

2011-2012 SCHOOL YEAR

Miller 7-12 Student Handbook 2011-12



This handbook adopted by the Miller R-II School District Board of Education.

**MILLER Junior High and
High School Schedule
2011-12**

| PERIOD | TIME |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| 1 | 8:05-8:53 |
| 2 | 8:57-9:45 |
| 3 | 9:49-10:37 |
| 4 | 10:41-11:29 |
| <p>1st LUNCH: Grades 7th, 8th, and Business Technology, Spanish I, Fitness, Government, Life Skills, Novels</p> <p>LUNCH: 11:33-11:57 5th Period 12:01-12:49</p> | |
| <p>2nd LUNCH: 9th -12th Lunch</p> <p>LUNCH: 12:25- 12:49 4th Period: 11:33-12:21</p> | |
| 6 | 12:53-1:41 |
| 7 | 1:45-2:33 |
| 8 Home Room | 2:37-3:22 |

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Miller R-II Junior High and High School Mission Statement:

The mission of the Miller High School is to strive for excellence by ensuring all students learn and experience success.

Vision

Miller High School will be safe and orderly, where teachers teach and students learn for tomorrow, and teachers and students strive for continual improvement.

SCHOOL PHILOSOPHY

The Miller School District shall create partnerships with students, parents, teachers, businesses, and the community to provide quality educational experiences enabling students to reach their full potential and become healthy, productive citizens and life-long learners.

General Policies, Procedures, and Guidelines

BEFORE SCHOOL - AFTER SCHOOL

Junior high and high school students are not allowed in the school building before 7:40 a.m. Students are encouraged to not arrive until this time. At 7:40 a.m., students will be allowed in the Front Lobby of the School or in the Cafeteria. At 8:00 A.M., students will be allowed to go to their locker or visit any teacher's room for extra help in class.

Students are not to be on the school campus after 4:00 p.m. unless accompanied by a sponsor or participating in an athletic practice. All outside doors will be locked at 4:00 p.m. each day. Transportation arrangements must be scheduled accordingly.

DRIVING TO SCHOOL

Students who are legal drivers may drive to school with parental consent. The vehicle is to be operated in a safe and responsible manner at all times. Upon arrival at school, the vehicle is to be parked and students are to vacate the vehicle immediately. Students are not to occupy or drive their vehicle during the noon lunch period or during the school day. Students are to park in the student parking lot in a safe and orderly manner. Students are not to block another vehicle from entering or exiting the parking lot. Students are to display their assigned parking decal in their vehicle. Parking decals will be provided by the school. Students will register their vehicle in the Office. Failure to display decal, reckless driving, speeding, or any other unsafe driving/parking behavior may result in loss of parking privileges.

Students who are legal drivers and participate in the Miller School baseball or softball athletic teams will be permitted to drive their vehicle to and from baseball or softball practice, providing the appropriate form is completed and returned to the Office. Those students driving to and from practice will not be permitted to transport any other student to practice or back to school after practice.

CLOSING SCHOOL FOR INCLEMENT WEATHER

In case of bad weather, school cancellations will be broadcast over the local Springfield radio and TV stations. Announcements will usually be made by 6:00 a.m. Some of the radio stations are KWTO - KTTS - KGBX - KWFC. All Springfield network television stations will also carry the closing announcements. In addition the district will send automated messages via phone whenever possible.

HALL TRAFFIC

Students are not to be in the halls during class time without permission of their teacher or the Principal. No student will be excused from class without the proper permission from a teacher or the Principal. Students must have a student planner signed by their teacher to be in the halls or other areas of the school. Students are not to be released to parents unless they have first checked in at the Principal's Office.

PERSONAL APPEARANCE

Student dress can have a significant effect on learning and behavior. Clothing must cover the body sufficiently and avoid excessive attention or disruptions. Following are some specific guidelines:

1. A student should be clean and well groomed at all times.
2. Messages on body, clothing, jewelry, and personal belongings that are related to gangs, drugs, alcohol, tobacco, sex, vulgarity, or that reflects adversely upon a person because of their race, sex, color, creed, national origin, or ancestry are not permitted.
3. Clothing must cover the body sufficiently to avoid attracting excessive attention or causing disruptions. Students' shoulders and backs should be covered. Therefore, strapless tops, spaghetti straps, one-shoulder tops, T-shirts with the sleeves removed above the sleeve seam, tank tops with less than a 2 inch narrow straps or those with large arm opening should not be worn in school.
4. Undue exposure, such as bare midriffs, revealing necklines, and exposure of undergarments will not be considered in good taste and, therefore, will not be allowed.
5. Shorts or skirts length should be at fingertip length. Jeans with holes shall only be acceptable if the holes fall below the fingertip length.
6. For health and safety reasons, appropriate footwear must be worn at all times. Bare feet are not acceptable. Sandals are acceptable if they are adequately secured to the feet.
7. No caps or hats are to be worn in the school during school time.

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8. Sunglasses are not to be worn in the school building unless required by doctor's prescription.
9. Jewelry, chains, etc., that are disruptive to the educational process, or that could be considered dangerous and could injure someone if used as a weapon, or could be damaging to property, will not be permitted at school.

Any decision concerning questionable dress will be made by the administration. Student will be asked to change inappropriate clothing and be subject to the discipline policy.

CARE OF SCHOOL PROPERTY

Students will be held responsible for the proper care of all books, uniforms, supplies, and equipment furnished by them by the Miller School District. Students who deface, damage, or lose school property will be required to pay for the damage or loss and may be prosecuted.

Final grades and records will be withheld until the student returns uniforms, books, etc., in acceptable condition, and all charges are paid.

VALUABLES AT SCHOOL

Students, not the school, are responsible for their personal property. Personal property should be taken home after school and, when at school, kept locked in the student's personal locker. Sharing lockers is not allowed, except for certain cases determined by the Principal; too many items get lost. Be smart and take care of personal items by leaving them at home. These valuables include money, mp3 players, cell phones, cameras, radios, etc.

LOCKERS AND LOCKS

Each student will be assigned to a hall locker. It is the student's responsibility to use this locker to secure their valuables and keep the locker properly locked.

Lockers are to be kept clean and the contents arranged in an orderly manner. Please avoid using markers, stickers, adhesives, or any other items that can't be removed from the locker. Students will be held accountable for the damage to their locker. If, for some reason, a student needs to change lockers, the change will be made by the Principal's Office. Lockers are property of the school and may be inspected at any time. Students are not to change lockers without the permission of the Principal.

DRUG DOG GUIDELINES

1. The Drug Dog will be used to monitor the Miller R-II District buildings at periodic times determined by the Principal(s) or Superintendent.
2. Only the Principal(s)/Superintendent will know when the Drug Dog will be used.
3. The Drug Dog will be used to check the following areas in each of the district's facilities:
 - a. Hallway Lockers
 - b. Locker Rooms
 - c. Restrooms
 - d. Vehicles on parking lot
 - e. Classrooms
4. If the dog indicates that students have drugs in their possession, those students, and ONLY those students, will be questioned by the Principal(s)/Superintendent/Law Enforcement individuals in the office of the Principal.
5. Students found in violation (having drugs in their possession, in their locker, or in their vehicle) will be suspended from school until the next regular scheduled Board of Education meeting.

LOST AND FOUND

All found articles should be turned in to the Principal's Office. Please check with the office if you have lost an item. We will assist you in finding the lost item. Placing the owner's name on every article brought to school may minimize the loss of property.

DANCES AT MILLER JUNIOR/SENIOR HIGH SCHOOL

Junior high students will not be allowed at high school dances. High school students will not be allowed to attend junior high dances.

1. All admission charges will be paid at the door.
2. No shoes of any type will be allowed on the gym floor.
3. No one will be re-admitted once they leave the building.
4. Dates who do not attend Miller must be signed on the Date List before the end of school on Friday, at least 5 school days in advance.
5. Dances will last a maximum of 3 hours and not later than 12:00 midnight.
6. All students must be admitted during the first 15 minutes of the dance, unless prior arrangements have been made with the Principal.
7. Students not following school rules or using drugs or alcohol will be barred from all dances. Parents will be contacted and law enforcement officials may also be contacted. The discipline policies will be enforced.
8. Dates are the responsibility of the student signing them up. If a date causes a problem, the student signing them up will be barred from future dances.
9. Teachers will be asked to help supervise at least one dance during the year.
10. Other rules and guidelines may be added by the administration as the need arises.

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FIELD TRIPS

All students must submit a signed parental consent form prior to participating in any field experience or extra-curricular activity. No verbal permission via telephone will be accepted.

ASSEMBLIES

Everyone, during their lifetime, will be a member of many varied audiences. We believe the school assembly offers an opportunity for the development of correct attitudes and conduct that will be of value throughout life. In all situations of this nature, common courtesy demands that students listen with respect and an appreciative attitude. Assemblies will be held throughout the school year. The procedure at all assemblies will be as follows:

- Students will be accompanied to the gym by their teacher.
- Students will sit with their teacher in a designated area.
- The organizer of the assembly will make announcements and present the program.
- Any student causing a problem of any kind will be disciplined.

LEAVING SCHOOL GROUNDS

Students are not to leave the building or campus without permission. This includes the class breaks and the lunch period. Students who leave school before their usual dismissal time must first get approval from the Principal or office staff, and have parent permission by phone and note, and sign out. Students who are ill or injured must report to the Office before it is permissible to leave the building. Students bringing notes will require telephone verification prior to being allowed to leave.

In all cases the student is not to leave the school grounds without first obtaining permission from the Principal's Office. Parents should be notified prior to a teacher taking any student from school property. The building principal shall also be notified prior to a teacher taking any student from school property. A school staff member shall take no student from the school property without the proper documentation first being filed with the Principal's Office.

CUSTODY OF STUDENT

Students will not be released to the custody of anyone except their parent or legal guardian unless specific written instructions by the parent/guardian have been provided.

EARLY RELEASE

Any parent who picks up their child early must report to the Principal's Office to complete the necessary paperwork. Unless permission is received, students will only be released to parents/guardians. Attendance is important to your child's achievement. Please do not allow your child to miss school unless illness or an extreme emergency situation exists.

VISITORS

Parents and guardians are encouraged to visit the school during school hours. All visitors are required to notify the Principal's Office upon their arrival to the school and obtain a Visitors Badge that must be displayed throughout the visit. Any person of school age, or younger, will not be permitted as a guest during regular school hours and will be asked to leave by the Administration. Students will not be allowed to have visitors attend classes or loiter in, or around, the school building.

CHANGE OF ADDRESS AND/OR TELEPHONE

Students moving during the school year should report such changes to the office immediately. In order to keep the office file up to date, it is necessary to have students' current mailing address and telephone numbers.

MOVING, TRANSFERRING, DROPPING

Students considering dropping or transferring should visit with the Guidance Counselor. Those students desiring to transfer to another system, or withdrawing from Miller R-II School, should obtain a Student Withdrawal Form from the Guidance Counselor and check out through the Principal's Office. This will clear your school records so that student records may be sent to other schools. A parent or legal guardian must accompany students at the time of withdrawal.

GUIDANCE AND COUNSELING

The objective of the Guidance and Counseling Department is to help students with their educational, vocational, and personal problems. These services are provided for all students. The Counseling Office is eager to assist teachers and administrators as we work together to serve the needs of the school and community.

Parents are encouraged to visit the Counseling Office at any time. It is desirable that all counseling interviews be private and, when possible, scheduled in advance. In the counseling situation an attempt is made to help the student understand themselves and their problems, and to make intelligent, realistic decisions.

Guidance and Counseling Confidentiality Statement:

Anything that you discuss with the counselor will be held in total confidence unless

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information is disclosed about plans to harm ones-self or someone else, abuse is indicated, or illegal action is being planned. By law, these things must be reported, investigated and proper action taken.

TRANSCRIPT INFORMATION

Students' permanent records are maintained in the Principal's Office. The secretary serves as custodian of the records. The Principal, as well as the custodian, has freedom to access all records. In accordance with the Family Educational Rights and Privacy Act, records are disclosed only to those listed under 99.31. Parents wishing to inspect their student's records should contact the custodian. Miller R-II School District has the right, under this act, to transfer transcript information to another educational facility upon request without parent signature.

RELEASE OF DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act allows for the release of directory information, in regards to certain student data, unless there are parental objections. The Miller R-II School District considers the following information to be directory information: Name, Address, Telephone Number, Date of Birth, Parent/Guardian Names, Height, and Weight. If there is any objection to the release of the listed information to outside sources, please contact the Principal's Office.

STUDENTS IN NEWSPAPER, WEBSITE, ETC.

The school may send pictures or newsworthy items to local newspapers. Additionally, student pictures or activities may be posted on the school's web site. If a parent wishes for his or her child to NOT be included in this type of public forum, the school must be notified in writing.

ACCIDENTS

Any accident occurring on school property, or during a school-sponsored activity, should be reported immediately to the individual in charge of the activity or group. The individual responsible for the activity or group must complete an Accident Report Form and report the accident to the Principal as soon as possible.

INSURANCE

ALL STUDENT ATHLETES ARE REQUIRED TO BE COVERED BY AN APPROVED INSURANCE POLICY.

EMERGENCY DRILL PROCEDURES

Will be posted in each classroom and reviewed by the classroom teacher.

PUBLIC DISPLAYS OF AFFECTION

Any display of affection, including holding hands in the school building or on the school grounds during regular hours, will not be permitted from the time of arrival until time of departure when school is in session

ELECTRONIC DEVICES

CD players, MP3 players, computerized games, laser lights, electronic devices, digital cameras etc., should be left at home unless required for a class—the school will not be responsible for lost electronic items. In addition, these items should not be present at anytime during class or in the hallways. First violation will result in item being confiscated by school personnel and kept in the school office. Student may pick up the item at the end of the day. Second violation will result in the item being confiscated and only returned to the parent. Further violations will be handled in accordance to the School Discipline Policy.

USE OF THE TELEPHONE/CELL PHONES

The telephones in the various offices are for school business calls and for emergencies only. No calls are to be made during class, and no long distance calls are to be made by students. The Office will take care of messages for the students. Students will not be called to the telephone during class time, except in the case of an emergency.

While cell phones are important to many students to communicate with parents, they can also be very disruptive to the learning environment. Therefore, students are **NOT** to use cell phones during the school day without special permission. Cell phones must be turned off and put away. If a student is handling the phone, it is assumed the phone is being used for calls or messages and discipline procedures will follow. If a student needs to call a parent, cell phones may be used in the cafeteria during breakfast and lunch only. Otherwise, the student must have permission from the office.

MESSAGES

The office will not get students out of class or deliver messages to a student in class unless an emergency exists. Parents or guardians may request that messages be sent to their child. These will be handled by the Principal's Office only.

Inappropriate Use of Electronic Devices: This offense is divided into two categories

A. Class I Inappropriate Use of Electronic Devices:

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The act of using of electronic devices to record **confidential** ***events** involving faculty, staff or other students which occur on school property OR **possessing** lewd or inappropriate images or pornography on an electronic device at school is a violation.

*This would include **making videos of fights** in school or other acts prohibited by the school disciplinary code.

B. Class II Inappropriate Use of Electronic Devices:

The act of **recording, distributing and/or displaying** video, sound, pictures and/or other recordings of confidential ***events** involving faculty, staff or other students which occur on school property. **In addition this violation includes the creation and distribution of lewd or inappropriate images or pornography.**

*This would include **making videos of fights** or other acts prohibited by the school disciplinary code in school and distributing them.

Discipline:

A. Class I Inappropriate Use of Electronic Devices

1st 1-2 days OSS

2nd 2-10 Days OSS

B. Class II Inappropriate Use of Electronic Devices

1st 2-10 Days OSS

Cell phone possession or use in the classroom

1. Cell phone confiscated until the end of the day (returned to parent)
2. Cell phone confiscated for one week (returned to parent)
3. Cell phone confiscated (returned to parent). Student will be subject to additional discipline and consequences per Student Discipline Policy.

In all cases listed above, students are expected to turn in their cell phone to a teacher or staff member upon request if the student possesses the cell phone in the classroom. Failure to do so can result in ISS – In school suspension, Detention, or out of school suspension for disobedience and/or disrespect.

LUNCHROOM REGULATIONS

The lunchroom must be kept neat and clean in order for lunch to be pleasant. Every student must do his/her part to clean up after eating. After lunch is completed, students are to remain in the lunchroom area. The following rules must be observed:

1. Take lunchroom trays and litter to the disposal window after eating.
2. Breaking into the lunch line or saving places in the line is unfair to other students and will not be allowed.
3. Excessive noise in the lunchroom is to be avoided. Lunch will be divided into two periods. Students that bring their lunch are expected to eat in the cafeteria. Lunch and breakfast tickets may be purchased.

A family may make application for the Free and Reduced Lunch and Breakfast program.

All students are to remain in the cafeteria area during the lunch period. Students are not to use their lockers during lunch periods.

The juice and pop machines may be used only during the lunch period. They may, however, be turned on and off as administration sees fit.

OPEN CONTAINERS IN SCHOOL

Students are not allowed to have in their possession, or in their lockers, "Opened Containers" of any description during school hours. This means all cups, plastic containers, or any canned drinks are not allowed in the building in the possession of students or in student lockers during school hours. However, students may have water or sodas in plastic bottled drinks before or after school.

Academics, Graduation Requirements, Attendance Policy

ACADEMICS

The primary purpose of Miller R-II Schools is to provide the student with the best learning environment and opportunities possible. We

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encourage students to do their best in school and take advantage of the numerous opportunities available. Much depends on the learning habits and self-discipline we develop in our junior high and high school years. We encourage students to take a rigorous and challenging academic schedule, but not to forget the opportunities provided through the elective curriculum at Miller R-II.

WALL OF FAME CRITERIA

A student must meet the following criteria to be eligible to be added to the Wall of Fame:

1. ACT score of at least 28 or SAT equivalent.
2. Cumulative GPA of 4.00 or higher on the weighted scale at the conclusion of the 8th semester.
3. Class rank in top 3.

GRADING SYSTEM

Progress Reports are issued every 4 ½ weeks. Grade Cards will be issued at Nine Weeks (Quarter) and at the Semester. Letter grades are used to designate a student's progress. Semester grades for high school credit are sent after 18 weeks. All students will receive Progress Reports, Quarter Grades and Semester Grades. The following grading system has been established by the Miller School District:

A = Superior

B = Above Average

C = Average

D=Below Average

F=Failing

95-100=A

90-94=A-

87-89=B+

83-86=B

80-82=B-

77-79=C+

73-76=C

70-72= C-

67-69=D+

63-66=D

60-62 =D-

Below 60=F

PROGRESS REPORTS

All grades reported during the course of the semester are cumulative in nature. Students will receive a 1st Quarter Grade and a 2nd Quarter Grade. **The semester grade is NOT an average of the two quarters but a reflection of total points.** The first quarter grade reflects the first 9 weeks, the second quarter grade reflects the second nine weeks, and the semester grade reflects 18 weeks plus the semester final. Progress reports will be sent home with each student at the end of 4 ½ weeks, 9 weeks, 13 ½ weeks. Grades will be mailed home at the end of each Semester. Students will also chart their own grades during Home Room. Students will bring their Grade Charts home each week for parents to review and sign. Grade Charts will be an integral part of each student's Home Room Grade.

SEMESTER FINALS

All students will take Semester Finals except students that are exempted. The principal will announce the final exam schedule at least four weeks prior to the end of the semester. Students should make every effort to take final exams at the designated times. Any exceptions must be submitted in writing to the Principal for approval. **Final exams are to be administered in all high school classes to ALL students regardless of their grade at the close of the semester.**

SEMESTER FINALS EXEMPTIONS

Students are exempt from the Semester Finals if they meet the following criteria:

A Letter Grade of a "C" or better and Perfect Attendance

A Letter Grade of a "B" or better and no more than 2 absences.

A letter Grade of an "A" or better and no more than 4 absences.

CORRESPONDENCE COURSES/SUMMER SCHOOL POLICY

A maximum of 2 units of credit can be earned through correspondence courses with a limit of ½ units per semester. All course work must be completed and results received before a diploma can be issued. Students may earn 1 unit of credit recovery during summer school. Correspondence courses and Summer School credit will be considered when determining a student's eligibility for extra-curricular activities. Grades earned during the regular school session and summer school will be considered when determining eligibility.

If you are planning to attend one of the Missouri public four-year colleges or universities, you should complete at least the 16-unit minimum core for admission. Some colleges and universities may require even more than the 16-unit core (see the Guidance Counselor for additional details).

Southwest Area Career Center

Juniors and seniors may attend the Area Career Center in Monett. An established selection process will be followed. The criteria for student to be selected to attend SWACC includes the following criteria: Attendance record, disciplinary record, test scores, academic record, and graduation status.

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GRADUATION REQUIREMENTS

To graduate from Miller High School, a student must have the following requirements of credits earned:

| Course | Grad Year | 2012 | 2013 | 2014 | 2015 |
|---------------------------|------------------|-------------|-------------|-------------|-------------|
| English - I, II, III, and | | | | | |
| 1 English Elective | | 4 | 4 | 4 | 4 |
| Am History | | 1 | 1 | 1 | 1 |
| Am Government | | 1 | 1 | 1 | 1 |
| World History | | 1 | 1 | 1 | 1 |
| Science including Biology | | 3 | 3 | 3 | 3 |
| Math | | 3 | 3 | 3 | 3 |
| Practical Arts | | 2 | 2 | 2 | 2 |
| Physical Education | | 1 | 1 | 1 | 1 |
| Fine Arts | | 1 | 1 | 1 | 1 |
| Health | | 1/2 | 1/2 | 1/2 | 1/2 |
| Computer Literacy ½ | | ½ | ½ | ½ | |
| Personal Finance | | 1/2 | 1/2 | 1/2 | 1/2 |
| Electives | | <u>9.5</u> | <u>9.5</u> | <u>9.5</u> | <u>9.5</u> |
| Total Credits | | 28 | 28 | 28 | 28 |

Students must have passed the United States and Missouri Constitution tests.

Students enrolled in SWACC will have 2 units of electives waived for each year of attendance.

Fine Arts must be Art and Music.

Practical Arts are Industrial Arts, Business, and FACS, Vocational Agriculture, or SWACC classes.

A student will not be permitted to participate in graduation exercises if he/she has not attained the needed credits toward graduation as outlined by Board of Education policy.

SWACC (Southwest Area Career Center): Students attending SWACC earn 1.5 Practical Arts or Elective Credits per semester with a passing grade. If a student passes their enrolled SWACC class, one elective credit per year will be waived due to class opportunities being missed during drive time.

COLLEGE PREPARATORY CERTIFICATE

| | |
|--------------------|------------------------------------------------|
| English | 4 units |
| Social Studies | 3 units |
| Math | 4 units |
| Science | 3 units |
| Practical Arts | 1 unit |
| Physical Education | 1 unit |
| Fine Arts | 1 unit |
| Foreign Language | 0 units (none required but highly recommended) |
| General Electives | 7 units |
| Personal Finance | ½ unit |
| Health | <u>½ unit</u> |
| Total units | 25 units |

Must have a 3.0 G.P.A.

9-12 Attendance Rate of 95%

Score above the National Average on the ACT (21 or above)

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Academic Class Rank

In the interest of encouraging and recognizing outstanding academic achievement, a Valedictorian and Salutatorian shall be selected for each high school graduating class. The Valedictorian and Salutatorian shall be selected according to the following procedures:

1. The Valedictorian shall be the student with the highest grade point average as computed at the end of Seven Semesters of high school work.
2. The Salutatorian shall be the student with the second highest grade point average as computed at the end of Seven Semesters of high school work.
3. In case of a tie for Valedictorian, Co-Valedictorian shall be honored.
4. In case of a tie for Salutatorian, Co-Salutatorian shall be honored.
5. To be eligible for Valedictorian or Salutatorian honors, students must have attended the Miller R-2 School District for his/her final four semesters.
6. To be eligible for Valedictorian, Salutatorian, and top ten class rank honors, a student must have a minimum of seven semesters of attendance of an accredited high school.
7. Class Rank shall be based on the student's grade point average at the end of the seventh semester of an accredited high school. Only classes with ½ unit per semester or more shall be considered in determining a student's grade point average.

WEIGHTED GRADING SCALE

1. When calculating GPA, the weighted classes shall receive one (1) bonus point on a 4-point scale.
2. The weighted classes are:

| | |
|------------------------|---------------------------|
| College Algebra | Geometry |
| Chemistry I | Biology II |
| Algebra II | Trigonometry/Pre-Calculus |
| English (College Prep) | |

NATIONAL HONOR SOCIETY SELECTION PROCEDURE

1. The NHS figures the cumulative GPA for students in grade 10-12 in the spring.
2. **The following scale is used in figuring GPA:**

| | | | | | |
|-----------|--------------|-----------|-------------|-----------|-------------|
| A | 4.00 | A- | 3.67 | | |
| B+ | 3.33 | B | 3.00 | B- | 2.67 |
| C+ | 2.33 | C | 2.00 | C- | 1.67 |
| D+ | 1.33 | D | 1.00 | D- | 0.67 |
| F | 0.001 | | | | |
3. If the student has at least a 3.50 as figured in Step 2, he/she is given an activity sheet to fill out. This activity sheet is then sent to the faculty council—the NHS sponsor and a five-member committee appointed by the Principal. If the student does not have at least a 3.50 GPA as figured in Step 2, nothing is sent to the faculty council.
4. Each faculty council member fills out a rating sheet for each student based on the activity sheets and their own acquaintance with the student. If the activity sheet is not returned, the student is not considered further.

Using the following scale (5 = Excellent, 4 = Superior, 3 = Average, 2 = Below Average, and 1 = Poor), the students are rated on character, service, and leadership. There are 75 points possible with 65.0 being considered a positive evaluation.
5. The selection of each member to the chapter shall be by a majority vote of the faculty council.
6. If the student is not selected for membership, he/she is given a composite-rating sheet showing the areas in which he/she is strong and those in which he/she is weak.
7. According to the Chapter Constitution, Article X, Section 2, members who fall below the standards which were the basis for their selection shall be promptly warned in writing by the Chapter Advisor and given a reasonable amount of time to correct the deficiency, except that in case of flagrant violation of school rules or civic laws a member does not necessarily have to be warned.
8. After receiving a warning letter, the student has one semester in which to correct his/her deficiency or deficiencies. If, during that time he/she fails to do so, he/she is dismissed from the National Honor Society. A member will only be allowed one warning. As stated in the Chapter Constitution, Article VIII, Section 7: "Members who resign or are dismissed are never again eligible for membership or its benefits." This section of the Constitution also applies to leadership, character, and service.

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NATIONAL JUNIOR HONOR SOCIETY SELECTION PROCEDURES

1. The NJHS sponsor figures the cumulative GPA for students in grades 7-9 in the spring.
2. The scale used in figuring GPA is the same as for NHS.
3. If the student has at least a 3.50 GPA as figured in Step 2, he/she is given an activity sheet to fill out. This activity sheet is then sent to the faculty council (the NJHS sponsor and a five-member committee appointed by the Principal). If the student does not have at least a 3.50 GPA as figured in Step 2, nothing is sent to the faculty committee.
4. Each faculty council member fills out a rating sheet for each student based on the activity sheets and their own acquaintances with the student. If the activity sheet is not returned, the student is not considered further. Using the following scale (5 = Excellent, 4 = Superior, 3 = Average, 2 = Below Average, and 1 = Poor) the students are rated on character, service, leadership, and citizenship. There are 90 points possible with 72.0 being considered a positive evaluation.
5. The selection of each member to the Chapter shall be by a majority vote of the faculty council.
6. If the student is not selected for membership, he/she is given a composite-rating sheet showing the areas in which he/she is strong and that he/she is weak.
7. According to the Chapter Constitution, Article X, Section 2: "Members who fall below the standards which were the basis for their selection shall be promptly warned in writing by the Chapter Advisor and given a reasonable amount of time to correct the deficiency, except in the area of flagrant violation of school rules or civic laws a member does not necessarily have to be warned."
8. After receiving a warning letter, the student has one semester in which to correct his/her deficiency or deficiencies. If, during that time he/she fails to do so, he/she is dismissed from the National Junior Honor Society. A member will only be allowed one warning. As stated in the Chapter Constitution, Article VIII, Section 6: "Members who resign or are dismissed are never again eligible for membership or its benefits." This section of the Constitution also applies to character, service, leadership, and citizenship.

ORGANIZATIONS/CLASS OFFICERS

To be an officer of a class or organization, a student must meet the following criteria:

1. The student must be a good school citizen.
2. The students must not have any failing grades during the current semester or previous semester.
3. The student must have a GPA of at least a C-.

7TH AND 8TH GRADE RETENTION POLICY

Retention shall be used as a positive educational method of helping a student better succeed in his/her schoolwork. Retention is the repetition of an unsuccessful grade level.

1. Students in 7th and 8th Grade will be required to pass **6 of their 8 Core Classes (English, Math, Science, and Social Studies)**
2. Students in 7th and 8th Grade will be required to pass **10 of their 16 classes in which they are enrolled in.**

Students in 7th and 8th Grade that fail to meet the above grade requirements will be required to:

- A. Repeat their current Grade Level or
- B. Appeal to the Student Retention Committee

INCOMPLETE GRADE POLICY

No incompletes will be given on grade reports. In the event work is incomplete due to a medical emergency, the student will be allowed to complete work in a timely manner, and his or her grade will then be changed to reflect the learning that has been demonstrated.

SENIOR ATTENDANCE FOR GRADUATION

Graduation ceremonies are a celebration of the culmination of a student's progress through their high school academic program of studies. In order to receive the honor and recognition for these studies, students must maintain good attendance to participate in graduation ceremonies. Seniors are eligible to attend the graduation ceremony if they have:

1. **Maintained at least 95% attendance**
2. **Completed all credits necessary for graduation**
3. **Acted as a good citizen with no serious disciplinary incidents involving drugs, alcohol or persistent and on-going disruption to school**
4. **Settled all accounts due with the school office.**

ATTENDANCE POLICY FOR 7TH THROUGH 12TH GRADES

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A. In order to receive maximum benefit from the educational opportunities offered at Miller 7-12 School, all students are expected to attend school regularly. Poor attendance is the greatest contributing cause of failure. Conversely, students who have good attendance generally achieve higher grades, enjoy school more, and are much more attractive to prospective employers after completing school. Lifelong habits, which will follow students throughout their professional and personal lives, are being formed by school attendance. Cultivating the habit of regular school attendance is a shared responsibility between the school, the parents, and the student. The following guidelines, concerning school attendance, have been established by the Miller R-2 Board of Education.

Parent and guardians have the responsibility of notifying the school when a pupil is absent giving the reason for the absence. Upon returning to school, the student must check in at the principal's office with a note to clarify absence. The note must be signed by a parent or guardian. Permits to re-enter class must be presented to and signed by the first hour teacher. The first hour teacher will keep the permit and return it to the office. A doctor's note that states that the student was unable to be at school, will be labeled "medical" and those days will prove extenuating circumstances. College visits require documentation that is received in the counselor's offices. The only absence that is not recorded is for school-sponsored activities. Students are not marked absent for these times; however, the sponsoring teacher should give at least a two-day notice in written form to the principal when any student will be out of class due to a school activity. **These students should arrange to make up work missed prior to leaving for the activity.**

Miller 7-12 does not differentiate between excused and unexcused absences. All absences will count against the total number of absences allowed per semester. Work missed during an absence must be made up by the student. The student must make the request for make-up prior to or on the day that he/she returns to class, not days or weeks later. A missing assignment will be recorded against any absence until satisfactory make-up work has been completed. **Students will have one day to make-up work for each day missed.** Students who are truant will not be allowed to make up any work.

- The student will be allowed to make up their work for the first 10 absences per class per semester
- Once a student has accumulated 11 absences per class, the student will not be allowed to make up any work unless preapproved by the Principal or due to a death in the family or a specific Doctor's note.
- Students who exceed (10) allowed absences will receive grades of FA (Failure due to absences) for assignments given on any day absence over ten.

Below is the process that the schools will take to ensure parents are contacted about student's absences.

- 3rd Absence – Letter Home from School Office
- 5th Absence – Principal-student Visit, or Principal-Parent Conference
- 8th Absence – Letter Home from School Office
- 10th Absence – Letter Home from School Office

The school counselor may contact the Department of Family Services or Prosecuting Attorneys in reference to Educational Neglect for any student with excessive absences.

COMPULSORY ATTENDANCE

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

167.031 School Attendance Compulsory -- Who May Be Excused

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

MAKE-UP WORK POLICY

If a student is absent the day an assignment is made, he/she will be given one (1) class days (beginning with the first day back) for each day absent to complete and hand in the material. Extenuating circumstances, such as extended illness, will be dealt with by the teacher and principal on an individual basis. All work must be turned in at the beginning of the period for that subject when the student returns to school.

Student absences falling on the day of a scheduled test or advance assignment shall be treated in the following manner:

1. The test shall be taken by the student the first day he/she returns to school.
2. Advance assignments are due the day the student returns to school. The responsibility for securing and doing any missed assignments lies with the student.
3. Any student who has been assigned to Out-Of-School Suspension/Expulsion will be permitted to make up any work that the student request at 75% of the deserved grade. The student will be given (1) class days (beginning with the first day back) for each day absent due to the Suspension.

TARDINESS

Students who are late to class will be required to come to the office to receive an admit slip to class.

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1. Tardies will be recorded by Quarter. Six Tardies will be permitted each quarter (that is the total for all classes, NOT 6 in each class. The Office will record each Tardy and excessively tardy students will be subject to the following:

| | |
|---------------------|---------------------------------------------------------------------|
| Sixth Tardy - | Referral to Principal: Principal Conference and Parent Notification |
| Seventh Tardy- | Referral to Principal: ASD |
| Eighth Tardy- | Referral to Principal: 2 days of ASD |
| Ninth Tardy - | Referral to Principal: Friday Evening School |
| Additional Tardies- | Referral to Principal: OSS |

IMMUNIZATIONS

Each student must be immunized in accordance with public school laws. State law regarding immunization of students attending school is as follows:

It is unlawful for any student to attend school unless the child has been immunized against polio, diphtheria, measles, rubella, and hepatitis B series or unless exemptions have been signed by a physician or parent and filed with the school. All students must have current immunizations and have a current immunization record on file prior to admittance to Miller R-II School District. If there are any questions, please contact either the Principal's Office or the School Health Director.

MEDICATIONS AT SCHOOL

ADMINISTERING MEDICATION TO STUDENTS AT SCHOOL

If under exceptional circumstances a student is required to take medication during school hours and the parent cannot be at school to administer the medication the school nurse will determine the safest, most effective administration of that medication. The parent/guardian must provide medication, and licensed prescriber order. The school district shall not knowingly administer medication that exceeds recommended daily dosage as indicated by the Physicians Desk Reference.

1. The School will not give the 1st dose of any new medication.
2. Only oral medications will be given, except in an emergency situation.
3. Prescription and Non-Prescription medication to be taken by a student while at school must be delivered to the school in the current prescription bottle or the original container, by the parent. Medication will not be accepted when the student brings it in. A signed and dated medication form must be completed by the parent and the physician. Any unused medication will be discarded after 10 days if not picked up by a parent. Medication will not be sent home with the student or the bus driver.
4. Any changes in types of drugs, dosage and/or time of administration shall be accompanied with a written request and a newly labeled container.
5. In the administration of medication, the school employee shall not be deemed to have assumed to himself/herself any legal responsibility other than acting as a duly authorized employee of the school district.
6. Self-medications. Junior and senior high may be allowed to self administer medications when the following criteria are met:
 - a. The authorized prescriber and the parent request are on file.
 - b. The school nurse and the parent agree to the conditions under which the student may self-administer.
 - c. The initial self-administer dose is observed by the school nurse.
 - d. The school nurse is assured that the student can:
 1. Identify the medication
 2. Know the reason for the medication
 3. Be aware of proper time to administer medication.
 4. Know possible side effects of the medication.
 5. The parent, student, school administration and the school Health director agree on proper storage.

QUESTIONS REGARDING THE MEDICATION POLICY MAY BE DIRECTED TO THE PRINCIPAL OR THE SCHOOL HEALTH DIRECTOR.

EXTRA-CURRICULAR ACTIVITIES

The extra-curricular activities shall be managed in such a manner as to bring out the maximum benefits of the activities, with a minimum of interference with the regular program. It shall be the Principal's responsibility to determine the activities to be carried on, in accordance with the present regulations of the Board of Education.

The Miller R-II School District strictly enforces the MSHSAA academic standards as guidelines for extra-curricular activities.

CITIZENSHIP CONCERNING STUDENT ACTIVITIES

Included in good citizenship is regular and punctual attendance, which promotes the best interest of the school.

A single breach of conduct of a student either in or out of school or while participating in any activity may result in permanent suspension from that activity, and possibly from school.

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Attendance in school is one of the requirements of the MSHSAA and is essential for good education. If a student misses class on the date of a contest without being excused by the Principal, he/she will not be considered eligible on that date.

ELIGIBILITY FOR SCHOOL ACTIVITIES

Miller R-II School is a member of the Missouri State High School Activities Association (MSHSAA) and the Spring River Valley Conference. To participate in activities with other schools, or any school activity taking place beyond the normal school day, a student must meet the guidelines set forth by MSHSAA and the Miller R-II Board of Education. Eligibility to participate in school activities is a privilege and not an inherent right.

Each coach or sponsor will review the eligibility standards and procedures with students during the first week of practice for each activity. Coaches and sponsors will also maintain a copy of the standards and procedures to be reviewed when requested by a student or parent. All students who intend to participate in a MSHSAA sanctioned activity must complete the following procedures, unless otherwise indicated by MSHSAA guidelines.

1. Pass a physical examination.
2. Obtain written permission to participate from their parent or legal guardian.
3. Have, and show proof of, insurance.
4. Submit to Random Drug testing.

These conditions must be met before a student will be allowed to participate in the first practice.

In order to participate in any interscholastic competition or extra-curricular activity offered by the Miller R-II School District, a student must meet all eligibility requirements of MSHSAA and the Miller R-II School District.

1. Students must be credible citizens. Students whose character or conduct is such as to reflect discredit upon themselves or their schools are not considered credible citizens.
2. Students must attend the complete school day of a game or activity. If a student misses class on the date of a contest or activity without being excused by the Principal, he/she shall not be considered eligible on that date.
3. A student will not be considered eligible while serving Out-Of-School Suspension.
4. A student must meet the MSHSAA requirements of current enrollment, and regular attendance, of courses that offer a total minimum of 3.00 units of credit, and the passing of 80% of the credits enrolled in during the previous semester.
5. A student receiving his/her third (3rd) suspension, In-School and/or Out-Of-School, shall be declared ineligible to participate in any extra-curricular activity for the remainder of the semester.
6. Eligibility for School Activities –
 - MSHSAA Standard – Eligible to play with 1 F grade
 - Miller Standard – Eligible to play with 1 F grade
7. After each semester the High School Principal and Athletic Director will determine the students who are eligible and ineligible based on the MSHSAA standards.
8. Students must follow any additional rules set by the coach or sponsor.

GOOD SPORTSMANSHIP ENCOURAGED

All school personnel shall encourage and display good sportsmanship and require good sportsmanship of all students who represent the school in activities. Any student or spectator who refuses to conduct himself/herself in a reasonable manner at a school activity may, at the discretion of the Board of Education, be barred from further attendance of any/all activities for a period of one year.

SCHOOL SPIRIT

School spirit is a necessary component to enjoy a full school experience. It is divided into three categories:

1. Courtesy toward teachers, fellow students, guests of the school, and the officials of the school athletic event.
2. Pride in everything our school endeavors to accomplish and has accomplished.
3. Sportsmanship - the ability to act gracefully toward your opponents, referees, officials, coaches, and other people whether your team wins or loses a contest. Students are expected to demonstrate appropriate school spirit.

SCHOOL FUNCTIONS AND EVENTS

Any student attending a school function or event is required to leave the premises upon their departure from the event or function. They must leave the school property. Students will not be allowed to pay again and return to the school function or event.

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High School
Code of Student Conduct***

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DUE PROCESS

Due Process means fair treatment under the law and is guaranteed to all citizens by the United States Constitution. When considering serious punishment such as school detention, corporal punishment, or suspension, the Principal will take the following steps in order to protect the student's due process rights.

1. Students will be given notice of the charges against them.
2. Students will have the opportunity to present their side of the story.
3. An explanation of the evidence will be given if the student denies the violation.
4. The student may appeal the decision successively to the Principal, Superintendent, and finally, the Board of Education.

Appeal process will be in the following order

1. Less than 3 days O.S.S. – No appeal
2. 3-10 days O.S.S. – Appeal only to the Superintendent
3. 10 or more days O.S.S. – Appeal to the Superintendent and then the Board of Education.

PRIVACY RIGHTS OF STUDENTS AND PARENTS

In developing and carrying out discipline policies, Miller High School will make every effort to respect the privacy of parents and students. School personnel will be cognizant of these rights and will exercise caution in potential cases of search or seizure, and of cases in which law enforcement officials may be involved. The Miller R-II School District will also adhere to the provisions of P.L. 90-247 Privacy Rights of Parents and Students in maintaining records about discipline

DISTRICT-PROVIDED TRANSPORTATION REGULATIONS

Riding the bus is a privilege. Students must follow rules of proper conduct for the safety of themselves and others. Buses are allowed to stop only at regular route stops to load or unload children. Unauthorized stops are not allowed unless approved by the Director of Transportation. It is the parent's responsibility to see that their children are at assigned bus stops.

Rules and Regulations

1. Do not stand in the roadway while waiting for the bus.
2. Be on time. The bus will not wait for you.
3. The students shall respect and obey the bus driver.
4. Students will behave and follow the rules just as if they were at School.
5. Students will not tamper with bus or equipment.
6. Stay in your seat and keep all body parts and objects in the bus.

THE ADULT RULE

Students are to obey any adult employed by the school. When an administrator, teacher, secretary, nurse, cook, custodian, or any other school employee asks you to do something or to stop doing something, you are to obey. Respect for authority includes following instructions to the best of your ability and as quickly as possible. When an adult is speaking to you, stop what you are doing and listen until the adult is finished.

STUDENT CONDUCT

One of the most important lessons education teaches is discipline. While it does not appear as a subject, it underlies the entire educational structure. It is that training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people.

Students at Miller R-II Junior High and High School are expected to conduct themselves appropriately and obey rules at all times. In an effort to insure a safe and pleasant learning environment for all, Miller R-II Junior High and High School students are expected to:

1. Show respect for self, other students, and ALL adult staff members at all times. Always speak in a respectful tone of voice (loud talking and obscene language will not be permitted). Refrain from running, playing, or making excessive noise in the halls.
2. Be regular in attendance and punctual to school.
3. Attend all classes, arriving on time.
4. Be prepared for class. Bring all materials needed and an eagerness to learn to each class with you.
5. Remember that Miller Junior High and High School is for the students. Take pride in your school. Graffiti, vandalism, and trash on the floors and hanging out of lockers will not be tolerated.
6. Ask permission, and obtain a teacher signature in the student planner before leaving class.
7. Remember that Miller R-II School District does not have an open campus. Students must NEVER leave school grounds without

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- permission.
8. Dress appropriately for school. Refer to the ***DRESS GUIDELINES***.

As part of understanding the Miller R-II Junior High and High School Code of Student Conduct, students must realize that failure to comply will result in consequences based on the severity of their actions.

EDUCATIONAL PROCESS

No event, action, or dress will be permitted to interfere with the educational process.

MISSOURI SAFE SCHOOLS ACT **STUDENT DISCIPLINE**

The Board of Education has the legal authority to make all needed policies, rules, and regulations for organizing and governing the school district. This includes the power to suspend or expel a student for conduct, which is prejudicial to good order and discipline in the school or impairs the moral or good conduct of the students. These policies, rules, and regulations will apply to all students in attendance in district instructional and support programs, as well as at school-sponsored activities and events. Students who have been charged, convicted, or pled guilty in a court of general jurisdiction for commission of a felony may be suspended in accordance with law. Building principals are responsible for the development of rules and regulations regarding student conduct needed to maintain proper behavior in schools under their supervision. Principals, subject to appropriate due process procedures, may summarily suspend any student for up to ten (10) school days for violation of these policies, rules, and regulations. Notice of suspension shall be given immediately to the parent or guardian, and to the Superintendent.

Flagrant disregard for policies, rules, and regulations, or continued truancy may result in suspension by the Superintendent or expulsion by the Board, both subject to appropriate due process procedures. The Superintendent may suspend for up to 180 school days, however, expulsion of students is a function only of the Board of Education.

Teachers shall have the authority to make and enforce necessary rules for the internal governance in the classroom, subject to review by the building principal. The Board expects each teacher to maintain a satisfactory standard of conduct in the classroom.

Any time a referral that warrants formal disciplinary action is submitted, a reasonable effort will be made by the Principal to either contact the parent or guardian by written notice delivered by the student, through the mail, or by direct telephone contact.

All employees of the district shall annually receive instruction related to the specific contents of the district's discipline policy and any interpretations necessary to implement the provisions of the policy in the course of their duties, including, but not limited to, approved methods of dealing with acts of school violence, disciplining students with disabilities, and instruction in the necessity and requirements for confidentiality.

The comprehensive discipline policy of the district is composed of this policy and all sub coded policy codes. This includes, but is not limited to the following policies and regulations: JG-R, JGA, JGB, JGD, and JGF. A copy of the district's comprehensive discipline policy will be provided to every student and parent or guardian of every student at the beginning of each school year and will be available in the Superintendent's Office during normal business hours.

REPORTING TO LAW ENFORCEMENT OFFICIALS

Any felony listed in this section, or any act which if committed by an adult would be a felony listed in this section, that is committed on school property, on any school bus, or at any school activity must be reported by the appropriate school administrator to the appropriate law enforcement agency as soon as reasonably practical. The following acts are subject to this reporting requirement:

1. First or second-degree murder under §565.020, .021 RSMo,
2. Voluntary or involuntary manslaughter under §565.024 RSMo,
3. Kidnapping under §565.110 RSMo,
4. First, second, or third degree assault under §565.050, .060, .070 RSMo,
5. Sexual assault under §566.040, .070 RSMo,
6. Forcible rape or sodomy under §566.040, .070 RSMo,
7. Burglary in the first or second degree under §569.160, .170 RSMo,

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8. Robbery in the first degree under §569.020 RSMo,
9. Possession of a weapon under Chapter 571 RSMo,
10. Distribution of drugs under §195.211, .212 RSMo,
11. Arson in the first degree under §569.040 RSMo,
12. Felonious restraint under §565.120 RSMo,
13. Property damage in the first degree under §569.100 RSMo.

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 school district is aware is under the jurisdiction of the court.

The Principal shall immediately report to the appropriate law enforcement agency and superintendent any incident in which a person is believed to have committed an act which, if committed by an adult, would be first, second, or third degree assault, sexual assault, or deviate sexual assault against another student or school employee, while on school property, buses, or at school activities. 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.

EXPLANATION OF CONSEQUENCES

In determining the level of consequences or punishment for violating the standards of conduct, the Principal will examine the facts and circumstances surrounding the case and impose consequences giving consideration to the following:

1. The seriousness of the act.
2. The intent of the student.
3. Any extenuating circumstances.
4. The degree of involvement of the student.
5. Prior incidents of misconduct by the student.
6. Maturity level of the student.
7. The appropriateness of the punishment.

The following is an explanation of the consequences for failing to observe the Code of Student Conduct:

- 1. INFORMAL TALK** – A school official (teacher, counselor, or administrator) will talk to the student and try to remind the student of what is appropriate behavior.
- 2. STUDENT CONFERENCE** – A formal conference is held between the student and one or more school official(s). During this conference, the student must agree to correct his/her behavior.
- 3. PARENT INVOLVEMENT** – Parent(s) or legal guardian(s) are notified of disciplinary action by telephone, personal contact, letter, or certified letter. A conference may be conducted between the student, parent/guardian, a school administrator, and/or teacher, as deemed appropriate.
- 4. REFERRAL TO COUNSELOR** – A student may be required to meet with the Guidance Counselor on a periodic basis. The Guidance Counselor will advise the student on ways of improving his/her behavior. The Guidance Counselor may recommend special projects to the student, which may include reading, attending seminars, etc.
- 5. DEPRIVATION OF PRIVILEGES** – Extra-curricular activities are special privileges to enhance the student's overall learning experience. Privileges are not rights. Any, or all, privileges may be revoked as a result of the behavior of the student.
- 6. AFTER SCHOOL DETENTION** – Detention is a form of punishment used for minor violation of school policies. Detention will be conducted on Monday-Friday after school between 3:30pm and 4:30 p.m. under supervision. Any violation of the Detention Rules may require the student to serve additional detentions. Failure to serve an assigned detention will result in Friday School, or Out-of-School Suspension.
- 7. LUNCH DETENTION** – Students may receive a detention to be served during his/her lunch period.
- 8. CORPORAL PUNISHMENT** -Swats may be an option for some offenses. The swats will be administered by the Principal in the presence of a certified staff member. Oral or written permission from the parent(s) or guardian(s) will be obtained prior to the administration of corporal punishment.
- 9. IN-SCHOOL SUSPENSION**– In-School Suspension is the removal of a student from the regular school environment and isolating the student at school. The suspension could be from one to ten (1-10) days. This type of suspension will be used as an alternative to Out-of-School Suspension when it is deemed necessary and appropriate by the Principal. Students will be allowed to work on their normal school work and will not be counted as absent from their classes. Additional assignments will be given to student in In-School Suspension. Parents will be notified of a student being placed in In-School Suspension and will acknowledge the In-School Suspension assignment by signing and returning the In-School Suspension Notice. Failure to complete an assigned In-School Suspension will result in the assignment of additional days of In-school suspension, Friday Alternative School, or Out of School suspension.
- 10. FRIDAY ALTERNATIVE SCHOOL/FRIDAY ALTERNATIVE SCHOOL LEVEL 2**- Friday Alternative School is the assignment of a student to attend school on Friday from 3:30 pm to 6:30 pm. Students attending Friday Alternative School must provide their own transportation home. Students not completing an assigned Friday School, or not following Friday Alternative School rules, will receive **Friday School Level 2**. **FRIDAY ALTERNATIVE SCHOOL LEVEL 2**- students will receive a consequence of Friday Alternative School Level 2 for not reporting to or adhering to the policies of Friday Alternative School. Students who have been placed in Friday Alternative Level 2 will not be allowed to participate in, or attend any Field Trips, Dances, or Extra Curricular practices or activities

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until the Monday following the Friday Alternative School Level 2 has been completed. Any student that is assigned to Friday Alternative School who misses a Field Trip for a grade, will remain at school and will be given an alternative assignment to complete for a grade.

11. OUT-OF-SCHOOL SUSPENSION – Out-of-School Suspension is the removal of a student from the regular school environment and not allowing the student to attend school or any school activities for a specified amount of time. The suspension could be short-term (1-10 days assigned by the Principal) or long-term (up to 180 days assigned by the Superintendent). Any student whose conduct is prejudicial to good order and discipline, or threatens the safety and security of other students, may be suspended. Parents will be notified before the suspended student is allowed to leave the school building. In addition, suspended students will not be allowed to attend any extra-curricular activity sponsored by the school for the duration of the suspension nor allowed to be within 1000 feet of any Miller R-2 campus. Re-admission to school will be made by the Principal after a Parent Conference has occurred. In the event of a suspension of more than ten (10) days, where the student gives notice that he/she wishes to appeal the suspension to the Board of Education, the suspension will be stayed until the Board renders its decision, unless, in the judgment of the Superintendent, the student's presence poses a continuing danger to the safety and security of the students and/or staff. **Students that serve OSS may make up their work at 75% of credit deserved. Students may request their missed assignments upon returning to school. Students will be allowed a day for every day suspended from school to turn in their assignment.**

12. STUDENT EXPULSION– Action taken to permanently deprive a student of the privilege of attending school shall be considered expulsion. Only the Board of Education has the authority to expel a student from school. If a student consistently refuses to conform to school policies and regulations, the Principal may recommend to the Superintendent of Schools that the student be expelled from school. The Superintendent will, in turn, notify the Board of Education if he is in agreement with the proposed expulsion. The Board of Education will then set a date for the expulsion hearing.

STUDENT DISCIPLINE HEARINGS

The Board of Education may originate a student discipline hearing 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 will be held upon written request of the student or the student's parents, to consider appeals from student suspension in excess of ten (10) school days. A discipline hearing will always be held in cases of suspension 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 by the Board of Education or by appeal, the following procedures will be adhered to:

1. The student and the parent/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 and 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 council 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. A licensed court reporter may record the hearing and prepare a written transcript.
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. This shall include Findings of Fact and Conclusion of Law.

DISCIPLINE OF DISADVANTAGED STUDENTS

DEFINITIONS

- **Change of Placement:** Any removal of a disabled student from his or her assigned classroom or service specified in an IEP or by a multidisciplinary committee responsible for determining placement, for other than short-term crisis management, for a period of ten (10) consecutive days, or cumulative days if a pattern of suspension is created, within the year. Multiple suspensions, which accumulate to more than ten (10) days, may constitute a change of placement if a pattern of suspension results, and should be evaluated on a case-by-case basis. Factors to be considered in determining whether a pattern of suspension is present include the number and length of suspensions, their proximity to each other, and the total amount of time a student is suspended from school.
- **Intervention established by a multidisciplinary committee,** which continues the provisions of special education and related services, or interventions, which do not substantially interrupt the provision of services identified, by a multidisciplinary committee, or those in an IEP, will not count toward the ten-day limit.
- **A disabled student who brings a firearm (as defined in 18 U.S.C. 921) on school property may be placed in an interim appropriate educational setting for not more than 45 days.**
- **Disabled Student:** A student identified as disabled as defined in P.L. 94-142/IDEA or Section 504 of the Rehabilitation Act, or a student referred for a single disciplinary or multidisciplinary evaluation.
- **Suspension:** Removal of a student from school for a definite period of time for misconduct. A suspension of more than ten (10) consecutive days constitutes a change in placement.
- **Expulsion:** Removal from school for an indefinite period of time for serious misconduct.

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PROCEDURES

- If a disadvantaged student is charged with misconduct, which may result in a suspension, the student and the student's parents or guardian shall be given oral or written notice of the charges. If the charges are denied, the student, parent, or guardian shall be given an oral or written explanation of the facts, which form the basis of the proposed suspension. The student, with assistance of a parent or guardian, shall then be given an opportunity to present his or her version of the incident.
- The Principal shall keep a record of all disciplinary action taken against a disabled student, which, if continued for more than ten consecutive/cumulative days, would amount to a change in placement.
- If any disciplinary action which will result in a change in placement is proposed against a disabled student, the supervisor of Special Education and the chairperson of the student's multidisciplinary committee responsible for determining placement shall be notified, and the committee shall be convened as soon as practical.

The student shall be accorded all procedural rights under federal and state law, including:

- a. Notice of the proposed action,
 - b. The right to examine the record,
 - c. The right to appeal,
 - d. A hearing with the right to representation by counsel, and
 - e. If a parent requests due process, the student has a right to remain in the current placement until resolution of the due process proceedings unless as an agreement is reached with the parents for an alternative placement or a court injunction is obtained.
- If a disabled student is found by the district to present a danger to himself/herself or others, and the student's parents or guardian has not consented to an immediate change in placement pending due process procedures, then the district may seek a court order for an immediate change in placement, pending completion of such procedures. If the court does not determine the nature and extent of services to be provided to such child during this period, the multidisciplinary committee shall make such determination. In the case of a disability resulting in violent behavior, which causes a substantial likelihood of injury to the student or others, the district shall initiate procedures to remove the child to a more appropriate placement if the district has made reasonable efforts to minimize the risk.
 - If the discipline proposed would result in a change of placement, the committee shall determine whether the behavior for which discipline is proposed is related to the child's disability, and whether the child is currently placed in the appropriate least restrictive environment based on a multidisciplinary evaluation.
 - If the committee determines that the behavior is unrelated to the disability, discipline resulting in a change of placement may be imposed, including suspension or expulsion. Parents or guardians must be notified of a change of placement. However, special education services cannot be ceased. A determination that the student's behavior is unrelated to the disability indicates that normal disciplinary measures recommended by the administration are appropriate. The committee's determination may be appealed. The nature and extent of educational services to be provided during any such period of suspension or expulsion, if any, shall be based on recommendation for the multidisciplinary committee, subject to the right of appeal.
 - If the committee determines that the behavior is related to the student's disability, the student shall remain in the current placement pending completion of the administrative process. Disciplinary action resulting in a change of placement may not be taken against such a student. The committee shall modify the student's placement or IEP as appropriate.
 - Due process procedures, applicable to suspension or expulsion under state law as provided in §167.161 and §167.171, RSMo, shall be provided prior to suspension or expulsion of disabled students.

DISCIPLINE REPORTING AND RECORDS

In compliance with state law, the Board of Education establishes explicit channels of communication between teachers, administrators, law enforcement officials, and other schools concerning acts of school violence and other behaviors, which endanger the welfare or safety of students, staff, and patrons of the district. The purpose of this policy is to designate specific actions committed by students, which must be reported to teachers, administrators, and/or law enforcement officials as well as those actions, which must be documented in a student's discipline record.

REPORTING TO SCHOOL STAFF

School administrators shall report acts of school violence to teachers and other school district employees with a need to know. In addition, any portion of a student's Individualized Education Program (IEP) that is related to demonstrated or potentially violent behavior shall be provided to any teacher and other district employees with a need to know.

Teachers and other school district employees who have a need to know will also be informed by the Superintendent or designee of any act committed by a student in the district which is reported to the district by a juvenile officer. This reported act shall not be used as the sole basis for denying educational services to a student.

Any teacher who is aware of an incident in which a person is believed to have committed an act which, if committed by an adult, would be first, second, or third degree assault, sexual assault, or deviate sexual assault against a student or school employee, while on school property, buses, or at school activities shall immediately report such incident to the principal. The teacher shall also inform the Principal if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

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STUDENT DISCIPLINE REPORT

The Board of Education directs the Superintendent or designee to compile and maintain records of any serious violations of the district's discipline policy for each student enrolled in the district. Such records shall be made available to teachers and other school district employees with a need to know, and shall be provided in accordance with state law to any school district in which the student subsequently attempts to enroll within five (5) business days of receiving the request. Personally identifiable student records will only be released to destroy in accordance with state and federal law.

Suspension Guidelines for Violations of the Student Code of Conduct

No code can list every offense that may result in the use of disciplinary actions. These rules have been deemed necessary and appropriate for the maintenance of a wholesome school climate for all students. However, the purpose of this code is to list certain rules and offenses, which, if committed by the student, will result in the imposition of a specific penalty. The Principal may, however, use discretion to impose consequences appropriate for the misbehavior.

DISCIPLINE POLICY

This handbook not only defines offenses, it also explains what consequences will be taken for certain inappropriate actions. You are responsible for knowing the steps outlined in the policy and to also acquaint your parents with them. These steps apply unless in the discretion of the administration the student's action requires more or less discipline than stated in the policy. Discipline consequences may not follow the steps due to the severity of the discipline.

Any student's behavior, which distracts from the educational processes of the school or adversely affects the health and/or safety of students is 36 prohibited. This applies to extracurricular activities as well as those occurring during the school day.

Before school, between classes, after school, and at all extracurricular activities, student conduct should reflect concern for others. Students are expected to respect each other, school staff members, private property, and school property. **Students choosing to misbehave in a classroom when a substitute teacher is in charge of the class will receive a more severe consequence than what would normally be given.** Time period for discipline consequences last a full school year.

We at Miller High School would much prefer to prevent discipline problems rather than to punish the student after the problem occurs. We welcome hearing from parents and will use all the resources available to help our students.

Consequences of Conduct Which Violates School Policy

I. Classroom Disruptive Conduct/Speech

Verbal, written, pictorial, or symbolic language or gesture that is directed at any person that is in violation of district policy or considered inappropriate in educational settings and substantially disrupts classroom work, school activities, or school functions.

1. After School Detention (1-3 days)
2. After School Detention (3-5 days)
3. Friday Alternative School (1 day)
4. Out-of-School suspension (3-10 days)

II. Other Disruptive Conduct

1. After School Detention (3 -5 days)
2. Friday Alternative School (1days)
3. Out-of-school suspension (3-10 days)

III. Cafeteria Misconduct

1. After School Detention (1-3 days)
2. Friday Alternative School (1-2 days)
3. Out-of-School Suspension (1 –10 days)

Cafeteria will be kept clean at all times. Students should dispose of trash appropriately.

IV. Disruptive Dress and Grooming

1. Change to proper attire.
2. After school detention (1-3 days)
3. Repeated Offenses – Friday Alternative School

V. Inappropriate Public Display of Affection

1. Administration/Student conference,

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2. Administration/ Student conference (1-3 days ASD)
2. Friday Alternative School (1 day)
3. Out-of-School suspension (1-10 days)

VI. Inciting a Public Disturbance

Inciting or contributing to a public disturbance on school property or at a school event.

Known Instigator:

1. Out-of-School suspension (10-90 days), report to law enforcement, 1-180 day suspension from all activities.
2. Expulsion – Report to law enforcement.

Participant:

1. Out-of-School suspension (3-10 days), 1-180 day suspension from all activities.
2. Out-of-School suspension (10-90 days)

VII. False Report

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.

Setting a false report is a Class D felony. Restitution if required

1. Out-of-School suspension (10-90 days) and report to law enforcement
2. Repeated Offenses – Expulsion and report to law enforcement

VIII. Use of Profane or Obscene Language

The use of lewd, obscene or profane language, whether spoken, gestured or written.

1. After School Detention (2-5 days)
2. Friday Alternative School (1 day)
3. Out-of-School Suspension (3-10 days)

IX. Bus Misconduct

The building administrator may eliminate suspension steps and assign other punishment according to the severity of the offense.

1. First Blue Card – Warning.
2. Second Blue Card – 3 day Suspension from the bus.
3. Third Blue Card- 5 days Suspension from the bus.
4. Fourth Blue Card –Suspension from the bus for the remainder of the year.

X. Habitual Misconduct

Persistent and repeated misconduct in violation of the foregoing school policies, after the exercise of various disciplinary options, may be viewed as a serious violation.

1. Out-of-School suspension (1-90 days)
3. Expulsion
4. All Options will be considered

XI. Law Violation Conviction of a Felony

In addition to the foregoing provisions, any act identified by Missouri Statute as a felony committed on school property, any school bus, any bus stop, or at any school activity will result in immediate suspension and possible expulsion, plus the act will be reported to local law enforcement and juvenile offices. The following acts are subject to this reporting requirement: 1st and 2nd degree murder, voluntary or involuntary manslaughter, kidnapping, 1st, 2nd or 3rd degree assault, sexual assault, forcible rape or sodomy, 1st or 2nd degree robbery, possession of a weapon, 1st degree arson, distribution of drugs, felonious restraint and 1st degree property damage.

1. Expulsion

XII. Tobacco/Use or Possession

The possession, distribution, or use of tobacco products (cigarettes, cigars, smokeless-tobacco, etc.) on school premises, on school-sponsored transportation or at a school sponsored activity.

Tobacco Possession

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1. After School Detention (1-3 days)
2. Friday Alternative School (1 day)
3. Out of School suspension (1-3 days)

Tobacco Use

1. Friday Alternative School
2. Out-of-School suspension (1-10 days)
3. Out-of-School suspension (10-90 days)

Confiscation and no return of tobacco products for any violation.

XIII. Drug/Alcohol Possession or Use

Possession of or attendance under the influence of any unauthorized prescription drug, over the counter drug, alcohol, narcotic substance or counterfeit drugs.

1. Out-of-School suspension (5-90 days), report to law enforcement.
2. Expulsion – report to law enforcement

Sale, purchase or distribution of prescription drugs, alcohol, narcotic substances, or counterfeit drugs or substances represented to be such.

1. 1-180 days of Out-of-School Suspension, or Expulsion and report to law enforcement

Possession, sale, purchase or distribution of drug-related paraphernalia

1. Out-of-School suspension (1-10 days), report to law enforcement
2. Out-of-School suspension (10-180 days), report to law enforcement

XIV. Electronic Devices

Radios, C.D. player, MP3 player, Laser lights. These items should not be brought onto the school campus during the school day. Laser lights are not permitted at any activities. Cell phones should not be seen or used during the class or in the hallways (8:00 to 3:30). If you are caught with one in the classroom or hallways, the following consequences will occur:

1. Confiscation and returned to the student at the end of the school day.
2. Confiscation and returned to the student's parents/guardians.
3. Confiscation and returned to the student's parents/guardians. (3 days After School Detention)

Use of audio or visual recording equipment in violation of Board policy KKB.1.1.

A. Class I Inappropriate Use of Electronic Devices

- | | |
|-----------------|---------------|
| 1 st | 1-2 days OSS |
| 2 nd | 2-10 Days OSS |

B. Class II Inappropriate Use of Electronic Devices

- | | |
|-----------------|---------------|
| 1 st | 2-10 Days OSS |
|-----------------|---------------|

XV. Technology Resources Usage Violations

Willfully misusing district technology resources: i.e. downloading inappropriate material, logging on as someone else, printing inappropriate material, unauthorized use of teacher's workstation, hacking or using hacking tools etc. Visiting pornographic websites will result in more discipline and loss of computer privileges. Restitution if required.

- 1 Loss of computer privileges (1 – 30 days), After school detention (2 –5 days)
- 2 Loss of computer privileges (31 – 60 days), Saturday school (1 day)
- 3 Loss of computer privileges (61 – 180 days), Out-of-School suspension (10 – 90 days)

Any violations that cause damage to the schools computer system, will result in criminal charges being filed and severe computer use restrictions for the violator.

XVI. Failure to Meet Conditions of Detention/ Friday Alternative School/Suspension

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Students may not come within 1000 feet of any public school in the district while on suspension, or appear at district activities while on Saturday School suspension.

1st offense: will result in the next higher disciplinary action that was administered. Repeated failure to cooperate will result in progressive penalties and/or Out-of-School suspension

1. Friday Alternative School or 1-180 days of Out-of School suspension
2. 10-180 days of Out-of-School suspension

XVII. Failure to have Agenda

1. First offense (Warning)
2. Second offense (1 day ASD)
3. Third offense (3 days ASD)
4. Fourth offense (1 day Friday Alternative School)
5. Fifth or more offenses (2 Friday Alternative School or OSS)

XVIII. Dishonesty

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

1. Nullification of forged document. After School Detention (1-3 days)
2. Nullification of forged document. Friday Alternative School, 1-180 days OSS

Consequences of Conduct Against the School or School Officials

I. Tardiness

1. Tardies will be recorded by Quarter. Six Tardies will be permitted each quarter (that is the total for all classes, NOT 6 in each class. The Office will record each Tardy and excessively tardy students will be subject to the following:

| | |
|---------------------|---------------------------------------------------------------------|
| Sixth Tardy - | Referral to Principal: Principal Conference and Parent Notification |
| Seventh Tardy- | Referral to Principal: ASD |
| Eighth Tardy- | Referral to Principal: 2 days of ASD |
| Ninth Tardy - | Referral to Principal: Friday Evening School |
| Additional Tardies- | Referral to Principal: OSS |

II. Truancy

Students whereabouts on a day of absence are not known by parents/guardians. Also, transporting students away from school property without parental consent.

1. Friday Alternative School (1 day)
2. Friday Alternative School (2 days)
3. Repeated Offenses – Out-of-School suspension (3-10 days)

III. Lack of Effort

Persistent in inattentiveness, lack of effort to complete or turn-in assigned class work or exams, failure to have required materials, and failure to dress for physical education.

1. Parental Notification by Principal.
2. After School Detention (1-3 days)
3. Repeated Offenses – Friday Alternative School (1 day)

IV. Cheating/Plagiarism

Copying other students work, representing other work as their own, the unauthorized possession or distribution of a teacher's tests, and other forms of cheating. Cheating on test, 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.

1. Alternative assignment and (1 – 3 days After School Detention)
2. Repeated offense: Zero on the assignment. (1 day Friday Alternative School)
3. Cheating that occurs by a student that is representing the school in a

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competition will face a punishment at the discretion of the school administration.

V. Defiance of Authority/Insubordination/Disrespect

Any verbal or non-verbal refusal to comply with a reasonable direction or order of a school employee responsible for the care and supervision of students.

1. After School Detention (3-5 days)
2. Friday Alternative School (1 day)
3. Repeated Offenses Out-of-School suspension (1-90 days) or more
4. Highly offensive action will be treated as a repeat offense

VI. Verbal or Disrespectful Abuse to Staff of a Threatening Nature or directed profanity.

1. Out-of-School suspension (3-10 days), report to law enforcement
2. Repeated Offenses Out-of-School suspension (10-180 days)/Expulsion, report to law enforcement
3. Highly offensive language will be treated as a repeat offense

VII. Leaving School Grounds/Failure to report to class/Leaving class without permission

1. After School Detention (1-3 days)
2. Friday Alternative School (1 day)
3. Friday Alternative School (2 days)
4. 4th offense: 1 –180 days of Out-of-School suspension

Consequences of Conduct Which Violates Property

I. Vandalism

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

1. Restitution and 1-180 days of Out-of-School Suspension, report to law enforcement

II. 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.

1. Principal/student conference, loss of privileges, detention, or after school detention.
2. Principal/student conference, loss of privileges, detention, after school detention, or 1-10 days OSS)

III. Tampering

The unauthorized tampering or entry into a locker, desk, bag, vehicle or other's personal property assigned to or belonging to another individual or the school.

1. After School Detention (1-3 days)
2. Out-of-School suspension (3-10 days)
3. Repeated Offenses Out-of-School suspension (10-90 days)

IV. Trespassing/Unauthorized Entry

Willfully entering or remaining in any structure, conveyance or property of another without being authorized or invited.

1. Out-of-School suspension (3-10 days), report to law enforcement
2. Out-of-School suspension (10-180 days), report to law enforcement

V. Malicious Statements

Malicious, slanderous, provocative or inflammatory remarks directed toward people

1. Friday Alternative School (1 day)
2. Out-of-School suspension (3-10 days)
3. Repeated Offenses Out-of-School suspension (10-90 days)

VI. Threats/Verbal Assault

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

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1. Out-of-School suspension (1-10 days), report to law enforcement
2. Repeated Offenses Out-of-School suspension (10-180 days), report to law enforcement

VII. 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.

1. Out-of-School suspension (3-10 days), report to law enforcement.
2. Out-of-School suspension (10-90 days), report to law enforcement.

VIII. Arson

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

1. Out-of-School suspension (10-180 days), report to law enforcement
2. Expulsion, report to law enforcement

Violations and Consequences Against Persons

I. Assault

Hitting, striking and /or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person.

1. Out-of-School suspension (1-180 days), report to law enforcement, Expulsion
2. Repeated Offenses – Out-of-School suspension (10-180 days)/Expulsion, report to law enforcement, Expulsion

II. Fighting

Mutual combat in which one or more parties have contributed to the conflict either verbally or by physical action.

1. Out-of-School suspension (3-10 days)
2. Repeated Offenses – Out-of-School suspension (10-180 days)/Expulsion, report to law enforcement.

III. Attempting to kill or cause serious physical injury to another

1. Expulsion – report to law enforcement

IV. Bullying

The district is committed to maintaining a learning environment free of any form of bullying or intimidation by students toward District personnel or students on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict physical, emotional or mental suffering on another individual or group of individuals.

Bullying occurs when a student:

- Communicates with another by any means including telephone, writing or via electronic communications, intention to intimidate, or inflict physical, emotional, or mental harm without legitimate purpose, or
- Physically contacts another person with the intent to intimidate or inflict physical, emotional, or mental harm without legitimate purpose. Physical contact does not require physical touching, although touch may be included.

1. Out-of-School suspension (3-10 days)
2. Repeated Offenses – Out-of-School suspension (10-180 days),Expulsion

V. Hazing

Any activity that any 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 school-sponsored activity. Hazing may occur even when all students involved are willing participants.

1. Out-of-School suspension (3-10 days)
2. Repeated Offenses – Out-of-School suspension (10-180 days),Expulsion

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V. Extortion

Threatening or intimidating any person for the purpose of, or with the intent of, obtaining money or anything of value from the person.

1. Out-of-School suspension (1-10 days)
2. Repeated Offenses – Out-of-School suspension (10-180 days)/Expulsion

VI. Stealing-Larceny

Theft, attempted theft or knowing possession of stolen property.

1. Restitution and Out-of-School suspension (1-180 days), report to law enforcement
2. Repeated Offenses – Restitution and Out-of-School suspension (1-180 days)/Expulsion and report to law enforcement

VII. Possession of stolen Property

The possession of stolen property with the knowledge that it is stolen.

1. Restitution and Out-of-School suspension (1-10 days), report to law enforcement
2. Restitution and Out-of-School suspension (10-180 days), report to law enforcement
3. Repeated Offenses – Expulsion and report to law enforcement

Consequences of Violations against Public Health/Safety

I. Sexual Activity

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

1. Principal/Student conference, detention, in-school suspension, or 1-180 days of OSS.
2. Detention, in-school suspension, 1-180 days OSS, or expulsion.

II. Sexual Harassment

Use of unwelcome verbal, written or symbolic language based on gender or of a sexual nature. Examples of sexual harassment include, but are not limited to, sexual jokes or comments, requests for sexual favors and other unwelcome sexual advances.

Unwelcome physical contact based on gender or of a sexual nature. 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.

Use of Verbal, written or symbolic language that is sexually harassing

1. Out-of-School suspension (1-180 days), report to law enforcement
2. Repeated Offenses – Out-of-School suspension (10-180 days), report to law enforcement

Physical contact that is sexually harassing

1. Out-of-School suspension (1-180 days), report to law enforcement
2. Repeated Offenses - Out-of-School suspension (10-180 days), report to law enforcement

III. Failure to Register Vehicle

Warning and registration of vehicle will take place or:

1. Suspension of driving privilege until vehicle is registered

IV. Careless Driving

Discourteous or unsafe driving on or around school property, unregistered parking, failure to move vehicle at request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on school property.

1. Suspension of driving privileges (1-30 days)
2. Suspension of driving privileges (30-120 days) and Out-of-School suspension (3-10 days)
3. Permanent loss of driving privileges to and from school and/or activities, Out-of-School suspension (10-180 days), report to law enforcement

V. Weapon Use or Possession

1. The possession or use of a weapon by any person, except where authorized by law, shall be prohibited in all school buildings, on or about school grounds, and at all school activities.

A weapon shall be defined as any instrument or device customarily used for attack or defense against an opponent, adversary or victim, or any instrument or device used to inflict physical injury or harm to another person. Examples of weapons: blackjacks, concealable firearm, explosive weapon, firearm, firearm silencer, gas gun, knives or switchblade knives, knuckles, machine gun, rifle, shotgun, spring gun and projectile weapon. **In accordance with federal law, any student who brings or possesses a firearm (as defined in 18 U.S.C. 921) on school property will be suspended from school for at least one calendar year. The suspension may be modified on a case-by-case basis upon recommendation by the superintendent to the Board of Education. Adopted July 20, 1989.**

Confiscation of the instrument will result in all actions

1. Out-of-School suspension (10-180 days), report to law enforcement, Expulsion
2. Repeated Offenses – Expulsion and report to law Enforcement

2. Possession or use of any instrument or device other than those previously outlined in Section 1 customarily used for attack, to inflict physical injury or to defend is illegal. Knives less than 2 ½” in length are prohibited at school.

1. Out-of-School suspension (1-180 days), report to law enforcement
2. Out-of-School suspension (10-180 days), report to law enforcement
3. Repeated Offenses – Expulsion and report to law enforcement

PRIVACY RIGHTS OF STUDENTS AND PARENTS

In developing and carrying out discipline policies, Miller High School will make every effort to respect the privacy of parents and students. School personnel will be cognizant of these rights and will exercise caution in potential cases of search or seizure, and of cases in which law enforcement officials may be involved. The Miller R-II School District will also adhere to the provisions of P.L. 90-247 Privacy Rights of Parents and Students in maintaining records about discipline.

TITLE VI, IX, AND SECTION 504
POLICY STATEMENT

The Miller R-II School District forbids discrimination in regard to sex, race, creed, color, religion, national origin, ancestry, or any handicapping condition in its educational programs, activities, or employment policies. Inquiries regarding compliance should be directed to the Superintendent of Schools or the respective building principal.

IDEA REQUIREMENTS

Miller Junior High and High School will provide a free and appropriate public education to each qualified handicapped person regardless of the nature or severity of the handicap.

GRIEVANCE

Steps for filing a Grievance regarding discrimination:

1. A written statement must be given to the building principal stating the nature of discrimination. If a conference needs to be set up, it should be within two weeks of the written statement.
2. If the action is unsatisfactory, the written statement that was sent to the building principal should be sent to the Superintendent of Schools, whereby he may take action.
3. If unsatisfactory action has been the result, the complaint may be filed with the President of the Board of Education to be placed on the agenda. Notification to the President of the Board of Education must be 24 hours prior to the next Board meeting. Appearance before the Board to state the nature of the problem will be granted. A hearing of the problem is to be granted at the next regular Board meeting for a solution to the problem.

**This handbook adopted by the Miller R-II School
District Board of Education.**



NAME

GRADE

**Learning Skills
Teacher**
