

East Prairie High School



Student Handbook

2022-2023

Table of Contents

Table of Contents.....	2	Homebound/Independent Study...	27	Death Threats...	55
Principal's Message.....	3	Credit Recovery/School Flex.....	27	Tardies.....	55
Mission Statement.....	4	Vo-Tech (SCTC).....	28	Truancy.....	55
Board of Education.....	5	Standards of Pupil Conduct.....	28	Plagiarism.....	56
Central Office Contacts.....	5	MSHSAA Physicals Requirements..	29	Violent Actions..	57
Staff List.....	6	EPHS Bell Schedule/Procedures...	30	SAFE SCHOOL..	57
School Calendar.....	7	Attendance and Truancy.....	31	Just say No....	58
Bullying Statement.....	8	Office telephones.....	31	EP R-2 Info...	59
Notice/Non-discriminatory...	9	School Lunch/Hallway Flow.....	32	School Song....	60
IDEA Public Notice.....	9	Lockers.....	32	Sponsors.....	60
PPRA-Notice of Rights.....	10	Student Chemical Abuse.....	33	Clubs/Teams....	61
FERPA.....	11	Student Vehicles.....	33	Summer.....	61
Homeless/Foster Care.....	12	Inclement Weather Information....	34	Technology..61-62	62
Directory Information.....	13	Extra Curricular Clubs.....	34	Allergen Policy	64
Quality/Teacher Notification..	13	Ineligibility List.....	35	COVID Plan...64-76	64-76
ESSA Complaint Procedure..	14	Homecoming/Prom Dances.....	35-36	Online	65
Visitor Information.....	15	Trophy Points, Kings, Queens....	36	In Person.....	67
MOCAP.....	15	School Discipline.....	37	504 Service	70- 71
Enrollment and Transfer.....	16	Detention & Corporal Punishment..	38	EPHS Phases....	72
Special Education Services	17	In-School- Suspension (ISS).....	39	Screenings...	72
Schedule Changes.....	17	Out-of-School Suspension (OSS)..	40	Nurse	74
Office Telephone Usage.....	17	Alternative School.....	41-42	Cleaning	75
Severe Weather.....	18	Expulsion.....	43	Transportation..	76
Emergency Notification.....	18	Student Rules.....	43	Closure.....	77
Student Immunizations.....	18	Dress Code.....	44-45	Attendance...77-81	77-81
Health Services.....	18	Academic Dishonesty.....	45	Excused	78
Use of Gym/FEMA.....	19	Arson, Alcohol, Assault.....	46	Unexcused.....	79
Student Search and Seizure....	19	Automobile Misuse.....	46	Atten. Comm....	80
Academic Honesty	19	Bullying.....	46	AMI.....	82
Protection of Instruction Time..	19	Cafeteria Misconduct.....	47	Teacher Comm..	83
Importance of School Record..	20	Cell Phones/Devices.....	47	Signature page.	84
Graduation Requirements.....	20	Defiance, Disruptive behavior..	48		
CPR/Heimlich Training.....	20	Drugs/Controlled Substances..	48		
Class Qualifications.....	21	Bus/Transportation Misconduct..	49		
Mo Constitution and Govt..	21	Fighting, Hazing, PDA.....	49-50		
Honors Diploma Criteria	22	Profanity/Improper Language....	50		
Honor Roll.....	23	Disrespect to Staff.....	51		
Grading and GPA.....	23	Inappropriate Sexual Conduct....	52		
Progress/Report Cards.....	23	Extortion.....	52		
Unweighted GPA.....	24	Failure to comply with suspension..	52		
Weighted GPA.....	24-25	Weapons, Firearms, False Alarms...	53		
Class Rank and Top Ten.....	26	Tobacco and Vaping.....	53		
Valedictorian, Salutatorian....	26	Vandalism and Theft.....	53-54		
Graduation.....	26	Threats/Verbal Assault.....	54		
Correspondence Courses.....	27	Technology Misuse.....	54		

East Prairie High School

Dr. Aaron Cornman, Superintendent
Mr. Cole Byassee, Asst Superintendent
Mr. Jamie Johnson, Principal
Mr. Casey Knight, Assistant Principal
Mrs. Blaire Penrod, Counselor

Principal's Message

Dear Students, Parents and Guardians:

Welcome to what promises to be another exciting school year at East Prairie High School! We at the High School would like to welcome you and your student to our school district. Our goal at the East Prairie R-2 School district is to provide our students with the opportunity and educational setting to grow and excel both academically and socially. We do this by providing rigorous academic work, expanding curriculum and technology, and the opportunity to participate in extracurricular clubs and athletics. Building character and good citizenship is the Mission of our school, while providing a safe and secure facility for your students and staff.

The following pages make up the EPHS Student Handbook. This handbook outlines the overall operations and discipline code for all EPHS students. Students and parents/guardians are highly encouraged to read and be familiar with the student handbook.

We encourage all parents/guardians to be a very active part of your student's school life. We encourage students and parent/guardians to login to the TYLER SIS Student Portal and the TYLER SIS Parent Portal to keep updated on academic performance, attendance, account balances, etc. If you need login information, please contact our office.

Parent/guardian communication and feedback is welcomed at any time during the school year. Our office phone number is 649-3564 and all of our staff members can be contacted through email (firstname.lastname@eastprairie.org) or through the school website at www.eastprairie.org

Welcome to EPHS, where it's always a great day to be an EAGLE.

Sincerely,
Mr. Jamie Johnson
EPHS Principal

East Prairie High School
2022--2023

EAGLES

Educating All, Guiding Learners, Empowering Success.

MISSION STATEMENT

Our Mission: The East Prairie R-2 School District will provide high academic rigor, instruction in technology, career readiness and the skills needed to overcome social/emotional barriers to future success. The District will assist every student in discovering how to be the best person he/she has the potential to be and meet with success in all areas of their post-secondary lives.

Vision Statement: The vision of the East Prairie R-2 School district is to forge strong, positive connections with students so they can achieve independence, build confidence, and gain academic knowledge. The district will provide students with a variety of opportunities to learn, grow, and thrive. Positive relationships are the core of the success of the East Prairie R-2 School District. The district creates a culture that values people and connections, making it a unique, accepting, academic environment for students to succeed on many levels. At the East Prairie R-2 School District, our purpose is to prepare students to move forward with a strong sense of self into a life filled with promise.

CSIP Goals

- **Goal 1:** The district will establish the expectation of all individual students that 90% of the students are in attendance 90% of the time.
- **Goal 2:** Sixty-percent of the students graduating will participate in post-secondary education at a community college, four-year college/university, technical school or military within six months of graduating.
- **Goal 3:** The district will increase the rate of persistence to graduation to 90% or higher as measured by the MSIP Annual Performance Report.
- **Goal 4:** The percentage of juniors and seniors enrolled in approved vocational courses will be 25% or higher.
- **Goal 5:** The district will proactively maintain, upgrade, acquire, and build the educational facilities necessary to properly serve and enrich the school programs.
- **Goal 6:** The district will proactively expand and enhance our existing security system to meet the needs of our student population.
- **Goal 7:** The district will provide technology to support high levels of student achievement, including infrastructure, hardware, and software conducive to support an environment conducive to student learning and staff effectiveness.
- **Goal 8:** The district will increase performance in assessments (MAP, EOC, benchmarks, etc.) based on each individual building's improvement plans.
- **Goal 9:** Subgroup achievement will demonstrate growth each year as measured by state standards.
- **Goal 10:** The district will improve and expand Professional Development opportunities for all staff.

EAST PRAIRIE R-II BOARD OF EDUCATION

Mr. Bryan Mainard, President
Dr. David Dahlbeck, Vice Pres.
Mrs. Claire Poley, Sec.
Dr. Justin Bain
Dr. Steven Douglas
Mrs. Dana Ellis
Mr. Chad Grissom

Superintendent

Dr. Aaron Cornman

Assistant Superintendent

Mr. Cole Byassee

Central Office Contact Information

210 East Washington St. East Prairie, MO 63845
Phone 1-573-649-3562 Fax-1-573-649-5455

East Prairie High School

308 East Walnut St. East Prairie, Mo 63845
Phone 1-573-649-3564 Fax- 1-573-649-5455

East Prairie High School Web page: www.eastprairie.org

EPHS STAFF

Mr. Jamie Johnson, Principal
Mr. Casey Knight, Assistant Principal/AD
Mrs. Blaire Penrod, Counselor
Ms. Madelyn Branam

Teachers/Staff

Mrs. Jill Aters	Technology Assistant
Mrs. Sharon Aters	Secretary
Mrs. Mandy Aycock	Library Media Specialist
Mrs. Magen Berry	District Social Worker/Foster Care and Homeless Liaison
Mrs. Courtney Binger	World History, American History
Ms. Sarah Bline	Biology I, Biology II
Mrs. Elizabeth Bryant	Algebra I, Geometry, STUCO
Mrs. Kathy Carter	Girls PE, Body Conditioning, Health, Track
Mrs. Arisa Coleman	College and Career Advisor
Mr. Nick Collins	Chem I, II, ACT PREP, STEM, Bio for Living, Astronomy
Mr. Scot Davis	Girls Basketball
Mrs. Jennifer Douglas	Advanced CP English, English III/ IV, French I, & II, FTA
Mrs. Marsha Douglas	Head Custodian
Mr. Kaleb Gifford	Maintenance
Mrs. Lana Glenn	Art, Drawing and Sculpture
Ms. Kelle Gooding	English 10, Honors English 10, Speech and Drama
Mrs. Courtney Henderson	Special Education
Mr. Ian Householder	English 9, Honors English 9
Mr. Madison Jarrett	Band, Music Appreciation, Jazz Band
Mrs. Ashley Jernigan	Tech Coordinator, Link Sponsor, Yearbook
Mrs. Andrea Laplant	Family and Consumer Science, Textiles
Mr. Kurt Lichtenegger	Bus Transportation
Mrs. Carrie Massey	Am. Govt, Law and You, American History
Mrs. Jocelyn Marcum	Counseling Secretary
Mrs. Christy Miller	Paraprofessional
Mrs. Krystal Moore	Special Education
Mrs. Kim Myers	Physics, Earth Science-Science Olympiad
Mr. Randy Myers	Multimedia, Comp. Lit, Spanish I, II-Science Olym.
Mr. Nick Nordwald	Ag- Animal Systems, Ag. Mechanics Ag. Greenhouse, Ag Mark.-FFA
Mrs. Andrea Sanders	Algebra 2, Precalculus A/BStats, Adv. Algebra Trig, Cheer Sponsor
Mr. Gary Scott	Drivers Ed., Body Cond, Basketball, Baseball
Mrs. Jamie Scott	Special Education Director/Process Coordinator
Mr. Jonathan Sipp	Physical Science, Anatomy and Physiology, Science Olympiad
Mr. Rilyn Small	Vet Science, Ag Constr. & Power, Conservation, FFA, Bass Sponsor
Mr. David Stalker	Physical Education, American History, Football
Mrs. Kandi Staples	HS Choir, Musical Choir, Music App., BETA, twirl/dance, website
Mrs. Linda Stokes	School Nurse
Mrs. Kristen Towery	Special Education
Mr. Carl Wallace	Head of Maintenance
Mrs. Angie Wicker	Personal Finance, Comp App., Prof. Dev/Marketing-FBLA
Ms. Gabby Wicker	CP English, Creative/Horror Lit
Mr. Marty Young	Alternative Education/ISS
Mrs. Mamie Zook	Paraprofessional

**East Prairie High School
2022-2023
School Calendar**

Registration Day.....	August 5
New Teacher PD.....	August 11-12
Staff Orientation.....	August 17-19
School Begins.....	August 23
School Pictures.....	September 2
No School-Labor Day.....	September 5
Family/Teacher Conferences.....	September 22, (4-6)
Family/Teacher Conferences (No School).....	September 23, (8-12)
No School-Columbus Day.....	October 10
1st Quarter Ends (38 Days).....	October 18
Teacher PD (No School).....	November 21,
Thanksgiving Break.....	November 22-25
Half Day Christmas Break.....	December 16
2nd Quarter Ends-(38 Days)(76 days).....	December 16
No School-Christmas Break.....	December 19-30
No School-Christmas Break.....	January 1-2
School Resumes.....	January 3
No School-Martin Luther King Jr. Day.....	January 16
Half Day Parent/Teacher Conferences 1-3 pm.....	February 16
No School-Teacher PD Day.....	February 17
No School-Presidents Day.....	February 20
3rd Quarter Ends-(48 Days).....	March 14
No School Spring Break.....	March 20-24
No School-Good Friday.....	April 7
No School-Easter Break.....	April 10
Baccalaureate.....	May 21
Graduation.....	May 25- 7pm
Last Day of Classes/Half Day.....	May 26
End of 4th Quarter-(46 Days).....	May 26
Summer School Begins.....	May 30-Jun 13

*Schedule Subject to Change

STATEMENT ON BULLYING

The East Prairie R-2 School District strongly prohibits acts of bullying and/or cyber-bullying. The following is our East Prairie R-2 Board Policy on Bullying (P 2655):

The East Prairie R-2 School District is committed to maintaining a learning and working environment free of any form of bullying or intimidation. Bullying is strictly prohibited 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 intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting acts of bullying.*

***Cyberbullying** means bullying as defined above through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. The District may prohibit and discipline for cyberbullying that originates on any District campus or at a District activity if the electronic communication was made using the school's technological resources, if there is a sufficient nexus to the educational environment, or if the electronic communication was made on the District's campus or at a District activity using the student's own personal technological resources. Further, students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline.*

Bullying, as defined in this policy, is strictly prohibited. Students are encouraged to report any incident of bullying which they have witnessed or incurred, by contacting their building principal. No employee or student who reports an act of bullying shall be subject to reprisal or retaliation for making such a report. Any person who engages in reprisal or retaliation against an employee or student who reports an act of bullying shall be subject to disciplinary action.

Students who are found to have violated this policy will be subject to consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidents, etc. Possible consequences to a student for a violation of this policy include: loss of privileges, classroom detention, conference with teacher, parents contacted, conference with principal, in-school suspension, out-of-school suspension, expulsion and law enforcement contact.

NOTICE OF NON-DISCRIMINATION

The East Prairie R-2 School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Dr. Aaron Cornman
Superintendent of Schools
PO Box 10
East Prairie, MO 63845
573-649-3562

Sandy Barker
504 Coordinator
PO Box 10
East Prairie, MO 63845
573-649-3562

Dr. Aaron Cornman
Title IX Coordinator
Age Act Coordinator
PO Box 10
East Prairie, MO 63845
573-649-3562

Cole Byassee
Title VI Coordinator
PO Box 10
East Prairie, MO 63845
573-649-3562

For further information on notice of non-discrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481

PUBLIC NOTICE FOR SPECIAL EDUCATION

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 East Prairie R-2 School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The East Prairie R-2 School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The East Prairie R-2 School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The East Prairie R-2 School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the Superintendent's Office, 304 E. Walnut, East Prairie, MO 63845, Monday through Friday. Provided in native languages as appropriate.

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education—
- Political affiliations or beliefs of the student or student’s parent;
- Mental or psychological problems of the student or student’s family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of others with whom respondents have close family relationships;
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- Religious practices, affiliations, or beliefs of the student or parents; or
- Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of—*
- Any other protected information survey, regardless of funding;
- Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
- Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use—
- Protected information surveys of students;
- Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. The East Prairie R-2 School District has adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The East Prairie R-2 School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation in the specific activity or survey. The East Prairie R-2 School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

The following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by the Department of Education.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office - U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

East Prairie R-2 School District
Notification of Rights Under FERPA

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 educational records. These rights are:

- The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.
- Parents or eligible students who wish to ask the school to amend a record should write to the school principal (or appropriate school official), clearly identify the part of the record they want to change, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school 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.
- 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 school 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 school has contracted as its agent to provide a service instead of using its own employees or officials (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.

Upon request, the school 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.)

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

ADMISSION OF HOMELESS STUDENTS (P2260) The Board of Education is committed to providing equal access for all eligible homeless students to a free, appropriate education in the same manner as is provided to other District students. In carrying out this commitment, the District will identify and assess the needs of the District's homeless students; provide for the placement of its homeless students in the school of best interest; provide access to the District's programs; and appoint a homeless coordinator. The Superintendent will review all District policies to determine whether they act as barriers to the enrollment of homeless students. Special attention will be given to policies regarding transportation, immunization, residency, birth certificates, school records and guardianship. (See also Policy and Regulation 6273 - Instruction for Homeless Students.

Foster Care Bill of Rights (P 2760)

The District is committed to ensuring and facilitating the proper educational placement, enrollment in school and checkout from school for foster children.

In order to facilitate this process and to serve as the educational liaison for District foster children, the District will designate *_the Director of Special Services_* to oversee and assess the District's foster care program.

A foster care child whose home placement is changed may remain enrolled and attend their school of origin, or to return to a previously attended school in an adjacent district. The District will accept for credit full or partial course work satisfactorily completed by a foster child while attending a public school, nonpublic school or non-sectarian school in compliance with District policies, regulations and practices.

If a child in foster care is absent from school due to a decision to change the placement of a pupil made by a court or child placing agency, or due to a verified court appearance or related court-ordered activity, the grades and credits of the pupil will be calculated as of the day the pupil left school and no reduction in grades will occur as a result of the pupil's absence under these circumstances.

If a foster care student transfers into the District prior to or during a school year, the District will initially honor the placement of the student in educational courses and programs based on the student's prior enrollment or educational assessments; will provide comparable services to transferring foster care students with disabilities based on the student's current IEP; and will make reasonable accommodations and modifications to address the needs of a student with disabilities, subject to an existing 504 or Title II Plan in order to provide equal access to education. The District will conduct evaluations, where necessary, to ensure proper placement and services.

The District will waive specific courses required for graduation if similar course work has been satisfactorily completed at another school. Similarly, the District may waive prerequisites for placement in a District course or program based upon courses taken at a prior school. If a waiver is denied for reasonable justifications, the District will provide an alternative means of acquiring the required course work so that graduation may occur on time. If foster care students who transfer at the beginning of their senior year or during their senior year are deemed ineligible to graduate after all alternatives have been considered, the sending District and this District will ensure that a qualified student who satisfies graduation requirements of the sending school, will receive a diploma from the sending school.

Students in foster care who have completed the graduation requirements of the District while under juvenile court jurisdiction will receive a diploma in the same manner as other District students.

District Social Worker/Foster Care and Homeless Liaison

Mrs. Magen Berry

DIRECTORY INFORMATION

The East Prairie R-2 School District strives to provide our students with appropriate instruction and educational services. In order to do so, it is necessary for the district to maintain extensive and sometimes personal information about students and families. These records must be kept confidential in accordance with the law, but must also be readily available to district personnel who need the records to effectively serve the district's students.

Directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed. The following items have been designated by the school district as directory information:

- **Students in kindergarten through eighth grade**—Student's name; parent's name; date and place of birth; grade level; bus assignment; enrollment status (e.g., full-time or part-time); participation in school-based activities and sports; weight and height of athletic teams; dates of attendance; honors and awards received; artwork or coursework displayed by the district; most recent previous school attended; and photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy.
- **High school students**—Student's name; parent's name; address; telephone number; date and place of birth; grade level; bus assignment; enrollment status (e.g., full-time or part-time); participation in school-based activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or coursework displayed by the district; most recent previous school attended; and photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy.

Please notify the school district if you do not want your child included in the directory of information. If you have any questions about this notice or other questions regarding school records, please contact your child's building principal.

PARENT NOTIFICATION OF TEACHER QUALIFICATIONS

Our district is required to inform you of certain 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 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 achievement level and academic growth of the student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Timely notice that the student has been assigned, or has been taught for four 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.

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

Local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives.

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

1. **What is a complaint?** For these purposes, a complaint is a written allegation that a local education agency or the Missouri Department of Elementary and Secondary Education 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.
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 a 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 complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

VISITORS TO THE SCHOOL

Parents and patrons of the school district are welcome to visit district schools and attend district events. The Board of Education encourages the participation and input of parents and patrons of the school district. At times, parents and patrons of the school district may desire to visit the school facilities. However, all visitors during the regular school day, including Board members, shall sign or check in at the building office prior to receiving permission from the building administrators to proceed elsewhere in the building, even if the visitor has received advance approval for the visit from the building principal or designee. The district discourages parents or others from using the school as a site for visiting students and may refuse the use of the school for that purpose. To ensure that building safety and an appropriate educational environment are maintained, the following additional procedures are required for visits by parents and patrons, including Board of Education members:

- The building principal or designee retains the right to restrict the time or manner of parent and patron visits to prevent disruption, annoyance, distraction, hindrance, interruption or intrusion to any class or other school activities including, but not limited to, any instructional process. The building principal or designee may, with or without consultation with the classroom teacher, restrict the time or manner of such visits.

MISSOURI COURSE ACCESS AND VIRTUAL SCHOOL PROGRAM MOCAP INSTRUCTIONAL SERVICES (BP 6190)

The District will participate in the Missouri Course Access and Virtual School Program (“Program”). The Program offers District students the opportunity to enroll in virtual school courses in a variety of grade levels and content areas from Kindergarten through grade 12. The District may elect to offer specific courses as part of the program. Any on-line courses or virtual programs offered by the District prior to August 18, 2018 will be automatically approved for program participation, where the District course meets program requirements. **(See also BP R 6190)**

Missouri Course Access Program (MOCAP)

The East Prairie R-II School District will provide access to virtual (online) coursework for students. Students and families that are interested in virtual coursework should contact the student’s school counselor and inquire about the Missouri Course Access Program (MOCAP).

MOCAP offers virtual online courses for students statewide. Students can take an entire course from any Internet-connected computer, available 24 hours a day, seven days a week.

MOCAP's mission is to offer Missouri students equal access to a wide range of high quality courses and interactive online learning that is neither time nor place dependent.

The Missouri Department of Elementary and Secondary Education (DESE) and the State Board of Education oversee administration and quality assurance activities such as related content and delivery of courses.

Missouri-certified teachers facilitate MOCAP courses. MOCAP provides Missouri students with equal access to a wide range of coursework, anywhere, any time. For more information, visit the [MOCAP website](#).

Student Skills Necessary for Success in Virtual Courses:

- Students have demonstrated time-management skills that indicate the student is capable of submitting assignments and completing course requirements without reminders.
- Students have demonstrated persistence in overcoming obstacles and willingness to seek assistance when needed.
- Students have demonstrated verbal or written communication skills that would allow the student to succeed in an environment where the instructor may not provide nonverbal cues to support the student's understanding.
- Students have the necessary computer or technical skills to succeed in a virtual course.
- Students have access to technology resources to participate in a virtual course.
- Consideration of the student's previous success (or struggle) in virtual coursework.

Notice:

Because virtual instruction can be an effective education option for some students, the district may offer virtual courses to students through district staff or by contracting for those services as part of the district-sponsored curriculum. In addition, eligible students may enroll in virtual courses offered through the Missouri Course Access Program (MOCAP). The district will accept all grades and credits earned through district-sponsored virtual instruction and MOCAP.

The district will pay the costs of a virtual course only if the district has first approved the student's enrollment in the course as described in this policy. Even if a student or his or her parents/guardians pay the costs for a virtual course, the student or parents/guardians should meet with the principal or designee prior to enrollment to ensure that the course is consistent with the student's academic and personal goals.

The district is not required to provide students access to or pay for courses beyond the equivalent of full-time enrollment. The district will provide supervision for students who take virtual courses in district facilities but will not provide supervision for students taking virtual courses offsite.

Students taking courses virtually are subject to district policies, procedures and rules applicable to students enrolled in traditional courses including, but not limited to, the district's discipline code and prohibitions on academic dishonesty, discrimination, harassment, bullying and cyberbullying.

All "Requests to Enroll" in Virtual Education are due three (3) weeks prior to the semester for which the request is being made. The "Request to Enroll" form should be turned in to the building counselor.

ENROLLMENT

AGE/DOCUMENTS REQUIRED

All students are to provide the registrar or counselor's office with birth certificates, social security numbers, immunization records and proof of residency upon enrollment. Parents are also asked to complete enrollment forms and a developmental and health history form. In instances where there may be custody or visitation issues, it is very helpful to have copies of any legal documents which would indicate such arrangements. Such documents will be kept on file in the student's permanent folder.

STUDENTS TRANSFERRING FROM THE DISTRICT (P 2290)

Parents/Guardians of a student transferring out of the district should contact the building counselor and provide a specific reason for withdrawing the student from the district. Parents/Guardians should also contact the school the student will be transferring to and fill out a request for records from the EPR-2 district. Our district will respond within five (5) business days to the requests by other schools for the records of students transferring from our district. Records transferred pursuant to such requests will include written notification of criminal charges/adjudications by law enforcement officials for criminal acts listed in Board Policy R2673.

FOOD SERVICES

It is the goal of the East Prairie R-2 School District and Aramark to become a partner in your child's education by providing healthy, well balanced and nutritious meals. The meals served in our school cafeterias meet the nutrient requirement of the Recommended Dietary allowance and the Dietary guidelines for Americans as set forth by the U.S Department of Agriculture. Students can bring their lunch, or they may have a number of different restaurants in town deliver to the cafeteria. It is the responsibility of the student about issues with delivery. Students are not allowed to charge over the amount of \$10.00 from ala carte items in the cafeteria. Items will not be allowed to be purchased after a student has hit this limit. Students may not be allowed to participate in dances, activities, or events with overdue lunch balances. No food or lunches are to be brought or delivered to the main office at the high school. Food should be delivered to the cafeteria. A student's lunch balance can be viewed through the student portal.

SPECIAL EDUCATION SERVICES-(IDEA)

East Prairie High School provides a full range of special education services for students meeting the Individuals with Disabilities Education Act (IDEA) requirements and demonstrating a need for special and related services including Special Education and services for students identified with: Learning Disabilities, Speech and Language Impairments, Intellectual Disability, Vision and Hearing Impairments, Physical Impairments, Emotional Disorders, and Other Health Impairments.

Additional non-handicapped services are available for students which include English learners, counseling, and tutoring.

STUDENT SCHEDULE CHANGES

Only teacher initiated schedule changes will be made at the start of a new semester. Any exception to this procedure must be approved by the building principal or designee.

USE OF OFFICE TELEPHONE

Student use of the school telephones is discouraged unless in cases of emergency. Students are to use the office phone, not cell phones to call/text parent/guardian.

SEVERE WEATHER POLICY

School will be in session unless the weather makes it dangerous for school buses to run. On doubtful mornings, a School Messenger call will announce the school district decision no later than 7:00 am. It will also be announced on the local radio station (KYMO FM 105.3), television station (KFVS CHANNEL 12), and www.eastprairie.org. If, during the day, weather conditions become severe enough to require buses to make their runs before the regularly scheduled time, a School Messenger call will be made, plus each local radio and television station will be notified. If the procedures for your child's transportation after school will be different than normal, you need to discuss in advance with your child who will pick him/her up or what to do in case school is dismissed early.

EMERGENCY NUMBERS

The school must always be informed as to a work telephone number or emergency number in the event your child becomes ill or is injured at school and requires your presence. Should there be an emergency involving an accident and we cannot reach you, the child will be taken to the hospital emergency room for treatment. It is important to notify the school of any change of address or telephone number so that this can be updated in our student information system. The high school phone number is 1-573-649-3564.

IMMUNIZATIONS FOR STUDENTS

It is the policy of the East Prairie R-II School District that all students attending the district schools shall be immunized in accordance with law.

The district will not allow a student to attend school until the district has satisfactory evidence on file that the student has been immunized, that the immunization process has begun and satisfactory progress is being accomplished or that the student is exempted from obtaining immunizations in accordance with law. A student is exempted from obtaining immunizations if the district has on file the completed forms necessary to prove that the student will not be immunized for religious or medical reasons. An exemption for medical reasons requires certification by a licensed doctor of medicine or doctor of osteopathy that either the immunization would seriously endanger the child's health or life or that the child has documentation of laboratory evidence of immunity to the disease. An exemption for religious reasons requires written certification from one (1) parent or guardian that immunization of the student violates his or her religious beliefs. The health staff shall notify the student of the immunization needed. It shall be the student's responsibility to bring written confirmation to the school nurse. Telephone calls cannot be accepted. Students who are currently enrolled in the EPR2 school district who become due for a required vaccine, will have 30 days from the beginning of school to provide proper documentation of the vaccine. If proper documentation is not received by the 30 day notice, the student will be excluded from school, unexcused, until documentation is received.

HEALTH SERVICES

Nurses and/or other trained staff are not permitted to give oral medicines including aspirin, cold remedies, digestive medicines, etc. unless they are brought by the parent and left in the office. At times it may be necessary for your child to be sent home during the school day because of various health reasons.

- A fever of 100.4 or greater. The student may not return to school until 24 hours fever free without the use of fever reducing medication unless documentation provided by a primary care physician.
- Students who are suspected or determined to have a contagious disease until 24 hours of treatment have been established.
- Vomiting-unless previous condition has been discussed with the nursing staff.
- Bladder/bowel accident.
- Students with live head lice infestations will be excluded from school to the minimum extent necessary for treatment.

****All Students must complete an over the counter medication form in order to receive Tylenol at school by trained staff. Anything beyond Tylenol or Tums must be provided by the parent and the medication administration form completed. Medication should not be sent with students. If medication is brought to school by a student it cannot be given until proper documentation is completed and received by the nursing staff.

USE OF GYMNASIUM/CAFETERIA (FEMA)

Students are not to be in any part of the gym complex or cafeteria without proper supervision. Gym rules are to be followed any time a student is in the gym/cafeteria, or FEMA building.

SEARCH AND SEIZURES

School lockers and desks are the property of the Board of Education and are provided for the convenience of students, and as such, are subject to periodic inspection without notice, without student consent, and without a search warrant. The lockers and desks may be searched by school administrators or staff who have a reasonable suspicion that the lockers or desks contain drugs, alcohol, material of a disruptive nature, stolen properties, weapons, items posing a danger to the health or safety of students and school employees, or evidence of a violation of school policy. In addition, the Board of Education authorizes the use of trained dogs to sniff lockers or other school property to assist in the detection of the presence of drugs, explosives, and other contraband.

Students or student property may be searched based on reasonable suspicion of a violation of District rules, policy or state law. Reasonable suspicion must be based on facts known to the administration, credible information provided or reasonable inference drawn from such facts or information. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses, if such witnesses are available. Students may be asked to empty pockets, remove jackets, coats, shoes and other articles of exterior clothing for examination if reasonable under the circumstances.

Statement of Academic Honesty-Plagiarism

Academic honesty is a necessary characteristic of all students at East Prairie High School. Academic dishonesty is not acceptable behavior. Academic dishonesty includes the following: any action involving cheating or deception done to improve a student's grade and any action that aids another student in committing an act of academic dishonesty. Some examples of academic dishonesty are copying test or homework answers, copying written material and presenting it as one's own, and letting another student copy one's work.

Students involved in cheating on tests, homework assignments, research papers, etc. will be penalized. A portion of the penalty will include a zero for the project with no opportunity for making up the work. The teacher will make personal contact with the parents and a copy of the cheating offense will be sent home. Also a record of the cheating offense will be included in the student discipline folder.

PROTECTION OF INSTRUCTIONAL TIME

The East Prairie R-2 School District is committed to providing each student with the best educational opportunity available. To provide a comprehensive, quality education for all children requires that student's instructional time be safeguarded.

Missouri state guidelines will be adhered to and extracurricular activities will be scheduled to minimize lost instructional time. Faculty phone calls will be deferred to the planning period. Assemblies will focus on curriculum alignment and instructional management. Field trips will be scheduled for the least interference to student instructional time.

THE IMPORTANCE OF A SCHOOL RECORD

Students should be made aware of the importance of a school record. A student's school cumulative record is very important to an individual during his or her school days. It is one which remains with that individual throughout life, whether it is good or bad.

Each week without exception, some employer writes for information on a former student of this school for employment. Where do we get this information for the employer? The information that we put on the questionnaire comes off the following questions, in about this order:

1. School Attendance - If a student attends school regularly, the employer feels the individual will be on the job regularly.
2. School Tardiness - The employer feels that a student who is late to class will also be late to work. A student that is prompt to class will also be on time to work.
3. Discipline Problem in School - Employers feel that if a student can't get along at school with fellow students, teachers, and administrators, they probably can't get along on the job. It is very important that you be able to take orders and criticism from people who are in charge.
4. Activities - The employer always asks about how many extracurricular activities an individual participated in during high school. The employer feels that if an individual will put forth extra effort at school, he or she will also do the same on the job. Employers are not looking for individuals who are waiting for quitting time and payday.
5. Test Scores -- Anytime a student takes a test, he or she should always do his or her best. Achievement Test Scores and other specialized test scores will be placed directly on cumulative records. The student should do his or her best on class examinations as these scores make up a large percentage of the grade a student will receive for a particular class.

ACADEMIC PLANNING GUIDE-More thorough information can be found on the following topics. The Academic Planning guide can be found in the Counselor's office, or online at www.Eastprairie.org

REQUIREMENTS FOR GRADUATION CLASS STUDENT CLASSIFICATION

The following subjects with the number of credits in each must be completed to qualify for graduation at East Prairie High School:

English	4 Units
Science	3 Units
Social Studies	3 Units
Fine Arts	1 Unit
Practical Arts	1 Unit
Phys. Ed./Health	1.5 Units
Mathematics	3 Units
Personal Finance	.5 Unit
Electives	7 Units

The total minimum units of credit required for graduation is twenty-four (24).

CPR/Heimlich Training

CPR Instruction (Section 170.310, RSMo): Graduates from any public school district or charter school must have received 30 minutes of cardiopulmonary resuscitation (CPR) instruction and training in the proper performance of the Heimlich maneuver or other first aid for choking. As required by law, instruction shall be included in the district or charter school's existing health or physical education curriculum. Instruction shall be based on a program established by the American Heart Association, the American Red Cross or through a nationally recognized program based on the most current national evidence-based emergency cardiovascular care guidelines.

CLASS QUALIFICATIONS

Freshman Classification	0 to 6 Units of credit
Sophomore Classification	Minimum of 6 Units and enrolled in a minimum of 6 Units
Junior Classification	Minimum of 12 Units and enrolled in a minimum of 6 Units
Senior Classification	Minimum of 17 units and enrolled in a minimum of 7 Units.

A student may be classified at next higher grade if the scheduled graduation date is attainable due to course work in the following year.

Students that do not attend the Vo-Technical school are required to have twenty-four **(24)** credits to graduate.

American Government and Missouri Constitution Tests

Missouri Statute 170.011 states that local school districts shall require that prior to the completion of the twelfth grade each student shall complete a course of study in the institutions, branches and functions of the government of the United States. No student shall receive a certificate of graduation unless he/she has passed an examination on the provisions and principles of the Constitution of the United States and of the state of Missouri and in American history and American institutions. Thus students must take and pass a course in American history and specific tests on the U.S. and Missouri Constitution. Students must have completed all state mandated assessments.

When transfer students are unable to meet state or local high school graduation requirements, the local board of education may make necessary exceptions in specific requirements which will permit them to graduate if:

- (1) They have done satisfactory work since the date of transfer;
- (2) They have been unable to meet their specific requirements due to conditions beyond their control; and
- (3) They would have graduated from the former school if they had not transferred.

HONORS DIPLOMA CRITERIA

In an effort to encourage and recognize students who accept the challenges of academic rigor and demonstrate high performance, all students who complete the Honors Diploma criteria will graduate with academic distinction.

1. Students must earn a 3.0 grade point average on a 4 point scale. (A 3.0 GPA is equivalent to a “B” average).
2. Students must receive twenty-five (25) units of credit.
3. Students must attend eight (8) semesters of high school. A student will not be awarded an honors diploma if he or she graduates early.
4. Students must attend at least six (6) of the eight (8) semesters at East Prairie High School.
5. Students must pass a minimum of five (5) units their senior year. (2.5 per semester).
6. Students must complete the following required classes:

English (4 Credits)	English I (or Honors English I), English II (or Honors English II), Semester Topic English Courses, CP English, Advanced CP English (or EN113)		
Social Studies (3 Credits)	Government (required), American History (required), and one of the following; World History, Law and You, Psychology/Sociology		
Mathematics (3 Credits)	Algebra I (required), Algebra II, Geometry, Precalculus A/Statistics, Intro to Calculus/Pre-Calculus B or Advanced Algebra/Trigonometry		
Science (3 Credits)	Physical Science (required), Biology I (required), Biology II, Chemistry I, Chemistry II, Physics/Earth Science, Biology for Living/Astronomy, STEM or Anatomy and Physiology		
Fine Arts (1 Credit)	Art, Band, Piano, Music Appreciation, Musical Elements, or Choir		
Practical Arts (1 Credit)	Business classes, Publications, Family and Consumer Science classes, Ag classes		
Foreign Language (2 Credits)	Spanish I and II or French I and II		
Physical Education (1 Credit)	Physical Education, Body Conditioning		
Health (1/2 credit)	Health		
Personal Finance (1/2 Credit)	Personal Finance		
General Electives (3.5 Credits or more):	Any course offered in addition to requirements met above		
Advanced Electives (3 Credits)			
Psychology	Publications	Computer Applications	Multimedia
Computer Literacy,	Anatomy/Physiology,	Biology II	Chemistry II
Pre-Calc A/Statistics	Intro to Calc/Pre-Calc	Advanced Algebra/Trig	Vo-Tech
ACT Prep			

Advanced Electives would be any 3rd or 4th year class in Agriculture, FACS, Choir, Band or Art. Any dual credit or college level class or Core class (Math, Science, History, English) that is taken above, or in excess of the graduation requirement.

Vocational classes can be counted as either a practical art or advanced elective.

College level classes will count as fulfillment of Honors Diploma requirements.

Please Note:

- *Beginning with the graduating class of 2020, Honors English II will be a required course in the Honors Diploma curriculum.*
- *Only seniors receiving an honors diploma will be eligible to be named Valedictorian or Salutatorian of their graduating class.*

HONOR ROLL

Honor Roll and High Honors Requirements:

Academic distinction is recognized and encouraged through two types of academic honor rolls: Honor Roll and High Honors. The honor rolls are compiled at the close of each of the two semester marking periods.

1. The student must take a minimum of 5 credits per semester.
2. The student must obtain at least an overall 3.0 (B) grade point average.
3. The student must receive a grade no lower than a C in any course.
4. All subjects will receive equal consideration in the computerized grading process.

High Honors Requirements:

1. The student must take a minimum of 6 credits per semester.
2. The student must obtain at least an overall 3.7 (A-) grade point average in grade level courses.
3. Weighted GPA will be used to evaluate overall GPA.
3. The student must receive a grade no lower than an A- in any course.
4. Only subjects that are taught at or above the student's grade level will receive consideration for high honors distinction.

GRADING AND GPA

To calculate Grade Point Average (GPA), course grade points are summed and divided by the number of course units completed. Dual Credit courses will count toward GPA with approval of school administration.

A serious attempt is made at all times to evaluate in the best possible manner the progress of students. The following grading system has been developed for that purpose.

GRADE SCALE

A 95 - 100	B+ 87 - 89	C+ 77 - 79	D+ 67 - 69	F 0 - 59
A- 90 - 94	B 83 - 86	C 73 - 76	D 63 - 66	
	B- 80 - 82	C- 70 - 72	D- 60 - 62	

Report Cards and Progress Reports

Report cards are issued at the end of each quarter. Progress reports are issued at the end of the 5th week of each quarter for all students. Parents of students doing inadequate work may be notified by note or phone of their child's unsatisfactory progress. Parents can check student grades at any time by logging on to the TylerSIS parent portal. To obtain a username and password, contact the school office.

UNWEIGHTED GPA

All students in the graduating classes prior to 2020 will be evaluated using an unweighted GPA scale. In this scale, points are assigned as follows:

A 4.0	B+ 3.335	C+ 2.335	D+ 1.335	F 0
A- 3.67	B 3.0	C 2.0	D 1.0	
	B- 2.67	C- 1.67	D- 0.67	

WEIGHTED GPA

To further recognize students for accepting the challenges of advanced coursework, beginning with the class of 2020, distinction points will be awarded in addition to grade points in determining class rank. Distinction points for class rank allow students to be recognized for accepting the academic challenges of upper level courses and not be adversely impacted by grades in such rigorous coursework.

For GPA calculations, points are assigned for each course completed as follows:

	Dual Credit (D)	Honors (H)	General (G)
A	4.67	4.335	4.0
A-	4.335	4.0	3.67
B+	4.0	3.67	3.335
B	3.67	3.335	3.0
B-	3.335	3.0	2.67
C+	3.0	2.67	2.335
C	2.67	2.335	2.0
C-	2.335	2.0	1.67
D+	2.0	1.67	1.335
D	1.67	1.335	1.0
D-	1.335	1.0	0.67
F	0	0	0

IMPORTANT NOTES REGARDING WEIGHTED GPA:

It is important for students and parents to understand the implications of a weighted GPA scale. Here are some important points to consider in order to fully understand weighted GPA:

What is a “weighted” GPA?

- A traditional ‘A’ may be counted as having 4.0 grade points. However, in weighted courses, an ‘A’ will be worth more. The extra points are called “*distinction points.*”
- For example, an ‘A’ in Precalculus A is worth 4.67 points instead of 4.0 points and is considered weighted.
- The additional points can boost your average and you may, in effect, be rewarded with a higher GPA for taking a more difficult class.
- Higher GPAs ultimately lead to higher class rankings and may result in better college options.

Which classes are weighted?

There are THREE LEVELS of classes when it comes to weighted GPA. For a full list of courses and their weightings, please refer to the EPHS Academic Planning Guide

- **Level One (4.0 scale):** General basic classes, such as Physical Science, Government, Algebra, Geometry, English I, PE, Health, any other 9th grade elective.
 - MOST courses will fall in Level One during your 9th grade year.
- **Level Two (4.335 scale)** – Honors classes, such as Honors English I, Honors English II, CP English, Chemistry II, Anatomy & Physiology, Advanced Algebra, Physics
 - The ONLY courses that fall under this level during the 9th and 10th grades are Honors English I and Honors English II.
- **Level Three (4.67 scale)** – Dual Credit classes (college-level courses)
 - These courses are only available to take during 11th and 12th grade.

Maintaining a Weighted GPA

- In order to maintain a weighted GPA, you must (at the very least) take the same weighted course load as the previous term.
- IF YOU TAKE WEIGHTED COURSES DURING ONE TERM, AND THE NEXT TERM YOU CHOOSE TO TAKE LESS (OR NO) WEIGHTED COURSES, YOUR GPA WILL POTENTIALLY GO DOWN...EVEN IF YOU HAVE ALL A’S.

Example:

- A student chooses to take Honors English I during his 9th grade year (Level Two weighted course) and he receives a grade of A in all his classes....

$$4.0(A)+4.0(A)+4.0(A)+4.0(A)+4.0(A)+4.0(A)+4.335(A\text{-Level 2}) = 28.335/7 = \mathbf{4.05 \text{ GPA}}$$

- During his 10th grade year, he decided to take English II (unweighted course) instead of taking Honors English II (Level Two weighted course). However, he still receives an A in each class.

$$4.0(A)+4.0(A)+4.0(A)+4.0(A)+4.0(A)+4.0(A)+4.0(A) = 28.0/7 = \mathbf{4.0 \text{ GPA}}$$

- His previous **cumulative GPA** was a 4.05. However, this semester he received a 4.0. Therefore, his cumulative GPA will drop since this semester’s GPA is lower than his cumulative GPA, regardless of receiving all A’s.

CLASS RANK AND TOP TEN

Class rank is figured after each semester and is a continuous accumulation from 9-12 grades. It is based on a student's accumulated grade points (plus distinction points when applicable) for satisfactory completion of courses. For purposes of class rank only, weighted courses will receive additional distinction points for students who qualify. If a combined course is offered, e.g., Honors and Dual Credit, a student may receive distinction points for (H) or (D). Distinction points may only be granted for one.

The GPAs of students who complete one (1) or more core courses (English, Science, History, Math) in the specialized instruction setting will be excluded from class rank.

- ***Top ten*** students will be chosen from those students ***pursuing an honors diploma.***
- *Honors correspondence courses will be accepted only if a scheduling problem has occurred, however, only 1(one) unit of credit can be earned in this fashion and must be approved by the R-2 School Board and requires prior approval before taking the course.*
- *Computer based and credit recovery programs may be assessed on a modified grading scale of 80 to 100 percent. These courses cannot be used to satisfy the honors diploma criteria.*
- *If a class does not reach enrollment of 5 students, administration may dissolve the class and not offer.*
- *The final top ten students will be calculated after all grades and dual credit classes are finished. ***This may result in a change in top ten ranking from previous report cards given to students throughout the year.****

Valedictorian

The Valedictorian is the graduating senior who has the highest grade point average. The honor may be shared if two or more students tie. He/she will be chosen from those pursuing an honors diploma. A student must be in attendance at East Prairie high school for three years to be eligible for valedictorian.

Salutatorian

The Salutatorian is the graduating senior who has the second highest grade point average. The honor may be shared if two or more students tie. He/she will be chosen from those pursuing an honors diploma. A student must be in attendance at East Prairie high school for three years to be eligible for salutatorian.

Graduation Dress Code- Students are required to wear the requested dress code to participate in graduation. If a student needs assistance to obtain these items, please contact administration or senior class sponsors for assistance..

Gentlemen-White shirt, black or dark tie, black or dark dress pants (NO Jeans); Black or dark shoes or dress boots. (No tennis shoes or crocs) No decorations on Mortar Boards. No sashes or cords without prior approval from administration.

Ladies- Dress or dress pants, blouse or dress shirt, dress shoes.(No jeans or shorts) (No tennis shoes or crocs). No decorations on Mortar boards. No sashes or cords without prior approval from administration.

GENERAL CORRESPONDENCE COURSES

Students may take courses, through an approved correspondence course, to make up graduation deficiency requirements. The work will be credited toward graduation, but they will receive no grade points.

HOMEBOUND INSTRUCTION FOR LONG TERM ILLNESS

Homebound instruction may be available to students who are too ill to attend school for an extended period of time, or have a condition that requires long term absence from school. The amount of instruction and support shall be determined by the needs of the individual student's circumstance. Students on homebound are not eligible for extracurricular activities. **Please refer to the East Prairie R-2 Board Policy Regulation 6275 for more specific guidance on Homebound Instruction.** Medical documentation and communication with the building principal should be provided and the decision made by administration. All Homebound prescriptions should have a start and end date posted and signed by the physician.

INDEPENDENT STUDY

Students may not receive credit for Independent Study unless there is a written plan of study submitted to the principal before the student begins the work. The plan must be approved by the principal and the counselor. Independent study courses will be for credit, but the grades in the course will not be allowed to affect the GPA of the student positively or negatively in reference to Valedictorians, Salutatorian, Top Ten, grade points, or class rank.

CREDIT RECOVERY-SUMMER SCHOOL-1 CREDIT OR (TWO HALF CREDITS)

Students exceeding eight days of absence may earn one FULL credit or two half credits during summer school if the number of hours missed during the regular school year does not exceed the number of hours in summer school. Students will complete 30% of Odysseyware content programs to obtain credit.

Students may also regain fall eligibility for sports and athletics through completion of Summer School. Only 1 full Credit is allowed. Students may only miss 1 day of summer school or two tardies for credit, without administrator approval in special circumstances. Discipline issues are not tolerated during summer school. Summer School attendance issues are decided by the appeals committee and /or the principal. A student may obtain ½ of a credit, if it is not for credit recovery. Attendance policy applies. Not fulfilling attendance obligations will result in the student losing eligibility the following semester. A student must be in attendance for 8 days of summer school to gain a ½ of a credit. Students must be in attendance for 15 days to obtain 1 full credit. Credit Recovery for sports must be made up from only the Core areas of Math, English, Science and History, or a graduation requirement for MSHSAA eligibility.

WORK RELEASE (SCHOOL FLEX PROGRAM)

This option is offered only to qualified juniors and seniors. Juniors and seniors who are on track to graduate may apply for work release their senior year. The application should be filed with the counselor during the first week of each semester. Work release begins as 6th hour begins at 1:10 pm. The student will be on the job each day he/she is in school and should not work if he/she missed the morning classes. Students may be required to produce proof of hours worked. Work release hours are part of the school program and are subject to school regulations such as detentions and ISS. The School Flex program requires participating students to maintain a 95% attendance rate. Students who drop below 95% attendance will be reviewed and may be dismissed from the School Flex program and required to return to full day instruction. School FLEX students must sign themselves out daily in the office before leaving campus.

VO-TECH-SCTC (Sikeston Career and Technology Center)

Students may apply to attend Vo-tech classes at SCTC in Sikeston. Student attendance and progress will be monitored. Grades are sent to East Prairie High School from SCTC in Sikeston. Students must follow the rules and guidelines of SCTC in order to attend. Students may not be allowed to continue attending Vo-tech by request from SCTC. The Vo-Tech Bus leaves from High School at 11:25 and returns around 2:45. Students are not permitted to drive to Vo-tech without permission from Administration, and only under special circumstances. Students are expected to ride the bus daily to and from Vo-tech. Parents picking up students from Vo-tech are asked to notify the EPHS office when picking up a student from the SCTC campus. Vo-tech privileges can be lost at any time.

PART-TIME ATTENDANCE

Part-time attendance status may be granted to 5th year seniors, mothers with infants, and seniors having fulfilled the graduate requirements and who may apply for college credit or upper level courses or training. Juniors that are on schedule to meet graduation requirements may qualify for part-time attendance. These students will attend classes needed for graduation and will leave the campus immediately after their last class. If time is needed for library work or make-up work, the principal may grant the additional time.

TRANSFERS/DROP FORMS

Students who are moving out of the R-2 School District must report to the Counselor's office during the first period on their last day in school. They will be given a drop form to be completed by their teachers and returned to the office during the last period. They must return all textbooks, electronics, and supplies owned by the school and pay any outstanding fees. If the student has been in attendance 23 days during a nine-week grading period he/she will be issued a report card. The school will send the student's records and grades to the new school once all school property has been returned and all fees have been paid.

STANDARDS OF PUPIL CONDUCT

The Excellence in Education Act of 1985, enacted by the 83rd General Assembly, provides for the establishment of a written policy of discipline. This policy shall contain the consequences of failure to obey standards of conduct set by the Board of Education. The intent of this legislation is to establish and maintain an atmosphere where orderly learning is possible and encouraged. Toward this end, school officials are authorized to hold every student strictly accountable for any disorderly conduct while in school, on school property or on a school bus going to or returning from school or a school sponsored activity.

The Board of Education holds school officials accountable for the maintenance of adopted standards of conduct. This can best be achieved with the school and home working together. This handbook is provided in order that each student will know the various rules, regulations, and procedures which must be followed. These rules, regulations, and procedures have been established to create the best possible learning atmosphere for the education of all students. They are based on respect for the rights of others to learn and the individual responsibility that each student must accept to perform to the best of his/her abilities. It should be pointed out that this set of regulations does not cover all possible incidents that will occur during the school year but only those areas that have potential problems or areas that have been a problem in the past. Your good use of the information provided will be to your best advantage and will help our school continue to maintain the standards we have all come to expect.

Athletic Physicals and MSHSAA Requirements

East Prairie High School is a member of the Missouri State High School Activities Association and abides by the rules and regulations formulated by member schools for participation in interscholastic activities. A physical exam is required before a student can participate in interscholastic sports (practice or contests). The Missouri State High School Activity Association (MSHSAA) has updated their guidelines for student physicals. Physicals will now be valid for two years from the time of the physical exam. This will apply to any physical completed February 1, 2018 or after. Minimum student insurance is required of a student before he or she is permitted to participate in interscholastic athletics. Students earn letters by being on varsity and junior varsity squads.

MSHSAA ATHLETIC ELIGIBILITY STANDARDS:

1. Bona Fide Student

- In order to represent your school, you must be a bona fide student and meet all eligibility requirements. You must be regularly attending classes and you must meet the academic requirements in MSHSAA By-Law 2.3 and those of your school.

2. Citizenship

- You must be a credible citizen. Creditable citizens are those students whose conduct - both in school and out of school - will not reflect discredit upon themselves or their school.
- NOTE: Conduct involving law enforcement must be reported to your principal or athletic director immediately as your conduct may affect eligibility or contest outcomes.

3. Sportsmanship

- If you commit an unsportsmanlike act while participating in an event, you could become ineligible.
- If your conduct as a spectator is found to be unsportsmanlike, you could be barred from attending any further high school contests. Spectators can also be barred from events for being unsportsmanlike at events.

4. Academics

- You must 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 any student can be enrolled in the semester, whichever is GREATER, at your school.
- For your current semester, you must be enrolled in and regularly attending courses that offer 3.0 units of credit or 80% of the maximum allowable credits which may be earned at your school, whichever is GREATER. 2 Failing Grades in a semester will make the student ineligible for competition the following semester.
- Credits earned or completed after the close of the semester will not fulfill this requirement. **Summer high school courses for FALL academic eligibility may count provided the course is necessary for graduation or promotion or is a core subject course, and credit is placed on the school transcript. No**

more than one unit of credit in summer school shall be counted toward fall eligibility.

- Students promoted for the first time into 9th grade are considered academically eligible for the first semester after promotion.
- Do not drop courses without first consulting with your school principal, athletic director or counselor to determine whether doing so will affect your eligibility.

East Prairie High School Bell Schedule and Procedure

SCHOOL HOURS

Parent and student cooperation is requested in observing the daily school schedule.

7:50	Teachers should be in classrooms, for student arrival.
8:00	School Begins. (First Bell Rings)
8:04	Tardy Bell.
8:19	Any student arriving after 8:19am will be counted absent for the first period.
11:00-11:25	Alternative School and Vo-Tech Lunch Shift
11:25	Vo-tech students leave for Sikeston on Vo-tech Bus,
11:51-12:16	1st Lunch Shift
12:46- 1:10	2nd Lunch Shift
1:10	School Flex
2:45	Alternative School dismissal
3:05	All students are dismissed.
3:20	Teachers are contracted to stay until 3:20 daily.

- ★ No Students should be on campus before 7:30 am, without permission and supervision of staff.
- ★ Students upon arrival should not leave campus without permission from the office.
- ★ Students may either go to the cafeteria for breakfast or they may stay inside the courtyard areas.
- ★ Students arriving after 8:04-8:19 are tardy, and must report to the office before entering class.
Students arriving after 8:19 would be considered absent.
- ★ No student will be admitted to class without an Admit Slip.
- ★ Students must sign themselves in and out in the office before leaving
- ★ Drivers are asked to not exit on Cutlip St.
- ★ Alternative School students are dismissed at 2:45pm. Students must exit campus and school grounds.

SCHOOL ARRIVAL & DISMISSAL

All students living 2.5 miles or further from school are provided transportation by the district on school buses if needed.

VISITORS AND GUESTS

All parents/guardians/visitors are to check in at the High school office before making contact with students/teachers/staff. Parking is available in front of the high school, but visitors must enter through doors on the west end of the Main High School Office. Visitors will be required to check in at the office to be allowed entrance. All other outside entrance doors will remain locked throughout the school day. This system is for the safety of students and staff members. Virtual Students visiting the school or campus must adhere to the school dress code.

33RD CIRCUIT TRUANCY PROGRAM AND STUDENT ATTENDANCE

The Board of Education has established rules and regulations regarding attendance, absences, and excuses for students. These rules and regulations are intended to comply with the Missouri Compulsory Attendance Law (167.031 RSMo.) which establishes a compulsory attendance for all children between the ages of seven and sixteen unless their education is provided by other acceptable means or otherwise excused under the law. However, due to COVID 19 and the district's re-entry plan, more flexibility will be provided when necessary in regards to monitoring in person school attendance. The re-entry plan will also address attendance of students who may not be "in Person" students. To address the issue of regular school attendance the East Prairie R-2 School District, with the cooperation of the 33rd Circuit Juvenile Office and the Juvenile Court, will consult and address any issues with attendance.

***Due to COVID 19 attendance for the East Prairie R-2 Schools will be monitored by face-to-face learning or by an online school component. The parent may have the option and opportunity to choose for their student what is best for their household.

Our District partners with the 33rd Circuit Truancy Program to promote and maintain good student attendance.

ELECTRONIC DEVICES (Cell Phones)

The East Prairie R-2 School district understands and acknowledges that cell phones are a necessity for many students and parents. Students may have cell phones on campus, but they must be turned off and put away. These rules are designed to protect student privacy, safety and academic integrity of courses at EPHS. **Headphones are allowed for use with chromebook devices. (They are not to be worn in hallways or between classes.)**

Students may not use cell phones, apple watches, personal laptops, ipads, tablets for non-educational purposes. The school is not responsible for the theft or loss of devices. Students may have cell phones on their possession, but the device should be turned off during school time and put out of sight.. If a student is seen on a cell phone, or apple watch, texting, talking, or viewing. The student should be written up, and the device confiscated. Students should also not wear earbuds in the hallways.

- 1st offense the device will be given back at the end of the day. (Warning)
- The 2nd offense results in detention . (Detention)
- 3rd offense will result in (Detention) for the student with parent/guardian picking up device
- 4th offense will result in ISS, with parent and guardian picking up device
- 5th offense and each subsequent offense will result in 2 days of ISS, with parent guardian picking up device
- Failure to turn over a cell phone will result in ISS/OSS at Principal discretion. = ISS or OSS of multiple days

USE OF OFFICE TELEPHONE

Students' use of any of the school telephones is discouraged, unless in cases of emergency. The office telephones are for school business. Therefore, requests for use should be made only when absolutely necessary. The classroom phones are also for school business and should not be used by any student. Those calls will be made from the High School office and logged with the secretary.

SCHOOL LUNCHES

Lunches that are ordered from outside businesses are the responsibility of the parents/guardians and students. They are to be ordered outside of school hours and delivered to the cafeteria only, **not the high school office.** School staff members are not responsible for lunches taken by others, ordered incorrectly or delivered improperly. If students accumulate a negative balance in excess of \$10.00 on their account, they will not be allowed to charge extra items on ala-carte until the balance is paid below the per-diem allowed amount of \$10.00. Students may not be allowed to attend extra curricular activities when their lunch account is overdue. **DO NOT BRING MONEY TO THE OFFICE, ALL LUNCH ACCOUNT MONEY SHOULD BE PAID IN THE CAFETERIA to Mrs. Aters.**

HALLWAY FLOW AND TRAFFIC

Congestion in the halls can be improved by keeping to the right and moving on to your destination as quickly as possible. There is no need for running, scuffling, loud talking, whistling, slamming locker doors, and standing in large groups that block the halls and the efficient flow of traffic. Students are expected to follow the guidelines and flow of traffic when going to their classes.

GYMNASIUM AND AUDITORIUM

Students are not to be in the gym or building without proper teacher supervision. Students using the gym must be supervised by a coach/teacher. Students are not to use the gym as a hallway to music or the Ag building. The gymnasium and auditorium may be rented by contacting the Central Office and complying with the requests of payment and insurance of the district. School activities will take precedence over outside organizations. A form can be obtained in the Central Office. Food and Drink are not allowed in the auditorium.

LOCKER PRIVILEGES

Lockers are provided for the students for the necessary school items. Abuse of the use of the locker or its immediate area may result in loss of privileges. The storing of edible items in lockers is a cause for loss of the locker privileges. The school administration reserves the right to search the lockers in case of suspected violations of school policy.

School Districts must create a climate in the school which assures the safety and welfare of all students. School authorities may search a student's locker, desk, personal belongings including vehicles, or make a personal search and seize any illegal contraband, dangerous weapons, or stolen property. A search may be conducted if there is reasonable belief that a controlled substance, gun, stolen property, or other contraband is present. The school is not responsible for lost or stolen articles.

HEALTH SERVICES, IMMUNIZATIONS FOR STUDENTS

Immunizations for diphtheria, polio, measles, and rubella are required by law to enter school in Missouri. Missouri law requires that a student entering school shall have acquired or begun immunizations within thirty (30) days. If after that time, the student has not either acquired or begun the series, the school shall exclude the student from school attendance. The health staff shall notify the student of the immunization needed. It shall be the student's responsibility to bring written confirmation to the school nurse once they have received the required immunization. Telephone calls cannot be accepted.

STUDENT CHEMICAL ABUSE

The East Prairie R-2 School District instituted a Student Chemical Abuse Policy in 2008. The policy has two components. The first component deals with students who participate in school athletic teams and students who participate in school clubs and organizations. The second component involves the general school population, grades 7-12, who along with their parents have voluntarily committed to participation in the district's Chemical Abuse Program. This program does not affect other policies and practices of the district, which deal with drug possession or use where reasonable suspicion is obtained by means other than random sampling provided in this policy. Students in extracurricular activities will be subject to random drug tests with parental notification of positive results. If a student tests positive on a drug test, they will be tested on all subsequent tests of that academic year. A positive test results in student discipline and suggested counseling. To view the complete policy, you may access the Board Policy available on the district's website under Athletics and at the administrative offices.

STUDENT VEHICLES

The school shall maintain the authority to regulate and enforce all driving and parking of motorized student vehicles on school property.

ALL DRIVERS MUST BE LICENSED AND THEIR VEHICLES INSURED BEFORE BEING REGISTERED IN THE OFFICE.

- The parking lot is for the convenience of vehicle parking. Sitting in parked cars will not be permitted. Students are to exit their vehicles and enter upon arrival at school.
- No student car will be permitted to leave the school lot at any time during the school day unless permission is obtained from the principal/administration..
- All student vehicles must be registered in the principal's office and have a parking tag showing.
- Vehicles will be parked on the football parking lot after the student parking lot is filled.
- Registration forms may be picked up in the office, completed, returned, and stickers issued within two weeks after the start of school. Students who do not register their vehicle or who park inappropriately by blocking others by double parking or parking in drive areas will receive detention/In School Suspension or lose driving privileges.
- **Students Must Park in Designated Areas or their designated numbered spot.**
- Students will, upon arriving at school, roll up their car windows and **Lock** vehicles. Vehicles should not be left unlocked during the school day. This is for your own protection. **The R-2 School District assumes NO liability for accidents or theft.**
- Students are not to return to their cars during the day without permission from the Principal's office.
- Students should observe the **5 mph** speed limit when entering the parking lot. (Watch for students walking)
- Students should exit to the south of the gravel, Seniors on the south or west of the building. **No one should exit coming north toward FEMA.**
- If you find it necessary to drive a vehicle different from the one registered, notify the office and obtain a one-day parking permit.
- Students who drive recklessly on school grounds can lose their parking privileges.
- Students parking incorrectly may lose their privileges to park on campus or in the parking lot.
- Students are asked not to play loud music, or race engines on school premises.

WEATHER CONDITIONS OR OTHER EMERGENCIES

In the event of inclement weather conditions or other emergency situations affecting the school schedule, information will be disseminated through the following sources:

- The School Reach phone program from the Superintendent
- KFVS TV Channel 12
- KYMO Radio Station
- School website: www.eastprairie.org
- School Facebook page

STUDENT COUNCIL

The Student Council has a highly active role. Its purpose is not to govern the students, but to serve as a meeting place between the student body and the administration, where the students can assume as much of the responsibility of organizing their school activities as they are able to handle. It is the place where problems or questions arising from either students or administration can be presented for the discussion and consideration.

The Student Council's Main purposes are:

1. To unify student activities under one control and promote the general activities of the school.
2. To aid in the internal administration of the school.
3. To teach the students the values of working in a democracy.

Officers of the Student Council are elected in a school-wide balloting. Each class elects representatives to the Council during an all class meeting.

FUTURE TEACHERS OF AMERICA (FTA) Students that are TA's (teacher assistants) must keep their attendance above 90% or they may be asked to be scheduled back into a regular scheduled class. TA's must be active members of the FTA, and are not allowed to leave campus to run errands for teachers and staff without principal and parent approval. TA's must follow all guidelines set forth by the FTA, and adhere to those guidelines throughout the school year. TA's are to stay with their assigned teacher, and are the responsibility of the requesting teacher. TA's are not allowed to have 1st or 7th hour FTA assignments unless approved by the principal.

EXTRACURRICULAR ACTIVITIES

It is the philosophy of EPHS that these activities are part of, not apart from, your regular curricular program. It is hoped that each student will participate in some capacity in the school activities. There are eligibility standards for direct participation in many of our activities. These standards have been established by a variety of sources, such as state and national associations, school officials, conference rules and student organizations. In addition to scholarship, attendance and citizenship requirements are also stressed.

"Any student who represents his/her school . . . must be a creditable citizen and judged so by the proper school authority. A student whose character or conduct is such as to reflect discredit upon himself/herself is not considered a credible citizen." (Handbook- Missouri State High School Activities Association).

Students involved in violation of local, federal or state laws will be unable to participate until the case is resolved and restitution is made.

It is hoped that when a student indicates a desire to participate in any extra-curricular activity at EPHS, he/she will take stock of his/her self and make sure that he/she measures up to the above ruling. It is further hoped that each student will, during the course of the school year, assess themselves and their citizenship on this basis.

Practice for all school sports will be held after the 7th period. Athletes are expected to be in school on the days they practice for sports.

ALL STUDENTS along with the athletes, are to remember that they are NOT eligible to attend or participate in any school practice if they are absent on the day of the event. If one is too sick to come to school, he/she is too sick to participate in a school activity. A student must attend at least 4 complete class periods before attending a school practice or an activity (exceptions will be made only by the Principal). If a student is not in attendance on Friday before an activity on Saturday, he/she will not be allowed to participate (exceptions will be made only by the Principal).

Ineligibility List

Any student participating in extracurricular activities who receives more than one F for the semester will not be allowed to participate in any extracurricular activity, clubs, organizations, teams, or dances during the next semester. Any student owing money to the school over the daily allowance, may not be allowed to participate or attend any extracurricular student activity. Technology Fines, Lunch accounts, Equipment and Uniform Responsibilities may also validate a student being placed on the ineligibility list. (Dances, Prom, LINK are also included.) Attendance checks of lower than 90% attendance may result in students not being eligible for dances.

(Exception) Students receiving special services with appropriate and updated IEP's will be expected to achieve satisfactory progress on that IEP. ("Satisfactory progress" to be determined by the instructor and the Principal). The state guidelines allow incoming seventh and ninth graders who have been promoted to have a "clean start" in regard to extracurricular activity.

Students transferring from another school will be allowed to participate in extracurricular activities if they fulfill the Missouri State High School Activities Association Guidelines, until the end of that quarter. At the end of that quarter the above stated rule will become effective.

Homecoming/Prom

- **OUT OF SCHOOL DATES FOR DANCES** will be permitted at most dances. A form must be completed and turned in to the principal's office for approval by principal and dance sponsor(s). The age limit for out of school dates is ninth grade to age 20. Admittance of out of school dates will be at Principal's discretion after review of school discipline and records of potential out of school dates.
- Students will only be allowed to participate if they are eligible, and not on the ineligibility list from the previous semester.
- 90% attendance and all fines and fees must be paid under the allowable limit before a student can attend any dance, prom, or Link dance.
- An extracurricular activity is one in which the student does not receive a grade or credit for attendance. These activities include athletic events, dances, trips and prom.
- School lunch balances and fines should be paid below \$10.00 before attending.
- School Dress Code should be followed by all attendees including out of school dates.

PROM & Link

- Students who bring out of school dates to prom should either walk in Grand March with their date, or by their-self. Students should not switch, to allow other students to participate. (This is not allowed)
- Out of School dates are permitted. The age limit for out of school dates is ninth grade to age 20.
- All out of school dates must be approved by the Principal after review of school discipline and records.
- Student attendance should be at 90% or higher in order to attend prom.
- All balances and fines should be paid and in good standing.
- Exceptions to the attendance pre-requisite would be at discretion of administration in the case of severe illness or absence.
- School Dress Code should be followed by all attendees and their guests. Guests that are not in dress code may be asked to leave or not enter.
- Juniors must work 1 (game or activity) in order to attend prom. If a Junior does not work, then they cannot attend Prom. Decision is at the discretion of administration in extreme circumstances.

TROPHY POINTS

The following policies were recommended by the EPHS Student Council and shall be followed in determining trophy points:

A class reward/incentive will be given to the class with the greatest number of trophy points accumulated during the school term. This is a high honor and each class starts working toward the award at the beginning of the year. Points are awarded to the classes with the best records for

- **Attendance**
- **Honor roll**
- **Class voting**
- **Color days**
- **Float competition at football and basketball homecoming**
- **Club and organization events**
- **Discipline offenses**

A list of specific events will be available at the beginning of the school year for reference.

ELIGIBILITY OF QUEEN/KING CANDIDATES AND ATTENDANTS

Once a student has been voted on by their “classmates” (Freshmen, Sophomore, Juniors) to become an attendant for an event/activity or King/Queen for an event/activity and are elected, they will not be allowed on the student voting ballot again until their senior year. Upon becoming a senior classman, all names must be on the student ballot to be voted on by their classmates. Once a senior classman has been voted on and elected as Queen/King for an activity/event, they will no longer be eligible for any other activity position (King/Queen, attendant) for the remaining year.

COLORS DAY AND POSTER CONTESTS

1. Letter jackets and school sweaters will count as colors by themselves, ONLY if they are worn by their owner.
2. School windbreakers and raincoats will count if another color is present in the clothing. For example, if a student wears a red windbreaker, he/she must also have some black in some other clothing.
3. Socks, belts, hats, patches, ribbons, or other small articles of clothing will NOT be counted as colors.
4. Pants, shirts, dresses, skirts, shoes, and scarves will be counted as long as there is a combination of a mixture of red and black. Shoes and scarves will count if combined with major articles of clothing that have the matching colors.
5. The only color that can be combined in the articles being counted as colors is white. Other colors in these articles will disqualify that article.
6. All teachers will turn in color counts on the dates specified by the Student Council.
7. All posters must be up by 8:00 on specified Poster Days. They must be taken down by 3:15. Failure to observe these rules will result in disqualification of the class poster.
8. Posters are to be no larger than a regular size of poster board (22x28).
9. Posters may consist of two-dimensional objects, provided they do not extend more than three (3) inches from the poster.
10. Posters should contain the name of East Prairie High, EPHS Eagles, and the name of the opponents. They should reflect good diction and good taste.

SCHOOL DISCIPLINE

Certain basic rules are necessary for maintaining proper order in school and at school activities. Discipline, the process of enforcing school rules, begins with the teacher, who is responsible for the orderly operation of the school as well as his/her classroom. Serious or repeated behaviors may be reported to the principal, superintendent, and school board in an ascending order with due process procedures being observed at all levels. Parental/guardian assistance and cooperation will be solicited in efforts to encourage behavioral changes in those students who choose not to abide by school rules.

The enforcement procedure for a standard of student conduct must be broad and flexible enough to allow for individual differences and various circumstances. At the same time, they must be specific enough to enhance consistency of disciplinary action and uniform understanding of those involved. Students with disabilities will be disciplined according to their Individualized Education Plan (IEP).

STUDENTS WHO REFUSE TO TAKE A DISCIPLINARY ACTION WILL RECEIVE ISS/OSS AT PRINCIPAL'S DISCRETION.

CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR

Consequences for inappropriate behavior are listed from minimum to maximum and may be assigned at the discretion of the building principal or administration depending upon the discipline record of the student and the severity of the offense. For example, third and fourth offense punishment may be assigned if the behavior is extreme on the first offense. The principal may decide on specific offenses not listed in the handbook.

DETENTION (P2660)

The control of student behavior is the responsibility of the teachers and administration in cooperation with the parents/guardians and students. The desired outcome is the development of self discipline on the part of the individual student. It is the responsibility of the school to utilize the most effective means of punishment which is usually administered in a graduated manner from minor to a more severe method of punishment, with suspension or expulsion being the most severe.

It is generally agreed upon that a student is best suited to remain in the school environment while receiving punitive actions. Only when a student is a threat to others, himself, or is a definite disruption to the educational process is suspension or expulsion utilized.

It is felt that the utilization of a detention, which requires students to stay a specified period of time under appropriate supervision will add additional dimension to the punitive actions available and will provide opportunity to correct misbehavior short of suspension or expulsion. Detentions will be one hour in length and will be served on Wednesdays each week starting at 3:10 in the library. The students will have 2 weeks (2 opportunities) to serve their D-slips and then will be placed in ISS if not served. You cannot satisfy more than one D-slip during a one hour period. If you have more D-slips than you can serve in a two week period you will serve the remainder in ISS, one day for each D-slip. After the fourth detention in a semester, students will serve progressive days in ISS in place of detentions.

Requirement of a student to attend detention is at the discretion of the principal. To require a student to stay after school imposes upon his/her personal time and places certain requirements on the family. This authority should not be taken lightly.

If a parent/guardian refuses to allow for his/her child to remain after school-time for detention, the student will be suspended from school for a period of three (3) days or serve In-School Suspension.

CORPORAL PUNISHMENT (P2670)

Corporal punishment should be used only after other methods have failed and when there is reason to believe it will be helpful in maintaining discipline or in the development of the student's character and power of self-control.

All instances of corporal punishment shall be witnessed by at least one other adult member of the school staff and will only be administered by a principal or other District administrator. The use of reasonable force for a District employee to protect persons or property is not abuse within the meaning of Chapter 210, RSMo

IN SCHOOL SUSPENSION (P 2661)

In-school suspension is a structured disciplinary action in which a student is isolated or removed from regular classroom activities, but is not dismissed from the school setting. The principal/designee may assign students to the in-school suspension program for a reasonable and specified period of time. The rules of ISS will be copied daily by the student serving the discipline.

ISS (Philosophy)

The East Prairie School District In-School Suspension (ISS) program is designed to provide a firm disciplinary alternative for those students who have become involved in a disciplinary incident, yet at the same time providing the opportunity for the student to remain in the educational learning environment where he/she can continue to receive instructional guidance.

ISS placement will begin immediately after the student is assigned to ISS. If ISS is full and students must wait to serve their time in ISS, they will not be allowed to participate in extracurricular activities until their ISS time is served.

Objectives

1. To provide adequate and suitable punishment for those students involved in a disciplinary incident, to include removal from the regular classrooms and the mainstream activities.
2. To attempt to bring about a positive change in undesirable and unacceptable student behavior.
3. To reduce the amount of educational learning time lost through out-of-school suspension.
4. To provide the student the opportunity to remain in the educational learning environment where he or she can continue to receive instructional guidance.

Policies

1. Administrators of the East Prairie School District have the authority to place students in the ISS program. This placement may be for such time as the administrator deems necessary for proper behavior adjustment.
2. Assignment to the ISS program will be for the entire school day unless otherwise indicated by an administrator. Students must copy the ISS rules daily while in attendance for their discipline. Students may also be required to write the policy that was broken while serving.

Students who do not complete the entire school day in ISS will not have that day counted toward their ISS assignment, unless they have received prior approval from an administrator to be absent from the program. Partial days do not count toward the assigned number of days in ISS.

PROCEDURES FOR ISS

1. **The rules of ISS should be copied daily by the student serving the discipline upon entering ISS.**
2. The regular classroom teachers will provide student's classroom assignments by google classroom or resources.. Students will be required to work in a quiet, diligent manner throughout the day and demonstrate a satisfactory effort toward completing all assignments. The ISS instructor and/or the respective administrator will make this determination. Students will be required to bring textbooks, paper, pencil, resource materials and other classroom-related materials to the ISS classroom each day in order to work on classroom assignments provided by the ISS instructor.

3. Assignments will be checked each day during the 7th hour. The assignments will then be sent to the teachers to be graded. Assignments can be turned in on Google Classroom by the student.
4. A student loses all privileges while in the ISS program. This includes participation in and attendance at all extracurricular activities of the school such as athletic events, athletic practices, dances, clubs, etc.
5. Students may not leave their assigned seat without permission from the ISS instructor.
6. Students are to raise their hand in order to be recognized by the ISS instructor.
7. Absolutely no communication with other students without permission of the ISS instructor. This communication includes talking, passing notes, email, texts, etc.
8. Students may not bring any type of food or drink unless it is to be used at lunch in which case it must be left with the ISS instructor upon arrival in the ISS classroom.
9. Students will eat lunch in the cafeteria during the allotted time. Local restaurants ordered in lunches are allowed for ISS/ALT students.
10. Students will be allowed to go to the restroom and get a drink at times designated by the ISS instructor.
11. No sleeping is allowed for any ISS or Alternative school students.
12. Failure to follow the rules will result in additional days being assigned to ISS or OSS by Administration.
13. The ISS instructor may recommend to the principal an extension of time for misbehavior.
14. Students are to leave campus immediately upon being dismissed from the ISS classroom and are not to be on campus for any reason without permission from an administrator.
15. Students will be required to write a copy of the rules of this program description each time they are assigned to ISS in expectation that it will help to modify their behavior and prevent future stays in ISS. Students will not be allowed to leave ISS until this written assignment is presented to the ISS instructor.
16. Students will be checked for phones, Ipods, apple watches, etc. as they enter ISS. Found items will result in appropriate punishment.

OUT OF SCHOOL SUSPENSION (OSS) (P 2662)

OSS- refers to an exclusion from school for a specific period of time short of permanent exclusion. Building principals are authorized to suspend students for periods of time not to exceed ten (10) consecutive school days for violation of District regulations, and are authorized to impose additional suspensions of not more than 10 consecutive school days in the same school year for separate acts of misconduct. The days of suspension will not be counted against the days allowed by Board policy unless the student is in Alternative School. Alternative School student suspensions will count toward the allowed number of days absent. Building principals may also recommend extensions of suspension for periods of time up to 180 consecutive school days by the Superintendent. The Superintendent of schools may suspend students for periods up to 180 consecutive school days and recommend longer suspensions and expulsions to the Board of Education. Only the Board may impose suspensions in excess of 180 consecutive school days. (When a student is suspended by the administration, they will have the same number of days to make up missed work as the number of days of suspension.. These days are not to exceed the end of the grading period in which the student was suspended. The student will receive full credit for work missed during the time of suspension. The days of suspension will not be counted against the days allowed by board policy, unless the student is an alternative education setting student. It is the student's responsibility to see the teacher and make arrangements for makeup work.

East Prairie High School 2022-2023 Alternative School Program

The East Prairie R-2 School District offers an Alternative Education Program for students who need such placement in order to earn credits. Alternative school is a placement option for students who demonstrate the inability or unwillingness to operate in the general school environment or need change of placement for remediation and/or medical issues that require a change of placement.

Alternative School courses are taken using the Odysseyware Learning System. Scheduling of courses is done on an individual basis as specific needs dictate. Students must demonstrate a mastery of the competencies for a particular course in order to earn credit (Section 161.670, RSMo).

Mastery will be demonstrated by a minimum grade of 70 % on each assessment for Tier 2. 60% for Tier 3 on Unit Scoring.

In order to be eligible for graduation, students must earn twenty four credits (state standard for graduation), take all required End of Course assessments and all state mandated courses. When all graduation requirements are satisfied, a diploma will be awarded after graduation. Students who are eligible for a diploma and participate in this program for at least two semesters or more will be able to participate in graduation ceremonies if they are in Tier 2. Students in Tier 3 may not participate in graduation ceremonies if they have been in Alternative school programs for 2 semesters or more, participation is at the discretion of administration.

Numerous discipline incidents, refusal to cooperate with the instructional staff, or conduct recognized to be unacceptable in the general student population could result in placement in alternative schools.

- Students falling behind in required classes, poor attendance, and students at risk of not graduating may be placed in alternative schools to give focused time for credit recovery.
- Placement in this educational setting will be long term and require student, parent and staff consultation in order to be reversed.
- Student placement in Alternative school will be by semester, and reviewed at the end by the administration and alternative instructor.
- Students in alternative school may not participate in or attend extracurricular activities unless they are in Tier 2, with Principal permission and fulfilling those specific requirements.
- **If a student is suspended from alternative school, those days are counted against the 8 days per semester allowed by the Board of Education.** If a student returns to alternative school for a second school term, they will complete their high school career in alternative school.

Alternative Program Student Requirements

1. Arrive on time (in the seat and ready to work by 8:04).
2. Following the attendance policy which is in the student handbook, a student that is absent repeatedly may be required to attend summer school in order to receive his/her credits for the semester. Students that miss more days than are allotted in summer school may not receive earned credit(s) for the year.
3. Students are asked to work continuously throughout the day, with lessons completed for the day in each of their scheduled classes.
4. Students must take their own notes. (required to be turned in to instructor)
5. Stay awake and engaged in coursework. (No Sleeping in ALT/ISS.)
6. Be respectful to all members of the learning community.
7. Follow dress code as specified in the student handbook.
8. Follow all student rules in the student handbook.
9. Turn in all cell phone devices, apple watches, etc. upon entering the classroom.
10. Be respectful of all guests, counselors, and instructors entering the room.
11. Participating in discussions, follow requests, and activities while in Alternative school.
12. Students must have medical documentation by a physician to be placed in Alternative school for illnesses.
13. Parent approval and or contact from administration is required for placement.
14. 5th year Seniors upon completion of their credits will be allowed to finish and return for graduation exercises if all obligations and fines are fulfilled. Students participation in graduation is at the discretion of the administration.

Additional Alternative Program Information/Requirements:

- Cell phones/Apple watch usage is not allowed in Alternative School.
- Alternative placement will not change during a semester.
- Attendance and participation in extracurricular activities is at the discretion of the Administration if the student is in Tier 2 with 90% attendance..
- Disciplinary action is at the discretion of the Administration.
- Students who do not follow the guidelines face possible suspension and/or removal from the Alternative Education Program.
- Alternative school is administered for students with behavioral or medical issues that cannot attend the regular classroom setting.
- Students with poor attendance, grades, credits may be placed in the alternative school setting to regain credits, with parental consent and administrator approval.

Expulsion (P 2663)

The term "expulsion" refers to permanent exclusion from school.

If a student consistently or grossly refuses to conform to school policies, rules and/or regulations, the Superintendent may recommend to the Board of Education that the student be expelled from school.

Parent(s) (guardian(s)) may waive the right to a hearing for their student provided the student is under the age of eighteen (18) and provided the waiver is in writing.

STUDENT BEHAVIOR CODE

All students are expected to conduct themselves at all times in a manner that will contribute to the best interest of the school system and not infringe on the rights of others. The following activities are considered improper conduct and will subject the student to disciplinary action including, and not limited to, suspension or expulsion from school. A violation of the rule will occur whether the conduct takes place on the school grounds at any time, off the school grounds at a school activity, function, or event, en-route to and from school.

STUDENT RULES

Students will receive detention or other punishment for violation of certain school rules. Administrators have some discretion as to the appropriate discipline. Students who refuse to serve detentions will be assigned In School Suspension or 3 days Out-Of-School suspension. All suspensions of ten days or more require student appearance before the school board before the student is allowed to return to school. Certain violations of the student behavior code may result in contact with legal authorities.

- Faculty members will turn into the Principal's office names of those students who are a disturbance at in-school activities or events.. Those students will not attend the next activity and face further discipline as stated in the student handbook.
- Students should not speak disrespectfully, backtalk, cuss or use profanity, in regard to their teachers, substitute teachers, counselor, Principals, secretary, custodian, or bus driver.
- Students should obey the instructions of their teachers, substitute teachers, counselor, Principal, secretary, custodian, or bus driver.
- Students should not run in the building going to and from lunch.
- Students should not place hands on one another. (Public Display of Affection).
- Students should use the trash cans when needed and not litter the school.
- Students are not allowed to have drugs, alcohol, or dangerous weapons (knives, guns, and/or any object that may be considered dangerous) on school property, meaning in a car, truck, or on their person.
- Students sent from class to the office for reasons requiring discipline must report there immediately. Failure to do so will result in stronger discipline.
- Students must leave ALL medication (prescription or nonprescription) in the nurse's office if they must have them at school.
- Food and drinks are to be consumed only in designated areas. No Food or Drink in the hallways. (Clear water bottles are allowed) No YETI, styrofoam, or closed containers allowed. Snacks will only be allowed during channel 1 or on special occasions approved by administration. Students may drink tea at lunch in the cafeteria, but they are not to be carried in hallways or classrooms..
- If a student is known to be truant, he/she is not allowed to attend or participate in extracurricular activities.
- No student is allowed to attend school functions while on suspension. This includes both in-school and out of school suspension.
- Students who refuse to take disciplinary action will receive a minimum of **3 days Out of School Suspension.**

- If a student has to leave the room during class time, they must sign out and sign in. Students leaving class without permission will receive appropriate discipline and will be considered **truant**.
- Students who have been suspended for any reason may be required to bring a parent/guardian upon return to school.
- Due to the remains left from sunflower seeds and our allergy policy, they are not appropriate at school and should not be brought to school or eaten at school.
- Students refusing to wear masks, unless medically documented, could be asked to learn virtually.
- Virtual students should follow the school dress code if visiting campus, or events and activities.
- Students should do all assignments, failure to do 3 assignments or more should result in a discipline referral to the office.

DRESS CODE

East Prairie High School is committed to providing an environment free from distractions in the educational setting. The appearance and dress of each student plays a role in this process. The following guidelines should be followed by students regarding their choice of dress while at school AND at district sponsored extracurricular activities: **Administration has final decision on ALL dress code offenses.**

Student clothing should promote decency and modesty appropriate for a learning environment.

Undergarments should not be visible. The district prohibits any clothing that promotes disruptive behavior.

TOPS/SHIRTS

- Students should not wear vulgar or distracting clothing as determined by administration.
- Tops/Shirts must cover the entire torso.
- No article of clothing and/or accessories may be worn that has vulgar words, symbols, or pictures, associated with alcohol, tobacco, drugs, profanity, double meanings, gang affiliation, sexuality and other products or activities deemed inappropriate by the administration.
- Tank Tops may only be worn under another shirt or jacket
- Tops that reveal cleavage or midriff are not allowed. No strap or color of a student's bra should be visible. No see-through blouses/shirts, midriff tops, halter tops, strapped tops, off the shoulder tops, muscle or sleeveless top garments are allowed.
- Strapped Tops must be 2 inches in width., and Off the shoulder tops are not allowed.
- Blankets and pillows are not to be brought into the buildings, worn or used during school time.

BOTTOMS

- Shorts are to be closed fist length and skirts are to be at least fingertip length with arms extended at your side. This is to be checked immediately by the teacher when addressed. No skin should be visible through holes or frays above closed fist length. Student undergarments or boxers should not be visible.
- Running shorts that are cut on the side must be closed fist length or longer at the highest cut. (No spandex shorts unless worn under other garments).
- There are to be no holes or excessive frayed areas in jeans that are above closed fist length (same as shorts). There should be no holes above students' fingertips in skirts.
- No words or art work are allowed on the seat of pants.
- Students are not to wear sagging pants that show underwear, even with a long shirt.

- Students should not wear clothing that bears slogans that carry a double meaning. Determination of double meaning will be made by staff and administration
- Tape on holes or patches are not acceptable.

HEAD GEAR AND ACCESSORIES

- Students are not to wear headgear (caps, sock hats, curlers, stockings, visors, sweatbands, du-rags bandanas, hooded sweat suits or hooded jackets) during the school day or in the building.. Students should put their headgear in their locker at the 8:00 o'clock bell..
- Students are not to wear earbuds or headphones in the hallways or between classes.
- No spiked accessories or chains including those attached to wallets or belt loops. No dog collars.
- Virtual students should follow the school dress code when visiting campus or attending activities.

1st Offense	Principal/Student conference and change of clothes if not contacted ISS for the day.
2nd Offense	Change of clothes and Detention if not contacted student ISS for the day + detention.
Subsequent Offense	Progressive days of In-School-Suspension, + 2 DETENTIONS

ACADEMIC DISHONESTY-Plagiarism

Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; the use of computer applications to produce work that is not the students, and other misconduct related to academics.

1 st Offense	No credit for the work, grade reduction, or replacement assignment.
2 nd Offense	No credit for the work, grade reduction, course failure, or removal from extracurricular activities.
1st Offense	Detention, In -School-Suspension, 1-180 days Out-of-School Suspension or Expulsion. Restitution if appropriate.
Subsequent Offense	1-180 days Out-of-School Suspension or Expulsion. Restitution if appropriate.

ARSON (R 2610)

Intentionally causing or attempting to cause a fire or explosion

First Offense	Detention, In -School-Suspension, 1-180 days Out-of-School Suspension or Expulsion. Restitution if appropriate.
Subsequent Offense	1-180 days Out-of-School Suspension or Expulsion. Restitution if appropriate.

ALCOHOL (R 2610)

Possession of or presence under the influence of alcohol regardless of whether the student is on school premises

First Offense	In-School-Suspension or 1-180 days Out-of-School Suspension.
Subsequent Offense	1-180 days Out-of-School Suspension or Expulsion.

ASSAULT (R 2610) (Refer to Policy and Regulation 2673 - Reporting Violent Behavior)

Assault of a Student or Staff Member - Use of physical force with the intent to do bodily harm.

1st Offense	Principal/Student conference, Detention, Corporal Punishment, In-School-Suspension, 1-180 days Out-of-School- Suspension or Expulsion.
Subsequent Offense	Corporal Punishment, In-School-Suspension, 1-180 Days Out-of-School Suspension or Expulsion.

AUTOMOBILE/VEHICLE MISUSE

Uncourteous or unsafe driving on or around school property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on school property. (5mph on parking lots)

1st Offense	Suspension or Revocation of parking privileges, Detention, Corporal Punishment, In-School-Suspension, or 1-10 days Out-of-School Suspension.
Subsequent Offense	Revocation of parking privileges, Detention, Corporal Punishment, In-School- Suspension, or 1-180 days Out-of-School Suspension.

BULLYING - *Intentional intimidation or infliction of physical, emotional, or mental harm (see Policy 2655). Bullying forms will be filled out upon report.*

First Offense:	Detention, In-School-Suspension, or 1-180 days OSS Meeting with Admin, Counselor, bullying contract,etc Parental Contact.
Subsequent Offense:	1-180 Days Out-of-School Suspension or Expulsion

CAFETERIA PROCEDURES/RULES VIOLATIONS

First Offense	Conference with Principal, Lunch Detention, Detention, Corporal Punishment, In-School-Suspension
Subsequent Offense:	Lunch Detention, Detention, ISS

ELECTRONIC DEVICES/CELL PHONES

Students may not use cell phones, personal laptops, apple watches and other electronic devices during the school day. Use of such devices for reasons other than school related business will result in confiscation of the device and other specified punishment. The school is not responsible for theft or loss of electronic devices. Students should not be taking or making calls on their phones or texting. Students should also not wear earbuds or headphones in the hallways or between classes. Personal devices should be off and put away while at school. Exception-After school for extra curricular activities, games, etc. (Safety precaution) A student that will not relinquish their cell phone to teacher or administration will receive OSS, and or ISS if the students' parent or guardian comes and picks up the device.

1st offense	Warning and the device returned to the student at the end of the day.
2nd offense	confiscation of device, detention,
3rd offense	confiscation of device, detention, parent must pick up device.
4th offense	ISS, confiscation of device, parent must pick up device.
5th offense	ISS, confiscation of device, parent must pick up device.

DEFIANCE OF AUTHORITY (R 2610)

Refusal to obey directions or defiance of staff authority.

First Offense	Principal/Student conference, Detention, Corporal Punishment, In-School-Suspension, or 1-180 days Out-of-School Suspension
Subsequent Offense	Corporal Punishment, In-School-Suspension, 1-180 days Out-of-School Suspension or Expulsion.

DISHONESTY

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

1st Offense	Nullification of forged documents. Principal/Student conference, Detention, Corporal Punishment, In- School Suspension, or 1-10 days Out-of-School Suspension.
Subsequent Offense	Nullification of forged documents. Detention, Corporal Punishment, In-School Suspension, 1-180 days Out-of-School Suspension, or Expulsion.

DISRUPTIVE BEHAVIOR (R 2610)

Conduct which has the intentional effect of disturbing education or the safe transportation of a student.

First Offense	Principal/Student conference, Detention, Corporal Punishment, In-School-Suspension, or 1-180 days Out-of-School Suspension
Subsequent Offense	Corporal Punishment, Detention, In-School-Suspension, 1-180 days Out-of-School Suspension or Expulsion.

DISTURBING CLASS

1st Offense	Student/Teacher conference + Detention
2nd Offense	Detention, Corporal punishment/1 day In-School-Suspension + conference with Principal
3rd Offense	Detention, Corporal punishment/2 days In- School-Suspension
4th Offense	Out-of- School Suspension for 3 days

DRUGS/CONTROLLED SUBSTANCE (R 2610)

Possession or presence under the influence of a controlled substance or substance represented to be a controlled substance while at school, on the school playground, on the school parking lot, a school bus or at a school activity whether on or off of school property.

First Offense	In-School-Suspension or 1-180 days Out-of-School Suspension.
Subsequent Offense	1-180 days Out-of-School Suspension or Expulsion.

Sale of a controlled substance or substance represented to be a controlled substance while at school or at any of the locations described above.

First Offense	1-180 days Out-of-School Suspension or Expulsion
Subsequent Offense	1-180 days Out-of-School Suspension or Expulsion.

STUDENT TRANSPORTATION SERVICES-BUS PRIVILEGES- (R5620)

Pupil transportation is a necessary auxiliary service and an integral part of the total educational program of the District. The time students spend on the bus exerts an important influence on the physical and mental condition that students bring to the classroom. Therefore, the major objectives of the pupil transportation program are as follows:

1. Provide the means by which students can reach school under safe and healthful conditions with as little time on the bus as is reasonably necessary.
2. Provide for an efficient and economical transportation system.
3. Adapt transportation to the requirements of the instructional program.

Any student whose conduct on a school bus is improper or jeopardizes the safety of other students may have his/her right to school bus transportation suspended for such a period of time as deemed proper by the Superintendent, building principal or Transportation Director. Students may only ride their assigned bus as determined by the residence of parent or guardian. Students may not ride the bus with a friend unless a note has been given to the high school office, signed by a parent and approved by administration. The riding of school buses is a privilege, not a right. The building administrator may suspend students from riding school buses.

1st Offense	Warning or loss of privilege or detention.
2nd Offense	Loss of bus riding privileges for 1 day
3rd Offense	Loss of bus riding privileges for 3 days
4th offense	Loss of bus riding privileges for 5 days
5th offense	Loss of bus riding privileges for 10 days
Subsequent Offenses	Loss of bus riding privileges for remainder of quarter, semester or year

FIGHTING

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

If a student involved in an altercation is told to stop and he/she continues, the punishment will be more severe.

Non-aggressors may receive a lesser punishment.

1st Offense	Principal/Student conference, Detention, Corporal Punishment, In-School-Suspension, Charges may be filed. or 1-180 days Out-of-School Suspension
Subsequent Offense	In-School-Suspension, 1-180 days Out-of-School Suspension or Expulsion. The police may be notified and Charges may be filed

HAZING (R2920)

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.

Non-students 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.

First Offense	In-School -Suspension or 1-180 days Out-of-School Suspension.
---------------	---------------------------------------------------------------

Subsequent Offense	1-180 days Out-of-School Suspension or Expulsion
--------------------	--------------------------------------------------

IMPROPER DISPLAY OF AFFECTION - (PDA) (R 2610)

Public Display of Affection

Consensual kissing, fondling, or embracing.

First Offense	Principal/Student conference, Detention, In-School-Suspension, 1-10 days Out- of-School Suspension.
---------------	-----------------------------------------------------------------------------------------------------

Subsequent Offense	Corporal Punishment, In-School Suspension, 1-180 days Out-of-School Suspension, or Expulsion.
--------------------	-----------------------------------------------------------------------------------------------

IMPROPER LANGUAGE (R 2610)

Threatening Language Or Inappropriate language. Use of verbal, physical or written threats to do bodily harm to person or personal property. Any profanity or disrespectful comments directed toward a staff member will be dealt with more severe discipline.

First Offense	Principal/Student conference, Detention, In-School-Suspension, 1-10 days Out- of-School Suspension.
---------------	-----------------------------------------------------------------------------------------------------

Subsequent Offense	Corporal Punishment, In-School Suspension, 1-180 days Out-of-School Suspension, or Expulsion.
--------------------	-----------------------------------------------------------------------------------------------

Use of Profanity or Vulgar Language- *Language which depicts sexual acts, human waste, and blasphemous language. Any profanity or disrespectful comments directed toward a staff member will be dealt with more severe discipline.*

First Offense	Principal/Student conference, Detention, ISS, 1-10 days of OSS.
---------------	-----------------------------------------------------------------

Subsequent Offense	Corporal Punishment, In-School Suspension, 1-180 days Out-of-School Suspension, or Expulsion.
--------------------	-----------------------------------------------------------------------------------------------

DISRUPTIVE OR DEMEANING LANGUAGE OR CONDUCT - *Use of hate language to demean other persons due to the race, gender, disability, natural origin, or religious beliefs. This provision also includes conduct, verbal, written, or symbolic speech which materially and substantially disrupts class, school activities, transportation, or school functions. Any profanity or disrespectful comments directed toward a staff member will be dealt with more severe discipline.*

First Offense	Principal/Student conference, Detention, In-School-Suspension, 1-10 days Out- of-School Suspension.
Subsequent Offense	Corporal Punishment, In-School Suspension, 1-180 days Out-of-School Suspension, or Expulsion.

DISRESPECTFUL CONDUCT OR LANGUAGE TO STAFF

Verbal, written, pictorial or symbolic language or gesture that is directed at any person and that is rude, vulgar, defiant, in violation of district policy or considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

Any verbal altercation or physical gesture, which is considered defamatory or disrespectful toward a faculty or staff member, will result in an automatic out of school suspension.

1st Offense	Principal/Student Conference, Detention, Corporal Punishment, In-School-Suspension, or 1-10 days Out-of-School suspension
Subsequent Offense	Detention, Corporal Punishment, In-School-Suspension, 1-180 days Out-of-School Suspension or Expulsion

INAPPROPRIATE SEXUAL CONDUCT (R 2610)

(Refer to Policy and Regulation 2130 - Harassment)

Physical touching of another student in the area of the breasts, buttocks, or genitals

First Offense	Principal/Student conference, Detention, In-School-Suspension, 1-10 days
Subsequent Offense	Out- of-School Suspension. Corporal Punishment, In-School Suspension, 1-180 days Out-of-School Suspension, or Expulsion.

Use of sexually intimidating language, objects, or pictures.

First Offense	Principal/Student conference, Detention, In-School-Suspension, 1-10 days
Subsequent Offense	Out- of-School Suspension. Corporal Punishment, In-School Suspension, 1-180 days Out-of-School Suspension, or Expulsion.

Indecent Exposure - Includes display of breasts, buttocks and genitals in a public location

First Offense	Principal/Student conference, Detention, In-School-Suspension, 1-10 days
Subsequent Offense	Out- of-School Suspension. Corporal Punishment, In-School Suspension, 1-180 days Out-of-School Suspension, or Expulsion.

EXTORTION (R 2610)

Verbal threats or physical conduct designed to obtain money or other valuables.

1st Offense	Principal/Student conference, Detention, ISS, 1-10 days of OSS.
Subsequent Offense	In-School Suspension, 1-180 days Out-of-School Suspension, or Expulsion.

FAILURE TO MEET CONDITIONS OF SUSPENSION

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

In determining whether to suspend a student, consideration should be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence within 1,000 feet of the school is disruptive to the educational process or undermines the effectiveness of the school's disciplinary policy.

1st Offense	Verbal warning, Detention, Corporal Punishment, In-School-Suspension, 1-180 days Out-of-School Suspension or Expulsion.
Subsequent Offense	Verbal warning, Detention, Corporal Punishment, In-School-Suspension, 1-180 days Out-of-School Suspension or Expulsion

FALSE ALARMS

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

First Offense	Restitution. Principal/Student conference, Corporal Punishment, In-School Suspension, or 1-180 days Out-of-School Suspension or Expulsion.
Subsequent Offenses	Restitution. Corporal Punishment, In School suspension, 1-180 days Out-of-School Suspension or Expulsion.

FIREARMS AND WEAPONS (R 2610)

(Refer to Policy and Regulation 2620 - Firearms and Weapons in School)

Possession of a firearm or weapon

First Offense: Out of School Suspension for no less than one (1) year

TOBACCO/VAPING

USE OF AND/OR POSSESSION OF TOBACCO PRODUCTS (R 2610)

Possession of any tobacco/Vaping products on school grounds, school transportation or at any school activity.

Vaping, or the possession of a juul device or paraphernalia will result in confiscation of the device and ISS..

1st Offense	Confiscation of tobacco/Vaping products. Principal/Student Conference, Detention , In-School- Suspension. Act of Vaping- 3 days ISS or OSS. Possession of Vape-2 days ISS.
Subsequent Offenses	Confiscation of tobacco products. Detention, ISS or 1-10 days Out-of-School Suspension

FIREWORKS

Fireworks are PROHIBITED. Each case will be handled on a “case-by-case” basis with possible suspension

VANDALISM

Intentional damage or attempt to damage property belonging to staff, students, or the District.

First Offense	Restitution. Principal/Student conference, Detention, In-School Suspension, 1-180 days Out-of-School Suspension or Expulsion.
---------------	-------------------------------------------------------------------------------------------------------------------------------

Subsequent Offense	Restitution. In School Suspension, 1-180 days Out-of-School Suspension or Expulsion.
--------------------	--------------------------------------------------------------------------------------

THEFT (R 2610)

Nonconsensual taking or attempt to take the property of another

First Offense	Return of or restitution for property. Principal/Student conference, Detention, Corporal Punishment, In-School-Suspension, 1-180 days Out-of-School Suspension.
---------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------

Subsequent Offense	Return of or restitution for property. In-School Suspension, 1-180 days Out-of-School Suspension or Expulsion.
--------------------	----------------------------------------------------------------------------------------------------------------

THREATS OR VERBAL ASSAULT

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

1st Offense	Principal/Student conference, Detention, Corporal Punishment, In-School-Suspension, 1-180 days Out- of-School Suspension or Expulsion.
-------------	----------------------------------------------------------------------------------------------------------------------------------------

Subsequent Offense	In-School Suspension, 1-180 days Out-of-School Suspension or Expulsion
--------------------	------------------------------------------------------------------------

TECHNOLOGY MISCONDUCT (see Board Policy R6320)

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

1st Offense	Restitution. Principal/Student Conference, Loss of user privileges, Detention, Corporal Punishment, In-School Suspension or 1-180 days Out-of-School Suspension.
-------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------

Subsequent Offense	Restitution. Loss of user privileges, 1-180 days Out-of-School Suspension or Expulsion
--------------------	----------------------------------------------------------------------------------------

DISCIPLINARY STEPS TO BE FOLLOWED FOR DEATH THREATS

Threats directed toward the school, on or off campus, written, verbal, or through telecommunications, may result in expulsion.

1. Principal will go to the classroom or area and bring the student to the office.
2. Due process procedures given.
3. Contact SRO/Police
4. Immediate OSS suspension (minimum of 3 days).
5. Contact Parents - Parental involvement will be taken into consideration concerning punishments.
6. Inform superintendent.
7. Student will have a psychological exam and/or threat assessment before returning to school.
8. Appear before the School Board before returning to school if deemed necessary by administration.

TARDIES

A student will be considered tardy if not in his/her chair, prepared for class when the final bell rings. A student who is unprepared for class (ie: no paper, no books, etc.), shall be considered tardy. Teachers keeping a student into another class period shall write an excuse for the student: Students arriving after 8:19 are reported absent, not tardy. Administration will determine if a student is abusing the tardy policy and discipline accordingly.

1st Offense	Warning
2nd Offense	Warning
3rd Offense	Detention
4th Offense	Detention
5th offense	ISS

TRUANCY

Absent from school without the knowledge and consent of parents/guardian and/or the school administration; excessive non-justifiable absences, even with the consent of parents/guardians.

Students may recover 50% credit for work missed while truant. **Being truant any portion of a day will result in a minimum of 1 day of ISS.** Students leaving campus or failing to report to class will be considered truant. Truancy will be reported to the proper juvenile authorities.

1st Offense	Principal/Student conference, Detention, Corporal Punishment, or 1-3 days In-School-Suspension.
Subsequent Offense	Detention , Corporal Punishment, or 3-10 days In-School-Suspension.

LEAVING CLASS/CAMPUS WITHOUT PERMISSION-(TRUANT)

Students are not to leave the school premises without permission. Students are considered to be on school premises once they are on the bus or the physical boundaries of a school campus. Students are not to leave campus after arriving by bus, walking, or arrival by automobile without permission from administration and parental consent. Students must check into the office and sign out on the chromebook before leaving. **STUDENTS MUST HAVE PARENTAL AND OFFICE CONSENT.** Students leaving campus will be considered **truant** and will be assigned In-School Suspension.

CHEATING/PLAGIARISM

It is the responsibility of students to produce work for assignments and tests that they have originated or given reference for copied material. Students are not to turn in the work of others and present it as their own. Turning in the work of others on tests and assignments is defined as cheating and/or plagiarism. Copied text from the Web or other written sources without acknowledgment of that source is plagiarism. Bought or otherwise acquired assignments presented as your own, work that you did not produce, is cheating/plagiarism. Giving another student copies or access to work, quizzes, assignments, or tests is also an offense of plagiarism.

1st Offense	Student is given a zero on the assignment or test + In-School-Suspension and 30 day suspension of internet user account if computer related.
Subsequent Offense	Student receives a zero on assignment or test + progressive days of In-School Suspension and 30 day suspension of internet user accounts if computer related.

UNAUTHORIZED ENTRY

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

1st Offense	Principal/Student conference, Detention, Corporal Punishment, In-School-Suspension or 1-180 days Out-Of-School Suspension.
Subsequent Offense	1-180 days Out-of-School Suspension or Expulsion

REPORTING OF VIOLENT BEHAVIOR (R 2673)

All school employees are required to notify their immediate supervisor if they have reason to believe that a student or District employee has committed any of the offenses set out below, has physically or sexually abused any District student, or has possessed a controlled substance or weapon in violation of District policy. The principal will immediately report to the appropriate law enforcement agency and to the Superintendent/designee any instance where a student is found to be in possession, on their person or in their possession, of any weapon defined in Regulation 2620 or of controlled substances, or is found to have placed such substances elsewhere on school premises. For purposes of this regulation, "school premises" shall be defined to include school property, school playgrounds, school parking lots, school buses, or at school activities whether on or off school property

REPORTABLE OFFENSES to Law Enforcement-SAFE SCHOOLS VIOLATIONS

It is the policy of the East Prairie R-II School District to report all crimes occurring on school grounds to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law. The following acts, regardless of whether they are committed by juveniles, are subject to this reporting requirement:

SAFE SCHOOLS VIOLATIONS

- *First degree murder under section 565.020;*
- *Second degree murder under section 565.021;*
- *Kidnapping under section 565.110;*
- *First degree assault under section 565.050;*
- *Forcible rape under section 566.030;*
- *Forcible sodomy under section 566.060;*
- *Burglary in the first degree under section 569.160;*
- *Burglary in the second degree under section 569.170;*
- *Robbery in the first degree under section 569.020;*
- *Distribution of drugs under section 195.211;*
- *Distribution of drugs to a minor under section 195.212;*
- *Arson in the first degree under section 569.040;*
- *Voluntary manslaughter under section 565.023;*
- *Involuntary manslaughter under section 565.024;*
- *Second degree assault under section 565.060;*
- *Sexual assault under section 566.040;*
- *Felonious restraint under section 565.120;*
- *Property damage in the first degree under section 569.100;*
- *The possession of a weapon under chapter 571;*
- *Child molestation in the first degree pursuant to section 566.067;*
- *Deviate sexual assault pursuant to section 566.070;*
- *Sexual misconduct involving a child pursuant to section 566.083;*
- *Sexual abuse pursuant to section 566.100;*
- *Harassment under section 565.090; or*
- *Stalking under section 565.225*

Missouri Division of Alcohol, Tobacco and Drug Abuse Resource ~ JUST SAY NO~

Sooner or later, someone you know may offer you a drug. It could be a cigarette, a marijuana joint, or a beer.

Perhaps a drug you've never heard of. You want to say no, but sometimes that's not easy.

Peer pressure is often the reason why. Everyone feels the pressure to go along with the crowd and wants to fit in.

When you want to be accepted by your friends, peer pressure can be very powerful. When it comes to trying drugs, you have to make up your own mind about what's best for you. Remember, you don't have to do everything your friends do in order to stay friends. A real friend will want you to be yourself.

When you feel unsure about drugs, try talking to someone you trust: your parents, another adult who cares, or maybe a close friend who doesn't use drugs. Keep in mind that most kids these days believe that taking drugs is dangerous and don't approve of those who do. Know the facts and know the risks that go along with drug taking. Taking drugs never solves problems; in fact, it often creates new ones. Remember, you only need one good reason to say no.

Think about how you will say no. Here are some suggestions.

NO WAY!

Make it simple. Just say no. No explanations. If "No, thanks" doesn't work the first time, say it again or even stronger, "No way!"

I'M NOT INTERESTED!

Know the facts. Then you can say "No, I know it's bad for me. I'm not interested."

I'M GOING TO THE MOVIES

Have something else to do. "No, thanks, I'm going to the movies. Do you want to go?"

JUST WALK AWAY

Be prepared. Peer pressure can take different forms. It can start out friendly or teasing; if so, you can respond the same way, but still say no. When the pressure seems threatening, just walk away.

AVOID IT!

Avoid the situation. If you know of places where people often use drugs, stay away. If you hear that people will be using drugs at a party, don't go.

LET'S TALK ABOUT SOMETHING ELSE

Change the subject. If someone says, "Try this" you say, "No, thanks. By the way, how did you do on the math test yesterday?"

HELP YOUR FRIENDS TO JUST SAY NO

Hang out with friends who don't use drugs. You may already have friends who use drugs. Maybe, by saying no, you might make them think twice about using drugs. That's how peer pressure can be positive, too. Source: Just Say No!, National Institute on Drug Abuse, 1984

MISSOURI DEPARTMENT OF MENTAL HEALTH
Division of Alcohol and Drug Abuse
1915 Southridge Drive, P.O. Box 687, Jefferson City, MO 65102

Warning Signals of possible Drug/Alcohol Abuse

- **A DROP IN GRADES** - This could be a slow decrease in the past six months to a year, or a sudden decrease.
- **SWITCHING FRIENDS** - Seeing a different set of friends around the house? More friends to whom you object? Friends you're not meeting.
- **EMOTIONAL HIGHS AND LOWS** - Easily upset, emotional state changes rapidly, don't seem as happy as they used to be.
- **DEFIANCE OF RULES AND REGULATIONS** - Pushing limits around the house, not doing home chores.
- **BECOMING MORE SECRETIVE** - Sharing few if any of their personal problems.
- **ISOLATING THEMSELVES** - Spending a lot of time in their rooms.
- **CHANGE IN PHYSICAL HYGIENE** - Becoming more sloppy, wearing the same clothes too long.
- **STAYING OUT LATE** - Not coming home on time - or at all - with constant excuses for behavior.
- **CALLS FROM SCHOOL** - Reports of skipping classes, sleeping in class, poor work performance, not doing homework.
- **MONEY OR ALCOHOL MISSING** - From parents and other family members.
- **SELLING POSSESSIONS** - Clothing, records, gifts missing; seems to have money but no apparent source of income.
- **FEELING MANIPULATED AND BARGAINED WITH** - Playing parents against each other.
- **ABUSIVE BEHAVIOR** - Verbally or physically abusive to family.
- **WEIGHT CHANGES** - Drastic loss or gain.
- **SHORT-TEMPERED** - Becoming angry often, short fuse on temper.
- **LEGAL PROBLEMS** - Driving while intoxicated, violating curfews, being at parties that get broken up by police.
- **DEFENSIVE** - When confronted with behavior or other concerns.
- **COMING HOME DRUNK OR HIGH** - Smelling of pot or alcohol, unusually giddy, slurred of speech.
- **FINDING PARAPHERNALIA** - Papers, pipes, clips, drugs, bottle

EAST PRAIRIE HIGH SCHOOL CREST

The EPHS school crest, as represented by an eagle perched on a shield upon which is a lamp and crossed quills, was adopted by the student body of 1964.

SCHOOL MOTTO, EMBLEM, AND COLORS

Motto: Knowledge is power and power is success.
Emblem: Eagle
Colors: Red and Black

SCHOOL SONG

We pledge honor to you East Prairie High,
As our colors red and black proudly fly,
We'll strive ever for you dear old school,
And for our students all so true.
For Alma Mater the school of the plain,
We'll do our best with might and main,
And always try to weather every test,
And think of you as among the best
Hail to our boys!
Hail to our girls!
Of East Prairie High School.
As we all go marching along,
We are happy singing a song,
For we all remember the good old days
In good old East Prairie School,
In our joyous carefree ways.
Where we learned the Golden Rule,
With heart and voice we all rejoice
In praise of our Old High School.

High School Class Sponsors

Freshmen: Carter, Douglas, Aycock, Stalker, Collins, A. Wicker, Sipp
Sophomores: Laplant, G.Wicker, Henderson, Binger, Nordwald, Sanders, Towery
Juniors : Glenn, Young, Goodding, Small, Scott, Massey, Householder
Seniors: Bline, Jarrett, Staples, B.Bryant, K. Myers, R. Myers, M. Branam

Clubs/Athletics

Sponsor

Athletic Director	Casey Knight
Beta Club	Sponsor: Kandi Staples
Student Council	Sponsor: Bo Bryant
Future Farmers of America	Sponsor: Nick Nordwald
Future Business Leaders of America	Sponsor: Angie Wicker
FCCLA	Sponsor: Andrea Laplant
Future Teachers of America	Sponsor: Jennifer Douglas/Carrie Massey
Yearbook and Publications	Sponsor: Ashley Jernigan
Cheer	Sponsor: Andrea Sanders
Football	Coach: David Stalker
Baseball	Coach: Gary Scott
Basketball (men)	Coach: Gary Scott
Basketball (women)	Coach: Scot Davis
Volleyball	Coach: Kelle Gooding
Softball	Coach: Jade Marcum
Track	Coach: David Stalker/Kathy Carter
Science Olympiad	Sponsor: Kim Myers
Band	Sponsor: Madison Jarrett
Choir	Sponsor: Kandi Staples
Art Club	Sponsor: Lana Glenn

Summer School

Students can miss 1 day of Summer school. Any tardy or absence after will result in dismissal and loss of opportunity for Credit Recovery or Credits..

Credit Recovery: Students must attend summer school for the entire 16 days (64 hrs) and finish their respective course or courses to regain full credit. Students are allowed to miss 1 day of Summer school. Students failing a course may earn a full credit for a class during summer school through credit recovery. A student taking a course during summer school may receive two half credits for recovery 8 days of attendance each.(DESE) Courses will be provided on Odysseyware. Discipline issues will not be tolerated during summer school, and will result in a student not being allowed to attend for the opportunity to regain their credits. Students may gain 1 full credit in Summer School toward fall eligibility through Credit recovery. Students interested in obtaining a ½ credit through summer school, may if they choose to attend. Students must attend summer school for the entire 16 days and complete the course for a ½ credit if not for credit recovery. Credit recovery for **MSHSAA eligibility** may count provided the course is necessary for graduation or promotion, or is a core subject course, and credit is placed on the transcript(Math., English, Science, or History.) No more than one unit of credit in summer school shall count toward fall eligibility. The key element for summer school credit to count toward retaining MSHSAA eligibility is it must be a core class, core elective or graduation requirement.

Modifications may be made if medical documentation and circumstances beyond the students control can be verified. This decision is at the discretion of the Appeals Committee and/or the Principal. Students may also have to attend due to attendance and going over their days of absence during the school year, or missing a class more than 8 times. Students must work through a minimum of 30% of the course to obtain the credit with a passing score of at least 60 % overall. Students must attend the full summer school schedule, unless they are making up attendance.

TECHNOLOGY

East Prairie R-2 School District's Computer/Information Network

Parent or Guardian:

The internet is available to students and teachers in the East Prairie R-2 School District. The internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Through the network, your student will have access to hundreds of databases, libraries, and computer services. Please know that, even though the school does use filtering software in all computer labs, your child may run across areas of adult content and some material you might find objectionable. While we discourage access to such material, it is not always possible for us to limit that access on the Internet. We believe that the valuable information and interaction available on the Internet far outweigh the possibility of student misuse.

SCHOOL WEBSITE

East Prairie High school and the individual campuses use a school website available to the public. The district website can be accessed at www.eastprairie.org. The school website can be accessed through the links at this website. There are several useful tools on the website to assist you in your communication with East Prairie high school. In addition, classrooms and grade levels within the building operate Google classroom sites to assist parents/students in learning about classroom events. All staff members can be contacted by email.

The East Prairie R-2 School District's Acceptable Use Policy

The policy requires your signature and the signature of your child. The agreement must be signed and renewed each year and kept on file at school. If you would like for your child to have access to this resource, please sign and return the student application. We will make copies and place them in the appropriate library, computer lab, and/or classroom.

Please review this agreement with your child before signing the required form. If you have any questions about the agreement, please call the appropriate school office.

The computer network and the Internet is an unparalleled opportunity to interact with the world at large. Access to and use of the computers and networked equipment of the East Prairie R-2 School District is a privilege, which brings along with it a number of responsibilities. The East Prairie R-2 School District's computer/information network is designed for the sole use of its registered users. As a user, you are responsible for the use of your password and account. Any problems that arise from the inappropriate use of an account are the sole responsibility of the account. Any misuse will result in the suspension of account privileges; you will lose your school-sponsored Internet access, you may lose all computer access, and other penalties may be assessed.

- First Offense: 10-30 days suspension of user account.
- Second Offense: 1-year suspension of user account.
- Third Offense: Indefinite suspension of user account.

Access to the East Prairie R-2 School District's network (including, but not limited to the use of the Internet) is a privilege that may be revoked by instructors, staff, or administrators at any time for abusive or inappropriate conduct. Such conduct would include, but is not limited to the following:

- The placing of unlawful information on or through the computer system.
- Accessing or attempting to gain access to another person's files.
- Accessing or attempting to gain access to another person's email.
- The use of obscene or abusive language in either public or private files.
- The use of obscene or abusive pictures or images in either public or private files.
- Attempting to hack or crack the local network or any other network to which we may be connected.
- Attempting to gain access to a machine, or bypass any password protection on a machine, to gain access to the network other than by the username and password issued to you.
- Allowing someone else to use your account (login)
- Using another person's account (login)
- The downloading or installation of any software not installed on the computer by the Network Administrator or Authorized Staff.
- Any unauthorized, deliberate action that damages or disrupts a computer system (including the willful introduction of computer "viruses" and other destructive, disruptive programming), alters its normal performance, or causes it to malfunction.
- Use of an E-Mail Account other than the one issued by the East Prairie Network Administrator. i.e. the use of any of the free mail sites available online or email accounts provided by an ISP.
- Use of chat lines/rooms, ICQ, IRC.
- Use of Internet Pagers or Instant Messengers.

In order to maintain an educational and operational computer network, the East Prairie R-2 School District reserves the right, but not limited, to the following.

- Student access may be limited to a specified time because of the potentially large numbers of users who may need access to network and Internet resources as well as for personal productivity.
- The Administrators of the District and/or the network reserve the right to inspect any material stored in files to which users have access and will edit or remove any material that the district staff, in its sole discretion, believes may be objectionable. Users of the network will not use their account to obtain, view, download, or otherwise gain access to potentially objectionable, or sexually explicit materials, materials that advocate violence or discrimination towards others. This includes text materials, graphic images, video images, or sound files that may be considered objectionable or sexually explicit. Internet access is provided primarily for educational purposes and the use of it for any other purpose may be limited at any time by district staff.
- Student network and Internet use may be monitored and a log of all activities maintained.

Information services and features of the East Prairie R-2 School District's computer network are provided solely for the private use of its patrons. Any commercial or unauthorized use of those services is expressly forbidden.

The district does not warrant that the functions of the system will meet any specific requirements you may have, or that it will be error free and uninterrupted; nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or profits) sustained or incurred for the use, operation, or inability of a user to use the system.

Any unauthorized, deliberate action that damages or disrupts a computer system (including the willful introduction of computer "viruses" and other destructive/disruptive programming) alters its normal performance, causing it to malfunction.

Vandalism of devices: .Vandalism is defined as any malicious attempt to harm or destroy property of the user, another user or of any other agencies or networks that are connected to the Network or the Internet system. Vandalism also includes, but is not limited to; intentional damage to the student computer, intentional damage to another student's computer, abusive overloading of data on the server, or the uploading, downloading or creating of computer viruses. Any engagement in network vandalism constitutes unacceptable use and will be subject to appropriate disciplinary action.

Parent Information for the office District Allergen Policy

The following guidelines are EPHS specific

This information is to inform you that EPHS is a peanut and nut aware school. Some students have severe peanut and nut allergies. Strict avoidance of peanuts, tree nuts, and nut products is the only way to prevent life threatening allergic reactions. We are asking for your assistance in providing students with a safe learning environment. No peanuts, tree nuts, or products containing peanuts or tree nuts will be served by the district in the school cafeterias. Any exposure to peanuts or nuts through contact, odor, or ingestion can cause a severe life threatening reaction to those who are allergic to them. Students will have access to an allergy free table in the high school cafeteria.

What is a tree nut?

Tree nuts-Include, but are not limited to, almonds, beechnuts, Brazil nuts, bush nuts, butternuts, cashews, chestnuts, chinquapin, coconut filberts, ginkgo nuts, hazelnuts, hickory nuts, lychee nuts, macadamia nuts, nangai nuts, pecans, pill nuts, pine nuts, pistachios, shea nuts and walnuts.

Home Made Goods?

We cannot have any home baked cupcakes, cookies, cakes, or brownies etc. All items must be pre-packaged with a complete ingredient list available. If any home baked goods are brought to the school office, the parent will be contacted to pick up the items.

COVID-19 (if necessary)

Procedures, Guidelines and General Information (adapted to meet requirement of 2020-2021 Re-entry plan, and may be subject to change due to circumstances of Covid 19.)
These rules and guidelines are specific to 2020-2022. (These guidelines may change at administration's discretion.

The East Prairie R-2 School District believes in the importance of providing a positive educational experience for all students. While the district continues to work toward the goal of having every student and staff member on campus for the 2021-22 school year, we also know the health and safety of our community is vital. The following information is our plan of providing an option for families during this school year. We believe this plan will also allow students and staff to prepare to transition from face-to face learning to virtual learning if schools are forced to close again in the future.

All students will be enrolled for in-person instruction unless specified by the family. Families wishing to register for all online education will need to fill out the [EPR2 online application](#) by August 3, 2022. No late registrations will be accepted due to staffing decisions and placements. EPR2 online will follow the same Academic Calendar as in-person instruction.

No visitors will be allowed in our buildings without prior approval beginning Monday, August 3, 2021. When entering for an appointment, visitors must wear a mask and will have a temperature check upon arrival. Should the environment and/or recommendations from our health partners change, we will consider relaxing these restrictions. Until then, we must limit the number of people coming in and out of our buildings to protect the health and safety of our students and staff. Social distancing will be regularly encouraged throughout our school buildings, however, we cannot guarantee social distancing will take place in classrooms and common spaces.

It's important to point out, this re-entry plan is fluid because information regarding COVID-19 is ever-changing. All changes will be communicated to families through email, text and social media, as well as shared on the District's website. We appreciate your cooperation and patience as we do everything possible to make this school year as safe, healthy, and successful as possible.

**Secondary Education
Seventh - Twelfth Grade
EPR2 Online Option
(If Offered)**

- All students in grades 7-12 may have the option to enroll in the virtual learning program EPR2 Online. **EPR2 Online registration is due by Monday, August 15, 2022.** No late registrations will be accepted due to staffing decisions.
- Students will have access to the courses they had already requested for the 2022-2023 school year, provided those classes can be taught in an online environment and there are enough students enrolled in the class to support running the class.
 - If original course requests are not able to be offered in an online setting, the school counselor will work with the student and family to select an alternate course.
- Courses may be developed and taught by EPR2 teachers or include self-paced options using OdysseyWare. Schools will determine which method is assigned based on course type and student enrollment numbers.

- Virtual courses that are EPR2 teacher directed will mirror the in-person versions; same curriculum, pacing and assessments.
 - Teachers will be selected depending on enrollment and student needs after the enrollment period closes.
- OdysseyWare courses will be monitored by an EPR2 teacher available to provide additional support as needed.
- Student schedules for EPR2 Online secondary students will be determined by course selection and methodology (self-paced or teacher-directed).
- Students will continue to participate in the district benchmark assessments including the Missouri Assessment Program (MAP/EOC) in the spring and other classroom assessments as needed throughout the school year.
- Grade 7-12 EPR2 Online will use the same grading system and scale as in-person classes.
- Even though a family has chosen EPR2 Online, the student will continue to be affiliated with their child's home school building, including communications from their school building.
 - Students will commit to the online format through the end of the first semester. There will be an opportunity to transition back into their home school in-person at the start of the second semester or elect to continue with EPR2 Online virtual learning.
- If students select EPR2 Online, they are still eligible for MSHSAA Sports and Activities, if they meet the enrollment and credit requirements.
 - [MSHSAA 2022-2023 Handbook](#) updated version will be posted as soon as available
- Details on attendance at the Sikeston Career and Technology Center are continuing to be developed and will be provided at a later date.
- The District breakfast and lunch program will provide meals to-go for virtual students. Additional details are continuing to be developed and will be provided at a later date.
- Students with an IEP and/or a 504 plan may choose to enroll in EPR2 Online. Please view additional information and FAQs in the Special Education and Section 504 part of this guide.
- Fine Arts
 - Performing Arts classes such as band and choir will not be available in a virtual format at this time. Students who selected these courses will work with the counselors to select a different course.

- Limited Visual Art classes may be available depending on student requests.
- Fine Arts courses such as Music Appreciation and Art History will be available virtually for those students needing to fulfill their fine arts credit.
-
- Library Media Services
 - All students including EPR2 Online enrollees will have access to print and digital materials available through the EPR2 Library Media program.
 - Virtual students should contact the building library media specialist to make an appointment prior to visiting the school.
 - Limited access to EPR2 media centers will be available for individual and small groups of students. Social distancing rules will be followed.
 - Safety measures will be enacted to clean and sanitize circulated materials.

Secondary: Junior High & High School Seventh - Twelfth Grade **In-Person Format**

- In-person classes will be taught in a more traditional format. However, students will use an online platform such as Google throughout the school day in order to prepare for temporary school closure. If a temporary school closure occurred due to increased health and safety concerns, in-person classes would immediately transition to virtual learning and remain in place until reopening.
 - Temporary school closures may occur by building as directed by the Superintendent for health and safety reasons.
 - Students who begin in-person classes will be transferred to virtual learning with their teacher in the event of a school closure.
 - Students who enroll in EPR2 Online at the start of the year will remain in the EPR2 Online program regardless of a school closure.
- 7-12 grading practices will remain the same as the previous school year.
- While bus transportation is available, it is highly recommended students provide their own transportation if possible due to COVID-19 social distancing recommendations.

- School arrival and departure times are set, however, there is an understanding that families providing their own transportation may need leniency in some situations. Please contact the school office if you have extenuating circumstances.
- Students (K-12) are required to wear a mask / face covering while on the school bus.
- If a child currently has transportation written into their IEP plan, the IEP team will make the most appropriate decision for those students.
- Additional details are available in the Transportation section of this document.
- 7-12 students will retain a modified 'in-person' schedule, but interactions outside the classroom will be limited, in order to minimize risk.
 - Classroom protocols will include assigned seating and other measures to minimize contact.
 - Hallway procedures may be altered to minimize contact including limiting hallway travel to one-way traffic.
 - Large gatherings will be limited.
 - Students will report to the classroom upon arrival to school, instead of gathering in central locations.
 - Breakfast and lunch will be served and eaten in classrooms.
 - Attendance may be limited or guidelines implemented at sporting or other events.
 - Concerts and other performances may occur in small groups.
 - Bus loading and unloading procedures may be modified.
 - School dances etc. may be modified or canceled.
- Schools will make reasonable best efforts to minimize risk, ***however, attending our schools in-person will introduce a greater risk for exposure.***
- Those allowed into the school buildings may be screened. Please refer to the Surveillance, Screening and Triage section of this document for additional information.
- Students will be asked to wear masks / face coverings in the following areas / situations:
 - All students (PK-12) during transportation on buses.
 - Students in grades 7-12 are asked to wear masks in hallways and common areas.
 - All students may be required to wear masks during intermittent periods in classrooms throughout the day depending on the activity and proximity to others.
 - Students are asked to bring their own cloth mask. A limited supply of disposable masks are available if needed.
- Secondary Special Education Services
 - All special education students will be provided instruction relative to their IEP goals.
 - A student's case manager will work with families to ensure that the IEP is being met.

- The student's services will be provided in a pull-out and/or push-in model to ensure the student's IEP goals are being addressed.
- If EPR2 closes a school or the District due to health and safety concerns, students will continue to receive their services from their special education teacher.
- Please view additional information and FAQs in the Special Education and Section 504 part of this guide.
- Secondary Section 504 Services
 - Section 504 plans will continue to be implemented. If needed, the 504 team may reconvene to adjust accommodations and modifications.
 - Please view additional information and FAQs in the Special Education and Section 504 part of this guide.
- Performing Arts
 - Classes will be reorganized to emphasize social distancing and may require reductions in typical class sizes. This will potentially include alterations to traditional class expectations. Playing instruments, singing, and/or acting scenes may only happen in small groups while other students complete online activities and work.
 - Students will use their own equipment to avoid sharing. When this is not possible, appropriate cleaning and sanitizing will take place. Teachers will demonstrate proper hand washing and cleaning of tools, equipment and media so that students can properly clean shared items when appropriate.
- Visual Arts
 - Classes will be organized to emphasize social distancing.
 - Students will use their own equipment to avoid sharing. When this is not possible, appropriate cleaning and sanitizing will take place. Teachers will demonstrate proper hand washing and cleaning of tools, equipment, and media so that students can properly clean shared items when appropriate.
- Physical Education
 - Classes will engage in outdoor activities as much as possible.
 - Social distancing will be managed as much as possible and activities will be used which limit close contact with others.
 - Students will be provided their own equipment for class when possible and equipment will be regularly disinfected.
 - Handwashing before and after physical activity will be required.

- Locker room procedures will be updated to provide appropriate social distancing. Masks may be required in certain situations where social distancing is not possible.
- Library Media Services
 - Access to EPR2 library media centers will be available for individual and small groups of students. Social distancing rules will be followed.
 - Safety measures will be enacted to clean and sanitize circulated materials.

Special Education and Section 504 - Information and FAQs

If my student has an IEP, can my student still enroll in EPR2 Online?

Yes, all students have the following options: EPR2 Online or In-Person Learning.

If I choose to enroll in EPR2 Online, how will my student receive their special education?

All students eligible for special education services have the option to come to the building to receive their special education services, receive their special education services remotely or a combination of both. For example: a parent may choose for their child to receive reading services remotely, but bring their child in for physical therapy.

If I choose EPR2 Online and also choose for my student to receive their special education services in-person in their building, will my student be provided transportation?

No, all students participating in EPR2 Online would be required to provide their own transportation should they decide to access their special education services including speech/language therapy, physical therapy, occupational therapy, etc. and/or building activities.

When will my student's services be provided?

All services will be provided during the regular school day. A student's specific schedule will be developed by and communicated through the special education teacher and/or specialist assigned to deliver the specific service.

What if my student participates in a curriculum that is based on alternative learning standards (MAP-A) and/or is significantly modified to meet his/her education needs?

Parents of students who access alternative learning standards can still opt into the EPR2 Online distance learning platform. The student's IEP team, which involves the parents, will discuss the student's needs and plan accordingly.

What if we need a more flexible schedule and can not Zoom during the school day?

If you are concerned about a pre-planned schedule, contact your student's special education teacher to problem-solve.

Will my student's IEP need to be amended if I choose remote learning?

Yes. Missouri's Department of Elementary and Secondary Education (DESE) requires all districts to complete a "Form G" as part of the IEP process. This form addresses distance learning options and procedures which will address the unique learning and health needs of each student. It will be completed with input from IEP team members, which includes the parents.

Will my student receive the same amount of services if I choose remote learning?

While these decisions are made by the IEP team, the amount and frequency of specific services may need revision to provide a Free and Appropriate Public Education (FAPE) in a remote learning environment.

If my student has a 504, can my student still enroll in EPR2 Online?

Yes, all students have the following options: EPR2 Online and In-Person Learning.

If I choose to enroll in EPR2 Online, will my student receive accommodations?

Yes, Section 504 students are eligible to receive 504 FAPE plan accommodations that are determined by the team.

If I choose to enroll in EPR2 Online, can I make a 504 referral for initial evaluation?

Yes, the district will continue to follow the U.S. Department of Education evaluation process for initial evaluations.



EAST PRAIRIE SCHOOLS

PHASES

5	In-Person → All buildings closed - Classes taught as virtual during temporary closure	EPR2 Online → Not impacted
4	In-Person → Some buildings open → Some buildings closed - Classes taught as virtual during temporary closure → Due to health and safety concerns, schools are preparing for a possible District-wide closure	EPR2 Online → Not impacted
3	In-Person → Most buildings open → Some buildings closed— Classes taught as virtual during temporary closure	EPR2 Online → Not impacted
2	In-Person → All buildings open	EPR2 Online → Not impacted
1	Traditional School	

In levels 1-4, the District may consider implementing the following actions. Decisions would be determined by District administration in consultation with the Mississippi County Health Department.

- Entry into schools may be restricted to staff and students. Other visitors and volunteers must receive pre-approval from the appropriate Central Office Administrator.
- Cafeteria activities may be modified and procedures may include delivery of meals to classrooms, orchestrated group releases, assigned seating and/or expanded eating areas.
- Suspension of activities including sporting events, performing arts performances, field trips, and after-school classes and clubs.

At this time, the District anticipates beginning the school year at Level 2.

- This includes restriction of visitors and volunteers without prior approval.

Surveillance, Screening and Triage

- Students and staff are asked to stay home and report the absence to the school office or supervisor if they:
 - have tested positive for COVID-19;
 - have been diagnosed presumptive positive for COVID-19;
 - are awaiting COVID-19 test results; and/or
 - exhibit one or more symptoms of COVID-19 based on CDC guidance that is not otherwise explained. These symptoms include but are not limited to:
 - a fever of 100° or higher without fever-reducing medication
 - cough;
 - shortness of breath or difficulty breathing;
 - chills;
 - repeated shaking with chills;
 - muscle pain;
 - headache;
 - nausea/vomiting;
 - diarrhea;
 - sore throat; and/or
 - new loss of taste or smell.
- Siblings or Other Students in the Household
 - If a student is excluded from school due to COVID-19 symptoms or has had a positive COVID-19 test, his/her siblings or other students living in the same household per CDC guidelines must be quarantined.
- Self-Quarantine
 - If a student or employee has recently had close contact with a person with COVID-19 symptoms or diagnosed with COVID-19 or has recently traveled from somewhere considered to be a “hot spot” by the CDC, the District may exclude the student or employee from the school building and recommend that they self-quarantine for 14 calendar days.
- Those allowed into the school buildings may be screened.
 - At this time, it is not planned to temperature check students and staff each day upon entrance to school. If a student visits the nurse, temperature checks and additional screening may be implemented as needed.
 - Staff will be asked screening questions each day prior to arrival at school. The collection method is still being developed at this time. Individuals at risk will be redirected for additional screening.
 - Students will be asked to wear masks / face coverings in the following areas / situations:
 - Secondary students in grades 7-12 are asked to wear masks in hallways and common areas.
 - Elementary and middle school students in grades K-6 are encouraged to wear them in hallways and common areas. Students will remain with their homeroom / stable group of students during this time.
 - All students (PK-12) are required to wear masks during transportation on buses.

- All students may be required to wear masks during intermittent periods in classrooms throughout the day depending on the activity and proximity to others.
 - Students are asked to bring their own cloth mask. A limited supply of disposable masks are available if needed. Students with special needs may be exempt from this requirement.
- Staff will be required to wear masks / face coverings when within 6 feet of others or in common areas.
- Pre-approved visitors will be required to wear masks / face coverings at all times and screened using a district-approved screening measure. The collection method is still being developed at this time. Individuals at risk may be denied access to the building.
- Those who are identified as having COVID-19 symptoms, will be instructed to wear an appropriate mask, use hand sanitizer, and go to a designated area to be picked up by families and sent home.
 - Individuals suspected of being exposed to COVID-19 may be excluded from entry into the building and the student will be escorted out.
 - Staff assisting with COVID-19 symptoms/screening will be supplied with appropriate PPE.

School Nurse Procedures

- EPR2 Nursing staff providing health care will be provided with appropriate PPE.
- EPR2 regularly keeps a log of health room visits. The name and phone number/address of all persons seen with fever and new cough will be recorded. Due to student privacy, these records are not public. However, information may be shared with the Health Department as appropriate.
- Any student who is sent home with COVID-19 symptoms, will remain at home until fever free for 72 hours.
- The Mississippi County Health Department will provide guidance on students and staff who have had contact with people who are suspected of COVID-19 positive.

General Cleaning Procedures

- Buildings will be thoroughly cleaned at least once a day, including the use of electrostatic cleaning machines.
- Bathrooms will be disinfected mid-morning, around noon, mid-afternoon and after student dismissal.
- Other frequently-touched common surfaces will be cleaned throughout the day.
- Playgrounds will be disinfected at least once a day.
- Teachers will have a spray bottle of disinfectant to wipe down desks and tables before and after meals.
- Traditional water fountains will be disabled. The District is in the process of installing bottle filler stations throughout the buildings. Students will be expected to bring a water bottle with them to school.

Suspected Case of COVID-19

In the event of a suspected case of COVID-19, the following protocols will be followed:

Scenario

- A student doesn't feel well and visits the school nurse.
- The nurse determines symptoms may be COVID related.
- The student will be temporarily separated from others in an isolation room until picked up.

Student

- The school nurse will contact the parent/guardian. When the parent/guardian arrives, the nurse will encourage the parent/guardian to have the student tested. The nurse will offer to assist the parent/guardian with making phone calls to the healthcare provider.
- The nurse will also notify the building administrator to discuss next steps.
- The healthcare provider will arrange for the student to be tested. If the student tests positive for COVID, the healthcare provider will contact the parent/guardian.
- The Health Department will then contact the parent/guardian and conduct a risk assessment (contact tracing).
- The parent/guardian will be asked about any close contacts the student may have had from the 48 hours prior to symptoms up to and including the day the student began isolation measures.
- They will direct the parent/guardian on what the student and any other person at possible risk of being infected with what to do.
- Readmittance to school will be communicated by the building administrator to the

parent/guardian and is based on recommendations from the CDC and Mississippi Co. Health Department.

Student Transportation

Bus transportation will continue to be provided. However, due to COVID-19 social distancing recommendations, it is highly recommended students provide their own transportation.

- Students are asked to not load/ride the bus if he/she:
 - have tested positive for COVID-19;
 - have been diagnosed presumptive positive for COVID-19;
 - are awaiting COVID-19 test results;
 - or exhibit one or more symptoms of COVID-19 based on CDC guidance that is not otherwise explained. These symptoms include but are not limited to:
 - a fever of 100° or higher without fever-reducing medication
 - cough;
 - shortness of breath or difficulty breathing;
 - chills;
 - repeated shaking with chills;
 - muscle pain;
 - headache;
 - nausea/vomiting;
 - diarrhea;
 - sore throat; and/or
 - new loss of taste or smell.
- Bus drivers and monitors will watch for continued coughing or other symptoms and may request a student sit in a designated area on the bus.
 - The bus driver / monitor will immediately alert the school administration upon arrival.
- The bus driver / monitor will sanitize the rail frequently.
- The bus driver / monitor will sanitize seats between uses.
- The front row seats will be used at the discretion of the driver or monitor.
- Bus drivers and monitors will not work if they are sick.
- Bus drivers and monitors will wear masks/face shields.
- All students will be required to wear a mask / face covering while on the bus.
- If a student has transportation written into their IEP plan, the IEP team will make the most appropriate decision for those students.
- **Loading / Unloading:** Avoid congestion as students load and unload buses.
 - Students will be loaded from the back to the front by bus stop as much as possible in order to minimize contact and risk while loading and unloading.

- Students may be assigned seats.
- Same households may be required to sit in the same row or in close proximity to each other.
- Students must remain in their seats facing forward and must refrain from touching others.

EPR2 School Closures

The decision to close the East Prairie R-2 School District may be made as a means to prevent further spread of an epidemic, or in response to high student and/or staff absenteeism. The Superintendent will make individual building or District closure decisions in consultation with the Board of Education, District Administrative Team and the Mississippi County Health Department. Current local, state and federal guidelines may also impact school closure decisions.

Possible School Closure Trigger Points:

- Student absenteeism - when it is not economically prudent to keep the school open;
- Staff absenteeism - when the number of staff available to supervise and instruct students drop below what is necessary to maintain a safe learning environment;
- Confirmed case(s) of COVID-19; and
- To protect the public health and safety as advised by local, state or federal officials.

If schools close, instruction will transition to virtual learning for all students.

Check in and Out Procedure for High School

- Parent/Guardian phone call to the High School office to set up check out.
- Parent/Guardian Arrive at entrance to high school by the West Entrance of the parking lot at designated time.
- Students will be called to the office by the High School Secretary to the individual's room for notification and dismissal.
- Students will then sign out in the High School Office. (All students must sign out through the high school office. No exceptions!
- Students will exit the building to the vehicle of parents/guardians for departure..

Attendance Policy 2022-2023

- ❖ Students enrolled in the East Prairie R-2 school district should not be absent more than 8 days each semester (excused or unexcused). 16 days total for the school year. (unexcused or excused)
- ❖ Students who arrive after 8:19 am are considered absent, not tardy.
- ❖ Students are **NOT** eligible to attend or participate in any school activity if they are absent on the day of the event. If one is too sick to come to school, he/she is too sick to participate in a school activity. A student must attend at least 4 complete class periods before attending a school activity (exceptions will be made only by the Principal). If a student is not in attendance on Friday before an activity on Saturday, he/she will not be allowed to participate (exceptions will be made only by the Principal).
- ❖ After a student exceeds the 8 unexcused days per semester, the following will apply:
 - Students will be considered **ineligible** for extracurricular activities effective if the date of absences exceed the 8 allotted days. Students will also be considered **ineligible** for extracurricular activities the following semester. If extenuating circumstances exist, **students should file an appeal immediately to retain their eligibility.**
 - Students will attend summer school until they have made up the amount of days they exceeded per the attendance policy. Not fulfilling days in summer school would place the student ineligible for the following semester.
 - Absences resulting from long term illness or other unusual circumstances will receive consideration for modification of this policy or the student may be considered for homebound educational services providing medical documentation with an end date prescribed by a doctor.
 - Students missing over **8 periods of an individual class** will also attend summer school to regain credit.
 - Students cannot take college visits if they have reached or exceeded the 8 day attendance policy. College visits count toward the 8 day attendance policy but are excused absences.
 - Students will not receive credit in a class in which they miss more than the 8 allotted days. **(This means that even if you have not accumulated 8 total days of absence, you still may lose credit in the classes in which you have been absent more than 8 times.)**
 - If a student regains 90% attendance status and keeps it, eligibility will be reinstated and summer school requirement waived.
- ❖ A student transferring into East Prairie High School during the semester will have his/her total number of absences prorated.
- ❖ **Students with 6 or more unexcused absences concurrently without parental contact will be referred to the Attendance and Truancy Program.**

Excusable Absences

In case of absence, it is the responsibility of the parent/guardian to notify the school by 8:30 a.m. on the day of the absence. If the school is not notified on the day of absence, a note from the parent/guardian will be required on the first day of the student's return to school. The absence will be recorded as unexcused if a note or telephone call is not received.

Excusable absences include, but are not limited to:

1. Illness of the student (Doctor's note is required and must be provided.)
2. Days of religious observance.
3. Death in the family
4. Family emergencies which necessitate absence from school. The school must be notified in advance when such absences are foreseen. (Building Administrator shall define the degree of emergency required to excuse absence).

The following procedures should be followed by students who are absent so as to prevent academic difficulties:

1. The student shall obtain assignments from appropriate staff members. Assignments shall be obtained in advance if the absence is foreseen.
2. All assigned work shall be submitted upon returning to school.
3. All classroom work (to include tests) shall be completed within one week of the absence.

Unexcused Absences

Attendance patterns for all students will be monitored. Absences which are not clearly excusable will be investigated by the principal and/or designated staff member, and appropriate action will be taken:

1. After a student has been absent for three (3) consecutive days, it is the building principal's/designated staff member's responsibility to contact the parent/guardian by telephone or letter in order to inquire about the reason for the student's absence.
2. If the principal/designated staff member is unable to contact the parent/guardian within three (3) days or the parent/guardian does not give a reasonable explanation for the absence within three (3) days, the building principal shall send a registered letter to the parent/guardian requesting a conference within a week.
3. If the parent/guardian does not contact the principal within a week of receipt of the registered letter, the building principal will make a referral to the proper legal authorities. (Day 6 of no contact and unexcused absences.)
4. The building principal shall also notify the office of the Superintendent in writing of the excessive absence and continue to update the Superintendent on the situation.

Any exceptions to the items cited above shall be approved by the Board of Education. Each principal may have written policies that further detail procedures for making up work and reporting absences.

Attendance & Truancy Program

All students are expected to maintain good attendance. The best way to ensure learning and achieve good grades is through regular school attendance.

To address the issue of regular school attendance your child's school, with the cooperation of the 33rd Circuit Juvenile Office, the Truancy Court, and the Scott/Mississippi County Prosecuting Attorney's Office, will utilize a multi-level approach to reduce Unexcused Absences.

All students under the age of 17 and/or their parents/custodians will be referred to this program when the student's Unexcused absences meet certain guidelines as explained below.

The Student Handbook will address in more detail verified and unverified absences, as well as required documentation for an absence to be considered verified.

Attendance & Truancy Program (ATP):

Your child's school, with the cooperation of the 33rd Circuit Juvenile Office and the Scott/Mississippi County Prosecuting Attorney's Office, has developed a coordinated response to address the issue of excessive unexcused school absences.

Depending on the circumstances of the unexcused absences this program will focus on either the student being the cause of the absences or the parent as the responsible party failing to prevent the absences.

The number of unexcused absences is cumulative for the entire school year.

Children **14 years of age or older** – cases will be opened for Truancy and the child and parent will be sanctioned.

Children **under the age of 14** – cases will be opened for Educational Neglect and the parent will be sanctioned.

Possible Sanctions: Weekly meetings with the Juvenile Officer, Community Service (child & parent), electronic monitoring, 24 hour detention holds (child), court costs, Children's Division involvement (cases where child is less than 14), residential placement, contempt of Court/jail (parents), removal of the child from the parent's custody (foster care), misdemeanor criminal charges (parents)

Attendance Truancy Program consists of three distinct phases:

Phase One: Truancy Diversion Program – This phase will not result in any official court record, but will require the student and parent/custodian to meet with the Truancy Monitor or a Deputy Juvenile Officer to discuss ways to help reduce your child's unexcused absences. A referral to this phase of the Attendance and Truancy Program will be made once a student has 6 unexcused absences.

Phase Two: Juvenile Office Informal Adjustment - This program results in an official juvenile court record, placement on informal probation that is supervised by a Deputy Juvenile Officer and participation in the Truancy Court Program. A referral to this phase of the Attendance and Truancy Program will be made once a student has accrued more than 10 unexcused absences.

Phase Three: Juvenile Court – This phase results in a formal petition being filed either for Truancy against the student or Educational Neglect against the parent(s) in Juvenile Court. If the student is less than 14 years old the petition will be for Education Neglect against the parent. If the student is 14 years of age or older the petition will be filed as Truancy against the student. The petition will be heard by the Juvenile Court Judge and if the petition is found to be true the Judge will enter Court Orders directing what must be done to eliminate unexcused absences. The parent/custodian shall be made a party to the court case and shall be liable for court costs, which may exceed \$100.00, and shall also be subject to any orders of the court which will include participation in the Truancy Court Program. It is possible that continued unexcused absences could result in the removal of the child from the home for reasons of educational neglect. **15 unverified absences will result in a referral to this phase of the Attendance & Truancy Program.**

NOTE: At any time a student exceeds the maximum number of unexcused absences in a school year a referral may be made to the Prosecuting Attorney for criminal charges to be filed against the parent/custodian alleging “Violation Of Education Requirement For A Child; *Misdemeanor “C” RSMo: 167.031*) which could result in a fine, probation and/or incarceration. This referral may originate with the school or the Juvenile Office. **The Juvenile Office will make the referral to the prosecutor when a student exceeds 15 unverified absences and this decision will be made on a case by case basis.**

NOTE: If during phase 3 the petition for educational neglect (child is less than 14 years of age) did not result in the removal of the child from the parent(s) legal custody, the Juvenile Office will file a motion and seek removal of the child from the parent(s) custody when a child reaches 20 unverified absences in a given school year.

****167.061. Any parent, guardian or other person having charge, control or custody of a child, who violates the provisions of section [167.031](#) is guilty of a class C misdemeanor.

****Class C Misdemeanors – up to fifteen days in jail and/or a fine of up to \$750.

Suspended or Expelled from School

Days suspended or expelled from school shall not normally be counted as unexcused absences for the purpose of a referral to the Attendance & Truancy Program. However, if the School Superintendent has good reason to believe the student is purposefully doing things to cause a suspension so that the student does not have to attend school, the School Superintendent may make a referral to the program based on this belief.

Truancy Court Program

This is an intensive program that may be used during any phase of the Attendance & Truancy Program. Truancy Court is presided over by the Truancy Court Judge. It combines supervision by a Deputy Juvenile Officer, attendance at all scheduled Truancy Court proceedings, and following the direction of the Truancy Court Judge. Normally, Truancy Court is held at the student’s school on a weekday prior to the start of the regular school day once a month.

THE STUDENT HANDBOOK MAY CONTAIN OTHER RELEVANT INFORMATION CONCERNING THE SCHOOL DISTRICT’S ATTENDANCE POLICY. THE ABOVE POLICY STATEMENTS ONLY CONCERN THE POLICY RELATED TO THE ATTENDANCE & TRUANCY PROGRAM.

ATTENDANCE REVIEW COMMITTEE

The Attendance Review Committee will include the Principal, Assistant Principal, teacher(s) and counselor. Students may appeal to the committee to determine if extenuating circumstances exist for violation of the attendance policy. These circumstances will generally be serious illness and traumatic events in the life of the student. Appeal should be made as soon as the student knows of attendance violation or by dates listed in the appeal form. The proper form is available in the high school counseling office.

AMI DAY-(Alternative Method of Instruction Day)

AMI stands for (Alternative Methods of Instruction.) An AMI day is **a day in which school is canceled** (e.g. in the case of inclement weather, or exceptional circumstances) but students do not have to make up the day because they will be provided the opportunity to complete assignments over a specified period. The AMI plan shall demonstrate how teaching and learning in the school district will not be negatively impacted by the use of alternative methods of instruction. If a student completes the assignments and submits it to the teacher by the due date, they would be counted present for the AMI day. Teachers and students will use the google classroom format or packets to communicate with students, as well as google meets for instruction and classroom teaching of content. Students are required to be actively engaged in the learning process, log in to their google classrooms, submit work, and participate in classroom google meets with teachers providing instruction on AMI days. Work must be completed and returned to the teacher the day that the students return to the building. Students are still required to adhere to all Student handbook rules while on AMI days and on chromebooks. Teachers will be available to help with questions and issues during the AMI day. (Please see schedule)

AMI -Teacher schedule for High School (Teachers MUST stay on this schedule for Remote Learning plan to work for all students.)

1st Hour-	9:00-9:20	Break- 9:20-9:30
2nd Hour-	9:30-9:50	Break- 9:50-10:00
3rd Hour-	10:00-10:20	Break 10:20-10:30
4th Hour	10:30-11:00	PREP 11:00-12:00

Teacher Office	12:00-1:00
----------------	------------

5th Hour-	1:00-1:20	Break 1:20-1:30
6th Hour-	1:30-1:50	Break 1:50-2:00
7th Hour-	2:00-2:30	End of AMI day.

- East Prairie R-II checks out devices (chromebooks) and provides hotspots for students without access. Families who do not have access to computers can complete a form through building technology service to obtain a device.
- Students will receive an instructional packet before leaving school, prior to a potential AMI Day. In the event that they do not have internet access due to location or a power outage they will have access to the same information and instruction that would take place virtually.
- Students will be issued a ChromeBook and assignments will be loaded onto the device prior to the student leaving school. This will allow students to work off-line if needed.

COMMUNICATION WITH TEACHER

- Students should be able to communicate with their teacher in a variety of ways during the AMI- day.
- All teachers will use the on-line platform (Google Classroom®, Google Meets and email) to provide feedback and to communicate with students.

Student/Parent Pledge

I understand that the East Prairie High School Handbook is designed to familiarize me and my parents with what is expected of me as a student in this school. I also realize that I will be held responsible for the information it contains as well as educating my parents on the guidelines and policies.

I agree to abide by the rules set forth in the EPHS Student Handbook.

Student
Signature_____Date_____

Parent
Signature_____Date_____

NOTES