

**BRECKENRIDGE HIGH SCHOOL**  
**2021-2022**  
**STUDENT HANDBOOK**



**“HOME OF THE BULLDOGS”**

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**MEMBER: CLAA CONFERENCE**

**SCHOOL COLORS: BLUE AND WHITE**

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**TRADITION**

**PRIDE**

**EXCELLENCE**

MR. BRENT SKINNER  
SUPERINTENDENT OF SCHOOLS

KADEE ESTENBAUM  
PRINCIPAL

(660) 644-5715

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Breckenridge R-I School District  
2021-2022  
School Calendar

New Staff Orientation	August 18, 2021
Teacher Work Day	August 23, 2021
Teacher Work Day	August 24, 2021
First Day of School	August 25, 2021
Labor Day (No School)	September 6, 2021
In-Service (No School)	September 13, 2021
Teacher In-Service (No School)	October 1, 2021
Parent Teacher Conf. (Early Dismissal)	October 28, 2021
No School	October 29, 2021
Teacher In-Service (No School)	November 5, 2021
CLAA Choral Clinic (Early Dismissal)	November 8, 2021
Thanksgiving Break	November 24-26, 2021
Teacher In-Service (No School)	December 3, 2021
Dismiss Early	December 21, 2021
Christmas Break	December 22, 2021
Teacher Work Day	Through January 3, 2022
	January 3, 2022
School Resumes	January 4, 2022
MLK Holiday	January 17, 2022
Teacher In-Service (No School)	February 4, 2022
CLAA Band Clinic (Dismiss Early)	February 14, 2022
Presidents Day	February 21, 2022
Teacher In-Service (No School)	March 7, 2022
Parent Teacher Conf. (Early Dismissal)	March 24, 2022
No School	March 25, 2022
Dismiss Early	April 14, 2022
No School Easter Break	April 15-18, 2022
Graduation	May 8, 2022 3:00 PM
Last Day (Early Dismissal)	May 20, 2022

## **LETTER FROM THE PRINCIPAL**

**Welcome to Breckenridge High School. This handbook has been carefully prepared to provide needed information to you as the school year progresses. It is your responsibility as a student and parent to read the contents of this booklet and become familiar with our rules and traditions. Items not covered within the booklet will be dealt with by the administration after a review of the facts involved.**

**The time that you spend at Breckenridge High School will be short but will have an impact on the rest of your life. Each day you will be faced with new decisions that must be made. I urge you to choose wisely, for these decisions may forever change your life. B.H.S. will afford you many opportunities. You can take advantage of a wide range of classes, programs, career pathways, clubs, organizations, and extra-curricular opportunities. I urge you and your parents, or guardians, to seek out the many possibilities that the school has to offer.**

**It is the obligation of this school to prepare you academically and socially for your future. Those plans may include furthering your education, military service, entry into the job market, or other options. In preparing you for your choice of life's pathways the school expects you to give your best effort. You are expected to be at school and in classes on time, follow the rules of the school, dress properly, and be a good citizen of our school community, which, incidentally, are the same things that you will be expected to do once you enter the world outside of school. The rules and expectations of the school reflect the standards of our community.**

**Breckenridge High School has a tradition of excellence. The Faculty and Administration have high expectations for every student in order to continue this tradition. The policies and procedures of the school, as outlined in this Handbook, are in place to enhance and further that pursuit of excellence. I am proud to be the principal of this school and hope that this year will be a great one for the school and personally for you.**

**Let's make it both a positive and productive year!**

**Sincerely,  
Mrs. Estenbaum**

The rules, policies, and procedures outlined in the Student Handbook are by no means all inclusive. Situations may arise that are not directly addressed in the Student Handbook. The administration will act as these situations arise. Each student is responsible for having knowledge of the policies as outlined in the Student Handbook. Each student will be given a copy of the Student Handbook and should take the time to read it. Parents are also encouraged to become familiar with its contents.

### NOTICE OF NONDISCRIMINATION

The Breckenridge R-I School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Mr. Brent Skinner, Superintendent  
400 W. Colfax  
Breckenridge, Missouri 64625

### SCHOOL CALENDAR

A master school calendar will be kept in the principal's office. All dates must be approved by the principal before they are entered on the calendar. To eliminate conflicts, sponsors and student officers are urged to schedule events with the office as early as possible. A calendar of events will be published in the office each month.

### SCHOOL FACULTY

<u>Teacher</u>	<u>Teaching Area</u>
Mrs. Toot.....	Kindergarten
Mrs. Latimer .....	1 <sup>st</sup> Grade
Mrs. Latimer .....	2 <sup>nd</sup> Grade
Mrs. Brown .....	3 <sup>rd</sup> Grade
Mrs. Brown .....	4 <sup>th</sup> Grade
Mrs. Misel .....	5 <sup>th</sup> Grade
Mrs. Misel .....	6 <sup>th</sup> Grade
Mrs. Kadee Estenbaum .....	Guidance Counselor
Mr. Mitchell.....	Vocational Agriculture
Mrs. Gaines-Lewis.....	Library Media Center
Mrs. Lambert.....	Math
Mr. Mitchell .....	Physical Education
Mrs. McLaughlin .....	Language Arts
Mrs. Gramenz .....	Family and Consumer Science
Mrs. Sievering.....	Art
Mrs. Jennings .....	Social Studies
Miss Ortiz.....	Science
Mr. Schmitz.....	Music
Mrs. Robin Estenbaum.....	Special Education
Mrs. Schmidt.....	Title I Reading

### TIME SCHEDULE FOR HIGH SCHOOL

7:45	Building Open - students may go to the gym
7:50	Breakfast serving begins
8:05	Bell Rings - Go to first period
8:10 - 8:56	First Period
8:59 - 9:45	Second Period
9:48 - 10:34	Third Period
10:37 - 11:23	Fourth Period
11:26 - 12:12	Fifth Period
12:12 - 12:38	<b>LUNCH (all students remain in the cafeteria)</b>
12:41 - 1:27	Sixth Period
1:30 - 2:16	Seventh Period
2:19 - 3:05	Eighth Period

### SECURITY

Breckenridge High School is dedicated to educating our students in an environment that is safe. Every precaution will be taken to ensure that this environment is maintained. **ALL VISITORS, REGARDLESS OF AGE, ARE REQUIRED TO CHECK IN AT THE OFFICE.** Visitor passes will be issued to those persons who have business in the building outside of the office. Any person without a pass will be escorted promptly to the office for identification. These measures apply to students, parents, or any other person in the building. Video surveillance is utilized in the building

### SURVEYS AND INFORMATION PRIVACY

The school will not disclose any personal information of any student to any outside agency. Students will not be required to participate in any surveys. Surveys conducted by entities of the school will be blind as to any personal information. Any survey conducted by the U.S. Department of Education or any agency receiving funds from the Department shall require written permission from parents if the survey reveals information concerning political affiliation or beliefs of the parent or student, mental or psychological problems of the student or family, sexual behaviors or attitudes, illegal, antisocial, self-incriminating, or demeaning behavior, critical appraisals of persons having close family relations to the respondent, legally recognized privileges such as lawyers, clergy, or physicians, religious practices, affiliations, or beliefs of the student or family, or income other than that required by law to determine eligibility for participation in or receiving financial assistance under such programs. *Parents may opt students out of any survey including any of the previous issues. A waiver is included on the cover page of this handbook.*

### LOCKERS

Lockers are property of the school and are subject to inspection at any time. The right to use a locker may be taken away for damage. Lockers will be assigned at the beginning of the year by the school counselor. Students are not to change lockers without permission from the principal. Lockers should be kept clean and neat at all times. Writing on the interior or exterior of the lockers is not permitted and will be considered as vandalism. Lockers do not have locks. If you want to lock your locker, you must purchase your own lock and provide the administration with a key or combination. The school is not responsible for items in unlocked lockers.

### **STUDENT DRIVERS**

1. Upon arrival at school, all vehicles must be parked and all students must leave the vehicles. Loitering on the parking lot will not be allowed.
2. All students must receive assigned parking papers/registration for school parking from Mr. Skinner to park at school. These papers must be filled out and returned to the office.
3. No student will be allowed to move or enter these vehicles between time of arrival and time school is out unless for one of the following reasons:
  - a. Students who have permits to go to work.
  - b. Special permission given by the administration.
4. Drivers should feel great responsibility for the safety of others and use extreme caution while driving around the school area.
5. Drivers are to park their cars so that they do not block other cars.
6. Parking is not permitted behind the school. Park only in the student parking area of the school.
7. Driving is a privilege that may be revoked by the school at any time.
8. Students must provide insurance if driving to and from school.
9. Students must have permission to take personal cars to Vo-Tech each time it is necessary.

### **SEARCH AND SEIZURE**

All lockers, desks, and other storage areas provided for student use on school premises remain the property of the school corporation and are provided for the use of the students subject to inspection, access for maintenance, and search pursuant to approved school policy. Searches may include drug detection dogs and aerosol sprays. The student must open the locker when requested by school personnel. Cars may be searched when the administration has reasonable suspicion to search for items not allowed on school property including but not limited to drugs, alcohol, weapons, or firearms. "Plain sight" searches of the parking lot will be made periodically. The principal may search the person of a student during a school activity if the principal has reasonable cause for a search of that student. Searches of the person of a student shall be limited to approved board policy:

- Searches of the pockets of the students.
- Any object in the possession of the student such as a purse or book bag.
- A "pat down" of the exterior of the student's clothing.
- No searches of the person of a student shall be made which require removal of clothing other than a coat, jacket, shoes, or other external articles.

### **GUIDELINES FOR DRESS AND APPEARANCE**

We take pride in the appearance of our students. Your dress reflects on the school, your conduct, and your home. All students are expected to dress and groom themselves neatly in clothes that are suitable for school activities. Our students are being prepared for future employment in the work force and, therefore, need to be prepared to dress according to workplace standards. The administration will contact the parent of any student not following dress guidelines. The student will be sent home or placed in I.S.S. until appropriate clothing is obtained from home or from the parent. All dress and appearance shall be based on the taste and manner in which the clothing is worn. In keeping with established practices of good hygiene, safety, moral and social values, and to provide for the minimum of disruption and a maximum of learning opportunity, the following is our student dress code.



All students must wear shoes or sandals.

1. All students, regardless of gender, must wear shirts that are either tucked into the pants or that extend below the top of the pants without being pulled down to meet this standard. Absolutely no bare midriffs allowed.
2. Tank tops, halter tops, or backless clothing will not be acceptable if worn by either gender. This includes "beaters". Shirts must extend to the shoulder.
3. The material on all shirts must cover undergarments. No spaghetti straps.
4. Shorts must extend beyond the fingers, extended from the arm, held at the student's side.
5. No pajama pants or hats may be worn unless a spirit day is approved by administration.
6. All clothing shall not have writings, drawings, or emblems that are obscene, derogatory, distasteful, portray nudity, create a disturbance, or detract from the general discipline of the school.
7. Clothing which promotes illegal activities, alcoholic beverages, drug usage, tobacco usage, acts or attitudes that are in poor taste, and/or creates disruption is not allowed.
9. Hair length is a matter of personal preference but should be kept neat and clean.
10. Any jewelry that can be considered a safety concern will not be allowed.

\*\* The administration reserves the right to refuse access to school facilities for non-compliance with the above code and/or any case that may arise not specifically stated therein.

#### **STUDENT ABSENCES AND EXCUSES**

The following rules, regulations and procedures shall apply to student attendance in the Breckenridge R-I School District:

1. Attendance is the responsibility of the student and parent. Parents or legal guardians can excuse up to six (6) days of absence per semester per class. Vo-Tech or other part-time students can only miss each class 6 times. Any absence excused by a doctor or for attendance of a funeral is not included in these days.
2. Absences will be classified as "excused" or "unexcused". Excused absences allow students to make up assignments and tests as long as the makeup policy of two (2) days per day of absence is followed. Unexcused absences result in zeros for all class work and tests. Unexcused absences include but are not limited to the following:
  - a. Any absence when parent verification has not been received
  - b. Truancy
  - c. Out-of-school suspension (O.S.S.)
  - d. Absence (after six days) not covered by a doctor's note, etc.
3. Students are eligible to make up all class work as long as the absence is excused, the student has not missed more than six (6) class periods in any class or accumulated more than six (6) days (48 hours total) of absences in a semester, and the student complies with the makeup policy.
4. Certain absences are excused regardless of the number of absences:
  - a. Hospitalization
  - b. Doctor's excuses with proper and explicit written documentation
  - c. Seniors Only: two college days arranged through counselor's office
  - d. Absences due to the failure of a school bus to make its regular run
  - e. Required religious observance

f. Any other absence must be cleared through building principal.

A family vacation during the school year will require advance assignments, completion of those assignments during vacation time, and the turning in of those assignments upon the student's first day in attendance after the vacation. At least three (3) days notice must be received by the administration prior to the vacation so that teachers can be notified and assignments can be prepared. It should be understood that days taken for family vacations count as part of the six (6) absences per semester.

High school seniors may visit colleges, Vo-Tech schools, and take the armed forces exams. Students must prearrange the visit with the high school administration and counselor. These visits are limited to two (2) days per school year and are not included in the six (6) allowable days of absence per semester. Students must bring written confirmation from the college-admission/armed forces office.

Parents or guardians may appeal in writing to the respective principal within 10 school days of notification of excessive absenteeism. Following that procedure, if there is still disagreement, appeal may be made to the Superintendent and ultimately to the Board of Education.

#### **EXCUSING STUDENTS FOR APPOINTMENTS**

The school is responsible for students as soon as they arrive on the property. All students must be accounted for at all times. Students are required to check out and into the office when leaving the grounds or returning to school. No student will be allowed to leave the building without consent from a parent or guardian, preferably in writing. Students with permission are still required to go through the check out procedure. Students who leave for an appointment are still required to bring back dated proof of the appointment in writing. It would be in the best interest of the student if all appointments were conducted after school hours. Haircuts, nail appointments, car problems, and other appointments along this line will not be excused, even with parental contact. As stated previously, it is the legal responsibility of parents to make sure that their student(s) are at school. The school cannot condone nor excuse any absence that, for any length of time, takes away from the educational opportunity that is supplied to each student. Any student who does not check out, leaves without permission, or is not accounted for in the building will be truant and subject to disciplinary action. Students will not be allowed to leave to get lunch.

In order to leave school you must:

1. Present a note written by your parents to the principal or secretary stating when and why they want you to leave.
2. If a note is not presented a phone call from parents will be required.  
ONLY THE SECRETARY, PRINCIPAL, OR SUPERINTENDENT can give you permission to leave. Ill students must be released by the secretary.
3. Your absence may still be unexcused by the principal even if you have gotten permission to leave if it is an unjustified reason for leaving (meaning that you will not be allowed to makeup any work which was missed).
4. Leaving school without permission to leave will result in disciplinary action for truancy.

### PROCEDURE FOR LEAVING SCHOOL

1. Report to office with knowledge of classroom teacher.
2. Call for parental contact. (Emancipated minors, married, 18 or older, etc. must receive permission from the Principal or Superintendent.)
3. Student signs out, leaves and may not return to school without following the re-admittance procedures.

**Students cannot leave school for any class during the school day for any reason unless they are accompanied by their teacher. This includes running errands, or purchasing items for the teacher/class.**

### CHAIN POLICY

Students will be allowed only one chain and it must be shorter than 20".

### ELECTRONIC DEVICES

Cell phones, pagers, CD players, video games and other electronic devices are not allowed to be used during school hours. Electronic devices in view or found, will be confiscated and placed in the office. The item will be returned to the student at the end of the day on the first occurrence. Parents will be required to come get the item on the second occurrence. After the second occurrence, students will be subject to disciplinary action for not following stated procedures and the item will be held until the end of the school year.

### OPEN CONTAINER POLICY

No open beverage containers (pop, fruit juice, tea, etc.) are allowed in the hall, lockers, or classrooms.

### COMPUTER AND INTERNET ACCEPTABLE USE AGREEMENT

Prior to having access to school computers each student, and his/her parents or guardians, must sign a usage agreement, which is located on the cover page of this handbook.

### HEALTH SERVICES - ILL STUDENTS-FOOD ALLERGIES

Students who become ill or need medical attention are instructed to obtain permission from their teacher and report to the high school office. If ill during the noon hour, report to the office. If necessary, parents will be contacted and transportation home arranged. **DO NOT LEAVE CLASS OR SCHOOL GROUNDS WITHOUT PROPERLY CHECKING OUT THROUGH THE PRINCIPAL'S OFFICE. YOU ARE NOT AUTHORIZED TO EXCUSE YOURSELF FROM SCHOOL!**

#### Life-Threatening Food Allergy

This is a policy mandated by the state that the school administration would like to be sure you are aware of.

Breckenridge R-I School District is committed to providing a safe school environment for all students. The school recognizes that food allergies, in some instances, may be severe and even occasionally life threatening. Breckenridge R-I School has created this policy to reduce the likelihood of severe allergic reactions of students with known food allergies while at school, and to increase the likelihood that appropriate medical treatment is available in the case of an allergic reaction. The Breckenridge R-I School's aim is to help students learn how to manage their food allergies while providing an environment where the risk of exposure is reduced and emergency support is available. The school cannot achieve this goal alone and student and family involvement are critical. Ultimately the primary responsibility for reducing the risks associated with food allergies rests with the students and their parents. The school's policy is as follows:

- Information pertaining to the student's allergies will be shared with faculty and staff who have contact with the student, but otherwise will be kept as confidential as possible.
- Based on information from the student's parents and doctor, the school nurse will develop a Food Allergy Health Plan which lists the student's food allergies, emergency treatment protocols and contact information. These health plans will be kept in the student's health file in the nurse's office. Copies will be distributed to food service personnel, classroom teachers of those students with food allergies, and other faculty/staff on a need to know basis. Plans will be updated yearly or as needed.
- Breckenridge R-I School will provide food allergy and anaphylaxis training for faculty, staff, and coaches as needed. This training will include information on how to recognize an allergic reaction and respond appropriately.

#### **EMANCIPATED STUDENTS**

Students not living with a parent/ legal guardian will be accountable directly to the principal. Students will be subject to the same rules and regulations as all other students except in cases where parental consent or contact is required, in which case the principal shall act *in parentis loci*. Students must contact the principal by 9:00 AM to report absence reasons.

#### **SCHOOL TO WORK/ AGRICULTURAL ED. EXPERIENCE**

Students in grades 11-12 may choose to participate in work experienced outside the school for credit toward graduation. Details and requirements of this program are available through the counselor or agricultural education instructor.

#### **MEDICATION**

Students are not allowed to possess any medication at school. All medications that need to be taken during the day shall be taken to the school nurse. This includes all medication, whether prescription or over the counter. Distribution of any medications by students is not allowed and will be cause for disciplinary action. The school will not provide any medications for students other than those being kept for specific students under a doctor's prescription.

A copy of the daily announcements will be kept in the office. Announcements must be submitted one day in advance and be approved.

### **TELEPHONES**

The office telephone is a business phone and should be used by pupils for emergencies only. Parents should not call school except in cases of real emergency. Students will not be pulled from classes for phone calls except in case of emergency.

### **VISITOR POLICY**

Visitors who will be attending classes must have prearranged approval from all teachers, as well as the administration. Approval must be arranged at least two days prior to the visit. All visitors must check in at the office. The administration reserves the right to refuse visitors. All visitors to dances must not exceed the age of nineteen years old, must show proof of age, and must sign in at the office before the dance.

### **DEFICIENCY NOTICES**

Unsatisfactory work notices shall be turned in to the office for each student who is doing below average work. Notices shall be mailed to parents of students grades 7 through 12 at mid-quarter. Additionally, grade checks will be made every two weeks and sent home with students. These reports are designed to be informative to you and your parents as to your progress, or lack of progress, in courses taken. We encourage parent-teacher conferences if you are experiencing academic difficulty in your classes.

### **B.H.S. DISTANCE LEARNING PROGRAM**

Breckenridge High School offers several options for distance learning including Individual Distance Learning (IDL), Interactive Television (ITV), and correspondence courses from the University of Missouri. Students may receive high school credit, but enrollment must be pre-authorized through the Guidance Counselor and/ or distance learning coordinator. No classes taken through any other means will be classified as "weighted". Interactive Television (ITV) courses are also offered at the school and are part of the regular schedule of classes.

### **CLASSIFICATION OF STUDENTS**

Students at Breckenridge High School are classified as sophomores when they have acquired a minimum of 7 full units of credit. They will be classified as juniors when they have a minimum of 14 full units of credit and seniors when they have a minimum of 21 full units of credit. Students in grades 7-8 must pass at least three core classes (math, science, social studies, and language arts) in order to be promoted to the next grade. Students in 8<sup>th</sup> grade who do not meet this requirement may have the opportunity to attend summer school to meet the requirement.

### **GRADUATION REQUIREMENTS**

To graduate from Breckenridge R-I High School, a student must have successfully completed a planned education program consisting of four years of full time high school attendance (8 semesters) and a minimum number of credits. When transfer students are unable to meet state or local high school requirements, the Board of Education may make necessary exceptions in specific requirements which will permit them to graduate if they have done satisfactory work since the date of transfer, and if they were unable to meet the specific requirements due to conditions beyond their control, and if they would have graduated from the former school if they had not transferred.

Students may apply to the Board of Education for early graduation if they plan to accelerate their educational program through early enrollment into college, technical school, or other institutional or post-high school study or have the ability to enter immediately into the military. Students must meet the following requirements to be eligible:

1. Are on track to graduate with their class
2. Have an accumulative grade average of B or above (3. on a 4. scale or 8 on the 11 point scale)
3. Have successfully completed the State of Missouri college-prep diploma coursework.

Exceptions to the eight semester attendance requirements may also be made for students who due to ill health, physical handicaps, or other hardships are unable to attend. Students requesting exceptions from eight semesters of attendance for hardship reasons must petition and appear before the Board of Education to explain the hardship.

Students must complete their junior year of school at Breckenridge R-I High School in order to attend Breckenridge R-I Senior Trip.

High school credits will be granted to students below the ninth grade who have successfully completed high school level courses.

Example: An eighth grade student enrolled in Algebra I will receive high school credit. A limit of four units of credit in physical education can be applied toward graduation.

Only correspondence courses taken through the University of Missouri can be applied towards graduation. Before enrolling in a correspondence course, students must have the approval of the guidance counselor or the principal. Those courses will be taken at the student's own expense. A limit of 2 correspondence/distance learning courses may be applied toward graduation. School Board approval is required for more than 2 correspondence/distance learning courses to be applied to graduation.

#### **COLLEGE PREPARATORY STUDIES CERTIFICATE**

An application indicating the desire to pursue curriculum leading to the College Preparatory Studies Certificate may be obtained from the counselor's office and will be available during pre-registration for classes. Anyone desiring additional information should contact the counselor's office.

#### **DIPLOMA (Class of 2010 and beyond,)**

<u>AREA</u>	<u>UNITS</u>	<u>REQUIRED COURSES</u>
Language Arts	4	English I,II,III, & IV or College English
Social Studies	3	Geog/Civics, World History, Am. History
Mathematics	3	Algebra I and any two additional courses
Science	3	Physical Science, Biology, and one additional
Fine Art	1	Art, Music, or a combination
Practical Art	1	FACS, Vo-Ag, or a combination
Physical Education	1	Any PE (no more than 4 count toward graduation)
Health	½	HS Health
Personal Finance	½	Personal Finance

Electives 11.5

**TOTAL** 28.5 Units (27.5 for 1 year Vo-Tech, 26.5 for 2 year Vo-Tech)

MISSOURI COLLEGE PREP CERTIFICATE		
<u>AREA</u>	<u>UNITS</u>	<u>REQUIRED COURSES</u>
Language Arts	4	English I, II, III, IV, or College English
Mathematics	3	Algebra I, Geometry, Algebra II, Pre-Calc
Science	2	Biology I, Adv. Biology, Chemistry, Human Physiology/Anatomy, Physics
Social Studies	3	American Gov't/World Geography, World History, American History
Fine Arts	1	
Practical Arts	1	
Core Electives	3	1 Foreign language + 2 from cores
Physical Education	1	
Electives	6	

**TOTAL** 24 Units

GRADES
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\*\*\*\*Auditing of classes for no grade will NOT be allowed.

The following percentage scale (Grade points in parentheses) shall be used for determining grades:

A (4.00) 100-94	B (3.00) 84-87	C (2.00) 74-77	D (1.00) 64-67
A-(3.67) 90-93	B-(2.67) 80-83	C-(1.67) 70-73	D-(0.67) 60-63
B+(3.33) 88-90	C+(2.33) 78-80	D+(1.33) 68-70	F (0) 59 and Below

Special Education Students may be graded as follows and accordingly with IEPs:

- A - Outstanding progress in relation to student's ability.
- B - Above average progress in relation to student's ability.
- C - Normal progress in relation to student's ability.
- D - Below average progress in relation to student's ability.
- F - Failure - No effort and little or no progress

PARTICIPATORY CLASSES
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Participatory classes are those where the majority of graded work is based on the daily participation of the student. Examples included Physical Education, Art, Vo-Ag, and Music classes. In order to allow students to earn points that they are not able to gain in class due to absences, these types of classes will have activities to replace those lost due to lack of participation, such as written reports that may be done outside of class. Additionally, many music classes require student participation outside of normal hours. Students and parents are

encouraged to ensure that the student will be available at those times, prior to enrollment, as absences will have an adverse effect on grades.

### **WEIGHTED CLASSES**

The weighted class system gives bonus points to certain courses, which is used for calculating class rank. There are three levels of weighting, with increasing increments taken into account for course difficulty. The grade earned for each class (only grades of "C" or above will be calculated using the multiplier) will be multiplied by the multiplier of each level. The complete point system is listed below. This system does not affect honor roll. Availability of courses may vary.

<u>Grade</u>	<u>Regular Grade Points</u>	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>
A	4.00	4.16	4.32	4.48
A-	3.67	3.82	3.96	4.11
B+	3.33	3.46	3.60	3.73
B	3.00	3.12	3.24	3.48
B-	2.67	2.78	2.88	2.99
C+	2.33	2.42	2.52	2.61
C	2.00	2.08	2.16	2.24

Level 1 (1.04) Algebra II, Accounting I, English IV, Spanish I

Level 2 (1.08) Advanced English, Pre-Calculus, Chemistry, Accounting II, Spanish II

Level 3 (1.12) Physics, Calculus

### **VALEDICTORIAN AND SALUTATORIAN**

The Valedictorian and Salutatorian shall be the number one and two ranked seniors based on their grade average for four high school years. In the event that two or more students achieve the exact highest GPA in the class, there will only be recognition of the valedictorians and there will be no salutatorian. To be eligible for these honors students must have attended the last four semesters in Breckenridge High School prior to graduation and who also meet the following minimum requirements: The Valedictorian must have a minimum of 3.5 GPA and the Salutatorian must earn a minimum of 3.0 GPA.

### **HONORS AND AWARDS**

The faculty of Breckenridge High School feels that the students who do superior academic work should receive special recognition. At the close of each quarter the honor roll will be published in the local newspaper. To be eligible for the honor roll, a student must have a B- average with no grade below B-. The following are requirements for each type of honor roll:

A Honor Roll:	No grade below A-
Principal's Honor Roll:	A 3.67 or above GPA (A-) and no grade below B-
Honor Roll:	A 3.00 or above GPA (B) and no grade below B-

Students in grades 9-12 may earn an academic letter by meeting the following requirements:

1. Qualify for the A honor roll both first and second semester, this includes all classes taken.



Freshmen will have 8th grade classes taken for high school credit and/ or summer school classes taken for high school credit applied toward GPA in order to determine eligibility for academic letters and academic awards.

10th, 11th, and 12th grade students who take summer school classes for high school credit will have those classes applied to the following fall semester for calculation of academic letters and/or academic awards.

2. Have earned at least four units of credit from courses within the following curriculum areas (three units from weighted classes will be counted as having met the four unit requirements in the designated curriculum areas).

- |    |                |                     |
|----|----------------|---------------------|
| A. | English        | E. Foreign Language |
| B. | Math           | F. Business         |
| C. | Social Studies | G. Computer Science |
| D. | Science        |                     |

<b>PERFECT ATTENDANCE (Semester and/or year)</b>
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The student must not have missed any class for any reason (other than school related trips) or for any amount of time.

<b>LIBRARY MEDIA CENTER</b>
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The Library Media Center is open on a continuous basis throughout the school day with staff available to assist students and teachers. Teachers often utilize the facility before classes begin to integrate into their curriculum.

A daily (hourly) schedule is maintained for those teachers who desire to bring classes into the library to utilize resources as needed. Use of a schedule is primarily to confirm pre-planned class visits in which the school librarian and teacher work cooperatively in the teaching process.

### **STUDENT USE POLICIES**

The school librarian is responsible for maintaining an atmosphere that is conducive to learning and which utilizes the resources of the library most effectively. General policies regarding expected student behaviors are thought through and discussed with the principal. Responsible use of materials and equipment are encouraged. Rules are discussed with the students and consistently enforced.

### **STUDENT LOAN**

- |                          |                    |
|--------------------------|--------------------|
| Fiction/Nonfiction Books | Two weeks          |
| Magazines, Newspapers    | Use in the library |
| Reference Books          | Use in the library |

Students may check out up to two books. With permission from the librarian they may have more if there is truly a special need. Students will bring the book to the librarian's desk where it will be checked out by computer and a date due stamped in the book.

### **OVERDUE MATERIALS**

Material not returned each quarter will result in the student's report card being held.

## **RESERVE MATERIALS**

When there is a specific need, reserve materials may be placed in a special section of the library.

## **LOST OR DAMAGED MATERIALS**

A library patron (student or adult) assumes responsibility for library materials at the time of borrowing them. Patrons are expected to pay replacement cost for lost or damaged materials.

## **INTERNET COMPUTERS**

To use the Internet in the library a student must have a District Computer and Internet Usage Agreement form signed and on file in the office. Students must sign in at the clipboard with their name, date, time and the specific subject they are to be researching. Absolutely NO chats, games, E-mail, or browsing is allowed. Internet is for doing research.

## **ATHLETIC PHYSICALS**

Everyone participating on an athletic team or cheerleaders shall be required to have a doctor's physical exam and a slip signed by their parents or legal guardians giving permission to participate and assuring insurance coverage **IN THE POSSESSION OF THE COACH OR SPONSOR BEFORE PRACTICING.**

## **PARENTAL CONSENT**

Parental consent shall be received before a student competes in an athletic event, travels to a contest, or takes a field trip. Forms may be picked up in the office.

## **ACTIVITY ELIGIBILITY REQUIREMENTS**

Breckenridge R-I High School is a member of Missouri State High School Activities Association. To participate in athletics and activities with other schools, students must meet the minimum requirements set forth by the MSHSAA plus additional requirements established by Breckenridge R-I High School (Specific requirements are in the Activities Handbook). These requirements are listed below:

1. Be a creditable high school citizen.
2. Students in grades 9-12 must be currently enrolled in a full schedule of classes and have passed seven subjects the preceding quarter/semester. Also a grade average of 2.0 out of 4.0 (C average), for all grades earned the preceding quarter/semester is required.
3. Students in grades 7-8 must be enrolled in the normal courses for their grade. They must have been promoted to a higher grade at the end of the preceding year. Students must not have failed more than one course and must maintain a C (2.0 out of 4.0) grade average for the preceding quarter.
4. Students cannot be 19 years old before July 1, preceding the opening of school.
5. Student must not have graduated from a four-year high school.

6. A student cannot compete in more than eight semesters of high school.
7. Student must have entered school within the first 11 days of the semester.
8. Student must not have played sports under a false name.
9. Student must not commit an un-sportsmanlike act while attending or participating in a high school activity.
10. Parents must have moved with student to their new school district when they transferred schools.
11. Must not have been influenced by any person to transfer schools.
12. Cannot accept an award, other than one symbolic in nature, such as a trophy, plaque, medal, letter, ribbon, etc.
13. Cannot accept an award, other than that given by your school for competing in a high school sport.
14. Cannot accept an award, other than a trophy, plaque, medal, letter ribbon, etc. for competing in a non-school organized sport.
15. Cannot participate in organized non-school sports competition and for the school team in the same sport during the same season.
16. Cannot miss school time to compete, practice or travel to the site of organized non-school sports competition.
17. Cannot compete on an organized non-school basketball or football team comprised only of members of your high school team.
18. Cannot compete in an all-star football or basketball game prior to the completion of their eligibility for all high school sports.
19. Cannot compete or have competed against or as a member of a junior college or senior college team.
20. Cannot participate in a "tryout" or "audition" for a college team prior to the completion of your eligibility for all high school sports.

*NOTE: Numbers 2,3 & 4 apply to cheerleaders and pompom girls.*

## HAZING

Hazing of any kind will not be tolerated at Breckenridge R-I Schools.

Student hazing is expressly prohibited by Board of Education policy. For purposes of this policy, hazing is defined as willful conduct directed at another student, whether occurring on or off school property, for purposes of initiation or admission to any school-related activity or athletic team. Conduct prohibited by this policy includes, but is not limited to, exposure or contact of genitals, buttocks, or breasts (female students), directly or indirectly through contact with undergarments; threats of physical harm; and infliction of physical or mental harm or humiliation.

Students found to have violated this policy will be subject to suspension/expulsion from school and suspension and exclusion from activities/athletic participation depending on the severity of the misconduct.

Nonstudents who participate or enable the hazing of students may be excluded from attendance at school activities and school athletic events. District employees, including sponsors and coaches who have knowledge of student hazing but fail to take corrective action will be subject to discipline up to and including termination.

Student hazing is inconsistent with the educational goals of the District and poses a significant risk to the physical and mental welfare of District students. Hazing of students, on or off District property, is prohibited and may result in suspension or expulsion from school and from activity/athletic participation.

### **Obligation to Students**

- The coach will at all times place the safety, health, and well-being of the student athlete above any desire or pressure to win.
- The coach will maintain a professional relationship with student-athletes and must not, under any circumstances, develop a romantic or sexual relationship with any student-athlete.
- The coach will instill in the student-athletes the belief that participation in sports is a privilege and not a right. To obtain this privilege, the coach will instruct student athletes on how to represent the school with honor, dignity, and respect.
- The coach will not permit or condone hazing of any student-athletes on the team or any other school students.
- The coach will not use or consume any alcohol or tobacco products in the presence of student-athletes and will not permit or condone any student-athlete's use of alcohol or tobacco products.
- The coach will stress to student-athletes the importance of natural and healthy physical development. The coach must never recommend, encourage, permit, or condone the use of any illegal or banned performance enhancing substance.

### **Obligation to Officials, Parents, and Fans**

- The coach will demonstrate proper sportsmanship when in contact with all officials, parents, and fans. The coach will be humble in victory and gracious in defeat.
- The coach will proactively seek the cooperation of parents and fans in maintaining the appropriate emphasis on sportsmanship.
- The coach will treat others equitably and require all student-athletes to do the same.

### **DISCIPLINE GUIDELINES**

Every attempt will be made by the administration to keep parents apprised of disciplinary issues through direct contact by phone, in person via requested conferences, and/or by disciplinary notification forms, either by mail or carried home to be signed by parents and returned by students. Due process standards will be met prior to issuing discipline. Disciplinary action, however, will be issued in a swift and consistent manner which best addresses behavior, regardless of whether parental contact is made prior to issuance.

### **OUT OF SCHOOL SUSPENSION**

During out-of-school suspension students are not to attend school, classes, or any school activity. All grades, tests, and homework may NOT be made up. Students on long-term suspensions of over 10 days will be allowed to, at the student's own expense, take up to two correspondence classes from an outside source. Credits earned in this fashion must be pre-approved by the Breckenridge High School and may be applied toward graduation credits. A student on out-of-school suspension shall not be allowed to return to the school grounds during the suspension. An additional day of suspension shall be added for each day the student is seen by school officials and employees around school during his or her suspension. A maximum of four days may be added. Further violations may be interpreted as habitual misconduct.

### **IN SCHOOL SUSPENSION**

Students in I.S.S. are responsible to get missed work before or after school. While in I.S.S. students will work on folder of sending teacher or department. If a student fails to complete an assigned term of ISS, due to behavioral problems, the student will be sent home and he/she will complete assigned ISS term before returning to regular classes. Students will not be allowed to sleep while in ISS. Chronic sleepers will be sent home and will complete their term upon return to school. Assignments not completed to the satisfaction of the instructor(s) will result in students remaining in ISS until satisfactory work is produced.

### **BUS DISCIPLINE CODE**

Students having transportation to and from school is a privilege, not a right. Therefore students are expected to behave appropriately and respectfully at all times. Bus rules will be posted and assigned seating may be utilized. Behavior problems will not be tolerated and will result in the loss of bus riding privileges. Cameras may be used on buses to record behavior. The safety of all students, other drivers and pedestrians, and the bus driver is of the utmost concern.

## **RIDING BUSES TO EXTRACURRICULAR ACTIVITIES**

The transportation of students to and from extracurricular activities is a very important responsibility of the school. Your safety is a paramount concern of the bus driver, your coach, and activity sponsor. Legally speaking, whenever you enter a school bus and are transported to an activity, you are the responsibility of the school.

Because your safety is important, the following policy is in effect:

1. Any student utilizing school transportation to an activity will ride the bus back to the school. If the student's residence is in route, the student may be picked up or released at his or her residence. If the parent or guardian wishes to transport the student home they must contact the sponsor face to face. Students are not allowed to ride home with anyone other than parents unless permission has been arranged with the principal, sponsor, or coach in advance.
2. A student involved in an activity such as basketball is expected to ride the bus to and from the game. On rare occasions prior arrangements can be made for private transportation, providing this is done in advance and meets the approval of the sponsor and principal. A student involved in an activity who misses the bus and travels on their own to the event will not participate in that event and may, at the discretion of the coach/ sponsor and administration, receive additional disciplinary action.
3. There will be a teacher assigned to the students' bus for each extracurricular activity. This person and the bus driver will be in charge of the bus. While you are at the activity, this person will also govern your actions.
4. If there is misbehavior on the bus or at the activity, that student will lose the privilege of riding the bus. There will be an assigned a time for buses to leave the school. You should be at school and on the bus before this time to be assured a seat.
5. When the bus becomes full, the priority will be given to those students directly related to the activity.
6. Your conduct will determine your privilege of riding the bus.

## **SCHOOL DISCIPLINE CODE**

Offenses are placed in "levels" according to the severity of the individual offenses. Each level has a designated minimum discipline. Each level's offenses will be considered as a "level" offense and not as individual offenses. Once a student commits a "level" offense, the next offense on the same level will be disciplined on the next higher level, regardless if the same offense has occurred multiple times or various offenses on the same level have been committed once. For example, a student commits three offenses that are all on "Level 1" at different times. The first will require the student to serve one-half day of ISS, the second will require one day of ISS, and the third will require three days of ISS.

This discipline code is in effect for all students at all school activities. The punishments listed are minimum, and offenses may be punished more harshly if deemed necessary by the

administration. Offenses not listed will be disciplined on a case-by-case basis as deemed necessary by the administration.

**Level 1 - 1/2 day ISS:**

Truancy of less than a half day	Chronic food/ drink in hall
2 <sup>nd</sup> Dress Code Violation	Profanity
Possession of a disruptive device	Chronic non-compliance (procedures)
Littering	Parking Lot Violation
Disruption of Class	Misconduct
Public Displays of Affection	
In Halls without Hall Pass	
Refusal to do class work or not prepared to participate	
Lewd or obscene language, writing, literature, material or gestures	
2 <sup>nd</sup> confiscation of electronic devices	

**Level 2 - 1 day ISS:**

Cheating (Also results on zero for assignment/ test/ project)  
Truancy of half day or more  
Lying during an administrative investigation  
Harassment (Student-Student and non-sexual in nature) to include bullying, wrestling, scuffling, verbal or written threats

**Level 3 - 3 days ISS**

Vandalism  
Tobacco/Vape/or E Cigarettes use or possession  
Inappropriate Language or Disrespectful Acts/ Attitude toward Staff  
Fighting (When reasonable doubt exists as to the amount of involvement of an individual, the administration may absolve a student from complicity in the fight)

**Level 4 - 1-5 days OSS**

Gambling/Extortion  
Indecent Exposure  
Insubordination (Defiance) to staff  
Hazing or Bullying

**Level 5 - 10 days OSS (minimum)**

Offensive or Obscene Gestures, Language, or Threats of any type used directly or indirectly towards a staff member  
Theft  
False alarm  
Sexual Harassment of students by students  
Physical, Written, or Vocal Aggression (threatening) toward staff  
Disparaging remarks of a racial, ethnic, or religious nature

**Level 6 - 45 days OSS (minimum)**

Alcohol - Possession, Transmission, Use, or Under the Influence

\*Drugs - Possession, Transmission, Use, or Under the Influence (including paraphernalia)

First offense – 15 days OSS

Second offense – 45 days OSS

Third offense – 90 days OSS

*\*Note: Drug/Alcohol offenses are cumulative over six years of high school*

Arson

Assault on a student

Possession of Weapons (excluding firearms)

### **Level 7 - (Expulsion)**

Possession of firearms (not including antique, non-functioning)

Drugs - Selling or Buying

Assault on staff

Making a threat against the school that results in loss of scheduled educational time

## **TARDINESS**

Tardiness (not in classroom when the bell rings, loitering inside the room after the bell rings, returning to locker for items required for class, and/or going to get admit slip) will be disciplined on a quarterly basis per class.

2nd Tardy -- 1 Hour ISS (class missed for excessive tardiness)

3rd Tardy -- 1/2 Day ISS

4th Tardy -- 1 Days ISS

5th Tardy -- 3 Days ISS

\* Tardiness in excess of 5 will be dealt with case by case

Students who report to school after first or second hour will be issued tardies for classes missed unless parent contact is made with the school prior to 9:00 AM stating an excusable reason for the tardiness.

Students may be issued tardies if they leave a classroom voluntarily during a period. For example if a student has to return to a locker to retrieve an item that should have been brought to class, they could be issued a tardy.

## **ADDITIONAL RULES**

The administration reserves the right to take reasonable actions and to make rules and administer them as they may judge to be necessary to maintain general school discipline or for the educational benefit of the student and/or the student's schoolmates.

## **APPEALS**

Appeals of any decision made at Breckenridge High School shall be made immediately to the principal of the building, the superintendent of schools, and the Board of Education, in that order.

**Truancy of less than one-half day**

### **Level 1 Offenses**



- Failure to report to an assigned class without acceptable excuse after the tardy bell rings.

#### **Dress code violation**

- Dress or appearance that is likely to cause disruption to the educational process or creates a health or safety problem.

#### **Possession of a disruptive device**

- Possession of a device which is used to disrupt the educational process.

#### **Failure to complete assigned work or failure to comply with classroom rules**

- Disobedience towards school personnel.
- Failure to obey classroom rules or directives of classroom instructor.
- Failure of a student to complete assigned work.

#### **Lewd or obscene language, writing, literature, materials or gestures**

- The use of any language, acts, unwelcome remarks or expressions, names or slurs or other behavior, including obscene gestures, which is offensive to modesty or decency.
- Any slurs, innuendoes, and other verbal or physical conduct reflecting an individual's gender, race, color, religion, ethnic or national origin, sexual orientation, or disability, which has the purpose or effect of creating an intimidating, hostile, or offensive educational environment.

#### **Destruction of property**

- Destruction of school property
- Destruction of the property of another while on school grounds.

#### **Chronic misconduct**

- Persistent violations of the Student Handbook.

#### **Misuse of computer**

- Any misuse or inappropriate network practices including, but not limited to,

practices that violate the School District's Internet policy.

### **Level 2 Offenses**

#### **Academic dishonesty**

- Cheating on tests.
- Copying assignments or papers.
- Forging the signature of a parent/guardian, teacher or other school personnel.

#### **Truancy of one-half day or more**

- Failure to report for more than one-half of a school day, without an acceptable excuse, to an assigned class after the "tardy bell" rings.

#### **Harassment**

- Unwelcome harassment of students where a student could or does cause injury to another student.

### **Level 3 Offenses**

#### **Vandalism**

- Willful or malicious destruction and/or damage of School District property or the property of another.

#### **Inappropriate language or disrespectful acts/attitude toward staff**

- Intentional verbal or physical acts by a student to a staff member.

#### **Fighting**

- Mutual combat in which both parties contribute to the conflict either verbally or through physical action.

#### **Falsely reporting an emergency**

- Activating a fire alarm when there is no fire or smoke and/or making a false bomb report or any other false emergency report.

#### **Tobacco use or possession**

- Possession of any tobacco product or use of any tobacco product on school

property.

#### **Level 4 Offenses**

##### **The unlawful taking or disposition of property of another with the intent to deprive the person of the property**

- Non-accidental taking or disposition of another's property.

##### **Indecent exposure**

- An actual or intentional exposure of a student body part which should be covered under the school dress policy.

##### **Offensive or obscene gesture or language directed at staff**

- Use of any language, acts, unwelcome remarks, or gestures, names or slurs or any other behavior, including obscene gestures, which is offensive toward the staff.

##### **Insubordination**

- Willful or intentional disregard of instructions by staff members. This may include refusal to comply with the rules or a directive given by a teacher or other school employee.

#### **Level 5 Offenses**

##### **Sexual harassment of students by students**

- "Sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when such conduct has the purpose or effect of interfering with the student's educational performance or creates an intimidating, hostile or offensive educational environment.

##### **Physical, written or vocal aggression toward staff**

- Intentional verbal, written or physical threat to do violence to a

staff member by a student who possesses an apparent ability to do so or creates a reasonable fear that the violence may occur.

- Disparaging remarks of a sexual, racial, ethnic or religious nature directed toward a staff member or regarding a staff member.

##### **Any comment which harasses a student on the basis of race, ethnicity, or religion.**

#### **Level 6 Offenses**

##### **Alcohol – possession, transmission, use or being under the influence**

- Possession, consumption or transmission of alcohol at school, on school property or during a school activity.
- Any student who arrives at school or class under the influence of alcohol will not be allowed to attend class.

##### **Drugs (including drug paraphernalia) – possession, transmission, use or being under the influence**

- Possession, transmission or use of a controlled substance at school, on school property or during a school activity.
- Any student who arrives at school or class under the influence of drugs will not be allowed to attend class.
- Possession of drug paraphernalia: items used to pack, weigh, store, contain, conceal, inject, ingest, inhale or otherwise introduce into the body a controlled substance. In all instances, the items will be confiscated from the student.

##### **Arson**

- Starting a fire or causing an explosion with the intent to damage personal property or buildings.

##### **Assault of a student**

- An actual or intentional touching or

striking of another student against his or her will with the intent to cause serious physical harm; or an attempt to do the same, or placing a student in apprehension of immediate physical injury.

**Possession of a weapon (excluding firearms)**

- Possession and/or use of an instrument, device or projectile that could reasonably be used to attack another person or to threaten, intimidate, or inflict injury or harm on another person.

**Level 7 Offenses**

**Possession of firearms (not including antique, non-functioning firearms used for school-approved purposes)**

- Possession and/or use of a firearm or gun of any kind that can be used to injure someone or place someone in fear or apprehension of bodily harm.
- A definition of a firearm has been adopted by the Board of Education

as outlined in the Gun-Free Schools Act.

**Drugs, buying or selling**

- Purchasing or selling, or attempting to purchase or sell, a controlled substance where the amount of the controlled substance would be considered greater than that for personal use by virtue of the quantity, packing, or other circumstances which demonstrate an intent to sell or distribute.

**Attempted murder**

- Physical, intentional act or placing a person in apprehension of deadly, bodily harm.

**Assault of a staff member**

- An actual, intentional touching or striking of a school staff member against his or her will with the intent of causing serious physical harm, or an attempt to do the same, or placing a staff member in apprehension of immediate physical injury.

**PUBLIC NOTICE**

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, highly mobile children, such as migrant and homeless children, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Breckenridge R-I District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

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

The R-I District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of

children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

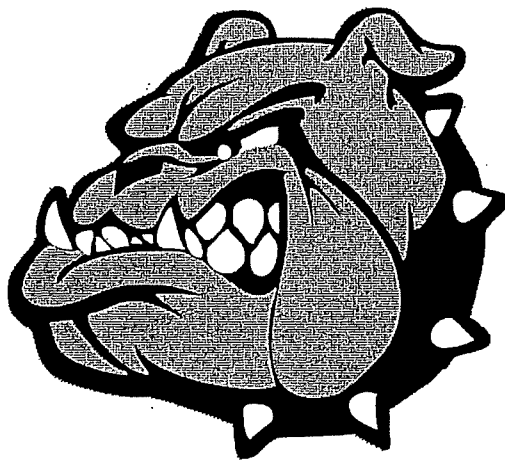
The R-I District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the Special Education Office between the hours of 8:00 a.m. and 3:00 p.m.

Local school districts in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age twenty-one (21) that reside in the district. This census must be compiled by December 1 of each year. This information is treated as confidential and must include: name of the child; parent/legal guardian's name/address; birth date and age of child; the child's disability; and the services provided to the child. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact Mr. Brent Skinner, Superintendent or Mrs. Jocelyn Meservey, Special Education Coordinator at (660) 644-5715.

This narrative will be provided in native languages as appropriate.

#### EXPECTATIONS FOR SENIOR TRIP:

1. No OSS or expulsions during either the junior or senior year.
2. No more than 1 day of ISS during the junior year.
3. No more than 1 day of ISS during the senior year.
4. Be on time and miss no more than 1 fundraising opportunity during either Jr. or Sr. years.
5. Do not exceed 6 parent excused absences during either semester of the Jr. or Sr. years in any class.
6. Keep a C- average or better during the Jr. and Sr. years.
7. Be a role model for younger students.
8. Have no other circumstances that materially and substantially interfere with the day to day activities of the school.



## Tiered Monitoring Parent Right to Know Letter

Dear Parent or Guardian:

Our district is required to inform you of information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know.

- Upon your request, our district is required to provide to you in a timely manner, the following information:
- Whether your student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your student's teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- Whether your student's teacher is teaching in the field of discipline of the certification of the teacher.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the information that parents may request, a building receiving Title I.A funds must provide to each individual parent:

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

Source – DESE Federal Programs

<https://dese.mo.gov/sites/default/files/qs-fc-Parents-Right-to-Know-ESSA-2017.pdf>

## Homeless Enrollment Form

The term "homeless children and youth"—

A. means individuals who lack a fixed, regular, and adequate nighttime residence...; and

B. includes —

- i. children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
- ii. children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings...;
- iii. children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- iv. migratory children...who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii). These questions cover the definition of homelessness that is within the Every Student Succeeds Act (ESSA).

1. Are you sharing the housing of other persons due to a loss of housing, economic hardship, or a similar reason? Explain if it is for a similar reason. \_\_\_\_ yes \_\_\_\_ no

Explain: \_\_\_\_\_

2. Are you currently residing at a motel, hotel, trailer parks, or camping grounds due to the lack of alternative adequate accommodations? \_\_\_\_ yes \_\_\_\_ no

3. Are you currently residing in an emergency or transitional shelter? \_\_\_\_ yes \_\_\_\_ no

4. Has the student been abandoned in a hospital? \_\_\_\_ yes \_\_\_\_ no

5. Is your primary nighttime residence a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings? \_\_\_\_ yes \_\_\_\_ no 6.

Are you currently living in a car, park, public space, abandoned buildings, substandard housing, bus or train station or similar setting? \_\_\_\_ yes \_\_\_\_ no

**Missouri Department of Elementary and Secondary Education**  
**Every Student Succeeds Act of 2015 (ESSA)**  
**COMPLAINT PROCEDURES**

This guide explains how to file a complaint about any of the programs<sup>1</sup> that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)<sup>2</sup>.

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**1. What is a complaint?**

For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

**2. Who may file a complaint?**

Any individual or organization may file a complaint.

**3. How can a complaint be filed?**

Complaints can be filed with the LEA or with the Department.

**4. How will a complaint filed with the LEA be investigated?**

Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

**5. What happens if a complaint is not resolved at the local level (LEA)?**

A complaint not resolved at the local level may be appealed to the Department.

<sup>1</sup> Programs include Title I, A, B, C, D, Title II, Title III, Title IV.A, Title V

<sup>2</sup> In compliance with ESSA Title VIII-Part C, Sec. 8304(a)(3)(C)

**6. How can a complaint be filed with the Department?**

A complaint filed with the Department must be a written, signed statement that includes:

1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
2. The facts on which the statement is based and the specific requirement allegedly violated.

**7. How will a complaint filed with the Department be investigated?**

The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

1. **Record.** A written record of the investigation will be kept.
2. **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
3. **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. **Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
5. **Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
6. **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

**8. How are complaints related to equitable services to nonpublic school children handled differently?**

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).

**9. How will appeals to the Department be investigated?**

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

**10. What happens if a complaint is not resolved at the state level (the Department)?**

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.



## **TITLE 1A Student / Parent / School Compact**

### **Breckenridge K-12 SCHOOL-PARENT-STUDENT COMPACT (2021-2022)**

(Breckenridge), and the parents of students participating in Title I.A activities services, and programs, agree that this compact outlines how the entire school staff, the parents, and the students will share the responsibility for improved Student academic achievement.

#### **School Responsibilities -Breckenridge** and its staff will:

Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating children to meet the MO Learning Standards as follows –

1. Retain highly qualified principals and teachers,
  2. Provide instruction, materials, and high quality professional development which incorporates the latest research, and
  3. Maintain a safe and positive school climate.
- Hold annual parent-teacher conferences to –
    1. Discuss the child's progress/grades during the first quarter,
    2. Discuss this compact as it relates to the child's achievement, and
    3. Examine the child's achievement and any pending options at the end of the third quarter.
  - Provide parents with frequent reports on their child's progress as follows –
    1. Weekly packet from the classroom teacher,
    2. Monthly suggestions from the classroom teacher,
    3. Mid-quarter report mailed from the school, and
    4. Quarterly grade cards/reports sent home by the school.
  - Be accessible to parents through –
    1. Phone calls or person-to-person meetings,
    2. Scheduled consultation before, during, or after school, and
    3. Scheduled school or home visits.
  - Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities as follows
    1. Listen to children read,
    2. Help with classroom decorations, art projects, etc.,
    3. Present a program on your culture, a different country, etc., and
    4. Assist with holiday programs or parties, educational trips, etc.

#### **Parent Responsibilities** I, as a parent, will support my child's learning in the following ways:

1. Make sure they are in school every day possible.
2. Check that homework is completed.
3. Monitor the amount of television watched.
4. Volunteer in my child's classroom/school.
5. Be aware of my child's extracurricular time and activities.
6. Stay informed about my child's education by reading all communications from the school and responding appropriately.

#### **Student Responsibilities** (revise to make grade appropriate)

I, as a student, will share the responsibility to improve my academic performance to meet the MO Learning Standards and will

1. Attend school every day possible,
2. Be respectful toward others,
3. Do my homework every day and ask for help when I need it,
4. Read at least 30 minutes every day outside of school time, and
5. Give all notes and information from my school to my parent/guardian daily.

Principal Signature & Date \_\_\_\_\_ Teacher Signature & Date \_\_\_\_\_  
Parent(s) Signature & Date \_\_\_\_\_ Student Signature & Date \_\_\_\_\_