

# Welcome to Bunker High School!

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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,

Joe Clauser  
High School Principal

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*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.*

**573-689-2211**

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**Central Office..... ext. 3**  
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Bookkeeper: **LaDonna Patterson** ..... lpatterson@bunkerr3.k12.mo.us

**High School Office ..... ext. 0**  
Principal/Transportation: **Joe Clauser** ..... jclauser@bunkerr3.k12.mo.us  
Secretary: **Trish Gore** ..... tgore@bunkerr3.k12.mo.us  
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**Assistant Principal's Office..... ext. 5**  
Assistant Principal: **Carolyn Bolek** ..... cbolek@bunkerr3.k12.mo.us  
Special Education Director  
A+ Coordinator

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### *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*

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## ***Attendance***

The Bunker School district believes it is imperative that children attend school on a regular and ongoing basis. The learning process is a continuous act that requires student participation. When attendance is poor, the student is at risk of not graduating from high school. Habits developed in school often carry over to the work place. Therefore, it is the responsibility of the student to notify the office of their absence, in advance whenever possible. It is recognized that, at times, there are events that are beyond control of the student which will have to be taken into account. Therefore, the Bunker Attendance Policy is established to encourage maximum student participation while allowing for the realities of everyday life. The policy encourages good attendance.

### **Attendance Regulations**

A student may be absent two (2) days per school quarter for illness. For those absences to be excused, the student must bring a note from a parent. Any absence beyond two (2) days per quarter will be excused only under the following conditions:

- Note from a doctor
- Result of a death in the immediate family
- To take Missouri state driver examination (limit one (1) time per student)

The principal will use discretion concerning religious holidays, meetings, and rare or unusual circumstances such as flu epidemic.

Schoolwork may be made up if the absence is excused. Students will have the same number of days to make up work as the number of days absent. Schoolwork cannot be made up if it is unexcused.

- Students with perfect attendance will be eligible for rewards throughout the year.
- 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 8:25.
- 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.
- 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.
- When returning to school after being absent, students **MUST** report to the office to get an admit slip.
- All students with 10 or more days of unexcused absences during a school year may be required to go to summer school or attend extra days to make up all absences over 10 before receiving a high school diploma or credit for the year.

All juniors shall be allowed one day per year and seniors shall be allowed two days per year for college/university visits.

### ***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)*

- Tardy 1:** Individual teachers handle disciplinary action
- Tardy 2:** Parents notified/Conference with the principal
- Tardy 3, 4, 5, 6:** Swats or in-school suspension
- Tardy 7, 8, 9:** One day in-school suspension

### ***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. Student planners will be used as hall 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 8:25a.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	8:23
1st Period	8:27-9:17
2nd Period	9:21-10:11
3rd Period	10:15-11:05
4th Period	11:09-11:59
Lunch	11:59-12:31
5th Period	12:35-1:25
6th Period	1:29-2:19
7th Period	2:23-3:13

### ***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	\$ .75	\$ .30
Lunch	\$1.00	\$ .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 in Grade and Grade Classification***

Any 7<sup>th</sup> or 8<sup>th</sup> 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>
<b>Total .....</b>	<b>24 credits</b>

- 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.

### ***Advisory Groups***

Each student is assigned an adviser who will provide assistance in navigating the social and educational demands of high school. Advisory group meetings will provide opportunities to build supportive relationships with both advisers and classmates.

### ***CLAWS***

Creating Learning and Work Success (CLAWS) raises expectations by allowing for late or missing assignments to be turned in. If an assignment is not turned in the day it is due, the student will spend lunch recreation time in the

library to work on assignments and remain on the CLAWS list until notification is received from the teacher that the assignment has been completed. Disciplinary action will be taken for students who remain on the CLAWS list for more than five consecutive days.

### ***Renaissance Program***

The Renaissance Program is a motivational program to emphasize a new commitment to excellence in education. Through this special rewards program, students will receive recognition, privileges and awards for high academic achievement. The program involves support by the students, parents, teachers, administrators, and local businesses. The goals of Renaissance are to encourage students to get better grades, increase attendance, improve conduct, reduce dropout rate, reach at-risk students, and generate community involvement. The program has been designed so that all students may receive awards and recognition that are designed to be fun for all involved.

### ***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 12:09 p.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***

2 <sup>nd</sup> Hour:	Math Club	9:21-9:44
	Science Club	9:46-10:11
3 <sup>rd</sup> Hour	FBLA	10:15-10:35
	FCCLA	10:37-11:05
4 <sup>th</sup> Hour	Pep Club	12:35-12:55
	STUCO	12:57-1:25
7 <sup>th</sup> Hour	Class Meetings	2:23-2:43
	Advisory Groups	2:45-3:13

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***

### **Grade Standards**

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

1. A quarterly grade average of “C-“. A student who does not meet this standard shall be suspended from participation in extra-curricular activities until progress reports for the new quarter indicate grades that meet this standard.
2. 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.
3. 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 participating in an extra-curricular competition event will be at school no less than four hours of class time on the day of the competition. 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.

### ***Activity Bus***

Only junior high and high school students may ride the activity bus to ballgames and other activities for grades 7-12. Elementary students will not be allowed to ride the bus

to ballgames or activities for grades 7-12. Junior high and high school students will not be allowed to ride the bus to elementary ballgames or activities. Persons allowed on the bus are: coach, assistant coach, cheerleading sponsor, ballplayers, cheerleaders, pep club members, managers (grade appropriate), scorekeepers, stats keepers, and bus driver. Children of the participating coach/sponsor may ride the bus if they are age/grade appropriate.

## ***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.

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### **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.

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### **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, course failure, or removal from extracurricular activities.

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### **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.

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### **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.

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### **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, or 1-10 days out-of-school suspension.

**Subsequent Offense:**

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

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### **Bullying**

(see Board policy JFCF)

*Repeated and systematic intimidation, harassment and attacks on a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical violence, verbal taunts, name-calling and put-downs, threats, extortion, theft, damaging property, and exclusion from a peer group.*

**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.

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### **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.*

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### **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, or 1-10 days out-of-school suspension.

**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)

- 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.

- 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:**

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

- 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:**

1-180 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**

*Coming within 1,000 feet of any public school in the district while on suspension for an offense that requires reporting to law enforcement or for an act of school violence or drug-related activity defined by district policy as a serious violation of the district's discipline policy. See the section of this regulation titled, "Prohibition against Being on or near School Property during Suspension."*

*In determining whether to suspend or expel a student, 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 within 1,000 feet of the school is disruptive to the educational process or undermines the effectiveness of the school's discipline policy.*

**First Offense:**

Verbal warning, in-school suspension or corporal punishment, 1-180 days out-of-school suspension, or expulsion.

**Subsequent Offense:**

Verbal warning, in-school suspension or corporal punishment, 1-180 days out-of-school suspension, or expulsion.

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**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.

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**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.

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**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.

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**Hazing**

(see Board policy JFCF)

*Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or 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.

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**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.*

**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.

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**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, 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.

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**Sexual Harassment**

(see Board policy AC)

1. *Use of unwelcome verbal, written or symbolic language based on gender or of a sexual nature.*

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

**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.

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**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, or 1-180 days out-of-school suspension.

**Subsequent Offense:**

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

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**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, or 1-180 days out-of-school suspension.

**Subsequent Offense:**

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

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

**First Offense:**

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

**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.

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**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.

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**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.

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**Tobacco**

1. *Possession of any tobacco products on school grounds, school transportation or at any school 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 school grounds, school transportation or at any school 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.

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**Truancy**

(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.*

**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.

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**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.

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**Vandalism**

(see Board policy ECA)

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

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**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.

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**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.*

**Assemblies**

Because the conduct of a school's student body at an assembly is an indication of the cultural level of the school, student behavior should be refined and courteous. Regardless of whether guests are present, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct includes whistling, unnecessary or inappropriate clapping, boisterousness, and talking during a program.

**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.

In relation to shorts, skirts, capri pants, etc., the "fingertip rule" will apply April 1 – October 15. The "sitting knee rule" will apply October 16 – March 31.

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

1. Short shorts or skirts that cause distraction and are not reasonable in length.
2. Shirts that bare midriff or back or have plunging necklines or sleeves
3. Head coverings.
4. Excessively colored or multi-colored hair or strange hair cuts that cause distraction.
5. 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.
6. 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 principal will assess the severity of each dress code violation and make the final ruling.

Additional standards may be imposed in certain situations as needed.

### ***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 by students during school hours on school grounds. The use of electronic devices for extracurricular activities will be left to the discretion of the appropriate sponsor. 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.

### ***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 nurse 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 and tornado 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, 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.

### ***School Calendar***

<u>2009</u>	<u>2010</u>
<u>August</u> 7 New Teacher Orientation 10-11 Teacher Workshops 12 School Starts	<u>January</u> 1 Christmas-No School 4 School Resumes 18 MLK Jr. Day-No School 22 Staff Dev-1/2 Day
<u>September</u> 7 Labor Day-No School 18 Staff Dev-1/2 Day	<u>February</u> 12 Staff Dev-1/2 Day 15 Pres Day-No School
<u>October</u> 2 Staff Dev-No School 22 Parent/Teacher Conf 23 No School 26 Staff Dev-No School	<u>March</u> 12 Staff Dev-1/2 Day
<u>November</u> 16 Fall Break-No School 20 Fall Break-No School 25 Thanksgiving-1/2 Day 26-27 Thanksgv-No School	<u>April</u> 1 Staff Dev-1/2 Day 2-5 Spring Brk-No School
<u>December</u> 18 Early Dismissal 21-31 Christmas-No School	<u>May</u> 11 Last Day-1/2 Day
	<u>Makeup Days</u> January 18 February 15 April 5 May 12, 13, 14 May 17, 18, 19, 20

### ***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**. Likewise, the pay phone should be used only for matters relating to school.

### ***Vending Machines***

Vending machines are available for student use before and 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.



### ***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.

### ***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.

### ***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.

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***Approved by the  
Board of Education  
June 25, 2009***