

Bernie R-XIII Junior High/High School
Student Handbook
2014-2015

“Achieving Excellence Together”

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NOTICE OF NONDISCRIMINATION

The Board of Education reaffirms its belief that every student regardless of race, color, sex, national origin, age, ethnicity, religion, disability, sexual orientation or perceived sexual orientation be given equal opportunity for educational development. The Board recognizes the importance of providing each student with a school environment conducive to intellectual, emotional and social growth through participation in a full range of educational programs and activities. Board and staff commitment insure equal educational opportunities in course offerings, guidance and counseling, test procedures, extra-curricular activities, discipline procedures and student support services.

Any person having inquiries concerning the Bernie R-XIII School District compliance with the regulations implementing Title VI, or Section 504 is directed to contact the Superintendent, Section 504 Coordinator, 516 West Main Avenue, Bernie, Mo 63822 (573-293-5333) who has been designated to coordinate this institution's efforts to comply with the regulations implementing Title VI and Section 504. Any person having inquiries concerning the Bernie R-XIII School District compliance with the regulations implementing Title IX is directed to contact the Superintendent, Title IX Coordinator, 516 West Main Avenue, Bernie, MO 63822 (573-293-5333), who have been designated to coordinate this institution's efforts to comply with the regulations implementing Title IX.

Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's compliance with the regulations implementing Title VI, Title IX, or Section 504.

NO CHILD LEFT BEHIND ACT

The district is required to inform you of certain information that you, according to The No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know.

Upon your request, our district is required to provide to you in a timely manner, the following information:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

In addition to the information that parents may request, districts must provide to each individual parent

- Information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and
- Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

DIRECTORY INFORMATION

The Bernie Board of Education has determined the District's Directory Information shall consist only of student's name, grade, height and weight. Parents have 20 calendar days from the start of each school year to request that their child(ren)'s Directory Information be unlisted.

BELL SCHEDULE

7:45 a.m.	Enter School
8:05 a.m.	Go to First Period
8:12 – 9:02 a.m.	1 st Period
9:06 – 9:56 a.m.	2 nd Period
10:00 – 10:50 a.m.	3 rd Period
10:50 – 11:19 a.m.	JH/HS Lunch
11:25 a.m. – 12:15 p.m.	4 th Period
12:19 – 1:09 p.m.	5 th period
1:13 – 2:03 p.m.	6 th period
2:07 – 2:57 p.m.	7 th Period
3:01 – 3:18 p.m.	8 th Period Advisory

ACADEMICS

ADMISSION REQUIREMENTS

All residents of this district who have completed elementary school and who have not reached the age of twenty-one (21) prior to the beginning of the school term are eligible to enroll in Bernie High School. Persons over twenty-one years of age may attend by permission of the Board upon payment of a tuition rate as established by the Board.

Students transferring to Bernie High School must have a complete transcript of their grades and credits available from their previous school. Bernie High School will request official transcripts, discipline and other applicable records from the student's sending school. Bernie will not transfer in weighted class GPA from other schools.

Students from an adjoining district are not eligible to attend the Bernie Schools except by agreement between the two schools, or by payment of a tuition charge to be determined by the Bernie School Board. Students who are suspended or expelled from another district will not be allowed to enroll in the Bernie Schools. No discrimination shall be shown in the enrollment, assignment, or instruction of any student because of race, religion national origin, or sex.

GRADUATION REQUIREMENTS

Communication Arts—4 units

- Must include English I & II

Social Studies—3 units

- Includes American History—1 unit and Government (students must pass the Missouri and National Government Test to Pass Government Class)— 1 unit

Mathematics—3 units

Science - 3 units

Fine Arts - 1 unit

Practical Arts -1 unit

- Includes Computer Applications - 1 unit (*Ending with the graduating class of 2018. Requirement may be waived for students who transfer in after June 30, 2015.*)
Fine Arts/Practical Arts require a total of five units

Physical Education - Minimum of 1 unit

Health Education - .5 unit

Personal Finance - .5 unit

Electives - 7 units

Units required in excess of above listed state minimums may be taken in any subject area.

Dual Enrollment College Classes – Seniors are limited to enrolling in a maximum of four dual enrollment classes per semester during their senior year. Students cannot replace regular graduation required classes that have EOC or MAP test requirements with dual enrollment classes.

A student must attend eight semesters except the eighth semester may be waived by the Board of Education with recommendation from the Principal. This should be limited to early college enrollment. A minimum of three credits must be earned in the senior year. Students in the Class of 2013 must have a minimum of 25 units. Students graduating in 2014 and after must have 24 units.

The second credit in math must be earned by taking a higher-ranking math course than the first class taken, unless the student made below average grades in the first class. The principal must approve.

Students will be required to take a minimum of six units (five if in athletic period) each year. Any deviation must be approved by the administration.

To enroll in an advanced course within a subject field, a student must have successfully completed the preceding courses in that subject.

A change of class after the first week (five class days) of the semester will have a grade of "F" recorded on that student's permanent record unless recommended by the teacher and the principal that it be otherwise recorded.

If a student receives an incomplete grade in a course, he will be required to remove this deficiency by the end of the following quarter. After this period of time has elapsed, the incomplete grade will automatically be recorded as "F" unless otherwise advised by the teacher and the principal.

Students must participate in Commencement exercises in order to receive their diplomas, unless the principal gives permission in advance.

Students attending an off-campus vocational school may drop one credit of math or science required toward graduation for each year of vocational school attendance not to exceed two years/two credits.

Students must have at least a C+ average to enroll in cadet teaching or a vocational internship

RETENTION OF STUDENTS IN GRADES 7 & 8

If a student in grades 7 or 8 fails two or more core subjects (English, Math, Science, or Social Studies), he/she may be retained. Social, emotional, and physical maturity will be used in making retention decisions.

CLASSIFICATION OF STUDENTS

- Freshman 0 to 7 credits
- Sophomore 7 credits or above
- Junior 14 credits or above
- Senior 21 credits or above

DIPLOMAS AND CERTIFICATES OF ATTENDANCE

Bernie High School issues diplomas and/or certificates of attendance. The students who meet the minimum requirements for graduation, as set by the Board of Education, will be issued a regular high school diploma. Those who attend regularly for eight semesters and remain in good standing with the school during their senior year, but do not meet the requirements for graduation may receive an attendance certificate and participate in commencement exercises. All obligations of the student, such as money owed, returning materials, etc., must be taken care of before that student can participate in commencement exercises. Requirements for graduation for EMH students will be established on an individual basis and approved by the superintendent for recommendation to the Board of Education after administrative consultation.

PROGRESS REPORTS

Progress reports will be distributed to all students at the approximate midpoint of each quarter. These reports are to inform parents of the academic progress of the student in a class. Progress reports will represent work completed during the first half of each quarter.

GRADE SHEETS

Grade sheets will be issued at the end of each quarter and semester. Grade sheets will include the course grade attendance and may include comments from the teacher concerning the grade. Quarter grades are combined to give a semester grade that will be recorded on the student's permanent record.

Students who owe the school money or have materials issued to them, such as uniforms or library books, must have these matters taken care of by stated deadlines before they will receive their grade sheets.

GRADING SYSTEM AND CLASS RANK

Bernie utilizes a 4 point system to record grades. Bernie High School will give more weight to certain college preparatory classes and dual enrollment classes in order to determine class rank. A 1.2 factor will be assigned to weighted class grades. Weighted classes are:

- Geometry
- Algebra II
- Math Analysis
- Anatomy and Physiology
- Advanced Biology
- Chemistry
- Physics
- College Prep English III
- College Prep English IV
- Dual Enrollment College Courses

This special consideration for college prep classes will only be used in figuring class rank and will not be used in figuring the final grade-point average that is recorded on the permanent record or mailed on transcripts.

Grade Scale	Grade Value for weighted classes	Grade Value for regular 4 point scale
A 95-100	4.80	4.00
A- 90-94	4.40	3.67
B+ 87-88	4.00	3.33
B 83-86	3.60	3.00
B- 80-82	3.20	2.67
C+ 77-79	2.80	2.33
C 73-76	2.40	2.00
C- 70-72	2.00	1.67
D+ 67-69	1.60	1.33
D 63-66	1.20	1.00
D- 60-62	0.80	0.67
F 59 and below	0.00	0.00

VALEDICTORIAN AND SALUTATORIAN

Valedictorian and Salutatorian must have attended Bernie High School both semesters their Junior (two semesters) and Senior (two semesters) years and earned highest cumulative grades after eight semesters. In the averaging process, a tie will be declared if there is no difference through the hundredths place. Both students will be certified as co-honorees.

HONOR STUDENTS

HONOR ROLL—Students whose grade point average is 3.00 or above.

Honor roll will be figured on quarter grades only using a weighted scale. No student with a quarter grade of F will be listed on the honor roll, regardless of his/her grade point average.

ACADEMIC HONORS BANQUET

For a student to qualify to attend this banquet, they must fulfill the following qualifications:

- A. Have maintained an A- (3.67) average or above in all subject areas in each of the first three quarters of the school year. The grade point average will be based on weighted grades/GPA.
- B. Have 95% attendance.
- C. Maintain good conduct grades 7 -12.
- D. Have no grade below a B- (2.67)

SENIOR STUDENT PRESIDENT'S AWARD

The U.S. Department of Education in partnership with the National Association of Secondary Principals offers the President's Education Award to schools to recognize academic success and dedication to learning. To be eligible for the President's Award for Educational Excellence, students must meet the following criteria:

Senior Class Student
95% attendance or higher

ACT Composite Score or 25 or higher
Possess a cumulative GPA Average of 3.67 or higher
Involvement in at least one extracurricular activity

Qualifying students are presented a President's Award lapel pin and a certificate signed by the President and the U.S. Secretary of Education of their accomplishment plus a congratulatory letter from the President.

HOMEBOUND INSTRUCTION

On rare occasions, the school will provide instruction in a student's home if he/she is unable to attend school for an extended period of time. However, proper provisions should be made. For planned extended periods of absence (such as surgery, pregnancy, etc.) the student and his/her parent/guardian must complete a homebound instruction form. For unplanned extended periods of absence (such as illness, physical trauma, etc) the homebound form must be completed within the first week of consecutive absences. The school administration will determine approval for homebound instruction.

TRANSFERRING SCHOOLS

Any student who intends to transfer from Bernie High School should inform the principal's office and, if possible, give the address of the new school he/she plans to attend. Transfer procedures are as follows:

- A. Inform the principal's office.
- B. Obtain a clearance sheet from the office, to be filled out by designated people.
- C. Check in all books and materials that belong to the school. This will be indicated on the form.
- D. Pay all money due the school.

Grades will be given for transfer students from this district to their new school district without regard to absences. It will be the student's new schools responsibility to determine credit.

Students new to the district will fall under our policy on their first day of classes. Students who were enrolled in this district and then transfer out and then return to this district will have the prior attendance records apply that semester. Bernie will use transfer data from the previous school, including academic, discipline and attendance records, to accurately assess students.

STUDENT RULES, REGULATIONS AND PROCEDURES

ATTENDANCE POLICY

Regular and punctual attendance is required of each student. Students are required to maintain a good attendance record because there is a direct relationship between school attendance and success in school. To be eligible, the A+ Scholarship program requires students to maintain a cumulative attendance record of 95% over four years.

Each student is required to attend school every school day. Students and their parents/guardians should make every effort to keep student absences and tardies to a minimum.

A student who is truant from school or absent from school without a satisfactory excuse shall be subject to disciplinary action of the school district. In addition, absences, which are considered to be in violation of Missouri's compulsory attendance law, can be referred to the law enforcement agencies or youth agencies of the county and state.

Attendance Limits

- Students will be allowed a maximum of 6 days absences per semester, per period. No distinction will be made to determine excused or unexcused.

- All absences, including those approved in advance by parents or school officials, except those for school-sponsored activities, will count against a student's days absent. The student and parent should be careful in the use of absences because excessive absences may affect a student's class participation grade.
- All students are expected to take final exams and attend school on the days of final exams. The only exception to missing a final exam is a family or medical emergency or teacher discretion with approval from the principal. Finals that may be made up must be on the student's time.
- Students who exceed 6 days of absences per semester risk the loss of credit.
- Students who exceed 6 days of absences per semester will be required to attend summer school with the following guidelines: 1-5 days over = 5 days of summer school; 6-10 days over = 10 days of summer school; 11+ days over = full summer school attendance. Parents may request to meet before the appeals committee regarding the summer school requirement. If the appeals committee determines the student is required to attend summer school and the student does not attend, a referral will be made to the juvenile office for truancy.
- Students must have a current (not cumulative) attendance rate of 93% to participate in any school sponsored activity that will cause students to be absent from school. Special circumstances require administration approval.
- Students must be within the attendance policy in order to participate or attend in any extra-curricular events. Special circumstances require administration approval.

Class Participation Factor

Up to 10% of the semester grade in any class may be determined by class participation. Class participation may include, but is not limited to, such factors as attendance, punctuality, student preparation and contributions to the class learning environment. An exception to this 10% maximum class participation factor is physical education. These classes, due to their nature, use a greater class participation factor previously approved.

Any student may reduce the accrued absences by attending make-up study sessions scheduled by the principal during non-instructional times. Examples of sessions include, but are not limited to, Saturday School or After School Detention. The student must notify the principal that he or she wishes to make up attendance days, and the principal will provide the student information on the next available session. Make-up sessions do not match the educational value of actual class attendance, so no student will be allowed to make up more than two (2) absences by attending make-up sessions.

Daily Absence Reporting

- Parents are expected to notify the school office **each day** a student is absent. In cases that the parent knows beforehand that a student will miss consecutive days, only one notification will be needed. Students not excused from school by parents may be considered truant. Parents may call or email the office to report absent students. An email address must match the email address that the school has on record for parent contact.
- A record of calls and emails will be maintained by the office with reasons listed for absences as they are given by the parents. These records will be used for the A+ program and/or violation appeals if necessary. If a parent uses email for notification, the email address must match the email address that the school has on record for parent contact.
- If the parent, for some reason, fails to notify school, the school may contact the parent.
- Students must bring a written parent's note when they return to school. This note is very important for purposes of the A+ program and the attendance appeals process if needed. Failure to submit the note within two school days after the absence will cause the absence to be marked as truant. An absence without a note will be marked pending on the first day after the absence. The student must come to the office the day following any absence and submit a note or fill out a pending form. Students that fail to bring a parent note on the second day will be given one day of ASD. The absences will be marked as truancy on the second third day without a note. Students will be assigned two days of Saturday School for each day marked as truancy.
- The school encourages doctor and dental appointments after school hours whenever possible to reduce the number of classes missed for medical reasons.

- Students who leave school during the school day without prior parental consent and without checking out through the high school office may be considered truant. Students must have parental consent and check out of school through the high school office to be properly excused.
- A student must be present in class for a minimum of thirty (35) consecutive minutes in order to be counted in attendance for that class.
- A student must be in attendance the last four periods of the day to attend or participate in a school-sponsored activity. In order to be eligible for a MSHSAA sanctioned activity that will take place on weekends, or when school is not in session, students cannot have a truancy day or pending day the preceding school day. Special circumstances must be approved by the Principal.
- From time to time, events or activities of a specific or peculiar nature may arise that provide great opportunity to students and require extended and/or unusual absences from school. Should student and parents find themselves offered such an opportunity to participate, the school staff will cooperate to the extent possible to assure the opportunity for these activities. When such absences are being planned, the student and/or parent should, well in advance of the absence, contact the principal. The purpose of such contact should be to plan a schedule for make-up work.
- Make-up work is permitted and is graded for full credit for all absences with the exception of truancy. **Students are responsible to find out what assignments or homework assignments they missed and then complete the work.** When absences are anticipated, the student is to contact his/her teacher(s) to determine what assignments are to be completed during the absence. It is the student's responsibility to check with the teacher regarding work missed during the absence and the procedure to follow. Should the student choose not to contact the teacher(s) on the day of return to school, the teacher is absolved of any responsibility for the student's negligence in this matter and will record a grade of "F" for each of the assignments missed during the absence. All make-up assignments and alternative assignments will be completed within a reasonable time frame to be determined by each teacher.

Suspension

Suspension is an absence required by school authorities as disciplinary action for inappropriate student behavior. One of the consequences of suspension from school is the lost opportunity for learning. Suspension days will count toward a student's total days missed. If the number of days suspended exceeds six (6), the student will be held at six. Any further absences, after the days of suspension, would total seven (7) or more, and may cause for credit to be withheld. Generally, students are not allowed to receive credit for make-up work missed due to suspension. Assignments such as major term projects, major exams, final exams, etc. which generally exceed the time reference to the suspension, can be accepted by a teacher with administrator approval.

Truancy

Truancy is defined as intentionally failing or refusing to attend or removing one's self from attending class or other scheduled school activities where attendance is mandatory including cutting class and leaving campus without permission. Work missed due to truancy may not be completed for credit. Truant students will be required to make up the time missed in detention and/or Saturday school. Make-up time will be two times the

Appeals

Students absent in excess of the sixth day absence limit per semester may appeal to the principal in writing including any necessary documentation, on or before the 10th school day prior to the end of the semester. Both the student and parent must attend the appeal and bring all necessary documentation to the committee. The committee, which will be comprised of an administrator, counselor, teachers, and students, will determine if the student has the documentation needed to prove the reasons for the absences over the allowable limit. A ruling of credit, no-credit, or probation (contract) will be assessed one school day after the hearing. Students who exceeded the six (6) day absence limit during the last 10 school days of the semester must make a written appeal to the building principal by the last day of the semester.

All students will be afforded due process. The result of the appeal will be one of the following:

Credit: The committee found that sufficient evidence to prove the student had missed due to circumstances beyond his/her or the parent's control.

No Credit: The committee found any substantiating evidence to validate the excessive number of absences. Credit is denied.

Probation: The committee found that there was some evidence of circumstances beyond the control of the student, such that the student would not have missed excessively if those circumstances had not presented themselves. The student must now meet attendance criteria for the following semester. In addition to meeting the attendance criteria, the requirement to attend After School Detention, Saturday School and/or Attend Summer School, when offered, could be used to make up some of the days in excess of the attendance violation. When the probationary period is completed successfully, the grade percentages which would have been assessed for the previous semester will be restored to the student's transcript. However, if the student fails to meet attendance criteria while on probation, the student will lose the credit from the previous semester, and may put themselves in a position to lose credit for the current semester as well.

PERFECT ATTENDANCE CERTIFICATE

Any student who is absent three hours or less for the school year will receive a Perfect Attendance Certificate.

Missing class for school-related activities: Students will be allowed to miss class for school-related activities only if they are making a passing grade in the class they are missing. Extenuating circumstances may be considered by the building principal for the purpose of waiving this policy.

TARDINESS

Students are expected to be on time for class. There is sufficient time between bells to go from any one classroom to another. If a teacher keeps you after class for some reason, be sure you obtain a note from the teacher explaining the tardiness. A student is allowed two (2) unexcused tardies per quarter. Every following tardy will result in an after school detention. Students who are more than 15 minutes late to class will be counted absent for that class. If a student is less than 15 minutes late to class they will be considered tardy for that class.

Students should not be in the hall when the bell rings for class to begin.

TRUANCY

Truancy is when a student:

- leaves the campus without permission
- comes to school but does not attend any or all classes or authorized activities
- is not in school when the parent/parents think the student is in school
- obtains permission from the teacher or the office to go to a certain location on campus, but does not get a signed note that is forged or sets forth an invalid reason for the absence

Students deemed as truant will not be allowed to make up work missed. Truancy will count towards the six day limit. School sanctioned class "skip days" are not allowed and will be counted as truancy.

LEAVING SCHOOL DURING THE SCHOOL DAY

SIGN OUT PROCEDURES

Any student who finds it necessary to leave school between the time of his/her arrival in the morning and the close of school in the afternoon must report to the office, request permission to leave, and sign out. Confirmation from the parent is required. Confirmation can be with a phone call or note. **Never leave the building without first reporting to the principal's office and obtaining permission.** Failure to follow this procedure, regardless

of the excuse presented after the absence will be considered truancy. If the absence is marked as truancy, the class periods missed will be made up in detention study hall, two days per hour missed. Notes for early dismissals must be turned in to the office before school begins for the day. **A note from the nurse's office involved must verify early dismissal for medical reasons. Notes from home will not be accepted.**

STUDENT SICKNESS

Students who get sick while at school should report to the office. Office personnel will send you to the nurse. If necessary, the nurse will contact the parents/guardian to come pick up the student. **If anyone other than the school nurse or office personnel contacts the parent/guardian for the student to sign out, the absence will be considered a violation of procedure and correct discipline will be assigned. Students using their cell phone to call a parent or guardian to come pick them up because of feeling ill or for other reasons, without permission from the office, will be a violation of the cell phone policy.** If the absence is marked as truancy, the class periods missed will be made up in detention study hall, two days per hour missed. If the school sends a student home sick they will not need to bring a note in for the absence if they return the next school day.

MEDICATIONS AT SCHOOL

The giving of medicine to students during school hours is discouraged and restricted to medication that cannot be given on an alternative schedule. NO STUDENT is allowed to have medication in his/her possession for self-administering. This includes medicines such as Aspirin, Tylenol, Ibuprofen, Tums, and Midol. The only exception to this rule is Asthma inhalers and Epi-Pens. PRESCRIPTION MEDICATIONS must be brought to the nurse by the parent or guardian with a written order from the Doctor/Dentist before the medication can be given. Medicine must be in the original prescription container. OVER THE COUNTER MEDICATIONS must be brought to the nurse by the parent or guardian with a written order from the Doctor/Dentist before medication can be administered. Medication must be in the original container. All medications will be stored in the nurse's office.

STUDENT CONDUCT CODES AND CONSEQUENCES FOR FAILURE TO OBEY THEM

Students should be aware that policies on rules and regulations are a guideline and do not describe all behaviors, nor do they describe the many positive activities used to help support expected student behavior. Therefore, the principal may handle each discipline problem at his own discretion with penalties to be given to each student based on the severity of the infraction. The principal may consider the type of behavior exhibited by the student and the length of time between infractions when deciding on the appropriate corrective action.

The following disciplinary/corrective action processes may be used for unacceptable behaviors:

- A. *Illegal Behaviors*
Violations of Criminal or Juvenile Codes. Disciplinary action will be taken by school officials and reports or charges may be filed with law enforcement authorities.
- B. *Acts of Violence or Violent Behavior*
Acts of violence or violent behavior is defined as the exertion of physical force by a student with intent to do serious bodily harm to another person while on school property, including a school bus, or while involved in school activities. Disciplinary action will be taken by school officials and reports or charges will be filed with law enforcement authorities.
- C. *District Unacceptable Behaviors*
 - 1. Threat to another student. No student shall intentionally threaten or harass another student. First offense – 1 day of OSS; Second offense – 3 days of OSS; Third offense – 5 days of OSS
 - 2. Sexual Harassment. Sexual Harassment includes but is not limited to: unwelcome sexual advances, sexually provocative or explicit speech, writing sexually explicit memos, any unwarranted touching (i.e. grabbing, pinching, cornering, or blocking student's movement), pulling clothes, sexually offensive pranks or gestures, displaying or drawing lewd or indecent pictures and having them on school premises.

First offense – 1 day of OSS; Second offense – 3 days of OSS; Third offense – 5 days of OSS

Sexual Harassment Reporting Procedure. Any person who alleges sexual harassment by any staff member or student in the District may use the District's complaint procedure or may complain directly to the building principal or other individual designated to receive such complaints. (For further information see Regulation 2130 in the Board of Education Manual)

3. Assault on another student. No student shall intentionally assault or cause physical injury to another student.
First offense – 5 day of OSS; Second offense – 10 days of OSS; Third offense – Expulsion
4. Fighting.
First offense – 3 days of OSS; Second offense – 5 days of OSS; Third and successive offense – 10 days OSS
5. Threat to school personnel. No student shall intentionally threaten or harass any school personnel.
First offense – Up to 30 days of OSS; Second offense – Expulsion
6. Use of abusive language to school personnel. No student shall use abusive language to any school personnel or staff.
First offense – Up to 30 days of OSS; Second offense – Expulsion
7. Theft of or damage to school property, faculty property, staff property, or another student's property. Students will be required to pay for the repairs or replacement of articles in all instances. Law enforcement may be notified if appropriate. A time limit will be set to pay for repairs or replacement.
First offense – 3 days of OSS; Second offense – 5 days of OSS; Third offense – 10 days up to 30 days of OSS
8. Loss of school property, faculty property, staff property. Each Offense – replace the property or pay for it.
9. Compliance with directions of administrators, teachers and other school personnel. Students shall obey all directions of administrators, teachers, substitute teachers, student teachers, teacher aides, bus drivers and all other school personnel who are authorized to give such directions during any specified period of time when the student is subject to the authority of such school personnel.
First offense – Detention(s) up to Saturday School; Second offense – 2 days of Saturday School;
Third offense – 3 days of OSS
10. Use of inappropriate language. Students shall not use profane, obscene or any other inappropriate language.
First offense – Warnings or Detention(s) up to Saturday School; Second offense – 2 days of Saturday School; Third offense – 3 days of OSS
11. School disruptions. Students shall not by the use of violence, force, noise coercion, intimidation, horse-play or any other conduct cause disruption of any class or extra-curricular function; nor shall any student urge others to engage in any such disruptive conduct.
Class Disruptions First offense – Warnings or Detention(s) up to Saturday School
 Second offense – 2 days of Saturday School
 Third offense – 3 days of OSS

Extra-Curricular Disruptions. All students committing an offense in this area shall be denied the privilege of attending future extra-curricular activities as determined by the Principal based upon the seriousness of the offense committed, plus
 First offense – Warnings or Detention(s) up to Saturday School
 Second offense – 2 days of Saturday School
 Third offense – 3 days of OSS

12. Student Dress. Students must dress in a neat and orderly manner. Hats, headbands, head wear, and sunglasses will not be allowed to be worn in the building. Shorts and skirts must be at least as long as the student's mid-thigh and free of holes above finger-tip length. Shorts and/or skirts that do not meet this guideline or are deemed otherwise inappropriate by a faculty member and referred to the principal will not be allowed. Pajama bottoms are not allowed. No running shorts are allowed except during PE. Clothing which is vulgar, in bad taste, or bizarre will not be allowed. This includes blouses and dresses that have tank tops, spaghetti tops, backless tops, tube tops or bare midriffs. Shirts and blouses must completely cover the midriff –no skin showing--when arms are raised over the head. Clothing that advertises and/or promotes the usage of alcohol or tobacco products or other drugs are considered in bad taste and may not be worn. In addition, any item of clothing, jewelry and accessories deemed inappropriate by a faculty member and referred to the principal will not be allowed. Personal and apparel cleanliness is required. Hair must be kept clean neat and kept from covering the eyes. Each offense – Student will be required to procure suitable attire or be suspended until properly dressed.
13. Forgery. Students shall not reproduce the signature of parent, staff member or other reproduction for the purpose of deception.
First offense – 1 day of Saturday School; Second and successive offense – 2 days of OSS
14. Use of or possession of tobacco in buildings, buses or on school grounds:
First offense – 2 Saturday School assignments; Second offense – 3 days of OSS;
Third offense – 5 days of OSS
Students under the age of 18 that fail to attend Saturday School for a tobacco violation will be reported to the Bernie Police. Students under the age of 18 that violate the tobacco policy for the 2nd and/or third time will be reported to the Bernie Police. Missouri Law states that individuals under the age of 18 shall not purchase, attempt to purchase, or possess tobacco products unless in the course of employment. Students 18 years of age and older not reporting to Saturday School for a tobacco violation will be suspended from school the number of days equal to the Saturday School assignments.
15. Drug Policy. Bernie Public Schools will not tolerate the use, possession, purchase, sale, or resultant behaviors of drugs, inhalants, or other mind-altering substances on school property or at school-sponsored functions. The following disciplinary procedures will be followed in compliance with the student's due process rights. If at any time a student is found to have been in possession of or under the influence of drugs, inhalants, or other mind-altering substances on school property or at a school sponsored event, without a prescription the following steps will be followed:
1. Law enforcement officials, parents, and school officials notified.
 2. All drugs and paraphernalia will be given to law enforcement officials.
 3. The principal will suspend the student for a period of ten (10) school days and will recommend to the superintendent of schools that the student be suspended for a period of up to ninety (90) school days.
 4. The student must seek approval of the Bernie R-XIII Board of Education for re-admittance to school.
 5. The student will be suspended from all extracurricular* activities for a period of up to one (1) school year.
*Any school-sponsored activity outside the regular school curriculum.
15. Alcoholic Beverages. A student shall not possess, use, transmit, or be under the influence of alcohol, or any intoxicant of any kind on school grounds or at any school activity or event.
First Offense – 10 day OSS and law enforcement notified; Second Offense – 20 day OSS and law enforcement notified; Third Offense – Expulsion from school and law enforcement notified
16. Non-Prescription Medication. i.e. Tylenol, etc. must be brought in a properly labeled bottle to the school nurse with a letter from the doctor prescribing the medication. Medications must not be brought in an envelope, aluminum foil, plastic bag, etc.
First Offense – Up to a 10 day OSS and law enforcement notified; Second Offense – 20 day OSS and law enforcement notified; Third and successive Offense – Expulsion from school and law enforcement notified
17. Weapons in school. In accordance with federal and/or state law, any student who brings, posses, or uses

a firearm or weapon on school property or at any school activity will be suspended from school for at least one (1) calendar year or expelled and will be referred to the appropriate legal authorities. The suspension or expulsion may be modified on a case-by-case basis upon recommendation by the superintendent to the Board of Education.

A weapon is defined to mean one or more of the following:

- a. Firearm as defined in federal law
- b. Blackjack
- c. Concealable firearm
- d. Explosive weapon
- e. Firearm silencer
- f. Gas gun
- g. Knife (3-inch blade or longer)
- h. Switchblade knife
- i. Knuckles
- j. Machine gun
- k. Rifle
- l. Shotgun
- m. Spring gun
- n. Projectile Weapon
- o. Any instrument or device customarily used for attack or defense against an opponent, adversary or victim, or any instrument or device used to inflict physical injury or harm to another person.

18. Display of affection. Displays such as fondling, kissing, holding hands, etc. are not allowed on school property.

Offense – Warning, one or more days of detention up to OSS.

19. Cheating. Offenses shall include, but are not limited to, copying from another student's paper, copying from a "cheat sheet" and receiving verbal or non-verbal answers from another student.

First Offense – Student shall receive a zero for the assignment and one day of after school detention.

Second Offense - Student shall receive a zero for the grade recorded for that assignment and five days of after school detention.

Third Offense – Student shall receive a zero for the grade recorded for that assignment and be assigned two days of Saturday School.

Plagiarism. The act of plagiarism is the act of taking another's work (usually written) and presenting it as one's own. In this technological age, cutting and pasting information found on the computer is an easy way to build a report, but is not morally acceptable. This is the most common form of plagiarism seen at this educational level, and the frequency with which it occurs increases each year. Therefore, each student will receive specific instruction on how to avoid plagiarism in his/her school work. Then, if a student chooses to plagiarize, he/she will receive a zero for the assignment and will be assigned to detention.

20. Unauthorized absence from class. After arriving at school, no student shall be absent from any class without permission of that teacher or prior permission from the principal's office. Prior permission from the principal's office shall consist of verbal or written communication directly to the teacher.

Each offense – 2 hours of after school detention for each hour missed.

21. Tardies. Unexcused tardies (tardies by class) Per Quarter.

Tardy 3 – One day of After School Detention

Tardy 4 and successive tardies – one day of after school detention for each tardy

22. Cell Phone Use.

Developments in cell phone technology in recent years have resulted in enhanced communication opportunities. We recognize the need for parents to be able to communicate with their children in a safe and timely manner. However, it is the recommendation of Bernie Schools that cell phones and similar electronic devices not be brought into the school buildings. The use of cell phones in schools poses increasing risks of school disruptions, bullying, criminal activity and academic dishonesty. As a result of this risk, student cell phones, student digital cameras and similar electronic devices will be turned off and left in student vehicles or in lockers during the instructional day. Cell phones are not permitted to be carried "on your person" (i.e. pockets, jackets, purses, bags, etc.) at anytime on school property during the instructional day.

Violation of this policy will result in the following:

First offense - one day of after school detention; Second offense - three days of after school detention

Third offense - one day of Saturday School; Fourth offense - two days of Saturday School

Cell phones or any other device with photographic capability are **banned** at all times from all restrooms, dressing rooms, and locker rooms.

Violation of having photographic capable devices in a restrooms, dressing room, or locker room may result in the following: Immediate confiscation of the cell phone, camera, or other photographic device; 1-5 days of academic re-assignment, 1-5 days of out-of-school suspension, possible notification of juvenile officers or other law enforcement.

Telephones are available in school offices for parents to contact their student for legitimate reasons.

HAZING

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 intimidation, 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: Principal/Student conference, Saturday School, ISS, or 1-180 days OSS. Subsequent Offense: 1-180 days OSS or expulsion.

BULLYING POLICY

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

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

Students who are found to have violated this policy will be subject to consequences depending on factors such as: age of students(s), degree of harm, severity of behavior, number of incidences, etc. Consequences of violation can include: Loss of privileges, detention, conference with teacher, parents contacted, conference with Principal, in-school suspension, out-of-school suspension, expulsion and law enforcement contacted. District em-

ployees are required to report any instance of bullying of which the employee has first-hand knowledge. Moreover, the District will provide training for employees relative to enforcement of this policy.

AFTER SCHOOL DETENTION (ASD)

After School Detention (ASD) will be held between 3:22 p.m. and 4:30 p.m. each day in the media center. Students assigned ASD must be prompt in arrival. Students will have the choice of serving ASD on the day the assignment is made or the following school day. Students are to bring school related work or a book to read during ASD. Students that come to ASD without bringing work/book to read or arrive late or skip the assigned day will have the day reassigned plus one additional day added. Saturday School will be assigned for receiving an excessive number of ASD assignments (academic or disciplinary). Students will be assigned Saturday School for every 6th (sixth) ASD (academic plus discipline assignments) they receive during a semester. If a student is absent from detention, excused or unexcused, the detention is automatically reassigned for the next day the student in attendance. Saturday School will be assigned on every third skip from ASD.

Unexcused absence from detention will result in the following actions:

1st Skip – One Additional Day Added	6th Skip –Two Saturday Schools
2nd Skip -One Additional Day Added	7th Skip -Three Additional Days Added
3rd Skip -Saturday School Assignment	8th Skip -Three Additional Days Added
4th Skip - Two Additional Days Added	9th Skip – One day of OSS
5th Skip -Two Additional Days Added	10th Skip –Two days of OSS

SATURDAY SCHOOL

Saturday School will be held each Saturday during the school term for students who violate the school's discipline codes. Students assigned to Saturday School will report to the media center prior to 8:00 a.m. on the day assigned. Students must be on time and have schoolwork to complete. It is the responsibility of the student to secure work and bring it with them. Saturday School will dismiss at 11:00 a.m. Transportation to and from Saturday School is the responsibility of the student. Saturday School assignment is appropriate for the following types of infractions:

1. Unexcused absences from after school detention. Students will be assigned Saturday School for every third unexcused detention absence.
2. Receiving an excessive number of after-school detentions (academic or disciplinary). Students will be assigned Saturday School for every 6th (sixth) after-school detention (academic and discipline assignments) they receive during a semester.
3. Truancy. Students skipping school may be assigned Saturday School. The number of days assigned will depend on the number of hours or days the student is truant from school.
4. Gross Violation of School Policy. Severe violations of school discipline policy may result in assignments to Saturday School. This will be at the discretion of the school administration.

PENALTIES FOR ABSENCES FROM SATURDAY SCHOOL

Absence 1	1 (one) Additional Day + Reassigned Missed Day
Absence 2	2 (two) Additional Days + Reassigned Missed Day
Absence 3	3 (three) Additional Days + Reassigned Missed Day

LAW ENFORCEMENT

It is the policy of the Bernie School District to cooperate with the law enforcement officials. The following guidelines will be observed when a law enforcement official requests release of a student or to interview a student under the age of 17.

1. Students will be released only to the custody of their parents, guardians, or persons designated in writing by a parent or guardian or to appropriate authorities in compliance with a court order or arrest.

2. A student will be released to a law enforcement officer when the officer possesses a warrant or written order-requiring release of the student to the officer, or when the officer is otherwise making an arrest or detention. The principal shall make every reasonable effort to notify the parent or legal guardian as soon as practical.
3. If a police officer wants to interview a student, the principal or his/her designee shall make every reasonable effort to call the parent or legal guardian and advise him or her of the request. The interview should be conducted with the principal or his/her designee present.

STUDENT OBLIGATIONS

Student obligations include but are not limited to book fines, materials checked out to students, disciplinary obligations, lunch/breakfast bill, etc. Students may be suspended from participation and attendance at extra-curricular activities if student obligations are not fulfilled.

SCHOOL BUSES

Riding the bus to and from school is considered a privilege that is dependent upon good behavior. Students are subject to the supervision of the bus driver when they are on the bus. Persistent violations may cause the privilege of riding a bus to be lost. Students should remain seated, reasonably quiet, keep hands to themselves, and not hang out of the windows or stick arms out the windows. Students are considered under school authority from the time they leave home on the bus in the morning until they arrive home in the afternoon.

School Bus Rules Include:

- The same rules of conduct apply on the bus as in school.
- Students shall not stand in the road while waiting for the bus.
- Students shall be on time at the bus stop; the bus cannot wait for you.
- Students must ride the bus to which they are assigned. Students must get approval from the principal's office to change buses. Parents or guardians must send a note to the school for students to ride the bus to a destination other than their home. Students must bring this note to the office and get a bus pass prior to getting on the bus.

Bus Riding Expectations:

No fighting or scuffling
No loud talking or profanity
No throwing objects or trash on the floor
No marking on or defacing the bus
No remarks to people on the road or street
Follow the driver's instructions
Do not try to engage the driver in conversation
Stay in seat while bus is in motion
No smoking on bus
Do not stick head, arms, or other body parts outside of the bus window
Share a seat with other students when needed
No bringing animals on the bus
No bringing firearms, explosives, or other dangerous objects on the bus
No eating or drinking allowed on the bus (except by permission on special school trips)
Damage to the bus must be reported and guilty students will pay for the damages.

Pupils, whose conduct becomes extreme on the bus as to endanger other students, will be brought back to school and turned over to the authorities. Students who must get off or on at a place other than their regular stop must bring a note from their parents to the principal's office and receive permission in order to change buses or get off

at a different stop. Drivers, students, or parents should report any complaint involving transportation to the principal.

DRIVING VEHICLES TO SCHOOL

Students have the privilege of driving a vehicle to school, only as long as the responsibility is accepted that goes with the privilege of driving. Student's vehicles are subject to search at any time on school premises. The following procedure for driving automobiles on the school campus is to be observed and obeyed by all students.

- Only licensed drivers can bring a vehicle to school. Violators are subject to the laws of the state of Missouri.
- The speed limit on school property will be five (5) miles per hour.
- Cars will remain parked and locked during the school day. Students will not sit in cars before school or during the noon hour.
- Drivers of vehicles will yield the walks and right-of-way to pedestrians at all times. Vehicles will not leave school property.
- Students riding to school on the bus will refrain from going home in automobiles unless a parent or guardian gives verbal permission to the principal's office.
- Students will park in designated parking areas until full. **Overflow parking will be on the gravel adjacent to the baseball field. Drivers should not park on the sides of the lanes.**
- Because of small children walking to and from school, students should refrain from "cruising" around the school.
- Students should not drive on the campus and then leave again after 8 a.m. without permission from the principal. Students are not to drive motorized vehicles on campus except on established roads and parking areas. When leaving in the afternoon, students are not to go past the speed bump until bus passes going west
- During school hours, the north parking lot is reserved for faculty and guests. Student should not park in the spaces.

Violation of any of the above rules may result in the loss of driving privileges either temporarily or permanently, depending upon the severity of the violation. Students should be conscious of speed .

ARRIVAL AT SCHOOL

The school will be open with the arrival of the first bus until 3:30 p.m. on school days. Students who arrive after the 8:12 bell must report to the principal's office for a tardy slip to class. Students not riding a bus should not be on school grounds until **7:45 AM**, and students may not loiter in the academic hallways until **8:05 a.m.** **Students riding early buses that arrive on campus before 7:45 a.m. should go directly to the cafeteria where they will be supervised. Students arriving at 7:45 or after will go directly to the gym where they will be supervised.**

VISITING SCHOOL

Visitors are welcome to visit the school, but should enter only through the main doors off of Main Street at the Superintendent/Principal office entrance. Visitors should check in at the Secondary Principal's Office to receive a visitor's tag. The purpose of visit, plus the time and duration of the visit, will be identified to protect instructional time.

CAFETERIA

The school cafeteria is operated for the convenience of the students. All food must be eaten in the cafeteria. Students should act in a quiet orderly manner when using the cafeteria. Students are expected to return trays and dishes to the appropriate place and leave the table and floor area clean. Food consumed in the cafeteria must either be prepared by the cafeteria staff or brought from home. Restaurant lunches may not be delivered to any students. Students owing more than \$20.00 dollars in breakfast and/or lunch charges may be stopped from: (1) charging additional lunches and (2) purchasing food from the ala carte line.

SCHOOL SANCTIONED ACTIVITIES/COLLEGE VISITATION

School sponsored or sanctioned activities are exempt from and shall not count towards the total absences. Only juniors or seniors will be allowed three (3) days accumulated during their junior and senior years to visit a college or vocational school of their choice and the three days will be considered a school sanctioned activity. The student must first obtain permission from the principal or counselor for a college visit. A note from the parent is required prior to the visit. Written confirmation from a college/vocational school official verifying the visit actually took place must be returned to the high school office on the next school day after the visit. Students who are absent from school will check with their teacher's in advance and obtain make-up work prior to the absence.

SCHEDULE CHANGES

Schedule changes will be allowed during the first week (five school days) of school for such reasons as the lack of prerequisite courses, overcrowding of classes, etc. No schedule changes will be made after the fifth (5th) day of school in each semester. Any such course change must have the approval of the counselor and principal. After the fifth week, any student who drops a class will receive a failing grade for the semester. All class changes must be approved by the counselor.

USE OF OFFICE TELEPHONE

Bernie High School's office telephones are business telephones. Students are to use them only for emergencies to call home or for school business. Only local calls will be allowed.

SCHOOL LOCKERS

Students are to keep coats, bags, backpacks, and other personal items in their locker during the school day and kept locked. Lockers are located throughout the academic buildings. Lockers are loaned to the student by the school and may be opened and inspected at any time without the student's prior knowledge or approval. The school is not responsible for any item disappearing from a locker. Lockers should be locked at all times. If a student has trouble with his/her locker or has questions regarding the locker, contact the office and request help.

BACKPACKS AND PURSES

Backpacks and similar items are not to be carried to class and are generally discouraged. Students that bring backpacks must put the bags in their lockers before 1st period. Girls may carry clutch style purses. Large handbags are not allowed to be carried into and between classes.

SCHOOL PROPERTY

Bernie High School is your school. Be proud of it and respect the privilege of its availability. Help keep the facilities clean, free of paper, and free of writing on desk, tables, walls, or lockers. Students who intentionally destroy, damage, or deface school property will pay the cost of replacement or necessary repairs. In addition, the student may face disciplinary actions.

STUDENT ANNOUNCEMENTS

Announcements will be issued daily from the principal's office or by the designee of the principal. The announcements may be read daily at the beginning of the advisory period and will be posted daily across the hall from the principal's office. All pertinent information to be on the announcement page should be turned in by 1:30 p.m. the day before the announcements are to be read. Bulletin boards are located throughout the various buildings. The principal must approve any material or information placed on these bulletin boards.

STUDENT INSURANCE

Accident insurance information will be provided to all students. Students are encouraged to enroll in the insurance since it is very low in cost and offers broad coverage. Any student who participates in sports activities will be required to carry some type of hospitalization insurance. This insurance does not have to be school insurance.

DISMISSAL OF SCHOOL

If it becomes necessary to dismiss school due to inclement weather or other perils, this announcement will be carried over the following radio and television stations:

1. KDEX 102.3 Dexter
2. KFVS TV Ch 12 Cape Girardeau

School dismissal will also be broadcast using the School Reach Program, which calls the phone numbers listed on the student's demographic information.

COMPUTER NETWORK AND INTERNET USAGE

ACCEPTIBLE USE POLICY

Internet access is coordinated through BPS Networks. The Bernie Schools have entered into an agreement with BPS to provide these services to the students and staff of the District on computers that are the property of the school district.

Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Parents should be warned that some material accessible through the Internet may be objectionable. Our intent is to make the Internet available to further the educational goals and objectives of this District. Filtering software, a proxy server, and close student supervision are the methods used at Bernie to restrict student access to these objectionable materials. However, it is impossible to control all materials and students may discover controversial material. We believe that the information and interaction provided through the network/Internet outweighs this disadvantage.

Students will receive instruction on the proper use of the computer network and Internet by a classroom teacher. This document will be reviewed in class. The Bernie School District Board of Education believes that the use of computers and the Internet are important educational tools and that all students should have access to these resources.

The smooth operation of the network relies upon the proper conduct of the end users who must abide to the following guidelines.

This policy applies to all users of Bernie Public Schools computer facilities. Student users should refer to teachers for further guidance or clarification regarding allowable and unallowable uses, teachers should refer to building administrators, and administrators to the system operators.

All Bernie Public Schools' staff who use computer resources with their students must ensure that students are aware of procedures to ensure Internet safety.

Private information such as name, address, telephone number, or other personal identifying information regarding minors should never be posted or disseminated without authorization.

Students must be made aware that Internet filtering is not 100 percent effective and students are required to leave a questionable site immediately and notify their teacher.

Unauthorized access to any resource is unlawful and penalties can result.

By authorizing use of the system Bernie Public Schools does not relinquish control over the materials on the system or information contained in the files on the system. Therefore, users should have no expectation of privacy in the contents of files on the data system. Routine maintenance and monitoring of the system may lead to discovery of private information, or that a user has violated a policy or a law, whereupon the district would be required to act accordingly. The district retains the right to monitor activity consistent with current legal statutes and obligations.

Limitation of Liability

Use of the Bernie Public Schools computer facilities is at the user's own risk. The system is provided on an "as is, as available" basis. The district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on the district's diskettes, tapes, hard drives or servers. This district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the district's computer system. The district will not be responsible for financial obligations arising through unauthorized use of the district's system or the Internet. The district does not promise that any particular level or method of access will be given or continued and retains the authority to qualify, limit, or terminate any or all Internet and computer use. The district network is a private network used as an educational tool by Bernie Public Schools' employees and students. The network is monitored electronically.

Prescribed Activities

While this portion of this document is intended to prescribe the acceptable and unacceptable uses of the Computer Facility, Bernie Public Schools is not responsible for the actions of individual users.

Acceptable Use:

- Use of the Computer Facilities must support research, education, and other activities consistent with the goals and objectives of Bernie Public Schools.
- Users must comply with all software licenses, copyrights, and all other state and federal laws governing intellectual property. This no longer just includes text, but also pictures, video, and sound.
- Users are responsible for safeguarding their passwords. Individual passwords should not be printed, stored on-line, or given to others except as required by authorized operators of the system. Users are responsible for all actions made using their passwords.
- A user's ability to connect to other computer systems through the network does not imply a right to connect to those systems or to make use of those systems unless specifically authorized by the operators of those systems.
- All users are obligated to report any knowledge of suspicious, prohibited, or otherwise inappropriate use of the Computer Facilities.

Unacceptable Use:

Due to the nearly infinite number of activities that could be considered unacceptable, the following list is not intended to be exhaustive. Rather, this is a list of activities that are clearly unacceptable. If in doubt about the acceptability of a given action, refer to the acceptable uses above, or ask the teacher or administrator in charge.

- Use of the Computer Facility for commercial purposes, personal or other non-educational purposes, including political campaigning.
- Transmitting/storing/viewing information that contains obscene, indecent, lewd or lascivious material or other material that explicitly or implicitly refers to sexual conduct.
- Transmitting/storing/viewing information that contains profane language or panders to bigotry, sexism, or other forms of discrimination.
- Communicating any information concerning any password, identifying code, personal identification number or other confidential information without the permission of its owner or the controlling authority of the Computer Facility to which it belongs.

- Creating, modifying, executing, or retransmitting any computer program or instructions intended to gain unauthorized access to, make unauthorized use of, disrupt, or damage a Computer Facility, software, or licensed software.
- Direct electronic communication can be dangerous. Therefore, instant messaging systems, Internet Relay Chat, ICQ, and other like programs are prohibited. Only applications specifically provided by the district are allowed.
- Peer to peer networking applications such as Morpheus, Napster, Gnutella, and other similar programs are prohibited, as well as media applications such as Winamp, WinMX, RealJukebox, or other similar programs.
- Accessing or intentionally destroying software or licensed software in a Computer Facility without the permission of the owner of such and the controlling authority of the Computer Facility.
- Violating any United States, Missouri State, or Local statute; any Board of Education policy or regulation, or the School Behavior Code; or participate in the commission or furtherance of any crime or other unlawful or improper purpose.
- Using the Computer Facility in a manner inconsistent with the school's contractual obligations to suppliers of the Computer Facility or with any published school policy.
- Installing, downloading, or running software not owned or authorized for use on district machines.
- Modifying, adding, or deleting system, program, or startup files without permission.
- Intentionally waste limited resources (e.g. excessive printing)
- Access non-educational Internet sites not clearly related to a class assignment or project without express permission from a teacher in attendance (wrestling, weapons, MTV, Rapper, TV-related, or game sites)
- Share any objectionable material accessed accidentally with other students
- Violate copyright or otherwise use the intellectual property of another individual or organization without permission.
- Use another person's network account or password
- Harass, insult, or attack others
- Reveal personal information about oneself or of other students including, but not limited to, disclosure of home address and/or telephone number.

Electronic Mail (If applicable)

Email accounts are not private, but belong to Bernie Public Schools. Users of the school electronic mail system should have no expectation of privacy with respect to email, or other files as referenced above.

- No one should allow other people to send email using their account without specific permission of the teacher in charge if a student, or the system operator, if a staff member.
- The district-supported email system is the only email system to be used. Users are not allowed to use mail through web-based email services, free or otherwise.
- No one should send, distribute, respond, or in any way participate in email messages that constitute or simulate the properties of a chain letter. This would include messages of the type, "Read this and send to five other people," good luck tokens, etc.
- Potential subscribers of mailing lists are responsible for determining the purpose of the list before subscribing. Persons having subscribed to such lists will be considered to have solicited materials delivered by the list as long as the material is consistent with the list's purpose.

Web Publishing

All Web pages created by students and student organizations on the District's computer system will be subject to the same treatment as are district-sponsored publications such as school newspapers. Accordingly, the District reserves the right to exercise editorial control over such publications.

Security

- Security on a computer system is a high priority. Passwords are important.
- Do not share your password with others.

- Change your password often.
- Do not attempt to use other people's accounts or passwords.
- Log out when you are finished.
- Create good passwords:
 - Do not use spaces
 - Use at least 6 characters
 - Use a mix of capital letters and lower case letters
 - Use special characters and numbers
 - Make your password something you can remember

Web Publishing Safety

No student work or photograph will be placed on the District's web site without parental permission. A student's last name, address, phone number, or any other private information will not be posted on the District's web site. The District's web site will not contain information or material that the district would not be willing to publish in other forms of media (e.g., newspaper, television, brochures, etc.). Students personal web pages are not allowed on the District's web site. If students need to post a web page as part of integrating the classroom curriculum with the Internet, it will be posted with teacher approval through the District's Web Master. With administrator approval school activity clubs such as Beta and FBLA are allowed to host competition web pages off district onto a third party domain. (Board approved December 10, 2001). However, the same stipulations apply as if the competition web pages were posted on the District's web site. An additional web publishing permission form is required of each club member. It is the club sponsor's responsibility to approve club competition web sites before they are published onto the third party domain.

Privileges

The use of the network/Internet is a privilege, not a right. Network or individual computer storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Inappropriate use will result in a loss of those privileges for a period of not less than one week. Repeated, or severe, infractions may result in a permanent loss of privileges. Building principals may determine that other disciplinary action should be taken in addition to the loss of privileges.

VIOLATION OF EXPRESSED AND IMPLIED RULES

It will be at the discretion of the controlling authority (teacher or administrative personnel or both) of the Computer Facility to determine if a violation has occurred. If a violation has occurred, the following will be used to provide consistency in disciplinary action taken, yet allow for differences in disciplinary actions available in the various buildings and grade levels.

First Offense:

- Documentation of offense in appropriate building office
- Warning of unacceptable behavior
- Any discipline procedure supported by in-class rules for first offenses
- Loss of computer privileges for one week

Second Offense:

- Consultation with principal
- Documentation of offense in appropriate building office
- Any discipline procedure supported by in-class rules for second offenses
- Loss of computer privileges for a minimum of two weeks; failing grades on missed work

Third Offense:

- Consultation with principal
- Documentation of offense in appropriate office building
- Loss/restriction of computer privileges for the remainder of the school year which may include failing grades on missed work, loss of access to computer-based library materials, dismissal from classes requiring computer use

Violations of the AUP which involve employees, false identity, hacking, cracking, tampering with data or grades, or actions capable of disrupting computing services will be handled on a case by case basis by the building principal, technology coordinator, and superintendent. Offenses of this nature need not follow the escalating procedure listed above due to the overriding need to protect computer equipment, resources, data, and services. Violations may result in, but are not limited to the following consequences based on the severity and nature of the infraction.

- Any traditional discipline procedure supported by current school district policy.
- Loss of Computer Facility privileges.
- Dismissal from any or ALL computer-related classes.
- Legal action.
- Where intentional misuse is determined, monetary restitution may be sought where applicable for damages, labor, repair, hardware/software replacement, and any and all costs associated with restitution.

EXTRACURRICULAR ACTIVITIES

SCHOOL DANCES

Students must be within the attendance policy for both semesters and free of significant discipline referrals to be eligible to attend dances.

During the school year each class or organization may sponsor school dances. These dances should be planned and organized well in advance. Once the class or organization, along with sponsors, has planned a dance it must be approved by the administration and placed on the school calendar to avoid conflict with other activities.

Students who have quit school during the year, been suspended, or expelled, will not be allowed to attend school dances.

If a student desires to invite a guest who is not a student at Bernie High School, the guest must be registered in the office. A deadline for registering guests will be stated well in advance on the daily announcements. All guests must be under the age of 21. There may be exceptions made to this by the principal only. The BHS student is responsible for their invited guest.

Students leaving the dance after arriving will not be allowed to re-enter unless they have permission from the sponsors or the principal. Additionally, students leaving the dance prior to the conclusion are no longer the responsibility of the school.

The dress code for formal attire includes: Dresses: Two-piece dresses and dresses with cutouts are not allowed. Sheer/see through fabric over bare areas is not acceptable. Hems and leg-slits are to be not higher than the fingertips when arms are at rest to your sides. Dresses should not be cut low in front and/or expose cleavage. Dress backs should be no lower than the waistline and certainly should not expose the student's posterior. Formal halter dresses, strapless dresses, and those with spaghetti straps are allowed, but students must use good taste when choosing these dresses to wear. Dresses that are too revealing may not be allowed.

TRANSPORTATION

Students are expected to provide their own transportation to and from Bernie High School for extracurricular activities such as ball games, band trips, club meetings, dances, etc. held on campus.

If the activity is scheduled at a location other than Bernie High School, all students who participate in the activity must take transportation provided by the school, both to and from the activity. Participating students are not allowed to drive their own vehicles or ride in other vehicles to a given activity.

If for some uncontrollable reason, a student feels it necessary to have some other mode of transportation, approval of the principal or his designee must be obtained. Reasonable advanced notification is necessary. Under most circumstances, students are to ride the school buses on return trips to school. However, under special circumstances students are allowed to ride from an activity home with their parents or guardian with a written note presented to the coach and/or supervisor. The student's parents must contact the sponsor, coach, or principal in person to present a written note for release of the student to ride home with the parent.

SCHOOL RELATED TRIPS

MISSING CLASS FOR SCHOOL RELATED ACTIVITIES

Students will be allowed to miss class for school-related activities only if they are making a passing grade in the class they are missing and they have overall 95% attendance for the current year. Extenuating circumstances may be considered by the building principal for the purpose of waiving this policy.

OVERNIGHT TRIPS

A notarized permit from parents will be required for each student making the trip. The permit will give permission for the student to make the trip and permission for treatment by a doctor in case of emergency. There shall be adult supervision on all overnight trips. A list of appropriate phone numbers will be placed on the bus before leaving.

Students leaving school for a trip on the bus must park in the student parking lot.

MISSING BUS - TRIPS TO CAPE GIRARDEAU AND FARTHER DISTANCES

If the student is not present when it is time to return to the school, the teacher shall use his/her judgment in trying to locate the student. If the student is not found, after the teacher feels he/she has exhausted efforts to locate the student, then the teacher shall contact the Superintendent or Principal. The Superintendent or Principal will, after attempting to contact the missing student's parents or guardian, advise the teacher if and when to return home. If the Superintendent or Principal cannot be contacted, the teacher shall call the Bernie Police for help in locating the school administrator or in locating a board member. A student roster will be kept for checking roll.

MISSING BUS - TRIPS CLOSER THAN CAPE GIRARDEAU

It is left up to the teacher in charge to determine if and when to come home if a student is not present when it is time to return home. Parents or police will be contacted as soon as possible.

PUNISHMENT FOR NOT RIDING THE BUS HOME

Punishment for not riding the bus home or for being late at departure time will be left up to the sponsor and Principal.

STAYING WITH STUDENTS UNTIL PARENTS ARRIVE

Teachers returning from trips shall stay until students are picked up or leave the school premises. If after thirty (30) minutes, the child has not been picked up, he/she may be taken to the police station to be picked up there.

For activities at school, the parent is responsible for the child, but teachers should be cautious about leaving children in certain situations.

STUDENT ORGANIZATIONS

STUDENT COUNCIL

The student council sponsors student activities that affect the entire high school.

Student Council nominations can be made by students and/or teachers. Each nominee will be given a "Representative Input" form along with four teacher recommendation forms. All teacher recommendation forms must be completed and signed by teachers, and the students must return their paperwork by the deadline to be named a nominee. (Note: Prior experience also plays a role in the selection process. For example, if you have been a member in the past and violated your contract, you may not be eligible to be a nominee for student council). If necessary, an election will take place to determine the four student council members for each grade. The members will be announced during the last week of the school year. Officers will be elected by the Student Council members. The president will be a senior; the vice-president will be a junior; the secretary/treasurer can be a member of grade who has had at least one year of prior experience. The officers and the sponsor will then delegate the other members to an executive committee.

FUTURE FARMERS OF AMERICA

The Bernie FFA is an organization that makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth, and career success through agricultural education. To be a member of the FFA, one must be enrolled in an agriculture education class. FFA meetings are held the second Monday of each month in the Vo-Ag classroom. Members of the Bernie FFA chapter participate in many activities. Some of these include: area, district, and state competition in contests, proficiency awards and degrees; leadership conferences and workshops; local recreational activities; FFA week community activities; area banquet; parent-member banquet; barn-warming dance; fairs and State and National Conventions.

FAMILY, CAREER, AND COMMUNITY LEADERS OF AMERICA

Family, Career, and Community Leaders of America is incorporated as a nonprofit National Vocational student organization for young women and men in home economic classes. The chapter encourages personal growth, leadership development, family and community involvement and understanding the dual roles of men and women. The purposes of the organization are:

- to provide opportunities for self-development, preparation for family and community living, and for employment.
- to strengthen the function of the family as the basic unit of society.
- to encourage democracy through cooperative action in the home and community.
- to encourage individual and group involvement in helping achieve worldwide brotherhood.
- to institute programs promoting greater understanding between youth and adults.
- to provide opportunities for decision making and for assuming responsibility.
- to become aware of the multiple roles of men and women in today's society.
- to develop interest in home economics, home economics careers, and related occupations.

SCHOLAR BOWL

The Bernie Scholar Bowl Teams (Junior Varsity and Varsity) are open to all students in grades 9-12. Tryouts for the teams are held in the fall. Interscholastic competitions are held throughout the year, usually on Saturdays.

Subjects covered in the competitions are mathematics, science, language arts, fine arts, history, practical arts, and current events. There are required practices. This team is a member of the Missouri Academic Association.

SPEECH TEAM

The Speech/Debate Team is comprised of students in grade 9 -12 who are interested in debate, oratory, interpretation, and drama and who meet guidelines established by MSHSAA.

Students will participate in speech tournaments at other schools in our area and will help coordinate an invitational tournament at our school. Student involvement and dedication are essential to the success and survival of the speech team.

FUTURE BUSINESS LEADERS OF AMERICA

The Future Business Leaders of America is a national vocational organization for students who have taken or are taking business related courses. The FBLA's purpose is to cultivate character, patriotism, and to develop the qualities necessary to become a responsible business leader. The chapter also sponsors Career Day and Drug Awareness Week. The Bernie High School Chapter of the Future Business Leaders of America is an expanding and exciting organization with unlimited possibilities for future growth.

THE NATIONAL BETA CLUB

The Beta Club is a leadership-service organization. Its purpose is to stimulate effort, reward achievement, and to encourage members to continue their education after high school. A student is invited to join Beta Club one time only. If the student rejects the invitation, he or she may not join in subsequent years.

Membership is based on creditable achievement (B average) and commendable attitude. The principal must approve prospective members.

For more information see the Beta Club sponsor or Beta members.

JUNIOR HIGH BETA CLUB

The Junior High Beta Club is a leadership and service organization. Its purpose is to stimulate effort, reward achievement, and encourage members to continue their high achievement.

Membership is based on creditable achievement (B average in core subjects) and commendable attitude. The club, faculty, and principal must approve prospective members.

ATHLETES AND CHEERLEADERS

Representation of Bernie Schools as an athlete or cheerleader is considered a privilege (as opposed to other student rights given by law). The student must earn his/her place on the squad by diligent practice and proper conduct. Bernie athletes and cheerleaders are expected to meet all standards set up by the MSHSAA. One of these standards is that any prospective athlete or cheerleader must be a good school citizen. Bernie Schools have traditionally interpreted this to mean that athletes/cheerleaders' conduct should not bring discredit upon themselves or the school. Specifically they should

- Submit to the authority of the teaching staff and be respectful of the teachers and their personal property at all times.
- Not use alcohol or drugs or knowingly be in a place where alcohol or drugs are being illegally used, stored, manufactured, or distributed.
- Follow the rules and established procedures laid forth by the student's coach.

Failure of activity participants to observe guide above, as well as the other guidelines of the school, and those put forth by the MSHSAA, could result in a student being disciplined. Discipline will be left up to the coach/sponsor and the principal.

The student standards set up by the Missouri State High School Activities Association (MSHSAA) include:

A. Sportsmanship—if an unsportsmanlike act is committed by a student while participating in a high school contest, he/she could become ineligible to participate.

If a student's conduct as a spectator is found to be unsportsmanlike, he/she could be barred from attending any high school athletic contests.

The unsportsmanlike conduct of any spectator regardless of age could cause that spectator to be barred from attending any high school athletic contests.

B. Citizenship You must be a creditable school citizen. Creditable school citizens are those students whose conduct both in school and will not reflect discredit upon themselves or their school. All students participating in MSHSAA sanctioned events must abide by the Citizenship Requirements listed in subsection 212.0 of the MSHSAA by-laws.

C. Academics—Semester prior to Participation; the student shall have earned the preceding semester of attendance, a minimum of 3.0 units of credit or have earned credit in 80% of the maximum allowable classes in which a student is enrolled in the semester, whichever is greater.

Semester of Participation: The student shall currently be enrolled in and regularly attending courses that offer 3.0 units of credit or have earned credit in 80% of the maximum allowable credits which may be earned, whichever is greater.

D. Grades 7-8—Junior high students must have been promoted to a higher grade the preceding year as well as earn a passing grade in at least 80% of the maximum courses which could have been taken.

Interscholastic sports for boys are: Basketball and baseball.

Interscholastic sports for girls are: Softball and volleyball.

High school baseball may be played in the fall and spring. High school softball is played in the spring. High school basketball is played in the winter. High school volleyball is played in the fall.

ATHLETE AND CHEERLEADER PHYSICAL EXAMINATION

To participate in high school inter-scholastic sports, each athlete must have parental permission, a physical exam by a physician certifying that the student may participate, and proof of insurance coverage. This information must be on file in the athletic administrator's office on MSHSAA approved forms, before any student will be allowed to participate or practice.

ATHLETIC LETTERING POLICY

The objective of this program is to give recognition to any boy or girl who by outstanding ability, measures up to the standards of achievements set by the school in the high school sports of volleyball, baseball, basketball, softball, and cheerleading.

To earn a letter certificate certain general standards must be met. They are as follows:

- A. Must be a good citizen.
- B. Must show a sense of fair play and good sportsmanship in all competition.

- C. Must be a regular member of the squad in the sport in which he or she is competing.
 - D. Must finish the season with the squad. Participants will not be eligible if he or she has quit the team or squad.
- A manager of any sport will be eligible for a letter certificate.

AUXILLIARY SERVICES

GUIDANCE AND COUNSELING

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, study helps, help with home, school and/or social concerns, or any question the student may feel he/she would like to discuss with the counselor. Family conferences are arranged throughout the year to discuss student credit studies, career planning, vocational trade and technical schools, college admission and finance requirements and job placement after graduation.

The basic function of the counselor is to help each student attain the highest possible level of mental, moral, and physical development. The guidance office works closely with members of the school, home, community, and professional organizations to:

Maintain a student record of progress, achievement and development.

Provide information on college and vocational opportunities.

Counsel with students in the various areas of educational and vocational planning, and personal, social, and physical development.

Conduct conferences with students, parents, teachers, administrators, and special services personnel.

Follow up of former students.

Specifically the Guidance Office is responsible for helping with course planning, schedule changes, college and vocational planning, counseling, group and individual testing, cumulative records, and working with administrators and teachers in curriculum improvement.

Students are urged to check the guidance bulletin board and visit the guidance office.

Practice Test will be administered.

MEDIA CENTER

The Media Center is basically a storehouse of accumulated knowledge. Its function is to store the materials of learning and recreational reading, and make them available to students as both basic and supplemental elements of the curriculum. To perform this service, it makes various types of materials available for appropriate periods of time: reference materials for short-term use and general reading volumes for a longer period. The following regulations will allow all students an opportunity to make full use of the library.

- A. General library books may be checked out for a period of one week. Unlimited renewals will be allowed.
- B. Reference materials may be checked out for in school use. Some reference materials, however, may be borrowed at the end of the school day and returned by 8:30 the following morning.

- C. Current magazine issues do not circulate. Magazine back issues may be checked out for a period of one week.
- D. Detention can be assigned for students failing to re-check books.
- E. Students who have lost/damaged books will be charged replacement costs.

HEALTH SERVICES

The Board of Education believes that in order to provide for the safety and well being of students, it is necessary to implement and maintain a District-wide student health services program. The health service staff will be responsible to district administration.

IMMUNIZATIONS

All students are required to be in compliance with state programs mandating immunization against specific diseases. Failure to comply with District immunization requirements will result in exclusion from school until proof of compliance is provided. Homeless children will be granted a temporary twenty-four (24) hour grace period which to submit proof of compliance.

It is the parents/guardians responsibility to provide the school with evidence that their child has completed the required immunizations to meet the law. This includes the dates of the booster shots and any other vaccines given by Doctor or the Health Department.

SICK CHILDREN

Students who become ill at school are to be sent to the nurse's office. If the student's temperature exceeds 99.6 degrees and /or the nurse decides the student is too ill to remain at school, parents will be called. If unable to reach parents, we call the emergency number listed on the pupil's information card. Please be sure that your child's information card is kept up to date. If your child has a rash or pinkeye, they will be sent home and will need a statement from the physician that child is not contagious before returning to school.

PRESCRIPTION MEDICATION

The District requires that a prescription label be properly affixed to the medication in question. Said label must contain the name of the student, name of the drug, dosage, frequency of administration, route of administration, diagnosis and the prescriber's name. A parent/guardian must request in writing that the School District comply with the authorized prescriber's request to give medication. (The District will not administer the initial dose of any new prescription except in an emergency.) Students are not allowed to carry prescription medication except by permission of the nurse and principal.

OVER-THE-COUNTER MEDICATION

The student's authorized prescriber shall provide a written request that the student be given medication during school hours. The request shall state the name of the student, name of the drug, dosage, frequency of administration, route of administration, and the prescriber's name. The diagnosis/indication for use of the Medicine shall be provided. When possible, the prescriber should state potential adverse effects and applicable emergency instructions. These medications should be stored with the school nurse. Students with asthma or any potentially life-threatening respiratory illness may carry medicines with them for self-administration. A permission form for self-administration (Form 2870) is required.

POLICY ON COMMUNICABLE DISEASES

A student shall not attend classes or other school sponsored activities, if the student is known to be afflicted with or liable to transmit any contagious or infectious disease unless the board or its designee has determined, based upon medical evidence, that: (1) the student is no longer infected or liable to transmit the disease; or (2) the student is afflicted with a chronic infectious disease which, with reasonable precautions, poses little risk of transmission in the school environment.

Any student permitted to attend school with a chronic infectious disease must do so under specified conditions. Failure to adhere to the conditions will result in the student being excluded from school. Any student determined to have a chronic infectious disease and who is not permitted to attend school will be provided instruction in an alternative educational setting in accordance with district policy.

Students with a contagious or infectious disease and their families have a right to privacy and a need for confidentiality. Only staff members who need to know the identity and condition of such students will be informed. Willful or negligent disclosure of confidential information about a student's medical condition by staff members will be cause for disciplinary action.

The district will implement reporting and disease outbreak control measures in accordance with 19 CSR 2020.010 through 2020.090 and 19 CSR 2028.010.

SUGGESTED PROCEDURES:

1. The district's policy and procedures on communicable diseases will be disseminated to parents of all students attending schools of the district and to the news media at least annually.
2. Any staff member who knows a student has been exposed to a contagious or infectious disease or who observes symptoms of such a disease shall inform the building administrator who will request a review of the case by a designated health professional (school nurse, physician, county nurse)
3. If the designated health professional determines that the student is infected with an acute infectious disease of short duration, the student will be excluded from school for the number of days specified in the latest revision of the Missouri Department of Health publication, "Prevention and Control of Communicable Diseases A Guide for School administrators," FHC 16, or until a physician certifies the student no longer is liable to transmit the disease.
4. If the designated health professional determines that a student identified as disabled under the Education for All Disabled Children Act (P.L. 94142), may be infected with a chronic infectious disease, the student's medical condition and educational placement will be evaluated under the compliance plan for implementing P.L. 94142.
5. If the designated health professional determines that a student not identified as disabled may be infected with a chronic infectious disease, the student shall be excluded from school until the following procedures have been concluded. The building administrator shall within ten (10) working days request a team review and assessment of the student's medical condition. The team shall be composed of the following:
 - a. the student's parents or guardians;
 - b. the student's personal physician;
 - c. a school health professional;
 - d. a public health physician designated by or approved by the State Department of Health;
 - e. the building administrator;
 - f. others mutually agreed upon

The team will assess the student's condition and the risks of exposing others to the disease in the school environment and determine whether the student should be permitted to attend school without restrictions; attend school under stated restrictions and conditions; or be excluded from attending school and provided an alternative educational program. The team will also establish dates and/or conditions under which the student's status will be reviewed.

6. The determination of the team will be made within ten (10) working days after the team is convened and communicated in writing to the student's parents or guardians, the building administrator, and to the superintendent. The determination will be final unless reversed on appeal.
7. The parents or guardians of the student may appeal the determination of the team to the board of education by submitting notice of appeal in writing to the superintendent within five (5) working days after receiving written notification of the team's determination within five (5) working days after receiving notice of appeal, the superintendent will confer with the assessment team, review the record and/or receive additional information, and make a recommendation to the board. The board will consider the appeal at its

next regularly scheduled meeting or at a specially called meeting. The board's decision shall be final. The stated time line may be adjusted by mutual agreement of the parties.

8. If a student with a chronic infectious disease is permitted to attend school:
 - a. All parents of students attending the school and all staff members of the school will be notified by direct mail of the presence in the school of an infected student, the conditions under which the student is attending school, and the district's plans for keeping the public informed about the situation.
 - b. The building administrator will identify and notify the staff members who will be informed of the student's identity and conditions under which the student is attending school. Willful or negligent disclosure of confidential information by a staff member will be cause for disciplinary action.
 - c. The building administrator, in consultation with the designated health professional, will develop safety and precautionary procedures and incident reporting procedures and ensure that all staff members who have contact with the infected students are trained to implement them. Willful or negligent violation of safety and precautionary procedures and reporting procedures will be cause for disciplinary action.

APPENDIX

DISSEMINATION OF POLICY

The Bernie RXIII Board of Education shall guarantee the dissemination of the discipline policies to all concerned by:

- A. Placing a copy for public inspection in each administration office.
- B. Providing a discussion session/s the first week of school in small group settings.
- C. Make available a copy to each new student who enrolls.
- D. Informing the community through the monthly newsletter of existence and locality of the policy.
- E. Providing a copy to each member of the faculty and staff and to each board member.
- F. Incorporating the discipline policies into the student handbook in future editions.
- G. Providing copies in the media center, to be used or checked out by students/parents.

HANDICAPPED PROGRAMS

All public schools are required to provide a free and appropriate public education to all public school students with disabilities beginning on the child's third birthday through age twenty (20), regardless of the child's disability or severity, including those that attending private schools, who are highly mobile, and who are suspected of having a disability even though they are advancing from grade to grade. The public school assures compliance with the full educational opportunity goals and services for public school students three (3) through twenty-one. Disabilities include: autism, deaf-blindness, emotional disturbance, hearing impairment and deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness, and young child with a developmental delay.

For private school children with disabilities, who have been designated to receive special education and related services, the district will provide services according to the service plan developed for each of them. Due process hearing procedures for students with disabilities that are parentally placed in private schools apply only to child find (including referral and evaluation of a child suspected with a disability). The IDEA does not provide an individual entitlement to such private school students and IDEA compliance requires only that services provided represent a proportionate share of the districts federal funding for special education.

The public school 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 Missouri First Steps Program. All public schools are required to provide parents the right to inspect and review personally identifiable information collected and used or maintained by the district relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children. 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). You may contact your local district if you wish to review the requirements provided in FERPA.

The public school has developed a Local Compliance Plan for implementation of Special Education and this Plan is available for public review during regular school hours on days school is in session in the Office of the Superintendent of Schools. The Local Compliance Plan is a written narrative that describes the district's plan for compliance with the requirements for identifying and serving all students with disabilities. Included in this plan are the policies and procedures, which the district must follow regarding storage, disclosure to third parties, retention and destruction of personally identifiable information. The Plan also describes the assurances that services are provided in compliance with the requirements of 34 CFR 76.301 of the General Education Provision Act. Public schools in the State of Missouri are required to conduct an annual census of all students with disabilities or suspected disabilities from birth to age twenty (20) who reside in the district or whose parent/legal guardian resides in the district. This census is compiled as of December 1 of each year. This information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes: name of the child, parent/legal guardian's name & address; birth date and age of each child, and each child's disabling condition, and services provided to the child with disabilities. Should the district fail to submit an annual census, the State Board of Education may withhold state aid until the census is submitted. If you have a child with a disability or know of a child with a disability that is not attending the public schools, please contact your school district. The Bernie, Campbell, Clarkton, Dexter, Gideon, Holcomb, Malden, Richland, Risco, and Twin Rivers school districts, along with the Department of Elementary and Secondary Education recognize the need for providing free and appropriate educational programs for various handicapping conditions through special education programs.

This notice can be provided in languages such as Chinese, Spanish, Arabic, and Vietnamese, or any other language as may be necessary.

TITLE IX

No student shall, on the basis of sex, be excluded from participation in any curricular or extracurricular activity of Bernie Junior High or Bernie High School. If the student feels he/she is being denied these privileges because of gender, a report should be made to the principal or the superintendent.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (eligible students) certain rights with respect to the student's education records.

These rights are outlined below:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal for appropriate school official] a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask Alpha School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or

grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. [Optional] Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.)

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Alpha School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-460

SAFE SCHOOLS ACT (H.B. 1301 & 1298)

The District recognizes firearm and weapon possession as a potential threat to the health, safety and security of students, employees, and other persons. The District will not tolerate the presence of firearms or weapons on the premises of our schools. This prohibition includes possession of firearms and weapons on school play grounds, school parking lots, school buses, and at school activities, Schools Act of 1994, the Individuals with Disabilities Education Act and other applicable federal and state law. Nothing in this policy shall prohibit the District from permitting a Civil War re-enactor to bring a Civil War era weapon to school for educational purposes so long as the weapon is not loaded. Students who violate this policy will be suspended for no less than one (1) year and are subject to permanent expulsion. However, the Superintendent may recommend to the Board a modification of the suspension on a case-by-case basis. This policy will be annually submitted to the Department of Elementary and Secondary Education together with a report of disciplinary action taken for possession of a "fire arm or —weapon" as defined in Regulation 2620. Students with drug/alcohol, making threats, hitting, or fighting will be reported to the juvenile office for grades three and up and for those in lower grades who are habitual violators. Students are instructed to take all threats seriously and report them to a school official.

EMERGENCY ALERTS AND DRILLS

All drills will be practiced regularly throughout the school year. Drill procedures and evacuation routes are posted in every classroom and other student support areas. Most emergencies happen without notice and having an understanding of the correct procedures to follow will help ensure your safety.

FIRE:

SIGNAL: ONE LONG, CONTINUOUS RING OF THE SCHOOL BELL.

PROCEDURE: Following the escape route posted in your area and using your teacher's instructions evacuate in an orderly fashion and meet at the designated area outside the building. Remain with your class and listen carefully for further instructions from school personnel.

TORNADO:

SIGNAL: The bells will sound with repeated short rings. If power was interrupted, a hand bell and bull horn will be used to announce the emergency.

PROCEDURE: Following your teacher's instructions, evacuate to an interior hallway and assume a knelt position along the wall while covering your head with your hands. Remain with your class and listen carefully for further instructions from school personnel.

EARTHQUAKE:

SIGNAL: Announce that this is an earthquake drill; drop, cover, and hold.

PROCEDURE: Following your teacher's instructions, assume a safe position on the floor under a sturdy piece of furniture. Remain with your class and listen carefully for further instructions from school personnel.

INTRUDER:

SIGNAL: Announce "shelter in place" then "evacuate the building" if necessary.

PROCEDURE: Classrooms doors should be closed and locked at this time. Students should sit on the floor against the wall on the side of the room where the door entrance is located. Cover the door window. Be prepared to evacuate the building if necessary. Wait for further instructions from the appropriate school personnel.

FORMS

On the following pages you will find important forms used for school information. Please complete each form and return to your advisory teacher by the last Friday, in August.

1. HANDBOOK AGREEMENT/PARENT PERMISSION TO PUBLISH ON THE WEB
2. NURSE'S EMERGENCY INFORMATION
3. FREE/REDUCED MEAL APPLICATION (must be returned by all students whether you qualify or not)

If you have any questions or concerns about the forms please feel free to contact the office:

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