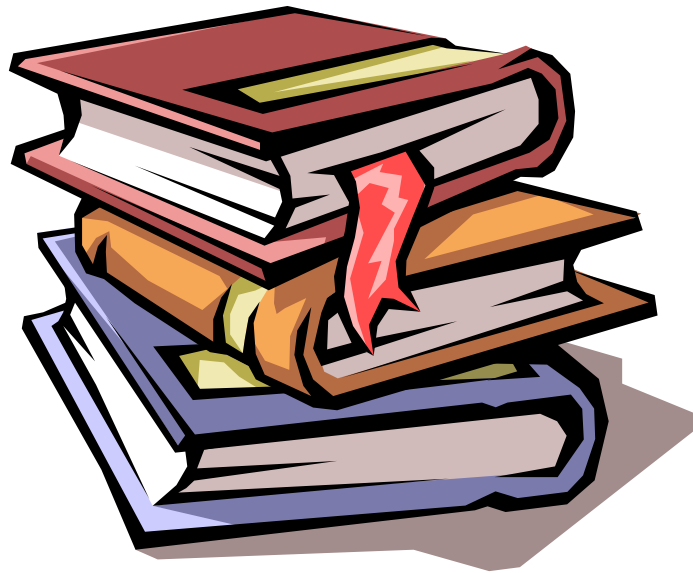


# AHS Student Handbook



2009-2010  
Home of the Hornets

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### **ADVANCE R-IV SCHOOL 2009-2010 School Calendar**

Monday	August 17	Teacher Workshop
Tuesday	August 18	Teacher Workshop
Wednesday	August 19	Teacher Workshop
Thursday	August 20	First Day of School
Monday	September 7	Labor Day - No School
Monday	October 12	Columbus Day – No School
Friday	October 23	End of 1st Quarter
Thursday	October 30	Parent Teacher Conf. – ½ Day of School
Wednesday	November 25	Thanksgiving Holiday – ½ Day of School
Thursday	November 26	Thanksgiving - No School
Friday	November 27	Thanksgiving Holiday - No School
Friday	December 18	End of 1 <sup>st</sup> Semester
Monday	January 4	School reconvenes
Monday	January 18	Martin Luther King Day – No School
Monday	February 15	President's Day - No School
Friday	March 19	End of 3 <sup>rd</sup> Quarter – No School
Wednesday	March 31	Parent Teacher Conf. – ½ Day of School
Thursday	April 1	Spring Break
Friday	April 2	Spring Break
Monday	April 5	Spring Break
Saturday	May 15	Graduation
Friday	May 21	Last Day – ½ Day

## BOARD MEETINGS

Board of Education.....Second Thursday of each month  
 P.T.O.....First Monday of each month

### BOARD OF EDUCATION

Paul McFerron	President	722-3160
Harold Miles	Vice-President	722-3763
Brad Moore	Secretary	722-2057
David Kennedy	Treasurer	722-3488
Ronnie McAtee	Member	
Ronnie Martin	Member	722-5259
Linda Eggiman	Member	722-3846

### SCHOOL PERSONNEL

Mike Redman	Superintendent	722-3581
C.A. Counts	Principal	722-3584
Stephanie Anderson	Language Arts	sanderson@advance.k12.mo.us
Jewel Berrong	Art	jberrong@advance.k12.mo.us
Selena Birkman	Special Ed. Clerk	sbirkman@advance.k12.mo.us
Jamie Ruettgers	Business Ed	jruettgers@advance.k12.mo.us
Angela Clark	Math	aclark@advance.k12.mo.us
Lisa Cloninger	Librarian Aide	lcloninger@advance.k12.mo.us
Amanda Dannenmueller	Social Studies	adannenmueller@advance.k12.mo.us
Sara Duffield	Home Economics	sduffield@advance.k12.mo.us
Cindy Gilliland	Math	cgilliland@advance.k12.mo.us
James Hamlin	Social Studies	jhamlin@advance.k12.mo.us
Sarah Heuring	Language Arts	sheuring@advance.k12.mo.us
Nancy Lanpher	Science	nlanpher@advance.k12.mo.us
Diana Lawson	Special Education	dlawson@advance.k12.mo.us
April McFerron	Librarian	amcferron@advance.k12.mo.us
Robin Minton	P.E. & Language Arts	rminton@advance.k12.mo.us
Robert Moses	Band & Music	bmoses@advance.k12.mo.us
Kelly Wolfenkoehler	Spanish	kwolfenkoehler@advance.k12.mo.us
Dana Below	Science	dbelow@advance.k12.mo.us
Amy Jansen	Counselor	ajansen@advance.k12.mo.us
Josh Dowdy	P.E.	jdowdy@advance.k12.mo.us
Brent Raines	Vo Ag	braines@advance.k12.mo.us
Richard Clayton	Mechanic/Maintenance	722-3328
Kathy Elfrink	Custodian	722-3584
Tim Liley	Custodian	722-3564
Earl Elfrink	Custodian	722-3584
Carla Riley	Custodian	722-3564
Jerry Hamlin	Bus Driver	722-3328
Tammy Miles	Bus Driver	722-3581
Jackie Retherford	Bus Driver	722-3328
Kay White	Bus Driver	722-3328
Tressa Barr	Head Cook	722-3564
Odetta Holland	Superintendent's Sec'y	722-3581
Tanya Freed	Principal's Secretary	722-5865

## **PUBLIC NOTICE**

All public schools are required to provide a free and appropriate public education to all students, including those attending private/parochial schools, beginning on the child's third birthday through age twenty (20), regardless of the child's disability. Disabilities include: learning disabilities, mental retardation, behavior disorders/emotional disturbance, speech disorders (voice, fluency or articulation), language disorders, visually impaired, hearing impaired, physically/other health impaired, multi-handicapped, deaf/blind, autism, early childhood special education and traumatic brain injury.

All public schools are required to provide parents the right to inspect and review personally-identifiable information collected and used or maintained by the District relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading or violates the privacy or other rights of their children. Parents have the right to file complaints with the U.S. Department of Education or the State Department of Education concerning alleged failures by the District to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The District has developed a Local Compliance Plan for implementation of Special Education and this Plan is available for public review during regular school hours on days school is in session in the Office of the Superintendent of Schools.

Public schools in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty (20) who reside in the District or whose parent/legal guardian resides in the District. This Census is compiled as of May 1 each year. This information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes: name of each child, parent/legal guardian's name/address; birth date and age of each child; and each child's disability or suspected disability. Should the District fail to submit an annual census, the State Board of Education may withhold state aid until the census is submitted. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact your school district.

## **PUBLIC ANNOUNCEMENT SURROGATE PARENT PROGRAM**

Pursuant to the requirements of state law 162,997-999 RSMo, the State Board of Education is required to appoint a surrogate parent at such time as it becomes evident that a child with a disability does not have a parent or a person acting as a parent to participate in matters dealing with the provision of special education. For purposes of surrogate parent appointment, "parent" is defined as a biological parent, a guardian, or a person acting as a parent of a child including, but not limited to, a grandparent, a stepparent, or a foster parent with whom the child lives. The term does not include the State if the child is a ward of the State. The term does not include a person whose parental rights have been terminated.

The local school district is given the responsibility to determine when a child with a disability who requires special education and who resides in the District is without a parent. The District must notify the Missouri Department of Elementary and Secondary Education of the need to appoint a surrogate parent. Training for persons serving as surrogate parents will be provided by the Missouri Department of Elementary and Secondary Education and the District.

If you are interested in volunteering to serve as a surrogate parent, more information can be obtained from the District's surrogate parent contact person - the person responsible for the District's special education program.

ADVANCE PUBLIC SCHOOLS  
STODDARD COUNTY REORGANIZED DISTRICT NO. IV  
ADVANCE MISSOURI 63730  
**MICHAEL R. REDMAN, SUPERINTENDENT**  
PHONE 573-722-3581      FAX 573-722-9886

August 20, 2009

Dear Parent or Guardian,

Our district is required to inform you of certain information that you, according to the No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know.

Upon request, our district is required to provide to you in a timely manner, the following information:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification

In addition to the information that parents may request, districts must provide to each individual parent—

- Information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and
- Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

Respectfully,

Mike Redman, Superintendent

ADVANCE PUBLIC SCHOOLS  
STODDARD COUNTY REORGANIZED DISTRICT NO. IV  
ADVANCE MISSOURI 63730  
**MICHAEL R. REDMAN, SUPERINTENDENT**  
PHONE 573-722-3581 FAX 573-722-9886

**Standard Complaint Resolution Procedure  
For No Child Left Behind Programs**

This complaint resolution procedure applies to all programs administered by the Missouri Department of Elementary and Secondary Education under the No Child Left Behind Act (NCLB).

A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplies, or misinterpreted by school district personnel or by Department of Education personnel.

Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

The written, signed complaint must be filed and the resolution pursued in accordance with local district policy: KL and KL-AP.

If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is not evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.

Any persons directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplies, or misinterpreted by the Department itself.

Anyone wishing more information about this procedure or how complaints are resolved may contact local district or Department personnel.

## **Advance R-IV School District Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. [Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

[NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records re-quest unless it states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Advance R-IV to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605**

[NOTE: In addition, an institution may want to include its directory information public notice, as required by § 99.37 of the regulations, with its annual notification of rights under FERPA.]

**MINIMUM REQUIREMENTS FOR ADVANCE GRADUATES**  
**Cohort Class of 2009**

- A. 24 units of Credit shall be required for graduation.
- B. Requirements in the different areas.
  - 1. Language Arts...3 units
    - a. Language I
    - b. Language II
    - c. Language III
  - 2. Social Studies...3 units
    - a. One unit of American History
    - b. One unit of World History
    - c. 1/2 unit of World Geography & 1/2 unit of Government
  - 3. Mathematic...2 units
  - 4. Science...2 units
  - 5. Fine Arts...1 unit
  - 6. Practical Arts...1 unit
  - 7. Physical Education...1 units
  - 8. Health...1/2 unit
  - 9. Computer Business Application...1 unit
  - 10. Consumer Education or Personal Finance...1/2 unit
  - 11. Electives...9 units

**MINIMUM REQUIREMENTS FOR ADVANCE GRADUATES**  
**Beginning with the Cohort Class of 2010**

- A. 24 units of Credit shall be required for graduation.
- B. Requirements in the different areas.
  - 1. Language Arts...4 units
    - a. Language I
    - b. Language II
    - c. Language III
    - d. AP English or Language IV
  - 2. Social Studies...3 units
    - a. One unit of American History
    - b. One unit of World History
    - c. 1/2 unit of World Geography & 1/2 unit of Government
  - 3. Mathematic...3 units
  - 4. Science...3 units
  - 5. Fine Arts...1 unit
  - 6. Practical Arts...1 unit
  - 7. Physical Education...1 units
  - 8. Health...1/2 unit
  - 9. Computer Business Application...1 unit
  - 10. Personal Finance...1/2 unit
  - 11. Electives...6 units

\* Students may earn a maximum of 2 credits through approved correspondence courses other than MOVIP. The counselor prior to enrollment in the course must approve all correspondence courses. All fees associated with correspondence courses are the responsibility of the student.

All students must pass the United States and Missouri Constitution tests after starting the seventh grade.

\*A senior may earn credit through dual enrollment at Southeast Missouri State University if he/she has a 3.5 G.P.A., meets ACT entrance requirements, has 95% or above attendance, and will meet all graduation requirements established by the board of education. This is done on an individual basis through the guidance counselor.

**ADVANCE HIGH SCHOOL COLLEGE RECOMMENDATION CERTIFICATE**  
**Class of 2009**

SUBJECTS	UNITS
English	4*
Math	3*
Science	3*
Social Studies	3*
Fine Arts	1
Practical Arts	1
Physical Education	1
Electives	5
Units in Foreign Language and/or additional advanced courses from * areas and/or advanced vocational technical courses	3
	Total    24

Students must have 3.0 GPA in the areas marked with an asterisk. They also must achieve a minimum composite score on a college entry test: Above previous year's national average on the ACT. Only those students completing course work to receive a college recommendation certificate shall be eligible for salutatorian and valedictorian.

**ADVANCE HIGH SCHOOL COLLEGE RECOMMENDATION CERTIFICATE**  
**Beginning with the Class of 2010**

SUBJECTS	UNITS
English	4*
Math	4*
Science	3*
Social Studies	3*
Fine Arts	1
Practical Arts	1
Physical Education	1
Personal Finance	.5
Health	.5
Electives	4
Core Electives from foreign language and combinations from two or more of the following areas: English, math, social studies, science, and fine arts.	3
	Total    25

Students must have 3.0 GPA in the areas marked with an asterisk. They also must achieve a minimum composite score on a college entry test: Above previous year's national average on the ACT. Students must maintain a 9-12 attendance rate of at least 95 percent. Only those students completing course work to receive a college recommendation certificate shall be eligible for salutatorian and valedictorian.

## PROMOTION

### 7th GRADE

To advance, students will pass five (5) of the eight (8) semesters in the core subject areas of science, mathematics, social studies, and language arts.

### 8th GRADE

To advance, students will pass five (5) of the eight (8) semesters in the core subject areas of science, mathematics, social studies, and language arts.

## STUDENT CLASSIFICATION

Student classification must be observed by all students who enroll at Advance High School as follows:

<u>No. of Units</u>	<u>Classification</u>
less than 4	Freshman
4-9 1/2	Sophomore
10-16	Junior
At least 16 1/2 and able to graduate at end of year	Senior
<b>For Course Offerings See the Counselor.</b>	

## EARLY GRADUATION

The Advance Board of Education and administration highly recommend that students attend eight semesters of high school. However, a student may graduate at the end of the seventh semester \* upon the recommendation of the principal and counselor, meeting all state and local requirements, and following the stated policy of early graduation under the following conditions:

- A. The student enrolls in a full-time college program during the eighth semester.
- B. The student enrolls in a full-time vocational school program during the eighth semester.
- C. The student accepts full-time employment during the eighth semester.
- D. The student is unable to attend because of illness, physical handicap, or extreme hardship.
- E. Student must successfully complete the Missouri GED Options program at the Alternative School. \* Students who complete the GED Option program will graduate with their cohort class and will have completed less than 7 semesters of high school.

A qualified student must submit a written request with their parent's signature to the high school principal prior to the beginning of their seventh semester in order to qualify. Also, a student must be accepted by the college or school, have a written letter from their employer and/or a doctor's statement attached to the letter.

Students enrolled at the area vocational school may not qualify if they are in a two-year program. The students will not be allowed to participate in graduation exercises, and sacrifice all other privileges granted to them as high school students. The student will keep their class rank except they will not be considered for valedictorian or salutatorian.

If the above provisions are not met, the school board with the administration and counselor's recommendation may waive the policy for students in unusual circumstances.

\* Students that successfully complete the GED Options program will receive an Advance High School Alternative Diploma and will be allowed to participate in the graduation ceremony.

## **PART-TIME STUDENT POLICY FOR 2009-10**

1. Must have at least 19 credits.
2. Must have all required subjects completed and received credit for them.
3. At least a 2.0 average.
4. Must be enrolled in courses that will result in graduation this year.
5. The student will not be released for more than three periods per school day.
6. A letter from the employer stating that the student does work there and the hours of employment status or hours worked must be brought to the principal also.
7. A letter of approval from the parents/guardians must be brought to the principal.
8. The principal will approve/disapprove all requests.
9. The principal may at any time terminate the part-time status of the student and request that student resume full-time status because of:
  - A. Low or failing grades.
  - B. Termination of employment.
  - C. Change in employment status.
  - D. Failing to follow the student discipline policy
  - E. Any other reason deemed proper by the principal

## **GUIDANCE COUNSELOR SERVICES**

Guidance is an integral part of each school's total educational program. It is developmental by design and includes sequential activities organized and implemented by certified school counselors with the support of teachers, administrators, students and parents. The Guidance Program includes:

1. A guidance curriculum
2. Individualized planning with students and their parents.
3. Responsive counseling, consultation and referral, and
4. Program management.

It is designed to address the needs of all students by helping them to acquire competencies in career planning and exploration, knowledge of self and others, and educational and vocational development.

## **GUIDANCE CURRICULUM**

The guidance curriculum consists of structured developmental experiences presented systematically through classroom and group activities. The purpose of the guidance curriculum is to provide students with knowledge of normal growth and development, to promote positive mental health and to assist them to acquire and use life skills. The curriculum is organized around three major areas--career planning and exploration, knowledge of self and others, and educational and vocational development. Student competencies to be addressed in these areas are identified in part by the use of the Missouri Comprehensive Student Needs Survey.

## **INDIVIDUAL PLANNING**

Individual Planning consists of activities and help student to plan, monitor and manage their own learning and their personal and career development. The focus is on assisting each student to develop, analyze and evaluate his or her educational, occupational and personal goals and plans. The activities in this component are generally delivered on an individual basis. Potential graduates are encouraged to work closely with the counselor. College applications should be complete by December of the Senior year. Financial aid processes begin in January.

## **RESPONSIVE SERVICES**

Responsive services consist of activities to meet the immediate needs and concerns of students whether these needs or concerns require counseling, consultation, referral or information. While counselors have special training and possess skills to respond to these needs and concerns, the cooperation and support of the entire faculty and staff is necessary for the component's successful implementation.

## **SYSTEM SUPPORT**

The System Support component consists of management activities that establish, maintain and enhance the total guidance program.

## **TESTING PROGRAM**

The testing program at Advance is intended to measure the student's past achievements and abilities that he/she can use in the future.

Some of the tests are intended to identify suspected physical, behavioral and educational problems that may interfere with a student's capabilities of achieving success in school.

### **Testing**

1. Missouri Assessment Test (MAP) given to grades 7-11.
2. Stanford Achievement Test given to grades 7-12.
3. American College Test (ACT) is offered to grades 11-12.
4. Missouri Comprehensive Student Needs Survey given every three years grades 3-12.
5. Hearing, Vision, Language Screening given to Grade 8.
6. Armed Services Vocational Aptitude Battery given to grades 10-12.
7. PLAN Test is offered to grade 10.
8. PSAT Test is offered to grades 10 and 11.

Certain individual tests may be given to students for special purposes. One example is the Wechsler Intelligence Test.

## **GRADES**

The purpose of grading students is to evaluate their individual progress. Factors used to determine the grade assigned to the students are: individual progress, comparison

of students' progress in each class, performance skills developed by the student and any other factors teachers feel are important in showing student progress.

Letter grades will be issued to students every quarter or nine (9) weeks. The grades and percentages will follow the scale below. (Teachers may grade on a curve when necessary).

100-96=A	82-80 =B-	69-67 =D+
95-90 =A-	79-77 =C+	66-63 =D
89-87 =B+	76-73 =C	62-60 =D-
86-83 =B	72-70 =C-	59 & below =F

The grading scale and point system for advanced placement is:

90-100 = A+ (5.00)	70-72 = B- (2.75)	57-59 = D+ (1.25)
85-89 = A (4.00)	67-69 = C+ (2.25)	53-56 = D (1.00)
80-84 = A- (3.75)	63-66 = C (2.00)	50-52 = D- (0.75)
77-79 = B+ (3.25)	60-62 = C- (1.75)	49 & Below = F (0.00)
73-76 = B (3.00)		

## **SEMESTER EXAMS**

Semester exams will be given in each high school class that counts toward the honor roll at the end of each semester. They will count up to 20% toward the semester grade. Semester exams will be optional for those students who meet the following attendance standards. A student who has a semester average of

- a. 90-100% and misses five or less days
- b. 80-89% and misses three or less days
- c. 70-79% and misses one or less days
- d. 60-69% and misses no days

in a semester will not be required to take the final exam in that class unless he/she chooses to do so.

## **DEFICIENCY REPORTS**

Deficiency reports indicating the failure or near failure of a student in a class will be sent home after the fourth week of each school quarter so parents will be informed and able to confer with teachers if necessary before report cards are issued.

## **YOUR SCHOOL RECORD**

Your school record remains after you graduate. Schools you may attend, perspective employers and even you, may desire information from your school records.

The major items found on your permanent record are:

1. Factual information (parents, date of birth, etc.)
2. The semester grades you earn, class rank and grade point average..

3. The results of tests you take, achievement, etc.
4. The activities in which you participate.
5. Your physical record.
6. Your record of attendance, tardies, etc.

## **HONOR ROLL**

The following rules and regulations shall constitute the policy of Advance Senior and Junior High in regard to honor roll. Honor Roll shall be computed at the end of the first quarter, first semester, third quarter and second semester. Grade point average is computed at the end of each semester during grades 9-12.

1. Students making the quarterly honor roll must have a minimum grade of B- in each honor roll subject before being considered for the honor roll.
2. The following courses shall not be considered when computing honor roll:  
high school P.E. band, driver's ed, junior high P.E., music and art.
3. The grade point average of each honor roll student shall be computed as follows:
  - a. All honor roll subjects will be assigned a grade conforming to the following scale:  
 A = 4.0  
 A- = 3.75  
 B+ = 3.25  
 B = 3.0  
 B- = 2.75  
 C+ = 2.25  
 C = 2.00  
 C- = 1.75  
 D+ = 1.25  
 D = 1.00  
 D- = .75  
 F = 0.00

## **ATTENDANCE POLICY**

Regular attendance is extremely important in a student's progress in school. Excessive absences may result in failure because work missed cannot always readily be made up. High achievement and grades usually coincide with regular punctual attendance. Low grades, failure or lack of credits usually can be attributed to poor attendance.

According to Missouri school law (167.031) school attendance is compulsory between the ages of 7 and 16 years old. Listed below are examples of excused and unexcused absences.

### **Excused Absences**

- illness of student (doctor appointment)
- Illness or death in the immediate family (max. 3 days)
- funeral of close relative
- situations beyond the control of students
- school activity controlled by the school

- in-school suspension
- legal appointments
- drivers test (maximum 1 day)
- college day (seniors-max. 1 day-plan ahead of time)

### **Unexcused Absences**

- any form of skip day
- work
- any reason deemed unnecessary and avoidable as judged by the principal (hunting, fishing, haircut, etc.)
- missed bus (when bus runs on schedule)
- helping to care for others in the family
- attending fairs/shows (exception: when showing school related project)
- overslept
- unexpected absences
- shopping
- failure of parents to call the school and inform of absences (unless circumstances are beyond control of student)
- forged notes
- missing without permission of parents/guardians

### **Action to be Taken by Student When Absent**

We suggest that parent/guardian call on the day of the absence by 10:00 a.m. explaining the student's absence.

The first day upon returning to school the student should bring a note explaining the absence signed by the parent/guardian. If it was a doctor's appointment a card stating this from the doctor's office would be appropriate. Doctor's note must be turned into the office within **seven (7) days** of return to school. Doctor's notes will not be accepted after **the seven (7) day** time period.

### **Actions Taken by the School**

Excused Absence. Pupils will be required to do sufficient work to cover the amount of material missed while the student has been absent. Students are responsible for all work assigned during the absence and should report to the teacher to receive missed assignments. Work assigned prior Tests should also be made up.

Unexcused Absence. For an unexcused absence there will be three separate categories.

Unexcused-No make-up work allowed.

Unexcused/make-up counts as unexcused absence, but make-up is allowed because prior arrangements were made.

Pending-Have three school days to bring parent notification or absence is unexcused.

### **Absentee Policy**

Upon the seventh absence from school, the principal will notify the parents of the child's attendance record and the school attendance policy.

Upon the tenth absence from school, the parents will be sent a letter telling them that all further absences will be unexcused and no make-up work will be allowed. Absences that will not count toward the ten allowed are: doctor's appointments or visits, hospitalization or death in the immediate family.

1. Unexcused absence over 10 (per semester, per class)-1 grade cut (A to B, B to C, etc.)
2. Unexcused absences over 10 (per semester, per class)-2 grade cuts (A to C, B to D, etc.)
3. Unexcused absences over 10 (per semester, per class)-3 grade cuts (A to D, B to F, etc.)
4. Unexcused absences over 10 (per semester, per class)-4 grade cuts (A to F)

### **Appeal Process**

A student may appeal a grade-cut to a committee made up of teachers, parents and one student. If not satisfied they may then appeal to the school board.

### **Absences and Assignments**

Student absences falling on the day of a scheduled test or advance assignments shall be treated in the following manner:

The student shall take the test the first day he/she returns to school.

Advanced assignments are due the day the student returns to school. If the student is absent the day an assignment is made, he will be given adequate time to complete and hand in the material. It is the student's responsibility to secure and complete any missed homework assignments or tests.

A student must be in attendance the entire school day to be eligible to participate in or attend an activity that night UNLESS the absence is pre-arranged with the principal. In addition, students participating in activities must be present the entire day after an event in order to participate in the next scheduled event UNLESS the absence is prearranged with the principal.

Perfect attendance awards will be given at the close of the school year. These are awarded to students who attend every day throughout the school year.

### **Skipping/Truancy**

First offense--Three Days detention plus one-day detention per period missed and/or corporal punishment and/or suspension and parent notification. Zero in every class missed. Unexcused absence.

Second offense--Two days I.S.S. plus one day detention for each period missed and parent notification, and/or corporal punishment and/or suspension, and/or Unexcused absence. Zero in every class missed.

Third offense--Three days I.S.S. plus one-day detention for each period missed, parent notification, and/or corporal punishment and/or suspension. Unexcused absence. Zero in every class.

Fourth offense-Suspended for remainder of the semester.

### **To Leave School During the School Day**

1. Have parents call the office plus bring a note from home or the office contact the parents.
2. Come to the office and sign the sign-out sheet.
3. Sign the sign-out sheet upon returning.
4. Get an admit slip the next day.
5. If you go home during lunch and do not return due to illness, call the office immediately and also have parent to call the office. (Do not leave the building without signing out.)
6. Failure to follow the above procedures will be considered skipping.

## **Tardies**

A student is considered tardy if he/she is not in his/her seat with the proper materials when the tardy bell rings. For each quarter the following accumulations provide for:

1. Three unexcused tardies, same period, one day detention. If the student is late from lunch period, no off-campus lunch for five school days.
2. Four unexcused tardies, same period, one detention.
3. Five tardies, same period, one detention. If the student is late from lunch period, no off-campus lunch privileges the remainder of the semester.
4. Six tardies, same period, one detention.
5. Seven tardies or more same period, one detention.

## **SEARCH AND SEIZURE**

Students' personal effects and lockers may be subject to be searched by designated school personnel at any time there may be a question of presence of illegal materials or materials prohibited by school policies.

School lockers and desks are the property of the Board of Education and are provided for the convenience of students, and as such, are subject to periodic inspection without notice.

Students or student property may be searched based on reasonable suspicion of a violation of district rules, policy or state law. Reasonable suspicion must be based on facts known to the administration, credible information provided or reasonable inference drawn from such facts or information. Personal searches, and searches of student property, shall be limited in scope based on the original justification of the search. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses, and never in front of other students. Students shall not be required to undress, although they may be asked to empty pockets, or remove jackets, coats, shoes, and other articles of exterior clothing for examination if reasonable under the circumstances.

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains the authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on school premises may be searched if the school authority has reasonable suspicion to believe that illegal, unauthorized or contraband items are contained inside.

Law enforcement officials shall be contacted if the administration reasonable suspects that a student is concealing controlled substances, drug paraphernalia, weapons, stolen goods or evidence of a crime beneath his or her clothing and the student refuses to surrender such articles. Law enforcement officials may be contacted in any case involving a violation of law when a student refuses to allow a search, or where the search cannot safely be conducted. Parents may also be contacted.

### **Interview With Police or Juvenile Officers/Other Law Enforcement Officials**

The Advance R-IV School District has legal jurisdiction over students during the school day and hours of approved extracurricular activities. The school administration is responsible for making an effort to protect each student's rights with respect to interrogations by law enforcement officials. When law enforcement officials find it necessary to question students during the school day or periods of extracurricular activities, the school principal or designee will be present and the interview will be conducted in private.

The principal will verify and record the identity of the officer or other authority and request and explanation of the need to question or interview the student at school. The principal ordinarily will make reasonable efforts to notify the student's parents/guardians. If the interviewer raises a valid objection to the notification, parents will not be notified.

Students will be afforded the same rights in dealing with law enforcement officials that exist outside the school. However, within the framework of legal rights, students have the responsibility to cooperate with law enforcement officials.

### **Removal of Students From School By Law Enforcement Officials**

Before a student at school is arrested or taken into custody by a law enforcement or other legally authorized person, the principal will verify the official's identity. To the best of his or her ability, the principal will verify the official's authority to take custody of the student. The school principal will attempt to notify the student's parent/guardian that the student is being removed from school.

## **DISCIPLINE POLICY**

### **Philosophy**

Students at Advance are expected to conduct themselves as ladies and gentlemen. Each student has the right to the full exercise of his/her constitutional freedoms. Rights not guaranteed by the Constitution or by other laws may be exercised only to the extent that they do not unreasonably interfere with the rights of others or endanger the freedom and safety of others. The parent/guardian must insure that his/her children's rights are protected but also accept the responsibility for protecting the rights of others.

A democratic society must impose upon its individual member some standards that define the limits of permitted conduct. The school requires that all proper rules and policies be obeyed to insure that an atmosphere of learning is created, maintained and encouraged. We think by every student knowing and following these rules and policies, this can be achieved.

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 a certain disciplinary action. Any conduct not included herein, or an aggravated circumstance 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.

### **Due Process**

A student at Advance has a right not only to an education but the rights guaranteed by the Constitution. The student has a procedure to follow when the student has been suspended or expelled from school.

1. Prompt and adequate notice of the charges.
2. An opportunity to respond to the charges.
3. A hearing suited to the situation and the charges.
4. A decision arrived at after hearing the charge and response to the charge.

## **Types of Punishment**

1. Conference with student.
2. Conference with parent.
3. Reprimand Verbal explanation of the problem, what was done to correct it and penalty for doing the same thing again. This is then written on the student's record.
4. Detention. Detention will be Monday, Wednesday and Friday, from 3-4:30 p.m. and will be supervised by a certified teacher. Students should bring materials to keep busy for the entire detention period. Students who do not serve detention the day assigned will receive one day ISS for the first offense and one day OSS for the second offense. Detentions may be arranged at other times at the discretion of the principal.
5. Corporal Punishment. Corporal punishment may and will be used only when deemed absolutely necessary by a certified teacher or administrator. A wooden paddle will be used and another staff member will serve as a witness. The paddling will consist of not more than three swats. A record will be kept as to:
  1. Who received the paddling.
  2. Who administered the paddling.
  3. The number of swats.
  4. The reason for the paddling.
  5. The identity of the witness.
  6. Date of the paddling.
6. In-school suspension. For some violations of rules a student may be suspended from classes, but not out of school. This in-school suspension will be in the principal's office and the student will be required to work on his assignments and other materials. Students will be allowed to make all work missed during this day as if it were a regular absence. Skipping an in-school suspension day results in another day added on to the original in-school suspension.
7. Out-of-school-suspension. A student who willfully violates school rules will be suspended for not more than ten days by the principal or ninety days by the superintendent. In all suspension cases, due process guidelines will be followed. A student who is under suspension will not be allowed to participate or attend any school activities during the suspension period. The absence will be unexcused.
8. Expulsion. For offenses of a grave nature the Board of Education upon the recommendation of the Superintendent of Schools, may expel a student for the semester, the school year, or permanently, depending upon the seriousness of the offense. Due process will be followed in all cases.

## **Tobacco Products**

Students will not be allowed to bring tobacco products on the campus, or use them on school grounds, or at school sponsored activities. This, of course, includes riding the bus to and from school activities. If tobacco products are found on a student in his/her locker or personal possession, they will be confiscated and not returned. Students using tobacco products on campus will receive three days ISS on the first offense, and 1-10 day suspension on the second offense.

## **Weapons**

Carrying of weapons of any type or dangerous instruments will not be allowed at Advance either on the school grounds, on the bus, or at school activities. If a student is found with any of these, the items will be confiscated. If any law has been broken, the proper authorities will be notified. Students will receive a 10-day suspension and review by the school board for possible expulsion.

The use of any of these weapons will automatically be turned over to the police

and the student referred to the Board of Education for expulsion hearing according to the provisions of the SAFE SCHOOLS ACT.

### **Cheating**

Cheating is wrong. It will not be tolerated in any form at Advance. Cheating will result in the following:

- 1st offense: Zero on copied work, parental contact.
- 2nd offense: Zero on copied work, parental contact, 2 days ISS.
- 3rd offense: Zero on copied work, parental contact, 3 days OSS.

### **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: 11-180 days OSS, notification to law enforcement officials, and documentation in student's discipline record.
- Subsequent Offense: Expulsion, notification to law enforcement officials, and documentation in student's discipline record.

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

- First Offense: Expulsion, notification to law enforcement officials, and documentation in student's discipline record.

### **Theft/Vandalism**

A student found to be stealing, or assisting in any manner with the stealing or damaging of school property or personal property belonging to others will face punishment.

- First Offense: In-school suspension or 1-180 days of OSS, possible notification to law enforcement officials, and possible documentation in student's discipline record.
- Subsequent Offense: 11-180 days of OSS or expulsion, notification to law enforcement officials, and documentation in student's discipline record.

### **Bringing Items to School**

Do not bring any articles to school that do not pertain to learning, or are not condoned by a teacher for a particular class. These items should not be brought on the bus or to school activities. Any articles of this nature will be confiscated. These items (cell phones, stereos, TV's etc.) distract from the education of others. First Offense - Item confiscated. Second Offense - Item confiscated and returned after meeting with parents.

### **CELL PHONE USE**

Student cell phone use is strictly prohibited during regular school hours. Because of the technology available on cell phones, their use is strictly prohibited in all areas at all times. Advance R-IV Schools possess and maintain a landline phone system that is utilized for the day-to-day business of the school and for any emergency situation. Should a student need to make a phone call, the administration may grant permission as needed. First Offense – See MSBA Policy JG-R. Second Offense - See MSBA Policy JG-R. Third Offense-- See MSBA Policy JG-R

## **THE FOLLOWING OFFENSES WILL RESULT IN:**

First Offense--One-day detention or one swat.  
Second Offense--Two days detention or two swats.  
Third Offense--Three days detention or three swats.

### **Student Behavior in the Classroom**

Students are to obey each teacher's classroom rules. Students who violate these rules are subject to the penalties that the classroom teacher has set. Each classroom teacher shall list such rules, inform the student of these rules, put them in the classroom and send a copy to the principal's office to be kept in the office files.

### **Gambling**

Games of chance played for money or other tangibles are prohibited by law and are not allowed at Advance.

### **Public Displays of Affection**

Public displays of affection are not permitted at school or school activities.

## **THE FOLLOWING OFFENSES WILL RESULT IN:**

First Offense--1 day I.S.S.  
Second Offense--2 days I.S.S.  
Third Offense--1-5 day O.S.S.

### **Forged Notes**

Forged notes will not be allowed. Examples: (Notes used to be admitted to class, admitted to class late, to get to the hallways or restrooms). The student or students found to be doing this will be punished.

### **Acts of Insubordination**

Refusing to obey a request by school personnel rightfully and legally empowered to make such a request will not be allowed. Such a request may be in the best interest of the school and refusal to obey may lead to harm befalling the other students.

## **THE FOLLOWING OFFENSES WILL RESULT IN:**

First Offense – See MSBA Policy JG-R  
Second Offense - See MSBA Policy JG-R  
Third Offense-- See MSBA Policy JG-R

## **Harassment, Hazing, Bullying, Threats to Other Students.**

Harassing another student at Advance will not be tolerated. Students here have the right to walk the hallways and attend classes in a safe and non-threatening atmosphere. These students that would try to intimidate others will not be allowed to stay in our school.

### **Assault**

Hitting, striking and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person.

### **Fighting (Another student)**

If a student is involved in an incident, which is determined by school authorities to be a fight, they will face punishment. Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

### **Fighting-Physical Abuse (School personnel).**

The striking, pushing or shoving of any school personnel will automatically result in suspension of that student for ten days with recommendation of the Board for expulsion hearing.

### **Verbal Threats or Abuse of School Personnel**

Threatening school officials or school personnel will not be allowed at Advance. If a student chooses to threaten or abuse verbally a teacher, administrator or other school personnel, he/she will be dealt with in a firm and severe manner.

### **Acts That Endanger Others**

Other actions by students that have not been mentioned in the policy that may endanger the safety of others.

## **Repeated Discipline Problems**

After the third discipline report is given to a student in a semester, a letter will be sent to the parents notifying the parents that on the sixth discipline form a one day in-school suspension will be given to the students.

4th discipline form- Meeting with student and discipline committee to determine a solution to the continual misbehavior.

5th discipline form- Meeting with parent and discipline committee to determine a solution and discuss alternatives.

6th discipline form- 1-day in-school suspension

7th discipline form- 2-day in-school suspension

8th discipline form- 1 day out-of-school suspension

9th discipline form- 2-day out-of-school suspension

10th discipline form- 3-day out-of-school suspension

11th discipline form or more- 3-day out-of-school suspension

## **ON CAMPUS GUIDLELINES FOR STUDENT DRESS**

Students are expected to come to school neat and clean. We want our students to present a good appearance. Proper dress and good personal appearance are good qualities to learn while attending school. They will be very valuable to every student. A detention will be assessed for every period missed due to not following the dress code.

Shorts--"Jams" type shorts are permitted.

Spandex type clothing is not permitted.

Tank tops or clothing items similar to tank tops are not permitted.

Students are not to wear headbands, hair curlers or other headdress during school hours or at school activities. Hats are taken off as soon as you enter the door. This does not include athletic events or other extra-curricular events.

Shoes must be worn at all times.

Students shall not wear shirts or blouses that expose the midriff section of a body during school hours or at school activities.

Clothing worn by students that is disruptive or objectionable will not be permitted.

Special allowances will be made on school designated "dress-up" days when appropriate.

Due to health and safety reasons, no facial piercing is allowed. The only visible piercings are those of the ear; however, students should be aware that the administration could deem certain ear lobe piercings (excessive number of piercings, large items hanging from the ear lobes, etc.) as unsafe and inappropriate.

## **CLASS CHANGES**

Class changes must be completed within three days after the beginning of the new semester.

## **LOCKERS**

It may necessary for students to share lockers. The lockers are the property of the Advance School and are subject to inspection by authorized school personnel. The school is not responsible for missing articles.

## **LUNCH**

Junior High and Senior High students will be dismissed at 11:45 - 12:15 to eat lunch. All junior high students will go to the lunchroom at lunchtime. Senior high will have open campus. School lunch for grades 7-12 will cost \$1.25 per day.

## **FREE LUNCH**

Free lunch applications may be obtained from the principal's office.

## **LIBRARY**

The library is a place for research and study, and the rule SILENCE IN THE LIBRARY should hold at all times including before and after school.

All books, magazines and other library materials should be handled carefully and returned to their proper place or to the librarian.

No materials may be removed from the library without permission. Passes for reference work must be obtained from the classroom teacher. There will be a five (5) cent fine charged for each day a book is overdue.

## **PASSES**

Students may not be absent from or leave any classes without a signed pass, or hall pass from their teacher. Passes should be kept for the receiving teacher or returned to the sending teacher by the student.

## **HALLWAYS**

Hallways are essentially passageways and should not be used for loitering or visiting. Loud noises, running, pushing or other horseplay is not allowed. All traffic should move on the right side.

## **LITTER**

All litter should be put into wastebaskets. Students should feel a responsibility for keeping our school and grounds neat and clean.

## **DRIVING REGULATIONS**

There is no expectancy of privacy relative to a student's automobile while on the campus of Advance R-IV. Searches and seizures may occur based on reasonable suspicion. Students shall be allowed to drive automobiles under the following conditions:

1. The automobile must be registered in the principal's office giving such information as he may desire, together with the reason or reasons for driving an automobile to school. The student may be in the vehicle only before school, lunch, and after school.
2. The student shall operate the automobile in accordance with state laws. Reckless and careless driving shall result in the withdrawal of approval to bring the auto to school.

## **VISITORS AND VISITING**

Students should not bring visitors with them to school. You, the other students, and teachers have enough to do without the interruption of a new face in the classroom. Visitors needing to speak to any student or teacher must report to the office first.

## **SCHOOL SPONSORED ACTIVITIES**

Any activity in which Advance participates is a school activity and all students are subject to school policies and teacher directions while in attendance.

A student who is a participant or spectator at a school-sponsored event is required to know and abide by the following along with any special rules set up by the sponsor:

1. Conduct, language and attitude on the bus and at the site of the event will reflect the courtesy and proper conduct in keeping with the type of event. No smoking, foul language, etc.
2. Dress on the bus will be the same as that required at school unless the sponsor should direct otherwise.
3. Seat assignments, if made by the sponsor, should be followed without question.
4. A student who rides to an event on a school bus will return on the same bus. Parents may personally take a son or daughter off the bus by making the request to the sponsor at the activity site or by signing a written release in the principal's office authorizing the release of the student to a designated individual. This release will be granted only when the activity creates a transportation problem due to a conflicting circumstance. The release must be signed in the presence of, and with approval of the principal before the day of the event. A copy of the release will be given to the sponsor of the event authorizing the release of the student.

## **QUEENS**

At Advance High School some students will be honored as king and queen candidates. There will be a FFA Sweetheart, Yearbook Queen, a Junior-Senior Prom Queen, Homecoming Queen and Miss Advance High School.

Eligibility for each queen contest is left to the sponsoring group with supervision from the principal. A student may be elected queen only once per year and a particular queen only once. Runner-ups or candidates that are not elected queen are eligible to run again.

## **JUNIOR-SENIOR PROM POLICIES**

Persons outside the Advance Schools are allowed to attend the prom provided they have a date with an Advance junior or senior, are under 21 years of age, receive prior approval from the principal and sponsor, and pay a \$10.00 fee. Spouses of juniors or seniors do not pay a \$10.00 fee. Spouses over 21 years of age are allowed.

## **HOMECOMING**

Persons outside the Advance Schools are allowed to attend homecoming provided they have a date with a high school student, are under the age of 21, receive prior approval from the principal and sponsor, and pay a \$5.00 fee. Spouses of students do not pay a \$5.00 fee. Spouses over 21 years of age are allowed.

## **FIRE DRILL**

Fire drills will be held at least once per semester. Teachers will instruct the students in the proper methods for evacuation of the buildings in case of a fire. The signal for a fire drill will be one long continuous ringing of the bell.

## **TORNADO DRILL**

Tornado drills will be held at least once per semester. Teachers will instruct the students in the proper procedures in case of a tornado. The signal for a tornado drill is a series of short bells. Any misbehavior during drills will be considered in the most serious manner possible. It will be regarded as endangering the lives of other students.

## **SCHOOL CLOSING**

In event of heavy fog, light freezing rain or icy highways, the Advance R-IV School buses will run 2 hours later than the regular schedule. The announcement will be on the KFVS Breakfast Show. Students not riding buses are expected to be at school at regular time. Teachers are also expected to be at school at the regular time.

## **SCHOOL LETTERS**

Letters will be given to high school students who excel in the following areas:  
Baseball, Basketball, volleyball, softball, band, honor roll, cheerleader and athletic managers.

1. The first time a student letters in any area in high school, they will receive one letter, a pin for that area and a bar. After that, only bars will be given for that area.
2. To letter in basketball or volleyball, the student must participate with the varsity team for the whole season.
3. To letter in softball or baseball, the student must participate with the team for the whole season.
4. To letter in music, the student must participate in the class for the whole year and attend all performances unless excused by the director. Along with displaying outstanding qualities in character, attitude and leadership, the student must be selected to the all county, all district or all state band or participate in district contest with a solo or small ensemble.
5. Honor roll letters will be given to students who make the honor roll all four quarters. These letters are provided by the PTO and will be given beginning in the 7th grade.
6. Coaches can give a letter to the team manager.
7. Cheerleaders will receive a letter the first time they are selected to a high school squad.
8. High School teams that win Stoddard County Conference Tournaments are to receive 4" circular patches or medals with inscription-Stoddard County Champs.

## **FUND RAISING**

All fund raising activities must be approved by the sponsor and the principal before they are started. All fund raising activities must be approved during the school year by the Board of Education.

## **STUDENT INSURANCE**

Student insurance will be available. All students should have some type of accident insurance, either school or family. All students participating in athletics and Vo Ag must have accident insurance.

## **ATHLETIC PROGRAM**

Advance is a member of the Stoddard County Conference. The conference schools are: Bell City, Bernie, Bloomfield, Dexter, Puxico, Richland and Woodland.

Athletic programs include volleyball, cross country, and softball for girls: basketball, cross country, and baseball for boys.

A student who is absent from school on the day of a contest will not be permitted to participate in the contest UNLESS the absence is pre-arranged with the principal.

## **TELEPHONE**

The telephones at school are business telephones and should not be used by anyone except when transacting business.

## **RULES FOR THOSE RIDING SCHOOL BUSES**

1. Students are to remain seated while bus is in motion.
2. Driver is in charge of students on the bus. Students are to obey promptly and cheerfully.
3. Classroom conduct is to be observed while on the bus. No loud talking, normal conversation only.
4. Keep heads, arms and hands inside the bus.
5. Unnecessary conversation with the driver is prohibited.
6. Do not throw paper or litter on the floor.
7. Students must be on time. The bus will not wait past its regular schedule.
8. Band instruments are to be taken to the seat with the student. NOT left in front with the driver.
9. No smoking, no profane language.
10. No eating or drinking on the bus.

**RIDING THE BUS IS A PRIVILEGE, FAILURE TO OBEY THESE RULES MAY CAUSE YOU TO BE SUSPENDED FROM RIDING THE BUS.**

## **ADVANCE R-IV SCHOOL DISTRICT Internet Policy and Technology Usage Agreement**

Through a cooperative venture involving Project Connect and Advance School District, Internet access is available to students, teachers, and administrators of the Advance R-IV School District.

Access to the Internet is an unparalleled opportunity to interact with the world at large. The opportunity brings with it a number of responsibilities. In order to use the Internet services available in the Advance R-IV School District network, individuals must agree to and abide by the following regulations:

1. The use of any Advance R-IV network is a privilege that may be revoked by the administrators of the network at any time for abusive or inappropriate conduct.
2. Users shall not intentionally obtain copies or modify files, passwords, or data that belong to anyone else. No one should forward personal material without prior consent.
3. The district reserves the right to inspect any material stored in files to which users have access and will edit or remove any materials which the district staff, in their sole discretion, believes may be objectionable. Users of the network will not obtain, view, download, or otherwise gain access to potentially objectionable materials. This includes text materials, video images, or sound files that may be considered objectionable.
4. The district Internet is provided primarily for educational purposes under the direction of district staff.
5. Users must respect the integrity of computing systems and equipment. For example, no one should damage, vandalize, or destroy district computer equipment. Furthermore, no one should develop programs that harass other users or attempt to infiltrate a computer or computing system.
6. All users must abide by existing Federal and State laws in force regarding electronic communication and electronic networks. This includes accessing information without authorization, giving passwords out, causing a system to malfunction, or violating copyright protection. These laws carry penalties of up to 20 years in prison.
7. E-mail (electronic mail) must be used responsibly. Electronic mail is not guaranteed to be private. Messages dealing with inappropriate or illegal activities will be reported to the appropriate authorities.
8. Users are not allowed to link to the district's Web Page without authorization by the building principals, superintendent of schools, and/or Board of Education.
9. Please be aware that the Advance R-IV School District does not promise that the functions of the system will meet any specific requirements you may have or that it will be error-free or uninterrupted. Furthermore, the Advance R-IV School District shall not be liable for any direct or indirect, incidental, or consequential damages sustained or incurred in connection with the use, operation, or liability to use the system or its connected networks.

## Class and Dance Sponsors

### **7th Grade**

Mrs. Berrong  
Mrs. Gilliland

### **8th Grade**

Mrs. Below  
Mrs. Dannemueller

### **9th Grade**

Mrs. McFerron  
Mrs. Anderson  
Mr. Moses

### **10th Grade**

Mrs. Duffield  
Ms. Ruettgers  
Mr. Dowdy

### **11th Grade**

Mrs. Lawson  
Mrs. Wolfenkoehler  
Mr. Raines  
Mrs. Heuring

### **12th Grade**

Mrs. Jansen  
Mrs. Clark  
Mrs. Lanpher  
Mr. Hamlin

### **Homecoming**

Mrs. Simmers  
Mrs. McFerron  
Mrs. Anderson  
Mr. Moses

### **Prom**

Mrs. Lawson  
Mrs. Wolfenkoehler  
Mr. Raines  
Mrs. Heuring

### **FFA Barn warming**

Mr. Raines  
Ms. Ruettgers  
Mrs. Duffield

### **Junior High**

#### **Spring Dance**

Mrs. Wolfenkoehler  
Mrs. Gilliland  
Mrs. Berrong

### **Junior High**

#### **Fall Dance**

Mrs. Wolfenkoehler  
Mrs. Below  
Mrs. Dannemueller

## Organizations and Sponsors

Advancer (Yearbook)	Mrs. Minton
Band	Mr. Moses
Baseball	Mr. Below
Basketball-Varsity	Mr. Dowdy
Basketball-JV	Mr. Dowdy
Basketball-Junior High	Mr. Dowdy
Beta Club/Quiz Bowl Team	Mrs. McFerron
Cheerleaders-High School	Mrs. Simmers & Mrs. Eggiman
Cheerleaders-Junior High	Ms. Roe
Choir	Mrs. Sepulvado
Cross Country	Mr. Hamlin
Drama	Mrs. Gilliland
FBLA	Ms. Ruettgers
FCCLA	Mrs. Duffield
FFA	Mr. Raines
History Club/Jr. Statesman	Mr. Hamlin
Math/Science Club-High School	Mrs. Clark/Mrs. Lanpher
Math/Science Club-Junior High	Mrs. Gilliland/Mrs. Below
Softball	Mr. Hamlin
Stoddard Co. Scholastic Meet	Mrs. Gilliland
Student Council-High School	Mrs. Clark
Student Council-Junior High	Mrs. Wolfenkoehler
Volleyball-High School	Mrs. Below
Volleyball-Junior High	Mrs. Below

