

Tiger #9  
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DeKalb  
Middle/Senior  
High School

## STUDENT HANDBOOK

**Brian Hansen**  
PRINCIPAL

702 Main St.

DeKalb, MO 64440

Office: 685-3211

Fax: 685-3156

Email – [ditemot@bcr4.k12.mo.us](mailto:ditemot@bcr4.k12.mo.us)

[www.bcr4.k12.mo.us](http://www.bcr4.k12.mo.us)

***This agenda belongs to:***

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STUDENT NO. \_\_\_\_\_



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Summer of 2013

To All Students:

Welcome to the 2013-2014 school year at DeKalb Middle/Senior High School! I am very excited to be your new principal, and to be part of such a wonderful school and community. My door is always open. So please stop in whenever you need. I'd love to meet you! All of us are looking forward to another great school year. I also want to add a special welcome to all of our incoming 7<sup>th</sup> graders, the class of 2019! You'll find your time here rewarding, successful, and full of great memories.

The staff at DeKalb Middle/High School has a passion for leading you to achieve things you might not have thought possible. They will provide you with a quality education to prepare you for whatever life throws at you. Your challenge will be to work hard and use the knowledge and experiences to tap into your potential so you can reach your dreams!

Daily rules and procedures are necessary for each of us. Therefore, this handbook is written for the purpose of setting some guidelines for expected behavior during the school year. It will be the responsibility of each student to help maintain an orderly and positive environment so that education can occur, both for you and your classmates. Please be aware that this handbook is intended to be a guide. Not all rules and regulations for our school can be fit into a handbook. If you have further questions, please ask!

Remember to take ownership and responsibility for your education and life. By doing so, you can achieve your goals and be proud of it! Have a great school year!

Brian Hansen  
Middle / High School Principal

## **BUCHANAN COUNTY R-IV SCHOOL DISTRICT MISSION STATEMENT**

The mission of the Buchanan County R-IV School District is to provide a "quality education in every classroom." This education shall address the intellectual, physical, and emotional development of each student.

The graduate shall be prepared to meet responsibilities and challenges of the family, community, and society at large, as a well-adjusted participant.

The realization of this mission will be accomplished by the joint effort of parents, students, patrons, teachers, administrators, and the board of education.

### **NOTICE OF NONDISCRIMINATION**

Students, parents of elementary and secondary school students, employees, applicants for admission and employment, sources of referral of applicants for admission and employment with Buchanan County R-IV School District are hereby notified that this institution does not discriminate on the basis of sex or handicap in admission, access to, treatment, or employment in its programs and activities.

Any person having inquires concerning Buchanan County R-IV School District's compliance with the regulations implementing Title IX or section 504 is directed to contact Buchanan County R-IV Title IX and Section 504 Coordinator. Mr. Lane Novinger, telephone number 816-685-3160, who has been designated to Coordinate Buchanan County R-IV School District's efforts to comply with regulations Implementing Title IX and Section 504.

Any Person may also contact the Assistant Secretary for Civil Rights, Department of Education regarding Buchanan County R-IV School District's compliance with the regulations implementing Title IX or Section 504.

### **AHERA**

The Asbestos Hazard Emergency Response Act (AHERA 40 CFR 763) requires the Buchanan County R-IV School District to inspect its buildings for asbestos, and to develop a management plan for those asbestos-containing materials that were located within its buildings. These management plans are available for review during normal business hours at the district's administrative offices. These management plans have been implemented to meet requirements set forth in the regulation.

### **SCHOOL ROUTINE**

School starts at 8:03 with students not to arrive before 7:40 in the morning unless prior arrangements have been made. Students are to leave the building by 3:30 in the evening unless under the direct supervision of a staff member. This means that you stay with that staff member.

**Students may not leave the school property after they have arrived at school or after they have boarded the school bus in the morning. Students waiting for the bus in the evening and students waiting for their rides in the evening are under the direct supervision of the morning and evening supervising teacher. Students waiting for the late bus or waiting on their rides are to remain in the area designated for this purpose.**

Pop and snacks are to be eaten in the commons area only. Pop and candy machines may be used before and after school. No pop or snacks are to be taken into the halls or classrooms. Students are not to keep drinks in their lockers.

Students are not to leave the building after they have entered it in the morning. Loitering around the cars in the parking lot will not be permitted. Students should buy lunch tickets and get absentee slips before school begins.

Students will be allowed 3 minutes passing time between classes. It is the responsibility of each student to organize his/her time in order to be in class on time. It is suggested that students get their morning books before their first period class and get their afternoon books after lunch.

There will be no running in the halls. Students are asked to walk on the right side of the halls in order to assist traffic flow.

**VISITORS** – All visitors must report to the office upon entering the building. Visitors must wear a visitor pass while in the building. No student visitors are allowed unless prior arrangements are made with the building Principal.

## **ATTENDANCE POLICY**

To receive optimal benefits from the public school educational experiences, the Buchanan County R-IV Board of Education and staff strongly urge each student to be in attendance every day and to be in class on time.

We understand the vast majority of our students and their families appreciate the need for good attendance and the corresponding development of habits of punctuality, self-discipline, and responsibilities. Future employers and colleges often use attendance records as a guide to the student's maturity and sense of responsibility.

Students absent from class must realize that credit given for lecture or lab participation will not be duplicated. They will lose daily credit for that portion of class in which this type of participation is graded. Teachers will provide an outlined grade structure, which contains all information relevant to participation grades.

In the event a student must be absent from school, the student must obtain an admit slip before returning to class. Admit slips can be obtained in the High School Office by bringing in a note from his/her parent/guardian. Admit slips must be presented to each teacher for their signature and left with the last period teacher. Doctor or dentist's excuses will be accepted. A student without a note will receive an unexcused absence.

Students accumulating more than 7 days absence per semester (46.081 hours) from one or more classes will cease to earn credit for the semester for all classes. Parents and Guardians will be notified by mail after the fifth absence (32.910 hours), again after seven days of absence has been reached. Any student reaching ten days of absence with no response from a parent or guardian may be dropped from the all classes. School personnel will telephone parents/guardians of all students the day that the student is absent. Students with less than a full schedule will have their attendance pro-rated accordingly. ***Attendance hours will be pro-rated for any student carrying less than a full-time schedule with the same attendance procedures being in effect IE. A student only enrolled in 7 periods will be permitted to miss only 39.498 hours before failing to earn credit.***

Excessive tardies or absences will result in the student being reported to the Prosecuting Attorney for legal action. If this occurs parents may be required to report to Buchanan County Court and/or be fined.

When a student fails to earn credit, it is the parent's responsibility to request an extension of absence from the Principal. The Principal may request a review by the attendance committee. The student and parents/guardians will be notified and requested to attend. The committee will review the reasons for the absences and make recommendation for one of the following options:

1. The policy is upheld and the student loses credit. A student will be encouraged to remain in the class for the remainder of the semester and receive a withdrawal grade W. If the student declines the opportunity to continue attending class, the student is dropped, and the student will receive a grade of F. The grade W does not affect the grade point average of the student, but the F will lower it. (Exception: Students under the age of 16 years of age will not be dropped from class.) They will however, be turned over to the Prosecuting Attorney and Juvenile Officer if their absence continues.
2. An extension is granted and credit will be restored for the student.
3. The attendance committee recommends the student attend summer school, Saturday detention or other appropriate time period to make up for absences after loss occurs. Credit will then be restored for the class or classes.
4. The attendance committee will make recommendations for any future absences such as reducing the number of allowable absences during the coming year.

The attendance committee will be given copies of all medical notes and notes from home that have been received by the office at the time of their meeting with the parent and or student.

Considering the recommendation of the attendance committee, the Principal will render final decision to the Superintendent of Schools. If the parent/guardian is not in agreement with the Principal's decision, they may appeal the decision using Board policy complaint procedures.

**\* Students are permitted only one meeting with the Attendance Committee as a Middle School Student and one again as a High School Student.**

Students will be excused for the following reasons:

1. Illness, with a note from parent stating the dates the student was absent. Any illness over **three days** verification from a doctor stating the return date to school and the specific days of absence from school due to the illness is required.
2. Dentists' and doctors' appointments with verification on the doctor's or dentist's stationary. Parents are encouraged to schedule doctor and dentist's appointments after school.

Up to two days for college visits with proper documentation from respective institution(s).

One-half day per year will be excused for driver's test.

Absence for the funeral of an immediate family member will be excused.

A student will not be excused and allowed to make up work for personal business, needed at or working at home, shopping, etc. Students, who will be out of town, may be excused if the parent has made arrangements in advance with sufficient notice. Students missing school and then bringing a note without first getting approval of the Principal will not be excused.

Tuancy and out-of-school suspensions will count toward the 7 days per semester. School sponsored activities the student must attend, and in-school suspension, are exempt and are not considered.

It is the student's responsibility when missing school for any reason, upon returning to school, to obtain and make up any assignments missed.

**EXCESSIVE UNEXCUSED TARDIES** – Unexcused tardies will be dealt with in the following manner:

1. When the student receives the 4th unexcused tardy in a semester, the student will be given ISS during 8th hour.
2. The 5<sup>th</sup>, 6<sup>th</sup> & 7<sup>th</sup> unexcused tardy in each semester will result in a discipline notice being issued and up to one day of in-school suspension (ISS).
3. Any further unexcused tardies in the same semester will result in a more severe discipline action being taken, including out-of-school suspension.

**SPECIAL NOTES** – A student shall be allowed one day to make up schoolwork missed as a result of an excused absence, two days when two days are missed and up to five days for three days missed. If a student is excused for more than four consecutive days the principal shall make arrangements for additional time to make up schoolwork. **Make up will not be accepted after the allotted time.**

**Students that are tardy for the beginning of their school day will be counted both absent and tardy for that time period.**

**Students will not be allowed to make up work for unexcused absences.**

**Students may not make up work missed during an out-of-school suspension.**

**ATTENDANCE COMMUNICATION** – The school attendance officer will telephone parents/guardians of all students the day the student is absent.

For a student to leave school during school hours, she/he must have written/verbal parent/guardian permission and the consent of the Principal.

Before a student leaves the school property, he/she must sign out in the Principal's office. **Student's eighteen years old, must have consent of the Principal and must sign out in the office before leaving school.**

A student is truant, if after leaving his/her home for school, he/she does not attend school, or if he/she leaves the campus during school hours without permission from the office. Students who are truant will receive disciplinary action. The proper authorities will also be notified. **NOTE ONCE YOU ARE ON CAMPUS YOU MAY NOT LEAVE WITHOUT PERMISSION.**

**SEMESTER TEST EXEMPTION** - If a student misses zero class time, or misses a class only because of a school-sponsored event, they must take the exam but the grade will only be used to enhance the student's grade. The student must attend school throughout finals.

**HONOR ROLL** - There will be three levels for honor roll:

**Regular Honor Roll Grade point average of 3.00 - 3.49.**

*No grade of C or below to be eligible for Regular Honor Roll*

**Principal's Honor Roll Grade point average of 3.50 - 3.99.**

*No grade of C or below to be eligible for Principal's Honor Roll*

**Superintendent's Honor Roll Grade point average of 4.0.**

*No grade of B or below to be eligible for Superintendent's Honor Roll*

**Students must carry at least 2.5 credits per semester to be eligible for any Honor Roll.**

**ACADEMIC LETTERS** - Academic letters will be awarded to High School students that maintain a grade point average of 3.47 on the 4-point scale.

**STUDENTS OF THE YEAR** - At the end of each year, the staff will select the Students of the Year. One Male and Female from the Middle School and High School will be selected. Criteria for this honor are citizenship, positive character and attitude, good work ethics, and a willingness to help others in order to make DHS a positive place to learn.

**BREAKFAST & LUNCH ACCOUNTS** - Student must maintain a positive balance if their respective accounts in order to have lunch or breakfast. Account notices are distributed at the end of full school days to notify the student and home of balances less than \$3.00. Students will not be permitted to borrow money from other student accounts other than those belonging to siblings. Money may be deposited into student accounts anytime during the course of the school day.

Families are encouraged to apply for free or reduced price lunches. A form will be sent home with all students at the beginning of the year.

**CLASS CHANGES** - Students have until the end of the third day of each semester to change classes. A student who has an educationally sound request for a change of schedule should pick up a change of schedule form in the counselor's office and take it home for his/her parent's/guardian's signature. This will need to be returned to the counselor's office.

**CHEATING** - Cheating in the classroom will result in a grade of "0" on the assignment given. The second offense will result in a grade of "F" for the quarter.

**STUDENT VEHICLES** - ALL STUDENT VEHICLES will be parked on school property or in areas designated by the school principal. There will be no parking on the street in front of the school. This area is identified with signs. This is to make sure we have adequate room for emergency vehicles and busses.

Students driving to school must possess a valid Missouri driver's license with properly registered and insured vehicles. This information must be provided when requested. The school reserves the right to deny parking privileges to anyone that does not provide proof of a valid license, registration, or insurance.

Students driving to school are to park their vehicle and go immediately into the building. No student may leave the school building to go to the parking lot without specific permission of appropriate school personnel.

**FUNDRAISERS** – The principal must approve all fund raising activities before the project begins. Each organization will be limited to one fund raising project during the school year unless granted special permission for special circumstances.

**FUNDS COLLECTED** – All money collected for school organizations must be put in school funds. These funds will be earmarked for use by the appropriated organizations. **Do not leave money in your lockers. The School District cannot be responsible for money or belongings taken from lockers that are not secured.** Students are not allowed to charge items to their organizations, unless there is approval from the principal.

**OFFICE PHONES** – Students are not to use teacher phones, these phones are for teacher use only. Students will have access to a phone in the office for use before and after school in order to contact parents/guardians, etc. Phone use at any time will be allowed only if it is absolutely necessary. Students may use the office phone with permission from office personnel ONLY for the purpose of contacting parents/guardian. School phones are not for personal use.

**ELECTRONIC COMMUNICATIONS** – Students are not allowed to use cell phones, androids, i-phones, pagers, etc. during school hours. IPOD's, radios, etc. are also not permitted in classrooms during the course of the school day.

**ACCIDENT POLICY** – When a student is injured or becomes sick while at school the parents/guardians will be contacted. Parents/Guardians are expected to report to school as soon as possible to care for their child. Students will not be released to anyone without permission of parent or guardian. The school is not allowed to give any medical treatment. In case of serious emergencies, they will be referred to the doctor.

The school employs a school nurse for minor emergencies. All incidents are reported to the nurse and documented. The nurse or the principal will make all decisions pertaining to a student going home sick. Each student is required to have at least two (2) emergency contacts on file.

**ANNOUNCEMENTS** – A bulletin will be distributed each morning to all teachers and will be read over the intercom. **Information for the bulletin must be in before 1:00 p.m. the preceding day.** Additions to the announcements may be e-mailed or hand written. All announcements must be approved by the office.

**SCHOOL CALENDAR** – The official school calendar will be kept in the office. All activities must have the approval of the principal. Request for activities should be made one month in advance.

**GUIDANCE SERVICE** – Guidance services are available to all students to assist in the educational planning, interpretation of test scores, occupational information, study skills, school and/or social concerns, etc.

**GYM** – Street shoes are **prohibited** on the gym floor. Only soft-soled athletic shoes are to be worn on the gym floor. Students are to walk around the outside areas of the basketball floor. Students are to have a separate pair of gym shoes.

**FOOD / DRINKS** - Students are not to take food or pop into the gym or stage area. No pop is allowed in the lockers, classrooms, or halls. All pop and food must be consumed in the commons area. Chewing gum is NOT permitted in the in classrooms, gym, Vo-Ag Shop, or Commons area. Drinking water IS permitted in clear bottles.

**BACKPACKS / CARRY BAGS** – **Are not to be carried between classes or taken from classroom to classroom. They are to be stored in by the students in their respective lockers and must fit within the locker space.**



**POSTERS** – Posters placed in the building must conform to the following criteria:

1. Permission must be obtained from the principal.
2. A sponsor must also approve the material.
3. No materials to be taped to wood grain doors.

**STUDENT DRESS CODE** – To promote a positive, healthy, and safe environment within the school, a student's dress must be neat, clean, and of good taste. When a student's dress and grooming disrupts the educational process or constitutes a threat to health or safety, the student will be required to make changes immediately. Failure to do so will result in the student being sent home and or disciplinary action.

1. Clothing including hats displaying lettering or pictures, i.e. promotes sex, drugs, alcohol, or tobacco will not be tolerated.
2. Inappropriately abbreviated clothes will not be allowed (i.e. shorts, halter/midriff tops, and short skirts), spaghetti straps on tops are inappropriate. The principal reserves the right to determine any dress that is inappropriate for school and/or events.
3. Hats or caps are not to be worn in the building during school hours. This does include any type of headdress i.e. dew rags, etc. All boys and girls must adhere to the same rules.
4. Shorts or sweats that have names, words, letters, numbers, symbols, etc across the posterior are prohibited. Shorts must be long enough for the student to stand straight and still not be able to reach beyond the length of the short.
5. Class activities or extra-curricular activities may require, for safety reasons, a student to adjust to additional dress and grooming regulations.

**VOCATIONAL SCHOOL** – The district provides transportation to and from Hillyard Technical School. Students enrolled in vocational courses are expected to adhere to the following rules:

- A. Students attending vocational classes will ride the sending schools bus to and from the technical school. Students are to obey all bus transportation rules.
- B. No private transportation will be allowed without principal approval. A parental note as well as permission from the proper authorities of the vocational school is required for permission to be granted. Only emergency situations will be considered. Planned appointments are NOT considered emergencies.
- C. Students must be on time for both departure and return to the sending school. Students are expected to attend Vo-Tech, although DHS may not be in session.
- D. If a student misses the bus departing DHS they are expected to stay at school.
- E. Students are to attend all scheduled school days in order to attend technical school. Students may be dropped from the program for unexcused absences.
- F. Students are dismissed for an early lunch and are to remain in the commons area until arrival of the vocational bus. Students returning to school in the evening are to report to the commons area. Students are not to interrupt classes or loiter in the halls or gym.

**COMPLAINT PROCEDURES** – All complaints are to follow the chain of command: Teacher, Principal, Superintendent, and Board of Education.

**CARE OF SCHOOL PROPERTY** – Students are to take care of school property. Students are to pay for books, school supplies, equipment or other school property lost or damaged beyond ordinary wear and tear.

New students to the district and all 7th grade students are required to make a refundable book deposit of 20 dollars. If the student is not assessed any fee for damage the fee will be returned to them upon graduation, or upon transferring out of the district.

**PERSONAL PROPERTY** – Students are advised to secure all personal belongings. Locks may be requested from the office. Students using private locks are required to provide the H.S. Office with a key or combination. **BCR4 is NOT responsible for lost or stolen items.**

**SCHOOL DANCES AND SOCIAL ACTIVITIES** – School dances and other similar activities are held for the benefit of the student body. Students are expected to adhere to the rules of conduct. These policies are in effect for all middle school and high school dances, including Prom. The following rules will apply:

1. No student will be admitted if he/she is suspected of being under the influence of alcohol or other illegal substance.
2. Students known to be drinking, smoking or using illegal substances during the dance or activities will be removed and will not be allowed to attend any dance or extra-curricular activity for the remainder of the school year and are subject to disciplinary action.
3. Proper conduct is required to attend extra-curricular activities. Students may be suspended from attending extra-curricular activities.
4. A student that is involved in a disturbance of any kind (fight, argument, etc.) will be removed from the dance and could be banned from all school dances and activities for the remainder of the school year.
5. Students are not to leave the building once they have entered. If you leave you may not return.
6. Any student wishing to bring a guest from another school or a student that is not a junior or senior must have principal approval one week prior to the day of the dance. The High School Principal reserves the right to deny any guest, male or female, permission to such activities.

**HALL PASSES** – Any student who is in the hall during class time is to have in her/his possession a hall pass, indicating he/she has permission to be out from class. This hall pass must be the student planner belonging to the student with the hall pass. Students going to class late without a hall pass are tardy. **Teachers reserve the right to deny permission to hallways even though the student may have remaining passes in their planner.**

The building administration reserves the right to restrict passes and hallway privileges at any time to individual students or classes as a whole.

## **STUDENT DISCIPLINE PLAN**

Goals of the Buchanan R-IV School District educational program include the development of student mental abilities through a sound educational program as well as encouraging their growth in responsibility and independence, which are all characteristics of a mature person in today's society. For such development to take place, an orderly atmosphere is essential.

Student's responsibilities are as follows:

- A. To develop respect for themselves and others, including students, teachers, staff members, administrators, visitors, etc.
- B. To exhibit refined and courteous behavior which enhances, rather than detracts, from the school experience.
- C. To display behavior that promotes an atmosphere conducive to learning. Hitting, shoving, name-calling, teasing, taking or destroying other's property, and sexual harassment, are examples of inappropriate and unacceptable behavior.

Whenever any student or groups of students engage in any activity, which disrupts the learning climate or adversely affects the reputation of the school community, disciplinary action will occur. Measures implemented are designed to help the student correct undesired behavior.

Students are to adhere to the *Student Discipline Plan* when in school, on school grounds, immediate area surrounding the school premises, and during student transportation from the door of his/her home to school and return and extra curricular activities at home and away events.

### **Cell Phones and Communication Devices**

Use of Cell Phones / Communication Devices during the School Day. – Students are asked to use the student phone provided in the office during class breaks to make phone calls. Text messaging or phone calls made or received from a personal phone will result in:

1<sup>st</sup> Offense - Phone / device taken from student, discipline notice issued as warning, phone returned at the end of the school day.

2<sup>nd</sup> Offense – Phone / device taken, ISS issued, and phone to be picked up by parent.

3<sup>rd</sup> Offense – Phone / device taken, OSS issued, and phone to be picked up by parent.

### **Violations Against Public Decency and Good Order**

Use of Language that is Disparaging or Demeaning - Words or actions, verbal written or symbolic meant to harass or injure another person, i.e., threats of violence or defamation of a person's race, religious, gender, or ethnic origin.

<u>Minimum Consequences</u>	<u>Maximum Consequences</u>
Principal / Student Conference	1-10 day out-of-school suspension

Use of Disruptive Speech or Conduct - Conduct or speech, verbal, written or symbolic, which materially and substantially disrupts classroom work, school activities or school functions.

<u>Minimum Consequences</u>	<u>Maximum Consequences</u>
Principal/Student Conference	1-10 day out-of-school suspension
In-school suspension	
Saturday detention	

Profanity and Obscene Language or Gesture - Conduct or speech, verbal, written or symbolic describing sexual conduct which is offensive or obscene.

<u>Minimum Consequences</u>	<u>Maximum Consequences</u>
Principal/Student Conference	1-10 day out-of-school suspension
In-school suspension	
Saturday detention	

Public Display of Affection - Physical contact that is inappropriate to the school setting.

<u>Minimum Consequences</u>	<u>Maximum Consequences</u>
Principal/Student Conference	1-10 day out-of-school suspension
In-school suspension	

Dress Code - Clothing or accessory items which may disrupt the educational environment; i.e. items which depict any illegal substances, are offensive and/or obscene pictures or words. Clothing must cover skin in an appropriate manner.

<u>Minimum Consequences</u>	<u>Maximum Consequences</u>
Principal/Student Conference	1-10 day out-of-school suspension
Change of clothing	
In-school suspension	
Saturday detention	

#### **Violations Against Public Health and Safety**

Tobacco Possession - Possession of any tobacco products on school property, bus, or at any school activity.

<u>Minimum Consequences</u>	<u>Maximum Consequences</u>
Principal/Student Conference	1-10 day out-of-school suspension
In-school suspension	
Saturday detention	

Tobacco Use - use of any tobacco products on school property, bus, or at any school event.

<u>Minimum Consequences</u>	<u>Maximum Consequences</u>
Principal/Student Conference	1-10 day out-of-school suspension
In-school suspension	

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

<u>Minimum Consequences</u>	<u>Maximum Consequences</u>
5-10 days out-of-school suspension	180-day out-of-school suspension / expulsion.
	Referral to appropriate authorities

Sale or distribution of Drugs - Sale or distribution of any prescription drug, alcohol, narcotic substance, counterfeit drugs and drug paraphernalia.

<u>Minimum Consequences</u>	<u>Maximum Consequences</u>
10 day out-of-school suspension	Recommendation for expulsion. Expulsion Referral to proper authorities

**Violations Against Persons**

Assault - Against Another Student - Attempting to cause injury to another; intentionally placing another in reasonable apprehension of imminent physical injury.

<u>Minimum Consequences</u>	<u>Maximum Consequences</u>
In-school suspension	1-10 day out-of-school suspension

Assault - Against Staff - Attempting to cause injury to a staff member; intentionally placing a staff member in reasonable apprehension of imminent physical injury.

<u>Minimum Consequences</u>	<u>Maximum Consequences</u>
5-10 days out-of-school suspension	180-day out-of-school suspension Expulsion

Weapons (Other Than Firearms) - Possession or use of any item used with the intent to inflict physical harm may be considered a weapon.

<u>Minimum Consequences</u>	<u>Maximum Consequences</u>
Confiscation	1-10 days out-of-school suspension
In-school suspension	180-day out-of-school suspension Referral to appropriate authorities

Weapons - Possession or Use of Firearms - As defined in section 921 of Title 18 of the United States Code.

<u>Minimum Consequences</u>	<u>Maximum Consequences</u>
1-year suspension & referral to legal authorities	Expulsion & referral to proper legal authorities

Disrespectful Conduct or Speech - Disrespectful verbal, written or symbolic language or gesture, which is inappropriate to public settings, directed at a staff member.

<u>Minimum Consequences</u>	<u>Maximum Consequences</u>
Principal/Student conference	1-10 day out-of-school suspension
In-school suspension	180-day out-of-school suspension
Saturday detention	

Fighting - Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

<u>Minimum Consequences</u>	<u>Maximum Consequences</u>
Principal/Student conference	1-10 day out-of-school suspension
In-school suspension	180 day out-of-school suspension Expulsion

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

<u>Minimum Consequences</u>	<u>Maximum Consequences</u>
Principal/Student conference	1-10 day out-of-school suspension
In-school suspension	180-day out-of-school suspension

Theft - Theft, attempted theft or willful possession of stolen property.

<u>Minimum Consequences</u>	<u>Maximum Consequences</u>
Principal/Student Conference	1-10 day out-of-school suspension
Reimbursement	180 day out-of-school detention
In-school suspension	Referral to proper authorities

#### **Violations Against Property**

False alarms - Tampering with emergency equipment, setting off false alarms, making false reports.

<u>Minimum Consequences</u>	<u>Maximum Consequences</u>
Principal/Student conference	1-10 day out-of-school suspension;
In-school suspension	180-day out of school suspension;
	Expulsion

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

<u>Minimum Consequences</u>	<u>Maximum Consequences</u>
Principal/Student conference	1-10 day out-of-school suspension
In-school suspension	180-day out-of-school suspension
Restitution	

#### **Violations Against School Standards**

Gangs - Gang activities whether verbal, written or symbolic, which substantially disrupts the educational environment.

<u>Minimum Consequences</u>	<u>Maximum Consequences</u>
Principal/Student conference	1-10 day out-of-school suspension
In school suspension	180-day out-of-school suspension
	Expulsion

Careless Driving – Driving and parking on school grounds is a privilege, not a right, for students possessing a driver's license. Driving on school property or adjacent streets in such a way as to endanger persons or property. **Parking in restricted or teacher designated parking areas on school grounds.**

<u>Minimum Consequences</u>	<u>Maximum Consequences</u>
Principal / Student Conference	Driving revoked for one week.
	Driving revoked for one month.
	Driving revoked one semester.
	Driving revoked permanently

Truancy - Absence from school without the knowledge and consent of parents/guardian and/or the school administration.

<u>Minimum Consequences</u>	<u>Maximum Consequences</u>
Principal/Student conference	1-10 days out-of-school suspension;
In-school suspension	Notification of proper authorities

The administration and the Buchanan County R-IV Board of Education reserve the right to deviate from this plan substantially on a case by or case basis.

### **SEXUAL HARASSMENT**

*Definition:* Sexual harassment is **unwanted** sexual attention from anyone with whom the student may interact in the course of receiving an education in school or at school-sponsored activities.

If you believe that you have been the victim of sexual harassment or if you have questions about this issue, seek the help of an adult whom you trust, such as a teacher, counselor, parent or guardian, or one of the building administrators. The Principal will investigate any report of sexual harassment, and a written record of the investigation will be submitted to the superintendent.

If it is determined that a student has sexually harassed another student, the possible consequences to the offending student include:

- Apology
- Parent Conference
- Detention
- Suspension
- Referral to the proper authorities
- Expulsion

Reprisals, threats, or intimidation of the victim will be treated as serious offenses, which could result in a permanent separation from the school through expulsion.

In all cases, a high degree of confidentiality will be maintained by the school authorities to protect both the student and the alleged offender.

### **EXTRA-CURRICULAR REGULATIONS**

**ATTENDANCE** – A student may be eligible to practice or play in an athletic event on a school day only after attending three or more classes during the school day or unless the Principal or his designee grants special permission. Doctor's appointments, funerals, etc. are excused if approved in advance.

The school requires of each student participating in athletics to have, a physician's certificate stating that he/she is physically able to participate in athletic contests at this school. Students must also show proof of insurance before they are allowed to participate.

**TRANSPORTATION** – Students must travel to and from out of town trips with the school organization. Students who are participating in school-sponsored activities must ride the bus to the event. However, students may ride home VIA another conveyance providing the parent is at the activity and personally makes contact with the sponsor (FACE-TO-FACE) or previously in writing that their Son/daughter will not be riding the bus home and they will be providing transportation. Failure to comply with this board policy may result in suspension from the next regularly scheduled activity.

**SCHOOL CLOSING INFORMATION** – When school is dismissed early for inclement weather, such as heat, ice, snow, etc. the district will alert parents and guardians through the AlertNow system. Parents will provide their contact information at enrollment and the AlertNow system will contact them directly through either the telephone or e-mail message. Additionally, the following radio and television stations will announce the information: **KFEQ 680 AM, KAIR 1470 AM, KKJO 1050 FM, KSFT 1550 AM, KSJQ 92.7 FM, KQ 2 TV.** In case of long-term ice or snow dismissals the district may need to run buses on state routes only. Roads included will be lettered or numbered state routes such as JJ, 116, HH, 59, KK, M, 138, V, and Lewis and Clark Village.

**CODE OF CONDUCT** – Any violation of school policy or exhibitions of poor school citizenship shall be disciplined according to recommendations of the MSHSAA (Missouri State High School Activities Association), school policies, and those set forth by the sponsors and coaches of each organization. All students participating in extra-curricular activities are required to sign a Buchanan R-IV participants pledge form in order to participate in any extra-curricular activity of the school.

**ENROLLMENT-** Students wishing to participate in all extra-curricular activities must be enrolled in and passing 7 full time academic credits and passing each of the courses. Students may practice in order to maintain eligibility when carrying no more than one grade of 'F' per grade check.

**GRADES** – Students wishing to participate in co-curricular and extra-curricular must meet Missouri High School Activities Association (MSHSAA) requirements, stating a student must have earned a minimum of 2.50 units of credit or have earned credit in 70% of the maximum allowable classes in which a student can be enrolled in the previous semester.

**In addition to MSHSAA requirements, the Buchanan County R-IV School District requires the following:**

**Two-Week Grade Checks** – All students must be passing all courses on their two-week grade checks. A student with two or more F's on his/her two-week grade check will not be allowed to *practice* until his/her grades reflect one F or less. No student with one or more F's will be allowed to *participate* in MSHSAA competition events.

**Quarter/Semester Grade Reports** – Students with more than one F will not be allowed to participate in MSHSAA competition events. Students with more than one F for the previous quarter and two or fewer F's for the previous semester may practice but cannot participate in MSHSAA competition events until the following grade check and only if all grades are passing at the time of the grade check..

Students are also required to carry a grade point average of 1.67 on a 4.0 scale at each grade check to be eligible to practice and/or compete in MSHSAA competition events.

It is the goal of the Buchanan county R-IV School District for all students to be successful in academics and curricular activities.



### **GRADING AND EVALUATION**

The following grading system will be used based on an 11-point scale for grading and figuring GPA. This will be used to figure Honor Roll, Eligibility for Academic Letters, Class Standing and Valedictorian/Salutatorian etc.

A	100-95 -----	4.00
A-	94-90 -----	3.67
B+	87-89 -----	3.33
B	86-84 -----	3.00
B-	83-80 -----	2.67
C+	79-77 -----	2.33
C	76-74 -----	2.00
C-	73-70 -----	1.67
D+	69-67 -----	1.33
D	66-64 -----	1.00
D-	63-60 -----	0.67
F	59-0 -----	0

The following classes will be weighted classes:

Anatomy	Advanced Art 101
College Algebra	College Chemistry
College Government	College Stats
Fitness & Wellness	Pre-Calculus
Spanish III & IV	Trigonometry
Advanced Placement*	

\*Any Advanced Course taken for Dual HS/College Credit.

The classes listed above will be weighted according to the following point scale:

A-----	4.80
A-----	4.40
B+-----	3.99
B-----	3.60
B-----	3.20
C+-----	2.79
C-----	2.40

No weight will be given for less than a C grade

**PROMOTION AND RETENTION** – The district recognizes that research findings constantly support social promotion over retention, however, the philosophy of the board is that students need to meet minimum requirements for promotion to a higher-grade level. A conference with parents and the building principal (by phone or in person) must be held to inform parents if a student has not been promoted to their next grade level.

**7TH AND 8TH GRADE RETENTION POLICY** – In grades 7 and 8 students will be retained if the following minimums are not met:

1. Core subjects (Math, Language Arts, Science, and Social Studies) - a student must pass 50% of the semester core subjects. Four out of eight semester grades must be above an "F" in the core subjects.
2. Elective courses (Art, Band, Chorus, Consumer Science, PE etc.) - The student must also pass two out of three elective semesters courses. Four out of the six semester grades must be above an "F" in the elective courses.

3. A student not meeting either of the previous guidelines or guidelines listed below will, at the discretion of the building Principal, be retained in their previous grade level.

High School Students are classified according to the following minimums:

FRESHMEN-----0 UNITS  
SOPHOMORE-----6 UNITS  
JUNIOR -----12 UNITS  
SENIOR -----18 UNITS

Classification will be determined at the beginning of the year and maintained throughout the year. Students will be allowed to graduate if they were classified as juniors for lack of having the required 18 units and during the year met the required graduation requirements.

## **GRADUATION REQUIREMENTS**

The following graduation requirements have been established for graduating seniors.

<u>SUBJECT</u>	<u>UNITS</u>
Math	3 units
Communication Arts	4 units
Science	3 units
Social Studies	3 units
Physical Education / Health	1.5 units
Practical Arts	1-2 units*
Fine Arts	1-2 units*
Personal Finance	.5 unit
Electives	<u>7 units</u>
Total required credits	25 units

- A total of 3 Practical and Fine Art Credits are required.

### **PART-TIME STATUS**

Students wishing to graduate from high school in less time than the ordinary eight (8) full semesters in the grade 9-12 sequence may request permission to complete graduation requirements on an alternate schedule. The student and parents/guardian will consult with high school guidance personnel to develop a graduation plan. The student's intention to accomplish this shall be stated in writing to the principal. All students must complete all graduation requirements established by the Board of Education.

### **OPTION TO FULL-TIME STUDENT STATUS**

Only under special circumstances a student that, at the beginning of the seventh or eighth semester, lacks only a few credits, which can be completed in a partial day of attendance, will be allowed to enroll for a portion of the school day. Part-time enrollment shall be for a minimum of three (3) consecutive class periods. He/she will be eligible to receive his/her diploma in the graduation ceremony held at the close of the eighth semester. The student who is attending school part-time will be allowed to participate in academic, extra-curricular, and social events, unless prevented from doing so by rules of MSHSAA or by the by-laws of a student organization, such as FBLA, FFA, FHA, etc. A part-time student is not permitted to be on campus outside of class time, unless granted specific permission to study in the library or with an individual teacher. The assignment of part-time status is at the discretion of the HS Counselor and HS Principal.

**Part-time students attendance will be tracked and pro-rated in accordance with the existing attendance policies. See pages 4-6 concerning Attendance Policy.**

**PROCEDURE** – Any student desiring to exercise this option must follow these procedures:

Consult the counselor to discuss his/her academic program and progress toward graduation. If the student desires to attend part-time, a schedule of classes fulfilling the requirement must be developed. The counselor and student will arrange a meeting with his/her parents/guardians. The student, parents/guardians, and counselor must then apply in writing to the high school principal for permission to pursue part-time studies. The document is to be filed with the high school principal at least ten (10) days prior to the beginning of the semester of the change in status.

The high school principal, after consultation with the superintendent, will grant the request unless there is a specific circumstance that would preclude the granting of the request. The student and his/her parents will be provided a copy of the approved application or a letter specifying why the permission could not be approved.

#### **TWO – WEEK GRADE CHECKS**

It is our position that academics are a priority in our school district and participation in other activities and events is a privilege earned by the student after satisfying the requirements of the classroom and citizenship.

Two-week grade checks will be conducted throughout the school year and mailed to the students homes to better communicate with the parents / guardians concerning the academic status of our students. These grade checks will also be used to determine eligibility status concerning athletic and other extra-curricular and co-curricular activities. (See Extra-Curricular Regulations Section on page 16.)

#### **EXTENDED LEARNING**

We believe that students cannot learn to their potential if they do not attempt assignments, projects, reports, etc. that is assigned by their instructor. It is also impossible for us to evaluate their status and capability as a student if assigned work is not attempted.

Extended Learning will be assigned to any students that has an F as a grade in any course resulting from failure to complete and turn in homework assignments, projects, or work that can be made for class credit.

- Extended Learning will be held on Tuesdays and Thursdays the week following two-week grade checks from 3:10 until 4:00 PM.

Work completed and turned in during this time will be scored at 75% credit based on the original value of the assignment, etc.

If a student fails to report to extended learning prior to the completion of any missing assignment(s) they will be assigned a Saturday School from 8 AM until Noon and given a 3<sup>rd</sup> and final opportunity to complete the work. Saturday School work is also scored at 75% of the original value of the assignment, etc.

(See Saturday School section for Saturday for rules and guidelines.)

Failure to report to Saturday School by the student will result in a two-day Out of School Suspension and a meeting with a parent / guardian will be required before the student may return to classes.

***COURSEWORK THAT IS COMPLETED AND TURNED IN PRIOR TO EXTENDED LEARNING WILL EXCUSE THE STUDENT FROM STAYING AFTER SCHOOL PROVIDED THE PRINCIPAL IS NOTIFIED BY THE TEACHER AND STUDENT PRIOR TO THE START OF EXTENDED LEARNING.***

## **STUDENT TRANSPORTATION**

Buchanan R-IV School District provides bus transportation for all qualified students to and from school and to extracurricular functions. Proper behavior is necessary to insure safe operation of the bus. Students are to remain seated, facing forward and refrain from loud/boisterous talking. All other school guidelines apply equally to those riding the bus. Buses transporting students are an extension of the school. Behavior, which is inappropriate, will result in parent/guardian conference and the possibility of losing bus-riding privileges for a period of time. Bus drivers have the option of assigning seats to all or part of their student riders.

### **BUCHANAN COUNTY R-IV BUS RULES**

1. Promptly follow the bus driver's instructions.
2. Stay seated and face the front of the bus.
3. Show respect for everyone on the bus.
4. Improper language and/or gestures will not be tolerated.
5. Keep hands, feet, and belongings to yourself and inside the bus at all times.
6. Food, drinks, and tobacco products are not allowed on the bus.
7. Fighting, property damage, or disobeying the driver are cause for suspension from bus riding privileges.

### **THANK YOU FOR FOLLOWING THESE RULES!**

Students that are suspended from buses are also prohibited from riding activity buses while the respective suspension is in place.

Students may immediately be issued a bus conduct notice and suspended from bus privileges for behavior considered being hazardous to the health of others or for actions considered being of a serious nature.

## **ALCOHOL/DRUG ABUSE**

The Board recognizes its share of responsibility for the health, welfare, and safety of the students who attend the Buchanan R-IV district. Therefore the use, sale, transfer, possession or being under the influence of alcoholic beverages or controlled substances on school property, school busses, in personal vehicles while parked on school property, or any school approved vehicle used to transport students to or from school, school activities; or off school property at any school-sponsored or approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district, is prohibited.

For the purpose of this policy a controlled substance shall include any controlled substance, counterfeit substance, or imitation controlled substance.

All medications prescribed by a physician, as well as all non-prescription medications, will be cleared with the nurse or respective principal or superintendent before being taken. In the absence of a physician's instructions, parental permission in writing is required for any student medication to be possessed or taken by the student while under the jurisdiction of the district.

The school administration or teachers shall have the right to conduct searches, which are reasonable in scope, of persons reasonably suspected to be in violation of this policy during or after school hours on school property or at any school event. This includes lockers, and all student vehicles parked on school property.

Any student, after being given an opportunity to present his/her version of the incident, is found by the administration and/or staff to be in violation of this policy shall be subject to discipline action up to and including suspension, or expulsion as provided in the district's discipline policy. Referral will be made to the proper authorities for prosecution. Strict compliance is mandatory. All controlled substances shall be turned over to the local law enforcement agencies.

The district, pursuant to the requirements of the 1989 amendments of the Drug-Free Schools and Communities Act, and for the purpose of preventing the use of illicit drugs and alcohol by students, shall provide age-appropriate, developmentally based drug and alcohol education and prevention programs to all students in all grades.

Such programs shall (a) address the legal, social and health consequences of drug and alcohol use and (b) provide information about effective techniques for resisting peer pressure to use illicit drug and alcohol.

### **WEAPONS IN SCHOOL**

The possession or use of a weapon by any person, except where authorized by law, shall be prohibited in the school building, on or about school grounds, and at all school activities.

A weapon shall be defined as any instrument or device customarily used for attack or defense against an opponent, adversary or victim, or any instrument or device used to inflict physical injury or harm to another person.

Violators of this policy may be referred to the proper authorities. In addition, any student who violates this policy will be subject to suspension and/or expulsion from school.

In accordance with federal law, any student who brings or possesses a firearm (as defined in 18 U.S.C. 921) on school property will be suspended from school for at least one calendar year. The superintendent to the Board of Education may modify this suspension on a case-by-case basis upon recommendation.

### **SATURDAY SCHOOL**

Saturday School will be assigned by the principal only. The only reasons that a student will be excused from Saturday School are illness of the student with a doctor's excuse, death in the immediate family, or an extreme family medical emergency with notice to the principal in advance. Last minute cases will be considered on an individual case basis.

1. All students will report to Saturday Detention by 8:00 a.m. and expected to stay until 12:00 p.m. No one will be admitted after 8 AM. Failure to attend this Saturday School will result in disciplinary action. In most cases 2 days of OSS will be issued.
2. Students will be given two 10-minute breaks at the discretion of the detention supervisor.

The following rules will apply:

- a. Each student will have specific work assigned by her/his classroom teachers.
- b. Students will be allowed to go to their lockers before Saturday detention begins and on their breaks only.
- c. Students leaving early for any reason will have another Saturday Detention assigned to them. In the case of being asked to leave by the supervisor, the student will automatically be given out-of-school suspension.
- d. Students will be separated and assigned seats by the supervising teacher.
- e. No communication or musical devices will be permitted.
- f. No food or drink will be allowed during Saturday school.

## **IN-SCHOOL SUSPENSION**

**IN-SCHOOL SUSPENSION IS A DISCIPLINARY ACTION IN WHICH A STUDENT IS REMOVED AND ISOLATED FROM THE ACTIVITIES OF A REGULAR CLASSROOM SCHEDULE. THE STUDENT IS NOT REMOVED FROM THE SCHOOL SETTING OR DENIED THE OPPORTUNITY TO RECEIVE AN EDUCATION. THE PRINCIPAL MAY ASSIGN STUDENTS TO THE IN-SCHOOL SUSPENSION PROGRAM FOR A REASONABLE / SPECIFIC PERIOD OF TIME.**

***STUDENTS MAY BE MONITORED BY CAMERA AND / OR VIDEO TAPED DURING ISS.***

1. Students are required to bring class work and material to the ISS room. If no work or reading assignments are brought work will be assigned by the ISS instructor.
2. No food or drink is allowed in the ISS room other than what is provided by the school district for lunch.
3. No sleeping is allowed at any time.
4. No talking or other form of communication with other students.
5. No use of headsets, radios, pagers, beepers, telephones or any other communicational device is allowed.
6. Students will receive two restroom breaks. One in the morning and one in the afternoon. Students will be allowed to gather books and materials as needed during these breaks. The ISS Instructor will accompany students as a group to these areas of need.

***Failure to comply with any rules of ISS will result in out-of-school suspension.***

## **SUSPENSION**

The term "suspension" refers to an exclusion from the school property and all school activities, regardless of their location for a specific period of time. Building principals are authorized to suspend students for periods of time not to exceed ten (10) school days for violation of District Regulations. Building principals may also recommend extensions of suspension for periods of time up to one hundred eighty (180) days by the Superintendent. The Superintendent of Schools may suspend students up to one hundred eighty (180) days and recommend longer suspensions and/or expulsions to the Board of Education. Only the Board of Education may impose suspensions in excess of one hundred eighty (180) days.

If a student consistently refuses to conform to school policies, rules, or regulations, the Principal and Superintendent may recommend to the Board of Education that a student be expelled from the school district. The Board of Education will review such recommendations and render a decision on each individual case presented.

No student shall be readmitted or permitted to enroll (except as required by law) following a suspension or expulsion from this district or from any other school district until the administration has conducted a meeting to consider possible admission or readmission. During the meeting participants will consider the conduct that resulted in the discipline and any remedial actions believed to be necessary to prevent reoccurrence of similar conduct. However, no student will be readmitted or enrolled if the student was convicted of criminal or juvenile charges as an adult or juvenile without final adjudication of juvenile conduct.

## **EXPULSION**

The term "expulsion" refers to permanent exclusion from the school district.

Nothing in this policy shall be interpreted to prevent the Buchanan County R-IV School District from imposing discipline under the District's Student Code of Conduct underlying the above listed offenses even if the adult charge or juvenile petition has been dismissed or acquitted of the specific act in a criminal or juvenile court, provided it is proven by a preponderance of the evidence that the student committed the underlying act.

**HIGH SCHOOL BELL SCHEDULE 2013-2014**

8:00 .....	First Bell
8:03-8:51 .....	1st Hour
8:54-9:42 .....	2nd Hour
9:45-10:33.....	3rd Hour
10:36-11:05.....	Study Recovery
11:08-12:33.....	5th Hour / Lunch Shifts
12:36-1:24.....	6th Hour
1:27-2:15.....	7th Hour
2:18-3:06.....	8th Hour

**ALL HIGH SCHOOL STUDENTS WILL BE ASSIGNED A STUDY RECOVERY TEACHER AND WILL BE REQUIRED TO ABIDE BY STUDY RECOVERY CLASS TIME RULES.**

**MIDDLE SCHOOL SCHEDULE 2013-2014**

8:00.....	First Bell
8:03-8:51.....	1st Hour
8:54-11:35.....	Core Course Schedule
11:38-12:03.....	Lunch
12:06-12:33.....	Core Course Schedule
12:36-1:24.....	6th Hour
1:27-2:15.....	7th Hour
2:18-3:06.....	8th Hour

**MIDDLE SCHOOL STUDENTS WILL HAVE THE OPTION OF STUDY TECHNIQUES, BAND, OR KEYBOARDING DURING 1st HOUR.**

**LUNCH SHIFTS:**

Hillyard Students	Arranged
First Lunch	11:08-11:33
Second Lunch	11:38-12:03
Third Lunch	12:08-12:33

All students are to remain on the school grounds during the lunch break. Students eating the school lunch or buying milk are to go through the lunch line in an orderly fashion and report to the lunch clerk. **Students are to remain in the lunch supervisor grants permission to go elsewhere.**

**STUDENTS WITH STUDENT ID WITH THEM WILL ENTER LUNCH LINE FIRST TO EXPEDITE THE LINE AND ALLOW MORE TIME FOR LUNCH FOR ALL.**

**STUDENTS MAY NOT VISIT STUDENT AUTOMOBILES DURING LUNCH.**

## **COMPUTER USAGE AGREEMENTS**

All students that wish to use any technology provided by the Buchanan County R-IV School district must have a signed Computer Usage Agreement on file. District rules, policies, and procedures must be followed in order to maintain the right to use school technology regardless of class schedule or required credit status.

## **FREE FRIDAY GUIDELINES**

Free Friday Time is designed to reward students that attend school, display strong work ethics, character, citizenship, and responsibility on a regular basis.

Each and every student begins each grading period with free Friday privileges in place. It is a conscious choice that they will make in order to keep them.

Students meeting the following criteria will be rewarded with time free time that may be spent in the Gymnasium, Commons Area, Computers Labs, or Library;

- 1) Zero School or School Bus discipline notices issued.
- 2) Zero Unexcused absences or tardies from class time.
- 3) Zero grades of F in any class on latest grade check.
- 4) Zero grades of D+ or lower on latest grade check in any class due to missing assignments, etc., or grades of zero during grading period.
- 5) Proper materials taken to Study Recovery or Study Techniques and time used appropriately.
- 6) Library books properly checked out and returned on time.

MS Free Fridays will be held each Friday following a grade check during the second half of 7<sup>th</sup> period.

HS Free Friday will be held each Friday following a grade check during Study Recovery Period.

Free Friday Guidelines start over with each new grade check period as listed on the following page.



### **2013-2014 GRADE CHECK SCHEDULE**

Grade checks will be mailed on the following dates:

August 30, 2013  
September 13, 2013  
September 27, 2013  
October 25, 2013  
November 8, 2013  
November 22, 2013  
December 13, 2013\*  
January 17, 2014  
January 31, 2014  
February 14, 2014  
February 28, 2014  
March 28, 2014  
April 11, 2014  
April 25, 2014  
May 9, 2014

Grade checks will not be mailed when Parent / Teacher Conferences are scheduled.

If school is cancelled on any of the grade check dates grades will be tabulated and mailed the next day school is in session.

\*All other 4<sup>th</sup> Quarter / 2<sup>nd</sup> Semester Grade Checks to be announced pending changes in school calendar due to inclement weather.

### **2013-2014 QUARTER / SEMESTER CALENDAR**

First Quarter / Semester Begins:	Wednesday, August 14
First Quarter Ends:	Friday, October 11
Second Quarter Begins:	Monday, October 14
Second Quarter / First Semester Ends:	Tuesday, December 20*
Second Semester / Third Quarter Begins:	Monday, January 6
Third Quarter Ends:	Friday, March 14
Fourth Quarter Begins:	Monday, March 17
Fourth Quarter / Second Semester Ends:	Thursday, May 15*

**\*Last Day of each Semester may vary pending changes to calendar due to unforeseen circumstances.**

## SCHOOL CALENDAR      2013 – 2014

Teacher Pre-Service	Monday, August 12
Teacher Pre-Service	Tuesday, August 13
First Day of Classes	Wednesday, August 14
Labor Day	Monday, September 2, No School
PVC Teacher In-Service	Monday, September 9, No School
Teacher In-Service	Monday, September 30, 12:33 Dismissal
Fall Homecoming Activities	Friday, October 4, 12:33 Dismissal
1 <sup>st</sup> Quarter Grade Work	Friday, October 11, 12:33 Dismissal
Parent / Teacher Conferences	Tuesday, October 15, 3:30-7 PM
Parent / Teacher Conferences	Thursday, October 17, 12:33 Dismissal Conferences scheduled 1-7 PM
	Friday, October 18, No School
Teacher In-service	Monday, October 28, No School
Teacher In-Service	Monday, November 18, No School
Thanksgiving	November 27-29, No School.
End of 1 <sup>st</sup> Semester	Thursday, December. 20, 12:33 Dismissal
Christmas/New Year's Break*	December 23 - January 5, No School
Start of 2 <sup>nd</sup> Semester	Monday, January 6
PVC Teacher In-Service	Monday, January 13, No School
Martin Luther King Day*	Monday, January 20, No School
Teacher In-Service	Monday, February 3, No School
Presidents Day*	Monday, February 17, No School
Teacher In-Service	Monday, March 3, No School
3 <sup>rd</sup> Quarter Grade Work	Friday, March 14, 12:33 Dismissal
Parent / Teacher Conferences	Tuesday, March 18, 3:30-7 PM
Parent/Teacher Conferences	Thursday, March 20, 12:33 Dismissal Conferences Scheduled 1-7 PM
	Friday, March 21, No School
Spring Break*	Thursday, April 17 - Monday, April 21
Last Student Day*	Thursday, May 15, 12:33 Dismissal
Teacher Post-Service Day*	Thursday, May 16
Weather Make-Up Days*	Jan. 20, Feb. 17, April 17, May 16, 19, 20, 21, 22, & 23.