

Welcome to Bunker High School!



Dear Parents and Students

It is our pleasure to welcome you to Bunker High School. We sincerely hope that your years here will be enjoyable and challenging. We encourage you to become active members of the student body through your academic course work as well as through the various clubs, sports, and activities that take place throughout the year.

This handbook was designed to offer basic information to help each student make wise and productive choices. The regulations on the following pages were established in an effort to help promote the best educational atmosphere possible. While there cannot be a rule for every incident that occurs, there can be guidelines to follow for monitoring a good, safe, and productive school system.

We have high expectations for you. Remember that it is our goal that you succeed; however, only you have the power to make the success happen. You will get out of your education what you put into it. Hard work, respect, and responsibility will take you far. Your teachers and all of our staff are here to help you reach your goals. Have a successful year.

Sincerely,

Brian Meloy
Assistant Principal

Parents are welcome to contact the school at any time to discuss the programs and opportunities available to students. We believe parents provide the best support of our educational efforts and encourage open communication with teachers and administration concerning students' academic progress.

Central Office ext. 3
Superintendent: **Melissa Nash** mnash@bunkerr3.k12.mo.us
Bookkeeper: **Amy Stluka** astluka@bunkerr3.k12.mo.us
High School Office ext. 0
Assistant Principal: **Brian Meloy** bmeloy@bunkerr3.k12.mo.us
Secretary: **Trish Gore** tgore@bunkerr3.k12.mo.us
Counselor: **Jenna Barton** jennabarton@bunkerr3.k12.mo.us

573-689-2211

District Mission Statement

Embracing the philosophy that all students can learn, we at Bunker R-III accept as our mission the task of educating our students to their fullest potential, providing them with a positive, stimulating atmosphere where they can develop intellectual curiosity through a free exchange of ideas. Our graduates shall possess such qualities as self-esteem, pride, proper social behaviors, responsibility, and mature work ethics. Furthermore, we believe that developing young adults prepared to assume their roles in a democratic society can best be accomplished through the cooperative efforts of all personnel, parents, and community.

www.bunkerr3.k12.mo.us
ensuring educational success

Table of Contents

ATTENDANCE.....	3	DRESS CODE.....	14
FIELD TRIPS & CLUB TRIPS.....	4	ELECTRONIC DEVICES POLICY.....	14
TARDY POLICY	4	BULLYING & HAZING	15
HALL PASSES	4	VANDALISM AND PROPERTY	
ANNOUNCEMENTS.....	4	DAMAGE	16
DAILY SCHEDULE	4	STUDENT VALUABLES.....	16
CLOSED CAMPUS	4	TEXTBOOKS.....	17
BUS REGULATIONS	4	LOCKERS.....	17
LUNCH AND BREAKFAST	4	NURSE	17
GRADING SCALE	5	MEDICATION POLICY	17
HONOR ROLL	5	IMMUNIZATION	17
REPORT CARDS AND PROGRESS		INSURANCE	17
REPORTS	5	EMERGENCY PROCEDURES	17
RETENTION AND GRADE		INCLEMENT WEATHER	17
CLASSIFICATION	5	LIBRARY MEDIA CENTER	17
GRADUATION REQUIREMENTS.....	5	INTERNET AND COMPUTER USE	18
VALEDICTORIAN AND SALUTATORIAN		TELEPHONE	18
SELECTION	5	VENDING MACHINES.....	18
GUIDANCE SERVICES	5	VISITORS	18
SCHEDULE CHANGES	6	PUBLIC NOTICES	18
A+ PROGRAM	6	STANDARD COMPLAINT RESOLUTION	
VOCATIONAL SCHOOL.....	6	PROCEDURE FOR NO CHILD LEFT	
WITHDRAWAL FROM SCHOOL.....	6	BEHIND PROGRAMS	18
ACTIVITY DAY	6	SPECIAL EDUCATION RELATED	
EXTRA-CURRICULAR ACTIVITIES	6	SERVICES	18
DISCIPLINE	7		

Attendance

Students should not arrive at school prior to 7:30 A.M. in the mornings.

If a student has more than 7 absences during the semester, s/he will not receive his or her semester credits for the semester; unless the student receives a waiver of the attendance requirement from the Attendance Committee. If a student misses more than 7 days, this will result in the parent and student having to petition the Attendance Committee (which will consist of the building principal, classroom teacher and school counselor) to explain **ALL** absences in order to possibly waive the attendance requirement. This petition will require a letter addressed to the Attendance Committee that explains **ALL** absences, with appropriate documentation for those absences. Parents/guardians are encouraged to maintain written records and any documentation you receive to account for your child's absences. It will not be the responsibility of the school to maintain this documentation. In order for a waiver to be granted, it will be important for the absences to be excused absences. The following are excused absences:

1. Personal illness (as documented with a doctor's excuse or if the school nurse sends a student home)
2. Death of a Relative
3. Religious Observance
4. Vacations that are Prearranged (One per school year allowed)
5. To take the Missouri State Driver Examination (limit one time per student)

After 5 absences, a letter will be mailed to the parents/guardians of the child informing them of these absences. After 7 absences, another letter will be mailed to the parents/guardians explaining the waiver process. The decision of the Attendance Committee will be communicated through writing to the parents/guardians. If the parents do not agree

with the Attendance Committee's decision, they may appeal to the building principal and, ultimately, to the Superintendent of this district.

- Students will have the same number of days to make up work as the number of days absent. It is the student's responsibility to ask for the make-up work and turn the work in to the teacher when due.
- If a student will not be in attendance for a given day, the student, parent or guardian is asked to notify the high school office before 8:00am. If a student's name appears on the absentee list and a call has not been received, a call will be made from the office to check on the student's whereabouts.
- School activities are exempt from, and will not count toward absences.
- During the school day (after a student arrives at school and until they leave at the end of the day) students will be allowed to leave school grounds only when accompanied by a parent, legal guardian, or an adult designated by said person. A note requesting that a student be allowed to leave school will be accepted at the principal's discretion. Phone call requests will be honored only in emergency situations.
- The school is in charge of and responsible for students from the time they board a bus until they reach their regular destination. Students are expected to ride all the way to school or all the way to the home at which they are expected to arrive.
- All juniors shall be allowed one day per year and seniors shall be allowed two days per year for college/university visits.
- Any student who is attending or participating in an extra-curricular activity must be at school no less than four hours on the day of the activity (or the school day prior to any weekend activity). Emergency situations will be excused at the administrator's discretion.

Field Trips & Club Trips

Field trips and club trips are privileges, not rights and are designed to supplement different curriculums. Students will be required to ride the bus to all school field trips and teachers will determine the number of chaperone's that attend. **Any student who has more than four office referrals or has been suspended out of school (OSS) at any point during the school year will not be permitted to attend field trips. Students are also required to maintain at least 90% attendance during the semester of the field trip to be eligible to participate.** The building principal may consider certain exceptions to the attendance requirement.

Tardy Policy

Students who arrive late to school and are not in their seat by the time the second bell rings will be considered tardy. Students who arrive at school during passing time will be counted absent for the periods preceding their arrival and regular attendance policy will go into effect. No one will be excused for irresponsibility or neglect.

The passing time between classes is four minutes. This is for going to your locker, getting a drink, using the restroom, and going from one class to the next. It will help if you will get your books for at least two classes at one time instead of going to your locker at the end of each period. Students should be in their seat when the second bell rings.

Unexcused Tardies

(Total tardies, not per class)

Tardies 1 & 2: Teachers handle disciplinary action

Subsequent Tardies: One day in-school suspension or corporal punishment at principal's discretion

Hall Passes

Students should be in the halls only while moving from one class to another unless they have special permission or special duties that require them to be there. Students are asked to be courteous at all times and to keep to the right when moving in the halls. Running and shouting in the hall is never permitted.

Students in the halls during class time MUST have passes. The student must carry the hall pass with him/her and return it to the teacher when he returns

to class. The principal and other teachers should request to see the hall pass any time they see a student out of class.

Announcements

The school office will provide a daily bulletin. Announcements for the day should be in the office by 8:15 a.m. The intercom will be used for urgent bulletins that cannot be handled in any other way. Classes will be interrupted for these announcements only when necessary.

Daily Schedule

First Bell	8:00
1st Period	8:04-8:59
2nd Period	9:03-9:55
3rd Period	9:59-10:51
4th Period	10:55-11:47
Lunch	11:51-12:16
5th Period	12:20-1:12
6th Period	1:16-2:08
7th Period	2:12-3:04

Closed Campus

We operate a closed campus. Students must stay on the school grounds from the time they arrive, even if the first bell has not rung, until dismissal or until they are picked up by the bus.

Bus Regulations

A student who comes to school on the bus should return home on the bus unless their parent picks them up at school. Once students board the bus, they will not be allowed to get off the bus until they arrive at their normal stop. If a student needs to ride a different bus, they must bring a note from their parents. Bus riders are to go immediately to the buses as soon as they are dismissed from school in the afternoon.

Lunch and Breakfast

Our school food service provides a nutritious, well-balanced breakfast and lunch. Applications for free or reduced meals are available to parents and must be filled out promptly; otherwise, students must pay for their meals. Students will not be allowed to charge lunches on an extended basis. If lunch money is accidentally forgotten, we will permit a charge for that day's lunch or breakfast. Lunch prices will be announced at the beginning of the school year. Soda

or glass bottles are not allowed in the cafeteria during the lunch period.

Meal Prices

	<u>Regular</u>	<u>Reduced</u>
Breakfast	\$ 1.00	\$.30
Lunch	\$ 1.50	\$.40

Grading Scale

A	100-96	B	86-83	C	76-73	D	66-63
A-	95-90	B-	82-80	C-	72-70	D-	62-60
B+	89-87	C+	79-77	D+	69-67	F	< 60

Honor Roll

At the end of each quarter, grades are evaluated to determine which students made the honor roll for that quarter. Students will be recognized on the honor roll for a given quarter if their grades are all B- or above.

Report Cards and Progress Reports

Report cards are issued to students at the end of each nine-week grading period. At the midpoint of the nine-week period, a progress report will be sent. Progress reports are sent to all parents whose child is making below 70%. Progress reports will NOT be sent during the fourth quarter. The information on the report card and the progress report is intended to help the parents in promoting the best interest of the student and to stimulate and inspire desirable growth in the student.

Retention and Grade Classification

Any 7th or 8th grade student with two or more F's for the year in any of the classes they are taking will be reviewed by the principal and a committee of their teachers for recommendation for retention.

For high school students, promotion to the next higher grade depends on whether or not it is possible for the student to graduate with a particular class. Therefore, classification will be determined at the end of each year according to the following:

Senior	16½	Sophomore	4 ½
Junior	10	Freshman	< 4 ½

Only students who have 16½ or more credits may take correspondence courses.

Graduation Requirements

Language Arts.....	4 credits
Math.....	3 credits
Science	3 credits
Social Studies.....	3 credits
Physical Education.....	1 credit
Fine Art.....	1 credit
Practical Arts	1 credit
Personal Finance	½ credit
Health.....	½ credit
Electives.....	<u>7 credits</u>
Total	24 credits

- Students must pass both the Missouri and U. S. Constitution Tests.
- Dual credit courses will be based on a 13-point scale. Chemistry, Physics, American Literature, English Literature, Biology II, Advanced Math, and foreign language will be based on a 12-point scale. All other classes of at least ½ unit of credit will be based on an 11-point scale.

Valedictorian and Salutatorian Selection

To be eligible for selection, students must be enrolled at Bunker High School at the start of the second semester of their junior year and must complete their last three semesters at Bunker School. Grade point averages at the end of the eighth semester, with the exception of eighth semester dual credit course grades, will be used to determine selection.

Guidance Services

Guidance services are available for every student. The counselor will assist students and their parents in evaluating and making choices and decisions that will determine each student's readiness for high school or post-secondary training.

The counselor is interested in the welfare of all students and is professionally trained to provide help with personal problems, academic problems, social pressure, and various other concerns that students encounter.

Scholarships for colleges and universities are available in various fields; any interested student should talk to the counselor about what is available.

Schedule Changes

Students will have the first week at the beginning of each semester to change their schedules. All changes must be made through the counseling office by getting a drop/add slip and having it signed by the teachers whose classes they wish to drop and add. Dropping a class after the three-day deadline will result in the student receiving an F for that class.

A+ Program

The A+ Program provides financial incentives for students to continue their education after high school. Students who maintain 95% attendance, a 2.5 GPA, and a record of good citizenship and perform fifty hours of unpaid tutoring are eligible for designation as an A+ graduate. Students should refer to the A+ Handbook, available in the A+ Coordinator's office, for complete rules and guidelines of the program.

Vocational School

The Arcadia Valley Career Technical Center is available to juniors and seniors interested in pursuing a career in any of several trades. A bus will provide transportation to the students who attend. Students will only be allowed to drive their own cars to the vocational school if they have prior written permission from both the vocational school and the Bunker High School principal. This will only be allowed in the event that the student's vehicle is being worked on at the vocational school or at the discretion of the principal. The bus will leave the school parking lot at 7:45 a.m. and return at approximately 11:45 a.m. If a student boards the bus at any stop between Bunker and Ironton, the student must ride the bus back to school on the return trip and pick up their vehicle on the regular bus run at the end of school.

Withdrawal from School

When a student finds it necessary to withdraw from school, they should go to the principal's office and obtain a withdrawal form.

Activity Day

All club and class meetings will be held in the designated sponsor's room. Advisory groups will meet in their adviser's room. Students are to report

to class first and an all-call will be made when meetings are to begin.

Extra-Curricular Activities

The following guidelines pertain to all extra-curricular activities. More information on the guidelines of athletics is available in the Bunker High School Student-Athlete Handbook.

Grade Standards

In addition to the grade standards required by the Missouri State High School Activities Association, Bunker High School requires

1. A student who receives one "F" on the quarterly report card shall be suspended from participation in the next game or activity immediately following the distribution of report cards for that quarter.
2. A student who receives two or more "F's" on their quarterly report card shall be suspended from participation in extra-curricular activities immediately following report card distribution for that quarter and remain ineligible until progress reports for the new quarter indicate grades meeting the standards listed above.

Attendance

Any student who is attending or participating in an extra-curricular activity will be at school no less than four class periods on the day of the activity (or the school day prior to any weekend activity.) Hours missed on this day will only be excused by the administration on or before 8:00 a.m. of the day of the event. Emergency situations will be excused at administration's discretion.

Conduct

Those students or children within the customary school age group who attend the activities of Bunker R-III schools are expected to be in the area for spectators. Excessive roaming of the halls, the school grounds and the restrooms shall result in a request by school officials to find a seat or position in the audience. Playing under the bleachers is not allowed. Anyone leaving the building must pay to reenter.

If the offense persists, it will result in a request to the parent or guardian, if present, to take charge of the

child. If the parent or guardian is not present, then the price of admission may be refunded to the child if no transportation is required for the trip home. If transportation is required, the child will be notified that he/she will not be admitted to the next school activity unless accompanied by a parent or guardian. A list of these offenders will be at the ticket desk.

Discipline

Discipline Code

Bunker R-III School District's rules for behavior have been printed and placed in this handbook for every student. Each student is responsible for knowing the Discipline Code and for following the established rules. Parents are also encouraged to read the code and discuss with their children the regulations for student behavior.

Student Discipline

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

Corporal Punishment

Corporal punishment shall be used as a measure of correction or of maintaining discipline and order in school. It shall only be administered by the principal with a witness present.

Reporting to Law Enforcement

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

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

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

Suspension from Attendance

As per board policy, students who are suspended from attendance are held accountable for making up missed assignments. Students who are suspended or expelled for any reason are prohibited from attending or taking part in any district sponsored activity, regardless of location, or any activity that occurs on district property. Students who violate this provision will be required to leave the activity and may face further discipline, including an additional period of suspension or expulsion.

Academic Dishonesty

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

First Offense:

No credit for the work, grade reduction, or replacement assignment.

Subsequent Offense:

No credit for the work, grade reduction, corporal punishment, course failure, or removal from extracurricular activities.

Arson

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

First Offense:

In-school suspension or corporal punishment, 1-180 days out-of-school suspension, or expulsion. Restitution if appropriate.

Subsequent Offense:

1-180 days out-of-school suspension or expulsion. Restitution if appropriate.

Assault

1. *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.*

First Offense:

Principal/Student conference, in-school suspension or corporal punishment, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense:

In-school suspension or corporal punishment, 1-180 days out-of-school suspension, or expulsion.

2. *Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another.*

First Offense:

Expulsion.

Automobile/Vehicle Misuse

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

First Offense:

Suspension or revocation of parking privileges, in-school suspension or corporal punishment.

Subsequent Offense:

Revocation of parking privileges, in-school suspension or corporal punishment, or 1-180 days out-of-school suspension.

Bullying and Cyberbullying

(see Board policy JFCF)

Intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including

name-calling, put-downs, extortion, or threats; threats of retaliation for reporting such acts; sending or posting harmful or cruel text or images using the Internet or other digital communication devices; sending or posting materials that threaten or raise concerns about violence against others, suicide or self-harm. Students will not be disciplined for speech in situations where the speech is protected by law.

First Offense:

In-school suspension or corporal punishment, or 1-180 days out-of-school suspension.

Subsequent Offense:

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

Bus or Transportation Misconduct

(see Board policy JFCC)

Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

Dishonesty

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

First Offense:

Nullification of forged document. Principal/Student conference, in-school suspension or corporal punishment.

Subsequent Offense:

Nullification of forged document. In-school suspension or corporal punishment, 1-180 days out-of-school suspension, or expulsion.

Disrespectful or Disruptive Conduct or

Speech

(see Board policy AC if illegal harassment or discrimination is involved)

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

Students will not be disciplined for speech in situations where it is protected by law.

First Offense:

Principal/Student conference, in-school suspension or corporal punishment, or 1-10 days out-of-school suspension.

Subsequent Offense:

In-school suspension or corporal punishment, 1-180 days out-of-school suspension, or expulsion.

Dress Code Violation

(See additional information in the Dress Code section of the handbook.)

Student dress or grooming that interferes with student health and safety or is disruptive to maintaining an atmosphere conducive to education.

First Offense:

Principal/Student conference, change clothes or hair, parent contact

Subsequent Offense:

Principal/Student conference, change clothes or hair, parent contact, in-school suspension or corporal punishment

Drugs/Alcohol

(see Board policies JFCH and JHCD)

1. *Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.*

First Offense:

In-school suspension or corporal punishment or 1-180 days out-of-school suspension.

Subsequent Offense:

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

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

First Offense:

In-school suspension or corporal punishment or 1-180 days out-of-school suspension.

Subsequent Offense:

11-180 days out-of-school suspension or expulsion.

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

First Offense:

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

Subsequent Offense:

11-180 days out-of-school suspension or expulsion.

Extortion

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

First Offense:

Principal/Student conference, in-school suspension or corporal punishment, or 1-10 days out-of-school suspension.

Subsequent Offense:

In-school suspension or corporal punishment, 1-180 days out-of-school suspension, or expulsion.

Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences

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

As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school

employee and whether the student's presence is disruptive to the educational process or undermines the effectiveness of the district's discipline policy.

First Offense:

Verbal warning, in-school suspension or corporal punishment, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

Subsequent Offense:

Verbal warning, in-school suspension or corporal punishment, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

False Alarms

(see also "Threats or Verbal Assault")

Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of school property.

First Offense:

Restitution. Principal/Student conference, in-school suspension or corporal punishment, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense:

Restitution. In-school suspension or corporal punishment, 1-180 days out-of-school suspension, or expulsion.

Fighting

(see also, "Assault")

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

First Offense:

Principal/Student conference, in-school suspension or corporal punishment, or 1-180 days out-of-school suspension.

Subsequent Offense:

In-school suspension or corporal punishment, 1-180 days out-of-school suspension, or expulsion.

Gambling

Betting on an uncertain outcome, regardless of stakes; includes, but is not limited to, betting on

outcomes of activities, assignments, contests and games.

First Offense:

Principal/Student conference, loss of privileges, or in-school suspension or corporal punishment.

Subsequent Offense:

Principal/Student conference, loss of privileges, in-school suspension or corporal punishment, or 1-10 days out-of-school suspension.

Harassment, including Sexual Harassment
(see Board policy AC)

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

First Offense:

Principal/Student conference, in-school suspension or corporal punishment, 1-18 days out-of-school suspension, or expulsion.

Subsequent Offense:

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

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

First Offense:

In-school suspension or corporal punishment, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense:

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

Hazing

(see Board policy JFCG)

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

First Offense:

In-school suspension or corporal punishment or 1-180 days out-of-school suspension.

Subsequent Offense:

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

Incendiary Devices

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

First Offense:

Confiscation. Warning, principal/student conference, or in-school suspension or corporal punishment.

Subsequent Offense:

Confiscation. Principal/Student conference, in-school suspension or corporal punishment, or 1-10 days out-of-school suspension.

Nuisance Items

Possession or use of toys, games, MP3 players and other electronic devices (other than mobile phones) that are not authorized for educational purposes.

First Offense:

Confiscation. Warning, principal/student conference, in-school suspension or corporal punishment.

Subsequent Offense:

Confiscation. Principal/Student conference, in-school suspension or corporal punishment, 1-10 days out-of-school suspension.

Public Display of Affection

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

First Offense:

Principal/Student conference, in-school suspension or corporal punishment.

Subsequent Offense:

In-school suspension or corporal punishment, 1-10 days out-of-school suspension.

Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material

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

First Offense:

Confiscation. Principal/Student conference, in-school suspension or corporal punishment.

Subsequent Offense:

Confiscation. In-school suspension or corporal punishment, 1-180 days out-of-school suspension, or expulsion.

Technology Misconduct

(see Board policies EHB and KKB and procedure EHB-AP)

1. *Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device.*

First Offense:

Restitution. Principal/Student conference, loss of user privileges, in-school suspension or corporal punishment.

Subsequent Offense:

Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

- 2. *Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other electronic communication devices during the regular school day, including instructional class time, class change time, breakfast or lunch.*

First Offense:

Confiscation, principal/student conference, or in-school suspension or corporal punishment.

Subsequent Offense:

Confiscation, principal/student conference, in-school suspension or corporal punishment, 1-180 days out-of-school suspension, or expulsion.

- 3. *Violations of Board policy EHB and procedure EHB-AP other than those listed in (1) or (2) above.*

First Offense:

Restitution. Principal/Student conference, in-school suspension or corporal punishment.

Subsequent Offense:

Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

- 4. *Use of audio or visual recording equipment in violation of Board policy KKB.*

First Offense:

Confiscation. Principal/Student conference, or in-school suspension or corporal punishment.

Subsequent Offense:

Confiscation. Principal/student conference, in-school suspension or corporal punishment, or 1-10 days out-of-school suspension.

Theft

Theft, attempted theft or knowing possession of stolen property.

First Offense:

Return of or restitution for property. Principal/Student conference, in-school suspension or corporal punishment, or 1-180 days out-of-school suspension.

Subsequent Offense:

Return of or restitution for property. 1-180 days out-of-school suspension or expulsion.

Threats or Verbal Assault

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

First Offense:

Principal/Student conference, in-school suspension or corporal punishment, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense:

In-school suspension or corporal punishment, 1-180 days out-of-school suspension, or expulsion.

Tobacco

- 1. *Possession of any tobacco products on district property, district transportation or at any district activity.*

First Offense:

Confiscation of tobacco product. Principal/Student conference, or in-school suspension or corporal punishment.

Subsequent Offense:

Confiscation of tobacco product. In-school suspension or corporal punishment, or 1-10 days out-of-school suspension.

- 2. *Use of any tobacco products on district property, district transportation or at any district activity.*

First Offense:

Confiscation of tobacco product. Principal/Student conference, in-school suspension or corporal punishment, or 1-3 days out-of-school suspension.

Subsequent Offense:

Confiscation of tobacco product. In-school suspension or corporal punishment or 1-10 days out-of-school suspension.

Truancy or Tardiness

(see Board policy JED and procedures JED-AP1 and JED-AP2)

Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving

after the expected time class or school begins, as determined by the district.

First Offense:

Principal/Student conference, or 1-3 days in-school suspension or corporal punishment.

Subsequent Offense:

3-10 days in-school suspension or corporal punishment, and removal from extracurricular activities.

Unauthorized Entry

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

First Offense:

Principal/Student conference, in-school suspension or corporal punishment, or 1-180 days out-of-school suspension.

Subsequent Offense:

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

Vandalism

(see Board policy ECA)

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

First Offense:

Restitution. Principal/Student conference, in-school suspension or corporal punishment, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense:

Restitution. In-school suspension or corporal punishment, 1-180 days out-of-school suspension, or expulsion.

Weapons

(see Board policy JFCJ)

1. *Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C. ' 921, 18 U.S.C. ' 930(g)(2) or ' 571.010, RSMo.*

First Offense:

In-school suspension or corporal punishment, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense:

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

2. *Possession or use of a firearm as defined in 18 U.S.C. ' 921 or any instrument or device defined in ' 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. ' 930(g)(2).*

First Offense:

One (1) calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.

Subsequent Offense:

Expulsion.

3. *Possession or use of ammunition or a component of a weapon.*

First Offense:

In-school suspension or corporal punishment, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense:

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

Additional Offenses

Any offenses not covered in the discipline section of the handbook will be disciplined at the discretion of the teacher and/or principal according to the seriousness of the offense.

Dress Code

It is not the intent of these regulations to limit the rights of parents in determining appropriate dress and grooming for their children. Of paramount importance in the design of this dress code are concern for health and safety of students and avoidance of distractions from the educational purpose. Nothing in this code should be interpreted to limit teachers in making and enforcing regulations in the interest of safety and avoidance of distractions to the educational process in specific teaching situations. Student dress should not create undue distraction to the educational process and should be reasonable and prudent.

Examples of clothing, accessories, jewelry, and hair that are unacceptable are as follows:

#1: Pants that are worn so that they show underwear; shorts or skirts that cause distraction and are not reasonable in length. Shorts and skirts should be at least fingertip-length.

#2: Jeans with holes located above the shorts length requirement must have shorts underneath or lining material sewn in behind the hole.
(underwear/boxers, etc. do not count as lining)

#3: Shorts or leggings that expose or reveal undergarments. Leggings, tights, and similar tight fitting items must be covered by upper apparel that extends to the mid-palm of the hand.

#4: Shirts that bare midriff or back or have plunging necklines or sleeves. No straps under one and a half inches wide should be visible.

#5: Headgear; (hats, caps, bandannas, do-rags, and hoods of any kind) are not to be worn in the school building during school hours.

#6: Backpacks may be used during school time. Students found to be carrying undesirable items in backpacks could be disciplined and forfeit their right to carry a backpack in school

#7: Prom Guidelines:
Basic concepts of the school dress code policy will be enforced. Attire that is overly revealing, extremely short, low cut, or excessively sheer is not appropriate for any school activity. Proper undergarments should

be worn with dresses; undergarments should not be exposed. Males are to keep their dress shirts on during the dance. Please keep this in mind when renting or purchasing your attire. Please choose wisely and check with a school administrator prior to the dance if you are in doubt.

#8: Ornaments or articles of clothing with beer, tobacco, alcohol, or drug logos or emblems; obscene or suggestive slogans or slogans that promote violence on clothing.

Normally, students will be asked to correct dress code violations immediately or be sent home. Refusal to follow dress code could result in disciplinary action. The administration will assess the severity of each dress code violation and make the final ruling. No policy can be written to cover all examples that occur each year. The student dress practices and fashion changes from time-to-time and the administration will determine if these disrupt the educational process. Additional standards may be imposed in certain situations.

Electronic Devices Policy

The use of electronic devices, including but not limited to cell phones, digital cameras, electronic games, music devices, and personal paging systems, will not be permitted to be utilized by students during class time or in classrooms, except at the specific request of the teacher for educational purposes. The use of electronic devices for extracurricular activities will be left to the discretion of the appropriate sponsor. Devices may be utilized before and after school and during lunch time.

Violation of this policy will result in:

- **First offense** – the device will be confiscated until the end of the school day at which time the student may come to the office to pick up the device.
- **Subsequent** – the device will be confiscated and parents/guardians will be called to come to the office to pick up the device, and further disciplinary actions will be taken as deemed necessary.

Bullying & Hazing

BULLYING

General

In order to promote a safe learning environment for all students, the Bunker R-III School District prohibits all forms of bullying and hazing. The district also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students.

Designated Officials

The principal of each building is hereby designated as the individual to receive and investigate reports of bullying. Each building principal shall designate at least two teachers or administrators in the building who are authorized to receive and investigate reports of bullying in the principal's absence or at the principal's discretion.

The district compliance officer appointed in policy AC will serve as the districtwide antibullying coordinator. The antibullying coordinator will receive all completed investigative reports from all buildings and analyze the reports to identify any information that would inform the district's antidiscrimination and antibullying education and training programs. In addition, the antibullying coordinator will assist in making any relevant reports as required by state and federal law.

Reporting Bullying

School employees, substitutes or volunteers are expected to intervene to prevent student bullying, appropriately discipline the perpetrator, assist the victim and report the incident to the building principal or designee for further investigation and action. Any school employee, substitute or volunteer who witnesses or has firsthand knowledge of bullying of a student must report the incident to the building principal or designee as soon as possible, but no later than two school days after the incident.

Students who have been subjected to bullying, or who have witnessed or have knowledge of bullying, are encouraged to promptly report such incidents to a school employee. Any school employee receiving such a report shall promptly transmit the report to the building principal or designee.

If the bullying incident involves students from more than one district building, the report should be made

to the principal or designee of the building in which the incident took place or, if more appropriate, to the principal or designee of the building attended by the majority of the participants in the incident.

Investigation

Within two school days of receiving a report of bullying, the principal or designee will initiate an investigation of the incident. Reports that involve students from multiple buildings will be investigated cooperatively by the principals of each building involved, or those principals may request that the district's compliance officer designated in policy AC conduct the investigation. If at any time during the investigation the principal determines that the bullying involves illegal discrimination, harassment or retaliation as described in policy AC, the principal will report the incident to the compliance officer designated in that policy, who will assist in the investigation. If the alleged bullying involves a special education student or a student with disabilities, the principal will also notify the special education director.

The investigation shall be completed within ten school days of the date the report of bullying was received unless good cause exists to extend the investigation. Upon completion of the investigation, the principal will decide whether bullying or harassment occurred and, if so, whether additional discipline is warranted in accordance with the district's student discipline code. The principal will generate a written report of the investigation and findings and send a copy of the completed report to the district's antibullying coordinator. The principal or designee will document the report in the files of the victim and the alleged or actual perpetrator of bullying. All reports will be kept confidential in accordance with state and federal law.

If the incident involved allegations of illegal discrimination or harassment, the principal's decision may be appealed in accordance with policy AC. Student discipline may be appealed when allowed by law in accordance with Board policy.

The principal or other appropriate district staff will work with victims and their families to access resources and services to help them deal with any negative effects that resulted from the incident.

Consequences

Students who participate in bullying or who retaliate against anyone who reports bullying will be disciplined in accordance with the district's discipline code. Such discipline may include detention, in-school suspension, out-of-school suspension, expulsion, removal from participation in activities, exclusion from honors and awards, and other consequences deemed appropriate by the principal or superintendent. The district will also contact law enforcement when required by law or notify social media companies of inappropriate online activity when appropriate.

Even in situations where the district does not have jurisdiction to discipline a student for bullying, such as when the acts take place off campus and there is an insufficient nexus to the district, the principal or designee will take appropriate actions to assist student victims. Such actions may include, but are not limited to, contacting the parents/guardians of the victim and the alleged perpetrators, communicating that this behavior is not allowed on district grounds or at district activities, notifying the appropriate district staff to assist the victim, and taking additional action when appropriate, such as notifying law enforcement or social media companies of inappropriate online activity.

District employees and substitutes who violate this policy will be disciplined or terminated. Discipline may include suspension with or without pay, a negative evaluation, prohibition from being on district property or at district activities, mandated training or other appropriate remedial action. Volunteers who violate this policy will no longer be permitted to volunteer.

HAZING

For purposes of this policy, hazing is defined as any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity.

Hazing may include those actions that subject a student to extreme mental stress including, but not

limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity, or other stress-inducing activities. Hazing may also include, but is not limited to: acts of physical brutality; whipping; beating; branding; exposing to the elements; forcing inhalation or consumption of any food, liquor, drug, tobacco product, or other substance; or any other forced physical activity that could adversely affect the physical health or safety of an individual.

Hazing can occur even when all students involved are willing participants. Hazing does not occur when a student is required to audition or try out for an organization when the criteria are reasonable, approved by the district and legitimately related to the purpose of the organization.

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

Students participating in or encouraging inappropriate conduct will be disciplined in accordance with JG-R1. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. The district will report hazing incidents to law enforcement when required by law. Students who have been subjected to hazing are instructed to promptly report such incidents to a school official.

Vandalism and Property Damage

Our school building and equipment cost the taxpayers to construct, purchase and maintain. Students who destroy or vandalize school property will be required to pay for losses or damages. If students willfully destroy school property, suspension and subsequent expulsion may be necessary.

Student Valuables

Students are cautioned not to bring large amounts of money, radios, or cameras to school, and if they wear glasses, watches, or jewelry, to keep track of them at

all times. Students, not the school, are responsible for their personal property.

Textbooks

If a student damages or defaces a book in any way, he or she will be required to pay for the damage. A lost book must also be paid for. Books in a student's possession must check with the record of the teacher. All books are to be returned to the classroom teacher, not the office. The average cost of a new book is currently \$75.00. Damaged or lost books will be assessed on the age of the book.

Lockers

Book lockers are assigned by the principal's office, and ***students are not to change lockers*** without permission from the office. The school is in no way responsible for articles that are lost or perhaps stolen from the lockers. If you furnish a lock, combination or key must be provided to the office. A combination lock will be assigned by the principal's office.

Lockers are on loan to the students and must be used in accordance with school rules. According to Missouri state statutes, school officials are allowed to search lockers at any time. Good housekeeping inside and around lockers will improve the looks of the halls and lockers as well as facilitate the use of the lockers.

Gym lockers will be assigned by the P.E. teacher and are to be used for gym clothing only. The P.E. teacher will furnish a combination lock. A replacement fee will be charged if the lock is not returned in satisfactory condition at the end of the school year for your book locker or gym locker.

Nurse

A qualified health office aide is on duty full time at the school. Students needing assistance from the nurse should get permission and a pass from their classroom teacher. Students needing assistance between classes should check with their teacher for the next class.

Medication Policy

All medicine (both prescription and non-prescription) must be approved in writing by the prescribing physician and parent. The dosage and time to be

given must be stated. Prescription medication will be distributed by the school nurse.

Immunization

Missouri state law requires proof of immunizations of all public school children. It is unlawful for any student to attend school unless he/she has been immunized or exempted against poliomyelitis, rubella, mumps, and diphtheria as required under rules and regulations of the Missouri Division of Health (RS Mo. 167.181). Children entering kindergarten have been required since 1996 to have the Hepatitis B vaccination.

Insurance

Student accident insurance is available through the school at a reasonable price. Students who participate in athletics or enroll in shop classes must have accident insurance. This may be purchased from a private insurer or through the school insurance plan.

Emergency Procedures

The school will hold fire, earthquake, tornado and intruder drills on a regular basis as required by law. The signal for a fire drill will be a series of short rings of the school bell. The signal for a tornado drill will be one long ring of the school bell. Emergency procedures and an evacuation plan are posted in each classroom. Students are responsible for being aware of actions to take during a drill.

Inclement Weather

In the event of inclement weather, school closings will be announced on **School Reach** (the school's broadcast system) Students should listen to local media announcements prior to school to see if school will be in session. School closings will be provided by **AM 1340** (Salem), **105.3 FM** (Rolla), **98.5 FM** (Farmington), **KFVS-12** (Cape Girardeau), **KSDK-5** (St. Louis), and **KY3** (Springfield) when possible. Early dismissals due to equipment failure or weather may also occur. Every family should have a plan, and each student should know where to go if school is dismissed early.

Library Media Center

The LMC is available to students for checking out books and using library material and electronic resources. Books may be checked out for a period of two weeks. Failure to return the book at the end of

the two weeks results in a fine of 5 cents a day until the book is returned. Appropriate behavior in the library is essential. Students are asked to work quietly, to work alone, and to stay seated unless using catalogs or getting books or magazines. The library will be open at 8:00 A.M. for students.

Internet and Computer Use

Students must have a signed permission form on file with the school district stating that they have permission to access the Internet. Both the student and parent must sign the form. The student must follow the rules and regulations in the form.

Telephone

Students are not to use the office telephone except in ***emergencies***.

Vending Machines

Vending machines are available for student use after school and only with teacher permission at all other times. Students should not buy snacks or drinks during instructional time. Abuse of this privilege will lead to disciplinary action.

Visitors

Students are not allowed to bring visitors to school during the regular school day unless approved by the principal in advance. Parents, of course, are welcome at any time to visit school. If a parent needs to visit with a teacher, arrangements need to be made with the teacher in advance. All visitors must check in at the high school office when they enter the building.

Public Notices

A complete listing of public notices for students grades 7-12 has been provided to parents. Additional copies may be obtained in the Superintendent's office.

Standard Complaint Resolution Procedure for No Child Left Behind Programs

This complaint resolution procedure applies to all programs administered by the Missouri Department of Elementary and Secondary Education under the No Child Left Behind Act (NCLB).

A complaint is a formal allegation that a specific federal or state law or regulation has been violated,

misapplied, or misinterpreted by school district personnel or by Department of Education personnel.

Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

The written, signed complaint must be filed and the resolution pursued in accordance with the local district policy: KL Public Complaints.

If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is not evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.

Any persons directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplied, or misinterpreted by the Department itself.

Anyone wishing more information about this procedure or how complaints are resolved may contact the local district or Department personnel.

Special Education Related Services

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Bunker R-III School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of

3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation/intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

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

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

The Bunker R-III School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed Monday through Friday during the hours of 9:00 a.m. and 3:00 p.m. in the Superintendent's office. This notice will be provided in native languages as appropriate.

Approved by the