

Ash Grove R-IV School District

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Ash Grove, Missouri 65604

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Dear Students and Parents,

Welcome to the 2011-2012 school year at Ash Grove R-IV schools. We are glad to have you with us and are ready to enjoy a good year together as we begin a new school year.

This **student handbook** is prepared to assist each student in adjusting to junior high and high school life. The Student Council, Administration, and the Board of Education believe that an understanding by each student of the school rules, regulations and policies is necessary in order to create a learning atmosphere and in protecting each student's individual rights.

We suggest that all students discuss the rules and regulations found in this handbook with their parents/guardians. This will avoid any confusion and possible misunderstandings.

The acknowledgment by parents/guardians that a copy of the Handbook has been provided is a requirement for enrollment of their child in the high school. Each child must return the provided form to the school in order to be officially enrolled.

We are looking forward to a great school year! Please feel free to call or visit the school at any time you wish to discuss or observe your child's activities.

Thank you for your support of our school.

Chris R. Thompson
Principal

Brian C. Bagley
Assistant Principal

This book belongs to:

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I. GENERAL INFORMATION

BOARD OF EDUCATION PHILOSOPHY

The Ash Grove R-IV Board of Education, administrators, teachers, and staff recognize each student as a unique individual who has the potential to become a responsible, productive citizen in a democratic society. Furthermore, we believe that each student should be encouraged to develop critical thinking and problem-solving skills and encouraged to achieve to the limits of his/her capabilities. We believe every individual associated with the Ash Grove R-IV Schools has a commitment to instill self-esteem/self-confidence in each student and provide an educational environment for the children of the district which will foster and accelerate their intellectual, technical, physical, social, and career development while preparing them for the twenty-first century.

MISSION STATEMENT

The Ash Grove R-IV Mission is to provide quality, comprehensive educational experiences that will enable all students to become life-long learners and productive, informed citizens.

DISTRICT GOALS AND OBJECTIVES

1. Students will acquire the knowledge and skills to gather, analyze, and apply information and ideas.
2. Students will acquire the knowledge and skills to communicate effectively within and beyond the classroom.
3. Students will acquire the knowledge and skills to recognize and solve problems
4. Students will acquire the knowledge and leadership skills to make decisions and act as responsible members of society.
5. Students will acquire the knowledge and technical skills to enable them to effectively apply current technology.
6. Students will acquire knowledge of diverse cultures, both past and present.
7. Students will acquire the knowledge and life-skills to realize the importance of positive work ethics and selection of career choices.
8. Students will acquire the knowledge and skills that will enable them to lead a healthy lifestyle.

ASH GROVE R-IV SCHOOL DISTRICT STATEMENT OF NONDISCRIMINATION

The Board of Education believes in the inherent worth of each individual and the right of every student to receive equal opportunities in all educational programs and activities conducted by the Ash Grove R-IV School District. The Board also believes in the right of every qualified individual to expect fair and equal treatment both as applicants for employment and as employees in the Ash Grove R-IV School District.

It is the policy of the Board to accord equal consideration and impartial treatment regardless of race, color, national origin, ancestry, religion, socioeconomic status, marital status, sex, age, handicapping conditions, or memberships in legally constituted organizations. This policy will prevail in all matters concerning the staff, the students, the public, the educational programs and services of the district, and individuals with whom the Board does business.

BOARD OF EDUCATION

- Doug Renshaw.....President
- Ron Keith.....Vice President
- Bill Duncan.....Treasure
- Lisa Reece.....Member
- Ron Reed.....Member
- Eric Holgerson.....Member
- Eddie Mulbery.....Member
- Linley Belker.....Secretary to the Board

The policy making body of the Ash Grove R-IV School District is the Board of Education whose members are elected by the people. The Board employs a superintendent who has the responsibility of carrying our Board policies. The principal is responsible to the superintendent for the proper operation of the high school. The school is organized under a 6-6 plan with the junior and senior high schools under the administration of the high school principal.

SCHOOL BOARD POLICIES

Copies of the school board policies are located in the superintendent’s office, the principal’s office and in the library/media center of each school. Additionally, the board policies may be accessed through the school district’s web site at the following web address: <http://www.ashgrove.k12.mo.us/>

PRINCIPAL'S MESSAGE

The administration, faculty and staff of Ash Grove Junior and Senior High School are committed to provide an outstanding education for each and every student. It is our responsibility to help all students engage in an educational program that provides the skill and confidence to be successful in their educational continuum.

I also want to congratulate the students of Ash Grove Jr. & Sr. High for your hard work in the classroom and your excellent participation in extracurricular activities. Your school spirit and pride has established Ash Grove as one of the finest schools in the area. Your efforts have placed our school in the position to build upon your success and continue our tradition of educational excellence.

I wish great success to each of you and hope you'll choose to make this a great year.

Sincerely,
Chris R. Thompson, Principal

ADMINISTRATION & STAFF

Mr. Don F. Christensen, Superintendent
Mrs. Linley Belker, Secretary
Mrs. Joan Collins, Financial Secretary

Mr. Chris R. Thompson, JH & HS Principal
Mr. Brian C. Bagley, JH & HS Assistant Principal
Mrs. Karla Tate, Secretary

Mrs. Pam Floyd, Director of Special Services
Mrs. June Chavez, Secretary

Mr. Jim Whitesell, Athletic Director

Mrs. Sheila Cox-Hines, Ash Grove & Bois D' Arc Elementary Principal
Mrs. Alicia Floyd, Elementary Assistant Principal
Mrs. Kim Brown, Secretary

SCHOOL BUILDING HOURS

Students' records and grades are available during the school's regular office hours of 7:45 a.m. to 3:45 p.m. It would be greatly appreciated if telephone calls to the office were made during these hours.

Students arriving at school before 8:00 a.m. must go to the cafeteria. The rest of the building will not be open for students until 8:00 a.m. After 8:30 a.m. all entry doors/gates to the high school and junior high will be locked. Students must enter at the high school office after 8:30 a.m.

USE OF BUILDING AND SCHOOL FACILITIES AFTER SCHOOL HOURS

Permission to use school facilities must be granted through the high school office. However, such use will not interfere in any way with the regular programs and activities of the school district.

Arrangements should be made with the principal for all activities which need to use the building or school facilities after school hours. Arrangements should be made at least one week in advance. The application should be filed by the teacher or organization sponsoring the activity.

VISITORS TO THE BUILDING

All visitors to the building are to report to the office before going elsewhere in the school. Visitors are not allowed to attend classes or eat lunch in the cafeteria with students.

HEALTH AND MEDICATION POLICIES

An annual health inventory is to be filled out and signed by the parent/guardian for each student. Decisions regarding some health interventions may be based upon the accuracy of the information provided. This

information will be kept in the nurse's office and may be released to EMS personnel and school personnel who have direct contact with the child.

The Missouri State Immunization Law, section 167.181 RSMo 1996, makes it unlawful for any child to attend school unless the child has received the minimum number of immunizations required for polio, measles, mumps, rubella, diphtheria, tetanus, pertussis, and hepatitis B. Children may be exempted for medical reasons as indicated by a physician or for religious reasons. The school nurse will provide proper exemption forms upon request. The law requires children in noncompliance to be prohibited from enrolling in or attending school. The district must report to the Department of Health and Senior Services the names of any parent or guardian who neglects or refuses to permit a non-exempted student to be immunized.

Missouri State Law, section 167.191 RSMo 1986, makes it unlawful for any child to attend public school while afflicted with any contagious or infectious disease. Students found to have, or are suspected of having head lice will be sent to the school nurse. If lice or nits are found the student will be excluded from school and school sponsored activities until effective insecticiding of scalp, skin, and clothing has been done. Children may return to school when it has been determined by the school nurse that the child is lice and nit free.

At Ash Grove Schools, the Missouri Health Department publication, Prevention and Control of Communicable Diseases, will serve as a guideline for assessment and exclusion. Other more specific practices may be developed and amended. Routine health care and hygiene should be done at home if at all possible. First aid and basic care for illness or injury that occurs at school will be provided. Attempts will be made to contact the parent/guardian in matters of a more serious nature. We reserve the right to contact EMS on behalf of the student.

Medication and nutritional supplements should be given at home if at all possible. Medication to be administered at school must be in the original container, plainly marked with the student name, physician name, date, name of medication, dosage and time of administration. A note signed by the parent/guardian requesting administration must accompany all medication. Medication will be stored and administered in the nurse's office. Students who require medication for long term conditions should consult with the school nurse as soon as possible to establish routines for self care and long term administration. Parents wishing to give the school authority to give Tylenol to their child may sign and return the Tylenol permit slip to the high school office. No Tylenol will be administered before noon in the office.

Screening for health conditions in accordance with Board policy and administrative procedures will be conducted annually. Not all grade levels will receive all screenings each year. Students will be screened unless a parent/guardian provides written exemption.

Effective beginning the **2010-2011** school year the following **new** requirements will be implemented: Tdap (tetanus, diphtheria, and pertussis) vaccine will be required for all incoming eighth (8th) grade students if the child has completed the recommended childhood DTaP/DTP vaccination series and has not received a Td booster within the past two (2) years. For children enrolled in grades nine (9) through twelve (12) who have not received a single dose of Td, it is highly recommended they receive a single dose of Tdap as their catch-up booster instead of Td or receive one dose of Tdap two years after the last Td dose.

SCHOOL FOOD SERVICE

THE ASH GROVE SCHOOL DISTRICT POLICIES REQUIRE THAT A CLOSED LUNCH PERIOD BE OBSERVED. This means that all students are to purchase their lunch from the cafeteria or bring it from home. Students will not be permitted to leave the school grounds during their lunch period or during the school day to go get food. On special and rare occasions, lunch (other than forgotten sack lunches) may be brought to school for students, but this is discouraged and will not be permitted on a regular basis. Students who forget to purchase a ticket or token must go to the end of the lunch line to pay with cash.

The following suggestions are made to students eating in the cafeteria:

1. Deposit all lunch litter in the proper containers. Please don't leave gum on the tray.
2. Return all trays and utensils to the dish washing area.
3. Leave the table and floor around your eating area in a clean condition for others.
4. Never throw food.

5. All students must be in the cafeteria and lobby area during lunch unless permission has been given from the lunch supervisor to go elsewhere.
6. Soft drinks may be purchased during lunch but must be drunk in the cafeteria, not the lobby area.

Lunch room supervisors and your fellow students will appreciate your cooperation. Those students who do not abide by the lunch rules or requests of lunch supervisors will be assigned a seat in the lunch room until such a time as the student can demonstrate that they can control their behavior.

In order to minimize classroom disturbances, students eating during "B" Lunch may not go to their lockers after lunch, they are to return immediately to their third block class from which they came.

STUDENT BREAKFAST - \$1.25 Students may purchase a token in the cafeteria for a tray or pay cash for a la carte items. Breakfast will not be served after 8:20 a.m. Breakfast is served in the high school cafeteria.
STUDENT LUNCHESES - \$1.75 Students are encouraged to purchase a weekly lunch ticket for \$8.75 on the first day of the school week. The lunch ticket will be honored for five lunches. A daily token is also available. Lunch tickets and tokens should be purchased in the cafeteria before school or during the students lunch period.

Free and reduced breakfasts and lunches are available for students unable to pay the full price. Family size and income criteria will be used by the principal to determine eligibility. Applications for free and reduced lunches are available in the principal's office. All students who qualify are encouraged to participate in the free and reduced breakfast and lunch programs. Students receiving free and reduced lunch tickets may pick them up in the office. Students who lose their free or reduced ticket or token will have to pay the full price for lunch or charge a full priced lunch in the office.

PUBLIC LAW 107-110

Our district is required to inform you of certain information that you, according to the No Child Left Behind Act of 2001, have the right to know. Upon request, our district is required to provide to you in a timely manner, the following information: 1) whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction. 2) Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived. 3) Whether your child is provided services by paraprofessionals and, if so, their qualifications. 4) 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.

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. Any concern regarding federal programs administered by the Missouri Department of Elementary and Secondary Education (DESE) may also be appealed to DESE or the United States Department of Education as permitted or required by law. If a complaint has been made and appealed in accordance with administrative procedures, the parent/guardian or member of the public may appeal the issue to the Board by submitting a written request to the superintendent or the secretary of the Board. The Board will address the complaint in an appropriate and timely manner. 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 person 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.

NOTICE OF 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 outlined below:

1. The right to inspect and review the student's education records within 45 days of the day the District 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.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District 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 by the superintendent or designee 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 interest. A school official is a person employed by the District 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 District has contracted to perform a special task (such as attorney, auditor, medical consultant, or therapists); or 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 educational record in order to fulfill his or her professional responsibility. Upon request, Ash Grove R-IV schools disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Ash Grove R-IV Schools to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue S.W.
Washington, DC 20202-46065
5. The federal Family Educational Rights and Privacy Act (FERPA) and state law require that "directory information" on a child be released by the District to anyone who requests it unless the parent or eligible student objects in writing to the release of any or all of this information. In order to be in compliance with the No Child Left Behind Act of 2001, the District will release to military recruiters and institutions of higher education, upon request, the name address, and telephone listing of students, unless the parent or eligible student directs the District to not release this information without prior written consent. This objection must be filed with the principal's office within ten school days of the first day of instruction for this school year.

Directory information includes: 1) Name 2) Address 3) Telephone Listing 3) Date and Place of Birth 4) Photograph 5) Participation in School Sponsored Activities and Sports 7) Weight and Height of Members of Athletic Teams 8) Dates of Attendance 9) Grade Level 10) Enrollment Status 11) Honors and Awards Received 12) Previous School(s) Attended 13) E-mail Address.

If you chose to exercise your right to limit release of this information, you may obtain a form from the high school office. Please mark through the items of the directory information listed on the form, directing the District do **not** release such information without prior consent.

SPECIAL EDUCATION PUBLIC NOTICE

All responsible public agencies are required to locate, evaluate, and identify children with disabilities, who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, highly mobile children, such as migrant and homeless children, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Ash Grove R-IV School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include 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.

The Ash Grove R-IV School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Ash Grove R-IV School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Ash Grove R-IV School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed during regular school hours on days school is in session in the office of the Director of Special Education.

The district will conduct meetings in September and December to discuss the process for private/parochial/home school students, including referral, evaluation, diagnosis, and service options. Contact the district's Special Education Director for more information.

This notice will be provided in native languages as appropriate.

OZARKS TECHNICAL COMMUNITY COLLEGE VOCATIONAL PROGRAMS

Junior and Senior high school students are provided the opportunity to attend OTC's Vocational Technical School in Springfield for a three-hour period each day. The credits earned there apply towards our graduation requirements. In order to receive any credits towards graduation, a student must successfully complete his/her year-long course.

The bus will pick students up at Bois D' Arc and Ash Grove. All students enrolled in courses at OTC through the school shall ride the school bus provided by the district. No student may drive to Vo-Tech without prior written approval from the principal or superintendent.

Any student driving to or riding home from OTC without permission will be considered truant from school. The penalties for truancy can be found in the Student Code of Conduct.

If students who attend Vo-Tech lose their credit due to absence or failing grades, then that student will not be allowed to attend Vo-Tech from that point on and will be given a full schedule of classes at Ash Grove. A student will also be subject to dismissal from Vo-Tech if their absences at Ash Grove exceed those at Vo-Tech. Students put on an attendance contract for the first semester at Vo-Tech will not be eligible to attend Vo-Tech during the second semester. Students shall have a good discipline record, attendance record, and grades before being considered eligible to attend Vo-Tech.

MISSOURI'S VIRTUAL INSTRUCTION PROGRAM (MoVIP)

Courses for this class will be delivered over the internet. To assure student success with virtual learning, a variety of web-based, technology resources (streaming audio and video, computer animations, email, newsgroups, chat rooms, bulletin boards, digital portfolios) are provided. Teachers (from MoVIP) communicate with students and parents on a regular basis via phone, email, online chats, instant messaging, and discussion forums. Ash Grove High school will provide a site facilitator. The teacher is there to assist the student or the virtual teacher as issues arise.

Students will be able to take courses for credit recovery and advanced placement. Credit Recovery students must be behind their cohort class by at least .5 credits. Advanced Placement students would be required to have a 3.0 GPA, a composite score of 21 on their ACT, and not offered a part of the high school master schedule.

STUDENT SAFETY

The safety of students while at school, as well as going to and from school, is of great concern to the school. To provide for maximum safety the school will:

- x Provide bus transportation both to and from school for those students living in the school district on approved bus routes and for students enrolled in vocational courses in Springfield.
- x Ensure that bus drivers are properly licensed and trained, and that the busses themselves are kept in good running order.
- x Require that every bus driver does periodic evacuation/emergency drills with the students riding his/her bus.
- x Provide a crossing guard for students crossing Maple Lane both coming to and leaving school.
- x Monitor the bus loading areas to ensure that cars do not drive between the busses and the students entering the busses.
- x Not allow students to leave school property during school without written or verbal permission from a parent or guardian.
- x Have tornado, fire and intruder drills period throughout the school year.
- x Monitor the parking and surrounding areas with video cameras to protect students and their property.

TEACHING ABOUT DRUGS, ALCOHOL AND TOBACCO

The Board of Education believes that effective drug education programs require both the acquisition of knowledge and the development of positive personal values. Both the school and other community agencies must share in the development and direction of programs to alleviate the problems of drug abuse. Therefore, the school district will abide by the following:

1. Establish and maintain a realistic, meaningful drug, alcohol and tobacco education program that will be incorporated into the total educational program.
2. Follow federal mandates concerning drug, alcohol and tobacco education. Each student is required to receive instruction which includes tobacco, alcohol, and other drug prevention and HIV/AIDS prevention education.

Besides being incorporated in the comprehensive health curriculum (grades K-12), a concerted effort will be made during "Red Ribbon Week" to educate all students regarding the negative effects of tobacco, alcohol and other drugs.

GRIEVANCE PROCEDURES

If a question or disagreement arises, parents and students are advised to adhere to the following guidelines to resolve any and all difficulties:

1. Contact the teacher/sponsor first if it relates to a classroom/activity matter or one of which the teacher/sponsor has first-hand knowledge.
2. If questions or conflicts remain unresolved after contacting the teacher/sponsor, contact the principal.

3. If questions or conflicts remain unresolved after contacting the principal, contact the superintendent.
4. If questions or conflicts remain unresolved after contacting the superintendent, you must schedule with the superintendent a proper time and place to discuss the question or problem with the Board of Education. The Board has the right to hear or refuse to hear any and all questions or problems. Individual board members are not to be contacted directly.
5. The decision of the Board of Education is final except in the case of complaints concerning the administration of federal programs. In that case, the complainant may go to the appropriate section of the Department of Elementary of Secondary Education and from there on to the United States Secretary of Education.

II. DATES AND SCHEDULES

SCHOOL CALENDAR

Aug. 18	First Day of School
Aug. 22	Ash Grove Open House (6:30 – 8:00)
Sept. 1	School Picture Day for the High School & Junior High
Sept. 2	(No School) MLC Professional Development Day
Sept. 6	(No School) Labor Day
Sept. 16	Progress Reports go out
Oct. 14	End of the First Quarter
Oct. 20	(No School) Prof. Dev. (8:00 – 12:00); Parent/Teacher Conf. (1:00 – 8:00)
Oct. 21	Parent/Teacher Conferences (8:00 – 11:30)
Nov. 28	Progress Reports go out
Nov. 23	(No School) Professional Development (8:00 – 12:00)
Nov. 24 – 27	Thanksgiving Break
Dec. 19	Red Day Finals
Dec. 20	White Day Finals (end of the first semester)
Dec. 21 – Jan. 2	(No School) Christmas Break
Jan. 2	Teacher Professional Development/workday (8:00 – 3:30)
Jan. 16	(No School) Martin Luther King, Jr. Day
Feb. 10	Progress Reports go out
Mar. 9	End of Third Quarter
Mar. 15	(1/2 school day) Professional Development (1:00 – 3:30)
Mar. 16 – 19	(No School) Spring Break
Apr. 6 - 9	(No School) Spring Break
Apr. 12 – Apr. 27	MAP testing window
Apr. 13	Progress Reports go out
May 17 & 18	Senior Finals
May 10	High School Awards Assembly (7:00)
May 16	Baccalaureate (7:30)
May 17	Commencement (8:00)
May 17	Red Day Finals
May 18	White Day Finals/last Day of School

Inclement weather days will be made up as follows: 1st: Not made up; 2nd: All day Jan. 16; 3rd: Full day March 15, full day March 16, 4th, Full day March 19, 5th: All day April 9. Additional days will be added to the end of the calendar (starting on May 21). If several inclement weather days are missed, Commencement will be changed to a later date.

SCHOOL CANCELLATION

If the weather looks extremely bad, students should listen to Springfield radio and/or TV stations for weather-caused cancellations. It will be announced as NO SCHOOL for Ash Grove R-IV Schools. Unless this announcement is made, school will be in session. SchoolReach Instant Parent Contact will be used to contact parents, via cell phone and home phone numbers, in the event of school and event cancellation. It is important that parents/guardians keep their current phone numbers up-dated with the high school office to ensure proper notification. Please do not call the principal or superintendent for this information.

CALENDAR OF EVENTS

The calendar in the Principal's office will be the official calendar for the high school. All activities must be cleared with the principal before being placed on the calendar. In the event of a conflict, the activity placed on the calendar first will take priority

DANCES

The following dances for this school year have been approved by the Ash Grove R-IV Board of Education.

<u>Dance</u>	<u>Sponsors</u>
Football Homecoming	Junior Class
Basketball Homecoming	Student Council
Spring Mixer (JH only)	Junior High

Students who are absent the day of the dance or have received out-of-school suspension will not be allowed to attend. All guests must be pre-approved by the administration 24 hours before the dance. Once a student leaves a dance, they will not be permitted to return. Students whose dates do not attend AGHS will be held responsible for the behavior of their guest. Students may bring only one date to a dance.

Prom is sponsored by the Junior Class. Students must meet the following guidelines to attend prom.

- ✿ All students must be classified by credit as a Junior or Senior or,
- ✿ The guest of a Junior or Senior.
- ✿ All students must be in "good standing" as declared by administration and
- ✿ Not currently under any out-of-school suspension.
- ✿ Guest must be pre-approved by the administration before attending.

ATHLETIC SCHEDULES

A calendar specifying the dates and times of particular athletic events can be obtained for each sport prior to the beginning of each sport's season in the office and on the HS web site. Athletic dates will also be printed in the daily and weekly calendars that are posted in every teacher's room and in the office. A list of known athletic schedules will be included in this handbook.

BELL AND LUNCH SCHEDULES – Monday - Thursday

"A" Lunch Schedule		"B" Lunch Schedule	
1st period	8:30 – 10:00	1st period	8:30 – 10:00
2nd period	10:05 – 11:35	2nd period	10:05 – 11:35
"A" lunch	11:35 – 12:00	3rd period	11:40 – 12:20
3rd period	12:05 – 1:35	"B" lunch	12:20 – 12:45
4th period	1:40 – 3:10	4th period	1:40 – 3:10

BELL AND LUNCH SCHEDULE FOR FRIDAY

“A” Lunch Schedule		“B” Lunch Schedule	
1 st period	8:30 – 9:20	1 st period	8:30 – 9:20
2 nd period	9:24 – 10:14	2 nd period	9:24 – 10:14
3 rd period	10:18 – 11:08	3 rd period	10:18 – 11:08
“A” lunch	11:08 – 11:33	4 th period	11:12 – 12:02
4 th period	11:37 – 12:27	“B” lunch	12:02 – 12:27
5 th period	12:31 – 1:21	5 th period	12:31 – 1:21
6 th period	1:25 – 2:15	6 th period	1:25 – 2:15
7 th period	2:19 – 3:10	7 th period	2:19 – 3:10

Students are reminded that they eat at the same time as their third period teacher which changes every day. It is possible that students might eat during “A” lunch on one day and “B” lunch on the next.

Teachers Eating During “A” Lunch: Gravelin, Keith, D. Martin, Blankenship, Milleson, Reece, Houp, Coale, Whitehead, Clifton, Weldy, Doty, P. Swift

Teachers Eating During “B” Lunch: Floyd, Lobdell, L. Martin, Hall, Harvey, Steimel, McGuire, Dupre', Lesue, Weinreis, Cook, Cox, Whittington, Simpson, Ellis, A. Houp, Warren, D. Raper

III. PERSONNEL AND ORGANIZATIONS FACULTY

Kelly Blankenship.....	Family and Consumer Science	kblankenship@ashgrove.k12.mo.us
Christa Clawson.....	School Nurse	cclawson@ashgrove.k12.mo.us
Faye Clifton.....	Art	fclifton@ashgrove.k12.mo.us
Michael Coale.....	Vocational Agriculture	mcoale@ashgrove.k12.mo.us
Debbie Cook.....	Special Education	dcook@ashgrove.k12.mo.us
Duane Cox.....	Special Education	dcoc@ashgrove.k12.mo.us
Amanda Doty.....	Science	adoty@ashgrove.k12.mo.us
Denise Dupre'.....	English	ddupre@ashgrove.k12.mo.us
Hollee Ellis.....	English	hellis@ashgrove.k12.mo.us
Cindy Floyd.....	Science	cfloyd@ashgrove.k12.mo.us
Patty Gonzales.....	Special Education Para-Professional	
Matthew Gravelin.....	Mathematics	mgravelin@ashgrove.k12.mo.us
Jerry Hall.....	Special Education	jhall@ashgrove.k12.mo.us
Hal Harvey.....	Business/Computers	harvey@ashgrove.k12.mo.us
Amanda Houp.....	English	amandahoup@ashgrove.k12.mo.us
Austin Houp.....	Social Studies	ahoup@ashgrove.k12.mo.us
Sally Keith.....	Science	skeith@ashgrove.k12.mo.us
Joe Lesue'.....	Spanish	jlesue@ashgrove.k12.mo.us
Dianna Lobdell.....	Mathematics	dlobdell@ashgrove.k12.mo.us
Doug Martin.....	Physical Education	dmartin@ashgrove.k12.mo.us
Leigh Martin.....	Social Studies	lmartin@ashgrove.k12.mo.us
Shad McGuire.....	Vocational Business/Computers	smcquire@ashgrove.k12.mo.us
Brent Milleson.....	English	bmilleson@ashgrove.k12.mo.us
Debbie Nicholson.....	Guidance Counselor	dnicholson@ashgrove.k12.mo.us
Jeremy Nicholson.....	Physical Education	jnicholson@ashgrove.k12.mo.us
Cathy Raper.....	Choir	craper@ashgrove.k12.mo.us
David Raper.....	Band	draper@ashgrove.k12.mo.us
Mike Reece.....	Industrial Technology	mreece@ashgrove.k12.mo.us
Amanda Steimel.....	Study Skills/Health	asteimel@ashgrove.k12.mo.us

Pam Swift.....Health/PE pswift@ashgrove.k12.mo.us
 Samantha Warren.....Librarian swarren@ashgrove.k12.mo.us
 Julie Weinreis.....Special Education jweinreis@ashgrove.k12.mo.us
 Brandon Weldy.....Physical Education bweldy@ashgrove.k12.mo.us
 Dennis Whitehead.....Social Studies dwhitehead@ashgrove.k12.mo.us
 Jim Whitesell.....Athletic Director jwhitesell@ashgrove.k12.mo.us
 Greg Whittington.....Mathematics gwhittington@ashgrove.k12.mo.us

CLASS SPONSORS

Senior Class Sponsors: Mrs. Cook, Mr. Whitehead, Mr. Lesue, Mr. Cox, Mr. Gravelin

Junior Class Sponsors: Mrs. Blankenship, Mrs. Clifton, Mrs. Swift, Mr. McGuire, Mr. Coale

Sophomore Class Sponsors: Mr. Harvey, Mrs. Houp, Mr. Houp, Ms. Steimel, Mr. Coale

Freshman Class Sponsors: Mrs. Ellis, Mr. Raper, Mr. Whittington, Mr. Weldy, Ms. Doty

Eighth Grade: Mrs. Floyd, Mrs. Weinreis, Mr. Hall, Mrs. Gonzales

Seventh Grade: Mrs. Dupre', Mrs. Martin, Mr. Hall, Mrs. Gonzales

CLUB AND ORGANIZATION SPONSORS

High School BetaMrs. Lobdell, Mrs. Ellis, Mr. Houp
 Junior High School BetaMrs. Lobdell
 YearbookMrs. Blankenship
 FFAMr. Coale
 FCCLAMrs. Blankenship
 ArtMrs. Clifton
 LettermanMr. Martin, Mr. Whitehead, Mr. Creed, Mr. Whitesell
 High School Student CounselMrs. Warren, Mrs. Keith,
 Junior High School Student Counsel Mrs. Martin
 High School CheerleadersMrs. Simpson, Mrs. Dupre', Mrs. Warren
 Junior High School CheerleadersMrs. Dupre', Mrs. Warren
 GALSMrs. Floyd, Mr. Weldy, Mrs. Swift, Mr. Milleson
 ScienceMs. Doty
 History/Academic TeamMr. Houp
 DramaMrs. Ellis
 Foreign LanguageMr. Lesue
 FBLAMr. McGuire
 Young Leaders.....Mrs. P. Floyd, Mrs. Cook

BUS DRIVERS AND BUS NUMBERS

Bus#	A.M. Driver	P.M. Driver
3-00	Mike Coale	Mike Coale
4-D	Cecil Bagley	
2-98	Rick Creed	Rick Creed
7-D	Carl Fletcher	Carl Fletcher
8-09(OTC)	Joan Fletcher	Joan Fletcher
6-D	Jerry Murray	Karen Murray
3-D	Greg Nagel	Greg Nagel
5-D	Doug Scott	Doug Scott
1-D	David Tummons	David Tummons
2-D(town)		Hal Harvey

Students who are unsure which bus they are to ride should contact the principal's office. Arrangements will be made to make sure that each student will be picked up and dropped off at an approved bus stop each day.

IV. ATHLETICS AND ACTIVITIES

BASEBALL

Head Coach..... Brandon Weldy
Assistant Coach..... Jeremy Nicholson

BOYS BASKETBALL

Varsity Coach..... Jeremy Nicholson
Junior Varsity Coach..... Matthew Gravelin
Junior High Coach..... Brandon Weldy

GIRLS BASKETBALL

Varsity Coach..... Brent Milleson
Junior Varsity Coach..... Cindy Floyd
Junior High Coach..... Pam Swift

FOOTBALL

Head Coach..... Doug Martin
Assistant Coach..... Dennis Whitehead
Assistant Coach..... Austin Houp
Assistant Coach..... Shad McGuire
Junior High Coach..... Brandon Weldy
Junior High Coach..... Jeremy Nicholson

GOLF

Head Coach..... Jim Whitesell

SOFTBALL

Head Coach..... Pam Swift
Assistant Coach..... Cindy Floyd

TRACK

Head High School Coach..... Dennis Whitehead
Assistant High School Boys Coach..... Doug Martin
Assistant High School Girls Coach..... Cindy Floyd
Junior High Boys Coach..... Doug Martin
Junior High Girls Coach..... Pam Swift

CROSS COUNTRY

Head Coach..... Hal Harvey

VOLLEYBALL

Varsity Head Coach..... Duane Cox
Assistant Coach..... Rodger Dreier
Junior High Coach..... Ashley Eggerman

ELIGIBILITY FOR DISTRICT-SPONSORED EXTRA-CURRICULAR ACTIVITIES

In order to be eligible to participate in any extra-curricular activity in the Ash Grove R-IV School District a student must:

1. Exhibit Creditable Citizenship and School Pride: Creditable citizenship includes a quality of conduct which promotes the best interests of the school. Therefore, students shall exhibit standards of behavior that will bring credit to the student, the activities, the school, and the community. The Ash Grove R-IV School District has a long and proud tradition of excellence in education and community support. Students are encouraged to display school pride and respect for the property, staff and fellow students of this district. Students are encouraged to participate in and/or support extra-curricular activities.

2. Abide by eligibility standards approved by the Ash Grove R-IV School District.
3. Meet all standards and guidelines established by the Missouri State High School Activities Association (MSHSAA).

Participation in student activities is a privilege and not a right. A single board policy, with the student handbook regulations, and with public laws. Behavior not in compliance may result in suspension or expulsion from all extra-curricular activities. While it is not possible to cite every example of behavior that violates policies, regulations, or public law, there are certain behaviors that are more frequently a problem for school systems than others. Specifically, a 10-school-day suspension from the activities program will be assessed for a Level I violation. A minimum 30-school-day suspension will be assessed for a Level II violation. A minimum one calendar year suspension from the activities program will be assessed for a Level III violation. The administration has the right to determine the level of severity of any violation which is not addressed in this policy.

LEVEL I

- Repeated classroom disruptions
- Truancy or skipping school (1st offense)
- Possession/use of tobacco products
- Any offense resulting in 1-5 days OSS
- Taunting/harassment of others
- Excessive tardies – no more than three tardies in any class per quarter
- Careless driving on or around school property
- Unlawful possession of alcohol or knowingly in a group in unlawful possession
- Violation of creditable citizenship guidelines

LEVEL II

- Repeat of any Level I offense
- Use of alcohol
- Assaultive behavior
- Theft or knowingly receive stolen property
- Any offense resulting in 6-10 days OSS

LEVEL III

- Repeat of any Level II offense
- Distribution of alcohol or drugs on school property or while representing school or a school function
- Any offense resulting in more than 10 days OSS

Each individual coach or sponsor, after consulting with the principal, or the principal's designee, has the authority to decide whether or not a student will be allowed to practice with a team or school sponsored group while that student's eligibility is suspended under the provisions of this policy.

Confirmation of Violation:

A violation is confirmed by the following:

- A. Admission by the student
- B. Personal observation by a member of the staff or administration
- C. Law Enforcement

Self Report Honesty Provision:

In order to encourage students to come forward for help when needed and to encourage students to be honest and truthful citizens, we have added a "one-time" opportunity "Honesty Provision" regarding controlled substances. A student who self-reports a violation to his/her coach or sponsor or school authority on their own volition prior to school knowledge, and who will agree to counseling and rehabilitation and show evidenced there of , may have the consequences reduced up to one-half of the normal suspension time.

These policies and guidelines apply to the following groups and activities: baseball, basketball, cheerleaders, cross country, football, golf, softball, special performance teams, track, volleyball, Art Club, FCA, FFA, FBLA, FCCLA, FTA, Letterman's Club, GALS, Marching Band, Performance Choir, Science Club, Spanish Club, BETA Club, Drama Club, Foreign Language Club, Industrial Technology Club, Young Leaders, History/Academic Team, Speech/Debate, Student Council, or any student/group desiring to represent the school in any capacity.

Adopted by the Ash Grove R-IV Board of Education: Sept. 03'

The sponsor of each group or organization shall submit to the principal a current list of eligible students desiring to participate in the extra-curricular activity or organization. Students transferring into the district during the school year will have their eligibility determined according to the Missouri State High School Activities Association (MSHSAA) and school guidelines. All students submitted to the principal as eligible for participation must have their "Eligibility Standards Contract" signed as required.

If at any time during the calendar year, a participant uses tobacco, helps obtain or is knowingly with a group or individual who obtains or is knowingly and unlawfully in possession of alcoholic beverages or other drugs or is otherwise in violation of the eligibility standards set forth by the Ash Grove R-IV School District will become ineligible according to the standards set forth in the "Eligibility Standards Contract". If a student violates the citizenship/eligibility requirements of the school during the summer months or during the school year when he/she is not participating in a sport or activity then the ineligibility will be enacted for the first sport or activity in which he/she participates. Student athletes' ineligibility must be enacted during their first sports' season, beginning on the date of the first contest in which the student would normally participate. Athletic eligibility cannot be attained through lack of participation in a club or other organization. The "Eligibility Standards Contract" and expectations for eligibility are in effect for 365 days a year.

In order for students to participate in school functions and activities, they must be in attendance for at least two full periods (1/2 of the school day) on the day in which the function or activity takes place. All exceptions must be made in advance of the day missed and written permission to participate must be obtained prior to the absence from the principal.

Effective July 1, 2009, as a result of the 2007 MSHSAA vote, the minimum academic standard will be increased to **3.0** units of credit or **80%** of the maximum allowable credits which may be earned, whichever is greater.

Eligible students will be enrolled in courses offering at least 3.00 units of credit and have earned 3.00 units of credit or have earned 80% of the maximum allowable credits which may be earned during the previous semester. A student will become ineligible to participate if they did not receive 3.00 credits in the previous semester or 80% of the maximum credits available. This means if a student has failed two classes in a semester they become ineligible to participate in all extra-curricular activities during the next semester.

All students participating in any extra-curricular activity must be currently enrolled in and regularly attending the normal course for their grade in the Ash Grove R-IV public school system and meet all requirements as stated above as well as MSHSAA guidelines if applicable.

EXTRA-CURRICULAR ACTIVITY ADMISSION

All students are encouraged to participate in and attend school-sponsored activities, whether at home or away from school. Students are expected to be on their best behavior and display good sportsmanship while attending all school functions and will be held accountable for their actions while attending school functions and activities whether on or off the Ash Grove school campus. The same rules that apply to students during the school day apply to students attending activities after school hours.

Family passes to all home (non-tournament) athletic events are available to purchase for \$100. These passes will be accepted at all home sporting events except post-season play that is hosted at Ash Grove (i.e. districts, sectionals, etc.). The family pass is good for parents and all children still living at home. The admission price for all junior high and high school athletic events will be \$4 for adults and \$1 for students.

Students may not leave from an athletic event and then return without prior approval from the principal. Students who are absent from school may not participate in school-sponsored activities on the day of their absence nor may they attend school sponsored activities without prior approval and arrangements being made with the principal. Elementary students cannot attend jr. high and high school extra-curricular activities without being accompanied by a parent/guardian or responsible adult. Students who attend extra-curricular activities for reasons other than watching the activity and cheering for our team will be asked to leave school grounds.

CREDITABLE CITIZENSHIP & SCHOOL PRIDE

Creditable citizenship includes a quality of conduct which promotes the best interests of the school. Therefore, students shall exhibit standards of behavior that will bring credit to the student, the activities, the school, and the community.

The Ash Grove R-IV School District has a long and proud tradition of excellence in education and community support. Students are encouraged to display school pride and respect for the properties, staff and fellow students of this district. Students are encouraged to participate in and/or support extra-curricular activities.

EXTRA-CURRICULAR TRANSPORTATION

When school-sponsored activities are approved requiring students to leave school property, students shall accompany the team or group using the mode of transportation arranged by the school. Any deviation from this policy requires the following:

1. Approval for alternative transportation must be made in advance with the principal or athletic director. A signed note or phone call from a parent requesting an exception will be approved and signed by the principal and given to the activity sponsor. The note will specify the approved parent providing transportation.
2. Students are encouraged to ride school-provided transportation to and from their event or activity. The procedure for parents providing transportation for their child after an event or activity will be:
 - a) The parent must sign out the student for release with the sponsors knowledge and approval.
 - b) The parent/guardians are the only individuals who can sign a student out to ride home with a parent.
3. If there is any doubt about the circumstances, the student will ride the transportation provided by the school.
4. Students are not allowed to transport themselves to or from any school-sponsored activity where transportation has been provided by the school. Students may transport themselves to and from "practices" when the school does not provide transportation.
5. Under emergency conditions, the sponsors in charge will use his/her judgment in approving all requests.

For extra-curricular activities the school provides transportation from the school and will return students to the school after an activity. Parents are responsible for arranging appropriate and timely transportation for their child once their child has been returned to the school.

PHYSICAL EDUCATION

Students are expected to supply themselves with attire appropriate for physical education. Each student is expected to keep gym clothes neat and clean at all times. All articles except shoes must be laundered every week. Due to safety concerns and MSHSAA guidelines, students must remove any piercing in order to participate in physical education and any sporting event.

INSURANCE

Student accident insurance is available to all students on an around-the-clock or school-time plan. All students participating in or trying-out for athletics or cheer-leading are required to have accident insurance. Students and parents should carefully check the insurance sheet attached to the insurance form.

CHEERLEADING

The primary role of cheerleading is as a support group for athletic events and to instill school spirit and pride in the student body. The following guidelines will be adhered to in order to ensure the smooth operation and organization of the cheerleading squads:

- The school will provide uniforms for the cheerleaders which will be returned to the school in good condition at the end of school.

- ❖ Cheerleaders will be responsible for purchasing shoes, socks and briefs as well as any costs associated with attending cheer camps.
- ❖ The cheer sponsor will determine if the cheer squad will participate in cheer camps or competitions. The sponsor will choose the date and times of any camps. Any junior high cheer camps will be “in-house” only. The camps are optional for the cheerleaders to attend.
- ❖ The school will pay for the high school cheer squad to participate in regional and state competitions if the sponsor chooses to participate in such activities.
- ❖ There will be no fundraising activities to pay for cheer camps.
- ❖ High school cheerleaders are expected to attend and cheer for every home and away football and boys basketball game. They will also cheer for girls basketball tournament games when possible.
- ❖ The Jr. High cheerleaders are expected to attend and cheer for every home football and boys basketball game, and tournament basketball games when appropriate and possible (as determined by the cheer sponsor).
- ❖ Cheerleaders must follow the same eligibility guidelines as participants in other extra-curricular activities.

V. SCHOOL PROCEDURES

DAILY CLASS SCHEDULES (Modified 8 BLOCK)

The school day will be divided into four 90 minute class periods Monday through Thursday and on Friday each class will meet for 51 minutes with the seminar period not meeting on Fridays. The school days are designated as either WHITE (Monday & Wednesday) or RED (Tuesday & Thursday). During days designated WHITE, students will meet in four classes (1,3,5,7). During designated RED days, students will meet in three regular classes (2,6,8) and an advisement/seminar period (4). On Friday, students will meet in all their regular classes (1,2,3,5,6,7,8).

SEMINAR PERIOD

Every second block on Red days, students will be assigned to a seminar class with their advisor/teacher. The following schedule will be followed regarding specific Seminar times:

- 10:05 – 10:20 Sustained Silent Reading (SSR) time in class
- 10:20 – 10:45 Students work individually in class or travel to a teacher with a “hot slip” only
- 10:45 – 11:05 “Channel One” news time in class for all students
- 11:05 – 11:30 Open travel time to teachers for tutoring, with agendas. Music, library, and computer labs – if students have no progress reports or failing grades (if they do, they may only travel to those specific classes in which they are doing poorly). Students must demonstrate a legitimate need to see another teacher before they will be allowed to travel.
- 11:30 – 11:35 All students should be back in their seminar class.

Seminar students will receive a pass/fail grade for their seminar class. The determination for this grade will include the following:

1. Preparation for class – comes prepared for seminar class every day by bringing school work to do, and having a book in class for sustained silent reading time. Students must be studying or reading the entire time that they are in class.
2. Behavior – students are to be quiet, respectful, and working the entire time. They will follow all classroom rules set by the teacher.
3. Travel – students who seek help or tutoring from other teacher will not loiter in the halls or outside and will not to additional places without permission. Students may not go to their lockers during seminar. Students found loitering in the hall will be denied traveling privileges.
4. Excessive tardies or absences – students who are late or who do not attend cannot take full advantage of their seminar time.
5. Meeting Accelerated Reader reading goals for students in grades 7 -8.

READING PROGRAM

The Accelerated Reader (AR) program is a computerized reading program used to monitor students' reading levels and comprehension. Students in grade 7 will be required to participate in the program in their quarter

rotation reading class. By participating, students will be required to read a book worth a predetermined number of points and pass a quiz on those books each quarter. Students will be given time in class to read and take the quizzes. Student participation and quiz scores will be a major factor in the overall grade of this class.

SEMINAR RULES

1. Students will sit in assigned seats.
2. Students will be on time. Tardies will be counted just like any other class with these additional consequences: 1st Tardy: no traveling during that seminar, 2nd Tardy: no traveling during seminar for one week, 3rd Tardy: no traveling during seminar for three weeks, 4th tardy: no traveling for six weeks.
3. There will be no playing games, eating, or drinking in seminar class. No cards!
4. Students will sign out and in using their agenda whenever they leave class.
5. Students must be quiet, no talking without permission.
6. Each student will have a book (novel, biography, etc.) to read for Sustained Silent Reading. These books may be brought from home or checked out from the library--prior to seminar.
7. Students must be actively working while in their seminar class. Seminar class should be structured and quiet, allowing students to work on assignments or read quietly.
8. No clubs should meet or ask to meet before 11:05 on seminar days.
9. Students may not go to their lockers during seminar. Students needing to go to their locker or to the library to get something to read at the beginning of seminar will be given a tardy.
10. Habitual wanderers (during travel time) will be returned to class and will have their traveling privileges taken away for a period of time.

COMMUNITY SERVICE IN SEMINAR CLASS

Each seminar class will perform one act of community/school service each semester. This service may use the entire 90-minute seminar block. Students and teachers are to work collaboratively as a class to organize and accomplish the service project.

TEACHERS AIDES

Seniors in good standing (academic, discipline, attendance, etc.), and who have or will have more than enough credits to graduate, will be eligible to be teacher or office aides during the school year for one period. Office aides are expected to be punctual and have good attendance. Teacher aides who fail to live up to the expectations of the teacher will be assigned to a for-credit class. Teacher aides will be given a pass-fail grade for each quarter by their supervising teacher. This grade will be used, in part, to determine a student's citizenship.

LIBRARY RULES

1. Circulating books, magazines, and vertical file materials may be checked out for two weeks.
2. The maximum number of items one person can have checked out at one time is three.
3. A fine of five cents per school day is charged for each library material kept overdue.
4. Injury to library materials beyond reasonable wear and all losses shall be paid for.
5. Reference books, newspapers, and current magazines are to be used in the media center.
6. The library is a place for reading and quiet study. Talking must be done quietly. No visiting is allowed.
7. No books, magazines, or other materials may be taken from the library without checking them out.
8. Students who have overdue books and/or unpaid fines at the end of each quarter will not be entitled to receive their grade cards until they have taken care of these obligations.
9. One week after grade cards are issued, students that still have overdue books or unpaid fines will not be permitted to check out library materials until they take care of these obligations.
10. All students coming to the library must have a pass signed by a teacher. The pass shall be turned in when arriving and should be presented to be signed when leaving.

INTERNET ACCEPTABLE USE POLICY AND CONDITIONS OF USE

The Ash Grove R-IV School District is pleased to offer its student's access to the Internet through the district's computer system. The Internet is a worldwide communications network through which students may communicate with other Internet users through textual, graphic and audio transmissions. To gain access to the Internet through the district's computer system, all students must sign and submit an Internet User Agreement,

Waiver and Release. All students under the age of 18 must also obtain the signature of a parent or legal guardian.

In addition to enabling direct communication between users, access to the Internet enables students to explore thousands of libraries, databases and bulletin boards which exist on computer servers around the world. The district's sole intent in providing access to the Internet is to further educational goals and objectives. Students and parents are warned that users may, either intentionally or unintentionally, access textual, graphic and/or auditory information which is pornographic, sexually explicit, illegal, defamatory and otherwise offensive to the user or others. Access to the above material is strictly prohibited by this Agreement.

It is impossible for the district to prevent access to such material. It is the responsibility of students and parents to set appropriate standards concerning the access and use of material contained on the Internet. The district respects the right of each student and parent to decide whether or not the student will be permitted access to the Internet.

Access to the Internet through the district's computer system is not a right, it is a privilege. Accordingly, all users must comply with the following conditions and rules of use:

1. Users shall not access, view, transfer or store any material in any form which is pornographic, sexually explicit, illegal, and defamatory or potentially offensive to others.
2. Users who unintentionally access such material shall immediately terminate such access.
3. Users shall not harass, insult, or attack others.
4. Users shall not damage computers, computer systems, computer networks or computer data.
5. Users shall not use another user's password.
6. Users shall not trespass in the folders, work, files or data of others.
7. Users shall to intentionally waste user time and resources.
8. Users shall not use Internet access for any commercial activity.
9. Users shall not use Internet access for political lobbying.
10. Users shall abide by all federal, state or local laws.
11. Users shall not use Internet access for non-academic activities when other users require the system for academic purposes.
12. Users shall not chat.
13. Users shall not access social networking sites (i.e. Facebook, MySpace, etc.)
14. Students shall not down-load any software.

Violation of any of the foregoing conditions and rules of use shall be grounds for immediate termination of Internet use privileges. The district reserves the right to review all data stored in the district's computer system in order to enforce the above conditions and rules of use. Users should not expect that files stored on district servers will be private or confidential.

ASSEMBLIES

Assemblies can be an important part of the school curriculum. Most have both educational and inspirational value. Programs for assemblies are provided by the students themselves under teacher direction, or by the use of outside talent. Outside programs are carefully selected by representatives of the student body, faculty members, and the principal.

Most assemblies will be scheduled during seminar so as to not conflict with regular course work. Attendance is required and students are asked to be on their best behavior. Students are expected to conduct themselves in a manner which will not disturb others who wish to enjoy the program.

ACTIVITY ACCOUNTING & FUND RAISING PROJECTS

Clubs are formed to provide enrichment to school experiences. They can be a meaningful part of the school experience. All money handled by the various clubs, organizations, and classes shall be channeled through the Activity Account of the Ash Grove School District funds. The money collected by the different groups shall be turned in to the office for proper accounting. The proper authorities should make requests for expenditures from the different funds on the proper forms. Groups who desire to know the balance on hand in a particular fund may secure the information by going to the office of the superintendent. Activity funds and fund-raisers will be handled using the following as guidelines:

1. Club/organization sponsors and members should determine the financial needs of the club/organization for the year.
2. Methods for meeting those financial needs shall be discussed and determined by the club/organization.
3. If a fund-raiser is deemed necessary or desired, it shall be approved and scheduled with the principal well in advance of the fund-raiser itself. No fund-raiser will be scheduled at the same time as any other.
4. Door to door selling in the community should be kept to an absolute minimum. The selling of candy is permitted, but shall be limited to after-school or at-home sales. Candy is not to be sold at school!
5. A purchase order must be submitted and approved (with estimated cost) prior to the beginning of the fund-raiser.
6. The profits from the fund-raisers are to be used only for the financial needs of the whole club/organization as determined by the whole group and its sponsor.
7. Exact records of all monetary transactions and tallies of an individual's profits (when practical) as a result of a fund-raiser should be kept by the sponsor. All money received should be counted, coins rolled, and sent to the principal's office on the same day that it was received using a "Monetary Accounting Form."
8. No monetary "prizes" or incentives shall be offered to students selling the most items.
9. A student's individual profits should be used to meet their financial obligations prior to requiring them to pay individually for items which the club/organization deems necessary.
10. Individuals who do not fund-raise shall be required to pay the full cost of the needed item or items.
11. All money shall be received and "in-hand" prior to making an order for fundraising supplies. Orders shall **not be taken without receiving the money for the items at the time of the order.**
12. Students may be reimbursed for out-of-pocket expenses from the club/organization account if they have proper records/receipts for such expenses and if they have earned enough in "individual profits" to be reimbursed. The reimbursed item must have been originally purchased or ordered through the club/organization account for the needs of the group and required for the whole group.
13. The money in a club/organization account belongs to the school, not individuals in a club/organization. The remaining balance in an account may not be distributed to individuals in the club (unless #11 above applies).
14. Money in a group account cannot be used to benefit single individuals while the benefits or opportunities are not offered to other members in the group. Just because an individual has enough personal profits to purchase something extra out of the group account, even though it may relate to the group (i.e., extra jacket, extra uniform) does not make it justifiable because it is not a group need.

ACTIVITY AND CLUB MEETINGS

All clubs needing to meet during seminar need to schedule their meeting well in advance with Mr. McGuire so he can post it on the seminar calendar. Clubs may not meet more than once a month during seminar. If additional meetings are needed, they may be scheduled before or after school. Club activities are not to interfere with or meet during regular class time and may not start before 11:05 on seminar days without prior approval from the principal. Some months it is not possible to schedule every club meeting during seminar time. When this occurs, clubs are encouraged to meet before or after school.

STUDENT COUNCIL

A Student Council has been formed to provide students with some experience in government and voice in student affairs. Each spring the student body will elect officers for the following year. The President, Vice President, Secretary, and Treasure will be elected by the student body. Each class and club/organization, grades 9-12, will also have representation in the council. Scholastic requirements for council members are contained in the Student Council's constitution.

SCHOOL CLEANLINESS

Classrooms and restrooms are thoroughly cleaned each day by the custodians. Students can do much to keep them this way by using the receptacles and baskets provided. Marking and writing in such rooms is not done by anyone with the proper attitude to profit by school experience. It is both vulgar and repulsive to those demonstrate proper behavior and good citizenship

FOOD AND DRINKS IN SCHOOL

Pop, candy (other than gum), and other food may only be eaten in the cafeteria or outside school buildings. Unopened containers of pop and other food may be stored in a locker, but no food may be brought into a class or eaten in hallways. Students who violate this policy will have the items taken and thrown away.

TELEPHONE NUMBERS AND USE

Superintendent.....	751-2534
High School/Junior High.....	751-2330
Ash Grove Elementary.....	751-2533
Bois D' Arc Elementary.....	742-2203
High School Media Center Fax.....	751-2889
High School Office Fax.....	751-9685

Students and teachers will not be called to the phone during class time except in case of an emergency.

LOCKERS

Each student will be issued a hall locker. Careful planning on the part of each student will prevent confusion and will hold to a minimum the amount of travel through the corridors. Trips to lockers should be restricted to before and after school or at such times as the locker is enroute to class. Lockers are the property of the school and are subject to inspection at anytime. Locker clean-outs will be held throughout the year. Students may not go to their lockers during seminar.

Combination locks will be issued at the beginning if the school year for a \$1.00 fee. No other locks are to be placed on lockers without prior approval. No one is to change locks or lockers without permission from the office. Lockers are to be kept locked at all times. Lockers should be thoroughly cleaned out and the lock returned to the office prior to the last week of school.

Lockers and locks are made available to all students to protect personal property. Lockers should be kept locked at all times. Students should not share their locker combination with other students. Items of significant value should not be brought to school at any time. Personal items (i.e. purses, wallets, money, etc.) should be kept in a locked locker at all times.

CELL PHONES & ELECTRONIC DEVICES

Students are not allowed to **possess or use** beepers, pagers, cellular telephones, laser lights, electronic games CD players, tape players, radios, iPods, or scanners during the school day (8:30 to 3:10) and these items should be kept locked in a car or locker.. **1st Offense – Confiscation of the device for the remainder of the school day and a parent must pick up the device. Further offenses will result in ISS.** Headsets, radios and tape/CD players cannot be used in classrooms without teacher permission. Use in classrooms without permission will result in confiscation and disciplinary actions. Bringing these items to school is strongly discouraged because of the chance of theft.

HALL PASSES

Hall passes must be issued by faculty members or the office if a student is to be out of a scheduled class at anytime. The agenda will be considered the hall pass if a student is traveling during seminar.

EMERGENCY DRILLS

Fire, tornado, earthquake, and lock-down drills are required to be practiced each semester and may occur at any time on any day of the school year. Students will be instructed regarding the procedure to follow for each. Instructions are also placed on the wall near the door in every classroom. The standard policies and procedures to be followed are established by the building principal and changed accordingly as the need arises.

Fire: Repeated alarm siren. Students and teachers (with grade books) are to exit the building according to posted plans.

Tornado: A constant wailing siren going from a low to a high pitch. Students and teachers are to "Duck and Cover" according to posted plans.

Earthquake: Repeated alarm siren. Students and teachers (with grade books) are to exit the building according to posted plans, if time does not permit for exiting the building students are instructed to move away from and get under desks or next to bearing walls.

Lock-Down: Code-D will be announced over the intercom. Teachers are to close and lock their classroom doors and shut their blinds until an all clear is announced. Students not in classrooms are to enter the nearest classroom. Teachers are to advise the office of additional students in their classrooms. Classroom activities will continue as normal with the door closed and locked unless a heightened state of alarm is announced.

VI. ATTENDANCE

ATTENDANCE POLICY

Regular attendance is extremely important. All students are expected to attend every day except when illness, injury, or some other condition beyond their control prevents them from doing so. After returning to school, students are expected to make up work missed due to absence. Frequent absences, for any reason, are almost certain to adversely affect a student's school performance. Students who are absent without a satisfactory excuse will be required to confer with the administration and face the consequences of truancy. Those who are habitually absent without reason may be suspended from school and/or referred to juvenile authorities for further action. Satisfaction of attendance requirements shall be required in order to receive credit in any class.

The purpose of the instructional process in this community is to ensure that all students have an opportunity to receive the best possible education, governed only by their ability and interest. The instructional format of courses for the Ash Grove R-IV Schools requires students to attend classes regularly. This expectation is also reinforced by the compulsory attendance statute of the State of Missouri.

If a student is absent from a class more than six (6) times in one semester, the student will receive an F and fail to earn credit in that class regardless of the grade which they might have earned otherwise. In order for students to earn that credit and receive a grade, the student must make-up one hour of instructional time with each teacher in whose class they missed more than the allowable six days. The student must fill-out an attendance contract. The contract will state how many hours the student will make-up in each class and when they will be made up. The contract will be signed by the teacher, student, and parents. It is the student's responsibility to initiate the contract with the teacher after the sixth absence. The most time that a student can make up in any single class in one semester is four (4) hours, which allows students to miss 900 minutes (15 hours) of classroom instructional time and still pass a class by making up time. However, students who miss a class eleven (11) times in one semester will fail to earn credit in that class for that semester and may not make up time to earn credit in that class. All time must be made up with the teacher in the class that was missed before or after school, not during the school day (8:30 to 3:10). All time must be made up five school days prior to the end of the semester.

Allowances will be made on a case by case basis to "excuse" certain absences from this policy for things such as long-term serious illness, hospitalization, death of family members, etc. In most cases, a doctor's note will

be required to “excuse” the absence from the attendance policy. Routine illnesses where students stay home sick for a few days (even if they went to the doctor) will not be excused. The only absences that do not count as an absence from school are those resulting from school sponsored activities. Any exceptions to this policy must be made with the principal prior to a student missing a class for the eleventh time.

DAILY ATTENDANCE GUIDELINES

Up to 15% of the semester grade in any class may be determined by class participation. Class participation may include such factors as attendance, punctuality, student preparation and contributions to the class learning environment and cooperation. The exception to this 15% maximum class participation factor is Physical Education, Industrial Technology, some Family and Consumer Science classes and Music. These classes, due to their nature, use a greater class participation factor.

Make-up work will be allowed for all absences except those due to truancy and out-of-school suspension. Students are responsible for finding out (preferably by contacting another classmate) what class assignments they missed and complete the work. It is the responsibility of the student to check with the teacher as to work missed during the absences and the procedures to follow. Should a student choose not to contact a teacher within two (2) school days, the teacher is absolved of any responsibility for the student’s negligence in this matter and will record an “F” or “0” for each of the assignments missed during the absence. All make-up assignments and alternative assignments will be completed within a reasonable time frame as determined by the teacher. When students attend school sponsored trips, the assignments must be turned in on time.

In order for students to participate in school functions, they must be in attendance for at least one and a half periods, or two and a half hours total on the school day in the day which the function takes place. All exceptions must be made in advance of the day missed.

FINAL EXAM REWARD

All students will be required to take final exams unless they qualify for the final exam reward. Final exams are given twice a year, during the last two days of each semester. Finals are comprehensive in nature, covering the material learned throughout the course up to that time.

Qualifications for not taking semester finals: The student must...

1. Have a “C” (not a C-) grade or better in **every** class for the semester prior to the two days of finals.
2. Not have missed more than **two days or eight class periods** cumulatively during the semester for any reason with no class being missed more than two times.
3. Not have been truant during the semester prior to the two days of finals (four tardies in any one class during a quarter will constitute a truancy).
4. Display creditable citizenship.
5. Pass seminar class both quarters of the semester.
6. Have fully paid all fines and charges owed to the school prior to the two days of finals.
7. Have no repeated referrals to the office for misbehavior.

All students have the option of taking their finals even though they qualify for an attendance reward. If this option is taken, the grade received on the final exam can only help the student’s grade and will not be counted if it would hurt their grade.

The final exam reward does not exempt students from the End-of-Course assessments (EOC).

THE SCHOOL REALIZES THAT THERE ARE MANY GOOD REASONS FOR STUDENTS TO BE ABSENT FROM SCHOOL—FUNERALS, ILLNESS, COURT, ETC.—THIS IS WHY THE POLICY ALLOWS STUDENTS TO MISS TWO DAYS OF SCHOOL (EIGHT CLASS PERIODS CUMULATIVELY) AND STILL QUALIFY FOR THEIR FINAL EXAM REWARD. HOWEVER, ABSENCES RESULTING FROM SCHOOL SPONSORED ACTIVITIES WHERE THE STUDENTS ARE IN THE DIRECT CARE AND SUPERVISION OF A TEACHER

(FIELD TRIPS, ETC.) ARE THE ONLY DAYS THAT DON'T COUNT TOWARDS THE ALLOWABLE DAYS OF ABSENCE FOR A FINAL EXAM REWARD. THERE ARE NO OTHER EXCEPTIONS.

ABSENCE REPORTING

The following guidelines should be used when a student is absent from school for any reason or length of time:

1. Parents should notify the high school office each day a student is absent. The high school office opens every morning a 7:45 a.m.
2. If a parent fails to contact the school, the school will contact the parent.
3. When a student returns to school after an absence, he/she should present a written statement which is dated, states the reason for the absence and is signed by the parent/guardian. An admit slip, issued by the office, will be given to the student to take to their teachers whose class they missed. No student shall be admitted to any class following an absence without an admit slip.
4. Students who return to school without a parent's excuse are considered truant until the parent can be contacted to verify a student's absence. A note found not to be signed by the parent/guardian will result in disciplinary action being taken for truancy.
5. Students who leave school during the school day without prior parental consent and without checking through the office will be considered truant.
6. If it appears that an attendance problem may be developing, the school will contact the parent to make them aware of the student's attendance situation.

ENROLLMENT INTO SCHOOL

All students enrolling into our school from another school system must fill-out the required enrollment forms completely and provide the school with copies of immunization records, previous school records, etc. Students will not be given class schedules until all proper forms and records have been received and approved

WITHDRAWAL FROM SCHOOL

A student who withdraws from school for any reason should notify the principal and pick up a check-out form to be filled out by the student's teachers and returned to the principal's office before the student leaves. All school-owned books, locks, and other equipment must be returned to the office. All library fines and other outstanding fees or bills must be paid before a student's records will be forwarded to the school where that student enrolls. Educational records will be transferred to another school upon request from the parents or school in which the student is enrolling only if the student's records are unencumbered due to fines.

Students who leave school without graduating or enrolling into another school will be considered drop outs. Whenever a student drops out of school, school personnel will report each case by calling the literacy hot-line.

LATE ARRIVALS AND EARLY DEPARTURES

All students who arrive late or leave school early must sign-in and/or sign-out in the office. Requests by parents for their children to be excused from school during the day should be used only in cases of emergency. When such a request becomes necessary, the student should bring a written statement from his/her parents explaining the reason for the request. Parents may also call the office requesting that a student leave school, however, **students will not be allowed to call from the office to get permission to leave.** The request for early departure should be presented to the office secretary at the beginning of the school day. Upon returning to school the student must obtain an admittance slip from the principal's office for admittance to classes missed. Students will not be given approval to leave for lunch. No student may leave the school for any reason without prior approval from the office and parental permission. Failure to have approval will result in the student being in violation of the truancy policy. Students may leave school once a quarter and return to school with parental permission. If a student leaves school more than once during a quarter with parental permission, the student may not return to school during the same day without being accompanied by his/her parent/guardian. Scheduled dental/doctor appointments will be exempt from this policy if a note is brought from the dentist/doctor's office. Students are considered absent if they miss 15 minutes or more in a class. With **advance** permission from the principal, a student may miss up to one hour of a class for doctor/dentist's appointment without being counted absent.

WORK PASSES

Students in the twelfth grade who are in good standing with the school (as demonstrated by regular attendance in all classes, no grades below a C, no discipline referrals, and exceed the minimum requirement for credits to graduate) may be eligible to further develop a strong work ethic by being released from one of their regularly scheduled eight classes in order to work. Classes missed due to work passes shall be either the first or the last class of the day on either "Red" or "White" days. Students wanting a work pass can get the required form from the counselor or principal. The form requires information and/or signatures from the student, the student's parents/guardians, employer, counselor, and principal. The form must be complete and approved before the work pass is issued.

MAKE-UP WORK

After returning to school, students are expected to make up work missed due to absence. Make-up work will be allowed for all absences except those due to truancy and out-of-school suspension. Students are responsible for finding out from their teacher(s) what assignments they missed and complete their work. Should a student choose not to contact the teacher within two (2) days of an absence to make arrangements for turning in missed assignments or to take a tests/quiz, then the missed assignment(s) will be recorded as a "O" or "F" in the grade book. When students attend school sponsored trips, the assignments must be turned in on time

VII. GRADES AND CREDITS

GRADING PROCEDURES

Student grades will be determined by their academic performance, participation, attendance, and behavior in the classroom. The specific manner in which a student's grades are determined will be left up to the teacher with the understanding that the teacher will make the students aware of his or her grading procedures early in the course of the semester or year. Every student will receive a grade progress report after the first four weeks each quarter. Grade cards will be issued quarterly by each seminar teacher and will not be issued early for any individual. Anyone absent on the day grade cards are issued may get them at a later time in the principal's office. A failing grade for the semester results in receiving no credit for that class for that semester. Grade cards will not be issued, nor will student records be released if there are any outstanding debts owed to the school by the student or if detention time remains unserved.

General Grading Scale:

A = 100% - 90%
B = 89% - 80%
C = 79% - 70%
D = 69% - 60%
F = 59% - Lower

4-Point Grading Scale:

A = 4.000 A - = 3.667
B+ = 3.336 B = 3.003 B - = 2.670
C+ = 2.337 C = 2.004 C - = 1.671
D+ = 1.338 D = 1.005 D - = 0.662
F = 0.000

ACADEMIC LETTERS

During the Spring Honors Assembly, academic letters will be presented to those students who meet the following requirements:

1. Be enrolled in three (3) credits each semester. (This may be waived for a transfer student.)
2. Earn a 3.667 grade point average for each semester on a 4-point scale (No rounding)
3. No grade lower than a B- will be permitted.
4. Remedial classes will not be permitted. (Special classes, Applied Math, General Science and Basic English)
5. Correspondence classes which result in a letter grade and Vocational classes will be permitted.

Students must qualify during the past spring semester as well as the current fall semester.

REQUIREMENTS FOR GRADUATION

The following subjects and number of credits in each must be completed in order to qualify for graduation from Ash Grove High School. All students are required to take seven credits each year unless special arrangements are made with the principal.

English (I,II,III, IV).....	4 credits
Social Studies (Amer. History, Amer. Cit., World Geo., plus 1/2 credit of electives).....	3 credits
Math.....	3 credits
Science.....	3 credits
Computer Science.....	1 credit
Personal Finance.....	1/2 credit
Practical Arts	1 credit
Fine Arts.....	1 credit
Health.....	1/2 credit
Physical Education.....	1 credit
Total Credits Required for Graduation	26 credits

Any correspondence credits which will apply towards graduation must be completed in time for documentation to arrive in the office before the date of graduation in order for a student to participate in graduation exercises.

STATE STANDARDIZED TESTING

The Ash Grove School District will ensure that students take the End-of-Course (EOC) exams upon completion of Course Level Expectation (CLE) content. A student completing CLE content in Algebra I, English II, Biology and American Government will take the EOC exam. The scores from the EOC exams will count as 10% of the student's final grade for that course.

HONOR ROLLS

A student must earn quarterly grades above a B- in every class to be placed on the Honor Roll. A student who receives no grade lower than an A - will be placed on the Principal's Honor Roll each quarter.

COLLEGE VISITATION

Each senior will be allowed the opportunity to visit a college campus for two school days. Juniors may get permission on a case by case basis, to take one day to visit a college if a definite need is demonstrated. The student must pick up a form from the office for a college day visit and have it signed by the parents, teachers and principal. The student must also have the form signed by a college official during their visitation. In order to be eligible for a college visitation day the student must not have excessive absences (more than six), be passing all classes, and have grades comparable to college entrance grades. The college visitation day must be completed before May 1.

DUAL CREDIT CLASSES

Ash Grove High School has an articulation agreement with Missouri State University (MSU) and Ozarks Technical Community College (OTC) which allows Juniors and Seniors taking some advanced courses to receive both high school and college credit. Students have the option of taking or not taking the class for college credit at the beginning of the semester in which the class is offered. If a student wishes to take the class for college credit, the student will enroll in MSU or OTC through the high school and pay MSU or OTC dual credit tuition.

JUNIOR HIGH PROMOTIONS AND RETENTIONS

Each quarter, student grades will be reviewed by the counselor and the principal. If a student receives more than two "F's", a conference with the parents and teachers may be requested. At the end of the third quarter, any student failing more than two courses for the year will be warned of the possibility of retention. Any student who has a total of four or more semester F's in any one year will be retained and re-enrolled in the same grade for the following year. Any exception will be determined by the principal, with the assistance of the counselor and Junior High faculty members. Parents or guardians will be notified in case of retention.

EIGHTH GRADE ALGEBRA

Students that are recommended by their teachers may take Algebra I in the eighth grade. The eighth grade algebra class will be taken for high school credit and the students will receive a letter grade on their junior high grade reports. Students will receive high school credit for this class as a Pass/Fail on their high school transcripts. To receive high school credit for the class a student must receive a letter grade of B- (80%) or higher. In situations where a student receives a letter grade of C+ (79%) or lower the student will be required to complete Algebra I during their freshman year of high school. Furthermore, students that pass the Eighth Grade Algebra I class will take the End-of-Course Assessment at the culmination of the course. Students that do not pass the class will take the End-of-Course Assessment after the completion of the course their freshman year. Students that receive a pass grade during for the Algebra I course will be allowed to take Geometry during their freshman year.

CREDIT TRANSFERS

With the growing popularity of "block" and other non-traditional scheduling systems being used across the state and country, the transfer of credits from one school to another has become increasingly difficult. Students coming from 10-block or other scheduling systems cannot assume that the "10" credits received at their previous school per year will transfer to Ash Grove High School as full credits. The 10-block unit of credit does not represent the same amount of instructional time per credit compared to 8-block credits. Generally, students from a 10-block system will receive .83 credits of transfer at Ash Grove High School for each one (1) credit that they received under the 10-block system. In other cases of non-traditional scheduling, a determination will be made by the counselor or principal regarding the amount of instructional time that each proposed credit of transfer represents. Each credit at Ash Grove High School represents 7,830 minutes of instruction. The amount of credit transfer will be made comparing their minutes of instruction per credit to our 7,830 minutes per credit

CLASSIFICATIONS AND PROMOTIONS

Classification and promotion of students is done on an annual basis. Those who have successfully completed the eighth grade in an accredited school will be classified as ninth graders. The classification of students beyond the ninth grade will be determined by the number of accredited credits which have been completed in a satisfactory manner.

The classification of students will be as follows:

10th grade	6.5 credits completed
11th grade	13 credits completed
12th grade	19.5 credits completed

Any student not meeting the above criteria may be classified on a provisional basis. The status of these students will be reviewed by the administration at the end of the semester in order to determine appropriate placement.

SCHEDULING AND SCHEDULE CHANGES

All students, with the help of their parent/guardians and the counselor, shall set up a tentative program of studies. The master schedule of classes will be completed at the beginning of the fourth quarter. The counselor will give each student a credit-check form stating what classes they have taken and passed, and what classes they need to take to graduate. Using the master schedule and credit-check sheet, students will

pre-enroll in classes for next year during Seminar. Students should generate several tentative schedules in case the classes they want to take fill up during the actual scheduling process.

After pre-enrollment is complete the arena scheduling process will begin with all students and teachers in the cafeteria, starting with next year's seniors. Each grade, 8-11, will be divided into four groups by attendance. Those students with the best attendance will schedule first. Using the pre-enrollment schedules that they had previously made, the students will go from teacher to teacher and schedule their classes until they have a class each hour of the day. As classes begin to fill up, the students may use their alternate schedules or ask the teachers, counselor, or principal for advice. Each grade, 8-11, will schedule during seminar on separate days. Closed classes will be posted and announced to those who have not scheduled yet. Once students have scheduled all of their classes, in most cases they are assured of having those classes next year unless changes are necessary to relieve overcrowded classes. **However, they are not assured of having their classes in specific time slots.** The scheduling process is on-going throughout the summer and classes are balanced in order to allow the maximum number of students to take a particular class. Students will be given final list of the courses they are enrolled in at the end of the school year, but they must pick-up their final schedules during the enrollment dates before school starts in August.

Careful consideration at the time of enrollment should eliminate the necessity for most schedule changes. When such changes seem necessary, they should be made only after permission has been granted by a parent or guardian, the counselor and the teacher within five (5) days after the semester begins. Students will not be allowed to change classes for "social" reasons.

Students who are allowed to drop a subject after five (5) weeks or are removed from a class for disciplinary reasons will be given an "F" on their permanent record.

Students enrolled in a full-year class will not be allowed to drop the class at the end of the first semester unless there has been a conference with the parents or guardians, student, counselor, principal, and teacher.

Students who choose to drop a full-year class without the recommendation of the teacher and administration will not receive their first semester credit for the course. A "NC" or No Credit grade will be given.

GRADUATION/COMMENCEMENT EXERCISES

Only students who meet all graduation requirements will be eligible to participate in the commencement exercises and all other activities and events associated with graduation. In order for the commencement exercises to be as dignified, memorable and formal as possible, the following guidelines will be followed:

- ✿ The formal graduation and senior class picture will be taken at the graduation practice prior to graduation itself. Students must wear their formal attire as well as their cap, gown, tassel, etc. to both the graduation practice and the graduation ceremony itself.
- ✿ The senior class will vote on their four junior escorts (two for programs, two for escorts) and 12 faculty/staff escorts.
- ✿ Students are to wear formal (Sunday dress) attire. Collared shirts and slacks for boys; dresses, skirts and blouses for girls. Formal footwear is required (no tennis shoes or work boots).
- ✿ Students are not to carry any item into the graduation ceremony with them (i.e. no food, balloons, noise makers, silly string, sunglasses, etc.)
- ✿ After all students' names have been called there will be a formal candle light recessional with dimmed lights. At the end of the recessional, the graduating seniors will be able to throw their hats, etc.
- ✿ Graduating seniors will be required to sign a contract stating that they will abide by the school policies set in place for graduation. Students who do not sign the contract will not be allowed to participate in the commencement exercises.

VIII. STUDENT DISCIPLINE

CODE OF CONDUCT

The Student Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to insure the orderly operation of our school. 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 specific penalty.

The circumstances surrounding an incident and the student's previous disciplinary record should be taken into account in determining the appropriate punishment. Therefore, it is sometimes necessary to take more firm disciplinary action than called for by the guidelines. The classroom teacher will handle many of the minor violations of rules which do not warrant referral to an administrator. Teacher-assigned detentions will be scheduled at the convenience of the teacher.

ADMINISTRATIVE PENALTIES AND RULES

1. STUDENT CONFERENCE/WARNING BY PRINCIPAL.
2. PARENT/STUDENT CONFERENCE WITH PRINCIPAL.
3. TEACHER-ASSIGNED DETENTION: A 30 minute detention assigned by and served with a teacher.
4. IN-SCHOOL SUSPENSION (ISS): To be served during the school day in the ISS room under the supervision of a school employee. The student is to report to ISS with all books and a completed daily assignment sheet.

RULES FOR IN-SCHOOL SUSPENSION

1. The student will report to ISS at 8:25 a.m..
 2. The student will be reading or studying the entire time.
 3. Lunch can either be brought from home or from the cafeteria and must be eaten in the ISS room.
 4. There will be no sleeping, reclining, or putting head on desk.
 5. The student's assignments will be sent from each teacher to the ISS supervisor.
 6. The student will bring all textbooks and a reading book (not magazines or newspapers) to ISS.
 7. The student must complete all daily assignments as a condition for release from ISS. Infractions of the above rules will result in lengthening ISS or other disciplinary measures, including out-of-school suspension.
5. CORPORAL PUNISHMENT: The paddle may be used as an alternative disciplinary measure when other measures have failed to bring about positive results, or for repeated classroom disruptions. Parents will be notified before the paddle is used.
6. OUT-OF-SCHOOL SUSPENSION (OSS): All students who are suspended from school 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 statute 160.261, RSMo., or any act of violence or drug-related activity defined by school board policy JGF as a serious violation of school discipline shall not be allowed to be within 1,000 feet of any public school in the district unless one (1) of the following conditions exist:
- The student is under the direct supervision of the student's parent, legal guardian or custodian
 - The student is under the direct supervision of another adult designated by the student's parent, legal guardian or custodian, in advance, in writing to the principal of the school that suspended the student.
 - The student is in an alternative school that is located within 1,000 feet of a public school in the district.
 - The student resides within 1,000 feet of a public school in the district and is on the property of his/her residence.
- If a student violates this prohibition, he/she may be suspended or expelled in accordance with the offense Failure to Meet Conditions of Suspension .
7. EXPULSION: By the Ash Grove R-IV Board of Education. The student may not return to school and is not to be on school grounds or at school events.

8. LOSS OF TRANSPORTATION PRIVILEGES: Students who fail to regularly abide by the motor vehicle and/or transportation rules will lose their privilege to ride a school bus or drive a vehicle to school.

MOTOR VEHICLE RULES

Students must realize that driving to school is a privilege, therefore:

1. All students who drive must provide the office with the license number of the vehicle which they drive to school.
2. Students shall leave the vehicle immediately upon arriving at school and may only return to it during the day with a signed permission slip from the office.
3. Students who park in the parking lot by the big gym may not move their vehicle until all busses have left the parking lot. Students who need to leave immediately after school may park in the parking lot by the football stadium.
4. Students may not sit in parked vehicles on school grounds.
5. Driving in a reckless manner or failure to observe any of the other rules will result in the student being asked to leave the vehicle at home.
6. Being tardy three times per quarter for the first class of the day will result in a loss of parking privileges for 10 days on the first offense. Any subsequent offense will result in a loss of privilege for the remainder of the quarter up to a loss of parking privilege for the school year.
7. Students must park in the proper student parking lots only.
8. School buses have the right-of-way at all times.
9. Driving privileges may be denied for violation of attendance policies (to include absences, tardies, and/or leaving school without permission, fighting/assault, possession of a weapon, possession of drugs or alcohol, having more than five office referrals for discipline).
10. Parking will be on a first come first serve basis. Cars are to be parked within parking lines.

TRANSPORTATION (BUS) RULES

Good student discipline is essential for the safe operation of our school buses. Expected bus behavior is set at the same standard as school behavior. Students must obey bus driver requests without question. Students are required to obey the following rules:

1. Drivers are in charge of the pupils and the bus. Pupils must obey the driver promptly at all times.
2. Pupils should obey and respect the orders of monitors or crosswalk guards on duty.
3. Pupils must be on time. The bus cannot wait beyond its regular schedule for those who are late.
4. Pupils should never stand in the road while waiting for the bus.
5. Pupils must walk at least ten feet in front of the bus when crossing the road. Wait for the bus driver to signal before you cross.
6. Unnecessary conversation with the bus driver is prohibited.
7. Classroom conduct is to be observed by pupils while riding on the bus except for ordinary conversation.
8. The use and/or possession of tobacco or tobacco products is not permitted on the bus.
9. Lighters and matches are not to be brought on to the bus and will be confiscated and destroyed.
10. Pupils should not at any time extend arms or head out of bus windows.
11. Pupils should not throw trash or other rubbish on the floor of the bus or out bus windows.
12. Pupils must not try to get on or off the bus, or move about within the bus while it is in motion.
13. Pupils must observe the directions of the bus driver and the patrol/guard when leaving the bus.
14. Any damage to the bus should be reported at once to the driver. Students responsible for the damage will be required to pay for repairs or replacement.
15. Students must ride only the bus on which they have been assigned. Permission must be obtained from the office before you will be allowed to ride another bus.
16. Drivers do have the authority to assign seats on a bus and may have a student removed from the bus for disciplinary reasons. Discipline problems will be handled by the principal.
17. Radios, tape players, CD players, cellular phones, beepers, etc., are not allowed on the bus.
18. Students are not to eat or drink on the bus.
19. No solicitation (fund raising activities) will be allowed on the bus.
20. Water, snow, and ice are not to be brought onto the bus.
21. Do not place objects in the aisles. Articles are to be kept on your lap or at your feet.
22. Animals of any type are not to be brought on the bus.

23. OTHER: Reasonable penalties worked out between student, parents, and administrators. Examples include: restitution for damages; working after school.

IX. VIOLATIONS COVERED AT AGHS

1. VIOLATIONS AGAINST PERSONS

- A. **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.

1st OFFENSE: 1-180 days OSS or expulsion, and possible notification to law enforcement officials

2nd OFFENSE: 10-180 days OSS or expulsion.

- B. **FIGHTING**: Mutual combat in which both parties have contributed to the conflict either verbally or by physical action. A student shall not instigate fights by actively encouraging others to fight.

1st OFFENSE: ISS, or 1-180 days OSS.

2nd OFFENSE: 1-180 days OSS, or expulsion.

- C. **BULLYING**: (*see Board policy JFCF*) – Intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; threats of retaliation for reporting such acts; sending or posting harmful or cruel text or images using the Internet or other digital communication devices; sending or posting materials that threaten or raise concerns about violence against others, suicide or self-harm.

1st OFFENSE: Conference, detention/ISS, 1-180 days OSS, or expulsion 2nd OFFENSE: 1-180 days OSS, or expulsion

- D. **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 students involved are willing participants.

1st OFFENSE: Conference, detention/ISS, 1-180 days OSS 2nd OFFENSE: 1-180 days OSS, or expulsion

- E. **THREATS**: Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage

1st OFFENSE: Detention/ISS, 1-180 days OSS, or expulsion 2nd OFFENSE: 1-180 days OSS, or expulsion

- F. **SEXUAL HARASSMENT/NON-PHYSICAL**: 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 advances.

1st OFFENSE: ISS, 1-180 days OSS, or expulsion 2nd OFFENSE: 1-180 days OSS, or expulsion

- G. **SEXUAL HARASSMENT**: 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 under clothing.

1st OFFENSE: 1-180 days OSS, or expulsion 2nd OFFENSE: 11-180 days OSS or expulsion

- H. WEAPONS: Possession or use of 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.

1st OFFENSE: 1-180 days OSS, expulsion, notification to law enforcement officials

Note: Weapons left in vehicles on school property are in violation of this policy and law. Please remove all weapons from your vehicle before entering school property, especially during hunting seasons when guns and knives are habitually or accidentally left in vehicles. Students bringing knives to school which do not fall under the weapons category below (three-inch blade or longer) may be suspended for three days on the first offense.

- I. WEAPONS: 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)

1st OFFENSE: One calendar year suspension or expulsion. Notification to law enforcement officials.

2nd OFFENSE: Expulsion

- J. DISRESPECTFUL CONDUCT OR SPEECH TO STAFF: Verbal, written, or symbolic language or gesture which is directed at a staff member.

1st OFFENSE: Conference, detention/ISS 2nd OFFENSE: 1-5 days OSS

3rd OFFENSE: 10 days OSS

- K. DISRESPECTFUL CONDUCT OR SPEECH TO STAFF OF A THREATENING NATURE: Disrespectful conduct or language directed to a staff member that is threatening in nature.

1st OFFENSE: 5-10 days OSS and referral to law enforcement 2nd OFFENSE: 11-180 days OSS and referral to law enforcement 3rd OFFENSE: Expulsion

- L. DEFIANCE OF AUTHORITY: Openly defying and/or refusing to abide by reasonable requests of teachers, administrators, or other school personnel.

1stOFFENSE: Detention/ISS

2ndOFFENSE: 1-5daysOSS

3rd OFFENSE: 10 days OSS

- M. FAILURE TO MEET CONDITIONS OF SUSPENSION: Coming within 1,000 of school while on suspension or otherwise violating the conditions of suspension. In determining the consequences for violating this policy, consideration will be given to whether the student poses a threat to the safety of any child or school employee and whether (or to what extent) the student's presence within 1,000 feet of school is disruptive to the educational process or undermines the effectiveness of the school's disciplinary policy.

1ST OFFENSE: Verbal warning, detention/ISS, 1-180 days OSS, or expulsion

2. VIOLATIONS AGAINST PUBLIC HEALTH AND SAFETY

DRUGS AND ALCOHOL

- A. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.
- 1st OFFENSE: Detention/ISS, 1-180 days OSS 2nd OFFENSE: 1-180 days OSS or expulsion.
- B. 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 and illegal drugs defined as substances identified in section 202 of the Controlled Substances Act.
- 1st OFFENSE: 10 days OSS, expulsion, referral to law enforcement and/or juvenile authorities. If student agrees to a Chemical Dependency Evaluation and drug screening at an approved facility, OSS may be reduced.
- 2nd OFFENSE: Expulsion. Referral to law enforcement officials
- C. 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.
- 1st OFFENSE: 10-180 days OSS, expulsion, referral to law enforcement and/or juvenile authorities
- 2nd OFFENSE: Expulsion. Referral to law enforcement officials
- D. TOBACCO POSSESSION: The possession of any tobacco or tobacco substitute product on school grounds, school transportation or at any school activity. Tobacco products, matches and lighters will be confiscated and destroyed.
- 1st OFFENSE: Confiscation of product, detention/ISS, possible notification of law enforcement officials.
- 2nd OFFENSE: Confiscation of product, 1-10 days OSS possible notification of law enforcement officials.
- E. TOBACCO USE: The use of any tobacco or tobacco substitute product on school grounds, school transportation or at any school activity.
- 1st OFFENSE: 1-3 days OSS, confiscation of product, possible notification of law enforcement officials
- 2nd OFFENSE: 5-10 days OSS, confiscation of product, possible notification of law enforcement officials
- F. AUTOMOBILE/VEHICLE MISUSE: Uncourteous 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. All students are required to register their license plate number with the office during the first week of school or at any time that a change is made regarding the vehicle which is driven to school.
- 1st OFFENSE: Suspension or revocation of driving privileges, ISS, 1-10 days OSS.
- 2nd OFFENSE: Revocation of parking privileges, ISS, 1-180 days OSS.
- G. BUS OR TRANSPORTATION MISCONDUCT: Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, the following action will be taken regarding the bus itself:

1st OFFENSE: Assigned seat for student and written notification to parents. However, a student may be removed from the bus immediately if the first violation is considered to be serious enough to warrant this action.

2nd OFFENSE: 3 day bus suspension

3rd OFFENSE: 10 day bus suspension

4th OFFENSE: A recommendation will be made to the superintendent for the student to be suspended from the bus until the end of the semester or indefinitely.

3. VIOLATIONS AGAINST PROPERTY

- A. EXTORTION: Threatening or intimidating any student for the purpose of, or with the intent of obtaining money or anything of value.

1st OFFENSE: 1-10 days OSS

2nd OFFENSE: 1-180 days OSS or expulsion

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

1st OFFENSE: Restitution, 1-180 days OSS or expulsion. Possible referral to law enforcement officials

2nd OFFENSE: Restitution, 11-180 days OSS or expulsion. Notification to law enforcement officials

- C. 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.

1st OFFENSE: Detention/ISS, 1-180 days OSS 2nd OFFENSE: 1-180 days OSS, or expulsion

- D. FIREWORKS: A student is forbidden to be in possession of or use fireworks on school property.

1st OFFENSE: 1-5 days OSS 2nd OFFENSE: 5-10 days OSS

- E. FALSE ALARM: Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening, disturbing or causing the evacuation or closure of school property.

1st OFFENSE: 1-180 days OSS, expulsion, referral to law enforcement 2nd OFFENSE: 11-180 days OSS, expulsion, referral to law enforcement

- F. THEFT: Theft, attempted theft or knowing possession of stolen property.

1st OFFENSE: Restitution, 1-180 days OSS, possible notification of law enforcement

2nd OFFENSE: 11-180 days OSS or expulsion, referral to law enforcement

- G. ARSON: Starting or attempting to start a fire or causing or attempting to cause an explosion.

1st OFFENSE: Detention/ISS, 1-180 days OSS or expulsion, notification to law enforcement

2nd OFFENSE: 1-180 days OSS or expulsion and referral to law enforcement

4. VIOLATIONS AGAINST SCHOOL ADMINISTRATIVE POLICY

- A. TRUANCY: A student is considered truant when he/she is not attending an assigned class while on school grounds, is absent from school or leaves school property, including a bus, without the prior consent of a parent/guardian and administrator, or brings a parent-signed note that is forged or sets forth an invalid reason for the absence. Students who are truant will not be allowed to make-up any work missed as a result of their truancy. Students may be considered truant if they have accumulated excessive unjustifiable absences, even with the consent of parents/guardians.

1st OFFENSE: Conference, 1-3 days ISS 2nd OFFENSE: 3-10 days
ISS

- B. TARDINESS: A student is tardy if not in his/her assigned seat when the tardy bell rings. Excused tardies can only be issued by certified personnel or by an administrator. Tardies will be counted on a quarterly basis. The consequences for tardies for each class per quarter are as follows:

1st TARDY: Warning
2nd TARDY: 30-minute detention by teacher
3rd TARDY: 1 day ISS
4th TARDY: 2 days ISS
5th TARDY: 3 days ISS
6th TARDY: OSS

- C. FAILURE TO ATTEND ISS and/or detentions as assigned without prior parental notification and rescheduling with the principal.

1st OFFENSE: Detention/ISS time doubles for the day of ISS or detention missed
2nd OFFENSE: Detention/ISS time doubles or OSS
3rd OFFENSE: OSS

- D. DISHONESTY/CHEATING: Any act of lying, whether verbal or written, including forgery and cheating, or knowingly helping or allowing others to cheat using your work or the work of others.

1st OFFENSE: Nullification of forged document. Principal/Student conference, ISS, or 1- 10 days OSS.
2nd OFFENSE: Nullification of forged document, ISS, 1-180 days OSS, or expulsion. If a student is caught cheating in class a second time, they may not grade above a C for the semester.
3rd OFFENSE: Nullification of forged document. ISS, 1-180 days OSS or expulsion. third offense of classroom cheating will result in the student being give F in that class for the semester.

5. VIOLATIONS AGAINST PUBLIC DECENCY AND GOOD ORDER

- A. DISRESPECTFUL OR DISRUPTIVE CONDUCT OR SPEECH: Verbal, written, pictorial or symbolic language or gesture that is directed at any person and that is rude, vulgar, defiant, in violation of district policy or considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions.

1st OFFENSE: Conference, detention/ISS, 1-10 days OSS 2nd OFFENSE: 1-180 days OSS

- B. OBSCENE MATERIALS: Possession of or accessing through technology obscene materials at school are prohibited. The principal will be the interpreter of what would be considered obscene. These materials will be confiscated and destroyed.

1st OFFENSE: Detention/ISS, 1-180 days OSS 2nd OFFENSE: 1-180 days OSS

- C. 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 interfere with the ability of others to utilize district technology/ to secure a higher level of privilege 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 Internet Acceptable Use Policy.

1st OFFENSE: Restitution, ISS, 1-180 days OSS, suspension or loss of user privileges, possible notification of law enforcement.

2nd OFFENSE: Restitution, 1-180 days OSS or expulsion. Loss of user privileges, notification of law enforcement.

- D. PUBLIC DISPLAY OF AFFECTION: Physical contact that is inappropriate for the school setting, including but not limited to, kissing and groping. The public display of affection will be limited to holding hands. Failure to comply will result in disciplinary action.

1st OFFENSE: Conference, detention, ISS, 1-180 days OSS 2nd OFFENSE: Detention, ISS, 1-180 days OSS, or expulsion

- E. DRESS CODE VIOLATIONS: The school recognizes that the student's individual appearance is mainly the responsibility of the student and parents. In keeping with established practices of good hygiene, safety, moral and social values, and to provide for a minimum of disruption and maximum learning opportunity, the following guidelines are established:

1. Any student who participates in an extracurricular activity must conform to the standards established by the school personnel responsible for that activity.
2. Teachers of specific courses where safety or health is a factor may require students to adjust hair, clothing, or both accordingly during the class.
3. All students must wear shoes, no house shoes are allowed.
4. No clothing considered to be revealing will be allowed. Halter tops and tops that allow bare midriffs or bare sides will not be permitted as part of a student's dress. Shirts with sleeves torn off or cut out will not be permitted. No under clothing may be visible, sagging pants, or pants which have been intentionally ripped, cut, or torn will be allowed.
5. Headgear (hats, caps, bandannas, du-rags, sunglasses, etc.) is not to be worn inside the school buildings.
6. Students cannot wear patches, pins or clothing that have writing, drawings, or emblems that are obscene, inappropriate, or otherwise distracting in school. Students cannot wear items that advertise or promote alcohol, tobacco, or controlled substances.
7. Pajamas, boxer or brief-type shorts will not be permitted. Shorts that are shorter than open finger tips with extended arms on the outseam will not be permitted as part of a student's dress.
8. No chains are to be worn on or around clothes.

1st OFFENSE: Conference and immediate correction

2nd OFFENSE: Immediate correction and detention/ISS

3rd OFFENSE: Immediate correction and ISS

Note: The principal reserves the right to determine whether the clothing, apparel, etc. is distracting, indecent, or inappropriate to wear in the school environment.

BEHAVIOR NOT COVERED ABOVE:

The school district reserves the right to pursue disciplinary or legal action for behavior which is subversive to good order and discipline in school even though such behavior is not specified in the preceding written rules.