

BILLINGS HIGH SCHOOL

STUDENT HANDBOOK



2016-2017

“RICH IN TRADITION, PREPARING FOR THE FUTURE”

**CONFIRMATION OF RECEIPT OF THE
BILLINGS HIGH SCHOOL STUDENT HANDBOOK**

Parents and students of Billings High School:

We have provided each student with a copy of the 2016-2017 Billings High School Student Handbook. The information in the handbook is included to help both the student and his/her family become familiar with procedures, facilities, and guidelines that will ensure a safe, positive and orderly environment for all our students. The administration, faculty, and staff of Billings High School ask that both parents and students sign and return this form no later than Monday, August 22, 2016 to the student's Advisory teacher to confirm they have received and read the 2016-2017 Billings High School Student Handbook. In the event that a student misplaces or destroys their handbook, a new one may be obtained through the High School Office.

My student _____ and I have received, read, and agree to abide by the 2016-2017 Billings High School Student Handbook for this school year.

Signature of Student _____

Signature of Parent _____

WELCOME TO BILLINGS HIGH SCHOOL

GENERAL CONTACT INFORMATION

HIGH SCHOOL OFFICE	744-2551	FAX	744-2720
ATHLETIC DIRECTOR	744-4182		
SUPERINTENDENT'S OFFICE	744-2623	FAX	744-4545
ELEMENTARY OFFICE	744-2552		
TRANSPORTATION OFFICE	744-4049		

Website:
www.billings.k12.mo.us

School Hours:

Doors Open at 7:45-Students should not be in the building before this time unless they are under the direct supervision of a teacher.

High School Classes Begin at 8:10

High School is dismissed at 3:08 (M-F) Students should not be in the building after this time unless they are under the direct supervision of a coach or teacher.

NON-DISCRIMINATION STATEMENT

Billings R-IV School District does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission/access to, or treatment/employment of its programs, activities, or in any aspect of its operation. Inquiries related to District employment practices may be directed to the Superintendent Cynthia Brandt, 118 W. Mount Vernon, Billings MO 65610; telephone number 417-744-2623. Inquiries related to District programs may be directed to the Title IX Coordinator, Superintendent Cynthia Brandt, 118 W. Mount Vernon, Billings MO 65610; telephone number 417-744-2623. Inquiries related to District programs may be directed to the Section 504 Coordinator, Jennifer Wilson, 118 W. Mount Vernon, Billings MO 65610; telephone number 417-744-2623.

BILLINGS R-IV SCHOOL CALENDAR 2016-17

Aug. 16	1 st Day of Classes
Aug. 29	Early Dismissal @ 12:30 for Teacher Professional Development
Sept. 5	Labor Day – NO SCHOOL
Sept. 19	Teacher Work Day-NO SCHOOL FOR STUDENTS
October 25-27	Parent Teacher Conferences (Schedule TBD)
Oct. 27	12:30 Release
Oct. 28	Fall Holiday – NO SCHOOL
Nov. 23-25	Thanksgiving Vacation – NO SCHOOL
Dec. 21-31	Christmas Vacation – NO SCHOOL
Jan. 2	New Year's Break – NO SCHOOL
Jan. 3	NO SCHOOL Teachers return for Professional Development Day
Jan. 4	School Resumes
Feb. 17, 20	Winter Holiday – NO SCHOOL
Mar. 6	Early Dismissal @ 12:30 Teacher Professional Development
Mar. 17, 20	Spring Holiday – NO SCHOOL
	Apr. 14, 17 Easter Break – NO SCHOOL
May 16	Last Day for Students
May 16	Check Out For Teachers
May 20	Graduation

PLANNED MAKE-UP DAYS

February 17, March 20, April 17, May 17, 18, 19

Welcome to Billings High School

Students and Parents:

Welcome, Wildcats, to the 2016-2017 school year! The teachers, personnel, and administrators would like to welcome you to Billings High School. It is our hope that you will enjoy this school year and will take advantage of the opportunities that exist here. We hope you will always be conscious of our school's traditions and requirements. We have the reputation of being one of the finest schools in the area. You, the students, have the opportunity to attain an excellent high school education. If you will take advantage of this opportunity, you will receive the quality education we are striving to offer. Remember, the school will be whatever you make it. Let us always have the spirit to do the thing which will make it outstanding. All things considered, you-the student are the most influential part of determining the kind of school year you will have. We encourage students to get involved in co-curricular and extracurricular activities. These special activities will enhance your time at Billings High School tremendously.

The policies and procedures contained in this handbook are designed to help the school run smoothly so that every student will have a successful year. This information has been carefully prepared in order to partner with students and their families. Please read the following information and keep it for reference for the 2016-2017 school year.

ATTENDANCE

There is a direct and positive connection between regular student attendance and student success in school. It is expected that each student will attend classes every day. Only through regular class attendance and a commitment to personal and educational growth can students achieve optimum benefits. This attendance policy is not intended to penalize students who have an occasional illness or who miss infrequently for approved reasons. Its purpose is to emphasize that students are responsible for good attendance. Making good attendance a priority will increase students' opportunities for achievement in school and also help them to prepare for the world of work.

Frequent absences of students from the classroom learning experiences disrupt the continuity of the instructional process for everyone. Make-up work does not contain the benefits of regular classroom instruction. Therefore, good attendance is essential to receive the maximum high school educational experience.

The Billings School District has an attendance policy for the junior high and high school. Students are allowed eight (8) absences per class per semester. Any absences over eight (8) will be considered excessive. All absences, including those approved in advance by school officials, except those for school sponsored activities, will count against a student's days absent. (The student should be careful in the use of absences because excessive absences may not be waived by the school attendance committee. All absences should be verified through a doctor's note or other form of verification.) Students with more than eight (8) absences in a semester will be in jeopardy of losing class credit.

On the day a student returns to school, they must report to the high school office before school to receive an admit slip. Whenever a student is absent, the school must have contact from a parent. That contact can be a note brought by the student, a telephone call to the high school office from the parent (417-744-2551), or an e-mail to the high school principal or secretary. Those e-mail addresses are: wilsonj@mail.billings.k12.mo.us or whitmana@billings.k12.mo.us

Parents may request a waiver of excessive absences from the committee under this policy to the Board of Education. The committee may choose to exempt absences exceeding 8 days/class periods for:

1. Absences for which a doctor's note is turned in to the office
2. Absences due to a verified serious family illness or death in the family
3. Absences due to a verified legal proceeding
4. Absence to a verified college visit
5. Absence to obtain a driver's license
6. Absence for a school-related or affiliated activity
7. Absence determined to be a family emergency by the Principal

Students who miss more than eight days/class periods during a semester will be required to appear before the Attendance Committee. The committee may decide that a student will: receive an Incomplete (I) in the class until the student spends time after school, before school or on Saturday recovering the seat time lost, be required to attend summer school to recover the seat time lost, or waive the excessive absences because they appear to be necessary and for good cause. The student and parent/guardian will be required to sign an attendance contract to encourage future good attendance and to show their intention to improve their attendance.

If the parent fails to notify the school, the school may contact the parent. Students who return to school without parent communication may be considered truant until the parent can be contacted to verify the absence. Students who leave school during the school day without prior parental consent and without checking out through the appropriate attendance office will be considered truant. Students must have parental consent and check out through the attendance office to be properly excused.

ATTENDANCE PROTOCOL

1. Parents will be notified about their student's attendance at the end of each quarter on the quarterly grade card.
2. Parents will be notified in writing when their student has obtained 5 absences during one semester and then again when the student has obtained 8 absences.
3. When a student has obtained 9 or more absences they will be referred to the school attendance committee and the Juvenile Office or County Prosecutor may be notified of the absences with documentation of all contacts the school has made.
4. If the child continues to be absent from school or fails to attend the meeting with the attendance committee an educational neglect hotline call may be made.

BELL SCHEDULE

	Students may enter the building at 7:45
1st Period	8:10 – 9:00
2nd Period	9:04 – 9:54
	<i>Snack</i>
3rd Period	10:01 – 10:51
4th Period	10:55 – 11:45
5th Period	*11:49 – 12:04
6th Period	**12:07 – 1:20
7th Period	1:24 – 2:14
8th Period	2:18 – 3:08
*1ST LUNCH	12:04 – 12:29
**2ND LUNCH	12:29 – 12:54

BUILDING SECURITY

The campus of Billings High School is monitored by video surveillance 24 hours a day. In an effort to deter vandalism and increase the level of building security/safety, all students are not to be in the building before 7:45, except under the direct supervision of a staff member. Students are not to be in the elementary hallways without expressed permission from a staff member. Students must exit the building by 3:30 Monday through Friday unless under the supervision of a staff member. Students must exit the building by 3:15. **NO STUDENT MAY STAY IN THE BUILDING AFTER SCHOOL WITHOUT APPROVAL AND SUPERVISION.**

CLASS RANKINGS/HONORS

In the interest of encouraging and recognizing outstanding academic achievement, a valedictorian and salutatorian will be selected according to the following procedures:

The valedictorian will be the student with the highest grade point average as computed at the end of eight semesters of high school work.

The salutatorian will be the student with the second highest grade point average as computed as the end of eight semesters of high school work.

GPA will be calculated to the nearest ten-thousandth of a point. The GPA will be rounded to the nearest hundredth.

In the case of a tie for valedictorian, co-valedictorians will be honored.

In the case of a tie for salutatorian, co-salutatorians will be honored.

To be eligible for valedictorian or salutatorian honors, a student must be enrolled within the school district the three semesters prior to graduation. Valedictorian and Salutatorian honors will be awarded at the end of the 8th semester. Transfer students must attend 5th, 6th, and 7th semesters to be considered for Valedictorian and Salutatorian honors

COLLEGE VISITS

We recognize that it is necessary for students to visit colleges from time to time as they prepare to continue their education. Students who wish to be excused to visit colleges should apply for college days before making the college visit. A form for requesting college days may be obtained from the counselor. This form requires signatures from a parent/guardian, and signatures from the proper college personnel involved in the visit.

CONDUCT AT EVENTS

Students are expected to conduct themselves in a manner that is respectful and proper. Students who become rude, obscene, and/or disruptive at school functions will be removed from the activity and will receive appropriate discipline. School policies are to be followed at all activities.

DEFACING SCHOOL PROPERTY

Students defacing school property will be expected to pay the cost of any damage and/or replacement. Students losing or misplacing school property will be expected to pay the cost of replacement. Additional discipline for such actions may be considered.

DIRECTORY INFORMATION

Directory Information may be prepared for mass release (school yearbook, school directory, athletic programs, summer school, summer camps, PTA, businesses, churches, etc.) unless parents/guardians or an eligible student indicates that they do not wish the information to be disclosed. Directory information may consist of the following: Name of student (first, last, middle), telephone number, name(s) of parent, stepparent or guardian, mailing address, school, grade, height and weight (athletic programs), graduation date, attendance record, video/photographic images, awards or honors. Please be aware, if a request is made for your child's information to **NOT** be included in Directory Information, then his/her name and relevant information may not be included in such things as athletic programs, graduation press releases, and the yearbook. To request that your child's information **NOT** be included in Directory Information, pick up a form in the office, sign and return. This request must be made during the first 10 days of school.

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the confidentiality of a student's educational records. It also requires schools receiving federal money to provide parents access to their child's records and allows them to request modification of the child's educational records. This right is also extended to students the age of 18 or older.

DRESS CODE

The school has established appropriate dress standards. These include:

1. Obscene, vulgar, or profane/pictures shall not be worn to school. Clothing containing ads for and/or promotes alcohol, tobacco, and/or drug-related products shall not be worn. Also, clothing with inflammatory or harassing material shall not be worn.
2. Halter tops, tube tops, tops that allow bare midriffs, backless tops, fishnet mesh-style tops, strapless tops, and single-strap tops or shirts to be considered undergarments shall not be worn. Straps on tank tops should be at least one inch wide.
3. Hats, bandanas, other headgear, and sunglasses shall not be worn in the building.
4. Shoes shall be worn.
5. Wallet chains/cords, neck chains/cords, clothing chains/cords, or studded collars/brackets shall not be worn on school property.
6. All clothing worn shall cover all undergarments.
7. Any extremism of dress or dress that is disruptive or distracting to the educational process will be dealt with on an individual basis. Examples would include short skirts, low-cut tops, or clothing that is deemed too revealing or sagging.

When, in the judgment of the principal, a student's appearance or mode of dress does not comply with the criteria listed above, the student will be requested to seek appropriate attire immediately. Repeated violations of the dress guidelines may result in additional disciplinary action, up to and including suspension.

DRUG /ALCOHOL/TOBACCO/E-CIGARETTE POLICIES

Students and parents should be aware that the Billings Board of Education has specific policies concerning the possession and/or use of these items at school. Students having tobacco products or electronic tobacco products in their locker or in their possession on school premises, school buses, and/or at school-sponsored activities will be suspended for a minimum of three days. Students having alcohol, illegal drugs, counterfeit drugs, prescription drugs, drug paraphernalia, and/or substances purported to be drugs in their locker or in their possession on school premises, school buses, and/or at school-sponsored activities will be suspended for a minimum of 10 days. A second drug/alcohol related offense would result in long term suspension or expulsion per school board policy. Students under the influence of alcohol and/or drugs will also be suspended.

DUE PROCESS

All students are entitled to due process. This means there are certain procedures that school officials will follow prior to taking appropriate disciplinary actions. Some of the procedures are outlined below:

1. *Short Suspension*- An administrator has the right to suspend a student from school for up to ten (10) school days. In such a case, the administrator will conduct an informal hearing with the student and all other appropriate parties. The student will be given notice of the charge(s) against him/her and the opportunity to present his/her version of the incident. If the student denies the charges, he or she will be given an explanation of the facts which form the basis of the proposed suspension. If the administrator elects to suspend the student, the student will be told the dates and duration of the suspension. The parent of the student will be notified in writing of the suspension. The superintendent or his designee may revoke or modify a suspension.
2. *Long Suspension*- The principal may request the superintendent of schools to suspend a student for a period of time not to exceed 180 school days. Should this recommendation be made, the student and his/her parent will be notified of this in writing. Part of this notification will include instructions on due process and appeal procedures.

3. *Expulsion*-The principal and/or superintendent may request the Board of Education to expel a student. Should this recommendation be made, the student and the parent will be notified in writing. Part of this notification will include instructions on due process and appeal procedures.
4. *Weapons*-Students who are determined to have brought a weapon as defined by the Safe Schools Act to school shall be expelled from school for a period of not less than one year. The superintendent of schools may modify the expulsion requirement on a case-by-case basis.

ELECTRONIC COMMUNICATION EQUIPMENT

Students are not to have electronic devices such as, radios, IPODS, beepers, laser pointers, etc. to school for personal use. Such items are attractive targets for theft and may also interfere with the educational process. Lap-top computers may not be connected to the district's network, nor attempted to be connected. Students may use cell phones during lunch break and when given permission from teachers or administrators for educational purposes. Cell phones should not be visible except for the above circumstances. Students needing to use such equipment as part of a class or school assignment/project should bring the equipment to the principal's office and leave it there until needed. Students who do not follow these guidelines will have their equipment confiscated and returned at a later time. Repeated violations will result in disciplinary action ranging from ASD to suspension.

EMERGENCY DRILLS AND PROCEDURES

The district conducts emergency drills regularly during the school year. The signals for such drills will be a set of tones and/or verbal instructions over the intercom system.

EXTRACURRICULAR ACTIVITIES

Participation in the various organizations and activities is strongly recommended to all students. There are various methods and requirements for selection and membership particular to each organization but all must conform to rules approved by the Billings R-IV Board of Education.

Extra-curricular activities at Billings R-IV Schools include but are not limited to: *Student Council, Future Farmers of America., Family, Career and Community Leaders of America, Future Business Leaders of America, National Honor Society, Science Club, Spanish Club, TREND, Academic Bowl, Speech, Band, Yearbook, and Fellowship of Christian Athletes, Archery.*

Billings R-IV Schools offers a variety of sports for students. The following sports are offered at the varsity and junior varsity level: *girls' volleyball, softball, girls' basketball, cheerleading, boys' basketball, baseball, cross country, track, and golf.* The following sports are offered at the junior high level: *volleyball, girls' basketball, cheerleading, boys' basketball, cross country, and baseball.*

Students must be in attendance at least four hours in order to participate in any school sponsored activity or MSHSAA activity that night unless PRIOR permission is obtained from the principal. Students must also be present on Friday for at least four hours in order to participate in Saturday or Sunday events.

Students can and will be disciplined for their behavior at extracurricular activities if their behavior warrants such an action. A student attending any extracurricular school function is as subject to school rules and regulations as if he were sitting in a classroom. This holds true for away activities as well as home activities even when you drive to an away activity. Students are not to loiter outside on school grounds, in the hallways, or on the parking lot during an extracurricular activity. If it becomes necessary for an administrative official to ask a student or students to leave the school grounds, said student may be barred from attending all extracurricular activities (home and away) for a determined period of time and may be subject to disciplinary actions.

A signed Citizenship Card is required in order for students to participate in any extra-curricular activities.

GRADE REQUIREMENTS FOR PARTICIPATION

The following rules shall apply to all students involved in any type of extra-curricular activity:

- An "F" at any tri-term will make the student unable to practice or play in games until the failure is corrected and a passing grade is established.
- A student with an "F" for a quarter/semester will be ineligible to play in games for 15 school days.
- A student must meet MSHSAA requirements
- A student must be in attendance and not be serving ISS or OSS in order to participate.

FOOD/BEVERAGES

All food shall be consumed in the cafeteria. Students may be permitted to have beverages in common areas. Students are not to have food or beverages in classrooms unless for school approved activities i.e. Second Chance Breakfast or class celebrations. Consequences for such violations may range from confiscation to suspension.

FUNDRAISING

Fund raising for student activities shall be held to a minimum and must have prior approval from the administration. Sponsors of student activities are required to deposit all collected funds daily at the principal's office. Sponsors shall obtain a receipt from the secretary for such funds. Sponsors shall maintain records and issue receipts for any funds collected from students and/or adults. At no time shall any sponsor maintain a private or "petty cash" fund.

GANG INFORMATION

A "gang" means any ongoing organization, association or group of three (3) or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engage in a pattern of criminal gang activity. The "pattern of gang activity" means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to, the same criminal gang. No student on or about school property or at any school activity:

1. Shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other thing that is evidence of membership in or affiliation with any gang.
2. Shall commit any act or omission or use any speech, either verbal or non-verbal (gestures, handshakes, etc.) showing membership in or affiliation in a gang.
3. Shall use any speech or commit any act or omission in furtherance of the interests of any gang or gang activity, including, but not limited to:
 - a. Soliciting others for membership in any gang;
 - b. Requesting any person to pay for "protection" or otherwise intimidating or threatening any person;
 - c. Committing any illegal act or violation of school district policies;
 - d. Inciting another person to act with physical violence upon any other person

GRADES AND GRADING SCALE

Grades are based on the 4.0 system. Grades will be earned based on the following percentages:

Percent	Grade	GPA	Percent	Grade	GPA
93-100%	A	4.00	73-77%	C	2.00
90-92%	A-	3.67	70-72%	C-	1.67
88-89%	B+	3.33	68-69%	D+	1.33
83-87%	B	3.00	63-67%	D	1.00
80-82%	B-	2.67	60-62%	D-	0.67
78-79%	C+	2.33	Below 60%	F	0.00

Courses which have been designated as Weighted will earn one additional grade point for a letter grade of "C" or better. See the Counselor for a list of weighted classes.

Academic dishonesty such as plagiarism, cheating, attempting to cheat, or other types of academic dishonesty will not be tolerated. Consequences will range from loss of grade/credit and/or disciplinary action up to suspension.

GRADE CLASSIFICATIONS

For the purpose of defining student progress towards graduation and determining the grade level of a student for testing and other programs (i.e. class rings) the following shall apply:

- If at the beginning of the fall semester a student has 0-5 credits earned, they will be classified as a freshman for that year.
- If at the beginning of the fall semester a student has 5.5 - 12 credits earned, they will be classified as a sophomore for that year.
- If at the beginning of the fall semester a student has 12.5 - 18 credits earned, they will be classified as a junior for that year.
- If at the beginning of the fall semester a student has 18.5 - 26 credits earned, they will be classified as a senior for that year.

GRADUATION REQUIREMENTS

English	4 units
Social Studies	3 units
Mathematics	3 units
Science	3 units
Physical Education.....	1 unit
Fine Art.....	1 unit
Practical Art.....	2 units
Personal Finance	1/2 unit
Health.....	1/2 unit
Electives.....	<u>8 units</u>
 TOTAL.....	 26 units

Junior high students taking high school courses during junior high, will not have a credit or a GPA attached to this course, but the course will appear on their transcript as having successfully having completed the course for placement purposes.

GUIDANCE PROGRAM

Counseling services include: assistance with educational planning, interpretation of test scores, career planning, helpful study techniques and habits, and/or any assistance and guidance when students need someone

with whom to talk. If a student wishes to come by and set up an appointment with the counselor, this can be done before or after school or between classes.

HALL PASSES

No student may leave a classroom unless excused by the teacher. Any student not in class must have a pass. It should not be necessary for a teacher to give students passes to go to their lockers or to the restrooms on a frequent basis. Parking lot passes may only be obtained only from the High School Office.

HEALTH SERVICES

The school nurse will administer minor first aid in the health office located in the center hallway. If a student becomes ill or injured, they should get a pass from a teacher to visit the nurse. Should a student become ill at school they must check in with the school nurse before contacting their parents. For this reason it is very important that the school have every student's emergency information form on file with the nurse so that parents may be contacted quickly if necessary. If medication is to be taken at school it must be kept in the Nurse's office in its original container and a written note is required from a physician stating dosing information

No student with a contagious disease, lice, scabies, or impetigo will be permitted to attend school. In questions of health matters, proof of no disease rests with the parents of a child and shall require at least written a statement by a physician, nurse practitioner, or physician's assistant. As provided by Missouri Law, the Billings R-IV Schools will report the name of any parent who neglects or refuses to permit a non-exempt child to be immunized against polio, measles, diphtheria and rubella to the Missouri Division of Health.

HOMEWORK

It is the student's responsibility to complete all homework assignments. A zero for any missing homework assignment will be recorded in the grade book. If a student is absent one day, he/she is given one day to turn in the missed work, two days absent, two days to turn in assignments, etc. An assignment made prior to a student's absence may be due upon their return to school, however.

HONOR ROLL

Honor roll students will be recognized at the end of each quarter. Both A and B honor roll students will be posted. To make the "A" Honor roll, students must have no grade lower than an A-. To make the "B" Honor Roll, students must have no grade lower than a B-.

INSURANCE

School insurance is available to all students. Purchase of this program is optional. If interested, parents may request insurance enrollment forms from the office.

LEAVING SCHOOL

Students are expected to remain in school for the entire day. Students are considered "at school" as soon as they disembark from the bus or drive their vehicle onto school property. Should it be necessary for a student to leave school during the day, the following conditions must be met:

1. A contact with a parent/guardian is required. This can be a verified note, telephone call, or e-mail. Parents may also come to the high school office in person to check out their child
2. The student must sign out in the high school office on the form provided there. Should the student return during the day. They must sign back in at the high school office.
3. Failure to follow these procedures will result in the student being considered truant from school and subject to disciplinary measures.

Students are not authorized to leave the school campus at any time during the school day. The office must receive parental notification prior to the student's signing out. Students will not be permitted to leave the school campus without the prior permission of the principal and/or school secretary. No student will be permitted to leave the school campus without prior parent or guardian contact.

LIBRARY

Library hours are from 8:15 am until 3:20 pm. Students will be admitted to the library by class or by permits issued by teachers.

LOCKERS

The school provides hall lockers for the use of students. Students will be assigned a locker. Students should use the lockers for books, materials, and personal belongings. Students are advised not to bring valuables or large amounts of money to school. Lockers are the property of the school and are subject to periodic searches. Students that tamper with or damage their locker will be subject to disciplinary action.

LUNCH

Hot lunches are served in the lunchroom each day. Free and reduced price meals shall be served to those students whom are eligible as determined by the family size-income federal government scale. Proper forms may be picked up in the high school office.

Student Lunch Prices for the 2016-2017 School Year:

Breakfast- \$1.50

Reduced Price Breakfast- \$0.30

Lunch- \$2.40

Reduced Price Lunch- \$0.40

During lunch, all students are expected to go to the cafeteria. They are expected to practice good manners at all times. They are to return plates and silverware to their designated locations and leave their table area clean. Students are not to leave the cafeteria without permission, nor take food or drink out of it.

MAKE-UP WORK

A student will be allowed to make up missed work for full credit if their absence has been verified by a parent or is school related. Students are also permitted to make up work missed during out of school suspensions of ten (10) days or less. Students with unverified absences will not be permitted to make up daily work, but may make up tests and/or major assignments for ½ credit. Previously assigned work due on the day of a student's absence may be considered due on the day of the student's return to school. Students will be allowed time upon their return to school to complete missed work, generally one day for each day missed. Students are expected to stay current with daily assignments once they return to school.

MISSOURI SCHOOL VIOLENCE HOTLINE INFORMATION

Anyone may report any threats to students, teachers, or schools to the School Violence Hotline. The telephone number is 1-866-748-7047.

NOTIFICATION SYSTEM

Billings uses a rapid notification system that allows the school to contact all parents within minutes. Implementation of this system allows us to communicate reminders about school events, absenteeism, and school cancellations due to weather with parents. It is very important that parents notify the office should their contact information change so that this communication is not interrupted. The district periodically tests the information system. Please contact the office if any changes are needed.

OFFICE PROTOCOL

The office is a place where school business is conducted. Students should come to the office only to conduct school business. Students are allowed to use the office phones at any time to contact parents. Students are not to use personal cell phones except for during approved times. Students are expected to maintain an attitude of business and quiet whenever they are in the office.

PROGRESS REPORTS

Progress reports are sent home with students at the 3rd and 6th weeks of each quarter. All grades will be updated by Friday afternoon to reflect students' current grades through Wednesday of that week. Parents may access these grades via the Parent Portal. For more information or to set up a Parent Portal account, please call the High School Office.

PROMOTION/RETENTION

Junior high students who fail English, history, science, and/or math for the year must repeat that class and pass it before they can take the next higher grade. Only 2 of the core courses can be repeated in summer school. Junior High students who fail more than two of these courses will be eligible for retention. Student who fail one or more course for the year will not be eligible to participate in the 8th Grade Promotion Ceremony. However, they will receive their Certificate of Completion when they successfully complete all Summer School courses.

High school students must have twenty-six (26) credits to graduate. Students may earn up to 28 credits. Students must complete all graduation/promotion requirements set forth by the Billings School Board and the State of Missouri in order to participate in graduation/promotion ceremonies.

REPORT CARDS

Report cards will be issued to parents at parent/teacher conference after first quarter. Report cards will be mailed home at the end of the second, third, and fourth quarter. Grade cards will be held in the event that a student has an outstanding charge for lunches, library books, textbooks, and/or for disciplinary action.

SAFE SCHOOLS ACT

Billings R-IV Schools has adopted and implemented the Safe Schools Act which was passed by Missouri's 88th General Assembly in August of 1996. A description of the Safe Schools Act is given to all students during registration. In order to make Billings R-IV Schools a safe environment for learning, the school administration and the Billings R-IV Board of Education reserve the right to utilize in-school suspension, out of school suspension and expulsion.

SCHEDULE CHANGES

1. Unless special circumstances warrant, no schedule changes are to be made after the first full week of a semester has been completed.
2. All schedule changes are to be made during a conference with the counselor or in some cases the high school principal. Unless special circumstances warrant, students will only be allowed
3. One schedule change conference per semester.
4. Second semester schedule changes may be made only under one or more of the following conditions:
 - a. The student has enrolled in a semester class the first semester and desires to enroll in a class second semester other than the one he indicated at the beginning of the year. (Note: a student will probably not be permitted to drop a required class to enroll in an elective class second semester).
 - b. The student was enrolled in a class first semester in which he/she has already passed the second semester, and must enroll in another class to receive credit.
 - c. The student has failed the second semester of a required class in the past and needs to add that class.
 - d. The student has failed a specific first semester class during the current school year and/or in the teacher's opinion will have difficulty passing the second semester.
 - e. A senior needs to add a specific class to satisfy or help satisfy a graduation requirement.
 - f. Very special circumstances exist that would, in the opinion of the high school principal, warrant a schedule change.
4. Any student fitting one or more of the aforementioned categories should contact the high school counselor.

SCHOOL CLOSINGS

In case of inclement weather or other emergency situations, announcement of school closings will be made through the school notification system. Information will also be supplied to local television and radio stations. As soon as the decision is made, the media will be notified. Generally, a decision to cancel school will be made by 6:00 AM. Unscheduled early dismissals due to equipment failure or weather may also be necessary. If it becomes necessary for school to be dismissed early parents will be notified through the same methods as for a school weather cancellation.

SEARCHES BY SCHOOL OFFICIALS

School lockers and desks are the property of the district and are subject to periodic inspection without notice. Students or student property, including vehicles parked on school property may also be inspected in accordance to Board of Education policy. Lockers, backpacks, purses, vehicles, etc. may be searched using drug dogs. If a school official initiates a search of a student or their property based upon information given by another individual, the official shall make a reasonable effort to notify the parent or legal guardian that such a search was conducted.

SEXUAL DISCRIMINATION AND HARASSMENT

Sexual harassment is recognized as a form of sex discrimination and thus a violation of the laws that prohibit sex discrimination. A school environment that is free from sexual harassment shall be maintained. It shall be a violation of policy for any member of the district staff to harass another staff member or student or for a student to harass another student or staff member through conduct or communications of a sexual nature

SPECIAL EDUCATION

The Billings R-IV School District will be responsible for providing free appropriate educational services to children age three (3) to twenty-one (21), with the following disabilities: autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay. These services are to begin no sooner than the child's 3rd birthday and end at the child's 21st birthday. Students will be allowed to participate in one graduation ceremony either with their graduating cohort or the year in which they turn 21.

SUPERVISION

Students shall be responsive to all faculty members at all school functions, on trips and at school functions away from school. The sponsor has the authorization to call legal and/or medical authorities when misconduct or injury occurs on any school sponsored trip

TARDINESS/LATE ARRIVAL

Students are expected to be in class in their assigned seat when the tardy bell rings. Students with more than 3 tardies to a class will be subject to disciplinary measures. Those measures will include lunch detention, after school detention, in-school suspension, and out-of-school suspension. For definition purposes, a student is considered tardy to class if they are less than 25 minutes late to class. They are counted absent from the class if they are 25 minutes or more late.

Students are expected to arrive at school and be in their 1st period class by 8:10. Students arrived after 8:10 must report to the high school office to sign in and receive a note to class. Students failing to follow this procedure may be subject to disciplinary measures.

TECHNOLOGY USE

All students must sign a technology usage agreement with the school. Students violating its rules will be suspended from using the school's technology. Additional disciplinary actions may be imposed.

TELEPHONES

There is a telephone in the high school office for student use during passing time. Students should not use the telephone during class time. If a student receives a phone call in the office, a message will be delivered between classes unless an emergency exists. The use of cell phones by students in the building is not permitted except as permitted in the cafeteria during lunch, when used for an instructional activity, or after school.

TESTING

The guidance counselors conduct a systematic program of group testing for students at Billings. The current listing of group tests given and grade to which they are administered may be obtained from the counselors' office.

TRANSPORTATION AND PARKING

Students riding school buses should understand that they are under the jurisdiction of the school from the time they board the bus until they are deposited at school or at their designated stop. All school rules and regulations are in effect when students ride the bus. Any violation of rules, disruption, or failure to comply with any request of the bus driver will result in prompt disciplinary action as such misbehavior may affect the safety of others. Students who participate in school-sponsored activities are expected to ride district-provided transportation to all such activities. Students may be permitted to ride home with their parent, provided the parent, in person, informs the sponsor/coach of the activity of their intent to take their son/daughter home from the activity. This must be done immediately following the activity.

Students attending the Southwest Career Center shall ride the school bus to Vo-Tech every day. Students driving personal vehicles to SWCC without prior permission from the principal will be disciplined. This discipline

may include assignment to ASD, suspension, and in the case of continued violation of this policy, removal from the SWCC program.

Parking on school property is a privilege. Students who do not drive safely, park correctly, register their vehicle, or in any way disrupt or threaten the safety of other students, will lose their parking privileges. Students are not to be on the parking lot nor leave school without permission from the Principal's office after their arrival to school, regardless of the time of their arrival.

VERBAL HARASSMENT

No student shall use words 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.

VISITORS

Visitors with proper business to conduct at the school shall be welcome at the school after they check in at the principal's office. All visitors will be required to produce a form of photo identification. Visitors are required to wear identification badges. Students are not permitted to bring visitors to school during regular school hours. The Billings R-IV School District reserves the right to deny any student and/or parent access to the school or access to school-related functions (prom, dances, athletic events, etc.).

VOCATIONAL-TECHNICAL SCHOOL

Juniors and seniors may request to attend the Scott Regional Technical Center in Monett during spring pre-enrollment. Current requirements and forms are available in the Guidance Office. Students attending SRTC must always use district-provided transportation to and from SRTC unless express permission is given by the Principal in advance. Students are expected to obey the rules and regulations of both Billings and SRTC. Failure to obey rules or maintain requirements for attendance may result in removal from SRTC and assignment to classes at Billings. Any discipline received from either school will be honored by the other school.

WITHDRAWAL PROCEDURE

A student withdrawing from school must complete a student withdrawal form available in the principal's office. Failure to do so could result in records, transcripts, etc. not being released. Eight days of absence without notification from parents will result in the student being dropped from the rolls and potential failure of classes.

STUDENT DISCIPLINE

The Student Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense, which may result in 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. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on school playgrounds, parking lots, school transportation or at a school activity whether on or off school property. It is the policy of the Billings R-IV School District to report all crimes occurring on school grounds to law enforcement including, but not limited to, the crimes the district is required to report in accordance with law. The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

DOCUMENTATION IN STUDENT'S DISCIPLINE RECORD

The principal, designee, or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools. In addition, any offense that constitutes a "serious violation of the district's discipline policy" must be documented in the student's discipline record in accordance with the law. Such records shall be made available to teachers and other employees with a need to know, and shall be provided within five (5) business days of receiving the request, in accordance with state law, to any school district in which the student subsequently attempts to enroll. A "serious violation of the district's discipline policy as one or more of the following acts if committed by a student enrolled in the district:

1. Any act of school violence or violent behavior.
2. Any offense that occurs on school property, on school transportation, or at any school activity that is required by law to be reported to law enforcement.
3. Any offense that results in an out-of-school suspension for more than 10 days.

PENALTY(S) FOR VIOLATION OF BHS STUDENT CONDUCT CODE

After-School Detention/Lunch Detention

ASD will be held every Monday, Tuesday, Wednesday, and Thursday from 3:15 pm. until 4:15 pm. The building principal will assign ASD. Students will be supervised by the Principal or other designated personnel. Each student is responsible for having his/her own work to do the entire ASD period. **Students will be required to be on time and write ASD rules!** Students who are absent the day of their assigned ASD will be re-assigned the next scheduled ASD. Students that miss one day of ASD will be re-assigned two days of ASD for each day missed. Any misconduct by the student will be grounds for automatic dismissal from ASD and an assignment of Out of School Suspension.

Lunch Detention will be held Monday-Friday and assigned by the building Principal. Students will report to assigned seating in the cafeteria and wait until directed to get their tray. Students are to eat and sit quietly until

dismissed to return to class. Any misconduct by the student will be grounds for automatic dismissal from Lunch Detention and given an assignment of In-School Suspension.

In-School Suspension (ISS)/Saturday Detention

Students who are assigned ISS/SD for any disciplinary problem will be allowed to make up work for full credit when arrangements are made by the student to obtain assignments from his/her teachers at the time of the suspension. Specific procedures/rules for ISS/SD are given to the student at the time of the suspension. Students may not attend school-sponsored activities while serving ISS/SD.

Out-of-School Suspension (OSS)

Students who are assigned OSS for ten (10) days or less will be allowed to make up work missed for credit. Students receiving suspensions of more than 10 days may only receive credit for missed work if a waiver is given by the Board of Education after an appeal is made by the student and/or parent.

Being on or Near School Property During Suspension

All students who are suspended or expelled are prohibited from being on school property for any reason unless permission is granted by the superintendent or designee. Any student who is suspended for any offenses listed in 160.261, RSMo., or any act of violence or drug related activity defined by school policy as a serious violation of school discipline shall not be allowed to be within 1,000 feet of any public school in the district.

Prohibited Conduct

The following are descriptions of prohibited conduct as well as potential consequences for violations. In addition to the consequences specified here, school officials will notify law enforcement as required and document violations in the student's discipline file pursuant to law and Board policy.

1. Arson (Starting or attempting to start a fire or causing or attempting to cause an explosion.)

First Offense: 1-180 days out-of-school suspension or expulsion. Restitution if appropriate.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion. Restitution if appropriate.

2. Assault

a. 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.

First Offense: 1-180 days out-of-school suspension or expulsion.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

b. Attempting to kill or cause serious physical injury to another, killing or causing serious injury to another person.

First Offense: expulsion.

3. Automobile/Vehicle Misuse (Discourteous or unsafe driving on or around school property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials, or failure to follow established rules for parking or driving on school property.)

First Offense: Suspension or revocation of parking privileges, ASD, in-school suspension, or 1-10 days out-of-school suspension.

Second Offense: Revocation of parking privileges, ASD, in-school suspension, or 1-180 days of out-of-school suspension.

4. Bullying (Repeated and systematic intimidation, harassment, and attacks on a student or multiple students perpetuated by individuals or groups. Bullying includes but is not limited to: physical violence, verbal taunts, name-calling, put-downs, threats, extortion/theft, damaging property, and exclusion from a peer group.)

First Offense: ASD, In-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

5. **Bus Misconduct** (Any offense committed by a student on transportation shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.)

6. **Cell Phone Violation** (Willful use of a cell phone by a student during unauthorized time.) Students should have phones off and out of sight except during lunch.

First Offense: Principal/student conference and phone picked up by a parent.

Second Offense: 2 days lunch detention and parent called to pick up phone.

Third Offense: 2 days ASD, or 1 day ISS and parent called to pick up phone.

Fourth Offense: 2 days ASD, or 2 days ISS and parent called to pick up phone.

Subsequent Offense: 1 day OSS for each subsequent offense and parent called to pick up phone.

7. **Dishonesty** (Any act of lying, whether verbal or written including forgery.)

First Offense: Nullification of forged document, principal/ student conference, lunch detention ASD, in-school suspension, 1-10 days out-of- school suspension.

Subsequent Offense: Nullification of forged document, lunch detention, ASD, In- school suspension, 1-180 days out-of-school suspension or expulsion.

8. **Disrespectful or Disruptive Conduct or Speech** (Verbal, written, pictorial or symbolic language or gesture directed at any person and that is rude, vulgar, defiant, or considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities, or school functions. Students will not be disciplined for speech in situations where it is protected by law.)

First Offense: Principal/Student conference, lunch detention, ASD, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: ASD, In-school suspension, 1-180 days out-of-school suspension or expulsion

9. **Drugs/Alcohol**

- a. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs imitation controlled substances or drug-related paraphernalia, including controlled substances, unauthorized inhalants and illegal drugs defined as substances identified under schedules I, II, III, IV or V in Section 202 of the Controlled Substances Act.

First Offense: 3-180 days out-of- school suspension.

Subsequent Offense: 11-180 days out-of-school suspension or expulsion.

- b. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202 of the Controlled Substances Act.

First Offense: 1-180 days out-of-school suspension or expulsion.

Subsequent Offense: Expulsion.

10. **Extortion** (Threatening or intimidating any person for the purpose of obtaining money or anything of value)
First Offense: Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension or expulsion.
11. **Failure to Meet Conditions of Suspension**
Coming within 1,000 feet of any public school district while on suspension for an offense that requires reporting to law enforcement or for an act of school violence or drug-related activity defined by district policy is viewed as a serious violation of the district's discipline policy.
First Offense: Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense: Verbal warning, detention, in-school suspension, 1 -180 days out-of-school suspension, or expulsion.
12. **False Alarms** (Tampering with emergency equipment, setting off false alarms, making false reports communicating a threat or false report for the purpose of frightening, disturbing, disrupting or causing the evacuation or closure of school property.)
First Offense: Restitution, lunch detention, ASD, principal/student conference, in-school suspension, 1-180 days out-of-school suspension or expulsion.
Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension or expulsion.
13. **Fighting (see also assault)** (Mutual combat in which both parties have contributed to the conflict either verbally or by physical action)
First Offense: 1-180 days out-of-school suspension.
Subsequent Offense: 1-180 days out-of-school suspension or expulsion.
14. **Hazing** (Any activity 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. Hazing may occur even when all the students involved are willing participants.
First Offense: ASD, In-school suspension or 1-180 days out-of-school suspension.
Second Offense: 1-180 days out-of-school suspension or expulsion
15. **Public Display of Affection** (Physical contact which is inappropriate for the school setting including but not limited to kissing and groping.)
First Offense: Principal/Student conference, lunch detention, ASD, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense: ASD, In-school suspension, 1-180 days out-of-school suspension or expulsion.

16. Sexual Harassment

- a. Use of unwelcome verbal, written or symbolic language based on gender or of a sexual nature that has the purpose or effect of unreasonably interfering with a student's educational environment or creates an intimidating, hostile or offensive educational environment. Examples of sexual harassment include but are not limited to sexual jokes or comments, requests for sexual favors and other unwelcome sexual advances.

First Offense: Principal/Student conference, lunch detention, ASD, in-school suspension, 1-180 days out-of-school suspension or expulsion.

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

- b. Unwelcome physical contact based on gender or of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with a student's educational performance or creates an intimidating, hostile or offensive educational environment. Examples include but are not limited to touching or fondling of the genital areas, breasts, or undergarments regardless of whether or not the touching occurred through or under clothing.

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

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

17. **Tardy** (Students who are less than 25 minutes late to class will be considered tardy. When a student accumulates their 4th tardy to a class they will be referred to the office.

4th-6th tardy: 1 to 5 days lunch detention.

7th-10th tardy: 1 to 4 days ASD.

Over 10 may result in OSS.

18. Technology Misconduct

Attempting regardless of success, to gain unauthorized access to a technology system or information; to use district technology to connect to other systems in evasion of the physical limitations of the remote system; to copy district files without authorization; to introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or to evade or disable a filtering/blocking device. Any violation of the Student Technology Use Agreement by student.

First Offense: Principal/student conference, loss of user Privileges, lunch detention, ASD, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

19. **Theft** (Theft, attempted theft or willful possession of stolen property)

First Offense: Return of or restitution for property, Principal/student conference, lunch detention, ASD, in-school suspension or 1-180 days out-of-school suspension.

Subsequent Offense: Return of or restitution for property, 1-180 days out-of-school suspension.

20. **Threats** (Verbal, written, pictorial, or symbolic language or gestures that create a reasonable fear of physical injury or property damage.)

First Offense: Principal/student conference, lunch detention, ASD, in-school Suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: ASD, In-school suspension, 1-180 days out- of-school suspension or expulsion.

21. Tobacco/E-Cigarette

- a. Possession of any tobacco products or e-cigarette on school grounds, school transportation or at any school activity.

First Offense: 3 days out-of-school suspension.

Subsequent Offense: 3 -10 days out-of-school suspension, confiscation of product.

- b. Use of any tobacco products on school grounds, school transportation or at any school activity.

First Offense: 3 days out-of-school suspension, confiscation of product.

Subsequent Offense: 3-10 days out-of-school suspension, confiscation of product.

22. Truancy – (Absence from school without the knowledge and consent of parents/guardian and/or the school administration, excessive non-justifiable absences even with the consent of parents/guardians.)

First Offense: ASD, 1-3 In school suspension

Subsequent Offense: 3-10 days in-school suspension; 1-10 days out-of-school suspension.

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

First Offense: Principal/student conference, ASD, In-school Suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

24. Vandalism (Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff or students)

First Offense: Restitution, ASD, in-school suspension, 1-180 days out-of-school suspension or expulsion.

Subsequent Offense: Restitution, in-school suspension, 1-180 days out-of-school suspension or expulsion.

25. Weapons No student may possess a weapon on school property at any time, except as specifically authorized during a school-sponsored or school-sanctioned activity permitting weapons. School property is defined as : Property utilized, supervised, rented, leased, or controlled by the school district including but not limited to school playgrounds, parking lots, and school busses. A weapon is defined as any of the following:

- a. Possession or use of a knife or any instrument or device, other than those defined in 18 U.S.C. 921, 18 U.S.C. 930 (g)(2) or 571.010, RSMo, which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person.

First Offense: 11-180 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 or device defined in 571.010, RSMo. Or any instrument or device defined as a dangerous weapon in 18 U.S.C. 930(g) (2).

First Offense: One calendar year suspension or expulsion, unless modified by the Board upon recommendation of the superintendent.

Subsequent Offense: Expulsion.