

**CONCORDIA HIGH SCHOOL
2019-2020
STUDENT HANDBOOK**



“Home of the Fighting Orioles”

**Concordia High School
117 W 11th St.
Concordia, MO 64020
(660) 463-2246**



The Oriole Code of Conduct

Be Responsible

Being responsible means being prepared, reliable, and doing what is expected in a timely manner.

Be Respectful

Being respectful means treating others and property with care and consideration

Be Your Best

Be your best means to be an active participant by putting all your effort into everything you do.

TABLE OF CONTENTS

District Mission and Philosophy	1
Concordia R-II Pillars.....	1
School Board Members	2
High School Administration	2
High School Certified and Support Staff.....	2
High School Bell Schedule	3
School Calendar.....	4

Section I. General Information

Advertising	5
Athlete of the Quarter.....	5
Athlete of the Year.....	5
Appropriate Use Policy.....	6
Breathalyzer.....	6
Building Security.....	6
Bus Conduct.....	6
Cafeteria Rules.....	6
Class Fees	6
Class Dues and Fundraising	6
Dances	6
Dress Code.....	7
Driving.....	7
Electronic Devices/Cell Phone Policy.....	7
Emergency Procedures (Storm Warning & Fire).....	8
Finals	8
Fines and Fees.....	8
Grades.....	8
Grading Scale/Weighted Classes	9
Graduation Requirements/Policy	9-10
Hallway.....	10
Head Lice/Communicable Infections	10
Honor Roll	10
Immunization Law.....	10
Inclement Weather.....	11
ITV classes	11
King/Queen Policy.....	11
Leaving the Building.....	11
Lex La Ray Career Center selection.....	11
Lockers	12
Lunches.....	12
Missouri School Violence Hotline	12
Medication at School	12-13
Open Gym.....	13
Promotion Standards Junior High	13
Registration and Enrollment	13
Senior trip	13-14
Schedule.....	14
Student Files and Permanent Records	14
Student of the Quarter.....	14
Tardy	14
Transportation.....	14
Transfer and Withdrawal	14
Visitors	15

Section II. Attendance Policy.....15-16

Section III. PBIS..... 16-18

Section IV. Discipline

Behavioral Expectations.....	19
Philosophy.....	19
Corporal Punishment.....	19
Disciplinary Actions	12-13
Infractions	
Alcohol.....	20
Arson.....	20
Assault/Violent Act	20
AUP Violation.....	20
Bus	
Misconduct.....	20
Bullying.....	21
Cell Phone Misuse.....	21
Cheating/Plagiarism	21

Defiance of Authority	21
Dress Code Violation	21
Disruptive Behavior	21
Drugs/Controlled Substances	21
Fighting.....	21
Firearms/Weapons	22
Harassment.....	22
Improper Display of Affection	22
Improper Language	22
Inappropriate Sexual Conduct	22-23
Missed Detention	23
Tardiness	23
Theft.....	23
Tobacco.....	23
Truancy	23
Vandalism	23

Section V. Extracurricular Activities

Section VI. A+ Schools Program

Section VII. Policies

Communicable Diseases	30-31
Prohibition Against Harassment, Discrimination and Retaliation	31
Anti-Bullying.....	31-32
Every Student Succeeds Act	33
Tobacco, Alcohol & Drugs	33-34
Title IX	34
FERPA	34-35
Drug-Free School.....	35

2019-2020 STUDENT HANDBOOK

Concordia R-2 School District

Mission

Our mission is to create a respectful and trusting atmosphere where students and staff will accomplish academic and vocational goals through teamwork and accountability.

Vision

The faculty and staff envision a school that promotes and develops the individual growth of all students through these four ideals.

Learning:

Develop a challenging curriculum that differentiates instruction through real world application.

Sustain a high level of expectation for all students.

Co-exist in a safe and orderly environment.

Commitment:

Teach new concepts that allow everyone to develop individual strengths.

Set high standards and expectations for students and staff.

Accountability:

Share responsibilities for the success of the school.

Inspire appropriate behavior among peers.

Provide timely and appropriate feedback.

Teamwork:

Support all members of the community.

Collaborate to maintain a professional atmosphere.

Provide open communication among all members of the community.

Respect each other for our individual differences.

Concordia R-2 Pillars of Education

1. Strong relationships between students, staff, parents and community.
2. Student success both academically and post high school.
3. Safe and healthy learning environment.
4. Systems of support that meet student needs.

Philosophy

Concordia R-II welcomes the opportunity to be involved in building the future by providing the best educational atmosphere possible for all young people. We believe in promoting academic excellence, social responsibility, and personal growth in each individual by assisting with career or educational choices to prepare for the challenges that lie ahead.

LEADERSHIP

School Board Members

Mrs. Jamie Benson
Mr. Steve Borgstadt
Mr. Alan Deatherage
Mr. Tim Kirchoff
Mr. Chris McGinnis
Mr. Andy Oetting
Mr. Jeff Schlueter

ADMINISTRATION

Superintendent
Brent Cooper, Superintendent
Deanna Jurkowski, Principal
Jenny Greer, Special Services Director
J.K. Basye, A+ Coordinator/Athletic Director
Leslie Basye, 7-12 Counselor

CERTIFIED STAFF

English Language Arts Department Kaitlyn Grace, Jennifer Gregory-Sneed, Mandy Jo Johnson
Math Department Holly Droege, Karen Hemme, Amy Legate
Science Department Nathan Beissenherz, Austin Hon
Social Studies Department Michael Brown, Brendan David, Michael Trautman
Physical Education Department Steve Denton, Brandon Rittmiller
Fine Arts Aimee Bredehoeft, Alisa Brown, Cole Schlesselman
Practical Arts Mikalah Boehmer, Katie Jacobs, Amanda Reid
Special Education Department Omar Lovercamp, Cathryn Hamilton
English Language Learners Katlin Murray

SUPPORT STAFF

Janitorial/Custodial Staff Pete Larkin, Elva Snider
Administrative Assistants Debra Johnson, Carie Nelson
Paraprofessionals Nicole Shahan
Kitchen Jamie Roepe, Kim Roepe
District Bookkeeper Stefany Lovercamp
Nurse Faye Fritsche

HIGH SCHOOL BELL SCHEDULES

2019-2020 Regular Bell Schedule	
7:30 am	Doors Open
7:30 am-7:55 am	Breakfast
8:00 am	Doors Lock
8:00 am -8:53 am	1 st hour
8:57 am -9:50 am	2 nd hour
9:54 am -10:47 am	3 rd hour
10:51 am -12:11 pm	4 th hour
12:15 pm -1:08 pm	5 th hour
1:12 pm -2:05 pm	6 th hour
2:09 pm -3:02 pm	7 th hour
1st Lunch Shift: 10:51 am -11:11 am	
2nd Lunch Shift: 11:21-11:41	
3rd Lunch Shift: 11:51-12:11	

2019-2020 Teacher In-Service Day Schedule	
7:30 am	Doors Open
7:30 am-7:55 am	Breakfast
8:00 am	Doors Lock
8:00 am -8:53 am	1 st hour
8:57 am -9:50 am	2 nd hour
9:54 am -10:47 am	3 rd hour
10:51 am -12:20 pm	4 th hour
1st Lunch Shift: 10:51 am -11:11 am	
2nd Lunch Shift: 11:21-11:41	
3rd Lunch Shift: 11:51-12:11	

2019-2020 Teacher Early Release Schedule	
7:30 am	Doors Open
7:30 am-7:55 am	Breakfast
8:00 am	Doors Lock
8:00 am -8:53 am	1 st hour
8:57 am -9:50 am	2 nd hour
9:54 am -10:47 am	3 rd hour
10:51 am -11:30 am	4 th hour
<i>Lunch will not be served on days students are released at 11:30 am.</i>	

**CONCORDIA R-II SCHOOL DISTRICT
2019-2020 SCHOOL CALENDAR**

August 6-7.....	New Teacher Institute
August 13-15.....	Teacher In-Service
August 19.....	Teacher Workday
August 20.....	1 st Day of School
September 2	Labor Day – No School
September 6	Students dismissed at 11:30 pm – Fall Festival
October 23 and 24.....	Parent/Teacher Conferences (4:00-7:30 p.m.)
October 25.....	No School
November 4.....	I-70 In-Service (No School)
November 27-29	Thanksgiving Break
December 20	End of second quarter, dismissal at 11:30 am
December 23 – January 6.....	Christmas Break
January 3	Teacher In-Service
January 6	Teacher Workday
January 7	Classes Resume
January 20.....	Martin Luther King Day – No School
February 17	President’s Day – No School
March 12-13.....	Spring Break
April 10-13.....	Easter Break
May 8	Graduation
May 14	11:30 dismissal/last day of school
May 15	Teacher In-Service

In-Service Days with Dismissal at 12:20 pm

- September 18
- October 16
- December 4
- January 29
- February 26
- March 25
- April 29

Inclement Weather Make-up Days

May 7-14 (Built into the calendar)

I. General Information

Advertising

All advertising of school related activities must be approved by the advisor or principal prior to display. The principal must approve advertising of non-profit activities. Commercial advertising must receive board approval. Students wishing to display signs for recognition of birthdays must get approval before placing the signs on the walls. All signs will need to be removed by the students at the end of the day.

Athlete Of The Quarter

The Concordia High School athlete of the quarter is chosen based on qualities such as character, leadership, lettering, and excelling at the sport, while being a statistical leader in some categories. The athlete of the quarter must be a responsible teammate. The athlete of the quarter demonstrates excellent behavior on and off of the field or court, respectful to peers, teammates, opponents, and coaches, while staying eligible for the duration of the season. The athlete of the quarter displays excellent citizenship by aligning him/herself with the school's mission through PBIS. Lastly, the athlete of the quarter shows exemplar character through his/her compassion, honesty, trustworthiness, responsibility, optimism, and loyalty in creating a positive locker room and playing environment for his or her teammates.

There will be a female and male honored. There will be junior high and high school athletes honored for a total of 4 athletes per quarter. They have to be playing the sport being offered at that time of the quarter to be eligible and not quit any sport in season. They may be any grade 9-12 for high school or 7-8 for the junior high. The athlete will have their picture posted on school video board or picture on display for the duration of the quarter with any accolades that they may have received, records they may have broken, statistics they had, along with the team's record and achievements. The student will have their picture and info removed if they make a bad decision that would show poor character that would not be fitting of an athlete of the month. Selections are based on recommendations from coaches and voted on by the advisory board if needed at the end of each quarter.

Athlete Of The Year

The Concordia High School athlete of the year is chosen based on qualities such as character, leadership, lettering, and excelling at a sport or sports, while being a statistical leader in some categories, possibly a record setter, and possibly receiving accolades for those sports played. The athlete of the year must be a responsible teammate. The athlete of the year demonstrates excellent behavior on and off of the field or court, respectful to peers, teammates, opponents, and coaches, while staying eligible for the duration of the season and not quitting any sports. The athlete of the year displays excellent citizenship by aligning him/herself with the school's mission through PBIS. Lastly, the athlete of the year shows exemplar character through his/her compassion, honesty, trustworthiness, responsibility, optimism, and loyalty in creating a positive playing environment for his or her teammates.

There will be a female and male honored. There will be high school senior athletes honored for a total of 2 athletes per academic school year. If no senior meets the requirements, then a junior will be selected and so forth. It would be an advantage to play at least 3 varsity sports, but not a requirement to be eligible. The athletes will have their picture posted below school video board for the duration of the next school year. Any accolades that they may have received, records they may have broken and statistics they had may be posted also. The student will have their picture and info removed if they make a bad decision that would show poor character that would not be fitting of an athlete of the year and representing Concordia High School. Selections are based on recommendations from varsity coaches.

Appropriate Use Policy/Bring Your Own Device Policy

Students and staff are required to have a signed AUP policy on file to be allowed access to school technology and access through the school network to the internet. Students wishing to bring their own laptop will only be allowed access upon signing and returning a BYOD form. Students who violate any technology expectations will lose the privilege of bringing their own device.

Building Security

Students are allowed in the building at 7:30 a.m. and need to leave the building before 3:15 p.m. (unless under the direct supervision of a staff member). The students can enter the building through the North (main entrance) and the South Entrance (by the gym) The entrances will be locked until 7:30 a.m. and will relock at 8:00 a.m.; after that time to enter the building, the buzzer system should be utilized. Students will go to the gym or eat breakfast upon arriving at school.

Bus Conduct Policy 2652

Students are expected to follow the expectations set forth by the transportation director:

- Obey bus driver at ALL times
- No food or drinks
- Stay in seat while bus is moving
- Use headphones for music
- Stay out of aisle and keep hands and feet to yourself.
- No cursing
- Students do not occupy the rear seats, unless no other seating is available.

Cafeteria Rules (Board Regulation 2750)

During Lunch and Breakfast

- 1) Food and drinks served in the cafeteria need to stay in the cafeteria.
 - 2) Carbonated Beverages are not to be brought into the cafeteria.
 - 3) Food Delivery from restaurants needs to be approved through the office and cannot be taken into the cafeteria.
- The lunch supervisor is authorized to suspend cafeteria privileges to any student for misbehavior. Students removed from the cafeteria for disciplinary action will not receive a refund for that meal.

Class Dues and Fundraising (Board Policy 2920A)

Student dues and fundraising are used to pay for activities during their junior year (prom) and senior year (graduation). Each year the grade level sponsor and the class officers will establish dues for the year and the fundraising activities. Any student who does not participate in the fundraiser or for any reason cannot pay for the dues he/she can work extra shifts at concession stands during the junior or senior year to pay for the dues.

Concessions

All members of the sophomore, junior, and senior class are responsible for working a required amount of concession stand shifts. Any student who does not meet his/her obligation cannot attend Prom or Senior Trip without reimbursing the class for the obligations.

Dances

Students must be enrolled in 5 of 7 courses to be eligible to attend dances. A student must be up to date on all fees, fines and dues, for the school before attending a school dance. A student who is absent the last day of school before the dance may not attend a dance. All school policies apply. Students leaving will not be readmitted. All out-of-school dates must have prior approval through the office. No student below grade 9 may attend high school dances, and no student above grade 8 may attend the junior high dance. Students wishing to bring a guest to dances will need to fill out a guest registration form. No person over the age of 20 may attend as a guest of a student.

Dress Code Policy 2651

A dress code is essential for the students of CHS to maintain dignity and respect within the learning environment and to uphold the expectations and values of the community. The following guidelines express appropriate apparel while at school and school functions.

- Present a neat and clean appearance.
- Shoes must always be worn for health reasons.
- Hats, caps, or any other headgear will not be worn in the building during any school activity or school function before 3:05 P.M. These items must be placed in the students' locker during school hours.
- All blouses/shirts must be buttoned appropriately unless worn as an over-blouse or outer garment. Shirts must cover the shoulders and complete torso. Mesh tops, backless or strapless tops bare midriffs or half shirts, revealing tank tops and ripped or torn clothing that promotes inappropriate exposure of undergarments or torso should not be worn.
- Shorts, dress/tunic, and or skirts must be an appropriate length; neither buttocks, nor undergarments should be visible even if the student wears spandex/leggings underneath the shorts.
- Undergarments will be covered and not exposed to view.
- Sunglasses will not be worn in the building unless for medical reasons and is verified by a doctor's note.
- Clothing should not have sayings or pictures that can be considered vulgar, demean others, or which is considered inappropriate. (i.e. advertise alcohol, drugs, tobacco, or are sexual in nature)
- Jeans or other items of clothing with cuts or holes in them will not be allowed if the holes are in inappropriate locations.
- Jeans, pants, and shorts must be in the proper position on the waist. Sagging will not be allowed.
- Items that present safety concerns (chains, spikes, etc.) should not be worn
- The decision of whether or not a student's apparel is appropriate can be determined by any staff member and specifically by the staff member that is responsible for the student if participating in a school activity.

Driving

Parking spaces are provided for students in lots adjacent and south side of the school, as well as the gravel lot to the southwest. All city parking ordinances are in effect around and on the school grounds. If parking on city streets, do not block mailboxes or driveways. Vehicles in no-parking zones or other restricted areas may be ticketed and/or towed at the driver's expense. A student's parking privilege may be revoked if abused. Cars parked on CHS property are subject to random searches.

Electronic Devices/Cell Phone Policy

The school is not responsible if lost, stolen, or broken. If used in a disruptive manner or in violation of stated expectations, they may be confiscated by a teacher or a staff member. If a device is used or suspected of being used in an inappropriate manner it is subject to being searched by an administrator. Parent contact will be made, and permission requested if/when a search of a cell phone or other contracted device is needed. If bringing a personal device (including a cell phone) a student must have a signed BYOD AUP on file.

Cameras (including cell phone cameras)

Personal cameras are not needed at school, unless asked by a staff member to use for a school project. The use of pictures of other students without their permission is inappropriate and can result in discipline consequences.

CD players, radios, I-pods, and MP3 Players

These items are not required at school and may only be used with the teacher's approval and supervision.

Cell Phones:

With the increased use of cell phones and the distractions to the learning environment as well as safety issues that go along with that use, it is important that students be vigilant when it comes to monitoring their cell phone use. Cell phones need to be put away and not used during class and tutoring. Students may use cell phones during passing time, but only in the halls (this privilege can be revoked at any time during the year by the principal). If needed, *a student can come to the office and ask for permission to use his/her phone. Audio or image recording, whether through picture or video, without prior consent of the individuals being recorded is prohibited.*

Tablets and notebooks

Personal tablets can be used in the hall (same as cell phones). During class time, unless needed for class work, it will need to be put away and turned off. Student use of the school network is controlled by the AUP. If a student needs access to the school network, they can fill out a form and get permission from the HS office or Technology Coordinator.

Emergency Procedures

Storm Warning

Storm warnings will be announced over the intercom. All classes will be going to the basement area the school, the girls and boys locker room. All classes will follow the routes posted in the respective classrooms in an orderly manner. Student will take instructions from the designated person when arriving to the locker room.

Fire

The fire alarm will sound to signal a fire drill or fire. Leave everything and file out of the room in an orderly manner. Walk to the nearest exit and continue until all students have reached the designated area for your class on the football field. Directions to the nearest exit are posted in each classroom. In the absence of alarms, three short blasts from the boat horn will be used.

Finals

High school courses may have a final exam given on assigned final exam days during the last week of the semester. The final exam will be calculated into the final grade and will not be weighted more than 10% of the grade for the course. Senior finals for spring semester will be given the last two days that the seniors are in attendance. Students who will not be present during finals need to have approval from the office and make arrangements with teachers to schedule the final prior to the end of school. If prior arrangement are not made the student will receive a zero on the final.

Students who meet the following criteria will be exempt from finals:

- All A's
- 95% Attendance
- No office referrals
- No fines/fee

Teachers may disallow final exam exemptions as certain classes, such as dual credit classes, may not allow students to exempt final exams. Students who wish to appeal this decision may direct a written appeal to the principal.

Fines and Fees

Students owing fines, fees, or other delinquencies must fulfill their obligations before:

1. grade cards or transcripts will be issued
2. they can attend after school dances (i.e. homecoming, courtwarming, and prom)

Grades

Grade Reports will be issued **to students** every 2 ½ weeks and upon the completion of each quarter.

Grading Scale and Grade Point Average

Concordia High School utilizes a weighted 4.0 scale for the purpose of determining grade point averages and a weighted 12.0 scale for separating students for the purpose of class rank. The weighted 12.0 scale will be used to establish the valedictorian and salutatorian in cases of a tie.

	%	4.0	wt 4.0	wt 12.0		%	4.0	wt 4.0	wt 12.0
A+	100	4.0	5.0	15.0	C+	77-79	2.0	3.0	9.0
A	93-99	4.0	5.0	14.0	C	73-76	2.0	3.0	8.0
A-	90-92	4.0	5.0	13.0	C-	70-72	2.0	3.0	7.0
B+	87-89	3.0	4.0	12.0	D+	67-69	1.0	2.0	6.0
B	83-86	3.0	4.0	11.0	D	63-66	1.0	2.0	5.0
B-	80-82	3.0	4.0	10.0	D-	60-62	1.0	2.0	4.0
					F	0-59	0.0	0.0	0.0

Weighted Courses:

Math: Algebra II, College Algebra, Trigonometry, Calculus

Science: Chemistry, Physics, Anatomy/Physiology

Electives: Ag Sales & Marketing, Advanced Animal Science, Accounting

Any Academic Dual Credit Classes

Graduation Requirements/Policy:

Class of:	2020	2021	2022	2023
English Language Arts	4	4	4	4
Math	4	4	3	3
Science	3	3	3	3
Social Studies	4	3	3	3
Fine Art	2	2	2	2
Practical Art	2	2	2	2
Physical Ed	1	1	1	1
Personal Fin	.5	.5	.5	.5
Health	.5	.5	.5	.5
Computer Apps	1	1	1	.5
Electives	5	5	4	4.5
Total	27	26	24	24

Students must also pass state required courses in Personal Finance, Government, American History and Constitution tests, and any local requirements as specified. Policy 2526

Early Graduation

Students have the option of graduating early once they have completed the required number of credits. A student must meet eligibility requirements as established by the board of education. The requirements may be obtained at the HS office. A student who graduated early is not counted in attendance at CHS will forfeit his/her class rank. Any student that is not enrolled in at least 80% of class periods at CHS (this includes the career center) during the *fourth quarter* of his/her senior year may not participate in senior trip.

State eligibility requirements still apply for students who want to participate in activities. Students not enrolled full-time are not eligible to participate in state sanctioned competitions.

Graduation Honors

The Concordia R-II School District adopted the Latin Honors system during the 2018-2019 school year. The Latin honors will consist of a cumulative GPA for: cum laude = 3.6 to 3.79; cumulative GPA for magna cum laude = 3.8 to 3.94; cumulative GPA for summa cum laude = 3.95 to 4.0. Latin honors will be determined after the 3rd quarter grades have been finalized of students senior year. The top two students in the class will be recognized as Valedictorian and Salutatorian.

Hallways

Students who leave a classroom need to have a hall pass filled out by the teacher. Students who do not have a hall pass with them will be sent back to class.

Head Lice/Communicable Infections

If a child is suspected of communicable infection the student will be examined and checked by the school nurse. If a communicable infection is found, the student will be sent home. Students will be re-examined by the school nurse before they may return to the classroom. Follow up on the child will be done as necessary.

Honor Roll

Students must: **1)** be enrolled at CHS for an entire semester in grades 7-12, **2)** be enrolled in a minimum of six classes in which letter grades are given, **3)** not have a grade of D, F, W or I in the given semester, **4)** earn a cumulative GPA of 3.00-3.49 (regular honor roll) or 3.5-4.0+ (principal's honor roll); and **5)** earn all "A" grades for superintendent's honor roll.

Immunization Law

Missouri law requires parents/guardians to furnish satisfactory proof of immunization against polio, diphtheria, measles (old fashioned), mumps and rubella (3-day measles) before a student enters school, unless medical or religious exemptions have been signed by a physician or parent/guardian and filed with the school.

Effective beginning 2010-2011: DTaP (tetanus, diphtheria, and pertussis) will be required for all incoming eighth grade students if the child has completed the recommended childhood DTaP/DTP vaccination series and has not received a Td booster within the past two (2) years.

Student immunizations must be up to date before being permitted to attend class. Students who have received notification that boosters are due must comply with the Missouri law in order to attend school.

Immunization Requirements

7th grade	DTaP – 4+ doses last one on or after 4 th birthday Polio - 3 doses last one on or after 4 th birthday MMR - 2 doses first one on or after 1 st birthday and 28 days must separate the second dose
8th	Hep B - 3 doses Same as 7 th except: Tdap(pertussis) – 1 dose
9th-12th	DTP - 3 doses-Td booster required 10 years after last dose Polio - 3 doses MMR - 1 dose

Inclement Weather

In the event school is cancelled due to weather, announcements are made through radio, television stations, and Text me Concordia. Announcements will be made as early as possible.

Radio:KMMO 1250 AM, 102.9 FM,KOKO 1450 AM, KMZU 100.7 FM, KAYX 1570 AM, 92 FM

TV: KMBC 9, FOX 4, KSHB 41, KCMO 5

ITV/Online/MOCAP/Dual Credit Courses

To be eligible for ITV, dual credit, and online classes, a student must have a 3.0 GPA on a 4.0 scale; be a junior or senior; and have a good attendance and discipline record. Underclassmen may enroll in the classes with the same qualifications if they rank in the 90th percentile on the ACT. Other requirements may be required by the class or college. Students are responsible for the tuition and the cost of any books. Students will be held accountable in the same manner as their college counterparts. Students needing transcripts from a dual enrollment course will need to contact the College or University at which the credit was received.

The Missouri Course Access and Virtual School Program (MOCAP) offers virtual online courses for students statewide. This resource is available to students who meet the eligibility requirements. When planning for their schedule, students may inquire if this option is in their best educational interest.

King/Queen Policy

Annually, students are elected to homecoming, barnwarming, and courtwarming king and queen. The candidate must be a senior and nominated by a group/class/or organization.

- The students nominated must meet the same requirements set forth to attend senior trip.
- Any student may receive only ONE in a given year.
- Prom King and Queen are Seniors voted upon by their peers and are exempt the other requirements.
- Students nominated and participating in the king and queen activities must dress in formal attire during the presentations unless approved by the building principal

Leaving the Building

Students may leave the building only with the principal's permission or with a note/phone call from their parent/guardian. A text message from a parent will not count as parent contact. Once at school, students are required to remain until dismissed. Students may not return to their vehicles during the school day. *If a student leaves the building without permission, he/she will be considered Truant.*

Lex La Ray Career Center Selection

Students wishing to attend the career center will be responsible for submitting an application and attending a selection interview in the spring prior to their junior or senior year. Deadlines will be set by the counselor.

Students failing to meet these requirements may not be considered.

The selection committee will consist of the principal, counselor, special services director, and teachers. The committee will base its decision on an applicant's need and sincerity toward vocational training, the student's demonstrated academic achievement, attendance history, and discipline record. The committee will compile a list of eligible students in order of selection. Final determination will then be made based on funds allotted or other resources available.

Upon acceptance into the career center, a student will be required to sign a contract outlining the expectations for participation in the career program.

Lockers

Lockers are provided by the school for student use. The lockers are assigned to individual students and should not be shared. A student who wants to lock his/her locker will need to provide a key or the combination to the principal before the lock is installed. The district is not responsible for valuables that are left in the locker. Inspections and searches of lockers (without the presence of the student) may be made by the principal when necessary to maintain the welfare and safety of the student body or to prevent disruption of the educational process.

Lunches

CHS provides daily breakfast and lunches that meet USDA requirements for a type A meal. Students are encouraged to pay for lunches/breakfast on a weekly basis. Lunches can be paid for in the office. Payment must be turned in before 10:30 am, or it will not be added until the next school day. Lunch cards will be issued at the start of the school year to be used to account for payments/credits. Students who lose their card will be served at the end of the lunch line.

Meal Charges: (Board Policy 5550)

1. Middle School students will be allowed to charge a maximum of ten (\$10.00) dollars. After this maximum has been met, no additional charges will be accepted. High School students will be allowed to charge one meal.
2. No charges will be allowed for ala carte foods and beverages.
3. Parents/guardians of students with negative balances will be contacted electronically, by correspondence, by phone call by District Accounting Office, or by the Food Service Department.

Missouri School Violence Hotline

To report threats against students, teachers, or schools, you can call the Missouri School Violence Hotline with information. 1-866-748-7047

Medication at School

Each student will need a yearly medication consent form. On this form, parents may give permission for staff to dispense acetaminophen (Tylenol) or ibuprofen (Advil). Dispensing prescription medication at school should be kept to a minimum, but if required, should be delivered to the school health room/office by a parent or a designated adult on the school emergency card. The medication must be in a current prescription bottle or the original container (Pharmacies will give you two bottles, one for school and one for home).

PRESCRIPTION MEDICATION MUST HAVE A PHARMACEUTICAL LABEL THAT INCLUDES:

- 1) student's name;
- 2) current date;
- 3) name of the medication; and
- 4) specific directions for dispensing.

The district and employees or agents shall incur no liability as a result of any injury arising from the self-administration of any medication by a student, absent any negligence by the district, employee or agent; or, as a result of providing all relevant information to the school nurse, absent any negligence by the district, employee or agent, or, in the absence of a school nurse, to the school administrator.

The FDA has determined CBD is considered a “drug,” meaning it is intended for the diagnosis, cure, mitigation, treatment or prevention of diseases. As such, students may not possess or consume CBD on school grounds. Please see the above statements regarding medication at school. Specific concerns may be addressed to the nurse or to the administration.

Please note that Concordia R-2 receives federal funds and must comply with the Drug-Free Workplace Act by operating a drug-free workplace. As such, medical marijuana is not permitted at school, even with a prescription. Specific concerns regarding the use of medical marijuana should be directed to the administration.

Open Gym

Open gym is not a right, but a privilege and at any time the privilege may be revoked by the administration.

Promotion Standards for Junior High (Policy 2520) (Regulation 2520)

A student will be evaluated for promotion based on: academic achievement in all areas, chronological age, study habits, attendance, social and emotional maturity, and state mandated retention requirements for middle school students. Decisions for retention will be provided in writing to parents/guardians. To appeal a decision the parent/guardian must first contact the building principal. If parents/guardians do not accept the decision at the building level, an appeal in writing can be made to the superintendent. All appeals must be received within two (2) weeks after the close of school.

Students in grades 7 or 8 must earn 5.5 out of 7 credits or 80% to be considered for promotion to the next grade level. If a student fails to meet this academic standard they will be required to complete credit recovery during Summer School.

A student will be given an opportunity to make up some of their missing credits in summer school. To earn their credit a student must: 1) Have 95% attendance during summer school, 2) Earn a 80% in their credit recovery class. If either one of these 2 expectations are not met, a student may not be promoted to the next grade. If a student fails to attend summer school, the student will not be promoted to the next grade. The administration reserves the right to waive any of the above for special circumstances.

Registration and Enrollment

Registration will be held each spring for the ensuing school year. Students planning on attending CHS will enroll in desired classes at this time. This information will be used to determine class offerings. For more information, call the school office at 463-2246.

Senior Trip (Board Policy 2920A)

Each year the senior class will take a trip to a location that meets the board policy. To attend the Senior Trip students must meet the following requirements:

Eligibility: A student shall be afforded the opportunity to participate in the senior trip according to the following guidelines:

- The student is only eligible to attend the trip during the school year in which he/she is classified as a senior at the end of the fall semester.
- The student has to be cleared for graduation two weeks before the first day of the trip or when the final rooming list is required, whichever is latest in the year provided no money will be forfeited by the class.
- The student has to be enrolled in a minimum of 80% of available class periods during the quarter in which the trip occurs.
- Transfer students have to be in full time attendance during the fall semester of the senior year and work the minimum required concession stand duties.
- Not be under suspension or expulsion at the time of the trip.
- Meet citizenship and attendance requirements as defined below.

To be cleared for citizenship and attendance, the following checklist will be utilized. A student that meets any of the following items is not eligible for the trip:

- Have five (5) cumulative discipline infractions during junior and senior years for disrespect/defiance of authority.

- Have five (5) cumulative days of OSS or ISS during junior or senior years.
- Have a cumulative attendance during the junior and senior year less than 90%
- Conviction of, pleading guilty to, or pleading no contest to a criminal offense related to: the use or possession of alcohol, the use or possession of drugs or drug paraphernalia, theft, any act(s) of violence.
- Failure to disclose to the building principal any ticketed or legally charge offense listed above within 5-school days of the occurrence. If the offense occurs within the week prior to the trip, notification must be made immediately.
- Being placed initially under probation by the judicial system for any period of time.
- Falsification of school documents.

Schedule Changes

High school students applying for schedule changes after school begins must obtain the proper form from the counselor. The change will only be made if the need for change is agreed upon by the counselor, the teacher, and the principal. The request must be signed by the parent/guardian. Students have **three** days from the start of semester to make their requests. The administration reserves the right to waive any or all of the above if special circumstances arise.

Student Files and Permanent Records

Permanent records are kept on each student and are available to parents upon request. The counselor or principal must be present while the parents examine any permanent records to explain records and test data. The school shall use the legal name of each student in all records.

Student Of The Quarter

A student of the quarter will be selected by the staff for each grade level. The determination will be based on the following.

The Concordia High School student of the quarter is chosen based on qualities such as character, leadership, and citizenship, not necessarily academics. The student of the quarter must be a diligent student, completing his/her assignments on time, showing strong effort to learn the subjects. The student of the quarter demonstrates excellent behavior inside and outside the classroom, is well mannered, and respectful to both peers and teachers. The student of the quarter displays excellent citizenship by aligning him/herself with the schools mission through PBIS. Lastly, the student of the quarter shows exemplar character through his/her compassion, honesty, trustworthiness, responsibility, optimism, and loyalty in creating a positive school environment.

Tardy

Any student who is not in the classroom, when the bell rings during any class period will be counted as tardy. Any students arriving at school after 8:00 a.m. must report to the HS office for a slip before attending class. A student will be deemed tardy to class until 8:15. Arrival any time after 8:15 will be deemed absent from class.

Transportation Policy

The district will abide by all state rules and regulations regarding transportation. Students must ride the bus assigned them. A change of bus may be approved by the office, in cases of an emergency. Bus service is provided for students living one mile or more from the school. For routes/pick-up times, contact Donnie Fowler, 463-2975 or 463-2756.

Transfer and Withdrawal of Students

Students planning on moving should notify the office one day in advance so transfer papers may be completed. Copies of educational records will be forwarded to other schools/agencies upon request by parents or other educational institutions. Original records are not released to parents.

Visitors

All visitors must report directly to the office upon entering the school to obtain a pass. Student guests are not permitted at school.

II. Attendance Policy Policy 2310

Student Attendance (Regulation 2310)

The Board of Education has established the following rules and regulations regarding attendance, absences and excuses for students. These rules and regulations are intended to comply with Missouri Compulsory Attendance Law (167.031 RSMo.) which establishes compulsory attendance for all children between the ages of seven and sixteen unless their education is provided by other acceptable means or otherwise excusable under the law.

Excusable Absences

In case of absence, it is the responsibility of the parent/guardian to notify the school. If the school is not notified the day of the 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 (Parent notification: note or phone call) will only be an excused absence for 3 times per class period per semester. Any illness after the allowable parent notifications will need a doctor's note to be deemed excused:
2. Days of religion observance (must be arranged prior to absence)
3. Death in the family (Each District shall define degree of relatedness required to excuse absence)
4. Family emergencies which necessitate absence from school. The school must be notified in advance when such absences are foreseen. (Each District shall define 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 as indicated by the individual teacher.

Unexcused Absence

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

1. After a student has been absent for three (3) consecutive days, it is the building principal'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 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.
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.

Excessive Absences

Middle School Students

A student shall be allowed twenty (20) unexcused days per school year. Excessive absences, excused or unexcused, have a detrimental effect upon academic progress and may be one factor considered in promotion/retention decisions.

High School Students

A student shall be allowed a maximum of ten (10) unexcused absences from any class during any class during a semester. Students who accumulate in excess of ten (10) days in any class are subject to loss of credit for that class. (Days of student suspension are not counted as days absent for purposes of this policy.)

When unusual or extreme circumstances occur, exceptions to this stated policy will be made only by administrative discretion on an individual basis. Any absence not accounted for will be considered an unexcused absence.

Any absence from class as a result of a school-sanctioned activity is not recorded as an absence for purposes of this policy. Example: field trip, athletic event, student activity, etc.. It is the student's responsibility to remind all of his/her teachers following a school-sanctioned absence to use the attendance correction form if he/she was reported absent inadvertently.

Appeal

High School students who are denied credit under this Regulation are entitled to utilize the due process procedures available for student suspensions. These provisions are contained in Regulation 2662.

III. PBIS

General Overview

The focus of Positive Behavior Interventions and Supports (PBIS) is to provide a clear system for all expected behaviors at Concordia High School. While many faculty and students may have assumptions of what is expected behavior, we cannot assume that everyone's beliefs are similar. Through PBIS, we will work to create and maintain a productive, safe environment in which ALL school community members have clear expectations and understandings of their role in the educational process.

Concordia High School PBIS Purpose Statement

The purpose of Concordia High School's Positive Behavior Support Program is to:

- Sustain consistent levels of high expectations
- Demonstrate positive behaviors
- Share responsibilities for the success of the school

Concordia High School PBIS Goal and Expectations

Students at Concordia High School will meet the three building-wide expectations of the Oriole Strong Code of Conduct within both classroom and non-classroom settings at all times.

The Oriole Strong Code of Conduct

As a student at CHS, I will be:

- Responsible
- Respectful
- My Best

PBIS Matrix

	All Settings	Cafeteria	Hallway	Restroom	After School Events	Digital Citizenship
Be Responsible	<p>Follow directions quickly</p> <p>Keep personal belongings stored safely</p> <p>Notify teachers of unsafe conditions</p> <p>Pick up after yourself & others</p>	<p>Have lunch card ready</p> <p>Find a seat quickly and stay in it</p> <p>Keep positive lunch balance</p>	<p>Use a hall pass at all times</p> <p>Be in the classroom when bell rings</p> <p>Use time wisely between classes</p>	<p>Make it a priority between classes</p> <p>Use nearest restroom quickly and quietly</p> <p>Return to class promptly</p>	<p>Demonstrate school spirit</p> <p>Keep facilities clean</p>	<p>Follow proper procedures for research and writing</p> <p>Follow expectations of the AUP</p> <p>Know who you are communicating with</p> <p>Keep passwords safe</p> <p>Use social media wisely</p>
Be Respectful	<p>Follow the dress code</p> <p>Use school appropriate language</p> <p>Keep all hands, feet, and other objects to yourself</p> <p>Value the property of school and others</p> <p>Use manners</p>	<p>Ask a permission to leave</p> <p>Dispose of trash properly</p> <p>Use proper table etiquette</p>	<p>Be mindful of other classrooms</p> <p>Use a quiet voice</p> <p>Walk directly to destination.</p>	<p>Be mindful of request to leave the classroom</p> <p>Flush</p> <p>Keep water in the sink</p> <p>Put paper towels in trash can</p>	<p>Represent your school in a positive manner</p> <p>Show sportsmanship</p>	<p>Keep all equipment as found</p> <p>Positive comments</p> <p>Use at appropriate times</p>
Be Your Best	<p>Solve conflicts in a positive manner</p> <p>Choose a positive attitude</p>	<p>Wait patiently in line</p> <p>Use appropriate voice level</p>	<p>Take care of items in the hallway (e.g. poster and displays)</p>	<p>Use proper hygiene</p>	<p>Show support to peers by attending</p>	<p>Stay on task assigned by teacher</p>

Incentives:

As part of the SW-PBS system students will be provided incentives for behaving in an appropriate manner or as rewards for going above and beyond what is normal student behavior.

Concordia Cash – Teachers will provide students with a ticket that can be placed into a drawing box in the office. Every Friday morning three students will be drawn from the box. These students will receive a ticket to claim one of the following prizes:

- Preferred Parking Pass
- Head of the Lunch Line
- Wipe out a Tardy
- Gym pass during tutor time with a friend
- Wear a hat for a day
- Free Assignment Pass

At the end of each quarter, all names are put back in the box for a final drawing for miscellaneous prizes or gift cards.

Stay Strong Challenge

- Every four weeks, PBIS team will evaluate students who qualify for the four week period based on the following data based criteria
 - 2.75 GPA (with no F's)
 - 90% attendance
 - No tardies
 - No office discipline referrals
- All students who qualify for three out of four periods will be eligible to attend large group reward (i.e. Main Event, Worlds of Fun, Royals game, SkyZone, movie/lunch)

Positive Phone Call Home

Once a quarter during PBIS Inservice, each staff member will nominate one student that exemplifies Oriole Strong Code of Conduct characteristics in their classroom. The nominations are submitted to the building principal who calls the parent of the student and celebrates the student's achievement.

IV. Discipline Policy 2600

The District has the authority to discipline for student conduct that is prejudicial to good order and discipline in the schools as provided by state law. School officials are authorized to hold students accountable for misconduct in school, on school property, and during school-sponsored activities. 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 up to and including expulsion. However, no student will be confined in an unattended locked space except for emergency situations while awaiting the arrival of law enforcement officials.

Students forfeit their right to a public school education by engaging in conduct prohibited in Regulation 2610, the code of student conduct, and/or state or federal law. Disciplinary consequences include, but are not limited to, withdrawal of school privileges (athletics, intramurals, student clubs and activities and school social events); the reassignment of the student to another school; removal for up to ten (10) school days by building principals; extension of suspensions for a total of 180 days by the Superintendent; and longer term suspension and expulsion from school by the Board of Education. See also Policies 2610, 2662, and 2663.

Removal of any student who is a student with a disability under Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act is subject to state and federal procedural due process rights. See policy 2672 and its corresponding regulation.

The District will provide annual in-service training to all employees concerning the District's discipline regulations and their implementation. Annual training will also include, but will not be limited to, approved methods of dealing with school violence, discipline of students with disabilities, and the requirements of student confidentiality.

Behavioral Expectations (Board Regulation 2610)

The discipline code set out in this regulation is intended to be illustrative but not an exclusive listing of acts of misconduct and the consequences for each. Misconduct which is not specifically listed in this regulation may be deemed to warrant discipline up to and including expulsion following provisions of all due process procedures. In addition, the disciplinary consequence listed for each offense may be increased or decreased by the Administration or the Board of Education due to mitigating or aggravating circumstances.

Philosophy:

Order and good discipline are necessary to achieve the educational mission of this school. All students have a right to learn and all teachers have a right to teach without disruption. Students are responsible for their own behavior, regardless of the behavior of others or whether their behavior is being monitored or not. Students are expected to follow the directions of all school personnel.

Acts of school violence will be reported in accordance with the "Safe Schools Act." These are: murder, kidnapping, first degree assault, forcible rape and sodomy, first and second degree burglary, robbery, distribution of drugs, arson in the first degree, possession of a weapon, voluntary and involuntary manslaughter, sexual assault, felonious restraint, robbery in the first degree and property damage in the first degree.

Corporal Punishment Board Policy 2670

No person employed by or volunteering for the School District shall administer or cause to be administered corporal punishment upon a student attending District schools.

Disciplinary Actions

Detention (Det):

Is an assigned before-school and/or after-school period, during which student activity is closely monitored and severely restricted. Students are expected to be quiet during the entire detention period and to work exclusively on assigned tasks. Detentions are assigned by teachers or principals. Students should serve the detention the day following the violation. Missing a detention may result in ISS.

Suspension:

Saturday School (SS): Saturday School is a structured disciplinary action where as student will come in on Saturday morning from 8:00 -12:00. Students will be expected to bring school work with them or be assigned tasks by the Saturday School supervisor.

In-School (ISS): 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.

Out-of-School (OSS): Out-of-school suspension is an exclusion from school for a specific period of time short of permanent expulsion. In extreme cases a recommendation for long term suspension (more than 10 days) may be made by a principal to the superintendent. Parents will be notified in the event of any OSS. In the case of a long term suspension, the student will not be admitted back to school until a conference occurs to review the conduct that resulted in the suspension and any actions required to prevent future occurrences. The student will not attend any school activity, on or off the school grounds until they have been readmitted into school. Violations will result in additional days being assigned.

Work assigned during OSS can be made up only through prior arrangement with the principal, with the exception of tests or long term projects.

The length of OSS may be modified on a case-by-case basis by the Superintendent or the Concordia R-2 Board of Education.

Infractions:

1. Alcohol -- Possession of or presence under the influence of alcohol regardless of whether student is on school premises.

First Offense: Minimum 1 day OSS, parent contact

Subsequent Offenses: 1-180 days of suspension

2. Arson – Intentionally causing or attempting to cause a fire or explosion.

First Offense: 1-180 days of suspension, parent contact, report to authorities.

Subsequent Offenses: Recommendation for expulsion, parent contact, report to authorities.

Possession of Items that can be used to start or cause a fire are prohibited. These items include but are not limited to: matches and lighters. These items will be confiscated and not returned to the student.

First Offense: conference with student, parent contact, Det, ISS, or OSS.

Subsequent Offenses: Parent contact, ISS, or OSS

3. Assault/Violent Act: As defined by Chapter 565 of Missouri Revised Statutes as 1st, 2nd, or 3rd degree assault (per assault agreement with Concordia Police Department).

of a student:

First Offense: Minimum 1 day OSS, parent contact, and report made to authorities.

Subsequent Offenses: 1-180 days of suspension, parent contact, and report made to authorities.

of a staff member:

First Offense: minimum 10 days OSS, parent contact, and report made to authorities

Subsequent Offenses: Recommendation for expulsion, parent contact, and report made to authorities.

4. AUP Violation – Knowingly misusing a computer in violation of a signed AUP agreement. Using a computer without having an AUP.

First Offense: conference with student, parent contact, Det, ISS, or OSS; and Loss of computer privileges for the remainder of the semester.

Subsequent Offenses: Parent contact, ISS, or OSS; and Loss of computer privileges for one calendar year.

5. Bus Misconduct – Acting in a manner that is against the expectations of the driver. A violation of safety regulations may result in an indefinite suspension of privileges.

First Offense: bus misconduct slip will need to be signed and returned before being allowed to ride

Second offense: suspension of bus privileges for three (3) days, will start upon notification of parents

Third offense: suspension of bus privileges for five (5) days.

Fourth Offense: suspension of bus privileges for ten (10) days.

Fifth Offense: will result with an indefinite suspension and hearing with the school board, with the recommendation that the student's privileges be revoked.

- 6. Bullying:** – Intentional intimidation or infliction of physical, emotional, or mental harm (Board Policy 2655)
First Offense: conference with student, parent contact, Det, ISS, or OSS.
Subsequent Offenses: Parent contact, ISS, or OSS.
- 7. Cell Phone/Electronic Device Misuse** - If cell phones or electronic devices ring, are used, or appear during class time, the teacher will confiscate the device and turn it over to the principal.
First Offense: Students will have to turn their cell phone into the office for 2 days
Second offense: Students will have to turn their cell phone into the office for 5 days
Third Offense: Students will have to turn their cell phone into the office for 10 days
Subsequent Offense: Conference with parent and loss of cell phone privileges
- 8. Cheating/Plagiarism-** Knowingly using inappropriate means to aid in the performance of a test/quiz/or assignment.
First Offense: zero score and after school detention
Second Offense: zero score and One day of ISS
Subsequent Offenses: zero score and one day of OSS
- 9. Defiance of Authority** – Refusal to obey directions or defiance of staff authority.
First Offense: conference with student, parent contact, Det, ISS, or OSS.
Subsequent Offenses: conference with student, parent contact, Det, ISS, or OSS.
- 10. Dress Code Violation** – Student dressed in a manner that is in violation of the dress code.
If the appropriate dress cannot be obtained the student can be sent home until in compliance.
First Offense: conference with student to correct inappropriate dress, parent contact, and/or Det.
Subsequent Offenses: conference with student to correct inappropriate dress, parent contact, Det, or ISS.
- 11. Disruptive Behavior** – Conduct which has the intentional effect of disturbing education or safe transportation of a student
First Offense: conference with student, parent contact, Det, ISS, or OSS.
Subsequent Offenses: conference with student, parent contact, Det, ISS, or OSS.
- 12. Drugs/controlled Substances** –
Possession or presence under the influence of a controlled substance or substance represented to be a controlled substance while at school, on the school parking lot, a school bus, or at a school activity whether on or off of school property.
First Offense: conference with parent and student, OSS, and report to authorities.
Subsequent Offenses: conference with parent and student, recommendation for long term suspension, and report to authorities.
- 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 suspension, parent contact, and report to authorities.
Subsequent Offenses: Recommendation of Expulsion, parent contact, and report to authorities.
- 13. Fighting** -- Physically striking another in a mutual contact as differentiated from assault.
First Offense: 3-5 days OSS, parent contact, possible report to authorities.
Subsequent Offenses: OSS, parent contact, and report to authorities.

14. Firearms and Weapons (Board Policy and Regulation 2620)

Possession of a firearm or weapon

First Offense: 10 days OSS with referral to Superintendent for suspension of 180 days or expulsion, parent contact, and report to authorities.

Subsequent Offenses: Recommendation for expulsion, parent contact, and report to authorities.

15. Harassment (Board Policy 2130) Please refer to board regulation 2130 for definition of Harassment.

First Offense: Conference with student, parent contact, Det, ISS, or OSS.

Subsequent Offenses: Conference with student, parent contact, Det, ISS, or OSS.

16. Improper Display of Affection – Consensual kissing, fondling, or embracing.

First Offense: Conference with student, parent contact, Det, or ISS.

Subsequent Offenses: Conference with student, parent contact, Det, ISS, or OSS.

17. Improper Language

Threatening Language – Use of verbal, physical, or written threats to do bodily harm to person or personal property.

First Offense: Conference with student, parent contact, Det, ISS, or OSS.

Subsequent Offenses: Conference with student, parent contact, Det, ISS, or OSS.

Use of Obscene or Vulgar Language – Language which depicts sexual acts, human waste, and blasphemous language

First Offense: Conference with student, parent contact, Det, ISS, or OSS.

Subsequent Offenses: Conference with student, parent contact, Det, ISS, or OSS.

Disruptive or Demeaning Language or Conduct – Use of hate language to demean other persons due to race, gender, disability, natural origin, or religious beliefs. This also includes conduct, verbal, written, or symbolic speech which materially and substantially disrupts class, school activities, transportation, or school functions.

First Offense: Conference with student, parent contact, Det, ISS, or OSS.

Subsequent Offenses: Conference with student, parent contact, Det, ISS, or OSS.

18. Inappropriate Sexual conduct (Policy and Regulation 2130- Harassment)

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

First Offense: Conference with student, parent contact, Det, ISS, or OSS. Possible contact of authorities upon attorney recommendation.

Subsequent Offenses: 1-180 days of suspension, contact of parent, report to authorities.

Use of sexually intimidating language, objects, or pictures.

First Offense: Conference with student, parent contact, Det, ISS, or OSS.

Subsequent Offenses: Conference with student, parent contact, Det, ISS, or OSS.

Indecent Exposure – Includes display of breasts, buttocks, and/or genitals in a public location.

First Offense: Conference with student, parent contact, ISS, or OSS. Report to authorities.

Subsequent Offenses: Conference with student, parent contact, ISS, or OSS. Report to authorities.

Sending, Showing, or Forwarding pictures or messages of a pornographic nature with an electronic device

-- If the sending of the photos or messages disrupts the educational setting it can be investigated by the administration.

First Offense: Conference with student, parent contact, 1-5 days of OSS. Report to authorities.

Subsequent Offenses: Conference with student, parent contact, 1-10 days of OSS with possible recommendation for long term suspension. Report to authorities.

19. Missed Detention – missing an assigned office or teacher detention.

First Offense: conference with student, parent contact, twice the detention, one day of ISS or SS

Subsequent Offenses: conference with student, parent contact, twice the detention, ISS or SS

20. Tardiness (board regulation 2660) -- Tardiness, unless detained by a staff member, is defined as an unexcused appearance of a student beyond the scheduled time that a class begins.

4th, 7th, and 10th tardy of semester: One hour detention after school

After the *tenth* tardy: 4 hours of SS will be assigned for each tardy after receiving number 10

21. Theft – Nonconsensual taking or attempt to take the property of another

First Offense: Conference with student, parent contact, Det, ISS, or OSS. Restitution for item(s) and report to authorities if the value of the item exceeds \$50.

Subsequent Offenses: Conference with student, parent contact, Det, ISS, or OSS. Restitution for item(s) and report to authorities if the value of the item exceeds \$50.

22. Tobacco-- possession or use of tobacco, tobacco products, and paraphernalia (this includes smokeless, electronic cigarettes, vapes, Juul, etc). The two offenses can be combined for concurrent days not to exceed five days for the first offense or ten days for any subsequent offenses. Confiscated items will not be returned to students or families by CHS as it is illegal for individuals under the age of 18 to possess these items. CHS administration will hand over confiscated electronic cigarettes, vapes, Juul devices, etc. to the Concordia police department to determine what substance is in the device. Students over the age of 18 who have a device confiscated may contact the Concordia police department to inquire about getting their device returned.

Possession- students who are found to be in possession of tobacco while at school or a school function.

First Offense: 1-3 days of OSS and confiscation of items.

Subsequent Offenses: 5-10 days OSS and confiscation of items.

Use- Students who are found using or have used tobacco while at school or at a school function.

First Offense: 1-3 days of OSS and confiscation of items. .

Subsequent Offenses: 5-10 days OSS and confiscation of items.

23. Truancy – Absent or tardy from class or classes without authorization (Policy and Regulation 2340 – Truancy and Educational Neglect)

First Offense: Conference with student, parent contact, Det, ISS, or OSS.

Subsequent Offenses: Conference with student, parent contact, Det, ISS, or OSS.

24. Vandalism – Intentional damage or attempt to damage property belonging to the staff, students, or the district.

First Offense: Conference with student, parent contact, Det, ISS, or OSS. Restitution for damages to property, report to authorities.

Subsequent Offenses: Conference with student, parent contact, ISS, or OSS. Restitution for damages to property, report to authorities.

V. Extra-Curricular Activities

The National Association of Secondary School Principals recognizes activities and athletic organizations. The rules and regulations of the Missouri State High School Activities Association (MSHSAA) govern all athletics and activities. All organizations and activities are under the supervision of a faculty sponsor appointed by the administration of CHS. All activities must be recorded on the activity's calendar at least two weeks in advance in Mrs Jurkowski's and Mr. Basye's office. Mrs. Jurkowski must approve the scheduling of all student activities.

Non-School activities

A student may practice or compete as a member of a non-school team or as an individual participant in organized non-school competition in a different sport than the school sport in season under the following conditions:

1. No school time is missed to compete, practice for, or travel to the site of such non-school competition.
2. The student shall not practice for or compete in the non-school competition on the same date the school team practices or competes unless approved by administration and coach.
3. The student must not practice or compete in the non-school competition within 14 days of the school sports team start of district play if they are a varsity member of the team. They must continue not to practice or compete for the non-school team until the school team has participated in their last competition for the season.
4. If a student chooses to attend a non-school practice or event over a school team practice or event, then they will no longer be allowed to participate with the school team.

Alcohol/Drugs & Extracurricular Activities

Coaches and sponsors will verbally advise students that the use or unlawful possession of drugs/alcohol is wrong and harmful. If a student is suspected of alcohol/drug use while attending a school activity, parents may be called to verify use and to take responsibility for the student. The unlawful possession, use or distribution of illicit drugs/alcohol by students on school premises or as part of any school activity will result in the appropriate suspension from school (see suspension from participation in any extra-curricular activities/practices) and the student's participation being terminated for 30 days. A second offense, no matter whether it is committed on or off school grounds, will result in the student's participation being terminated for all extracurricular activities for 365 days.

Activity participants, observed possessing or using drugs/alcohol by a law enforcement agency, coaches, faculty administration or school staff, during an activity season, but unrelated to school activities, are subject to a 14-day suspension from any activities. A second offense, no matter whether it is committed on or off school grounds, will result in the student's participation being terminated for all extracurricular activities for 365 days. The observer will confront the student at the time observed (if possible) to verify use and notify parents.

Citizenship

MSHSAA by-law 212.0 states: Students who represent a school in interscholastic activities must be creditable citizens and judged so by the proper authority. Those students whose character or conduct is such as to reflect discredit upon themselves or their schools are not considered "creditable citizens".

NOTE: Conduct by the student involving law enforcement should be reported to your principal immediately as your conduct may affect eligibility or contest outcomes.

Eligibility policy

To be eligible for extracurricular activities, a student must:

- 1) be full-time;
- 2) be enrolled in and regularly attending courses that offer a minimum of 8 credits per year, and
- 3) have passed 80% of the possible courses the previous semester.

Also:

- 1) if a student receives an F on the grade check **in the same class, for two consecutive reporting periods**, that student is ineligible to participate in any of the affected activities (may still practice) until the next *2 ½ week grade check that shows a passing grade in the class*. The time of ineligibility begins the day after the grade check and concludes at 3:10 pm on the day the grade check is posted showing a passing grade;
- 2) students missing a full day of school the day of an event will not be allowed to participate, unless prior approval has been given by the principal (for special cases);
- 3) any activity that results in a grade for the course will not be considered extracurricular;
- 4) MSHSAA guidelines require good citizenship as criteria for eligibility.

Activities affected by this policy: Conference, district, and state choir/band; local, conference, district, and state solos/ensembles; plays, and musicals; all interscholastic sports; science olympiad; junior high contests, solos, and ensembles; C-Club, cheerleading, FCCLA, FFA, MMM and NHS; dances; nominations for king and queen contests; and math, art, shop, business, speech, science, and other contests.

Activities not affected: annual staff, vocal music, band, banquets, prom, and graduation ceremonies.

Transportation Guidelines

The following guidelines apply to all trips (music, athletic, recreational, educational, etc.). Students: **1)** will ride the bus or authorized vehicle to all activities; **2)** who wish to return home with parents/guardians will need them to sign a release stating they are taking responsibility for the student; **3)** may be allowed to return with another adult if the student's parent/guardian provides a signed release and confirmation to the school office prior to the event. Any offense will result in the student being required to ride the bus home for the remainder of the current activity season, unless there is an emergency.

Concordia School Letter

It is believed that students participating in the school activities program help to create a positive image in the community for CHS. This image is one the school and the community appreciate and feel is deserving of recognition.

The CHS School letter is meant to be a symbol of that recognition, symbolic of the dedication, effort and talent a student has demonstrated. It should be worn with pride as the school letter represents one of the highest honors bestowed on students at CHS. CHS students are eligible to earn a school letter in three areas: Academics, Activities and Athletics. Each of these areas has specific requirements for a student to earn a school letter.

Students should contact the particular coach, teacher or activity sponsor of the area they are interested in earning a CHS letter for details and requirements. The school/coach/sponsor/teacher will recommend the members of his or her organization who have met the specific requirements for a school letter. The CHS school letter shall be awarded to a student the first time a student earns a letter along with a pin symbolic of the area in which he/she earned the letter. Subsequent times a student earns a letter he/she will receive a medal bar for the number of years the letter has been earned. Letters in Academics are awarded at the end of the school year. Letters for activities are awarded at their respective banquet. Letters for Athletics are awarded at the end of each sports season.

ACTIVITY OPPORTUNITIES

Art Club – Art club is for students grades 7-12. The Art Club allows for more one-on-one instruction for students who are interested in the arts, opportunities for recognizing excellence in the arts, as well as provide an alternative after-school activity one day per week.

Art club activities include: meeting one day a week to work on projects with more individualization and one-on-one attention; a fund raiser that will provide a service to the elementary students by making magnets of their artwork; an art show to give recognition to the efforts of the art students at our school, also entries into art shows at other schools when possible; and a field trip to an art museum or other activities when available.

BAND

Marching Band – The CHS Marching Orioles are a proud and hard working group of student musicians. The hard work and dedication is evidenced in the winning tradition of the organization. The Band competes in various festivals and parades and also performs in local parades and enjoys a high level of support from the community. To participate in the Marching Orioles, you must be enrolled in High School Band. Anyone in the ninth through twelfth grade who has completed fifth, sixth and Jr. High Band is eligible. Participation may also be considered under special circumstances with consent of the director and appropriate administrative officials. Pre-season rehearsals are an important part of the success of the Marching Orioles. Each rehearsal is required. The pre-season rehearsals will be announced with plenty of time for planning, vacations and job schedules. Make-up time for missed rehearsals may be assigned.

Concert Band – Concert Band is a performing ensemble. Requirements to participate are the same as marching band. After marching season, auditions are held to determine seating order. Seating will be based on ability; however, you may be seated playing a lower part because of your ability for the good of the band. Each audition will take approximately 10 minutes. Specific days will be assigned for your instrument to audition and you are to sign up for a time.

Pep Band – The CHS Pep Band performs at home basketball games and participation is required. Athletes will be excused for the game but are required to participate when not playing or changing. You will be notified of the schedule well in advance so you can make arrangements with employers, etc. Since Pep Band comprises a portion of your grade, you will still be able to perform if you are academically ineligible for extra-curricular activities. We perform for only home varsity contests where the girls and boys play the last two games. We will perform at no more than 10 games during the season and will not perform during Thanksgiving or Christmas break.

Auxiliary -- The responsibility of the Marching Orioles Auxiliary is to perform with the band at parade competitions, football games and exhibitions. The auxiliary unit consists of all twirlers, flags and drum majors. Members of each of these groups usually are part of the Marching Orioles Band before being chosen. Each member of these groups is selected on merit, ability, attitude, and citizenship. The purpose of the Marching Orioles Auxiliary is to uphold and promote school spirit, develop a good attitude among band students and better relationships between schools during performances and competitions. Extra practices may be scheduled in the summer and during the season in order to better prepare for the marching and competitive season. Guard members are required to attend and be on time to all practices and performances unless excused by the sponsor and director. Tryouts for auxiliary positions are held in the spring.

Cheerleading

Cheerleaders promote and uphold school spirit while developing a sense of school sportsmanship among the students and adults. They promote unification of the crowd's involvement during athletic events and strive to build better relationships between schools. Cheerleaders establish standards of desirable behavior for the squad and attempt in a cheerful manner to transfer that to the sport spectators. Tryouts are held each spring for all squads.

C-Club

This organization was established to recognize athletic accomplishments on the playing field. Each member has lettered in some interscholastic sport at CHS and fulfilled the requirements in order to achieve that letter. Members sponsor fundraisers throughout the year.

Future Business Leaders of America (FBLA)

FBLA is a non-profit career and technical student organization for young men and women enrolled in secondary business education classes. Each year the chapter takes a field trip, conducts various service projects, and has a fundraiser. In the spring members may choose to compete in various business contests at the district level and upon winning they may go on to compete at the state and national levels.

Family Career & Community Leaders of America (FCCLA)

FCCLA is an organization for students, grades 9-12, who are currently enrolled or have been enrolled in Family & Consumer Science (FACS) classes. This organization stresses leadership skills and the promotion of the family in modern life. Members have the opportunity to attend local meetings, the regional meeting at CMSU and the state meeting at the Univ. of Missouri, Columbia. FCCLA members sponsor the Courtwarming Dance. Members may participate in community service projects and “STARR” Events competition.

Math Relay Team

The Math Relay Team is composed of students wishing to compete at various competitions. Students compete by taking specified tests and are then awarded points based on their scores. There are competitions for both Junior and Senior High. Any student, grade 7-12, who is academically eligible may participate.

Mixed Choir

This is a high school large ensemble which meets as a regular daily class. First semester performances include a mandatory Christmas concert, caroling, and optional honor choirs. Second semester performances include two mandatory concerts (one per quarter) and graduation, and optional solo/small group adjudicated performances.

Music Honors Society

Is an honors society for high school musicians. Members are selected based on their achievements (both musical and scholastic), character, citizenship and musicianship. Other qualifications include membership in a large performing ensemble and the student must be at least a sophomore.

National FFA Organization (FFA)

The FFA organization at CHS strives to make a positive difference in the lives of students by developing their potential through agricultural education. Activities that the club participates in include Barnwarming, American Royal, the National FFA Convention in Indianapolis, IN and many judging contests. In order to participate, a student must be enrolled in an agricultural course.

National Honor Society - The Brains, Inc.

Chapter of the National Honor Society at CHS was chartered in 1962. The four areas considered when choosing members are Scholarship, Leadership, Service, and Character. At the end of third quarter in the spring of each school year all freshmen, sophomores, and juniors with a cumulative grade point of 9.0 or above are invited to pursue membership in NHS. Those who choose to do so are required to fill out forms with personal data as well as information concerning extracurricular activities and community service. A Faculty Council of 5 members shall meet and consider each person who has properly completed all paperwork. A majority vote is required to obtain membership. Full membership rights are bestowed at a formal Induction ceremony held soon after the start of the following school year. As a member of the NHS each student is required to perform one community service project and is required to participate in at least one group service project. The National Honor Society will organize a Junior High dance as a service project.

Quiz Bowl

Any student, grades 9-12, is eligible to participate in quiz bowl. This is a team of four to eight individuals who go to various contests in the springtime and compete against other schools in a type of jeopardy format.

Science Olympiad

The Science Olympiad is devoted to improving the quality of science education and providing recognition for outstanding achievement in science education. There are two divisions; Division B includes grades 6-9 and Division C includes grades 9-12.

Student Council

Student Council is an organization of students elected by students. Their purpose is to represent the interests of the student body. They plan programs and activities and promote all school activities. They represent the students to the faculty and administration. Each class elects two representatives. Officers are elected the previous year. Students wishing to run for office must file a petition with the sponsor before the election. Officers must be juniors or seniors maintaining a "C" average and have had at least one previous year on the student council. Student Council members plan homecoming activities.

Yearbook - Students who are interested in helping with the production of the annual yearbook are invited to apply. Those selected for the staff will be expected to enroll in desktop publishing, attend meetings on a regular basis, have a positive attitude, work cooperatively with others, be interested in learning how to layout and produce a yearbook and help sell advertising.

Athletic Opportunities

Concordia teams participate and compete in the I-70 Conference. The Missouri State High School Activities Association (MSHSAA) classifies schools based on size and the number of schools enrolled in the activity. Concordia is classified as:

- Class 1 all activities except;
- Class 2 Band and Basketball

Eligibility

Eligibility to represent CHS in interscholastic activities is a privilege students may attain by meeting the essential requirements established by the MSHSAA. Students participating in State sponsored activities must meet all state requirements.

Physical/Parent Permission/School Insurance

Before any student can practice or tryout for a team, they must have a complete MSHSAA participation certificate (physical exam). The form is not complete until it has been signed by a parent or guardian. All participants must have medical insurance. If you are not covered under your parent's policy, you may obtain a form to purchase school insurance in the Principal's office.

Concordia Athletic Seasons

Starting dates for each sports season is set by the MSHSAA. Generally, practices begin three weeks before the first varsity contest. Pre-season conditioning activities are arranged by the head coaches.

Interscholastic Athletic Opportunities

Fall Semester	High School	Junior High
	Football, Volleyball, Basketball, Cheerleading	Football, Volleyball, Basketball, and Cheerleading

Spring Semester	High School	Junior High
	Baseball, Softball, Golf and Track	Track

Varsity Letter

Athletes must participate in 25% of the games (volleyball, baseball, softball, golf) or quarters (football, basketball) to earn a letter. The coach has the right to: 1) deny a letter to athletes that qualify, but have quit the team or been suspended; 2) letter an athlete that does not meet the required playing time but has made an exceptional contribution to the team in other areas.

VI. A+ Schools Program

The Missouri Department of Elementary and Secondary Education has selected Concordia High School as an A+ designated school and uses the “Career Path” concept to help students and parents with educational planning. Following are some common questions and answers about the A+ Schools Program, career paths, and a listing of the six paths that will be available to students. The Guidance Counselor will work with students in detail on this concept. (See Mr. Basye in the A+ Coordinator’s office for more information about the A+ Schools Program.)

What is the A+ Schools Program?

The A+ Schools grant provides the opportunity and funding for Concordia High School to make basic changes designed to guide students in a rigorous program of academic and technical education that will prepare them for the workplace, post-secondary vocational/technical training or college.

Concordia High School students will be eligible for two years of state-reimbursed tuition and general fees from any Missouri public community college, vocational school or technical school.

If state funds are available, students will be entitled to receive financial reimbursement if they have met the following list of requirements:

- Attended a designated A+ school for three consecutive years.
- Grade point average of 2.5 or above.
- High School attendance of 95% or better.
- Tutored or mentored other students unpaid for 50 hours.
- Maintained a record of good citizenship and avoided the unlawful possession, distribution or use of alcohol or drugs.
- Enrolled and attend, on a full-time basis, a Missouri public community college or technical school, maintaining a GPA of 2.5 or better.
- Attempted to secure all available federal financial assistance funds that do not require repayment.

What are career paths?

Career paths are clusters of occupations/careers that are grouped because many of the people in them share similar interests and strengths. All paths include a variety of occupations that require different levels of education and training. The A+ Schools Program has recently initiated a program of career paths to help give FOCUS and DIRECTION to the selection of a high school course of study and to best assist the student in achieving whatever goal has been chosen. All high school students will be asked to select from 16 different career paths.

Are career paths designed for me?

Deciding on a career path can help you prepare for your future. The intent is not for you to decide on a specific occupation for the rest of your life, but to select a career path into which you can begin directing your energies. Identifying a career path can help you in selecting school courses, activities, and part-time employment. It can also help guide your participation in workplace readiness programs like school-to-work, internships or cooperative education.

What if I change my mind?

A career path choice is not a permanent commitment. As you have new experiences, you will learn new things about yourself and may change career paths. If you decide on a new career path, you should discuss it with your counselor and adjust your future course selections in accordance with your new career direction.

VI. Policies

Communicable Diseases:

Student Recommended Policy 2860

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

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

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

The district will implement reported disease outbreak control measures in accordance with 19 CSR 20-20.020 through 20-20.060 and 20-28.010. RECOMMENDED PROCEDURES: 1) the district's policy and procedures on communicable diseases, including detailed information about procedures to be implemented should a student with a chronic infectious disease be enrolled, will be disseminated to parents of all students attending schools of the district and to the news media at least annually; 2) all employees will follow the most recently issued guidelines of the Center for Disease Control, including applicable universal precautions in cleaning up body fluid spills, whether or not an individual infected with a body fluid or blood-borne pathogen is known to be present in the school environment or related activities. Willful or negligent disregard for precautions by any staff member will be cause for disciplinary action; 3) any staff member who has a basis for believing a student has been exposed to a contagious or infectious disease or who observes symptoms of such a disease shall inform the building administrator who will request a review of the case by a designated health professional (school nurse, physician or county nurse); 4) if the designated health professional determines that the student is infected with an acute infectious disease of short duration, the student will be excluded from school for the number of days specified in the latest revision of the Missouri Department of Health publication "Prevention and Control of Communicable Disease – A Guide to School Administrators", FHS 16, or until a physician certifies the student is no longer liable to transmit the disease; 5) if the designated health professional determines that students identified as handicapped under PL 94-142 may be infected with a chronic infectious disease, the student's medical condition and educational placement will be evaluated under the procedural safeguards stated in the district's compliance plan for implementing PL 94-142; 6) if the designated health professional determines that a student not identified as handicapped may be infected with a chronic infectious disease, the student shall be excluded from school and provided education in an alternative setting until the following procedures have been concluded – The building administrator shall, within three working days, request a team review and assessment of the student's medical condition. The team shall be comprised of the following – the student's parents/guardians and a personal physician, school health professional, a public health official, the building administrator and others mutually agreed upon by the district and parents/guardians. The team members shall be those responsible for determining the fitness of the student to attend school as provided for in Section 191.689 RSMo. The team shall assess the student's condition, the school conditions, and the risk of exposing others to the disease in the school environment and determine whether the student should be permitted to attend school without restrictions, attend school under

stated restrictions and conditions or be excluded from attending school and provided an alternative educational program. The team will also establish dates and/or conditions under which the student's status will be reviewed. The team will also identify the school's staff members who have a medical need to know the identity of the infected student because they are responsible for providing proper health care and provide the names of those persons to the superintendent of school, or, in the case of non-public school, to the chief administrative officer of the school as provided in Section 191-689 RSMo. 7) The determination of the team will be made within three working days after the team is convened and communicated in writing to the student's parents/guardians, the building administrator and to the superintendent. The determination will be final unless reversed on appeal; 8) The parents/guardians of the student may appeal the determination of the team to the board of education by submitting notice of appeal in writing to the superintendent within five working days after receiving written notification of the team's determination. Within five working days after receiving notice of appeal, the superintendent will confer with the assessment team, review the record and/or receive additional information, and made a recommendation to the board. The board will consider the appeal at its next regularly scheduled meeting or at a special meeting. The board's decision will be final. The stated time line may be adjusted by mutual agreement of the parties; and 9) if a student with a chronic infectious disease is permitted to attend school, the building administrator will identify and notify the staff members who, for medical reasons, need to know the student's identity and conditions under which the student is attending school. Willful or negligent disclosure of confidential information by a staff member will be cause for disciplinary action. – approved 7 Dec 89

Prohibition Against Harassment, Discrimination and Retaliation (Board Policy 1300)

The District is committed to maintaining a workplace and educational environment that is free from discrimination, harassment, and retaliation in admission or access to, or treatment or employment in, its programs, services, activities and facilities. The District is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion and contracted service. In accordance with law, the District does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law in its programs and activities. In addition, the District provides equal access to the Boy Scouts of America and other designated youth groups. Further, no person shall be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination based on the above listed characteristics under a school nutrition program for which the District receives federal financial assistance from the U.S. Department of Agriculture (USDA Food and Nutrition Service).

The following person has been designated as the District's Compliance Officer to handle inquiries or complaints regarding the District's non-discrimination policies:

Name:	Brent Cooper
Title:	Superintendent of Schools
Address:	204 SW 11 th St., Concordia, MO 64020
Telephone Number:	(660) 463-7235

For information regarding how to report a claim of discrimination, harassment, or retaliation, see Board of Education Regulation 1300. Policy and Regulation 1300 shall govern all complaints and concerns by parents, patrons, employees, or students of the District related to discrimination, harassment, or retaliation on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law.

Anti-Bullying Policy and Procedure Policy 2655 Form 2655

The 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. District employees are required to report any instance of bullying of which the employee has witnessed within two (2) school days of the occurrence. Employees shall report the occurrence to the building principal, who is the person the District designates to receive reports of incidents of bullying. A principal who receives a report of an incident of bullying shall initiate an investigation into the allegations within two (2) school days of receipt of the report. The principal may assign other employees to assist in the investigation, or request that the superintendent assign an outside investigator. The investigation shall be completed within ten school days from the date of the written report of bullying unless good cause exists to extend the investigation. 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 incidences, 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 contacted.

The District shall give annual notice of the policy to students, parents or guardians, and staff. This policy shall be included in all student handbooks. This policy shall also be posted on the District's web page (as a Board policy) and a copy shall be placed in the District Administrative Office.

The District shall provide information and appropriate training to District staff who have significant contact with students regarding the policy. All staff with significant student contact shall be trained on the requirements of this policy on an annual basis.

The District shall provide education and information to students regarding bullying, including information regarding this policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, reprisal, or retaliation against any person who reports an act of bullying. The District shall instruct its school counselors, school social workers, licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for students to overcome bullying's negative effects. Such techniques include but are not limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend himself or herself assertively and effectively; helping the student develop social skills or encouraging the student to develop an internal locus of control. District administrators will implement programs and other initiatives to address bullying, to respond to such conduct in a manner that does not stigmatize the victim, and to make resources or referrals available to victims of bullying.

Every Student Succeeds Act of 2015 (ESSA) Complaint Procedures

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 (the Department) 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 (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

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

Any individual or organization may file a complaint.

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

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

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

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

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

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

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

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

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

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

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

The following activities will occur in the investigation:

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

Tobacco, Alcohol and Drugs Policy 2640

Smoking

The Board of Education believes that smoking; the use of any tobacco products; and substances appearing to be tobacco products are detrimental to the health and well-being of staff and students. Therefore the Board prohibits the use, sale, transfer and possession of tobacco products and substances appearing to be tobacco products, i.e. e-cigarettes, at school and at school activities

Alcohol and Drug

Use The improper use of controlled substances, alcohol and substances represented to be such is detrimental to the health and welfare of students and is detrimental to discipline in school. Such conduct, as well as the possession of drug paraphernalia, is prohibited and is subject to disciplinary action as set forth in Regulation 2610. Pursuant to 29 U.S.C. 705(20)(c)(iv), a student with a 504/ADA disability who is currently engaging in the illegal use of alcohol or drugs is not considered a student with a disability under those laws and the District, may take disciplinary action – to the same extent that disciplinary action is taken against nondisabled students – in relation to that use or possession of alcohol or drugs. In such cases, the due process procedures contained in the Section 504 regulations will not apply to protect those students. This provision does not apply to students who are identified as disabled under the Individuals with Disabilities Education Act. However, school personnel may remove an IDEA disabled student to an interim alternative educational setting for not more than 45 school days without regard to whether that student’s behavior is a manifestation of his/her disability where that student knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the District’s jurisdiction. “Illegal drug,” as it pertains to the discipline of IDEA students, means a controlled substance but does not include a controlled substance that is legally possessed or used under the supervision of a licensed health-care professional or under any other authority. The determination of whether or not a student is under the influence of alcohol or a controlled substance is based upon a variety of information including but not limited to, physical appearances, speech patterns, and witnesses statements. While not required, District administrators may request a student suspected of alcohol use to submit to a Breathalyzer. Conduct that includes possession of or use of alcohol or controlled substances as well as the possession of drug paraphernalia is prohibited and is subject to disciplinary action as set forth in Regulation 2610.

Title IX

In 1972, Congress adopted Title IX as part of the Educational Amendments. It reads: “No person in the U.S. shall, on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance.” It became effective on 21 July 75 and from that point on it has directly affected the public school system. Under Title IX, students are to be treated equally in all aspects of education. This includes: 1) access to courses (general, vocational and physical education; 2) counseling; 3) benefits and restrictions (this would include insurance, health services, employment assistance, honors and awards, extra-curricular activities, behavior and dress codes); 4) student marital and parental status; and 5) financial assistance. In compliance with the regulations of Title IX, grievance procedures have been established in the R-2 district. Students or employees who feel they have been denied their rights and have been discriminated against because of their sex may file a complaint with the principal and/or the compliance coordinator. Every effort will be made to identify noncompliance practices and take actions necessary to eliminate them. If you would like further information regarding compliance with Title IX, contact Mr. Lucas Lewis, Title IX and Section 504 coordinator, Concordia R-II Schools, P.O. Box 879, Concordia, MO 64020-0879 (660-463-2246).

Family Education Rights and Privacy Act (FERPA) Policy 2400 Form 2400

A cumulative educational record shall be maintained for each student from his/her entrance into school through the last date of attendance or through graduation, whichever occurs first. Each student's educational record will include information required by state and federal statutes, regulations or agencies and shall include other information considered necessary by school officials. The District will comply with the mandates of the Family Educational Rights and Privacy Act (FERPA) and the Safe Schools Act regarding confidentiality of student records and disclosure of personally identifiable information. The parents/guardians of students who are attending or have attended the District's schools have the right to inspect and review the educational records of their students and to request amendment of their students’ educational records. The District has adopted procedures (Regulation 2400) for the granting of parental requests for access to the educational records of their students within a reasonable period of time, but in no case more than forty-five (45) days after the request is made. All information contained in a student's educational record, except information designated as directory information by the District, shall be confidential and shall be directly accessible only to school officials who

demonstrate a legitimate educational interest in the student's records and to parents/guardians or eligible students. Upon request by military recruiters or an institution of higher learning, the District will provide students' names, addresses and telephone listings. Parents will be notified annually of their right to individually request that such information not be released without prior parental consent. Military recruiters will be provided the same access to students as is given to institutions of higher learning.

Drug-Free Schools Policy 2641

Pursuant to requirements of the 1989 amendments of the Drug-Free Schools and Communities Act and to the requirements of the Safe Schools Act, and for the purpose of preventing the use of illicit drugs and alcohol by students, the District shall provide age-appropriate, developmentally based drug and alcohol education and prevention programs to all students from early childhood level through grade twelve (12). (See also Policy 6130 - Drug Education.) Such programs will address the legal, social and health consequences of drug and alcohol use, and provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.

The District shall provide information about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to students. Students may be required to participate in such programs in order to avoid suspension or expulsion if they are found to be in violation of this policy. All parents/guardians and students shall annually be provided with a copy of this policy.

The District certifies that it has adopted and implemented the drug prevention program described in this policy in the form required by the Department of Elementary and Secondary Education or the United States Department of Education. The District conducts a biennial review of such program to determine its effectiveness, to implement necessary changes and to ensure that the disciplinary sanctions are consistently enforced.