

DEXTER HIGH SCHOOL
Home of the Bearcats

2008-2009 STUDENT HANDBOOK

**Bryce Matthews, Principal
Corey Mouser, Assistant Principal
Dexter High School
1101 West Grant Street
Dexter, MO 63841**

(573) 614-1031

**Principal
Counselors**

(573) 614-1030

**Assistant Principal
Athletic Director
Attendance Questions
Discipline Questions
Transcript Request**

FAX (573) 614-1032

**Missouri School Violence Hotline
1-866-748-7047**

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INTRODUCTION

This student planner includes information about rules, policies, academic requirements, and student responsibilities. Each student is expected to become familiar with the information contained on the following pages. Our school is a community which needs the cooperation of all those involved in order to be a pleasant place in which to find academic success. Explanation regarding policies or suggestions about how policies might be improved should be directed through the Principal's Office.

NOTIFICATION OF DISCLOSURE OF DIRECTORY INFORMATION

Dexter Senior High School will release student directory information to any external agency and institution deemed appropriate by the administration upon receipt of request for such information. The administration will not release directory information to private business for solicitation purposes. Student directory information may include but is not limited to the following:

- Name and address
- Date of birth
- Grade level
- Enrollment status
- Participation in officially recognized activities and sports
- Dates of attendance
- Height and weight for sports
- Honors and awards received
- Photograph

Parents and students may refuse to have released any or all of the above categories of personally identifiable information as directory information for specific students provided they submit a written request to that effect to the principal on or before September 1 of the current school year.

STUDENT RESPONSIBILITIES

Students attend school so they may develop their full individual potential and become, for their own benefit and that of others, a well-rounded, productive member of society. To accomplish this students must:

1. Accept responsibility for his/her own actions.
2. Approach their studies with a seriousness of purpose and a realization that learning can be both challenging and fun.

3. Develop good study habits and make a sincere effort to do their best in their studies.
4. Be well prepared for class each day, both physically and mentally.
5. Develop a basic attitude of consideration and thoughtfulness for the rights, the welfare, the property, and happiness of others.
6. Have good attendance and be punctual to school and class.
7. Dress appropriately and practice habits of personal cleanliness.
8. Choose friends and companions carefully.
9. Understand and comply willingly with the rules and regulations established by the school regarding such things as attendance, use of the cafeteria, and assembly participation.
10. Participate with enthusiasm in a dependable, self-reliant manner in athletic activities, school sponsored clubs, and other school sponsored activities.
11. Behave in a manner that will reflect favorably on yourself, your parents, your teachers, and your school.
12. Avoid the use of abusive and vulgar language.
13. Respect the authority of members of the school staff.
14. Learn to settle differences with others in a mature manner.
15. Make the most of all educational opportunities provided by the school. The more you involve yourself in school life, the more likely you will be to succeed academically and socially.

ACADEMIC HONESTY

Dexter High School expects students to exhibit academic honesty. *Academic dishonesty* includes but is not limited to the following:

- a. copying, which is defined as allowing another student to copy homework, lessons, worksheets, essays, research papers, test questions or answers, or lab reports. Teachers **may give permission** to work cooperatively on some assignments or give permission to copy some items due to a student's absence or other extenuating circumstances.
- b. possessing materials that could be of unauthorized assistance during testing. It is the responsibility of the student to remove all such material from sight during testing situations.
- c. plagiarizing, which is defined as the representation of another's ideas or words as one's own. Rules concerning plagiarism are explained in each course.
- d. using calculators or electronic devices to procure answers during an examination or quiz; however, some teachers may specifically give permission to use these devices for some assignments.

Students violating this policy will be disciplined on a case-by-case basis depending on the seriousness of the violation, prior violations, and other factors. Disciplinary measures include, but are not limited to, redoing assignment/retake test, receiving a failing grade on the project/test, receiving a lower overall grade in the class, detention, suspension, or expulsion.

BELL SCHEDULE

Regular Schedule

Student Arrival	7:30 – 8:15
1 st period.....	8:20 – 9:07
2 nd period.....	9:11 – 9:58
3 rd period.....	10:02 – 10:49
Advisory.....	10:53 – 11:11
Lunch A.....	11:15 – 11:42 Lunch
	11:46 – 12:33 4 th Period
Lunch B.....	11:15 – 11:38 4 th Period
	11:38 – 12:06 Lunch
	12:09 – 12:33 4 th Period
Lunch C.....	11:15 – 12:02 4 th Period
	12:06 – 12:33 Lunch
5 th Period.....	12:37 – 1:24
6 th period	1:28 – 2:15
7 th period	2:19 – 3:06

CREDITS FOR GRADUATION

I. Units of Study:

Communicative Skills	3.0
Social Studies	3.0
Mathematics	2.0
Science	2.0
Fine Arts	1.0
Practical Arts	1.0
Physical Education	2.0
Electives	<u>10.0</u>
Total	24.0

CREDITS FOR GRADUATION (Starting with Class of 2010)

I. Units of Study:

Communicative Skills	4.0
Social Studies	3.0
Mathematics	3.0
Science	3.0
Fine Arts	1.0
Practical Arts	0.5
Physical Education	1.0
Health	0.5
Personal Finance	0.5
Electives	<u>7.5</u>
Total	24.0

II. Specific Course Requirements

- a. Communicative Skills (3 units/4 units starting class of 2010)
 - i. Course selections will specify in four-year plans.

- b. Social Studies (3 units)
 - i. 1 unit of American History
 - ii. 1 unit of World History
 - iii. 1 unit of American Government
- c. Mathematics (2 units/3 units starting class of 2010)
 - i. The mathematics requirement may be met by completing any 3 or 4 units of mathematics credits offered.
- d. Science (2 units/3 units starting class of 2010)
 - i. 1 unit of study from Basic of Advance Physical Science
 - ii. 1 unit of study from Basic Biology or General Biology
 - iii. 1 unit of study from Comprehensive Science
 - iv. Physics, Chem I, Chem II can replace Comprehensive Science.
- e. Physical Education (2/1 unit starting class of 2010)
- f. Health Education (.5 units starting with class of 2010)
 - i. Must be taken during the sophomore or junior year
- g. Personal Finance (.5 units starting with class of 2010)
 - i. Must be taken during the same semester as Health Education.
- h. Juniors and Seniors will be allowed to take a total of 2 elective credits pass/fail. Students must earn a minimum 70% average to receive a pass grade for a pass/fail class. Students must declare their intentions to take a course pass/fail no later than the last day of the first quarter of the semester. (Ex. Last day of the first quarter during the first semester, last day of the third quarter during the second semester.
 - i. Elective classes include all practical and all fine arts courses plus Spanish III and Spanish IV, Sociology/Psychology, Cadet Teaching I and II, Journalism/Yearbook.
 - ii. The following classes are not included for pass/fail options:
 - 1. All Math classes (except for Calculus and/or College Algebra when taken during the same year), all English Classes, all Science Classes (except for Anatomy and Physiology), Spanish I and II, U.S. History I and II

WEIGHTED GRADES – PASS/FAIL

GPA Weight Scale (based on a 4.0 scale)

Advanced 5.0/4.0

Regular 4.0/4.0

Reduced 3.0/4.0

Advanced GPA courses:

English	College Prep English
Mathematics	Pre Calculus College Algebra/College Trig/Calculus if taken in the same semester
Science	Chemistry II Physics Advanced Biology
Social Studies	US History 105 & 107

GRADE LEVEL

Students will be categorized by the following grade levels and corresponding number of units:

Freshman	0-6 Units
Sophomore	7-12 Units
Junior	13-18 Units
Senior	19-24 Units

EQUAL OPPORTUNITY

It is the policy of Dexter High School not to discriminate on the basis of sex, race, color, national origin, or handicap in its educational programs, activities, or employment policies. Therefore no person (student) shall, on the basis of sex, race, color, national origin, or handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activities offered by this school.

DEXTER HIGH SCHOOL HONOR SOCIETY

Membership in the Dexter High School Honor Society is an honor bestowed upon a select group of juniors and seniors. To fulfill the requirements for membership, students must first have the required GPA at the end of the semester prior to membership. Students and their parents must also agree to abide by the Honor Society Code during the school hours and when school is not in session, including weekends and summer months. The Honor Code includes guidelines for the following areas: Leadership, Service, Character and Academic Honesty. Students can obtain more information about this prestigious society in the student office.

COLLEGE PREP CERTIFICATE

To be awarded a College Preparatory Studies Certificate by the Department of Elementary and Secondary Education and Dexter Public Schools, a student must:

1. Complete a rigorous high school program cooperatively planned by the school, the student, and the student's parents which includes at least the following:

<u>Subjects</u>	<u>Units</u>
English	4*
Mathematics	3*

Science	2*
Social Studies	3*
Fine Arts	1
Practical Arts	1
Physical Education	1
Electives	6
Foreign Language and/or additional advanced courses from* areas and /or advanced vocational-technical courses and computer (two units of the same foreign language is strongly suggested)	3
Total	24

- Earn at least a 3.0 grade point average (GPA) in the combined subject areas of English/language arts, mathematics, science, and social studies. This GPA is to be determined at the end of the student's seventh semester of High school.
- Score above the national average on the America College Test (ACT) or the Scholastic Aptitude Test (SAT).
- Complete a strong academic program in the subject areas of English/language arts, mathematics, science, and social studies.

COLLEGE PREP CERTIFICATE (Starting with Class of 2010)

To be awarded a College Preparatory Studies Certificate by the Department of Elementary and Secondary Education and Dexter Public Schools, a student must:

- Complete a rigorous high school program cooperatively planned by the school, the student, and the student's parents which includes at least the following:

<u>Subjects</u>	<u>Units</u>
English	4*
Mathematics	4*
Science	3*
Social Studies	3*
Fine Arts	1
Practical Arts	1
Personal Finance	.5
Health	.5
Physical Education	1
Electives	7
Total	25

- Earn at least a 3.0 grade point average (GPA) in the combined subject areas of English/language arts, mathematics, science, and social studies. This GPA is to be determined at the end of the student's seventh semester of High school.
- Score above the national average on the America College Test (ACT) or the Scholastic Aptitude Test (SAT).
- Maintain a 9-12 attendance rate of at least 95 percent.

5. Complete a strong academic program in the subject areas of English/language arts, mathematics, science, and social studies.

QUARTER/SEMESTER GRADES

Grade reports are distributed to students quarterly. It will be the responsibility of the student to see that these reports are received by the parent. Quarter grades are a combination of daily class grades, quiz and test scores and assigned reports and are an indication of how a student is doing at a certain point during the school year. However, a student's semester grade shall be an accumulation and combination of all grades throughout an 18-week period. A final exam shall be given in each class each semester unless otherwise approved by the principal.

STUDENT OBLIGATIONS

Student obligations include but are not limited to book fines, materials checked out to the student, traffic fines, disciplinary obligations, etc. **If a student does not take care of these obligations, the student will be suspended from participation and attendance at all extra-curricular activities.**

ADVANCED CREDIT

For many reasons, some students perform at a higher level than the average student. In an effort to make the curriculum more meaningful and challenging, Dexter High School offers courses for advanced credit. Advanced courses require a higher quality of work and will offer five (5) grade points for consideration toward the honor roll, salutatorian, and valedictorian. Regular courses offer four (4) grade points.

GRADE SCALE

A - Excellent	B - Superior	C - Average
D - Inferior	F - Failure	AU - Audit
CR - Credit	FW - Failure, Withdrew	
F* - No credit, Attendance below Minimum		

Grade points are not assigned for physical education classes.

Grade points are earned as follows:

Grade%	Accel..	Regular	Remedial
A 96-100	5.00	4.00	3.00
A- 90-95	4.59	3.67	2.75
B+ 87-89	4.16	3.33	2.50
B 83-86	3.75	3.00	2.25
B- 80-82	3.34	2.67	2.00
C+ 77-79	2.91	2.33	1.75
C 73-76	2.50	2.00	1.50
C- 70-72	2.09	1.67	1.25
D+ 67-69	1.66	1.33	1.00
D 63-66	1.25	1.00	0.75
D- 60-62	0.84	0.67	0.50

F Below 60 0.00 0.00 0.00

To calculate grade point average, numbers are taken to four decimal places.

DROPPING A CLASS

All students may drop or add a class during the first 10-days of a semester. After 10 days, only juniors or seniors may drop an elective course if they are not currently enrolled in a study hall. Freshman and sophomores will not be allowed to drop any course after the first ten days of the semester. Juniors and seniors must carry a minimum of 6 classes during any one semester. Parent and counselor permission is required after the first 10 days in order to drop any class. If extenuating circumstances occur, the principal may approve exceptions.

HOMEWORK

Homework provides vital practice of the skills and concepts learned each day. Furthermore, homework helps students learn the self-discipline and self-control they need for any field of study. This planner is provided to enable students to document daily homework assignments. Each individual teacher will provide homework guidelines for their class. It is the student's responsibility to adhere to those guidelines established in each of their classes.

Homework when Absent - Students are responsible for obtaining and completing assignments when they are absent. For most absences, students are encouraged to identify a classmate in each class to contact when an absence occurs. The student personnel office will assist parents in getting homework assignments for prolonged absences (usually three days or more). Homework can be requested if a student is to be out for two or more school days. Parents should call the student personnel office as early into the prolonged absence as possible. Collecting assignments from teachers takes a minimum of one school day. Teachers have varied policies regarding make-up work, depending upon the course and the nature of the assignment. Students should check with their teachers at the start of the year to clarify under what circumstances, if any, make-up work is accepted.

WITHDRAWING FROM SCHOOL

A student who desires to withdraw from school should have his/her parent or guardian present a written note stating the time and reason for withdrawal. Any student withdrawing from school for reasons other than transfer must discuss the matter with his or her counselor prior to being allowed to withdraw. Students who follow the proper withdrawal procedures will receive a withdrawal slip from the office which they are to present to each individual teacher and the librarian along with his/her books. The slip is then returned to the office by the student, all debts are cleared, and the student is given permission to withdraw.

VISITORS

Dexter students are not permitted to have relatives, friends, children, or pets accompany them at school. Visitors must obtain permission from the office to proceed to any part of the school campus. Any deviation from the policy must be approved by the principal.

LUNCH SHIFTS

Lunch will be served in three twenty-seven minute periods between 11:15 a.m. and 12:33 p.m. Since about two-thirds of the student body will be in class during each lunch period, students will not be permitted to enter the academic areas during lunch. You may use the lunchroom, east and west lobbies, or front sidewalk as lounging areas. **Any food/beverages brought to students for lunch must be delivered to the office prior to the student's lunch shift. Violations will be disciplined according to the closed campus policy.**

CAFETERIA

Dexter High School is proud of its facilities for providing lunches. Students are expected to conduct themselves as ladies and gentlemen when in the cafeteria. Students are also expected to go to lunch in an orderly manner--no running, shoving, or cutting in line. Disciplinary action will be taken against those who violate these common courtesies. The only allowable area for food and drink in the building is the cafeteria and east and west lobbies. **Food and/or drink is prohibited in the academic hallways, classrooms, and the shop/agriculture building.**

LUNCH TICKETS

Lunch tickets will be sold in the office before school, after school, and during lunch. You must have a lunch ticket to receive a meal in the lunch line. Cash will only be accepted in the lunch line for additional food. No bills larger than a \$5.00 will be accepted in the lunch line.

ACTIVITY PASS

Activity passes are provided to students wanting to purchase them for \$20.00. Either a permanent or temporary school activity pass must be presented for admittance to school functions without having to pay at the gate.

BUILDING AND FACILITIES

It is the responsibility of each student and staff member to help maintain our school. This is your home away from home and should receive your attention and care. Destruction or abuse of school property shall be grounds for disciplinary action. Students who engage in vandalism will be required to make restitution, shall be subject to school disciplinary procedures, and may be subject to criminal prosecution.

TEXTBOOKS

Textbooks are provided to you free of charge, except for dual enrollment classes. Students are responsible for keeping the books in good repair while they are in their possession. You will be required to pay for damaged or lost books.

LOCKERS

Every student in school is supplied with a locker that has a combination lock. Students are not to trade or share lockers with other students. Misuse, damage to, or violation of the locker rules could result in the student losing their locker privileges. Students should keep their lockers locked at all times to secure the

contents of the locker. The school is not responsible for personal belongings kept in the lockers. All lockers are subject to search upon any reasonable suspicion that the locker may contain dangerous, illegal, prohibited items, or substances. The administration and/or law enforcement or juvenile officers, acting at the request of the school district, will conduct searches.

SPORTSMANSHIP AT ATHLETIC EVENTS

Everyone associated with an athletic event play an important role in seeing that sportsmanship is maintained before, during, and after a contest is played.

Spectators should:

1. Show respect for the opponent at all times. The opponent should be treated as a guest.
2. Show respect for the officials.
3. Maintain self-control at all times.
4. Recognize and appreciate skill in performance regardless of affiliation. Applause for good performance is a highly commendable gestures of sportsmanship.
5. Censure fellow spectators who display negative behavior. Refrain from negative cheers and chants.
6. Show respect for an injured athlete when he/she is removed from the contest.
7. Avoid profane language and obnoxious behavior which are contrary to sportsmanship.

Failure to exhibit good sportsmanship will result in suspension from attending future events.

MEDICATION PROCEDURES

The following procedure will be followed if a student needs to take a medication at school:

1. All medication, including over the counter medication, must be in the original container with directions as prescribed by a physician or dentist. If medication must be given during school time, ask the pharmacist for an extra container.
2. Written permission from a parent or guardian is required before medication will be dispensed from the office.
3. All medication is to be kept in the office. Refrigeration is available if needed. Students with asthma inhalers must notify the school nurse for instructions on carrying the inhalers at school.
4. Any medication that has not been taken or picked up will be destroyed at the end of the school year.

DISCIPLINE CODE

This code is not all inclusive. Therefore, the principal may handle each discipline problem at his own discretion with penalties to be given to each student based on the severity of the infraction. The principal may also consider the length of time between infractions and the type of behavior exhibited by the student during the elapsed time when deciding on the appropriate corrective action.

HAZING AND BULLYING

In order to promote a safe learning environment for all students, the Dexter R-XI School District prohibits all forms of hazing, bullying and student intimidation. Students participating in or encouraging inappropriate conduct will be disciplined in accordance with JG-R. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. Students who have been subjected to hazing or bullying are instructed to promptly report such incidents to a school official. For purposes of this policy, hazing is defined as any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity. For purposes of this policy, bullying is defined as intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; or threats of retaliation for reporting such acts. Bullying may also include cyberbullying or cyberthreats. Cyberbullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyberthreats are online materials that threaten or raise concerns about violence against others, suicide or self-harm.

CLOSED CAMPUS POLICY

The Dexter Senior High School Campus is closed for all students. The following provisions apply to this policy. For purposes of this policy, the school day begins when the student arrives at school.

1. Students are not allowed to leave the school campus during their lunch period. Special permission from the school office is needed for any student to leave the campus during any other portion of the school day. The correct procedure to leave the campus early is stated in the attendance policy.
2. Any student leaving the campus without permission will be exhibiting truant behavior and will be subject to the Truancy Policy of the school district.
3. Students may not go to their cars during any part of the school day without special permission, unless leaving the school campus at their regular scheduled time of dismissal. Students violating this provision could receive detention, in-school suspension, or Saturday School. Continued violation of this provision could result in a loss of driving privileges.
4. Upon arrival to the campus, students are not to go beyond the sidewalk area immediately surrounding the school buildings without special permission. The first violation of this rule will result in assignment to one day of detention, the second violation, two days, etc.

CELL PHONES/DIGITAL CAMERAS/MUSIC PLAYERS

Cell phones/Digital Cameras/Music Players are allowed at school under the following conditions. These devices can only be used in the lobbies, front sidewalk, or cafeteria before school, after school, or during lunch. Students are not allowed to display these devices on their belt, hanging on the pocket, or visible on any part of the student's body. Security of these devices is the sole responsibility of the student. Students are subject to discipline by the teacher or administrator if a cell phone rings, makes any sound, or causes any disruptions while in the academic area, which includes all classrooms. Discipline for violation will be: item confiscated for 24 Hours and on day of after-school detention on the first offense, item confiscated for five days and three days of after-school detention on the second offense. The cell phone will be confiscated and can only be picked up by the student's parent or guardian on the third offense and additional discipline will be assigned.

KNIFE POLICY

Possession of a knife of any length is not allowed at school. First offense for possession of a knife; seize knife, conference with the student. Subsequent offense for possession of a knife; seize knife, parent-principal conference, detention, in-school suspension, corporal punishment, Saturday School, 1 – 180 days out-of-school suspension, notification of juvenile/law enforcement agency. A parent/guardian will be required to retrieve the knife from the building administrator.

CONDUCT

As high school students, you are considered to be young men and women; therefore, a high standard of conduct can be expected of you. Courtesy and respect should be shown for others at all times. Students are encouraged to exercise their right to freedom of speech and expression, but may not engage in speech or expression which will either result in, or which school administrators reasonably forecast will result in, a material or substantial disruption of the orderly operation of school and/or activities. We expect every staff member to be treated with respect and dignity just as the student should receive the respect of the staff. It is imperative that the teacher be in charge of the class, and anything less would lead to a poor educational opportunity for all. A show of disrespect toward a staff member or insubordination on the part of the student will not, under any circumstances, be tolerated. The staff is responsible for supervision of students anywhere on school property and at school-sponsored activities.

DRESS CODE

Appropriate student dress and grooming is that which is deemed in good taste, reflecting the standards of the community of which the schools are an integral and visible part. The dress and grooming of students conveys an image of the schools and students, influencing how others respond to and judge the Dexter R-XI School District and its students, as well as contributing to the school climate to which students themselves respond. Since it is impractical to list every possibility of dress and grooming, final decisions concerning what is acceptable are left to a building administrator. Guidelines and administrative

decisions regarding appropriate dress will reflect concern for health and safety of students and the influence of specific dress or grooming on the overall educational climate of the school. The guidelines will be reviewed periodically to ensure that they continue to reflect community expectations while permitting individual choices and recognizing acceptable current fashions. Student dress and grooming:

1. Shall not lead school officials reasonably to believe that such dress or grooming will disrupt, interfere with, disturb, or detract from school activities.
2. Shall not create a health or other hazard to the student's safety or to the safety of others.
3. That the principal determines detracts from or interferes with the educational program may be prohibited.

Tattoos, body piercing, unusual hairstyle and inappropriate dress are examples of appearance that the administration could deem inappropriate and disruptive to the educational surroundings. No facial piercing is allowed. The only allowable visible piercings are those of the ear; however, students should be aware that the administration could deem certain ear lobe piercings (excessive number of piercings, large items hanging from the ear lobes, etc.) as unsafe, inappropriate and disruptive. Hair is to be worn neat and clean. Outrageous hairstyles, hair coloring or haircuts that cause a distraction will not be permitted.

Wallet chains, cables, or other loose straps are not allowed to hang off of clothing. Caps, hats, bandannas, or other head coverings cannot be worn in the school building. Students must wear shoes. Cut-off shirts, muscle shirts, spaghetti strap shirts and tops, tank tops, see-through or mesh clothing are not allowed. The minimum strap width on shirts is 2" inch. Sleeveless shirts must fit tight around the arm. Shirts/tops must be of suitable length to cover the midriff. Shirts must not have plunging necklines. Shorts/skirts must be appropriate length for school. Jeans cannot have holes above the fingertip length. Clothing with obscene or suggestive writing or the promoting of alcohol, drugs, or tobacco will not be permitted.

APPROPRIATE LANGUAGE

As a part of their responsibility to the school community students are expected to exercise discretion in their use of inappropriate language. The sensibilities of other individuals present must be given due consideration.

TOBACCO

Dexter Public Schools will not tolerate the possession or use of tobacco products at school or at school-sponsored functions. The following disciplinary procedures will be followed in compliance with the student's due process rights.

FIRST OFFENSE

1. Notification of parent/guardian and appropriate school officials.
2. The student will serve six (6) hours of Saturday School.
Students under the age of 18 failing to attend assigned Saturday

School will be reported to police for violation of municipal tobacco ordinances. Students over the age of 18 not attending assigned Saturday School will be suspended for 1 day.

3. The student will be suspended from all extracurricular* events for a period of up to forty-five (45) school days.

SECOND OFFENSE

1. Notification of parent/guardian and appropriate school officials.
2. The student will serve eighteen (18) hours of Saturday School. Students under the age of 18 failing to attend assigned Saturday School will be reported to police for violation of municipal tobacco ordinances. Students over the age of 18 not attending assigned Saturday School will be suspended for 3 days.
3. The student will be suspended from all extracurricular* events for a period of up to ninety (90) school days.

THIRD OFFENSE

1. Notification of parent/guardian and appropriate school officials. Students under the age of 18 will be reported to police for violation of municipal tobacco ordinances.
2. The principal will suspend the student for a period of five (5) days.
3. The student will be suspended from all extracurricular* activities for a period of up to one (1) school year.

*Any school sponsored activity outside the regular school curriculum.

NOTE: According to Dexter Police and the City Attorney, City Ordinance 3813 makes it illegal for any minor (defines as anyone under the age of 18 years) to possess or purchase tobacco or tobacco products in the City of Dexter. This is the basis for referring anyone under the age of 18 to the police.

PHYSICAL EDUCATION NO-DRESS PROCEDURES

The basic objective of physical education is participation by the students. Therefore, if a student does not "dress-out" and participate, he or she is not fulfilling a basic requirement of the course. The dress policy is as follows: If a student fails to dress-out for a second time in a semester without a valid excuse, he or she will be assigned to detention study hall for one hour. Students will be assigned to Saturday School detention on the third no-dress, and two Saturday School detention assignments on the fourth no-dress. Five no-dresses will result in failure for the semester.

BUSES

Buses are considered an extension of the school. Students are expected to board the bus, remain seated, keep their hands to themselves, and refrain from making derogatory or threatening statements to others. 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 period of time as deemed proper by the superintendent, building principal, or designee.

FIGHTING

Disputes between members of the school community should be settled by means other than physical contact. All participants in a fight will be equally punished unless there is a clear cut aggressor. The school reserves the right to press charges through appropriate law enforcement agencies.

PUBLIC DISPLAY OF AFFECTION

As part of the responsibility of the school community, students are expected to exercise discretion in the public display of affection. The sensibilities of other individuals present must be given due consideration.

DRUG POLICY

Dexter Public Schools will not tolerate the use, possession, purchase, sale, or resultant behaviors of drugs, inhalants, or other mind-altering substances on school property or at school-sponsored functions. The following disciplinary procedures will be followed in compliance with the student's due process rights. Illicit use or unlawful possession of drugs is wrong and harmful. If at any time a student is found to be in possession of or under the influence of drugs, inhalants, or other mind-altering substances on school property or at a school sponsored event, without a prescription the following steps will be followed:

1. Law enforcement officials, parents, and school officials notified.
2. All drugs and paraphernalia will be given to law enforcement officials.
3. The principal will suspend the student for a period of ten (10) school days and will recommend to the superintendent of schools that the student be suspended for a period of up to ninety (90) school days.
4. The student must seek approval of the Dexter R-XI Board of Education for readmittance to school.
5. The student will be suspended from all extracurricular* activities for a period of up to one (1) school year.

*Any school-sponsored activity outside the regular school curriculum.

DRIVING PRIVILEGES

Parking on school property is a privilege, not a right. Therefore, your privilege to park on the school parking lot could be revoked for recurring violations of the parking rules, or for failure to pay fines in a timely manner. The parking lane nearest the building and the north academic circle drive are reserved for faculty members and visitors. Students may park in any marked area other than the faculty areas. Students who violate the parking rules will be fined.

The fines will be as follows:

1 st Parking Violation	\$5.00 fine
2 nd Parking Violation	\$10.00 fine
3 rd Parking Violation	\$15.00 fine
4 th and Subsequent Violations	Suspended from parking for 5 days per ticket

Students are not permitted to lounge in cars on school property. Once the student is at school, he/she must leave the parking lots and not return until he/she is ready to leave the school campus. Students holding a valid Missouri drivers license may drive and park on campus.

Search of Motor Vehicles - All vehicles entering the school parking lot are subject to search upon any reasonable suspicion that the vehicle may contain dangerous, illegal, or prohibited items or substances. Searches will be conducted by school personnel and/or law enforcement or juvenile officers acting at the request of the school district.

ATTENDANCE POLICY

The Dexter High School policy states that students shall not miss more than eight (8) days each semester. Students cannot miss more than two (2) times each semester for personal/unexcused absences.

The only excusable absences are as follows:

- Disability, illness, or hospitalization of the student
- Death in the student's immediate family
- Religious observance based on a fundamental tenet of the student's expressed faith.
- Medical/dental appointments for the student that could not be scheduled at another time
- Court ordered appearance of the student
- Driver's test (1 time only)
- School-related activities approved by the administration

Absences for Personal Reasons - Up to two (2) days of the eight (8) days of absences per semester will be allowed for any reason with parent/guardian notification prior to the absence.

It is the responsibility of the student to see that the requirements of the attendance policy are met and that all class work missed for any absence is completed to the satisfaction of the teacher.

For an absence to be excused the following procedures must be met:

1. **A note, fax, or email from the parent confirming the absence must be presented the day the student returns to school. Failure to get an absence verification slip will result in the absence being marked unexcused and the student will receive detention. Absentee notes should be turned into the office from 7 :30 – 8 :15 a.m. each morning.**
2. **If the student forgets their note from the parent, they should still report to the office to receive a pending. For the pending to be excused, the school must receive a note the next school day after the student returns or the absence will be marked**

unexcused and the student will receive detention. Notes will not be accepted after 4:00 p.m.

Failure to comply with the above stated policy could result in loss of class credit for the semester.

Students must be in attendance a minimum of four (4) periods on the day of a social, athletic, or other school-sponsored activity to be able to participate/attend that activity unless arrangements have been made beforehand with the Student Personnel Office. **Students will not be allowed to attend or participate in extra-curricular activities if they are in violation of the attendance policy unless there are extenuating circumstances. This extra-curricular suspension will begin when the violation occurs.**

Too Sick For School - Too Sick To Attend School Activities

An absence will automatically be considered UNEXCUSED if the student attends a school activity during any portion of the day of the absence. Prior arrangements made with the Student Personnel Office for personal days or other extenuating circumstances could allow for attendance.

Attendance Violation

A student shall not miss more than eight (8) days a semester/two (2) days for unexcused/personal reasons. Violation of this policy could result in loss of credit for the semester. This policy may be waived when extenuating circumstances are documented by the parent/guardian and approved by the administration.

Skipping School - Truancy

Truancy is a planned and deliberate absence from school and will not be excused under any circumstances. Absence without acceptable reason, even with the consent of the parent/guardian, shall be considered as truancy. Students who are truant will be assigned two hours of detention study hall or Saturday School detention for each hour of truancy. They could also be placed on a **DOCTOR'S EXCUSE ONLY** basis.

Sign Out Procedures

Any student who finds it necessary to leave school between the time of his/her arrival in the morning and the close of school in the afternoon must report to the Student Personnel Office, request permission to leave, and sign out. Confirmation from the parent is required. **Only office personnel may contact the parent/guardian for confirmation. Never leave the building without first reporting to the principal's office and obtaining permission.** Failure to follow this procedure, regardless of the excuse presented after the absence will be an unexcused absence. It will be considered truancy. Class periods missed will be made up in detention study hall, two days per hour missed. Notes for early dismissals must be turned in to the office before school begins for the day. **Early dismissal for medical reasons must be verified by a note from the medical office involved. Notes from home will not be accepted.**

Student Sickness

Students who get sick while at school should report to the school nurse in the office. The nurse will, if necessary, contact the parents/guardian to come pick up the student. **If anyone other than the nurse or office personnel contact the parent/guardian for the student to sign out, the absence will be considered unexcused.** If the school sends a student home sick they will not need to bring a note in for the absence if they return the next school day.

Arriving Late to School

Students who arrive late must sign-in through the Student Personnel Office. Students who do not sign in will have their absence recorded as unexcused and will be assigned detention.

Tardies

A student is considered tardy if they are not in the classroom and seated when the tardy bell rings. Students coming to class without the required books, papers, and other materials, will be sent to his/her locker for the materials and marked as tardy. Upon the third unexcused tardy a student receives in a class, the student will be assigned by the teacher to detention study hall for one hour. Upon each subsequent tardy, the student will be assigned to detention study hall for one hour, and the parents may be contacted concerning the student's further school attendance. The tardy count starts over at the beginning of the 2nd semester.

ATTENDANCE APPEALS

If a student violates the attendance policy, before failing grades are issued and/or loss of credit results, the student will have the opportunity to appeal this decision before an attendance appeals board. This board is composed of two students, two teachers, and one administrator. The board will convene at the end of each semester, if requested, to review absence records and allow students the opportunity to discuss the extenuating situation which caused the student to violate the policy. The decision of the committee will be considered final unless appealed in writing to the Board of Education.

UNEXCUSED ABSENCE

When a student receives an unexcused absence, they are not allowed to make-up missed homework, assignments, or test. However, a student will be able to make-up this missed work if they choose to take a Saturday School. The student will have to take a Saturday School per class period. If they wish to make up work in all seven classes, they will have to take seven days of Saturday School. The absence will still be counted as an unexcused absence.

DETENTION

Detention study hall is held each day for one hour beyond the regular school day. Students may be assigned for disciplinary or academic reasons such as making up test or missed work. Students are responsible for transportation arrangements. If a student is absent from detention, excused or unexcused, the

detention is automatically reassigned for the next day the student is in attendance.

Unexcused absence from detention will result in the following actions:

1st Skip -One Additional Day Added	11th Skip - Three Additional Days Added
2nd Skip -One Additional Day Added	12th Skip - Saturday School
3rd Skip -Saturday School Assignment Added	13th Skip - Three Additional Days Added
4th Skip - One Additional Day Added	14th Skip - Three Additional Days Added
5th Skip -One Additional Day Added	15th Skip - Saturday School
6th Skip -Saturday School	16th Skip - One Day of ISS
7th Skip -Two Additional Days Added	17th Skip - One Day of ISS
8th Skip -Two Additional Days Added	18th Skip - Saturday School
9th Skip - Saturday School	19th Skip - One Day OSS
10th Skip -Three Additional Days Added	20th Skip - One day OSS

ISS - In-School Suspension OSS - Out of School Suspension

More than twenty days of unexcused absences from detention will result in an out-of-school suspension for as long as the principal determines is necessary for proper adjustment. Students who fail to conduct themselves properly in detention will be told to leave the detention room. As a result, the student will receive an unexcused absence for that detention.

OUT-OF-SCHOOL SUSPENSION

The principal has the authority to suspend a student for misbehavior or for other sufficient reason. The amount of time of the suspension shall be for as long as the principal determines is necessary for proper adjustment. Out-of-school suspensions carry with it the forfeiture of whatever credit could have been earned and the temporary loss of participation in extracurricular activities. Students whose conduct is judged to be detrimental to the student body may be, on the recommendation of the superintendent and principal, expelled from school by the Board of Education.

SATURDAY SCHOOL GUIDELINES

Dexter Public Schools hold Saturday School each Saturday during the school term for students who violate the school's discipline codes. Students assigned to Saturday School will report to the high school cafeteria prior to 8:00 a.m. on the assigned day. Students must be on time and have school work to do. It is the responsibility of the student to secure work. Saturday School will dismiss at 11:00 a.m. Transportation to and from Saturday School is the responsibility of the student. Saturday School assignment is appropriate for the following types of infractions:

1. **Unexcused absences from after-school detention.** Students will be assigned Saturday School for every third unexcused absence received in after-school detention.

2. **Receiving an excessive number of after-school detentions.**
Students will be assigned Saturday School for every fifth after-school detention they receive during a semester.
3. **Fighting.** Saturday School will be an option for students who fight.
4. **Truancy.** Students skipping school may be assigned Saturday School. The number of days assigned will depend on the number of hours or days the student is truant from school.
5. **Gross Violation of School Policy.** Severe violations of school discipline policy may result in assignments to Saturday School. This will be at the discretion of the school administration.

PENALTIES FOR UNEXCUSED ABSENCE FROM SATURDAY SCHOOL

- Skip 1 Additional Day + Reassigned Missed Day
- Skip 2 2 Days In-School Suspension + Reassigned Missed Day
- Skip 3 2 Days Out-of-School Suspension + Reassigned Missed Day
- Skip 4 3 Days Out-of-School Suspension + Reassigned Missed Day
- Skip 5 4 Days Out-of-School Suspension + Reassigned Missed Day
- Skip 6 5 Days Out-of-School Suspension + Reassigned Missed Day
- Skip 7 6 Days Out-of-School Suspension + Reassigned Missed Day
- Skip 8 7 Days Out-of-School Suspension + Reassigned Missed Day
- Skip 9 8 Days Out-of-School Suspension + Reassigned Missed Day
- Skip 10 9 Days Out-of-School Suspension + Reassigned Missed Day
- Skip 11 10 Days Out-of-School Suspension + Reassigned Missed Day
- Skip 12 Will report to the Superintendent

Names of all students who receive an unexcused absence from Saturday School will be sent to the Stoddard County Juvenile Office.

For a tobacco violation:

The police department will be called on the first unexcused absence for violation of City Ordinance 3813 in addition to the penalties outlined above.

ENTERING - EXITING THE BUILDING

In order to maintain the safest environment possible for the students, procedures have been established for the students entering and exiting the building during the school day. All students entering the building at the start of school must do so through the east and west lobby entrances. All exit doors will remain locked from the outside through the school day. Students are not to exit the building out any doors other than the lobby doors. Students will travel class to class by using the interior hallways. When the dismissal bell rings at 3:06, students may exit the building out of any exit door. The only exception to the above policy is under the direction of a faculty or staff member or in an emergency situation.

ALCOHOL DISCIPLINARY GUIDELINES

Dexter Public Schools will not tolerate the use, possession, purchase, sale, or resultant behaviors of alcohol on school property or at school-sponsored functions. The following disciplinary procedures will be followed in

compliance with the student's due process rights. Illicit use or unlawful possession of alcohol is wrong and harmful.

If at any time a student is found to be in possession, use, or under the influence of alcohol on school property or at a school-sponsored event, the following steps will be followed:

FIRST OFFENSE

1. Notification of parent/guardian, appropriate school officials, and law enforcement officials.
2. The student will be required to attend eighteen (18) hours of Saturday School. Failure to attend Saturday School will result in report to juvenile authorities, police or sheriff.
3. The student will be suspended from all extracurricular* activities for a period of up to nine (9) weeks.

SECOND OFFENSE

1. Notification of parent/guardian, appropriate school officials, and the law enforcement officials.
2. The student will receive a ten (10) day suspension from school.
3. The student will be suspended from all extracurricular* activities for a period of up to eighteen (18) weeks.

THIRD OFFENSE

1. Notification of parent/guardian, appropriate school officials, and law enforcement officials.
2. The principal will suspend the student for ten (10) days and will recommend to the Superintendent of Schools that the student be suspended for a period of up to eighteen (18) weeks.
3. The student will seek approval of the Dexter R-XI Board of Education for readmittance.
4. The student will be suspended from all extracurricular* activities for a period of up to one (1) year.

*Any school sponsored activity outside the regular school curriculum.

COMPUTER ACCEPTABLE USE

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

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

- a) Private information such as name, address, telephone number, or other personal identifying information regarding minors should never be posted or disseminated without authorization.
- b) Students must be made aware that Internet filtering is not 100 percent effective and students are required to leave a questionable site immediately and notify their teacher.
- c) Unauthorized access to any resource is unlawful and penalties can result.

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

Limitation of Liability

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

Prescribed Activities

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

---Acceptable Use---

---Use of the Computer Facilities must support research, education, and other activities consistent with the goals and objectives of Dexter Public Schools.

---Users must comply with all software licenses, copyrights, and all other state and federal laws governing intellectual property. This no longer just includes text, but also pictures, video, and sound.

---Users are responsible for safeguarding their passwords. Individual passwords should not be printed, stored on-line, or given to others except as required by authorized operators of the system. Users are responsible for all actions made using their passwords.

---A user's ability to connect to other computer systems through the network does not imply a right to connect to those systems or to make use of those systems unless specifically authorized by the operators of those systems.

---All users are obligated to report any knowledge of suspicious, prohibited, or otherwise inappropriate use of the Computer Facilities.

---Before changing passwords, users must notify authorized operators of the system.

---Unacceptable Use---

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

teacher or administrator in charge.

---Use of the Computer Facility for commercial uses or political campaigning.

---Transmitting/storing/viewing information that contains obscene, indecent, lewd or lascivious material or other material that explicitly or implicitly refers to sexual conduct.

---Transmitting/storing/viewing information that contains profane language or panders to bigotry, sexism, or other forms of discrimination.

---Communicating any information concerning any password, identifying code, personal identification number or other confidential information without the permission of its owner or the controlling authority of the Computer Facility to which it belongs.

---Creating, modifying, executing, or retransmitting any computer program or instructions intended to gain unauthorized access to, make unauthorized use of, disrupt, or damage a Computer Facility, software, or licensed software.

---Direct electronic communication can be dangerous. Therefore, instant messaging systems, Internet Relay Chat, ICQ, and other like programs are prohibited. Only applications specifically provided by the district are allowed.

---Peer to peer networking applications such as Morpheus, Napster, Gnutella, and other similar programs are prohibited, as well as media applications such as Winamp, WinMX, RealJukebox, or other similar programs.

---Accessing or intentionally destroying software or licensed software in a Computer Facility without the permission of the owner of such and the controlling authority of the Computer Facility.

---Violating any U.S., Missouri State, or local Board of Education regulation, or participating in the commission or furtherance of any crime or other unlawful or improper purpose.

---Using the Computer Facility in a manner inconsistent with the school's contractual obligations to suppliers of the Computer Facility or with any published school policy.

---Installing, downloading, or running software not owned or authorized for use on district machines.

---Modifying, adding, or deleting system, program, or startup files without permission.

---Electronic Mail--- (If applicable)

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

---No one should allow other people to send email using their account without specific permission of the teacher in charge if a student, or the system operator, if a staff member.

---The district-supported email system is the only email system to be used. Users are not allowed to use mail through web-based email services, free or otherwise.

---No one should send, distribute, respond, or in any way participate in email messages that constitute or simulate the properties of a chain letter. This would include messages of the type, "Read this and send to five other people," good luck tokens, etc.

---Potential subscribers of mailing lists are responsible for determining the

purpose of the list before subscribing. Persons having subscribed to such lists will be considered to have solicited materials delivered by the list as long as the material is consistent with the list's purpose.

Violation of Above Expressed and Implied Rules

It will be at the discretion of the controlling authority (teacher or administrative personnel or both) of the Computer Facility to determine if a violation has occurred. If a violation has occurred, the following will be used to provide consistency in disciplinary action taken, yet allow for differences in disciplinary actions available in the various buildings and grade levels. The teacher or librarians' in-class disciplinary actions should be based on the rules they publish for their classes.

First Offense:

- Documentation of offense in appropriate building office
- Warning of unacceptable behavior and
- Any discipline procedure supported by in-class rules for first offenses

Second Offense:

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

Third Offense:

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

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

---Any traditional discipline procedure supported by current school district policy.

---Loss of Computer Facility privileges.

---Dismissal from any or ALL computer-related classes.

---Legal action.

---Where intentional misuse is determined, monetary restitution may be sought where applicable for damages, labor, repair, hardware/software replacement, and any and all costs associated with restitution.