

GALLATIN HIGH SCHOOL

STUDENT HANDBOOK 2016-2017

GALLATIN R-V HIGH SCHOOL
602 South Olive St.
Gallatin, MO 64640

Superintendent's Office	663-2171
High School Central Office	663-2172
Middle School Central Office.....	663-2172
Elementary Central Office.....	663-2173
Principal's Office.....	663-2618
FAX	663-2559

Administrative Officers

Dr. Bryan Copple.....	Superintendent
Brent Burke.....	High School Principal
Joyce Cox.....	Guidance Counselor
Becky Morris.....	Special Ed Director
Barron Gann.....	Activities Director
Barron Gann.....	A+ Coordinator

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GALLATIN R-V SCHOOL DISTRICT CALENDAR

2016-2017

August	
15-16	Teacher In-service days
17	First day of school: Early Out 12:30pm
September	
5	Labor Day – No school
16	Teacher In-service – No School
30	Homecoming- Early Out 12:30pm
October	
10	Teacher In-service – No School
14	First quarter ends
20	Parent/Teacher Conference 12:30pm Dismissal
21	No School
November	
23-25	Thanksgiving vacation – No School
28	Teacher in-service – No school
December	
21	Second Quarter/First Semester Ends 12:30pm Dismissal
22-30	Christmas Vacation
January	
1-2	Christmas Vacation
3	Teacher in-service – No School
4	Second semester begins
16	No School
February	
20	Teacher In-service – No School
March	
6	Teacher In-service- No School
10	Third quarter ends
16	Parent/Teacher Conference-12:30pm Dismissal
17	No School
April	
3	Teacher In-service – No School
13,14,17	Easter Break
May	
12	Graduation 6:30pm
18	Last day of School
	4 th qtr, 2 nd semester ends – 12:30pm Dismissal

7 PERIOD SCHEDULE

1 st period	8:00 – 8:50	
2 nd period	8:53– 9:43	
3 rd period	9:46 – 10:36	
4 th period	10:39 – 11:29	
5 th period	11:32—12:46	includes 1 st lunch shift 11:32-11:53 2 nd lunch shift 12:25-12:46
6 th period	12:49 – 1:39	
7 th period	1:42– 2:32	
Home Room	2:35--3:00	

INCLEMENT WEATHER – SCHOOL DISMISSAL

Announcements will be made on the following stations if school is to be dismissed because of inclement weather.

KGOZ	101.7 FM	(Gallatin, Chillicothe)
KCMO	Channel 5	(Kansas City)
KCHI	1010 AM 103.9 FM	(Chillicothe)
KTTN	1600 AM 92.3 FM	(Trenton)
KKWK	1360 AM 1001.1FM	(Cameron)
KAAN	95.5 FM	(Bethany)
KMZU	101.FM	(Carrollton)

DO NOT CALL THE HOMES OF ADMINISTRATORS, SCHOOL OFFICES, OR ANY SCHOOL PERSONNEL FOR THIS PURPOSE. THIS INFORMATION WILL ALWAYS BE ON THE RADIO.

If school is dismissed because of snow and/or ice conditions, all activities such as practices, trips, meetings, games, and contests will also be canceled.*

* Exceptions: Tournament ballgames, regional, district, and state meetings or contests.

ATTENDANCE POLICY

Mandatory Attendance: Students are required by law to attend school until their 17th birthday. Any student who is under the age of 17 years and is not attending school on a regular basis is in violation of this law. Parents are legally responsible for their child's attendance. The Division of Family Services and other government agencies will be contacted if a child has an excessive number of absences.

Regular attendance is an important part of education. Only by attending classes can a student receive the full benefit of instruction. Class participation is one of the areas of student performance used to determine grades. Students are expected to attend all classes every day. Families are urged to schedule vacations and appointments for their students when school is not in session. Parents can have a profound impact on student attendance by leaving absolutely no doubt that the student is expected to be in school.

Note: Students are considered to be TARDY when they are not in class when the bell rings.

1. Students are allowed to be absent the equivalent of four school days (or 27.2 hours) during a semester. Parental discretion is advised in the use of these absences. A note from home or a phone call from the parent is required for these absences to be excused.
2. Each absence after the fourth day (whether it be one class period or an entire day) is automatically unexcused unless the student presents verification from a doctor, dentist, or the school nurse. Court appearances, funerals and extensive circumstances may also be excused by the principal. Documentation must be delivered to the school office within 48 hours of the student's return to school.
3. For excused absences, students are responsible to make up all work that is missed. This work will be made up according to a schedule agreed upon with the individual teacher. Two days for each day absent is recommended. Teachers will cooperate with students who make an effort to make up work missed. A student who does not make up work to the satisfaction of the teacher will receive a grade of zero (0) for the work missed.
4. When a student wishes to earn a credit in classes for an absence that is unexcused, he/she will be required to serve an after school study hall. These study halls will be arranged through the office. When the student has satisfied the after-school requirement, teachers may then award credit for the work that was assigned or completed during an unexcused absence. If the student fails to attend the scheduled after-school session, any grade of zero (0) cannot be changed.
5. A student who serves as a Teacher's Assistant (T.A.) or a Student As Tutor (S.A.T.) and who accumulates more than two unexcused absences during this class time may be reassigned to a different class at the end of the semester.
6. A student must be present for at least five class periods in order to attend any school function that is held on the same day. Exceptions to this rule may be granted only by prior approval of the building principal.
7. A student who wishes to be excused for a college visit should make prior arrangements through the Guidance Office.

NOTE ABOUT ATTENDANCE FOR A+STUDENTS: Students who plan to earn A+ Certification should be aware of the separate A+ attendance guidelines. For A+ Certification, students must have at least a 95% attendance rate for a four-year period, regardless of whether the absences are excused or unexcused. For additional information, refer to the A+ Handbook.

TARDY POLICY

Classes begin at **8:00 a.m.** If a student is not in class at 8:00 a.m., they are considered tardy and should report to the office for an admit slip. 9th-12th grade students are given three minutes to travel to each of their seven periods per school day. This is ample time if it is used wisely. Students are considered tardy if they are not in class when the bell rings.

After accumulating 4 tardies in a quarter, the school will notify the student's parents or guardians to inform them of the problem and the consequences for future tardies. Tardies accumulate from all classes; they do not accumulate by class. A cumulative record of tardies per quarter will be kept in the office. Our tardy policy is as follows:

5th tardy - 9th tardy = 30-minute detention/per tardy

10th tardy - 14th tardy = 1 day ISS

14th tardy and above = 1 day OSS and report to juvenile office

The issuance of an excused tardy pass will be at the discretion of the principal, counselor, attendance secretary, or classroom teacher.

USE OF FACILITIES

TELEPHONE

A telephone is located in the High School office for students use. Students are asked to limit their phone calls to less than five minutes, since many students need to share the telephone. Calls should be kept to a minimum during school hours. Cell phones are not to be used during school hours.

Students will be called from class to receive **EMERGENCY CALLS ONLY!** Messages may be left at the office.

USE OF THE CAFETERIA

1. All students will be issued a lunch number. Students are urged to learn their number for they keep this number all through school.
2. Students will be expected to pay for **all** lunches in **advance**.
3. All students must eat in the commons, even those who bring a lunch. Do not take food anywhere in the building except the commons area.
4. Each student is responsible for clearing his or her own area.
5. Students may stay in the commons or go to the gym after lunch. No one will be allowed in the halls during lunch as classes are in session.
6. Gallatin High School has a "closed lunch policy". Students are not allowed to leave the building during lunch.

USE OF THE GYM

1. The gym will be opened at 7:45 a.m. for student use before school. The gym will also be opened during lunch hours.
2. Tennis shoes or socks must be worn on the playing floor. If everyone keeps off the floor with street shoes, it will stay very attractive.
3. Students in the gymnasium must be under direct supervision of a faculty or staff person at all times.

LOCKERS

Students will be assigned a locker. Unless cleared by the office, students need to use only their assigned locker. They will keep the locker assigned to them for the full year. Each locker has a combination lock on it; students are responsible for locking their locker. The lock is for your personal property. ***IF YOUR LOCK IS NOT RETURNED YOU WILL BE CHARGED THE PRICE OF A NEW LOCK (\$8). **THE SCHOOL WILL NOT BE RESPONSIBLE FOR ITEMS LOST FROM LOCKERS.**

VISITORS

Students are not allowed to have visitors during the school day, as this provides distractions to our learning process. Lunch may be dropped off for students in the high school office.

PARKING AND DRIVING REGULATIONS

Driving a motor vehicle is a definite privilege. If mistreated, the privilege can easily be taken away. Drivers should read the following to avoid loss of driving privileges as specified in the discipline section of the handbook.

1. The speed limit is 10 MPH on school property.
2. The lane in front of the school is one-way and should never be used as an exit.
3. The first row of the southeast parking lot is reserved for faculty and visitors. Seniors may use the middle row of the southeast parking lot and other students may park in the third row of the southeast parking lot.
4. Students parking in the southeast parking lot must park in designated spaces.
5. All other students need to park in the southwest lot and away from the Vo-ag building.
6. All cars shall be parked in a north/south position single file, in the area designated for parking.
7. Vehicles will be parked upon arrival at school and shall not be moved until such time as the student leaves for the day.
8. Students are not allowed in the parking lot during school hours without permission from the principal's office.
9. A parking permit must be on file in the office containing the following information:
 - *Vehicle license number
 - *Operator's license number
 - *Liability insurance policy and the agent's telephone number.
10. School buses have priority and the right of way. Do not pass buses while they are loading, unloading or the stop sign on the bus is in the out position.
11. Vehicles are subject to search on school premises and the driver/owner is responsible for illegal contraband items within the vehicle. All contents within the vehicle need to comply with the Gallatin R-V discipline code and violations will be dealt with according to policy.

BUS REGULATIONS

The safety of students during their transportation to and from school activities is the responsibility of the parent/guardian, bus drivers, and school officials. Students are responsible for all rules of conduct while waiting for or riding a school bus.

POLICY ON ALCOHOL AND OTHER DRUGS

PREFACE

This policy and its associated guidelines are an effort by the school district to respond effectively to the potential and current use and abuse of alcohol and other drugs by members of its school population.

STATEMENT OF POLICY

The school district will work through curriculum and classroom activities, administrative and faculty effort, and the disciplinary procedures to prevent and intervene in the use of alcohol and other drugs by members of the school population.

SCHOOL GUIDELINES

These guidelines have been created as one part of the school district's discipline policy. They are intended to provide a consistent means for effectively responding to alcohol and other drug-related situations that may occur at school or at school sponsored events. They have been written with due consideration for the legal rights and responsibilities of administrators, faculty, students, and parents who may find themselves involved in such situations.

The guidelines are divided according to situations that may occur at school or at school sponsored events.

INVESTIGATIONS

Whenever there is any reasonable suspicion of use or abuse of alcohol or other drugs, the principal or the principal's designee should be involved in the investigation. The investigation may include a search.

A student's locker is considered school property and may be searched at any time. At times, it will be necessary to search the student's belongings or person. Although the student's consent is not required when there is reasonable suspicion that a search will result in the discovery of alcohol or other drugs, or drug paraphernalia, the school official should always first request that the student volunteer any drugs, chemical substances or drug paraphernalia. Any search should be conducted in the presence of another school staff member or the student's parent.

CONFIDENTIALITY

The privacy of all students shall be respected. Communication regarding alcohol and other drug situations that call for referral or disciplinary action should be limited to those individuals who have the need to know.

GUIDANCE PROGRAMS

The Gallatin Guidance Program has as its basis, the Missouri Comprehensive Model Guidance Program. As such, school counselors believe that guidance is an integral part of the total educational program in the Gallatin R-V School system.

Certified school counselors at both the elementary and high school levels, with the support of teacher, administrators, parents and students, include these four program areas for our students.

- Guidance Curriculum – Small group and classroom presentations
- Individual Planning – Student education and career planning
- Responsive Service – Counseling, consultation, referrals
- System Support – Management, community outreach, and public relations.

The high school counselor will assist students in grades 9-12 with class scheduling, (including “Four Year Plans”), career surveys and assessment, post-high school planning (technical schools, college, or career), and financial aid materials to achieve these goals.

Many presentations and programs will be offered to students throughout grades 9-12 in regard to these services. However, parents and students are encouraged to contact the high school guidance office for individual conferences.

A+ SCHOOLS PROGRAM

Students who graduate from a designated A+ school and have met specified requirements will be eligible to receive regular tuition and designated fees to any public community college, vocational or technical school in the state.

Note: Some four-year colleges offer a monetary scholarship based upon successful completion of the A+ program.

To be eligible for the financial incentives of the A+ Schools Program a student must be certified as an A+ Student by their high school. To qualify, students must meet the following criteria:

- Enter into a written agreement with the high school prior to the semester before graduation and attend an A+ designated high school for at least three consecutive years.
- Graduate from high school with accumulative grade point average of 2.5 or higher on a 4.0 scale.
- Have at least 95% attendance record for the four years of high school.
- Tutor or mentor 50 hours.
- Maintain a record of good citizenship and avoid unlawful use of drugs/alcohol.
- Make a good faith effort to first secure all available federal post-secondary student financial assistance funds that do not require repayment.
- Earn an advanced or proficient score on the Algebra I EOC exam (class of 2015)

ACADEMICS

GALLATIN R-V GRADUATION REQUIREMENTS

*HONORS PROGRAM		BASIC PROGRAM	
*English (Include Eng. IV)	4	*English	4
*Social Studies	4	*Social Studies	3
*Science	4	*Science	3
*Math	4	*Math	3
Fine Arts	1	Fine Arts	1
Foreign Language	1	Foreign Language	0
Practical Arts	1	Practical Arts	1
Physical Education	1	Physical Education	1
Health	½	Health	½
Personal Finance	½	Personal Finance	½
**Directed Electives	3	Electives	7
Other Electives as needed	2		
*Computer Applications I required			

**Credits from Foreign Language, Computer Science, and/or additional advance core classes will meet this criteria.

The State of Missouri requires all students to earn at least 24 units of credit to qualify for a high school diploma.

In addition to the above requirements ALL students must:

1. Pass U.S. Constitution Test
2. Pass Missouri Constitution Test
3. Satisfactorily complete all testing required by the Gallatin R-V Board of Education and for the Missouri Department of Elementary and Secondary Education.

*In order to receive an HONORS PROGRAM CERTIFICATE students must complete all items mentioned above as well as:

1. Maintain at least a 3.5 cumulative grade point average.
2. Minimum ACT Composite of 21 or comparable SAT score.
3. Attend eight complete semesters.
4. Maintain an overall attendance rate of 95% during grades 9-12.
5. Maintain A+ Citizenship Standards.
6. Students must meet all GHS and DESE Diploma criteria.
7. Valedictorian and Salutatorian must attend their last four semesters enrolled in Gallatin High School.

To be considered for the honor of Valedictorian and Salutatorian, students must meet or exceed the criteria stated above for the honors program.

*Changes are to be implemented with the class of 2018.

ADDITIONAL GRADUATION INFORMATION

1. Students and parents are encouraged to determine entrance requirements of specific colleges and vocational schools when planning the student's total education program.
2. More specifically, some post-high school institutions will admit students with a basic high school diploma while others require an educational program similar to the honors program.
3. Vocational Agriculture students may take three Vocational Agriculture classes in lieu of their second or third regular science requirements.
4. Any deviation from the above requirements must be approved by the Board of Education.
5. Interscholastic sports do not meet physical education requirements.
6. Students are urged to enroll and complete physical education requirements as freshmen and sophomores.

CREDIT BY CORRESPONDENCE

Students who cannot fulfill part of the units of required credit for reasons of illness, physical disability, or credit deficiency may meet the requirements through correspondence courses from approved institutions of higher learning*. However, no more than two (2) of these units (4 classes) may be counted toward fulfilling the units of required credit. The courses must be completed early enough that the certification report will be received no later than one (1) week prior to graduation. The Board of Education may accept correspondence credit beyond the maximum of two (2) units.

*To be eligible for recognition, correspondence credit must be from the University of Missouri Center for Independent Study or from a correspondence school accredited by the North Central Association of Colleges and Schools or its equivalent regional accreditation agency.

ACADEMIC GRADE PLACEMENT AND CLASSIFICATION

Students must have a minimum number of earned credits to be placed academically in the various grade levels. These are based on the **opening day** of school.

Sophomore	6 accumulated credits
Junior	12 accumulated credits
Senior	17 accumulated credits

CLASS RANK

Each semester students are ranked according to cumulative grade point average. If a student received an incomplete (INC) or delayed grade, the student will remain unranked until the next ranking period. Extenuating circumstances may be appealed to the principal.

HONOR ROLL

Principal's Honor Roll	4.0
A Honor Roll	3.66-3.99
B Honor Roll	3.00-3.65

All high school courses will count toward the honor roll and grade point average except OJT (on the job training) and SAT (students as tutors).

SCHEDULE CHANGE PROGRAM

Students are strongly encouraged to remain in the classes for which they have scheduled. Students will not be permitted to drop courses or change their class schedule after the end of the first week of each semester.

The following situations are considered viable reasons for requesting a schedule change in the second semester:

- A senior who needs a change in order to graduate
- A student who is hopelessly failing an elective and who, in the teacher's opinion, has no chance of passing regardless of the amount of time and effort expended.
- A student whose original schedule called for a change at the end of the first semester.
- A student who in a previous year, has already taken and passed the second semester of a course in which they are enrolled.
- Full year courses are designed for the entire school year. If a student chooses to drop a full year course at the end of the first semester, the student will receive an "F" grade for the second semester.
- Extenuating circumstances may be given consideration by the administration.

EVALUATION SYSTEM

A	Excellent or Outstanding
B	Superior or Above Average
C	Average
D	Inferior or Below Average
F	Below passing—not meeting minimum requirements
IC	Incomplete course—if not removed by end of next mid-quarter, it will automatically become an F
IP	In Progress –final grade issued at end of semester

Classes will be evaluated utilizing the following grading system and class rank will be determined using the following numerical scale:

100-94	A	A	4.0
93-90	A-	A-	3.66
89-87	B+	B+	3.33
86-84	B	B	3.00
83-80	B-	B-	2.66
79-77	C+	C+	2.33
76-74	C	C	2.00
73-70	C-	C-	1.66
69-67	D+	D+	1.33
66-64	D	D	1.00
63-60	D-	D-	.66
59-0	F	F	0.00

WEIGHTED CLASSES

To acknowledge the effort that goes into challenging courses, the Gallatin R-V School District will award weighted grades to college preparatory classes that have been deemed rigorous. Beginning with the graduating class of 2015, students will receive weighted grades for the following high school courses: Dual Enrollment Government, Dual Enrollment Psychology, College Algebra, Statistics, Trigonometry, Calculus I, Calculus, II, English IV, Dual Enrollment Accounting, and Dual Enrollment Chemistry. A multiplier of 1.1 will be used to raise the grade points earned in these classes.

GRADE	REGULAR GRADE POINTS	MULTIPLIER	WEIGHTED GRADE POINTS
A	4.00	1.1	4.40
A-	3.66	1.1	4.03
B+	3.33	1.1	3.66
B	3.00	1.1	3.30
B-	2.66	1.1	2.93
C+	2.33	1.1	2.56
C	2.00	1.1	2.20
C-	1.66	1.1	1.83
D+	1.33	1.1	1.46
D	1.00	1.1	1.10
D-	0.66	1.1	0.73

REPORT CARDS AND DEFICIENCY REPORTS

- Report cards will be issued to the student at the end of each quarter
- Grades can be accessed by parents through the school grade book program. Deficiency reports will be mailed to parents who do not have access to internet grade book program.
- Each parent is urged to come to the school and discuss the progress of their child with the faculty and administration
- Parent-Teacher conferences will be held at the end of the first and third quarters for all students.

CO-CURRICULAR ACTIVITIES

ELIGIBILITY FOR PARTICIPATION

All students 7-12 participating in co-curricular activities, solos, ensembles, speech and debate contests, history day and all like contests, organizational activities and offices held, cheerleading, pep club, and athletic participation, must meet or exceed the following academic requirements set by the Gallatin R-V Board of Education

ACADEMIC ELIGIBILITY

For the purposes of this policy, the grade point average is figured using only the classes associated with the district GPA guidelines.

Grades from the previous quarter will be used to determine eligibility. Students must receive a C (2.0) average each quarter to maintain eligibility. Mid-term grades will be checked only on those students who have been ineligible based on previous quarter's grades.

Ineligible students will not be eligible to participate during the ineligibility period other than to practice or attend meetings that might keep them up with what is going on in the organization.

Special education students are given grades according to their IEP's, thus their GPA is figured within their capabilities.

Students who have not maintained the C (2.0) GPA will have their grades checked at each mid-term in order to determine eligibility. Students in this category whose grades are at or above a 2.0 average at the mid-term will be considered eligible at the time.

Summer school courses may count toward maintaining academic eligibility provided the following requirements are met:

1. Credit earned for the summer school course is placed on the student's school transcript.
2. The course must be a requirement toward meeting graduation/promotion requirements.
3. No electives may be counted toward this requirement.
4. Correspondence course may not count as summer school credit.
5. No more than one credit earned in summer school shall count toward maintaining academic eligibility.

ATTENDANCE ELIGIBILITY

To be eligible to participate in an activity, a student must be in class at least five full periods during the school day of contest, practice or meeting. Extenuating circumstances will be handled by the high school principal. Students must be in attendance the last day of the school week if an activity takes place over the weekend.

TRANSPORTATION TO AND FROM SCHOOL ACTIVITIES

When transportation is provided to school sponsored activities, students who participate in these activities will be expected to travel in the school-provided transportation to and from the event. Only the following exceptions will be considered:

Students may travel home with parents only if parents come in person to the sponsor or the coach involved. This must be with the approval of the sponsor or coach.

Parents may want their child to ride with someone else. In this case, the parents must do the following:

1. Personally inform the coach or sponsor with whom the student will ride. If the parent is not present, they may make previous a request in writing in the high school principal's office. The written request must state who will be transporting the student.
2. The next action is the person designated by the parent must come in person to the sponsor of the activity and pick up the student.

No student will be released from a school activity to another person under the age of 25 years. In case of an emergency, or circumstances beyond the control of the parents or student, a student may be released with a member of the immediate family. An administrator or the person in charge will make this decision.

Coaches of athletic teams reserve the right to refuse a player's request to return home with anyone other than the team unless an emergency situation arises or a special problem exists.

No student will be permitted to use his or her own vehicle for activity transportation unless accompanied by a teacher, coach, or administrator employed by the Gallatin R-V School District.

Violations of any of the above will result in temporary suspension from the activity in which the violation occurred.

LIMITATIONS OF ELECTED OFFICERS

1. For the purpose of distributing more evenly the elected officers and positions among eligible students of Gallatin High School, a point system will be adopted. The maximum number of points, which any one person may accumulate in one year shall be sixteen (16). These points shall not accumulate from year to year, but shall be renewed each year.
2. Any person found to have more than the 16 set points would be asked to drop any office until they are at or below 16 points.

The number of points for each office or position shall be as follows:

Student Council Pres.	6	Freshman Pres.	6
Student Council VP	5	Freshman VP	6
Student Council Sec.	5	Freshman Sec.	5
Student Council Treas.	5	Freshman Treas.	5
Student Council Rep.	5	Freshman StuCo	4
Band President	4	Sophomore Pres.	6
Band Vice President	3	Sophomore VP	6
Band Secretary	2	Sophomore Sec..	5
Band Treasurer	2	Sophomore Treas.	5
Band Librarian	2	Sophomore StuCo	4
NHS President	6	Junior President	8
NHS Vice-President	5	Junior Vice Pres.	5
NHS Secretary	5	Junior Secretary	5
NHS Treasurer	5	Junior Treasurer	4
NHS Reporter	3	Junior StuCo	4
FFA President	10	Senior President	5
FFA Vice President	5	Senior Vice President	5
FFA Secretary	5	Senior Secretary	5
FFA Treasurer	5	Senior Treasurer	5
FFA Sentinel	4	Senior StuCo	4
FFA Reporter	4	Art Club President	3
FCCLA President	10	Art Club Vice President	3
FCCLA Vice Pres.	5	Art Club Secretary	3
FCCLA Secretary	5	Art Club Treasurer	3
FCCLA Treasurer	4		
FCCLA Historian	4		
FCCLA Reporter	4		
FCCLA Parliamentarian	4		
FCCLA Rec. Leader	4		
FBLA President	10		
FBLA Vice President	5		
FBLA Secretary	5		
FBLA Treasurer	5		
FBLA Reporter	4		

ACTIVITIES RULES

- When Missouri State Activity Association has jurisdiction over a particular activity, its rules will apply as an addition to the school policy.
- All activities, practices, group meetings, etc. must be cleared by the high school principal before they are official. A master calendar is maintained in the Activities Director's office. Organization sponsors are responsible for officers clearing activities correctly. **All major activities should be scheduled before October 1. This includes banquets, prom, plays, concert, etc.**
- A faculty member must accompany student organizations practicing or working in the building after school hours. Groups practicing, working, or meeting must clear the building before 10:00 p.m.
- If two or more activities conflict on the same date and the same students are involved in both—students may make a choice and receive no penalty in either area. This includes college entrance exams for seniors. State and District level activities will take precedence over local events in determining where students will represent school.

HOMEcomings

- The Student Council and the administration will decide Homecoming week. Homecoming will carry one overall theme selected by the Student Council.
- Divisions for judging parade entries shall be those entries made by those in grades 7-12 and those made by the community.
- Limitation for parade entries will be as follows: All judged entries shall be limited to 20 feet in length and \$75.00 construction cost.
- In case of rain, floats will be prejudged.
- Homecoming activity sponsors are the Student Council with help from the cheerleaders, the student body and the FACS department, as volunteered.
- Students in grades 7-12 will vote for King and Queen by secret ballot counted by the Student Council Sponsor and Administration.

HOMEcomings CANDIDATE CRITERIA

- Any member of Band, Softball, Football, Golf, Cheerleading and Stats may be selected as a candidate.
- Freshmen will pick one couple to serve as Attendants, not to be selected as King or Queen.
- Sophomores will pick one couple to serve as Attendants, not to be selected as King or Queen.
- Juniors will select two couples to serve as King and Queen Candidates.
- Seniors will select two couples to serve as King and Queen Candidates.
- Student Council will select one Junior or Senior couple not necessarily a student council member to serve as King and Queen Candidates.

WINTER SPORTS FESTIVAL

- The principal, head basketball and wrestling coaches and the Student Council sponsor will decide the date of the winter sports festival.
- The students in grades 7-12 will vote for a King and Queen by secret ballot counted by the Student Council sponsor and administration.
- The Queen candidates must be those participating in winter sports activities: Basketball cheerleader, basketball player or stats.
- The King candidates must be on the Basketball or Wrestling team or stats.

ACTIVITIES RULES (CONT.)

JUNIOR/SENIOR PROM

The junior class sponsors, a prom committee and administration will decide the location of the Junior/Senior Prom. The Board of Education has limited the locations to Cameron, Chillicothe, Trenton, or Gallatin.

REGULATIONS FOR SCHOOL ACTIVITIES IN THE GYMNASIUM

- No floor treatment will be applied
- No alterations in the permanent lighting or electrical system
- Decorating for activities will be done only after school hours and the gymnasium and commons area will have to be available for the next school day. No regular class time will be used for decoration or clean-up purposes.
- All wires strung for decorations must be hung to basketball goals and hangers only.
- All extensive damage to properties in the gymnasium will be charged toward the sponsoring organization. If floor covering is needed, the sponsoring organization must use approved material.
- Classes or organizations needing chairs, stage, etc. are responsible for their own set up and clean up procedure. PE classes will not have this as part of their curriculum. Check with custodial staff for help.
- The locker room doors will be locked and remain locked during all activities. The mezzanine will be used only if a special need exists.
- The sponsoring organization must provide ticket takers and doorkeepers for the activity.
- Anyone leaving the building must pay full admission to re-enter.

STUDENT DISCIPLINE

PURPOSE OF THIS DISCIPLINE POLICY

The purpose of this policy is to ensure a safe and orderly environment for learning in the school district. This policy provides for all affected, a clear statement of expectations Gallatin R-V has for its students and the consequences which will follow when deviations from the expected occur. It is designed to foster student responsibility, respect for the rights of others, and to insure the orderly operation of the school.

PHILOSOPHY

Gallatin R-V believes academic excellence can only be achieved with a solid emphasis placed on all phases of discipline. Discipline means positive direction of behavior toward established standards of conduct, fully understood and based upon reason, judgment, and the rights of others.

POLICY STATEMENT

It shall be the policy of the Gallatin R-V Board of Education that all personnel employed by the district have the authority and the responsibility for the care and supervision of students while attending or visiting the Gallatin R-V Schools. This includes all buildings, grounds, bus trips, field trips and while on a school sponsored activity. All personnel employed by the district are authorized to hold every pupil accountable for any disorderly conduct in school, on any school bus going to activities or returning to school. The Gallatin R-V Board of Education considers unacceptable, any conduct which is prejudicial to good order and discipline or which tends to impair the morale or good conduct of students.

STUDENT CODE OF CONDUCT

The student Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operation of district schools. No code can be expected to list each and every offense which may result in the use of disciplinary action. However, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of certain disciplinary action. Any conduct not included herein, or aggravated circumstances of any offense or an action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent, and/or Board of Education. If the Gallatin R-V Board of Education adopts new policy regarding discipline, they will be implemented from the date of approval.

TYPES OF DISCIPLINE ACTIONS

The choice of inappropriate conduct by students will subject them to the following types of actions:

LOSS OF CO-CURRICULAR ACTIVITIES

WORK DETAIL

Work details may be assigned as punishment especially in regard to property violations.

AFTER SCHOOL DETENTION

Will be held in designated classroom from 3:00-4:00pm.

STUDENT CODE OF CONDUCT (cont)

IN-SCHOOL SUSPENSION

Students will be placed in a suspension room under supervision of an administrator, teacher, or designated aide. Students will be expected to complete all assignments and work for classes missed. They will, likewise, receive credit if assignments are satisfactorily completed. Students will not be allowed to leave the in-school suspension room without permission.

OUT-OF-SCHOOL-SUSPENSION

Students will be removed from the school and not allowed on district property during the suspension. ZEROS may be given in all classes. Students will not be allowed to participate in co-curricular activities while suspended.

DUE PROCESS FOR SUSPENSION FROM SCHOOL

1. The student shall be given oral and written notice of charges against them.
2. If the student denies the charges, he/she shall be given an oral or written explanation of the facts, which form the basis of the suspension.
3. The student shall be given an opportunity to present his/her version of the incident
4. In the event of a suspension more than 10 days, where a pupil gives notice that he/she wishes to appeal the suspension to the board, the suspension shall be stayed until the Board renders its decision. Unless, in the judgment of the superintendent of schools, the student's presence poses a continuing danger to persons or property or an on-going threat of disrupting the academic process, in which case the student may be immediately removed from school and the notice and hearing shall follow as soon as practicable thereafter.
Ref: 167.171 Mo. Rev. Stat.

EXPULSION: This action is taken by the Board of Education upon recommendation of the superintendent.

DISCIPLINARY OFFENSES AND CONSEQUENCES

ARSON-Starting a fire or causing an explosion with intention to damage property or building.

First Offense	11-180 days out-of-school suspension or expulsion and notification to law enforcement officials.
Subsequent Offense	Expulsion and notification to law enforcement officials.

ASSAULT-Attempting to cause injury to another; intentionally placing another in reasonable apprehension of imminent physical injury.

First Offense	5-180 days out-of-school suspension or expulsion and notification to law enforcement officials.
Subsequent Offense	11-180 days out-of-school suspension, expulsion and notification law enforcement officials.

BULLYING-For purposes of this policy, bullying is defined as intimidation, or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, putdowns, extortion, or threats; or threats of retaliation for reporting such acts. Bullying may also include cyber bullying or cyber threats. Cyber bullying is sending or posing harmful or cruel text or images using the Internet or other digital communication devices. Cyber threats are online materials that threaten or raise concerns about violence against others, suicide or self-harm.

First Offense	Principal/student conference, in-school suspension, 1-180 days out-of-school suspension
Second Offense	In-school suspension, 1-180 days out-of-school suspension.
Subsequent Offense	1-180 days out-of-school suspension.

BUS MISCONDUCT-Any offense committed by a student on a district-owned or contracted bus or vehicle will result in one of the following consequences:

- a. Loss of riding privilege
- b. In-School Suspension
- c. Saturday School
- d. Out-of-School Suspension
- e. Expulsion

CELL PHONE/BEEPERS/PAGERS USAGE-Cell phones, beepers, and pager devices may NOT be used on school premises during regular school hours. (Including text messaging, games, and pictures). Use, display or activation of these items during the school day will result in the following:

First Offense	Confiscation, parent notification, returned at end of day
Second Offense	Confiscation, returned to parent/guardian, In-school suspension
Third Offense	Confiscation, returned to parent/guardian, 3-10 days In-school suspension.

CHEATING-Cheating, borrowing assignments, reproducing another student's work, etc. (This applies to all students involved.)

First Offense	No credit for the assignment, test, quiz, or paper and parent notification
Second Offense	No credit for the assignment and 1-3 days in-school suspension.
Subsequent Offense	Failing grade for the quarter

DISPARAGING OR DEMEANING LANGUAGE-Use of word or actions, verbal, written or symbolic meant to harass or injure another person; i.e., threats of violence or defamation of a person's race, religion, gender or ethnic origin. Constitutionally protected speech will not be punished.

First Offense	Principal/Student conference, in-school suspension, Saturday School, or 1-10 days out-of-school suspension.
Subsequent Offense	In-School suspension, Saturday School, or 1-180 days of out-of-school suspension.

DISRESPECTFUL CONDUCT OR SPEECH-Disrespectful verbal, written or symbolic language or gesture, which is inappropriate to public settings, directed at a staff member.

First Offense	Principal/Student conference, in-school suspension, Saturday School, or 3-10 days out-of-school suspension
Subsequent Offense	In-school suspension, 1-180 days of out-of-school suspension or expulsion.

DISRUPTIVE SPEECH OR BEHAVIOR-Conduct or verbal, written or symbolic language, which materially and substantially disrupts classroom work, school activities or school functions.

First Offense	Principal/Student conference, in-school suspension, Saturday School, or 1-10 days out-of-school suspension
Subsequent Offense	In-school suspension, Saturday School, 1-180 days of out-of-school suspension or expulsion.

DRIVING MISCONDUCT-Speeding, driving the wrong way on one-way streets, failure to yield to school busses, being in the parking lot during school hours without permission, improper parking, failure to register a vehicle with the school, reckless or imprudent driving, or driving in such a way to endanger persons or property while on school grounds.

First Offense	Parent conference, in-school suspension, Saturday School, out-of-school suspension, loss of parking privileges from one week to the remainder of the school year, or expulsion.
Subsequent Offense	In-school suspension, Saturday School, out-of-school suspension, loss of parking privileges from one month to remainder of the school year, or expulsion.

DRUGS/ALCOHOL

- Possession of or attendance under the influence of any unauthorized prescription drug, alcohol, narcotic substance, counterfeit drugs, or drug-related paraphernalia.

First Offense	10-180 days in-school suspension
Second Offense	11-180 days out-of-school suspension or expulsion and notification of law enforcement.
Subsequent Offense	Expulsion and notification to law enforcement officials.

- Sale, purchase, or distribution of any prescription drug, alcohol, narcotic substance, counterfeit drug, and/or drug related paraphernalia.

First Offense	11-180 days out-of-school suspension or expulsion and notification of law enforcement.
Subsequent Offense	Expulsion and notification to law enforcement officials.

EXTORTION-Threatening or intimidating any student for the purpose of obtaining money or anything of value.

First Offense	Principal/Student conference, in-school suspension, Saturday School, or 1-10 days out-of-school suspension
Subsequent Offense	In-school suspension, Saturday School, or 1-180 days of out-of-school suspension or expulsion.

FALSE ALARMS-tampering with emergency equipment, setting off false alarms, or making false reports.

First Offense	Principal/Student conference, in-school suspension, Saturday School, or 1-10 days out-of-school suspension
Subsequent Offense	In-school suspension, Saturday School, 1-180 days of out-of-school suspension or expulsion.

FIGHTING-Mutual combat in which both parties have contributed (in any way) to the conflict either verbally (including gestures or symbols) or by physical action.

First Offense	3 days in-school suspension, Saturday School or 1-10 days out-of-school suspension
Second Offense	3-10 days out-of-school suspension
Subsequent Offense	Expulsion.

FORGERY-Falsely making or changing a written document, signing someone else's name, or misrepresentation.

First Offense	Parent/Student conference, 1-3 days in-school suspension, Saturday School, or 1-3 days out-of-school suspension.
Subsequent Offense	3-5 days in-school suspension, Saturday School, or 1-180 days of out-of-school suspension

GAMBLING-Betting money, matching money, pitching money, or other games of chance.

First Offense	3-5 days in-school suspension or Saturday school
Subsequent Offense	3-5 days out-of-school suspension

GANGS-Gang activities, whether verbal, written, or symbolic which substantially disrupt the education environment

First Offense	Principal/Student conference, 1-10 days in-school suspensions, Saturday School, or 1-10 days out-of-school
Subsequent Offense	10-90 days out-of-school suspension or expulsion

HAZING- For purposes of this policy, hazing is defined as any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to a grade level, student organization or school-sponsored activity.

First Offense	Principal/student conference, in-school suspension, 1-180 days out-of-school suspension
Second Offense	In-school suspension, 1-180 days out-of-school suspension
Subsequent Offense	1-180 days out-of-school suspension

NETWORK AND COMPUTING SYSTEMS—Any violation of the Network and Computing Policy as stated in the Technology Usage Policy.

First Offense	Principal/Student conference, loss of computer and network privileges, 1-3 days in-school suspension, Saturday school.
Second Offense	Loss of computer and network privileges, 3 days in-school suspension, out-of-school suspension
Subsequent Offense	Permanent loss of computer and network privileges, out-of-school suspension

PROFANITY AND OBSCENE LANGUAGE OR GESTURES-Conduct of speech, verbal, written, or symbolic which is offensive or obscene. Using words, which describe sexual conduct, or portraying sex in a manner offensive to community standards; swearing, cursing, etc.

First Offense	Parent conference, Saturday School, or 1-3 days of in-school suspension.
Second Offense	1-5 days in-school suspension or 1-5 days out-of-school suspension

PUBLIC DISPLAY OF AFFECTION—Physical contact which is inappropriate for the school setting.

First Offense	Principal/Student conference, in-school suspension, Saturday School, or 1-10 days out of-school suspension, or expulsion
Subsequent Offense	In-school suspension, Saturday School, 1-10 days out-of-school suspension or expulsion.

IMPROPER DRESS GUIDELINES

The Student Dress Code Policy prohibits dress, which is (1) obscene, (2) libelous or slanderous, (3) indecent, lewd or vulgar, (4) advertises any product or service not permitted to minors by law, (5) injures, harasses or invades the privacy of other people including, but not limited to, speech or expression which defames any person on the basis of his/her sex, race, color, national origin or creed, or (6) will either result, or which school administrators reasonably forecast will result, in a material or substantial disruption of the orderly operation of school and/or school activities.

Pursuant to the Student Dress Code Policy, the Superintendent has issued the following guidelines:

- Tops that expose the midriff or back are prohibited.
- Pants and shorts must be size appropriate.
- See-through clothing is not permitted
- No portion of a student’s undergarments may be exposed.
- Clothing with holes in inappropriate places is prohibited.
- Clothing, jewelry, and personal belongings that display alcohol, tobacco, sex, obscenity, controlled substances, or that promote violence or defame any person on the basis of sex, race, color, national origin or creed are not permitted.
- Clothing, jewelry, and personal belongings that indicate membership in or affiliation with or support of any gangs are not permitted.
- Caps, hats, hoods, bandannas or other type of headgear are prohibited.
- No metal or chain belts or swags may be worn.
- Sunglasses are prohibited.

First Offense	The student will be warned and asked to change clothes.
Subsequent Offense	The student will be asked to change clothes, receive one day in-school suspension or Saturday School and parent notification.

Repeated or egregious infractions of the Dress Code may result in additional discipline including out-of-school suspension.

INSUBORDINATION—Failure to comply with direct instruction will result in one of the following consequences.

1. Conference with student and/or parent
2. In-school suspension
3. Saturday School
4. Out-of-school suspension
5. Expulsion.

SEXUAL HARASSMENT

A. Use of verbal, written, or symbolic language that is sexually harassing.

First Offense	Principal/Student conference, Saturday School, in-school suspension, 1-180 days out-of-school suspension, expulsion.
Subsequent Offense	In-school suspension, Saturday School, 1-180 days out-of-school suspension or expulsion.

B. Physical contact that is sexually harassing.

First Offense	In-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense	11-180 days out-of-school suspension or expulsion

THEFT-Stealing or attempting to steal, or willful possession of private or school property.

First Offense	Restitution, 3-5 days in-school suspension, Saturday School, 1-180 days out-of-school suspension, or expulsion and possible notification of law enforcement officials.
Subsequent Offense	Restitution, 11-180 days out-of-school suspension, or expulsion and notification of law enforcement officials.

Any theft of a value exceeding \$50.00 could result in expulsion.

THREATENING A STAFF MEMBER

A. Verbal abuse of a threatening nature; disrespectful language that is threatening in nature.

First Offense	5-30 days out-of-school suspension
Subsequent Offense	10-90 days out-of-school suspension or expulsion

B. Actually striking or attempting to strike a staff member; attempting to cause injury to a staff member or intentionally placing a staff member in reasonable apprehension of imminent physical injury.

First Offense	Expulsion
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THREATS-Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear or physical injury or property damage.

First Offense	Principal/Student conference, in-school suspension, or 1-180 days out of-school suspension
Subsequent Offense	In-school suspension, 1-180 days out-of-school suspension or expulsion.

TOBACCO

A. Possession of any tobacco products on school grounds, bus, or at any school activity.

First Offense	Confiscate material, Parent conference, or 1-3 days in-school suspension
Subsequent Offense	Confiscate material, 1-3 days in-school suspension.

B. Use of any tobacco products on school grounds, bus, or at any school activity.

First Offense	1-3 days in-school suspension
Second Offense	3-10 days in-school suspension
Subsequent Offense	11-180 days out-of-school suspension or expulsion

TRUANCY-Absence from school without the knowledge and consent of parent/guardian and/or the school administration. Student is absent from assigned classroom and does not have permission to be away from that area.

First Offense	Saturday School for each day or partial day missed or 1-3 days in-school suspension
Second Offense	Two Saturday detentions for each day or partial day missed or 3-10 days in-school suspension
Subsequent Offense	Meeting with parents, counselor, and principal to determine student's status.

VANDALISM-Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff, or students.

First Offense	In-school suspension, Saturday School, 1-180 days out-of-school suspension, restitution, or expulsion and possible notice to law enforcement officials.
Subsequent Offense	11-180 days out-of-school suspension, restitution, or expulsion, and notice to law enforcement officials.

WEAPONS

A. Possession or use of any instrument or device, other than those defined in 18 U.S.C. 921 or 571.010 RSMo, which is customarily used for attack of defense against another person; any instrument or device used to inflict physical injury to another person.

First Offense	In-school suspension, Saturday School, 1-180 days out-of-school suspension, or expulsion
Subsequent Offense	11-180 days out-of-school suspension or expulsion

B. Possession or use of a firearm as defined in 18 U.S.C. 921 or any instrument device defined in 571.010, RSMo.

First Offense	One calendar year suspension or expulsion and notification of law enforcement officials.
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HEALTH SERVICES

School Policy for Administration of Medication During School Hours RULES and REGULATIONS

1. If at all possible all drugs that can be given at home before coming to school and after returning home should not be brought to school and given during school hours. Many times the scheduling can be arranged so this is possible. The family doctor can be consulted to set up a schedule.
2. The first dose of any antibiotic or other medication should be given at home in order to prevent an allergic reaction occurring at school.
3. The nurse or principal's designee will administer the medication in compliance with the regulations.
4. If the doctor feels that it is necessary to administer medication during school hours a statement should be provided as to the time, the amount, the name of the medicine, and how often to give, also what type of reaction, if any, to expect. The statement should be signed by the doctor and the parent or guardian. This may also come in the form of a properly labeled prescription bottle from a pharmacy.
5. All medication should be sent to school in a properly labeled pharmacy bottle with name, dose, and time to be given. It is desirable that the parents bring the medicine to school. Older and more mature students may bring medication to the nurse's office. A record will be kept of medication given to students.
6. Non-prescription, over-the-counter drugs, will NOT be given unless the school has received permission from your child's physician (telephone, written, or faxed order—the school fax number is 663-2559). Medication must be in the original container.
7. All medications, with permission slips, must be brought to the nurse's office and stored in a safe, appropriate place. It is the student's responsibility to report to the health room at the time his/her medication is to be given.
8. Tylenol and a few other over-the-counter medications will be kept in supply at school and will only be given with a signed consent form from the parent/guardian. This will be given only on special occasions such as headaches, toothaches, or colds. The nurse may refuse to administer these medications if she/he feels it is not appropriate.
9. The permission form required for all students includes a section regarding Tylenol and other medications. This section must be signed before your child can receive any medication for which the school has standing orders.
10. Orders for medication not within the recommended dosage in the Physician's Desk Reference shall not be administered without consultation/verification with the prescribing physician. Following the consultation, a decision will be made regarding the administration of the medication.

*The Gallatin R-V School Board has adopted a Communicable Serious Infection Diseases (AIDS included) policy that is available for inspection at the school.