

**Van-Far R-I  
Jr./Sr. High School  
Student & Parent Handbook**



**2024 - 2025**

## **WELCOME TO THE VAN-FAR R-I JUNIOR AND SENIOR HIGH SCHOOL**

This handbook has been prepared to provide information about our school building and answer questions most often asked of the school. We hope it will serve as a general guide for you this school year. It is not all-inclusive. Additional policies and regulations can be found on the school districts website. Policies and programs may be changed during the school year or as necessary. Parents/Guardians will be made aware of major changes via email and mail. Keep your copy of the handbook around, so that you can refer to it from time to time. It is only as parents/guardians, teachers, and students cooperate in the school program and its activities that positive educational experiences will occur. Parents/Guardians and students observing rules and regulations for the 2024-2025 school year will help greatly.

Approved by the Board of Education

June 20, 2024

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## **2024-2025 YEAR AT A GLANCE**

### **1st Semester**

August 12th-16th	Teacher Professional Development Days
August 15th	Open House (4:00 p.m. - 6:00 p.m.)
August 15th	Grade Level Meetings (4:00 p.m. - 6:00 p.m.)
August 20th	First Day of School
September 9th	Teacher Professional Development Day
September 20th	1st Quarter Midterm
October 18th	End of 1st Quarter
October 21st	Parent-Teacher Conferences 11:00 am - 6:00 pm
November 11th	Teacher Professional Development Day
November 15th	2nd Quarter Midterm
November 25th	In-Session
November 27th-29th	Thanksgiving Break
December 9th	Teacher Professional Development Day
December 20th	End of 2nd Quarter
December 23rd-January 3rd	Winter Break

### **2nd Semester**

January 6th	Teacher Professional Development Day
January 7th	School Resumes/Start of Second Semester
February 7th	3rd Quarter Midterm
February 10th	Teacher Professional Development Day
March 10th	Teacher Professional Development Day
March 14th	End of 3rd Quarter
April 14th	Teacher Professional Development Day
April 17th	4th Quarter Midterm
April 18th	No School
May 13th-16th	Senior Week
May 18th	High School Graduation
May 21st	Preschool Celebration/8th Grade Promotion/Awards
May 22nd	Last Day of School/End of 4th Quarter
May 23rd	Teacher Professional Development Day

## **VAN-FAR R-I DISTRICT STAFF**

### **Administrative Personnel**

Dr. Natalie Gibson	Superintendent
Mrs. Lisa Newland	Central Office Secretary
Mrs. Joni Barnett	Central Office Secretary
Mrs. Amy Newland	Jr./Sr. High School Principal
Mrs. Tiffany Hainline	Jr./Sr. High School Secretary

Mrs. Andrea Hutcheson	Jr. Sr. High School Secretary
Mr. Brian Hummel	Elementary Principal
Mrs. Lorrie Heaton	Elementary Secretary
Mrs. Amanda Calhoun	Elementary Secretary
Mr. Tom Roth	Dean of Students
Ms. Jennifer Huff	Special Education Director
Ms. Lisa Wise	Speech/Language Pathologist
Mrs. Joy Hoyt	Special Education Secretary
Mr. Robbie Bates	Activity Director/Transportation/Athletic Facilities
Mrs. Jordyn Chrisman	District Nurse
Ms. Tericka Pearl	District Nurse's Assistant
Mrs. Robyn Jennings	District Therapist
Mrs. Sam Utterback	Jr./Sr. High School Counselor
Ms. Heather Minter	District Success Coach
Mrs. Gayle Jones	Jr./Sr. High School Counselor Secretary
Mr. Tony Lower	IT Department
Mr. Ryan Morris	Custodial/Maintenance
Mr. Cody Burson	District School Resource Officer
Mr. Jeff Scrogins	District School Resource Officer
Mrs. Kaylein Wilson	Food Service Director
Mrs. Lisa Johnson	Library Media Specialist

### **Teaching Personnel**

Mrs. Shaylen Bailey	Junior High English Language Arts
Mr. Christian Rost	Junior High Reading Coordinator/High School English
Ms. Abigail Loszewski	High School English Language Arts
Mrs. Megan Ulrich	Junior High Math
Mrs. Kris Cross	High School Math
Mrs. Mandy Reading	High School Math
Mr. Steven Craven	Junior High Science
Mr. Cameron Huff	High School Science
Mr. Colin Wilburn	High School Science
Mr. Travis Hamilton	Junior High Social Studies
Mr. Josh Buatte	High School Social Studies
Mr. Harold Stein	High School English/Social Studies
Mr. Roman Buddemeyer	Junior-Senior High Art
Ms. Claire Lavy	Junior-Senior High Agriculture Education
Mr. Micah Bailey	Junior-Senior High Agriculture Education
Miss Jayda Borgmeyer	High School Business
Mr. Wyatt Moore	Junior-Senior High Vocal & Instrumental Music
Mr. Benjamin Burnett	High School Weights and Health
Mr. Verlyn Johnson	Junior-Senior High Physical Education
Ms. Teresa Winders	Senior High Personal Finance & Dual Credit
Ms. Leanna Puls	Junior-Senior High Special Education
Ms. Deb Snell	Junior High Special Education
Ms. Chrisanne Poor	Family and Consumer Science

## **GENERAL SCHOOL INFORMATION**

### **Van-Far R-I Mission Statement**

The mission of the Van-Far R-I School District is to EDUCATE and EMPOWER all students.

### **Var-Far Vision Statement**

The vision of the Van-Far R-1 School District is to be a leader in educational excellence.

### **CSIP**

The district has a Board-approved Comprehensive School Improvement Plan (CSIP) guided by the mission statement and based on the district's fundamental beliefs about teaching and learning. This plan serves as the district's foundation for allocating resources, developing policies and procedures, and selecting and implementing instructional program designed to raise student achievement.

The CSIP was developed through the combined efforts of Board members, staff, administrators, students, parents/guardians and community members and is ongoing. Goals, outcomes or objectives are provided in sufficient detail to direct the improvement efforts of the district for at least a five-year period. The CSIP is evaluated and updated as necessary.

A copy of the district's CSIP is available in the superintendent's office or on district webpage at [www.vf.k12.mo.us](http://www.vf.k12.mo.us)

## **Student, Parents, and School Staff Rights and Responsibilities**

### **Student Rights**

- Students have the right to obtain a free and appropriate quality education.
- Students have the right to an education in an environment conducive to learning.
- Students have the right to be treated as individuals with special needs and wants.
- Students have the right to appeal decisions of teachers and principals.
- Students have the right to inspect their educational records and the right to have these records kept confidential.
- Students have the right not to be discriminated against in all classes and in all disciplinary matters.

### **Parent/Guardian Rights**

- Parents/guardians have the right to expect a quality education be provided to their children.
- Parents/guardians have the right to expect that their children will be taught properly.
- Parents/guardians have the right to receive information about the progress of their children.
- Parents/guardians have the right to hear and appeal decisions in regard to their children.

### **School Staff Rights**

- School staff has the right to teach and conduct school business in an atmosphere that is conducive to learning.
- School staff has a right to expect that students will follow the rules and regulations of the school.
- School staff has the right to expect that students will have regular attendance, be in class on time, and have their homework completed to the best of their ability.

### **Student Responsibilities**

- Students have the responsibility to abide by the laws of the United States of America, Missouri, and the policies of the Board of Education.
- Students have the responsibility to abide by the administrative procedures as set up by the school.
- Students have the responsibility to abide by the rules the teacher sets up within the classroom.
- Students have the responsibility of conducting themselves in such a way as to benefit

themselves, the class, and the school.

- The student has the responsibility of doing the class assignments to the best of their ability.
- The students have the responsibility to respect and honor the rights of all persons involved in the educational process.

#### Parent/Guardian Responsibilities

- Parents/guardians have the responsibility to support school rules and to help their children understand these rules.
- Parents/guardians have the responsibility to make sure that their children attend school regularly.
- Parents/guardians have the responsibility to help make the education experience as easy and full as possible.
- Parents/guardians have the responsibility to communicate with the school staff.
- Parents/guardians have the responsibility to provide a home environment that supports the learning process.

#### School Staff Responsibilities

- School staff has the responsibility of inspiring in each of their students a need to achieve up to their individual potential.
- School staff has the responsibility to keep students and parents/guardians abreast of the student's progress.
- School staff has the responsibility to correct disruptive behavior and to maintain a good learning environment for all students.
- School staff has the responsibility to offer a quality education for all students.
- School staff has the responsibility to be fair in all dealings with the parents/guardians and students.
- School staff has the responsibility of providing a curriculum that will prepare students for their duties as productive citizens in our society.

#### **School Special Circumstance Announcements**

- Infinite Campus-telephone notification system
- Bowling Green/Palmyra/Hannibal/Quincy: 1530 AM(KPCR), 97.9 FM (KICK), and 100.9 FM (KRRY Y101)
- Columbia/Jefferson City: Channel 8 (KOMU), Channel 13 (KRCG), and Channel 17 (ABC 17)
- Hannibal: Channel 7 (KHQA)
- Mexico: Channel 1340 AM (KXEO) and 95.7 FM (KRES)
- Moberly: 104.7 FM (KRES)
- Quincy: 92.9 FM (KGRC), 930 AM (WTAD), and Channel 10 (WGEM)

#### **Direct Notification of District/School Improvement**

Federal regulations require that each year, throughout the school improvement process, school districts notify parents directly of the district's and building's improvement status and what that means for parents and students. This direct communication will come through the district newsletter in a letter home.

#### **Protection of Pupil Rights Amendment: Policy JHDA**

Any parent may inspect, upon request, any instructional material used as part of the educational curriculum and all instructional materials, including teachers' manuals, films, tapes or other supplementary material, that will be used in connection with any survey, analysis or evaluation as part of any applicable program. Further, a parent may inspect, upon request, a survey created by a third party before the survey is administered or distributed by a school to a student. The term "instructional material" does not include academic tests or academic assessments.

In general, the district will not collect, disclose or use personal student information for the purpose of marketing or selling that information or otherwise providing the information to others for that purpose. In the rare case where the district may collect information, parents may inspect any instrument used before the instrument is administered or distributed to a student, upon request and in accordance with Board

policy. Parents have the right to have their child opt out of any items.

#### **Public Notice: Policy JO**

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 of the district but are attending a private school within the district, highly mobile children, such as migrant and homeless 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 Van-Far R-1 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 developmental delay.

The Van-Far R-1 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 Van-Far R-1 School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision 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 of 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 Van-Far R-1 School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities 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 agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed daily in the Superintendent's Office from 8:00 a.m.-3:00 p.m.

This notice will be provided in native languages as appropriate.

#### **Title I Information: Policy GBL**

Our district is required to inform you of certain information that parents, according to The No Child Left Behind Act of 2001(Public Law 107-110), can receive upon request information on the professional qualifications for their child's teacher and if they child is receiving services from a paraprofessional, a paraprofessional's qualifications as well.

#### **Standard Complaint Resolution Procedure/NCLB: Policy KL-AP**

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).

The complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplies, or misinterpreted by school district personnel or by Department of Education personnel. Any parent or guardian, surrogate parent, teacher, administrator, school member, or other person directly involved with an activity, program, or project operated under the 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 local district policy: KL-AP and submit to the superintendent's office.

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, misapplies, or misinterpreted by the Department itself.

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

#### **Admissions - Student Enrollment - Legal Matters: Policy AC**

Discrimination and/or Harassment: In the matter of admission and enrollment, the Van-Far R-I School District does not discriminate, nor does it allow discrimination or harassment based on sex, race, color, religion, national origin, ancestry, disability, or age. Any person who believes they have been the victim of discrimination and/or harassment must notify the district compliance officer. Complete copies of the district policies and regulations related to discrimination and/or harassment may be obtained from the Office of the Superintendent. More information can be found in Board Policy AC, Nondiscrimination and Anti-Harassment.

#### **Audio and Visual Recording: Policy KKB**

The district has established limits on the use of recording equipment in order to minimize disruption and protect instructional time essential to improving student achievement. Any recording activity, even activity permitted under this policy, will be prohibited if the activity creates a disruption to the education process. Refer to complete policy.

#### **Distribution of Non Curricular Student Publications: Policy IGDBA**

GUIDELINES: Students may distribute, at reasonable times and places, unofficial material, including but not limited to petitions, buttons, badges, or other insignia. If the district allows students to use its technology resources for non-curricular purposes, any exchange of unofficial material delivered or accessed using district technology resources is also subject to this policy. However, students cannot distribute expressions which:

1. Are obscene to minors.
2. Are libelous.
3. Are pervasively indecent or vulgar language.
4. Advertise any product or service not permitted to minors by law.
5. Constitute insulting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin).
6. Present a clear and present likelihood that, either because of their content or their manner of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school procedures.

PROCEDURES: Anyone wishing to distribute unofficial material must first submit a copy of the material to the principal or designated person 24 hours in advance of desired distribution time, together with the following information:

1. Name and phone number of the person submitting the request.
2. Date(s) and time(s) of day of intended distribution.
3. Location where material will be distributed.
4. The grade(s) of students to whom the distribution is intended. Within 24 hours of submission, the principal or designated person will render a decision whether the material violates the Guidelines of Section I or the time, place and manner restrictions in Section III of this policy. In the event that permission to distribute the material is denied, the person submitting the request should be informed in writing of the reasons for the denial.



Permission to distribute material does not imply approval of its contents by the school, the administration, the Board, or the individual reviewing the material submitted.

If the person submitting the request does not receive a response within 24 hours of submission, the person shall contact the office to verify that the lack of response was not due to an inability to locate the person. If the person has made this verification and there is no response to the request, the material may be distributed in accordance with the time, place and manner provisions in Section III.

If the person is dissatisfied with the decision of the principal or designated person, the person may submit a written request for appeal to the superintendent of schools or secretary.

If the person does not receive a response within three days (not counting Saturdays, Sundays and holidays) of submitting the appeal, the person shall contact to office of the superintendent to verify that the lack of response is not due to an inability to locate the person.

If the person has made this verification and there is no response to the appeal, the material may be distributed in accordance with the time, place and manner provisions in Section III.

At every level of the process, the person submitting the request shall have the right to appear and present the reasons supported by relevant witnesses and material, as to why distribution of the unofficial material is appropriate.

**TIME, PLACE AND MANNER OF DISTRIBUTION:** The distribution of unofficial material shall be limited to a reasonable time, place and manner as follows:

1. No official material may be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.
2. Distribution of unofficial material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school or when it disrupts the use of district technology resources.

**DISCIPLINARY ACTON:** Distribution by a student of unofficial material prohibited in Section I or in violation of Section III may be treated as a violation of the discipline code.

#### **Educational Neglect**

Every parent or legal guardian of a child between the ages of seven and sixteen years is responsible for enrolling the child and ensure proper attendance at a program of academic instruction as per Public School Law of Missouri, 167.031 RSMO. Non-attendance by a student will cause the parent or guardian to be in violation of provisions of state law and subject to report to juvenile and/or family authorities. Violating the compulsory attendance law is a Class C misdemeanor. The penalty for such a violation is a fine, imprisonment or both.

#### **Homeless: Policy IGBCA**

Homeless means individuals who lack a fixed, regular, and adequate nighttime residence. They share housing of others or lack housing due to loss of housing, economic hardship, or similar reason.

#### **Human Sexuality Curriculum: Policy IGAEB**

The Board of Education recognizes that parents/guardians are the primary sources of sexuality education for their children. The Board also recognizes that effective sexuality education, taught in concert with parents/guardians, helps students avoid risks to their health and academic success and prepares them to make informed decisions as adults. Notification of parent/guardian of each student enrolled in the district of the basic content of the district's human sexuality instruction to be provided to the student and of the parent's/guardian's right to remove the student from any part of the district's human sexuality instruction.

#### **Migrant And Limited English Proficient: Policy IGBH/IGBCB**

Migrant students are identified during enrollment through a screening process to determine whether in the past three years the parent/guardian of the child is working in some form of temporary or seasonal agricultural-related work.

English proficiency is determined through the screening process during enrollment to determine the used by the student of a language other than English the majority of the time.

#### **Searches By School Personnel: Policy JHG**

Students have no expectation of privacy in lockers, desks, computers, or other district-provided equipment or areas. The district will conduct periodic and unannounced administrative searches of all these areas. The district uses dogs to indicate the presence of alcohol, drugs, or other prohibited substances on campus, including the parking lot. Students are permitted to park on school premises as a matter of privilege and vehicles are subject to searches as well. Additional searches of bags, purses, coats, electronic devices, and other personal possessions and cars are in accordance with law. Law enforcement officials shall be contacted if the administration reasonably suspects that a student is concealing evidence of legal wrongdoing.

#### **Student Records: Policy JO**

PARENT AND ELIGIBLE STUDENT ACCESS: All parents will have the right to inspect their child's education records as allowed by law. As used in this policy, a "parent" includes a biological or adoptive parent, a guardian or an individual acting as a parent in the absence of a natural parent or guardian. The district will extend the same rights to either parent, regardless of divorce, custody or visitation rights, unless the district is provided with evidence that the parent's rights to inspect records have been illegally revoked. The rights of the parent transfer to the student once the student turns 18, or attends an institution of postsecondary education, in accordance with law. If a parent or eligible student believes the education records related to the student contain information that is inaccurate, misleading or in violation of the student's privacy, he or she may ask the district to amend the record by following the appeals procedures created by the superintendent or designated person.

LAW ENFORCEMENT ACCESS: The district may report or disclose education records to law enforcement and juvenile justice authorities if the disclosure concerns law enforcement or juvenile justice authorities' ability to effectively serve, prior to adjudication, the student whose records are released.

CHILDREN'S DIVISION ACCESS: The district may disclose education records of representatives of the Children's Division (CD) of the Department of Social Services when reporting child abuse and neglect in accordance with law. Once the CD obtains custody of a student, CD representatives may also have access to education records in accordance with law.

#### **Suicide Awareness and Prevention: Policy JHDF**

Board Policy JHDF outlines key protocols and procedures the district will use to raise awareness of suicide and the steps that can be taken to prevent it. The goal of the district is to help students, including students receiving their education virtually, who may be at risk of suicide without stigmatizing students or excluding them from school. The board will provide the resources necessary to meet this goal. No student will be excluded from school based solely on the district's belief that the student is at risk of suicide.

#### **Trauma-Informed Initiative**

The Department of Elementary and Secondary Education (DESE) has established a Trauma-Informed Initiative to help respond to student trauma. Information is available on the DESE website at [www.dese.mo.gov/traumainformed](http://www.dese.mo.gov/traumainformed).

### **ACADEMIC POLICIES AND PROCEDURES**

#### **A+ Program**

Van-Far has an A+ Schools Program. The primary goal of the A+ Schools Program is to ensure that all students who graduate from Missouri high schools are well prepared to pursue advanced education and employment. Students who graduate from a designated A+ high school may qualify for a state-paid financial incentive to attend any public community college or career/technical school in Missouri if the student successfully meets the following requirements:

- Enter into a written agreement with the high school prior to graduation.

- Attend a designated school for three consecutive years immediately prior to graduation.
- Graduate with an overall GPA of 2.5 points or higher on a 4-point scale.
- Have an overall attendance rate of at least 95% for grades 9-12.
- Perform 50 hours of district supervised, unpaid tutoring or mentoring.
- Maintain a record of good citizenship and avoid the use of drugs and alcohol.
- Receive Advanced or Proficient on the Algebra I EOC test.

### **Academic Letter**

The following criteria is in place to identify students in grades 9-12 to receive recognition for high achievement. A student who maintains a cumulative GPA of 3.5 and has no grades below a "B" for the semesters cumulatively will receive an academic letter on the first year of recognition and a pin every year after that.

### **Alternative Methods of Instruction (AMI)**

The Van-Far School District has worked through a collaborative process to implement an Alternative Method of Instruction (AMI) plan to be utilized on days school is closed due to inclement weather, illness, exceptional emergency circumstances, or other natural disasters. It will be at the district's discretion on whether the school is considered 'closed' or if an 'AMI' day needs to be implemented.

The goal of the AMI plan is to embed curriculum with learning activities focused on reinforcement of critical learning standards, enrichment activities, or support for further skill development. Consistent practice and exposure to skills without interruption is the most effective way to ensure student understanding and mastery of content knowledge is achieved. AMI simply allows for the continuation of learning when students miss days of regular instruction. Important items to remember about AMI days:

- Students will NOT attend school on an AMI day. All students will have assigned work to be completed at home on these days.
- AMI days count as instructional days and do not have to be made up at the end of the school year if students and staff complete assigned work.
- Students who do not complete the work will be marked absent for the related AMI day AND will receive a zero for that assignment.

We will notify all guardians, as we have in the past, via text alert, social media postings, and School Messenger, through local television stations in the event of school closures and use of AMI days. In the event of school closing, teachers will be accessible for questions, clarification, and feedback through email.

As we implement this new method, we anticipate that we will learn lessons along the way and make necessary adjustments to improve our AMI plan to best meet the needs of our students. If you have further questions or concerns, please do not hesitate to email the school.

### **Cheating**

Academic dishonesty includes any attempt to obtain credit for academic work through fraudulent, deceptive or dishonest means.

Some examples of dishonesty include, but are not limited to:

1. Using, or attempting to use unauthorized materials, information or study aids in any academic exercise.
2. Submitting work previously submitted in another course without consent of the instructor.
3. Representing the work, words, or ideas of another as one's own in any academic exercise (including works obtained from the Internet)
4. Conducting any act that defrauds the academic process.
5. Academic dishonesty in any form is a grave offense that will not be tolerated. Actions by students found to fall under this definition will be considered as a conduct violation under the school's code of conduct and consequences will be assigned accordingly. In addition, students who willingly engage in academic dishonesty will be assigned a score of "0%" for the assignment on which the dishonesty took place. A second or subsequent offense will be

assigned a score of "0%" and carry with it further consequences.

### **Class Rankings**

In the interest of encouraging and recognizing outstanding academic achievement, a valedictorian and salutatorian will be selected for each high school graduating class. The valedictorian and salutatorian will be selected according to the following procedure:

1. The valedictorian will be the student with the highest-grade point average as computed at the end of the seven semesters of high school work.
2. The salutatorian will be the student with the second highest grade point average as computed at the end of the seven semesters of high school work.
3. In case of a tie for valedictorian, all will be honored.
4. In case of a tie for salutatorian, all will be honored.
5. To be eligible for valedictorian or salutatorian honors, a student must be enrolled within the school district prior to and continuously following the 10<sup>th</sup> school day of the student's senior year.
6. Please refer to WEIGHTED CLASSES to see how those courses may influence the determination of Valedictorian and Salutatorian.

### **Credit Recovery**

The Launch Online Program is in place for students who are not in line for graduation or need to make up credit due to failure by grade or attendance. Students will receive a D- to attain a passing grade and the student must average 75% or higher after completing 100% of the lessons on the program to earn that credit. This grade and credit will be placed on their transcript.

### **Dual Credit**

Some upper-level junior and senior classes have met the criteria to be classified as dual credit. Depending on the college and the course there may be prerequisites that students must meet. Students enrolled in these classes may elect to pay a tuition fee to the designated university/college and enroll as an off-campus student. By doing so they can receive college credit for that class at the same time as they are receiving high school credit.

The cost of each individual class depends on the individual school's cost per credit hour and how many credit hours the class is worth. Paperwork/Registration for all dual credit classes is handled with the school counselor. Choosing to enroll in a class for dual credit is entirely up to the student and his/her family if requirements for taking the course are met. Students should check to see if a particular dual credit class will be accepted and required in the college the student plans to attend. Some dual credit classes require a minimum grade for a student to receive credit. Additionally, some colleges require a one-time initial enrollment fee. If a student takes an on-line or ITV course that is not taught by a teacher in this building the student is responsible for payment for the textbooks. Students can earn up to 3.5 credits each semester within the schedule, including dual credit courses. Any wish to exceed the number of credits must be pre-approved and may not be included in the student's GPA for valedictorian/salutatorian identification.

### **End of Course (EOC) and Semester Finals**

Beginning with the 2008-09 school year, all students completing course content for which there is an EOC exam should take the EOC exam. Districts must ensure that all students complete EOC exams in Algebra I, English II, Government, and Biology prior to high school graduation unless they have completed course content prior to availability of the operational EOC assessment for that course. Additional EOC's may be administered in the following: English I, Geometry, Algebra II, American History, and Personal Finance.

Cumulative semester finals are given in each class. The tests are worth at least 10% of each semester grade. The student is aware when they will be administered. If the course is an EOC tested course, the EOC will count as at least 10% of the 4<sup>th</sup> quarter grade.

### **Parent/Teacher Conferences**

Parent/teacher conferences are scheduled for each fall. Conferences are a positive way of establishing open communication between parent and teacher. Parents may also contact their child's teacher to arrange an individual conference during the school year.

### **Special Services**

The Board of Education provides special services for qualifying students. Parents may request an evaluation for their son/daughter by contacting the counselor or the special services director. Classroom teachers may also refer students for evaluations. Parents are asked for their input and permission to test. A student is placed in a special service program only with parental approval.

### **Student Participation in Statewide Assessments**

Missouri State Law mandates that school districts administer Missouri Assessment Program (MAP) and End of Course (EOC) tests. The results of the tests are used for diagnostic purposes to aid the school district in improving instruction and class activities. Students in grades 7 test in Communication Arts and Math; Grade 8 test in Communication Arts, Math, and Science; EOC testing information is listed under End of Course Testing section. The district must evaluate student progress after the initial assessment and report the progress in the aggregate at the building level as part of the annual report issued to the patrons of the district. The district may establish a system of rewards designed to encourage the students to give their best efforts on each portion of any statewide assessment established by law.

## **ATTENDANCE POLICY**

### **Attendance Policies and Procedures**

Regular school attendance is required by Missouri Law and is essential to the academic performance of each student. Students must be in school to receive the maximum benefits from the instruction and develop habits of punctuality, self-discipline, and responsibility. The regular contact of the students with one another in the classroom and their participation in well-planned educational activities under the instruction of a competent teacher are vital to the educational process. Absence from class can never be completely made up because the student will have missed class discussion, teacher presentation, and his/her own opportunity to participate. There is a close relationship between poor work habits as an adult. Beyond the classroom, students will find that employers are hesitant to hire and retain anyone with a history of poor attendance.

Because we believe regular attendance in school is vital to success, each student must meet the following standards in order to be eligible for credit toward graduation and/or promotion. Exceptions may be made to this policy pursuant to an individual student's Individualized Education Program (IEP) or Section 504 Plan.

Parents should notify the office when their child will be absent. Prior notice for absences is beneficial to the student so they can make arrangements with teachers to make up work.

Excused absences include the following:

The following absences will be excused. Documentation must be provided as indicated.

1. Illness or injury of the student, with written excuse from a medical professional.
2. Medical or therapy appointments, with written appointment confirmation by medical provider.
3. Funeral with a program from the service.
4. Religious observances, with written excuse from parent.
5. Other appointments that cannot be scheduled outside attendance hours, such as court

appearances, with verification documents.

6. Out-of-School suspension.

7. Visits with a parent or legal guardian who is an active duty member of the military who has been called to duty for, is on leave from, or is immediately returned from deployment to a combat zone or combat support posting, with permission of the superintendent or designee.

8. Bereavement of Parent, Grandparent, Sibling, Immediate Household will be allowed 3 days.

Students will be allowed 5 absences outside of the excused absences before being required to make up seat time. All absences that exceed the 5 days or is not an excused absence will need to be made up outside regular school hours.

1. Students will be allowed five (5) tardies/late in a semester. Students will be assigned to one (1) morning or afternoon detention for every tardy/late after the fifth one in a semester.
2. A student is required to make arrangements to make up for missing work promptly. The work must be turned in before the grading period (4 ½ week grade check, quarter and semester).
3. Students are responsible to make up work when missing day(s) due to suspension from school for disciplinary reasons. Students will be allowed to make up work or tests given during an out-of-school suspension. However, they must make arrangements to make up their work.
4. Students are not counted absent for attending approved school events or making approved college visits. Approved college visits are limited to one for juniors and two for seniors. Ninth through eleventh grade students are allowed one job shadow day per year and seniors are allowed two job shadow days.
5. Students that are active members of the following organizations (1) FFA (2) FCCLA (3) 4-H (4) State Fair are allowed excused absences from school for participation in events throughout the above-mentioned organizations. The sponsor of the sanctioned organization needs to sign off and parent/guardian of the student needs to give permission. All work missed during the event(s), must be made-up for credit. If the sponsor for above organization is not an employee of the school district, the excused absences will be limited to five per year. See Missouri Statute 171.053 for more details.
6. All unexcused absences must be made up outside of the school day. These may take place from 8-10 at Monday academy or during EAP time before and after school, otherwise the student will receive a failure by attendance. Students who become ineligible for credit due to failure to meet the standards set forth in the attendance policy may regain eligibility for credit by voluntarily attending before or after school detentions, Mondays, or other indicated enrichment activities until they become eligible, or the semester ends. Students will be awarded a day of attendance credit for attending one Monday Academy on a Monday from 8:00-11:00 a.m. Students must make up attendance that is unexcused by the end of each quarter, and not carry it over to the next.
7. **Students must be caught up on attendance time to participate in extracurricular activities, including sports.**
8. District staff will work with Juvenile Authorities, the Children's Division and local law enforcement to report and reduce truancy. The district will report educational neglect as required by law. Guardians will be visited by SRO after 15 excused absences and will be ticketed for future absences.
9. The building principal/Dean of Students shall be responsible for the interpretation and implementation of the attendance policy.
10. **Students attending Winter Formal, Prom, and/or Hi-Bye Dance must have all EAP's made up prior to the event.**

#### **Absentee Make-Up Time**

ALL make up periods should be accomplished within the same semester. All attendance needs to be made up prior to class trips, dances, or end of the semester activities to participate.

A doctor must document an extended illness (ten school days or more). When the school receives such

documentation, arrangements will be made to homebound tutor the student so they can keep up on their studies and receive the credit they earn.

Students who are ineligible for credit due to failure to meet the standards set forth in the Attendance Policy may appeal their case to the Attendance Review Committee. Any requests for appeals to the Attendance Review Committee must be made in writing to the High School Principal. Decisions of the Attendance Review Committee may be appealed to the Superintendent of Schools and to the Board of Education, successively. Requests for such appeals must be made in writing to the Superintendent of Schools and the Board President, respectively. The appeals process is designed for the consideration of special cases that have required long-term absence, such as serious illness. It is not designed to allow frequent short-termed absences.

Students listed as truant may not make up work or attendance for that day or class period.

Students attending approved school events or making approved college visits (limit of two for seniors and one for juniors) are not counted absent. College visits must be requested ahead of time and all required paperwork must be completed. If the required paperwork is not turned in that day, it will be considered an absence. Students will be allowed to make up all work missed during school events and college visits.

The school will attempt to contact parents/guardians concerning student absences. Additionally, the school will attempt to send letters from time to time to update students and parents on attendance history. Parents/guardians are encouraged to notify the school when their child will be absent and should check the Student Information System (SIS) routinely to stay informed of their students' attendance and potential issues.

The office will not collect homework from teachers until a student has been absent for at least two (2) consecutive days. For absences of one (1) day, absent students may check with their classmates to see what material was prevented.

Students will check in and out of school at the office if they arrive or leave during the school day. Failure to do so may result in disciplinary action being taken.

For making up work, one (1) make-up day will be allowed for each day of absence, with a maximum of six (6) total school days following the absence, including follow up on absent days after returning to school. It is always the students' responsibility to ask their teacher(s) for work they have missed, and to make arrangements to complete tests or other work that requires a proctor.

- a. For example: a student is absent Tuesday through the following Wednesday (6 days) and returns to school on Thursday. The student must complete and turn in all work on or before the sixth school day, even if they are absent again during that succeeding six-day period.
- b. When a test or assignment was announced during the student's presence in class, he/she will be required to take the test or hand in the assignment on the date designated or on the date the student returns to school. Exceptions may be made to this policy for extended absences or unusual circumstances. It is the student's responsibility to ask the teacher for make-up assignments.

A student that misses class time during a day of extracurricular/co-curricular activities on that date (i.e. ball games, dances, organizational events, etc.) must have documentation of absence and prior principal approval to be eligible for the evening's event. This applies to all absences regardless of individual attendance histories.

11. The student will not be eligible to participate on any subsequent date until they attend a full day of classes or a half day with a doctors note. For example, a student who is absent any part of Friday (other than for an excused reason) will not be eligible for Saturday or Monday. Attendance, or an attempted attendance, at such an event will result in disciplinary actions being taken on the next school day. The specific reasons (and appropriate documentation) that apply for an exclusion to this rule are:
  - A. Illness or injury of the student, with written excuse from a medical professional.
  - B. Medical or therapy appointments, with written appointment confirmation by medical

- provider.
- C. Funeral with a program from the service..
  - D. Religious observances, with written excuse from parent.
  - E. Other appointments that cannot be scheduled outside attendance hours, such as court appearances, with written excuse from parent. The principal may require a program or other evidence of attendance as additional verification.
  - F. Out-of-School suspension.
  - G. Visits with a parent or legal guardian who is an active duty member of the military who has been called to duty for, is on leave from, or is immediately returned from deployment to a combat zone or combat support posting, with permission of the superintendent or designee.
  - H. Bereavement of Parent, Grandparent, Sibling, Immediate Household will be allowed 3 days.

12. District staff will work with juvenile authorities, the Children's Division, and local law enforcement to reduce truancy and will report educational neglect as required by law.

### **Arriving Late or Leaving School Early**

When a student arrives late, students must sign in at the office and get a pass before going to class. When leaving early failure to have parental and principal or school nurse permission to leave, or failure to sign out at the office will result in the student being listed as truant. The student is allowed 5 excused tardies per semester before having to serve a before or after school detention.

### **Job Shadowing**

Students in grades 9-11 may participate in one (1) day of job shadowing during the school year. Seniors may participate in two (2) days of job shadowing during the school year.

### **Truancy**

A student is truant any time they are not at their assigned location or on an errand authorized by the staff member charged with the responsibility for the student. This includes, but is not limited to, intentionally being tardy to class, wandering the halls while allowed to run an errand by their teacher, asking a teacher to allow them to go to a particular place and then not going directly there and returning to the classroom, leaving the school building without authorization of the nurse or the principal, and/or not attending school when parents expect they are at school.

## **DAILY PROCEDURES**

### **Closed Campus**

The Van-Far R-I Junior/Senior High School maintains a closed campus from the time the student arrives on campus until they leave in an official capacity. (This will include the completion of the regular school day, extended school day, or completion of an after-school activity). Only students, registered visitors, and school personnel are permitted on school property during school hours. Students may not leave campus, regardless of age, without permission from the nurse's office or the principal. Students leaving without proper permission will be counted as truant until they return to school. Non-academic minutes will be counted against attendance minutes if a student leaves campus during lunch.

### **Daily Procedures**

#### **ARRIVAL AND DEPARTURE**

Regular school hours are from 7:55 a.m. to 3:40 p.m. daily with the first class starting at 7:55 a.m. The building opens at 7:30 daily. Students may go to the cafeteria to eat breakfast or should report directly to the gym to wait until the bell rings. Students arriving in cars should leave them immediately and enter the building. Students should leave the building following the last bell at the end of the school day unless participating in a supervised after-school activity, or they are requested to stay and are supervised by a teacher. Students should check in/out of the office before entering class or before leaving the building when arriving or departing school property at times other than the regular school hours. Students leaving



school property in their personal automobile during regular school hours without administrative approval will lose driving/parking privileges for at least 15 school days and may be counted as truant while they are gone and may be subject to additional discipline consequences. Students may not leave school property after a morning extracurricular meeting or athletic practice unless permission is requested by parents and granted by the principal.

#### **DAILY SCHEDULE**

7:30	Building Opens
7:50	Students are released from gym/cafeteria
7:53	Warning Bell
7:55-8:55	First Period
8:58-9:58	Second Period
10:01-11:01	Third Period
11:04-12:31	Fourth Period (LUNCH)
11:06-11:30	1 <sup>st</sup> lunch (Junior High)
11:36-12:00	2 <sup>nd</sup> lunch (High School A)
12:05-12:29	3 <sup>rd</sup> lunch (High School B)
12:34-1:34	Fifth Period
1:37-2:37	Sixth Period
2:40-3:40	Seventh Period

#### **Early Dismissals**

Early dismissals will be announced using the School Messaging telephone alerting system and the School Facebook Page.

#### **E-Hallpass**

Each student must fill out a pass to leave a classroom. A student gets four (4) requests during each school day. Any request beyond four (4) will be recorded as a tardy. If a student makes a request to the teacher to use the restroom, fill a water bottle between classes, they still must complete a hallpass. Students that are traveling to the office, other teachers' classroom, or other designated spot in the school for a teacher, should have the requesting teacher complete a Proxy Pass for the student. If a student runs excessively late, then they may receive a tardy.

#### **Visitors**

If a visitor is scheduled during the school day, the principal's office should be notified. All visitors must report to the school office upon entering the building. Trespassers will be prosecuted. Due to the disruption of the educational process, visitors accompanying students during the school day will not be permitted. College and Military recruiter visits will be arranged and regulated through the counselor's office.

#### **DRESS CODE**

##### **Dress Code Policy**

Students are to dress neatly, cleanly, and appropriately for school to promote a positive, healthy, and safe atmosphere within the school district. Dress and grooming will be the responsibility of the individual and parents/guardians. The principal will be the final judge of the appropriateness or acceptability of clothing worn. There is no single dress code that can cover all garments; however, the following guidelines will be met:

- a. Teachers of specific courses where safety or health is a factor may require certain clothing or certain adjustments to hair or clothing during class.
- b. Clothing styles, unusual grooming, jewelry, piercing, or tattoos that create disorder, in the classroom or while attending school-sponsored activities are unacceptable.
- c. Students are expected to observe good grooming and personal hygiene while in attendance at school and school-sponsored activities.
- d. The basic rule of thumb: skirts or shorts will extend to the tip of the fingers of the student when the

arms are hanging in a normal fashion.

- e. Students in the school building, male and female, are not permitted to wear shirts with less than one (1) inch over the shoulder straps, open armpits, sunglasses, caps, hats, bandannas, scarves, hoods, head nylons, other head wear, etc. Tops and bottoms should not expose private parts. Exceptions may be made by the administration to celebrate certain situations.
- f. Coaches and sponsors have the right to set additional and stricter standards of dress and grooming for students participating in extracurricular and co-curricular activities.
- g. Clothing or jewelry with reference to weapons, alcohol, drugs, tobacco, or offense to gender will not be allowed.
- h. No chains hanging off clothing is allowed.
- i. No open back of shirts, need to have full coverage of the backs.
- j. Tops that are too tight and expose cleavage are not allowed.
- k. Pants/shorts that are saggy and expose under garments are not acceptable.
- l. Students wearing leggings must wear a shirt that covers the student's front and back areas.
- m. Blankets are not part of your dress and should not be carried throughout the school day. Blankets must be put in your locker if brought to school.

When, in the judgment of the principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications, wear clothing supplied by the principal, or be sent home.

## **EMERGENCY PROCEDURES**

### **Emergency Plans/Safety Drills: Policy EBC**

The superintendent or designee has the responsibility for developing and maintaining the district's emergency preparedness plan and emergency drills.

The district will use Raptor Technologies to schedule drills and to use as an alert system for any emergency for all employees of the district through the app downloaded to phone, tablet, or desktop.

Emergency drills include: fire, tornado, bus evacuation, earthquake, bomb threat, lockdown, and others deemed necessary. Emergency exiting procedures are posted throughout the building. A sufficient number of drills will be conducted throughout the school year.

Earthquake drills are performed on a semester basis. Students are asked to DROP, COVER and HOLD. Move under desk or table, if coat is available, cover with it.

Fire drills are performed on a regular basis with students exiting the building using designated exits.

## **EXTRACURRICULAR POLICIES**

### **Dances**

Students who attend dances must complete a guest registration form for any guest that is not a current Van-Far student. Students must have attendance that is within school policy in order to attend any dances, including homecoming, court warming and prom. To ensure a student can stay current with attendance requirements, and ensure they can receive credit for their classes, make up time for attendance is available during extended academic periods and Monday detention periods. Guests to any school dances cannot be over 21 years of age or be a high school drop-out and must have administrator approval from the sending school.

### **Extracurricular Activities and Organizations**

The Board of Education believes that student activities sponsored by the school district are a vital part of education and should be used to help develop social skills as well as knowledge. The Board further recognizes that not all district goals and objectives can be met in the classroom. Therefore, the Board authorizes the use of the district's facilities, employees, and funds to provide student extracurricular activities.

**DEFINITIONS:** All district-sponsored activities, groups and organizations meeting or occurring during non-instructional time will be referred to as extracurricular. However, extracurricular activities and groups will be further categorized as follows for legal purposes:

*Co-curricular Activity or Group:* A school-sponsored activity or group primarily involving students and occurring outside of academic class time, were

- The subject matter of the activity or group is or will be taught in a regularly offered class.
- The subject matter of the activity or group concerns the body of courses as a whole.
- Participation in the group is a requirement for a course; or
- Academic credit is granted for participation.

**NON-CURRICULAR ACTIVITY OR GROUP:** School-sponsored activities or groups primarily involving students and meeting outside of academic class time, which are not co-curricular.

**GENERAL:** All extracurricular activities must have a duly appointed sponsor, advisor or coach who is a district employee. Before assuming the duties of a sponsor, advisor or coach, the district must have on file a recent background check of the employee. It shall be the duty of such individuals to attend all meetings, functions or practices of the various groups, to advise and supervise students, and to keep the building principal informed regarding activities. All district-sponsored extracurricular activities should be included on the school calendar.

All students participating in extracurricular activities or groups are subject to district supervision and discipline. Students must comply with all policies, eligibility requirements, rules and procedures established by the district or by the Missouri State High School Activities Association (MSHSAA), when applicable.

Unless participation is required for an academic course in which the student is enrolled, participation in all extracurricular activities or groups is voluntary.

Pursuant to state law and upon the adoption of a resolution by a majority of the entire Board, the district may designate extracurricular activities that the Board believes presents unusual physical hazards to students. The Board may then authorize the expenditure of school funds to purchase medical insurance covering students while engaged in the activity, if the purchase of insurance would constitute a financial hardship to the parent/guardian or student.

All students participating in district-sponsored activities requiring transportation must be transported by district-furnished transportation when provided. Participants must be transported with their team or organization except with prior approval by the coach/sponsor and principal to a parental request. Participants may ride home with their parents/guardians if the parent contacts the coach/sponsor in person at the event and places his or her name on a sign-out sheet.

**EXCLUSION FROM ACTIVITIES OR GROUPS:** Students may belong to and take part in all extracurricular activities or groups for which they are qualified, regardless of race, color, sex, religion, national origin, ancestry or disability. Unless participation in a group or activity is required for a course in which the student is enrolled, participation is a privilege, not a right. Students may be excluded from these groups as a disciplinary action, as a consequence for poor performance in school, or otherwise as determined by district administration. Please refer to the athletic handbook for more information. A student and/or his or her parents/guardians are not entitled to a hearing solely because the student has been excluded from an extracurricular activity which is not required for a course in which the student is enrolled.

### **Extracurricular Policies**

**ATHLETIC REQUIREMENTS:** Students must have a current physical and proof of insurance before they may participate in extracurricular athletics. Additionally, students must meet the practice, academic, and

citizenship requirements set by MSHSAA. Detailed requirements for participation can be found in the Athletic Handbook.

**ATTENDANCE REQUIREMENTS:** If a student misses one or more classes, other than for the reasons listed in the attendance policy, he/she shall not be considered eligible for extracurricular/co-curricular activities on that date (i.e. ball games, dances, organizational events, etc.). Further, the student will not be eligible to participate on any subsequent date until the student attends a full day of classes (unless absent for one of the excused reasons listed in the attendance policy). For example, a student who is absent any part of Friday (other than for an excused reason) will not be eligible on Saturday.

**PHYSICAL EXAMS:** No student may participate in a performance, practice or game until the physical exam form has been completed and turned in to the coach or sponsor. Sponsors and coaches are to determine from the physical exam form that all participants in their activity have been approved by a physician as being physically fit to participate; therefore, the exam form will be checked carefully for restrictions the doctor may have placed on the student. Once the form has been checked by the coach/sponsor, it will be forwarded immediately to the school secretary, who will keep it as part of the individual student's health record. Physical exams are required for all students new to the district and all kindergarten and 7th grade students upon entering school, and annually for all students participating in athletics. Athletic physicals will be accepted in place of school physicals for 7th grade students. Any student entering school at any other time is required to have a physical by a doctor within the preceding year, or to obtain one. See the Van-Far Athletic Handbook for more information.

**STUDENT ACTIVITIES:** The student activities program at Van-Far provides an excellent opportunity for a student to fulfill his/her need for involvement and success in activities other than classroom instruction. Experiences in student activities are designed to help meet the leisure, recreational, social, and emotional interests and needs of the student. These experiences also provide opportunities for self-directed specialization in areas of the curriculum of particular interest to the student. Students are encouraged to become an integral part of at least one extracurricular activity. Each activity will have its own membership criteria, expenses, and requirements. Sponsors will make students aware of these details. Student activities at Van-Far Junior-Senior High School include: Drama Club, FCCLA, FFA, FBLA, SADD, National Honor Society, Junior Honor Society, Pep Band, Junior High Band, High School Band, Junior High Chorus, High School Chorus, M.A.S.S. (Math and Science Society), Scholar Bowl, Student Council, Yearbook, Cheer Leading, Cross Country, Junior Varsity and Varsity Girls Basketball, Junior High Girls Basketball, Junior Varsity and Varsity Boys Basketball, Junior High Boys Basketball, High School Football, Junior High Football, High School Boys and Girls Golf, Junior Varsity and Varsity Girls Softball, Junior High Girls Softball, Junior Varsity and Varsity Boys Baseball, High School Boys Track, Junior High Boys Track, High School Girls Track, Junior High Girls Track.

#### **Termination of School Activities**

School activities will terminate by 11:00 p.m. Exceptions to this rule must be approved by the principal and will be made known through the school announcements.

#### **GENERAL STUDENT INFORMATION**

##### **“ACT” Testing Schedule**

We are fortunate to have a counselor that is qualified and chooses to take on the extra work to arrange and proctor the ACT test at Van-Far Schools. In order to be sure of getting the first choice of location for taking the ACT a student should register early. The Van-Far counselor proctors the test in either the high school or elementary building depending on event schedules for each building. The registration form must be received at the ACT office by the deadline date or the student will be assessed an additional fee. More information can be obtained at <http://www.actstudent.org>.

##### **Hart Career Center**

During the sophomore year, students interested in attending the Hart-Mexico Career Center during their junior and senior years of high school will have an opportunity to visit the facility and personally observe

classes. Visiting the school and various classes gives students a more realistic view of what the career center experience is like and helps them make more informed choices. From an application list a committee made up of the designated staff members selects students found eligible based on; grades, referrals, attendance, credits toward graduation, interview and application process and interest level. Success during the first year deems a recommendation, along with the application process, to continue the second year. Students may be removed from the program due to grades, attendance, discipline referrals.

### **Career Center Procedures**

Students must provide their own transportation to school to meet the bus for Vo-tech Monday-Friday unless Mexico Public Schools is not in session. Upon arrival at school, Career Center students must board the bus, after getting breakfast. Students may board the bus ONLY on the high school lot. The bus will leave the high school parking lot at 7:30 a.m. Students should be seated on the bus prior to the departure time. Students are not allowed to drive themselves to HCC without prior parent and administrator approval from both VFHS and HCC. Approval must be taken care of at least one day prior to the requested date to drive. Upon return to school students are to enter the building directly, not go to vehicles and be prepared for their 5<sup>th</sup> hour class. Reminder a student must be in a full day of attendance or half day with a doctor's note to participate in activities, so if a student misses the bus and does not attend HCC, they are ineligible for activities until they have attended a full day or a half day with doctor's note.

### **College Days**

Each senior will be granted two days to visit a college, university or technical school. Juniors are granted one college day. To be excused for a college day, a student must pick up the college visit form from the counselor's office. The form must be signed by all of the student's classroom teachers, the counselor, and the principal. Requests may be denied if a student has excessive absences or discipline referrals.

### **College Representatives**

Throughout the school year, representatives from colleges, universities, and technical schools will schedule appointments to meet students to provide information about their institutions. Students are notified of scheduled visits through school announcements and postings outside the counselor's office. Students must sign up in advance to meet with school representatives and they must notify their teachers and turn in their assignments prior to attending the presentations.

### **Copyrighted Materials: Reproduction of**

It is the intent of the Board to abide by the provisions of current copyright and intellectual property laws as they affect the school district and its employees.

Copyrighted materials, whether they are print or non-print, will not be duplicated, reproduced, distributed or displayed for district-sponsored activities or by using district equipment except in accordance with law.

Details about "fair use" and other relevant information regarding copyright law will be made available to all employees. A summary of these standards will be posted or otherwise made easily available at each machine used for making copies.

The Board does not sanction or condone illegal duplication, reproduction or distribution in any form. It is the responsibility of all district staff to notify the superintendent or designated person of any potential violation of law or policy. All persons who use district resources in violation of law may be prohibited from using district resources in the future and will assume liability for their actions.

### **Copyright Infringement Using District Technology**

All persons are prohibited from using district technology in violation of any law including copyright law. Only appropriately licensed programs or software may be used with district technology. Further, no person will use the district's technology to post, publicize or duplicate information in violation of copyright law. All persons using district technology in violation of law may lose user privileges in addition to other sanctions.

### **Counseling Information**

The counseling department provides services designed to promote and facilitate the academic, vocational, personal, and social development of students. In order to meet students' needs, the counselor assists and works closely with parents, teachers, staff, administrators and members of the community. The fundamental goal of school counselors is to enable all students to succeed to the best of their abilities. The counselor assists students with course selection, understanding and interpreting test results, career exploration and career path selection, self-discovery, personal problems, classroom difficulties, and post high school plans. The junior/senior high guidance office has a library containing information on colleges, universities, technical schools, various careers, self-development, problem-solving, study guides for ACT and SAT, and a variety of other topics. Students can check out study guides, informational CD's, and videotapes. Additionally, the students may use the computer located in the outside guidance office to access the Internet for additional information or run an informational program. The student can also complete college applications and financial aid forms over the Internet.

### **Emancipated Minor**

Parents and legal guardians are responsible for their children until the children turn eighteen (18). Because of this, unless the minor child is a court-ordered emancipated minor, any and all correspondence will be sent to the parent or court ordered legal guardian. In addition, permission to leave school or attend school-sponsored field trips must be authorized through the parent/guardian, regardless of where the child resides.

### **Expenses**

Some school classes and activities have expenses for which the student is responsible. Teachers/sponsors will make these costs known to the students as soon as possible. These expenses may be paid in installments. Failure to pay the expenses could result in removal from an organization or prevention in attending certain school-sponsored functions. Certain expenses are known beforehand, and students are encouraged to put a few dollars away over the course of time to meet these expenses. If the student cannot pay expenses all at one time they should make arrangements to pay a small amount each week or two until the obligation is satisfied.

### **Extended Academic Period (EAP)**

Progress reports are provided every 4 1/2 weeks. Students that have at least one grade of "F" will be assigned to mandatory attendance for the extended academic period Tuesday through Thursday of the next 4 1/2 week progress period. Students should make arrangements with the teacher of the subject they are experiencing difficulty to get extra tutoring after school.

The extended academic period will apply to all students, regardless of their normal after school activities, including, but not limited to athletics, co-curricular activities, or working an outside job. A sport, co-curricular, or current employment affects a child now, good or poor academics will affect them for the remainder of their life.

### **Financial Aid Night**

The counselor hosts an annual financial aid night to provide parents and students with basic information needed to apply for federal and state financial aid and scholarships. A college or university financial aid officer will present information about new financial aid programs or changes in the current program. Instruction will be given on the proper way to complete the Free Application for Federal Student Aid (FAFSA).

### **Grading Policies/Procedures/Graduation**

Academic Letters: The Academic Letter is designed to honor students for superior performance in the classroom. To receive an Academic Letter a student maintain:

- Freshman (certificate only)
- Sophomores (Letter only)
- Juniors and Seniors (either a letter or bar based on previous lettering)
- All students will need to maintain a 3.5 grade point average with no grades below a B.
- Freshman: based on 1<sup>st</sup> semester grades

- Sophomores: based on 3 semesters of grades
- Juniors: based on 5 semesters of grades
- Seniors: based on 7 semesters of grades

The principal will evaluate the transcripts of transfer students for the purpose of eligibility. Foreign exchange students are ineligible for this award. The principal will determine appropriate procedures and methods for identifying and validating student eligibility for this award.

Academic Promotion: Students must have the following credits during and at the end of their grade year in order to be part of that cohort class. Freshman: 0 to 3.5 credits earned with passing grades. Sophomores: 3.6 to 10.9 credits, Juniors: 11 to 16.9 credits, and Seniors: 17 to 24 credits.

Junior High Academic Promotion: Our goal is to prepare students to be successful in future academics and beyond schooling. Junior High students will be expected to keep their grades above passing. If a student has one or more F, they may be required to attend EAP Tuesday-Thursday until the grade has improved. At the end of each semester grades will be calculated. If throughout the two semesters the student has accumulated 2 or more F's in core subjects (math, ELA, Science, Social Studies), they will be required to attend summer school or they will be retained.

College Preparatory Certificate: The Missouri State Board of Education awards the College Preparatory Certificate to Missouri students who successfully complete a rigorous academic program in high school. The certificate is designed to provide incentive and recognition for those students who exceed the state's minimum graduation requirements. Graduating seniors who meet the criteria and the additional requirements will be awarded the College Preparatory Certificate during the high school awards program.

Those basic criteria are:

Starting with the graduating class of 2010:

4 units English/Communication Arts	3 units Social Studies
3 units Mathematics (Algebra and above)	3 units Science
5 units General Electives	1 unit Practical Art
3 units Specified Core Electives*	1 unit Fine Arts
1 unit Physical Education	.5 unit Personal Finance
.5 unit Health	<b>25 Credits Total</b>

Students must obtain 24 credits for graduation. If a student wants to graduate with a College Preparatory Certificate they must obtain the 25 total credits.

Additional requirements include a grade point average of 3.0 on a 4.0 scale in math, science, social studies and English; and score above the previous year's national average on the ACT or SAT. The student must also maintain at least 95% attendance throughout grades 9-12.

\*Specified Core Electives: At least 3 units selected from foreign language (two units from one foreign language are strongly recommended) and/or combinations from two or more of the following course areas: English, math, social studies, science, and fine arts. A computer science course with a prerequisite of at least Algebra I is permissible as a mathematics elective. State and/or international history courses are permissible as social studies electives.

HONOR ROLL: To be eligible for the "A" Honor Roll, a student must have earned all A's during the grading period in question. To be eligible for the "B" Honor Roll, a student must have earned at least a 3.0 (on a 4.0 scale) grade point average during the period in question. Incomplete grades will disqualify a student from eligibility for honor roll.

GRADE REPORTS: Grade-check reports will be distributed to students every 4 1/2 weeks with end-of-quarter report being supplied every nine weeks. Parents/guardians are urged to call the office if the grade report is not received at home. It is the district's intention for parents to know about failing work before the situation is irretrievable. Teachers are always available for a conference before or after school or during their conference period.

**GRADING SYSTEM:** Standard Grading System:

93.00 - 100	A	4.000 Points
90.00 - 92.99	A-	3.666 Points
87.00 - 89.99	B+	3.333 Points
83.00 - 86.99	B	3.000 Points
80.00 - 82.99	B-	2.666 Points
77.00 - 79.99	C+	2.333 Points
73.00 - 76.99	C	2.000 Points
70.00 - 72.99	C-	1.666 Points
67.00 - 69.99	D+	1.333 Points
63.00 - 66.99	D	1.000 Points
60.00 - 62.99	D-	0.666 Points
0.00 - 59.99	F	0.000 Points

**WEIGHTED CREDITS**

In an effort to improve rigor and encourage students to take more advanced courses, weighted credits will be implemented starting the 2020-2021 school year and impacting the graduating class of 2023.

Weighted courses motivate students to take honors/advanced courses by weighting a passing grade up to a full 1.0 point towards the student's GPA. (The grade on the Report Card will not be adjusted.) A higher performance expectation is included for each course. Prerequisites and/or teacher recommendations are required to gain entry into Dual Credit and AP Courses. The first 10.5 credits of AP or Dual Credit courses taken in seat at Van-Far will be included for Valedictorian/Salutatorian consideration. Valedictorian/Salutatorian is determined by the GPA calculated at the end of 1<sup>st</sup> Semester of their senior year.

Students scoring below a D+ in any weighted course will not receive weighted points to their GPA

Pass/Fail courses will not be counted towards a weighted GPA.

A committee will meet annually to look at the classes that are offered by the high school to evaluate if any classes should be added or removed from being a weighted class.

For students to be eligible for Valedictorian or Salutatorian they must complete 7 semesters and be enrolled in seat at Van-Far for 2 consecutive years.

Grade	Percentage	GPA	Weighted GPA
A	96-100	4.0	5.0
A-	90-95	3.666	4.666
B+	87-89	3.333	4.333
B	84-86	3.0	4.0
B-	80-83	2.666	3.666
C+	77-79	2.333	3.333
C	74-76	2.0	3.0
C-	70-73	1.666	2.666

**Graduation Requirements**

The Board of Education for the Van-Far R-I School District establishes the following graduation policy and instructs the administration to develop all necessary procedures for proper implementation.

**REQUIREMENTS:** A student must meet the following requirements in order to graduate from the Van-Far R-I School District, unless one (1) of the stated exceptions apply. The student must:

1. Complete a total of 24 credits in grades nine (9) and above, including credits required by the State Board of Education. The requirements are as follows:
  - a. Pass proficiency exams concerning American History, American Institutions, and the



- Missouri and the United States Constitutions.
- b. Successfully completed a course of instruction of at least one (1) semester in length on the institutions, branches and functions of the government of the state of Missouri, including local governments, the United States government and the electoral process. To successfully complete and receive credit for this course, the student must pass proficiency exams concerning the Missouri and U.S. Constitution.
- c. Complete CPR training.

#### SPECIFIC COURSE REQUIREMENTS: ALL GRADUATES:

1. Comm. Arts: English I, English II and one (2) from: English III or Speech, Career/Vocational English, English IV.
2. Social Studies: American History, Government, one Social Studies Elective
3. Science: Physical Science, Biology and one (1) of the following: Chemistry, Physics, Biology II, Anatomy and Physiology, Comprehensive Science, Practical Science.
4. Math, Health and Physical Education Personal Finance.

#### EXCEPTIONS

1. Graduation requirements and grading scales for a student with a disability receiving special education services pursuant to the Individuals with Disabilities Education Act (IDEA) may be determined according to the student's Individualized Education Program.
2. Remedial classes may be substituted for specific course requirements based on teacher recommendation and administrative approval.
3. Students transferring from another accredited Missouri school as a junior or senior who cannot reasonably complete the district's requirements may be permitted to graduate based on the successful completion of a program of study that would have met the graduation requirements at their former school, including the numbers (2) and (3) of the "Requirements" section of this policy.
4. Students who transfer from another state or country or any unaccredited private, public or home school and who are placed in the ninth grade will be required to meet all established graduation requirements. If such a student is placed in the tenth grade or higher, the district will work with the student and the parents to develop a program of studies that will result in graduation if successfully completed.

#### EARNING CREDIT:

1. The superintendent or designated person is directed to assign credit values for courses offered by or through the school district and to develop formulas and procedures for awarding credit to transfer students who transfer from a district that uses a different standard for awarding credit.
2. The Van-Far R-I School District recognizes units of credit obtained through correspondence courses or courses delivered primarily through electronic media (such as satellite video, cable video or computer-driven or on-line courses) as long as they are earned through the University of Missouri Center for Distance Learning or from a school accredited by the North Central Association of Colleges and Schools or its equivalent regional accrediting agency or approved by the Missouri Department of Elementary and Secondary Education.
3. Students may earn advanced-standing credit by successfully completing high-school level courses prior to entering the ninth grade. This advanced-standing credit may be counted toward the subject-area requirements for graduation and for meeting the district requirements, but it will not be counted toward the minimum number of credits required by the State Board.
4. The district will waive one (1) unit of academic credit in communication arts, math, science or social studies, whichever is most appropriate, for students who successfully complete an eligible three-unit career/technical program.
5. The district recognizes/accepts credit earned through an approved vocational-technical program.
6. Students may earn credit by other means approved by the Board and in accordance with law.
7. Along with the completion of Physical Science and Biology, students may earn the additional

third science credit required for graduation by completing three agriculture education courses. The courses must include Agricultural Science I, Agricultural Science II, and either Agricultural Structures or Greenhouse Operations & Management (Policy IKF).

**DIPLOMAS:** Students will be awarded either a diploma or certificate of attendance in accordance with this policy and as permitted by law (Policy IKF).

### **Guidance and Counseling**

The district's comprehensive guidance program provides important benefits to all students at all grade levels by addressing their personal, social, academic and career development needs. The program is implemented in each attendance area and is considered an integral part of each school's educational program. The Van-Far R-I School District guidance program will adhere to the standards of the Missouri Comprehensive Guidance Program and strive to meet the program goals in each of the following areas:

#### **PERSONAL AND SOCIAL DEVELOPMENT:**

1. Assist students in gaining an understanding of self as an individual and as a member of diverse local and global communities by emphasizing knowledge that leads to the recognition and understanding of the interrelationship of thoughts, feelings and actions in students' daily lives.
2. Provide students with a solid foundation for interacting with others in ways that respect individual and group differences.
3. Aid students in learning to apply physical and psychological safety and promoting the student's ability to advocate for him or herself.

#### **ACADEMIC DEVELOPMENT:**

1. Guide students to apply the skills needed for educational achievement by focusing on self-management, study and test-taking skills.
2. Teach students skills to aid them as they transition between grade levels or schools.
3. Focus on developing and monitoring personal education plans, emphasizing the understanding, knowledge and skills students need to develop meaningful personal plans of study. Personal plans of study will be initiated for all students no later than eighth grade.

#### **CAREER DEVELOPMENT:**

1. Enable students to apply career exploration and planning skills in obtaining life career goals.
2. Educate students about where and how to obtain information about the world of work and postsecondary training and education.
3. Provide students the opportunity to learn employment readiness skills and skills for on-the-job success, including responsibility, dependability, punctuality, integrity, and effort (Policy JHD).

**SCHOLARSHIP INFORMATION:** Scholarship information is made available to students in a variety of ways. All seniors are given a packet containing local scholarships and their due dates. Other scholarships that are very specific or arrive after the first notification are put in the school announcements and in the senior mailboxes, which are located in the outer counselor's office. Scholarship applications are available on computer disks that are available for seniors from the counselor. It is the responsibility of each student to read scholarship applications for qualifications, due dates and other pertinent information.

### **Guidelines For 8<sup>th</sup> Grade Students Taking High School Courses**

Criteria:

1. Teacher Recommendation in subject area
2. Student will take the EOC assessment in the subject area
3. Two of the following three:(in the subject area)
  - a. Must maintain a grade of 95% and above throughout the year
  - b. Received an Advanced on previous year's MAP test
  - c. Take the Pre-Algebra test and score a 75% or higher.

### **Hall and Building Traffic and Conduct**

Students are expected to pass from one class to another in an orderly manner, keeping to the right in the corridors. Students should refrain at all times from running, talking loudly, horseplay, whistling, and other discourteous conduct.

#### **Health Insurance**

The district will provide information about the state children's health insurance program, MO HealthNet for Kids (MHK), to parents/guardians enrolling students in the district. If a parent/guardian indicates on an application for free and reduced-price meals that a child does not have health insurance, the district will notify the parent/guardian that the MHK program is available if household income is within eligibility standards. Board procedure KB- AP1.

#### **Locker Assignments**

Individual lockers are available for each student. Lockers will be assigned to 7<sup>th</sup>-12<sup>th</sup> grade students in an assigned area. Students should always keep their locker locked and should not share their locker with another student. If any student experiences difficulty with their locker they should report the problem to the high school office personnel.

#### **Military**

General information regarding all branches of the military service is available in the guidance office. Additionally, representatives from the various branches of the armed services visit the school several times throughout the year. Seniors may use their college day to do armed services testing or meet with a recruiter.

#### **MOCAP**

Missouri Course Access and Virtual School Program (MOCAP) offers online courses for 7th through 12th grade. Students can take courses from any Internet-connected computer, available 24-hours a day, seven days a week. MOCAP's mission is to offer Missouri students' equal access to a wide range of high-quality courses, and interactive online learning that is neither time nor place dependent.

Students can register for on-line courses much like they do for their regular course schedule through our counselor. The school district is not responsible for providing the needed technology to a student wanting to take an on-line course except for students eligible with a disability in compliance with federal and state law. Students will be assigned to a classroom and a teacher to work on the on-line coursework much like is already done at Van-Far. All student academic support for the online course will be provided through the vendor. A student should plan to spend at least one hour a day, five days a week, on each course. In other words, at least five hours per week on each course. There are eligibility requirements to be met prior to being enrolled. Students should check with the principal or guidance counselor to check their eligibility prior to scheduling.

Students can be denied for online learning if it is deemed to be not in the best educational interest of the student. In the case of a denial of a MOCAP request, individuals will receive written notification and their path to appeal the decision.

If a student elects to withdraw from a course after the designated drop date, the student will earn no credit for the remainder of the semester for that period, and an F will be shown on the transcript. Students must be on the Van-Far campus to take the online courses unless a medical condition requires otherwise or administration approves an alternate location.

#### **Registration and Enrollment**

All students that live within the boundaries of the school district have the right to a free and appropriate public education until they either graduate or turn twenty-one (21) years of age. Registration for the next school year will be held in the spring. In August, students will finalize class schedules and receive locker assignments. The schedule of registration dates and other pertinent information will be announced in the local newspaper. Any student requesting admittance fifteen (15) or more days after the beginning of a quarter will not earn credit for that quarter unless transferring from another school or appropriately documented homeschool setting. Exceptions for special circumstances will be considered on an individual

basis.

**LATE ENROLLMENT** A student who registers after the semester has commenced will be subject to a prorated attendance policy provision for the number of days remaining in the semester.

### **Schedule Change Policy**

Through proper planning on the part of the student, very few schedule changes will be necessary. Procedures that allow students to drop and/or add courses or otherwise amend their class schedule are designed for students whose academic programs can be enhanced by such a change. Class changes will not be made after five days of the first quarter and the start of the third quarter. Requests to change a class schedule will be made to the counselor based on a legitimate need on an individual basis.

### **Seniors**

#### **GRADUATION PRACTICE**

Mandatory attendance at graduation practice that is set by the administration, is required for all seniors planning "to walk" at graduation.

#### **CLASS TRAVEL**

At the discretion of the administration, the graduating class may take one or more days of senior travel during school hours prior to graduation. Proper parent permission is required. A student must be enrolled in school at the time of the trip. Attendance is mandatory. No outside food or drink is allowed. School rules apply.

#### **SENIOR PHOTOS**

The graduating senior class members will be featured in the local papers with their senior photograph and information regarding their future plans, address, and parent/guardian for recognition by the media. If a student wishes to not have their information posted, the student needs to do so with a written request to the high school office.

#### **PICNIC**

The graduating class may plan, with their class sponsors, a senior picnic to be held off school grounds during school hours. All school rules apply, school chaperones will be in attendance, and seniors will ride as a group on the school bus to and from the picnic. Attendance is mandatory, and those failing to attend will receive a school absence.

### **Supervised Occupational Experience (SOE), Flex**

The SOE program is a work experience program for senior students. It is a supervised learning experience through cooperation of school and business that provides an opportunity for students to attend classes at school and work in a vocational occupation and to apply vocational knowledge, skills, and techniques to a specific job situation.

Participation provides a minimum of 10 hours a week of on the job, a wage comparable to other entry-level employees having similar duties and responsibilities (at least minimum wage), evaluation of the student's job performance, consultation with the teacher/coordinator should any difficulties arise in the training, and release from school a minimum of one hour per day.

Eligibility requirements may be requested from the SOE Coordinator. To enroll, the student should obtain an application packet from the SOE Coordinator or the SOE Facilitators. After completing the packet, the student should return it to the SOE Coordinator. Final acceptance to the SOE program is at the discretion of the SOE staff.

Upon successful completion of the SOE program, the student will receive 1 to 2 units of credit, depending on the number of hours worked per week. In the event a student should be terminated from his/her job, the student should make every effort to obtain new employment within three weeks or risk termination from the SOE program.

The FLEX program is available to seniors who are in need of a few credits to graduate and would like to work or attend college classes. Students enrolled in FLEX must be enrolled in at least two classes through the school or vo-tech school and maintain enrollment requirements.

#### **Withdrawal From School**

Students wishing to withdraw from Van-Far or transfer to another school may do so by obtaining the proper documentation from the school counselor and office.

### **MEDICAL INFORMATION**

#### **Immunization of Students**

It is the policy of the Van-Far R-1 School District that all students attending the district schools shall be immunized in accordance with law. The district will allow a student to attend school if the district has satisfactory evidence that the parents are attempting to obtain needed immunizations or documentation that the student is exempted from immunizations in accordance with law. A student is exempted from obtaining immunizations if the district has on file the completed forms necessary to prove that the student will not be immunized for religious or medical reasons. An exemption for medical reasons requires certification by a licensed Doctor of Medicine or Doctor of Osteopathy that either they would seriously endanger the child's health or life or that the child has documentation of laboratory evidence of immunity of the disease. An exemption for religious reasons requires written certification from one (1) parent or guardian that immunization of the student violates his or her religious beliefs.

Homeless students who cannot provide proof of immunization will be enrolled, and the district's homeless coordinator will work with the student to obtain the necessary immunizations as soon as possible.

The district must report to the Department of Health and Senior Services any parent or guardian who neglects or refuses to permit a non-exempted student to be immunized. The district will also report to the Children's Division (CD) of the Social Services any instance of educational or medical neglect.

## 2024-2025 MISSOURI SCHOOL IMMUNIZATION REQUIREMENTS

- All students must present documentation of up-to-date immunization status, including month, day, and year of each immunization before attending school.
- The Advisory Committee on Immunization Practices (ACIP) allows a 4-day grace period. Students in all grade levels may receive immunizations up to four days before the due date.
- Missouri-required immunizations should be administered according to the current ACIP schedule, including all spacing, (CDC.Gov/vaccines/schedules).
- To remain in school, students "in progress" must have an Immunizations In Progress form (Imm.P.14) on file. In progress means that a child has begun the vaccine series and has an appointment for the next dose. This appointment must be kept and an updated record provided to the school. If the appointment is not kept, the child is no longer in progress and is noncompliant. (i.e., Hep B vaccine series was started but the child is not yet eligible to receive the next dose in the series.)
- Religious (Imm.P.11A) and Medical (Imm.P.12) exemptions are allowed. The appropriate exemption form must be on file. Unimmunized children are subject to exclusion from school when outbreaks of vaccine preventable diseases occur.

Vaccines	Dose Required by Grade												
	K	1	2	3	4	5	6	7	8	9	10	11	12
DTaP/DTP/DT <sup>1</sup>	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+
Tdap <sup>2</sup>									1	1	1	1	1
MCV <sup>3</sup> (Meningococcal Conjugate)									1	1	1	1	2
IPV (Polio) <sup>4</sup>	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+
MMR <sup>5</sup>	2	2	2	2	2	2	2	2	2	2	2	2	2
Hepatitis B <sup>6</sup>	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+
Varicella <sup>7</sup>	2	2	2	2	2	2	2	2	2	2	2	2	2

- Last dose on or after the fourth birthday and the last dose of pediatric pertussis before the seventh birthday.  
**Maximum needed:** six doses.
- 8-12 Grades: Tdap, which contains pertussis vaccine, is required.
- Grade 8-11: One dose of MCV is required. Dose must be given after 10 years of age.  
Grade 12: Two doses of MCV are required unless the first dose was administered to a student who was 16 years of age or older, in which case only one dose is required. At least one dose must be given after 16 years of age.
- Kindergarten-12 Grade: Last dose must be administered on or after the fourth birthday. The interval between the next-to-last and last dose should be at least six months.
- First dose must be given on or after twelve months of age. If MMR and Varicella are not administered on the same day, they must be at least 28 days apart. The 4-day grace period does not apply to live vaccines.
- There must be at least four weeks between dose one and two; at least 8 weeks between dose two and three; at least 16 weeks between doses one and three and final dose must be given no earlier than 24 weeks of age.
- First dose must be given on or after twelve months of age. If Varicella and MMR are not administered on the same day, they must be at least 28 days apart. The 4-day grace period does not apply to live vaccines.  
Kindergarten-12 Grade: As satisfactory evidence of disease, a licensed health care provider may sign and place on file with the school a written statement documenting the month and year of previous varicella (chickenpox) disease.

#### Illnesses regarding kept/sent home-

If a child becomes ill at school, parents or a person designated by the parents will be called and asked to make arrangements for the care of the sick child. Children who have symptoms of illness, such as temperatures, vomiting, diarrhea, etc, should not come to school, and will be sent home by the school nurse. Students should be fever free without medication for 24 hours.

#### **Medications: Administration to Students**

**DEFINITIONS: MEDICATIONS** – For the purposes of this policy, medications include prescription drugs and over-the-counter drugs, including herbal preparations and vitamins. Medications also include substances that claim or purport to be medicinal or performance enhancing.

**AUTHORIZED PRESCRIBER** – Includes a health care provider licensed or otherwise authorized by state law to prescribe medication.

**GENERAL:** The Van-Far R-I School District is not legally obligated to administer medication to students unless specifically included in a Section 504 Accommodation Plan or an Individualized Education Program (IEP). However, the Board recognizes that some students may require medication for chronic or short-term illness to enable them to remain in school and participate in the district's educational services. Further, the district prohibits students from possessing or self-administering medications while on district grounds, on district transportation or during district activities unless explicitly authorized in accordance with this policy. Therefore, the superintendent, in collaboration with the district nursing staff, will establish administrative procedures for storing and administering medications in compliance with this policy and pursuant to state and federal law. Medications will only be administered at school when it is not possible or effective to take the medication at home.

The administration of medications is a nursing activity that must be performed by or under the supervision of a registered professional nurse. A registered professional nurse may delegate the administration of medication to a licensed practical nurse or unlicensed personnel who are trained by the nurse to administer medications. The registered professional nurse is responsible for developing written procedures for training unlicensed personnel in the administration of medications and for supervising the administration of medication by others. The nurse or designated person must maintain proper documentation of medications administered to students.

Nurses must use reasonable and prudent judgment to determine whether to administer medications to students while also working in collaboration with parents or guardians and school administration. In carrying out the legal duty to protect the health, welfare and safety of students, nurses will, when necessary, clarify the authorized prescriber orders and respond in accordance with such clarifications.

The district shall not knowingly administer medications in an amount exceeding the recommended daily dosage listed in the *Physician's Desk Reference (PDR)* or other recognized medical or pharmaceutical text. The district will not administer the first dose of any medication. Parents/Guardians are encouraged to arrange to administer prescription medications themselves when possible.

**OVER-THE-COUNTER MEDICATIONS:** The district may administer over-the-counter medication to a student upon receipt of a written request and permission to do so by a parent/guardian. All over-the-counter medications must be delivered to the school principal or nurse in the manufacturer's original packaging and will only be administered according to the manufacturer's label.

**PRESCRIPTION MEDICATIONS:** The parent/guardian must provide the district with written permission to administer the medication before the district will administer the prescription medication to the student. The prescription label will be considered the equivalent of a prescriber's written direction, and a separate document is not needed.

**SELF-ADMINISTERED MEDICATIONS:** An authorized professional or a student's IEP or 504-team may recommend that an individual student with a chronic health condition assume responsibility for his or her own medication as part of learning self-care. The district will allow students to self-administer medication for the treatment of asthma and anaphylaxis in accordance with this policy and law. The district may allow students to self-administer other medications in accordance with law. The district will not allow any student to self-administer medications unless:

1. The medication was prescribed or ordered by the student's physician.
2. The physician has provided a written treatment plan for the condition for which the medication was prescribed that includes certification the student is capable of the correct use of the medication and has demonstrated to the physician the skill level necessary to use the medication.
3. The student has demonstrated proper self-administration technique to the school nurse.
4. The parents have signed a statement authorizing self-administration and acknowledging the district and its employees will incur no liability as a result of injury arising from self-administered medication unless such injury is a result of negligence on the part of the district or its employees or agents.

Though a student's physician may recommend that a student self-medicate, the district reserves the right to prohibit such self-medicating unless certain requirements have been met. Parents/Guardians should consult the building principal to determine the appropriate documentation required by the district.

**POSSESSION OF SELF-ADMINISTERED MEDICATIONS:** An authorized professional may recommend that an individual student with a chronic health condition be allowed to be in possession of his or her medication on district property for the purposes of self-administration. The district will permit possession of medication for the treatment of asthma or anaphylaxis on district property, at district-sponsored activities and in transit to and from school or activities in accordance with law. The district will also permit the possession of other medications for the purposes of self-administration as required by the student's 504 plan or IEP. The district may otherwise permit the possession of medications for self-administration in accordance with law. No student will be permitted to possess any medication unless the parent or guardian has submitted all required authorizations and releases in accordance with this policy.

**EMERGENCY MEDICATION:** All student-occupied buildings in this district are equipped with pre-filled epinephrine auto syringes that can be administered by the school nurse when the nurse believes, based on his or her training, that a student is having a life-threatening reaction. Epinephrine will only be administered in accordance with written protocols provided by an authorized prescriber. The Board will purchase an adequate number of pre-filled epinephrine auto syringes based on the recommendation of the school nurse, who will be responsible for maintaining an adequate supply. The school principal will maintain a list of students who cannot, according to their parents or guardians, receive epinephrine. A current copy of the list will be kept with the devices.

**CONSEQUENCES:** Students who possess or consume medications in violation of this policy on District grounds, transportation, or during an activity may be disciplined up to and including suspension or expulsion. Employees may be disciplined up to and including termination. District administrators will notify law enforcement when they believe a crime has occurred (Policy JHCD).

#### **Student Allergy Prevention and Response: Policy JHCF**

The purpose of this policy is to create an organized system for preventing and responding to allergic reactions. This policy is not a guarantee of an allergen-free environment; instead, it is designed to increase awareness, provide education and training, reduce the change of exposure and outline responses to allergic reactions.

Staff members shall not use air fresheners, oils, candles or other such items intended to add fragrance in any district facilities. This provision will not be construed to prohibit the use of personal care items that contain added fragrance, but the principal may require staff members to refrain from the use of personal



care items with added fragrance under particular circumstances. Staff members are prohibited from using cleaning materials, disinfectants, pesticides or other chemicals except those provided by the district.

### **Wellness Program**

The Board recognizes the relationship between student well-being and student achievement as well as the importance of a comprehensive district wellness program. It is the policy of the Van-Far R-1 School District that all foods and beverages made available on campus during the school day are consistent with the Missouri Eat Smart nutrition guidelines.

## **PERSONAL ELECTRONIC DEVICE USAGE INFORMATION**

### **Cellphone and Smart Communication Devices Policy**

Cell phones are a great tool for safety and convenience; however, they have become a huge distraction and disruption to the learning environment and has negatively impacted student interactions at Van-Far. Van-Far R-1 will not prevent students from bringing phones and other smart devices to be used after school or during extracurricular activities, but we do not want to see the devices out during the school day. Smart devices need to be turned off and put away prior to entering the building and should not be utilized for the entire school day. Smart devices include cell phones, smart watches, Ipods, earpods, and any similar devices. All headphones are prohibited during the school day unless used for instructional purposes during class time and with staff permission.

Items should be stored in a secure location such as their locker, backpack, or their car during the school day. A student may carry their device on their person (in their pocket, in their backpacks, etc), but under no circumstances may they have their devices out or use the device for any form of communication. If a phone call needs to be made, the student needs to come to the office.

#### **DISCIPLINE:**

- **Step 1-** 1<sup>st</sup> Offense: The device will be taken to the office, and the student may pick up the phone after school.
- **Step 2-** 2<sup>nd</sup> & 3<sup>rd</sup> Offense: The phone will be taken to the office and a before-school or after-school detention assigned. The parent will be notified. Student may pick up the phone at the end of the day.
- **Step 3-** 4<sup>th</sup>-Offense: The phone will be taken to the office and two days of ISS will be served. A parent/guardian or parent/guardian approved adult must pick up the device at the office.
- **Step 4-** 5<sup>th</sup> Offense and beyond: Two days of OSS A parent/guardian or parent/guardian approved must pick up the device at the office. The student will lose the privilege to have a phone/ device on campus unless a parent/guardian checks the device into the office before school for a student to pick up after school.
- If a student refuses to turn in their phone/device to the office, discipline will automatically jump to Step 3. An additional referral after the refusal would then be treated as a 5<sup>th</sup> offense on Step 4.

### **Code of Conduct**

The Student Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operation of district schools. No code can be expected to list each and every offense that may result. However, it is the purpose of this code to list certain offenses that, if committed by student, will result in the imposition of a certain consequence. Any conduct not included herein, aggravated circumstances of any offense, or an action involving a combination of offenses may result in 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 designated person to be manifestly unfair or not in the interest of the district, the superintendent or designated person may reduce the consequences listed in this policy, as allowed by law (for example, detention and Saturday School may also be used as a consequence for student misconduct, in place of, or in conjunction with, the consequences listed below). This code includes, be is

not necessarily limited to, acts of students on school playgrounds, parking lots, school buses, or at a school activity whether on or off school property.

## **STUDENT DISCIPLINE AND CONSEQUENCES**

### **Corporal Punishment**

Corporal punishment is an option that is authorized by law (RSMo 563.061) and approved by the Van-Far R-I Board of Education. The parent or guardian may choose corporal punishment in lieu of a more serious consequence. The parent or guardian and one staff member (certified or non-certified) must be present during the administration of corporal punishment. Parents and guardians must sign a release form prior to the administration of the swats. Parents and guardians must recognize that for corporal punishment to be effective it must be administered with enough vigor to inflict a certain amount of pain to the student's backside. Students with injuries close to the area of application and, other medical issues, or those that are susceptible to bruising easily will not be administered corporal punishment (Policy JGA).

### **Discipline Policies**

#### **PHILOSOPHY:**

Public schools have the responsibility to provide public education for children. To discharge this function effectively and equitably, school authorities and parents must ensure the environment is safe and conducive to the learning process. In this regard, the student discipline code becomes an integral component of the education process and a symbol of commitment by parents, students and school staff to maintain a safe and effective learning environment. Every student is guaranteed a free and appropriate public education. Students interfering with this process will be subject to discipline consequences and incidents will be recorded in their student SIS record.

The goal of any discipline plan is to change an undesirable behavior to a desirable behavior. It is unfortunate that sometimes students will not respond to counseling or a conference with a teacher or the principal. When this occurs, the principal must resort to assigning consequences that can range from a simple homework assignment or a public apology to their teacher to ten days out-of-school suspension, and possibly a recommendation for an additional length of suspension or expulsion to the superintendent of schools. Policy JG

#### **DETENTION:**

Students may be assigned detention before/after regular school hours. Students may be given one day to make transportation arrangements. Failure to attend detention or comply with detention rules may result in an additional consequence, up to and including suspension from school. Morning detentions will be served from one full hour before the first bell rings (6:35 AM) until the first bells rings (7:35 AM). Afternoon detention will be served from five minutes passed the last bell of the normal school day (3:45 PM) and continue for the duration of the time awarded. With the approval of the principal, other detention times may be arranged. For the detention to count students must arrive on time with assignments or appropriate reading materials. Students will read or work on school assignments during detention and will not be allowed to use the restroom.

#### **DUE PROCESS:**

All students will be afforded due process as guaranteed by federal and state law. Students will have knowledge of all charges against them and have the opportunity to present their defense on any incident in which they may be involved.

#### **DISCIPLINE REPORTING AND RECORDS:**

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

### DEFINITIONS:

The following definitions and terms apply to this policy:

1. *Act of School Violence/Violent Behavior* -- The exertion of physical force by a student with the intent to do serious physical injury to another person while on school property, including while on school transportation on behalf of the district, or while involved in school activities.
2. *Serious Physical Injury* -- Physical injury that creates a substantial risk of death or that causes serious disfigurement or protracted loss or impairment of any part of the body.
3. *Serious Violation of District's Discipline Policy* -- One (1) or more of the following acts if committed by a student enrolled in the district:
  - Any act of school violence/violent behavior.
  - Any offense that occurs on school property, on school transportation or at any school activity and that is required by law to be reported to law enforcement officials.
  - Any offense that results in an out-of-school suspension for more than ten school days.
4. *Need to Know*—Relates to personnel who are directly responsible for the student's education or who otherwise interact with the student on a professional basis while acting within their assigned areas.
5. *School Property*—Property utilized, supervised, rented, leased or controlled by the school district including, but not limited to, school playgrounds, parking lots, designated bus stops, school transportation and any property on which any school activity takes place.

### REPORTING TO SCHOOL STAFF:

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

Teachers and other school district employees who have a need to know will be informed of any act committed or allegedly committed by a student in the district that is reported to the district by a juvenile officer or an employee of the Children's Division (CD) of the Department of Social Services, sheriff, chief of police or other appropriate law enforcement authority in accordance with state law.

### CONFIDENTIALITY:

Any information received by a school district employee relating to a student shall be received in confidence and used for the limited purpose of assuring that good order and discipline are maintained in the schools.

### PARENT CONFERENCES AND LAW ENFORCEMENT NOTIFICATION:

Certain offenses require a parent conference with the principal before the student can be readmitted to school. Additionally, some offenses require school contact with appropriate law-enforcement agencies, juvenile offices, and/or family services. The offenses that apply here include, but are not limited to, vandalism, fighting, assault, theft, weapons, tobacco use/possession, drug use/possession, sale or distribution of drugs, extortion, false alarms, and truancy. When appropriate, all possible attempts will be made to notify the parents their child is being referred to law enforcement or juvenile authorities, however, in certain situations this delay may not be appropriate and the parents will be notified after the fact. Further information can be found in the Missouri Safe Schools Act.

### SUSPENSION—IN-SCHOOL:

In-School Suspension (ISS) is the assignment of a student to a self-contained classroom situation from the first tardy bell of the day until the end of the school day in response to student misbehavior. ISS will be used to cover offenses that require more than a reprimand but may not demand suspension from school or expulsion. If ISS is warranted the parents will be notified in advance and provided a set of rules and expectations. Refusal to serve ISS will result in being assigned to OSS, and the student will return to complete the originally assigned time in ISS.

In-School Suspension is intended to influence the modification of inappropriate or unacceptable student behavior. In addition, it gives the student a chance to continue the learning process through the productive use of the allotted time. Students assigned to ISS will complete all assignments and earn full credit for their work.

The number of days assigned to ISS will be determined by the severity of the incident and if the students has had prior incidents. The student will cooperate fully and complete assigned work. The ISS supervisor and/or principal has the option to recommend an extension of the ISS if expectations are not met. Further failure to abide by the expectations will result in an immediate call to the parent/guardian and an assignment of Out-of-School Suspension. Students will return to school and complete the assigned days of ISS.

#### SUSPENSION—OUT-OF-SCHOOL:

Out-of-school suspension (OSS) is one of the most severe consequences awarded for misbehavior or policy violations. Students suspended from school are not allowed to attend any school functions or be on school grounds until 7:35 a.m. of the first day they are allowed to return to school. During OSS, grades are not used as a disciplinary measure, students will be allowed to make up work and receive a grade accordingly.

#### DISCIPLINE OF STUDENTS WITH DISABILITIES:

It is the goal of the Van-Far R-I School District to provide a safe and productive learning environment for all students. The district does not believe in double standards for misbehavior and holds the welfare of safety of all persons in the district in highest regard. Students with disabilities will be disciplined in accordance with the district's discipline code applicable to all students, subject to the modifications mandated by law. All students, including those with disabilities, will be referred for law enforcement action when required by law and when their conduct constitutes a crime. The district will comply with all state and federal laws governing the discipline of students with disabilities, including the Individuals of Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, applicable regulations and state and local plans for compliance with the law. In addition to the process outlined in special education law, students with disabilities will receive the same due process afforded other students.

#### STUDENT DISCIPLINE HEARINGS:

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

In all hearings the following procedures will be adhered to:

1. The student and the parents/guardians will be advised of the charges against the student; their right to a Board hearing; the date, time and place of the hearing; their right to counsel; and their procedural rights to call witnesses, enter exhibits and cross-examine adverse witnesses. All such notifications will be made by certified mail, addressed to the student's parents or guardians. The Board shall make a good-faith effort to have the parents or guardians present at the hearing.
2. Prior to the Board hearing, the student and the student's parents/guardians will be advised of the identity of the witnesses to be called by the administration and advised of the nature of their testimony. In addition, the student and the student's parents/guardians will be provided with copies of documents to be introduced at the hearing by the administration.
3. The hearing will be closed unless the Board decides otherwise. The hearing will only be open with parental consent. At the hearing, the administration or their counsel will present the charges and such testimony and evidence to support such charges. The student, his or her parents/guardians or their counsel shall have the right to present witnesses, introduce exhibits,

and to cross-examine witnesses called in support of the charges.

4. At the conclusion of the hearing, the Board of Education shall deliberate in executive session and shall render a decision to dismiss the charges; to suspend the student for a specified period of time; or to expel the student from the schools of the district. The administration or its counsel, by direction of the Board of Education, shall promptly prepare and transmit to the parents/guardians written notice of the decision.

Recognizing that no school discipline plan can list all possible offenses and their consequences, the following are example discipline consequences for specific offenses. Policy JGD

4. 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, detention, In-School Suspension.
5. Arson—Starting or attempting to start a fire or causing or attempting to cause an explosion.
  - First Offense: Detention, In-School Suspension, 1-180 days out-of-school suspension or expulsion, notification given to law enforcement officials, and restitution if appropriate.
  - Subsequent Offense: 1-180 days Out-of-school suspension, Expulsion, notification given to law enforcement officials, restitution if appropriate.
6. Assault—hitting, striking and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person.
  - First Offense: Principal/student conference, detention, In-school suspension, 1-180 days out-of-school suspension, or expulsion, possible notification given to law enforcement officials, restitution.
  - Subsequent Offense: 1-180 days out-of-school suspension or expulsion, possible notification given to law enforcement officials, restitution.
7. Assault—Attempting to kill or cause serious injury to another; killing or causing serious physical injury to another.
  - First Offense: Expulsion, notification to law enforcement and documentation in student's discipline record.
8. 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, detention, in-school suspension, or 1-10 days out-of-school suspension.
  - Subsequent Offense: Revocation of parking privileges, detention, in-school suspension, or 1-180 days out-of-school suspension.
9. Bullying (see Policy JFCF)—Intimidation or harassment of a student or multiple students perpetrated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; threats of retaliation for reporting such acts; sending or posting harmful or cruel text or images using the Internet or other digital communication devices; sending or posting materials that threaten or raise concerns about violence against others, suicide or self-harm. Students will not be disciplined for speech in situations where the speech is protected by law.

- First Offense: Detention, in-school suspension, or 1-180 days out-of school suspension.
  - Subsequent Offense: 1-180 days out-of school suspension or expulsion.
10. Bus or Transportation Misconduct (see Board policy JFCC)--Any offense committed by a student on a district-owned or contracted bus shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, bus-riding privileges may be suspended or revoked.
11. Cell Phones and Smart Communication Devices- Cell phones, smart watches, Ipods, and earpods are not permitted to be used from the time the student enters the building until the dismissal bell rings at the end of the day. Items should be stored in a secure location such as their locker, backpack, or their car during the school day. A student may carry their device on their person (in their pocket, in their backpacks, etc), but under no circumstances may they have their devices out or use the device for any form of communication. If a phone call needs to be made, the student needs to come to the office.
- **Step 1-** 1<sup>st</sup> Offense: The device will be taken to the office, the parent will be notified, and the student may pick up the phone after school.
  - **Step 2-** 2<sup>nd</sup> & 3<sup>rd</sup> Offense: The phone will be taken to the office and a before-school or after-school detention assigned. Student may pick up the phone at the end of the day.
  - **Step 3-** 4<sup>th</sup>-Offense: The phone will be taken to the office and two days of ISS will be served. A parent/guardian or parent/guardian approved adult must pick up the device at the office.
  - **Step 4-** 5<sup>th</sup> Offense and beyond: Two days of OSS A parent/guardian or parent/guardian approved must pick up the device at the office. The student will lose the privilege to have a phone/ device on campus unless a parent/guardian checks the device into the office before school for a student to pick up after school.
  - If a student refuses to turn in their phone/device to the office, discipline will automatically jump to Step 3. An additional referral after the refusal would then be treated as a 5<sup>th</sup> offense on Step 4.
12. Dishonesty—Any act of lying, whether verbal or written, including forgery.
- First Offense: Nullification of forged document. Principal/student Conference, detention, or in-school suspension.
  - Subsequent Offense: Nullification of forged document. Detention, in-school suspension, or 1-180 days out-of-school suspension.
13. Disrespectful or Disruptive Conduct or Speech--Verbal, written, pictorial or symbolic words or gesture that is directed at any person and that is rude, vulgar, defiant, in violation of district policy or 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, detention, in-school suspension, or 1-10 days out-of-school suspension.
  - Subsequent Offense: Detention, In-school suspension, 1-180 days out-of-school suspension, or expulsion.
14. Drugs/Alcohol (see Board policies JFCH and JHCD)--Possession of or attendance while under the influence of, or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs 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 of the Controlled Substances Act.
- Possession, sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs and/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 of the Controlled Substances Act.

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

- First Offense: 1-180 days out-of-school suspension, expulsion, notification given to law enforcement officials, and documentation in student's discipline record.
- Subsequent Offense: 1-180 days out-of-school suspension. Expulsion, notification given to law enforcement officials.

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

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

16. 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. 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 disciplinary policy.

- First Offense: Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
- Subsequent Offense: Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

17. False Alarms--Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening, disturbing or causing the evacuation or closure of school property.

- First Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record\*; immediate report given to law enforcement. Restitution.
- Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record\*; immediate report given to law enforcement. Restitution.

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

- First Offense: Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension, and possible documentation in student's discipline record\*, notification given to law enforcement.
- Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record\*, notification given to law enforcement.

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

- First Offense: Principal/Student conference, loss of privileges, detention, or in-school suspension.
- Subsequent Offense: Principal/Student conference, loss of privileges, detention,

in-school suspension, or 1-10 days of out-of-school suspension.

20. Harassment, including Sexual Harassment(Policy AC)—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 or other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic.
  - First Offense: Principal/Student conference, detention, in-school suspension, 1-180 days of out-of-school suspension, or expulsion.
  - Subsequent Offense: In-school suspension, 1-180 out-of-school suspension, or expulsion.
21. Harassment, including Sexual Harassment (Policy AC)—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, or undergarments, regardless of whether the touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or underclothing; or pushing or fighting based on protective characteristics.
  - First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.
  - Subsequent Offense: 1-180 days out-of-school suspension or expulsion.
22. 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 1-180 days out-of-school suspension.
  - Subsequent Offense: 1-180 days out-of-school suspension or expulsion
23. Incendiary Devices or Fireworks—Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks.
  - First Offense: Confiscation. Warning, principal/student conference, detention, or in-school suspension.
  - Subsequent Offense: Confiscation. Principal/student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
24. Insubordination—Refusal to follow the instructions of administration, faculty, or staff.
  - First Offense: Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
  - Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.
25. Nuisance Items—Possession or use of items such as toys, games, radios, headphones, laser pointers, video games, laser pointers, gaming devices, pagers and portable media players that are not authorized for educational purposes.
  - First Offense: Confiscation. Parent conference, detention, in-school suspension.
  - Subsequent Offense: Confiscation. Detention, in-school suspension, or 1-10 days out-of-school suspension.
26. Obscenity—Conduct or speech, verbal, written or symbolic, describing sexual conduct or that is



otherwise offensive or obscene. Includes cursing or other profanity.

- First Offense: Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
- Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion, notification given to law enforcement.

27. Public Display of Affection--Physical contact that is inappropriate for the school setting. Anything more intimate than hand holding is unacceptable.

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

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

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

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

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

30. Technology Misconduct (see board policies EHB and KKB and procedure EHB-AP1)

1. **Minor Offense:** Any use of technology that is counter intuitive to instructional time and/or not approved by the instructor. Specifically, attempts by the student to counter the instructional objectives of the lesson such as accessing inappropriate sites, materials, or programs, and using a personal email account on your district issued iPad. On each offense, the student's teachers will be notified in order to monitor the student's access and usage of technology.

- a. First Offense: Student/parent/principal conference and a before/after school detention.
- b. Second Offense: One day of ISS and parent/guardian contact.
- c. Third Offense: Two days of ISS, parent/guardian contact, and restricted use of technology for the equivalency of a checkpoint (4 ½ weeks)
- d. Fourth Offense: Three days of ISS, parent/guardian contact, and restricted use of technology for the equivalency of a semester (20 weeks).

2. **Major Offense:** Attempting to hack, circumvent, evade, or disable a filtering/blocking device using any of, but not limited to, the following methods:

- i. Attempting, regardless of success, to gain unauthorized access to a technology system or information.
  - ii. Using district technology to connect to other systems in evasion of the physical limitations of the remote system.
  - iii. Securing a higher level of privilege without authorization.
  - iv. Introducing or using hacking tools, computer viruses, or other disruptive/destructive programs on district technology.
- a. First Offense: Three to ten days of ISS, restricted use of technology for the equivalency of a semester (20 weeks), potential removal from current technology classes and/or

- forfeiture of ability to enroll in future technology courses, Referral to SRO or Audrain County Sheriff Department, or appropriate law enforcement agency(s).
- b. Subsequent or Severe Offense: Five to ten days of OSS with recommendation to superintendent of further suspension, restricted technology access for the remainder of the student's academic career in the Van-Far R-I School District, removal from current technology classes, forfeiture of ability to enroll in future technology courses for the remainder of the student's academic career in the Van-Far R-I School District, referral to SRO or Audrain County Sheriff Department, or appropriate law enforcement agency(s).
  - c. In all cases involving major offenses, the student and parent/guardian will be held responsible for financial restitution for damage to equipment, time spent by staff to rectify the problem, etc.
31. Theft-- Theft attempted theft or knowing possession of stolen property.
- First Offense: Return of or restitution for property. Parent/student conference, Detention, In-school suspension or 1-180 days out-of-school suspension, possible notification given to law enforcement officials.
  - Subsequent Offense: return of or restitution for property. 1-180 days out-of-school suspension or expulsion, notification given to law enforcement officials.
32. Threats or Verbal Assault --Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of a physical injury or property damage.
- First Offense: Principal/student conference, Detention, in-school suspension, or 1-180 days out-of-school suspension or expulsion.
  - Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.
33. Tobacco (Policy JHCD)—Possession/Distribution of any tobacco products or simulated products such as vaping/e-cigarettes on school grounds, school transportation or at any school activity.
- First Offense: Principal/Student conference or in-school suspension, detention, confiscation of tobacco product, possible notification of law enforcement officials.
  - Subsequent Offense: Detention, In-school suspension or 1-10 days out-of-school suspension, confiscation of tobacco product, possible notification of law enforcement officials.
34. Tobacco--Use of any tobacco products or simulated products such as vaping/e-cigarettes on school grounds, school transportation or at any school activity.
- First Offense: In-School Suspension, 1-3 days out-of-school suspension, confiscation of tobacco product, possible notification of law enforcement officials.
  - Subsequent Offense: 1-10 days out-of-school suspension, confiscation of tobacco product, possible notification of law enforcement officials.
35. Truancy or Tardiness (see Board policy JED)--Absence from school without the knowledge and consent of parents/guardian and/or 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, detention, 1-3 days in-school suspension, or other consequences as determined by the principal, notification of juvenile authorities when appropriate.
  - Subsequent Offense: Detention, 3-10 days in-school suspension, notification of juvenile authorities when appropriate.
  - Additional Offense: Truant students leaving in their own vehicles will lose driving and parking privileges for 15 school days.

36. Unauthorized Entry—Entering or assisting any other person to enter a district facility, office, locker, or other areas that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.
- First Offense: Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension, notification given to law enforcement.
  - Subsequent Offense: 1-180 days out-of-school suspension, or expulsion, and notification given to law enforcement.
37. Vandalism (see Board policy ECA)--Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff, members of the community when the property is on school grounds or affiliated with a school function, or students.
- First Offense: Restitution, Parent/student detention, In-school suspension, 1-180 days out-of-school suspension, or expulsion, possible notification given to law enforcement officials.
  - Subsequent Offense: Restitution, in-school suspension, 1-180 days out-of-school suspension or expulsion, notification given to law enforcement officials.
38. Weapons (see Board policy JFCJ)--Possession or use of any instrument or device, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo., which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person, imply the intent of danger.
- First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion, possible notification given to law enforcement officials.
  - Subsequent Offense: 1-180 days out-of-school suspension or expulsion, possible notification given to law enforcement officials.
39. Weapons (see Board policy JFCJ)--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 calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent, notification given to law enforcement officials.
  - Subsequent Offense: Expulsion.

## **TRANSPORTATION INFORMATION**

### **Bus Passes**

Students wishing to ride a bus, other than their normal bus, must supply a note that is signed by a parent or guardian of the student before the change will be authorized. Parents must notify the office for changes to occur.

### **Student Conduct and Transportation**

Students, parents/guardians, bus drivers and school officials must work together to provide for the safe transportation of students. The school buses, bus stops and all other forms of transportation provided by the district or provided incidental to a school activity are considered school property. Students are subject to district authority and discipline while waiting for, entering and riding district transportation.

Students who fail to observe district rules or fail to contribute to a safe transportation environment will be subject to disciplinary action including, but not limited to, suspension of the privilege of riding the bus. The bus driver or other authorized personnel shall report all misbehavior or dangerous situations to the principal as soon as possible.

### **Transportation**

### CONDUCT ON SCHOOL BUSES

The safety of students during their transportation to and from school and while attending a school activity is a responsibility which they and their parents/guardians share with the bus drivers and school officials. Students are expected to conduct themselves in line with the listed bus rules:

1. All school rules and policies apply on buses.
2. Students must be on time. The bus cannot wait for those who are tardy.
3. Eating and drinking are not permitted on regular routes.
4. Never stand in the roadway while waiting for the bus.
5. Unnecessary conversation with the driver is prohibited.
6. Outside of ordinary conversation, classroom conduct is to be observed.
7. The use of tobacco, alcohol, or any controlled substance is prohibited. Glass containers and live animals are prohibited.
8. Students must not try to get on or off the bus or move about within the bus while it is in motion.
9. Students must not at any time extend arms or head out of the bus windows. Students shall remain seated and keep aisles free.
10. When leaving the bus, students must observe directions from the driver.
11. Any damage to the bus is to be reported to the driver at once. Reimbursement for damaged property will be collected.
12. The driver has the privilege of seating students if he/she desires to do so.
13. Students must have a bus pass signed by the office before riding the bus other than the one assigned by the director of transportation.

The following steps will be used as a guide in determining consequences for bus misconduct:

1. Student/driver conference.
2. Assigned seating
3. Referral to office/conference with the principal
4. 1-10 days bus suspension
5. 15 days bus suspension
6. Bus suspension remainder of the school year (possibly into the following year)

The principal may choose to skip steps in this procedure if warranted by the behavior(s) of the offending student. Any offense committed by a student on a district-owned or contracted bus shall be punished in the same manner as if the offense had been committed at the student's assigned school. Additionally, bus-riding privileges may be suspended or revoked. Students will be required to reimburse the district for any damage to the buses caused by vandalism.

### TRANSPORTATION TO SCHOOL-SPONSORED ACTIVITIES

All students participating in school-sponsored activities requiring transportation will be transported by school-furnished transportation.

A participant must ride the bus with the team/organization unless prior approval has been requested by a parent/guardian and granted by the coach/sponsor and principal. Participants may ride home with their parents/guardians if the parent contacts the coach/sponsor in person at the event and places his/her signature on the sign-out sheet.

While students are attending a school-sponsored activity, students will adhere to all school rules. Sponsors of the activity must know where the students are at all times. The student may not make or accept alternative transportation without prior approval of the principal.

### MISCELLANEOUS INFORMATION

#### **Accountability Report Cards**

The district and building accountability report cards are reviewed annually at a reported Board of Education meeting and then posted on the district webpage at [www.vf.k12.mo.us](http://www.vf.k12.mo.us) or Board Policy KB-AP.

#### **Bookshelves**

There are bookshelves available in the north hallway where students may store class materials during

lunch. These shelves are not secure storage and are for use during lunch only. The school is not responsible for books stolen from these shelves and if stolen the cost of replacement is the responsibility of the student it is assigned to. The opportunity for books to be stolen is greatly increased when the shelves are used a long-term book storage.

### **Care of School Property by Students**

Students are expected to take reasonable care of school property. Students shall pay for books, supplies, school equipment or other school property lost or damaged beyond ordinary wear and principal or designated person will assess the financial obligation for lost or damaged item(s) in accordance with the price of the item or property lost or damaged. All technology fees can be found in the technology handbook.

Any student who carelessly or intentionally defaces or damages school property will pay for all damage and may be subject to additional disciplinary action. According to state law, parents or guardians of any student under the age of 18 are responsible for vandalism, loss or damage caused by their children, up to an assessment of \$2,000. In default of payment, the case may be reported to the legal authorities or filed in small claims court (Policy JFCB).

### **Change Of Address**

If any student data changes during the school year, please notify the office. It is important that the school records be up to date in order for school officials to contact the parent/guardian in case of emergency, notification of school closings, or other important events, or to mail correspondence.

### **Child Abuse/Neglect, Reporting and Investigation**

The Board of Education requires its staff members to comply with the State child abuse and neglect laws and the mandatory reporting of suspected neglect and/or abuse. Any school official or employee acting in his or her official capacity who knows or has reasonable cause to suspect that a child has been subjected to abuse or neglect, or who observes the child being subjected to conditions or circumstances that would reasonably result in abuse or neglect, will immediately make a report to the school principal, including any report of excessive absences that may include educational neglect.

### **Deliveries**

All items brought for your student will be delivered to the office. Students may pick them up there and will be notified of the delivery. Students will not be called out of class during instructional time.

### **Facilities/Equipment**

**BOOKS:** The original text and workbook will be issued to students free of charge. Students are responsible for all books issued to them and will be charged the replacement cost of any book lost or stolen. Students will also be charged for damage to books including writing not specifically directed by the teacher.

**LOCKERS:** Lockers are provided for the convenience of the students and must remain locked at all times. The lockers are the property of Van-Far R-1 School District. The district reserves the right to assign, reassign, or terminate the use of lockers at any time. There is never any expectation of privacy for any contents of a students' locker. Lockers may be searched by the school administration at any time, with or without the permission of the student. Students are not permitted to keep open food or beverage containers in their lockers. Do not place balloons or other decorations on the outside of the locker without the permission of the principal. Students are expected to keep their lockers in a clean, orderly, and locked condition. No permanent or inappropriate decorations are permitted. The student is always responsible for ANY items in their locker. Students should not leave their locker unlocked at any time. The school district is never responsible for lost or stolen personal property.

**DRIVING/PARKING ON SCHOOL PROPERTY:** Students are permitted to park on school premises as a matter of privilege, not of right. The school retains the authority to conduct routine patrols of the student parking lot. The interior of a student's automobile on school premises may be searched if the school authority has reasonable suspicion to believe that illegal, unauthorized, or contraband items are contained

inside. STUDENTS ARE TO PARK IN DESIGNATED STUDENT PARKING LOCATIONS, NOT IN VISITOR PARKING.

The speed limit in the parking lot is five(5)miles per hour when students and buses are present (even if a bus is empty) and ten (10) miles per hour any other time. Students are to enter and leave the parking area, during the regular school day, by the front entrance. The northwest entrance is a service entrance and is a limited driving entrance. Entry must be by the west side at 5 mph. There are no cameras or supervision provided for that entrance and the district is not held responsible as it is a service entrance. No student will be allowed to ride or sit in a car during the day without permission from the administration. For safety reasons, all students who drive cars to school or to activities will be expected to come to the activity and refrain from driving about before or after the activity. Any student leaving an activity before it terminates will not be allowed to return to the activity.

Students needing to drive to Vo-Tech must receive administrative approval prior to doing so. Approval will only be granted for special circumstances. Any Vo-Tech student given permission to drive must have a driving permit completed and signed by the parent, the principal, and all other applicable parties before the day of the event. No Vo-Tech student may allow another student to ride with them to Vo-Tech on the days they have approval to drive.

USE OF BUILDING AFTER SCHOOL HOURS: Arrangements can be made with the principal for all school activities occurring after school hours. Non-school organizations wishing to use school facilities will contact the superintendent's office and complete an application form before using the school building.

#### **Faculty Workroom**

Students are not allowed in the faculty workroom at any time, including hours outside of the normal school day. No soda may be purchased by a student from the workroom.

#### **Free and Reduced Lunch Eligibility**

The guidelines for free and reduced lunch eligibility guidelines are distributed in the enrollment packets at the beginning of each school year. During any time throughout the year, enrollment can be made due to the financial status of parents.

#### **Inclement Weather**

Announcements will be made using the School Reach telephone alerting system as well as the radio and television stations listed at the front of this handbook.

#### **Library Media Center (LMC)**

The Library Media Center is open for students to check out materials. Students may come in before first period to check out materials and use the Internet. Students may also make arrangements to stay after school. A completed Acceptable Use Policy (AUP) Form must be on file to access the computer network or use the district computers.

Library books may be checked out for ten school days and renewed twice. Reference books may be checked out overnight. Magazines may be checked out during the school day only.

#### **Loitering**

Loitering is not permitted in restrooms, halls, parking lots, or on any school property at any time. If a student loiters between classes and this action results in the student being tardy to class, the student will be considered to be truant from class.

#### **Lunch**

Students may carry in a lunch that does not need refrigeration until eaten or they may eat lunch that is available for all students in the cafeteria. No purchased outside food or drinks will be delivered to the building for lunch. Outside food may not be delivered for any reason other than ordered by a doctor.

### **Personal Property**

Van-Far High School is a cross section of our community and surrounding area. As such there are always people waiting for an opportunity to relieve you of your valuable personal property when you fail to maintain positive control of that property. With this in mind, it is recommended that you leave all valuable property at home. At any time you are storing anything in a school locker ensure the locker is locked when you are not present, including your P.E. locker and equipment. Van-Far is not responsible for recovery, reimbursement, or replacement of lost, stolen, or damaged personal property. Student personal property includes, but is not limited to: purses, wallets, watches, jewelry, book-bags, credit cards, cash, checks, clothing, shoes, electronic devices, notebooks, books, and band instruments. DO NOT place unsecured athletic bags in the locker room and expect them to be there when you go for them at the end of the day.

### **Restrooms**

Students should use the restroom during passing time when possible. If this is not possible students should report to class and get a pass to go to the restroom. When issued a pass students should walk to the closest restroom to their classroom. The locker/dressing and shower rooms are for use only during physical education periods and for after school athletics.

### **Security Cameras**

Van-Far High School operates a series of security cameras throughout the campus. The cameras record all movement 24 hours per day, every day. When we lose electricity the battery back-up system operates the camera system. In the event there is a need, school administration can review the history of any or all cameras at any time in the past and save camera data to CD.

### **Student Drug Testing: Policy JFCI**

The Van-Far R-I School District of Education recognizes that student drug abuse is a significant health and safety problem for schools. Among the problems, substance abuse negatively affects students' health, behavior, learning, reflexes and the overall development of individual students. The administration has noted an increase in the evidence of drug use by our students, including those participating in extracurricular activities. Chemical abuse includes, but is not limited to, the use of illegal controlled substances, substances represented to be controlled, and the misuse of legal drugs and medications.

The district's student drug testing policy is mandatory to all students, grades 7<sup>th</sup>-12<sup>th</sup>, who participate in extracurricular activities recognized by the Missouri State High School Activities Association (MSHSAA), students that attend Vo-Tech classes at Hart Career Center, and the students who participate in school clubs and organizations of the school.

All students will be subject to random testing throughout the school year in order to participate in any sport, club or organization, etc. at the cost of the district. Further information regarding this policy is available on the school website: [www.vf.k12.mo.us](http://www.vf.k12.mo.us) under central office link.

### **Telephone**

Telephone calls during class time interrupts the educational experience. Parents should call the high school office if an emergency arises during the school day. The office staff is very efficient at delivering messages. Students are not permitted to use the telephones in the classrooms unless under direction of the teacher.

### **Tobacco-Free Campus: Policy AH**

Van-Far R-1 School District is a tobacco-free campus. There will be no tobacco products or similar products such as e-cigarettes or vapes used by students, staff or patrons while on this campus regardless of the time of day or event, in the building or on any part of the property. Violators will be warned and then removed from campus if not abiding by this policy.

