGRAMS FOR ENGLISH LANGUAGE LEARNERS

The Board of Education recognizes the need to provide equal educational opportunities for all students in the district. Therefore, if the inability to speak and understand the English language excludes a student from effective participation in the educational programs offered by the district, the district shall take appropriate action to rectify the English language deficiency in order to provide the student equal access to its programs. Identifying students who are English language learners (ELL) and ensuring them equal access to appropriate programs are the first steps to improving their academic achievement levels.

PROGRAMS FOR HOMELESS STUDENTS (See BOE Policy IGBCA)

The Dunklin R-5 School District Board of Education recognizes that homelessness alone should not be sufficient reason to separate students from the mainstream school environment. Therefore, the district, in accordance with state and federal law and the Missouri state plan for education of the homeless, will give special attention to ensure that homeless students in the school district have access to a free and appropriate public education.

PROGRAMS FOR MIGRANT STUDENTS

Recognizing that migrant children are among the most educationally disadvantaged groups in our society, the Dunklin R-5 School District actively seeks to identify all such children who may be temporarily residing (or settled out) within its boundaries and to provide them instructional and/or health services necessary to ameliorate their opportunities for an education.

PUBLIC COMPLAINTS

The following steps are to be followed by parents/guardians or the public when questions or complaints arise regarding the operation of the school district or federal programs to all programs administered by the Department of Elementary and Secondary Education (DESE) that cannot be addressed through other established procedures.

1) Complaints on behalf of individual students should first be addressed to the teacher and employee involved.
2) Unsettled matters from (1) above or problems and questions concerning individual schools should be presented in writing to the principal of the school. The principal will provide a written response to the individual raising the concern within five (5) business days of receiving the complaint or concern.
3) Unsettled matters from (2) above or problems and questions concerning the school district should be presented in writing to the superintendent. The superintendent will provide a written response

to the individual voicing the concern within five (5) business days of receiving the complaint or concern.

4) If the matter cannot be settled satisfactorily by the superintendent, it may be brought to the Board of Education. Written comments submitted to the superintendent or the secretary of the Board will be brought to the attention of the entire Board. The Board will address each concern or complaint in an appropriate and timely manner. The decision of the Board shall be final except in the case of complaints concerning the administration of federal programs. In that case the complainant may go to the appropriate section of DESE and from there on to the United States Secretary of Education.

The Board considers it the obligation of the professional and support staff of the district to field the questions of parents/guardians or the public. Accordingly, the district will inform patrons of this complaint procedure and its availability.

Complaints regarding district compliance with nondiscrimination laws will be processed according to the grievance procedure (AC-R) established for that purpose. Employee grievances will be processed in accordance with the established employee grievance procedure or as otherwise required by law. All other grievances for which there is a specific policy or procedure will be addressed pursuant to that policy or procedure.

STATEWIDE ASSESSMENTS

The district will implement the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all students in meeting the Show-Me Standards, as set forth by the Missouri State Board of Education.

End of Course (EOC) assessments will be administered in accordance with law and the rules of the Department of Elementary and Secondary Education (DESE). In courses where EOC assessments are given, the superintendent will determine what percent of the course grade will be decided by performance on EOC assessments.

If a student is taking a course that requires an EOC assessment and is failing the course or for some other reason may be required to retake the course, the district may choose to delay administration of the EOC assessment until the student has completed the course the second time. A team consisting of the course instructor, the principal, and a counselor will determine when delayed administration of an EOC assessment is appropriate. In a case of a student with an Individualized Education Program (IEP), the IEP team will make the determination.

STUDENTS RECORDS

In order to provide students with appropriate instruction and educational services, it is necessary for the district to maintain extensive and sometimes personal information about students and families. These records must be kept confidential in accordance with law, but must also be readily available to district personnel who need the records to effectively serve district students.

Parent and Eligible Student Access

All parents will have the right to inspect their child's education records as allowed by law. As used in this policy, a "parent" includes a biological or adoptive parent, a guardian, or an individual acting as a parent in the absence of a natural parent or guardian. The district will extend the same rights to either parent, regardless of

divorce, custody, or visitation rights, unless the district is provided with evidence that the parent's rights to inspect records have been legally revoked. The rights of the parent transfer to the student once the student turns 18, or attends an institution of post-secondary education, in accordance with law.

If a parent or eligible student believes the education records related to the student contain information that is inaccurate, misleading, or in violation of the student's privacy, he or she may ask the district to amend the record by following the appeals procedures created by the superintendent or designee.

Directory Information
Directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed.

The school district designates the following items as directory information.

High school and vocational school students - Student's name; parent's name; address; telephone number; date and place of birth; grade level; bus assignment; enrollment status (e.g., full-time or part-time); participation in school-based activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors, and awards received; artwork or coursework displayed by the district; most recent previous school attended; and photographs, videotapes, digital images, and recorded sound unless such photographs, videotapes, digital images, and recorded sound would be considered harmful or an invasion of privacy.

Law Enforcement Access
The district may report or disclose education records to law enforcement and juvenile justice authorities if the disclosure concerns law enforcement's or juvenile justice authorities' ability to effectively serve, prior to adjudication, the student whose records are released. The officials and authorities to whom such information is disclosed must comply with applicable restrictions set forth in federal law.

If the district reports a crime committed by a student with a disability as defined in the Individuals with Disabilities Education Act (IDEA), the district will transmit copies of the special education and disciplinary records to the authorities to whom the district reported the crime as allowed by law.

Law enforcement officials also have access to directory information and may obtain access to student education records in emergency situations as allowed by law. Otherwise, law enforcement officials must obtain a subpoena or consent from the parent or eligible student before a student's education records will be disclosed.

Children's Division Access
The district may disclose education records to representatives of the Children's Division (CD) of the Department of Social Services when reporting child abuse and neglect in accordance with law. Once the CD obtains custody of a student, CD representatives may also have access to education records in accordance with law. CD representatives may also have access to directory information and may obtain access to student education records in emergency situations, as allowed by law.

Military and Higher Education Access
The district will disclose the names, addresses, and telephone numbers of secondary school students to military recruiters or institutions of higher education as required by law unless the parent or student notifies the district in writing not to disclose the information to those entities.

TEACHING ABOUT HUMAN SEXUALITY

The Board of Education recognizes that parents/guardians are the primary source of sexuality education for their children. The Board also recognizes that effective sexuality education, taught in concert with parents/guardians, helps students avoid risks to their health and academic success and prepares them to make informed decisions as adults. Parents/Guardians have the right to remove their student from any part of the district's human sexuality instruction.

CORPORAL PUNISHMENT

For the purposes of this policy, corporal punishment is the use of physical force as a method of correcting student behavior. No person employed by or volunteering on behalf of the Dunklin R-5 School District shall administer corporal punishment or cause corporal punishment to be administered upon a student attending district schools.

A staff member may, however, use reasonable physical force against a student for the protection of the student or other persons or to protect property. Restraint of students in accordance with the district's policy on student seclusion, isolation, and restraint is not a violation of this policy.

STAFF/STUDENT RELATIONS

Staff members are expected to maintain courteous and professional relationships with students. All staff members have a responsibility to provide an atmosphere conducive to learning through consistently and fairly applied discipline and the maintenance of physical and emotional boundaries with students. These boundaries must be maintained regardless of the student's age, the location of the activity, whether the student allegedly consents to the relationship or whether the staff member directly supervises the student. Maintaining these boundaries is an essential requirement for employment in the district.

Staff members are encouraged to communicate with students and parents/guardians for educational purposes using a variety of effective methods, including electronic communication. As with other forms of communication, staff members must maintain professional boundaries with students while using electronic communication regardless of whether the communication methods are provided by the district or the staff member uses his or her own personal electronic communication devices, accounts, webpages, or other forms of electronic communication. Staff members are to follow and abide by Board Policy GBH on STAFF/STUDENT RELATIONS.

The Dunklin R5 School District does not discriminate on the basis of race, color, national origin, sex, disability, age, ethnicity, religion, sexual orientation or perceived sexual orientation in its programs and

activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Section 504 Coordinator **Tom Moreland** **Director of Special Services and Federal Programs**	**Title VI Coordinator** **Joe Willis** **Assistant Superintendent**	**Title IX Coordinator** **Joe Willis** **Assistant Superintendent**
Title II Coordinator **Tom Moreland** **Director of Special Services and Federal Programs**	**Age Act Coordinator** **Dr. Joe Willis** **Assistant Superintendent**	**Homeless Coordinator** **Charissa Kappler** **Director of Early Learning**
ELL Coordinator **Tom Moreland** **Director of Special Services and Federal Programs**	**Migrant Coordinator** **Tom Moreland** **Director of Special Services and Federal Programs**	**At Risk Coordinator** **Tom Moreland** **Director of Special Services and Federal Programs**

Any person may also contact the Office for Civil Rights, U.S. Department of Education, regarding the institution's compliance with the regulations implementing Section 504, Title II, Title VI, Title IX, and the Age Act.

School and district handbooks contain policies and procedures that may be updated throughout the course of a school year. Updates to district-wide policies can be tracked by following Board of Education meetings through WebSchoolTools, and any changes to the policies contained in this handbook will be made available on district and building websites. Please check the district website at https://www.dunklin.k12.mo.us/ frequently for the most updated versions of our policies, procedures, and other useful information.

If you have any questions, please contact your building principal for more information.

Public Notices and Policies

for Parent Reference

Notice that the district does not discriminate on the basis of race, color, religion, sex, national origin, ancestry or disability. ***Policy AC***

Notice that 1) the district does not discriminate on the basis of sex in its education programs or activities, including admission and employment, and that inquiries about the application of Title IX may be referred to the Title IX Coordinator or the U.S. Department of Education; 2) the name or title, office address, electronic mail address and telephone number of the district's Title IX Coordinator. **Policy ACA**

Notice describing the district's obligation to provide special education and related services to children ages 3 to 21. ***Policy IGBA***

Notice of the district's obligation to identify and provide education and assistance to students who are homeless, migratory and/or are learning English as a second language. ***Policies IGBCA, IGBCB, IGBH***

Notice on how to file a complaint regarding certain federal programs. ***Policy KLA***

Materials regarding earthquakes and safety measures that have been prepared by the Federal Emergency Management Agency, the state emergency management agency or by agencies that are authorities in the area of earthquake safety. ***Policy KB-1 AP1***
https://sema.dps.mo.gov/earthquake_preparedness/

If a school receives Title I funds, provide notice that parents can receive, upon request, information regarding whether the student's teacher is certified to teach in the grade levels and subject areas in which the teacher provides instruction ***Policy GBL***

A statement that the district's policy on student participation in statewide assessments is made available in the district's office for public viewing. ***Policy IL***

District and building accountability report cards, unless distributed in some other manner. ***Procedure KB-AP1***

Notice of the free and reduced price lunch eligibility guidelines, unless distributed to all parents in some other form. ***Policy EFB***

The district's procedure on how the district addresses past-due meal charges. ***Procedure EF-AP1***

Notice of district's nutrition standards for food brought by parents and students to be served during school hours. ***Policy ADF, Procedure ADF-AP1***

Information on MO HealthNet for Kids Program. ***Procedure KB-AP1***

A notice of rights under the Family and Educational Rights and Privacy Act (FERPA), a notice that the district will release the names, addresses and phone numbers of secondary students to military recruiters or institutions of higher education unless the parent/guardian notifies the district otherwise and a definition of "directory information" that the district will release without parental consent. ***Policy JO***

Notice of rights pursuant to the Protection of Pupil Rights Amendment (PPRA)
Policies JHC, JHDA, KI

Notice regarding the presence of asbestos and any inspections, re-inspections, surveillance, and response or post response actions taken. ***Procedure EBAB-AP1***

Notification of the content of the district or school's human sexuality curriculum and notification of the parent's right to remove the student from any part of the instruction. ***Policy IGAEB***

Notice regarding the district's requirement to teach students the characteristics of, and ways to identify, sexual predators; the safe and responsible use of the Internet, including the dangers of online sexual predators; the potential consequences of inappropriate texting and the importance of open communication with responsible adults regarding any inappropriate situation, activity, or abuse. ***Policy IGAEB***

Notify parents of students in grades 6-12 that there will be trauma-informed, developmentally appropriate training on sexual abuse provided to the students in inform the parents how to learn more about the content of the instruction and their right to have their student excused from the instruction. ***Policy IGAEB***

The web address of the Department of Elementary and Secondary Education's Trauma-Informed Schools Initiative to parents/guardians. *https://dese.mo.gov/traumainformed*

Notification that the district is required to provide military recruiters and institutions of higher education the names, addresses and telephone numbers of secondary school students unless the parents/ guardians or 18-year-old student submits a written request not to release the information without prior written consent. ***Policy JO,***

Notice regarding searches ***Policy JFG and JFCI*** when applicable

A copy of the discipline policy, which must ***Policies JFCF, JFCH, JFCJ, JG, JG-R1, JGA, JGE, JGF***

A copy of the district's bullying policy. ***Policy JFCF***

Notice that qualifying students may enroll in virtual courses offered in the Missouri Course Access Program (MOCAP). ***Policy IGCD***

A statement regarding the use of prescription or over-the-counter medicine. ***Policy JHCD***

A statement regarding the possession or use of CBD products or medical marijuana products. ***Policy JHCD***

If the district provides information on immunizations, infectious diseases, medications or other school health issues to parents/guardians of K–12 students ***Procedure KB-AP1***

Notice of the district's policy on use of electronic communication devices and audio and visual recording equipment. ***Policy KKB***

Notice of the district's policy on electronic communication between staff members and students. ***Policy GBH***

The district operates a preschool, daycare center, and/or nursery school, a notice stating the district must notify parents of children in those schools that they may ask if any child in the preschool, daycare, or nursery school has an immunization exemption on file. ***Policy JHCB***

Prior to November 1 of each year (perhaps in the handbook), each high school in the district will provide its students with information concerning occupations that have a critical need or shortage of trained personnel as provided by the State Board of Education. ***Procedure KB-AP1***

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

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

Missouri Department of Elementary and Secondary Education
Complaint Procedures for ESSA Programs
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Appeals
9. How will appeals to the Department be investigated?
10. What happens if the complaint is not resolved at the state level (the Department)?

1. What is a complaint?

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

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

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

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

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

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

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

[1] Programs include Title I. A, B, C, D, Title II, Title III, Title IV.A, Title V Revised 4/17-*[2]In compliance with ESSA Title VIII- Part C. Sec. 8304(a)(3)(C)*

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

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

A complaint filed with the Department must be a written, signed statement that includes: 1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
2. The facts on which the statement is based and the specific requirement allegedly violated.

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

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

The following activities will occur in the investigation:

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

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

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

9. How will appeals to the Department be investigated?

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

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

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