

2011-2012

Student Handbook

John F. Hodge High School

“Home of the Tigers”

Table of Contents

A+ School Program	6
Acceptable Use Policy.....	33
Accident Reports	10
Administrative Structure	5
Announcements	8
Assemblies.....	8
Athletic Season Passes	11
Attendance Policy	19
Attendant/Queen/King/Elections	12
Authorized Use of Library Computers.....	29
Awards/Scholarships.....	24
Behavior at School Activities.....	10
Bell Schedule	6
Building Use	8
Bus Conduct.....	11
Cafeteria.....	7
Career Exploration Program	6
Children’s Internet Protection Act.....	7
Citizenship Guidelines for Extracurricular Participation	26
Classroom Survey Policy	7
Classroom Video Policy	8
College Days.....	12
Communicable Diseases	12
Crisis Management Plan	11
Dance Release Form	13
Definition of Harassment & Bullying.....	13
Discipline Policy	15
Discretionary Measures	15
Display of Affection	9
Dual Credit/Advanced Placement Course	25
Electronic Devices and/or Personal Objects.....	15
Emergency Procedures.....	11
Equal Opportunity	4
Excessive Absence	20
Extracurricular Activities Participation.....	25
Faculty E-Mail Addresses	30
Field Trips.....	10
Free/Reduced Lunch Program.....	7
Grades & Credits.....	21
Grading Scale.....	21
Graduation Exercises.....	25
Graduation Requirements	23
Grievance Procedure	9
Handbook Review Form.....	36
Home Schooled Students	24
Homebound Students.....	20
Honor Graduates.....	24
Honor Roll	21
Illness or Injury	10
Immunizations	11
Interrogations & Searches.....	11
Lettering Requirements.....	27
Library Policy.....	29
Lockers.....	10
Medication Policy	10
Mission Statement.....	4
Missouri Career Prep.....	23
National Honor Society	21
Night School.....	20

Notice & Make Up Work.....20

Nuisance Items.....14

Parent Conferences7

Part Time Attendance/Early Graduation22

Part Time Students22

Personal Appearance.....8

Physical Education No-Dress.....11

Procedure for Leaving School Grounds.....21

Publishing Student's Picture.....7

Registration of New Students.....12

Release & Waiver of Liability32

Reports of Student Progress.....22

Requirements & Guidelines for ECC Career Prep Certificates.....24

Rights & Responsibilities.....9

Rules Pertaining to All School Dances13

Safe Schools Act.....12

Schedule Changes22

School Calendar.....34

School Cancellation & Emergency Dismissal12

School District Philosophy.....4

Semester Grades & Credits20

St. James Confidential Reporting Hotline10

Student Cell Phone Usage.....13

Student Code of Conduct.....15

Student Parking Regulations.....8

Student Insurance10

Students Riding to & from School Sponsored Activities12

Technology.....7

Telephone Calls9

Textbooks.....9

Transfer of School Records12

Valedictorian/Salutatorian24

Violations Against Persons16

Violations Against Property17

Violations Against Public Decency & Good Order18

Violations Against Public Health & Safety.....176

Violations Against School Administration.....18

Vision Statement4

Visitors.....9

Vocational School Students8

Welcome4

Withdrawal/Transcripts.....22

John F. Hodge High School
St. James R-1 School District
101 E. Scioto
St. James, Missouri 65559
573-265-2300

Mrs. Joy Tucker, Superintendent
Mrs. Linda Pruett, Assistant Superintendent
Mr. Keith McCarthy, Principal
Mr. Phil West, Activities Director/Assistant Principal
Mrs. Cathy Wells, A+ Coordinator

WELCOME

As the principal of John F. Hodge High School it is my pleasure to welcome you to the 2011-12 school year. I hope this school year will be a challenging and rewarding experience for you. The purpose of this handbook is to inform each student and parents/guardians of the rules, policies, and regulations of the high school. Each student enrolled at John F. Hodge is responsible for becoming familiar with the contents of this handbook. While the information contained in this handbook is extensive, it is extremely difficult to include every possible situation or issue that could arise during the school year. Therefore, the principal has the authority to exercise his discretion when interpreting and applying the rules, policies, and regulations contained within this handbook. Best of luck and have a great school year. Mr. Keith McCarthy

EQUAL OPPORTUNITY

The District's equal opportunity policy extends to prohibitions against harassment of students or employees because of the individual's race, color, religion, disability, age, gender, or national origin. This prohibition against harassment includes, but is not limited to, disparaging comments, written material, physical assaults, verbal threats, and offensive pranks. Persons who believe that they have been harassed in violation of this policy, should report the alleged harassment to their building principal or immediate supervisor unless this person is the alleged harasser. In this case, the report should be made directly to the Superintendent. All complaints of violation of this policy will be promptly investigated and appropriate action will be taken. Inquiries regarding the implementation of this policy should be directed to the building principal contact person for Title IX, section 504. (Grievance procedures are provided in sections 4810 of the Board Policy Manual).

PART I

ADMINISTRATION AND GUIDANCE

MISSION STATEMENT

We strive to provide a safe and nurturing educational environment where all students will acquire the skills, knowledge, and competencies necessary for successful participation in our changing society.

VISION STATEMENT

The St. James R-I School District is a cooperative partnership of students, parents, staff, and community working together, building on strengths and creating an environment where accountability for a quality education exists at all levels. All students will begin and continue their journey as lifelong learners who seek and achieve success in an academically challenging, comprehensive educational program. All students will be challenged and empowered to be able to problem solve, make decisions, plan, organize, communicate effectively, and complete a task. All students will increase understanding, tolerance and acceptance of people from varied cultural, economic, and racial backgrounds. All students will learn in a safe and nurturing atmosphere.

SCHOOL DISTRICT PHILOSOPHY

We, of the St. James R-I School District, realize that the perpetuation of our society depends on the progress of the individual. Continued progress and growth of the individual is the aim of education in our school.

We, of the St. James R-I School District, knowing full well the responsibility entrusted to us by our complex society, are dedicated to these goals:

1. To develop in each of our students a respect for the personal dignity of mankind.
2. To cultivate intellectual curiosity in each student.
3. To equip each student to live in a responsible and profitable life as a citizen of the community, nation, and world.
4. To aid each student in acquiring and developing desirable traits of character.
5. To help each student realize his/her own potentials.
6. To teach the fundamental skills, and develop effective study and work habits.
7. To encourage and facilitate the parents' role in enhancing the student's education.
8. To develop in each student an appreciation and understanding of the role of the arts, humanities, science, and math in society.

9. To promote and provide opportunities for continuing education.

To fulfill these goals, we, of the St. James R-I School District, must, to the best of our ability:

1. Recognize the individuality of each student and develop this individuality through guidance and encouragement.
2. Organize and operate the program of education to develop the total individual.
3. Instill in each student an appreciation for and a loyalty to his/her country.

In the St. James R-I School District, the student is the center of all efforts. This principle of education should direct our efforts toward a practical as well as theoretical philosophy. Acceptance of this philosophy is the first step. Implementation must follow as well as constant evaluation and revision. Cooperation of parents, teachers, administrators, community, and business leaders is essential in establishing and maintaining high educational standards for our District.

ADMINISTRATIVE STRUCTURE

The principal is responsible for the operation of the entire school program. The A+ Schools Coordinator and the Technology Coordinator are responsible for coordinating administration within their areas.

GUIDANCE

While counselors serve in a variety of ways, they most often work with students in four main areas:

1. Career Exploration
2. Academic Planning
3. Personal Counseling
4. Tests and Test Interpretation

Students are seen by counselors, primarily on a self-referral basis; although, on occasion teachers, parents, and other agencies make referrals to counselors. In addition, counselors serve as a source of general information to the school staff and as consultants in student-parent-staff conferences. For administrative purposes, each class is assigned to one of the counselors, as follows:

- Ms. Nikki BirkmannA - K
- Ms. Katie HenryL - Z

The services and facility of the Guidance Department are for the benefit of all students. Each should make a strong effort to get to know his/her counselor and to see him/her whenever necessary. Counselors will try to work with students in any way possible.

ADMINISTRATION

Principal	Keith McCarthy
Secretary	Stephanie Meurer
Activities Director	Phil West
Secretary	Julie Kearbey
A+ Schools	Cathy Wells
Secretary	Jil Behr

STUDENT SERVICES

Guidance

Counselor	Nikki Birkmann
Counselor	Katie Henry
Process Coordinator	Linda Klein
Secretary	Gwena Beezley

Library

Librarian	Michele Auxier
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Support Services

Health Clerk	Marilyn Nelson
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Department Chairpersons

Fine Arts	Derek Limback
Language Arts	Cathy Wells
Mathematics	Kevin Rinehart
Science	David Bond
Social Studies	Brad Conway
Practical Arts	Ben Smith
Physical Education	Greg Harlan

PART II

Bell Schedule

8:05	Warning Bell
8:10 – 9:23	1 st /6 th period
9:28 – 10:41	2 nd /7 th period
10:46 – 12:24	3 rd /8 th period
10:46 - 11:06	1 st lunch
11:25 – 11:45	2 nd lunch
12:04 – 12:24	3 rd lunch
12:29 – 1:42	4 th /9 th period
1:47 – 3:00	5 th /10 th period

Late Start Bell Schedule

8:15	Warning
8:20 – 9:23	1 st /6 th period

1st hour is the only hour that changes on late start days

A+ SCHOOL PROGRAM

John F. Hodge High School students are eligible for two years of free tuition, from any Missouri public community college, vocational school, or technical school. John F. Hodge High School has been redesignated by the Missouri Department of Elementary and Secondary Education as an A+ School. The concept focuses on the majority of our students and directs us to design a program to provide a rigorous academic and technical educational program (pathway) that will prepare them for the workplace, post secondary vocational training or college.

Assuming that state funds are available, John F. Hodge High School graduates will be entitled to receive financial reimbursement if they meet the following requirements:

1. Attended a designated A+ school for three consecutive years
2. Grade point average of 2.5 on a 4.0 scale
3. 95% high school attendance record in grades 9-12
4. Tutored or mentored younger students for 50 hours (unpaid)
5. Record of good citizenship and avoidance of the unlawful use of drugs. (The A+ Schools Coordinator must sign a form stating a student is a good citizen, if there are questions, before financial incentives will be available).
6. Attempted to secure all federal financial assistance funds that do not require repayment.
7. The A+ Schools Office will provide a list of A+ Scholarship recipients to the guidance office upon completion of final grades each year. Students not on this list are not eligible for A+ incentives.

CAREER EXPLORATION PROGRAM

Career Exploration is a combination of instruction and supervised, part-time employment. Career Exploration is a cooperative effort between the school, community, student, and coordinator with the primary purpose of preparing students for future employment. The community, along with the school becomes a learning laboratory offering the educational experiences not otherwise possible.

The cooperative method of instruction is applicable to those students who wish to work full-time after high school graduation, for those who plan to enroll in technical programs, and for those students who wish to pursue college degrees. Academic credit is awarded for both the instruction and the part-time employment. The student's performance and progress on the job are evaluated by the employer in conjunction with the coordinator. The goal is to create effective development of the student's technical skills, attitudes, and appreciation for the role of work in one's personal life and society.

Students must meet the following requirements to enroll in the Career Exploration Program.

Student Requirements:

1. A student must be at least 16 years of age (18 years of age in some career areas) to enroll in the program.
2. The student must possess a legal driver's license if driving to and from his job site.
3. The student must work the minimum number of hours (10) required by the program. If you are scheduled for both red and white days you will be required to work a minimum of 20 hours.
5. The student should remain at the same job site for the duration of the semester.
6. A student dismissed by the site supervisor because of poor work record or other serious breach of policy will receive no credit for the work supervision.
7. Students will only be scheduled for CEP one (1) period per day. Students must have employment site approved by administration and/or program coordinator.

Enrollment Requirements:

1. The student must carry enough credits to be eligible to leave school part-time to participate.
2. A student must consult with and be approved by the coordinator before being accepted into the program.

Attendance:

1. If a student does not attend school on any particular day, he/she is not to report to the field site. The only exception will be those absences that have been cleared in advance with the program coordinator and/or administrator.
2. All school attendance procedures and discipline policies will apply to student involved in this program. Students

in CEP placed in Alternative Classroom Study will remain there the entire day (8:10 – 3:00).

Liability or Insurance:

1. The St. James School District and local cooperating employers accept no financial liability for any accident or injury that might occur at the field site or going to and from the field site.
2. Parents or guardians and students will provide appropriate protection and/or insurance to cover any accidents or injuries associated with the school-to-work program or travel to and from the field site. Proof of such coverage will be provided to the school upon request.

CLASSROOM SURVEY POLICY

During the school year, various groups or classes may ask students to respond to a survey. Surveys by groups outside the St. James R-I School District must secure administration approval of any surveys or questionnaires. If the student finds the material in a survey or questionnaire to be offensive, the student should express this to the instructor and he or she will not be required to complete the survey.

TECHNOLOGY

Students have the opportunity to use various computer networks in the St. James R-I Schools, but use of these networks requires the student to enter into a contract with the school for the proper use of the networks. Any misuse of the Internet, damage to software, computer-hacking, or other abuse of user privilege will be considered a disciplinary issue and dealt with according to the discipline policy. Student pictures may be used on the Internet. If a parent does not want their child's picture on the Internet, contact the Tech office.

CHILDREN'S INTERNET PROTECTION ACT (CIPA)

The St. James R-I School District will enforce a policy of Internet safety that includes the use of filtering or blocking technology. This Internet Safety Policy must protect against access, through computers with Internet access, to visual depictions that are obscene, child pornography, or (in the case of use by minors) harmful to minors. In general, local communities are responsible for determining what constitutes prohibited material and appropriate actions by schools and libraries.

PUBLISHING STUDENT PICTURES

Occasionally your child's picture will be published in the newspapers, school newsletter, internet sites, etc. If, for any reason, you do not wish your child's name and picture to be published, you must have a written form signed and dated by the parent/guardian turned in to the office. Reference Board Policy 2400.

PARENT CONFERENCES

Parents may make appointments for conferences with teachers, counselors, or the principal by telephoning the principal's office and requesting a time. Conference times must be approved by teachers in order to avoid conflicts in their schedules.

CAFETERIA

The cafeteria will open at 7:30 a.m. daily, serving breakfast until 8:00 a.m. Lunch will be served from 10:46 a.m. till 12:24. A student must have his/her thumb print scanned into the system; cash will not be accepted. Payments to a student's lunch account are accepted at any time, but preferably during breakfast, before school. A letter will be mailed when a student's lunch account reaches \$0. **Breakfast price is \$1.30 and lunch is \$1.80.** Students may charge up to \$15. At the end of the year, all lunch charges must be paid before grade cards will be issued. A student must pay for a food item once he/she has picked it up. Failure to pay for food is considered theft and will be dealt with accordingly. Students are asked to follow common rules of etiquette when eating in the cafeteria:

- Running, rough housing, horse play, and vulgarity will not be tolerated
- Food trays and trash are to be disposed of properly
- Be courteous and respectful to the cafeteria staff
- Respect cafeteria property; students will be held accountable for damaged and destroyed property.
- Being courteous in the lunch line (no butting into line)

FREE/REDUCED LUNCH PROGRAM

Free and reduced priced meals are available to the students of St. James R-I School District who meet income guidelines. Parents/guardians may obtain the necessary form through the offices and lunchroom. Assistance in completing the form may also be available for those individuals who request it. More information on income guidelines can be obtained by calling 265-2300. Reduced priced meals are \$.30 for breakfast and \$.40 for lunch.

CLASSROOM VIDEO POLICY

The use of educational and commercial videos in the classroom is intended to supplement material provided through textbooks, references, and teacher input. If, at any time during the viewing of a video, a student becomes offended by the content of the video, that student may leave the classroom, without consequence, and report to the counselor's office.

PERSONAL APPEARANCE

Students should dress or be groomed in such a manner that their mode of dress is not distracting and does not interfere with the educational process. Any student who, because of dress, presents a health or safety problem or is a distracting influence in the classroom will be sent to the office and will be required to correct his or her appearance to meet acceptable standards. Failure to correct his or her appearance to meet standards will result in After School Detention, Saturday School, or Out-of-School Suspension. The following rules are to be observed:

1. Shoes or sandals shall be worn at all times.
2. Blouses and shirts are to touch the top of jeans, slacks, shorts or skirts at all times. Shoulderless or see-through garments or clothing with improper words, symbols, slogans, degrading phrases, or nudity shall not be worn.
3. Muscle shirts and tank tops shall not be worn. These are defined as tops that hang excessively low below the neck or armpits.
4. Pajama pants and tops will not be worn to school.
5. Hats or headware and hoods will not be worn at any time before, during, or after school.
6. Shorts of a suitable length may be worn so as to not be distracting to the educational process. Length must be at end of fingertips when arms held straight down to sides.
7. Length of skirts must meet criteria in #6 above.
8. Students are not permitted to wear gang related apparel or insignia at school or school functions.
9. Trousers, pants, and jeans must be pulled up to an appropriate level and zipped and fastened. Low slung pants and excessively oversized clothing will not be permitted. No pants with holes above the knees.
10. Teachers of specific courses where safety or health is a factor may require students to adjust hair or clothing, or both accordingly during class.

BUILDING USE

The high school building will open at 7:15 a.m. daily with teachers available in their rooms after 7:50 a.m. Use of the building at night for meetings or practices must be approved by the principal. Any time the building is being used by students, a faculty member or members must be present to supervise. School is over at 3:00 p.m. Students will leave the building by 3:30 p.m. unless there is an organized activity with teacher supervision.

ANNOUNCEMENTS

Announcements will be read daily over the intercom. School organizations wishing to make announcements should write the announcement on the form provided in the workroom. A copy of the announcements will be posted each day on the student bulletin board and e-mailed to students.

ASSEMBLIES

Assemblies are considered a part of the curricular program and are designed for student participation, disseminating information to the study body, and bringing in outside speakers or talent, which serve educational purposes. Parents are invited to attend all assemblies. Students will sit with their respective grade level classes, i.e., freshmen, sophomores, etc. Class sponsors will sit with their classes.

VOCATIONAL SCHOOL STUDENTS

All students who attend classes at John F. Hodge High School and Rolla Technical Institute must use the bus for transportation between buildings. Students are not permitted to drive to RTI without special permission. In addition, students are not permitted to be transported by other students between buildings by private vehicles. **Students who miss the bus going to RTI or the high school are to report to the high school office.** Violations of this policy will result in the following disciplinary action:

- First Offense – Alternative Classroom Study
- Second Offense – 2 days Alternative Classroom Study
- Third Offense – 3 days Alternative Classroom Study
- Fourth Offense – Removal from RTI program

STUDENT PARKING REGULATIONS

All St. James High School students who park their vehicle on high school property during school hours are required to register with the principal's office. Students are required to purchase a parking permit. The cost for each permit is \$10.00. Replacement permits will be \$2.00. The hang tag must be placed on the rear view mirror. Parking permits must be visible at all times while parked on school property. Students must show a valid driver's license in order to purchase a permit. The student parking lot is to ONLY be used to park your vehicle. Students are prohibited from gathering, visiting,

smoking or eating lunch on the student parking lot. Any vehicle parked on the SJHS parking lot may be searched in the event there is reasonable suspicion that drugs, alcohol, weapons, explosive devices, or other illegal contraband may be present. Once you park your vehicle, you may not return to it unless you have special permission from the attendance office. **STUDENTS ARE NOT TO BE IN THEIR VEHICLES DURING THE SCHOOL DAY.** Students are **NOT** to park in the slots reserved for teachers or parked along Scioto Street.

Students who do not register their vehicles and/or who park in non-designated areas are subject to the following actions:

First offense: Conference with student up to 3 days detention and possible suspension of parking privileges.

Second offense: Up to Saturday detention and possible suspension of parking privileges.

Third offense: Up to 3 days Alternative Classroom Study and possible loss of parking privileges.

Fourth offense: 1-3 days out-of-school suspension and possible loss of parking privileges.

CARELESS DRIVING

Students driving on school property carelessly or without due caution so as to endanger persons or property will be subject to the following suspension action and referral to law enforcement agencies:

First offense: Warning to 3 days out-of-school suspension and possible loss of parking privileges.

Second offense: Up to 10 days out-of-school suspension and possible loss of parking privileges.

Third offense: Up to expulsion and possible loss of parking privileges. Penalties for other violations, such as drugs, alcohol, weapons, explosive devices, or other illegal contraband found in vehicles, are listed under those headings in the student handbook.

TELEPHONE CALLS

Students who need to make telephone calls during the day may use the office phones. Students will not be called from class to accept a phone call unless it is an emergency.

VISITORS

Students should not bring guests to school unless prior approval has been granted by the principal. Parents on school business are required to check in through the office and obtain a visitor's pass if going to a classroom. A driver's license/state id is required to obtain a visitor's pass.

TEXTBOOKS

Students will be furnished all textbooks. In courses such as industrial arts and vo ag, students pay for the cost of material used in the project and retain ownership of the article constructed. In some classes textbooks will be checked out to the student at the beginning of the year (semester), and returned to the teacher at the end of the course. Students are responsible for the books once they are checked out to them. **STUDENTS WILL BE HELD ACCOUNTABLE FOR LOST, DAMAGED, OR STOLEN BOOKS, AND REPORT CARDS WILL BE WITHHELD UNTIL ALL BOOKS ARE RETURNED OR REPLACED.**

RIGHTS & RESPONSIBILITIES

The right of due process will be given to all pupils involved in all situations. Students will have knowledge of all charges against them and have an opportunity to have their side of a controversy considered. The school will establish reasonable rules and guidelines to insure the safety and well-being of all pupils and to provide a desirable educational setting. The students are expected to demonstrate responsible behavior with regard for the total school setting as well as the rights of all other persons.

Students should be aware that supervision of conduct is a responsibility of the teaching staff. Failure on the part of the students to follow instructions of any member of the staff may result in suspension of the student.

GRIEVANCE PROCEDURE

The Board of Education advises the public that the proper channeling of complaints involving instruction, discipline, or learning materials is as follows: (1) Teacher (2) Principal (3) Appropriate Central Office Administrator (4) Superintendent (5) Board of Education. Any complaint or grievance to the principal, central office, superintendent or Board is to be submitted in written form and should address the following: a) person(s) submitting complaint or grievance, b) person(s) involved, c) description of the incident, d) actions taken by school/school personnel and e) specifics of what the person(s) is requesting. Any complaint about school personnel will be investigated by the Administration before consideration and action by the Board. (Board Policy 1480)

DISPLAY OF AFFECTION

Students are expected to conduct themselves in a respectful manner at all times. Students engaging in public display of affection in a manner deemed excessive by school officials will be counseled; repeated instances of such behavior may result in parent conference and/or disciplinary action.

MEDICATION POLICY

Students will need to follow these guidelines if it becomes necessary to take medications during school hours:

1. Medication must remain in the original container.
2. A note from a parent/guardian must include a signature, date, pill count, and explanation of dosage and time to be given.
3. All medication will be kept in the nurse's office and dispensed by the nurse.
4. It is the student's responsibility to report to the office and take medications at the appropriate time.
5. Medications should be taken home over breaks and at the end of school.
6. State law now allows self-medication by students who require certain types of metered-dose inhalers.

The statements listed above are not all inclusive. If you have any questions regarding administering medication at school, please talk to the school nurse (265-2300x3231) or obtain a complete policy statement from the nurse's office.

FIELD TRIPS

The purpose of a field trip is to provide students with additional opportunities for exposure to academic and/or personal growth and development. Students with accountabilities or more than 4 absences (per semester) to a class are not eligible to attend field trips. Discipline records may also be considered in determining eligibility. Students approved for field trips must complete class work in advance and submit a permission form (signed by parents and teachers) prior to the field trip. A student will not be allowed to miss a class to attend a field trip in which that student has a failing grade. Exceptions to this policy must be approved by a building principal.

BEHAVIOR AT SCHOOL ACTIVITIES

The behavior of students at school activities, home and away, has a direct bearing on the reputation of our students, school, and community.

Admission paid to an athletic contest entitles you to be a part of the game as a spectator. School policy requires you to be in the bleachers during game times. Good sportsmanship is to be practiced at all times. Failure to practice good behavior at athletic contests can force your ejection from the game and loss of the privilege of attending future events. Any use or possession of alcohol or tobacco products at an athletic contest will be dealt with in accordance with the student discipline policy. Inappropriate behavior at any school event will be disciplined in accordance with the student handbook and may include the student being banned from the next specified extracurricular activity.

ST. JAMES CONFIDENTIAL REPORTING HOTLINE

If you hear or see something that you feel that the school district needs to know, please call 265-8821 and leave a message on the answering machine. Messages are checked daily in the Central Office. You do not need to leave your name. Please help us make our schools better and safer.

ILLNESS OR INJURY

If case of injury, the teacher is to notify the principal immediately. First aid, as appropriate, will be administered pending arrival of the school nurse. Minor injury and illness will be sent to the school nurse. If parents or guardians cannot be contacted and immediate treatment is needed, medical authorities will be contacted in accordance with emergency information on file for the student. If a student becomes ill at school to the extent that they cannot continue they are to report to the principal's office. The Principal or Nurse will determine if the student is to remain in school. The nurse or school personnel will contact the parents or guardian to take the student home. Aspirin and other types of medicine will not be given out by the office personnel.

ACCIDENT REPORTS

When students are involved in an accident during school time or while participating in a school activity, the supervising teacher is required to complete an accident report form, which may be obtained in the principal's office. When a student is involved in an accident during an unsupervised time, the student must report the accident to the principal's office.

LOCKERS

Students are assigned a locker at the beginning of the school year for the purpose of storage of school materials and certain personal items such as coats and jackets. The school is not responsible for stolen items. Students must stay in the locker assigned unless permission to change is given by the principal. All lockers have combination locks. All locks on lockers must be school locks – no personal locks. High school students have the option of not using a lock on their locker.

STUDENT INSURANCE

MC+ Health and Accident Insurance is available to students whose families qualify. Applications may be obtained at the high school office. It is highly recommended that students obtain health and accident insurance. **THE SCHOOL DOES NOT CARRY ACCIDENT INSURANCE ON STUDENTS.**

INTERROGATIONS AND SEARCHES

The right to inspect student lockers or articles carried upon their persons is inherent in the authority granted school boards and administrators and must be exercised so as to assure parents that the school, in exercising its in loco parentis relationship with their children, will employ every safeguard to protect the well-being of those children. The exercise of that authority places unusual demands upon the judgment of school officials whose primary purpose is to provide the best teaching and learning environment for children. The search of school lockers, and in some instances students, is necessary to assist in preserving discipline and good order and to promote the safety and security of persons and their property within the area of educational responsibility. Students suspected of being in violation of school policy may be requested to submit to voluntary searches. Students who refuse to submit to voluntary search may be referred to appropriate law enforcement authorities if such action is deemed necessary by the principal.

SCHOOL LOCKERS AND DESKS ARE THE PROPERTY OF THE BOARD OF EDUCATION AND ARE PROVIDED FOR THE CONVENIENCE OF STUDENTS AND, AS SUCH, ARE SUBJECT TO PERIODIC INSPECTION WITHOUT NOTICE. AT ANY TIME THERE EXISTS REASONABLE SUSPICION TO BELIEVE THAT A STUDENT IS IN VIOLATION OF SCHOOL POLICY THE PRINCIPAL OR DESIGNEE SHALL HAVE THE RIGHT TO SEARCH, WITHOUT NOTICE, THAT STUDENT'S LOCKER. IN ADDITION, THE SCHOOL PRINCIPAL OR DESIGNEE SHALL FROM TIME TO TIME, BUT IN NO EVENT LESS THAN ONE TIME PER SEMESTER, CONDUCT RANDOM SEARCHES OF SCHOOL LOCKERS, ENDEAVORING TO SEARCH A MINIMUM OF TEN PERCENT OF THE TOTAL LOCKERS IN THE SCHOOL. IF ANY ILLEGAL ARTICLE IS FOUND, SCHOOL ADMINISTRATORS SHALL CALL ON THE ST. JAMES POLICE DEPARTMENT FOR ASSISTANCE IN THE INVESTIGATION. ANY STUDENT FOUND TO BE IN VIOLATION OF SCHOOL POLICY SHALL BE SUBJECT TO DISCIPLINARY ACTION IN ACCORDANCE WITH THE PROVISIONS OF SCHOOL REGULATIONS.

EMERGENCY PROCEDURES

Each classroom has emergency evacuation procedures posted for fire, tornado, and earthquake emergencies. At least once each semester, evacuation drills will be conducted, therefore each student must become familiar with procedures for each classroom. Regardless of the emergency, students are to remain quiet, react in an orderly fashion, and follow their teacher's instructions.

FIRE ALARM SIGNAL – Continual blast of the fire alarm

TORNADO SIGNAL – Community siren and/or warning tone over the Intercom

EARTHQUAKE SIGNAL – No warning possible – Take immediate cover

CRISIS MANAGEMENT PLAN

In the case of a bomb threat, building intruder, or other building safety emergency, the following steps will be taken. A building administrator will announce over the intercom, "We have a building emergency. Any student or school personnel who are not in their assigned classrooms, please report to the nearest classroom immediately." Teachers will report any missing or extra students to the office by green or red attendance slip provided in the BERT bucket, and the class will remain in the classroom until further notice. To protect themselves from an intruder, students must be quiet and follow all directions provided by the teacher. Appropriate emergency personnel will be notified, and in the case of a bomb threat, evacuation will only occur after emergency personnel have checked and secured the building perimeter.

IMMUNIZATIONS

All students of the St. James Schools must meet the state immunization law. **Immunizations must be current or students will not be allowed to enroll/attend school.**

ATHLETIC SEASON PASSES

Students are encouraged to purchase a Season Pass for athletic events. The student pass costs \$15.00, \$25 adult pass, and \$70 for a family pass and allows entrance to all St. James R-1 School's athletic events with the exception of some tournaments. Passes may be purchased in the Attendance/Athletic office.

PHYSICAL EDUCATION NO-DRESSES

Physical Education classes require active participation as an important part of a student's grade. Students are expected to dress out for physical activity on a daily basis for PE classes. Students are given one no-dress per quarter without consequence. The second no-dress earns a one-letter grade reduction in the student's grade. A third no-dress earns a second letter grade reduction and so on.

BUS CONDUCT

Students are expected to follow the rules of bus conduct, which they received when they registered to ride the bus. Failure to adhere to the bus rules and regulations will result in a bus conduct slip being issued. A bus conduct slip will result in a warning, a bus suspension, detention, Saturday School, or an out-of-school suspension depending on the severity of the offense according to the discipline section of the handbook. All students will be required to have a bus medical information sheet on file at the school and with the bus services.

SAFE SCHOOLS ACT

The Safe Schools Act, passed during 1996, requires the schools of the state to meet certain requirements. Among those requirements are: (1) The school must have a written discipline policy, (2) All acts of violence may be reported to the proper authorities, this includes even minor fights or scuffles, (3) All serious violations of discipline must be placed in the student record and reported to other school districts if the student transfers, (4) students may be removed from school, suspended, if they are considered a threat to themselves or others, and this removal MAY BE BASED ON INCIDENTS WHICH OCCUR AWAY FROM SCHOOL, (5) Possession of any weapon can result in a minimum of one year suspension from school. The definition of a weapon is found in the Discipline Policy.

COMMUNICABLE DISEASES

Pupils who exhibit symptoms of a communicable disease are to be removed from the classroom and shall be excluded from school by the principal. The Missouri Division of Health Pamphlet entitled, "Prevention and Control of Communicable Disease" shall be used as a guide in excluding pupils from school for health reasons.

COLLEGE DAYS

Seniors may have two days on request to visit college(s). College Visitation forms are available in the counselor's office and must be completed prior to taking a college day. Additional college days must be approved by the counselor and principal.

ATTENDANT/QUEEN/KING/ELECTIONS

Students elected as attendants, queens, and/or kings for special events can only serve in that capacity one time prior to their senior year. During the senior year a student can only be elected to one such position. The complete policy on competitions of this sort is available from the high school student council president. Candidates for king, queen, or attendant position must meet the extracurricular activities academic and citizenship requirements.

STUDENTS RIDING TO/FROM SCHOOL SPONSORED ACTIVITIES

Students must ride the bus or other school vehicle to and from all school sponsored functions. Exceptions for riding to extracurricular/co-curricular activities will only be made when the student is involved in other conflicting school sponsored activities. Even then, the exception must be approved by a school administrator. A student may ride home from extracurricular/co-curricular activities with his/her parent/guardian only when parent/guardian has signed him/her out with the coach or activity sponsor.

Students may be given permission to ride home from a school sponsored activity with an adult other than his/her parent/guardian with written permission from the parent and with the written consent of a school administrator prior to the activity. If a student does not follow these procedures, disciplinary action will be taken.

SCHOOL CANCELLATION AND EMERGENCY DISMISSALS

The Superintendent of Schools may, due to unexpected circumstances or weather related emergencies, cancel or dismiss school early. All cancellations or early dismissals will be broadcast over these radio and television stations and School Reach:

KZNN-FM (105.3) KTTR-AM (1490) KTTR-FM (99.7) KXMO-FM (95.3)
Channel 5(NBC) – St. Louis Channel 8 (NBC) – Columbia Channel 3 (CBS) – Jefferson City

TRANSFER OF SCHOOL RECORDS

Due to the Safe Schools Act, any public, elementary or secondary school must comply with a request to forward a copy of a transferring student's academic, discipline, and health records to the gaining school. Failure to comply with this requirement will delay the student's enrollment in the new school. Students will not be enrolled in the St. James Schools without a transcript and health record from the school last attended.

REGISTRATION OF NEW STUDENTS

The Safe Schools Act requires new pupils to register in a school district accompanied by a parent or court-appointed guardian. The parent or guardian must provide proof that the pupil is eligible to register in the district. Part of the registration process requires the parent/guardian to provide a sworn statement indicating if the pupil has been expelled or suspended in this or another state and the reason for such expulsion or suspension. Providing false information about residency or disciplinary action is a misdemeanor by state law. At the time of registration, the school must be provided a copy of the student's birth certificate and an up-to-date immunization record. A student will not be allowed to attend any class until the copies of the birth certificate and the immunization record are in our possession. Immunizations must be current or students will not be allowed to enroll/attend school.

DEFINITION OF HARASSMENT AND BULLYING

The St. James R-I School District is committed to providing an environment free from harassing behavior. Harassment shall be defined as “engaging in a purposeful or knowing course of conduct involving more than one incident that alarms or causes distress to another person and serves no legitimate purpose.” Such conduct might be verbal (threats, insults, whistles or rude comments about a person’s body, sexual remarks/requests); nonverbal (following another person, gestures or suggestive body movements, sexual pictures, or drawings); or physical (uncomfortable proximity, grabbing/touching someone sexually). Bullying is defined as repeated and systematic intimidation, harassment, and attacks on a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical violence, verbal taunts, name-calling and put-downs, threats, extortion, extortion or damaging property, or exclusion from a peer group. Allegations of harassment and/or bullying shall be investigated and if substantiated, corrective or disciplinary action will be taken and local authorities may be contacted.

BULLYING

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation by students toward District personnel or students on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict physical, emotional or mental suffering on another individual or group of individuals.

STUDENT CELL PHONE USAGE

Developments in cell phone technology in recent years have resulted in enhanced communication opportunities. However, the use of cell phones in school poses increasing risks of school disruptions, bullying, criminal activity, and academic dishonesty. As a result, beginning with the 2008-09 school year, student cell phones, digital cameras and similar electronic devices will be banned during the instructional day (7:30 to 3:00) as well as, in dressing areas during extracurricular activities. Violation of this policy will result in in-school suspension, while second offenses will result in out-of-school suspension being imposed. Telephones are available in the school offices for parents to contact their student for legitimate reasons.

RULES PERTAINING TO ALL SCHOOL DANCES

- The sponsors will use their own judgment on admitting students to the dance.
- Anyone consuming, having had consumed, or possessing alcoholic beverages will not be allowed to enter the dance and will be subject to disciplinary action under use of controlled substance in the student handbook.
- Sign-up for the dances will be held until 2:40 p.m. on the Friday one week prior to the dance. Students must sign up any guest not presently enrolled at St. James High School under the following regulations (on open dances):
 - guest must leave driver’s license or other ID at gate until end of dance or until guest leaves
 - no relatives
 - the person signing up a guest will be held responsible for the guest’s actions
 - enrolled in the 9th grade or above
 - under the age of 21
- The gate will be closed one hour after the dance starts
- If someone desires to leave the dance early, he/she will not be permitted to re-enter the dance
- Guest must complete form and return on date prior to the dance announced by the dance sponsor/principal.
- Class dues must be paid in order to attend school dances

Dance Release Form

This form must be completed in order for a guest who is not a St. James High School student to attend social functions (i.e. homecoming dance, courtwarming, prom, etc.). **FAILURE TO COMPLETE THE FORM VOIDS THE GUEST. THE ADMINISTRATION RESERVES THE RIGHT TO DENY ADMITTANCE TO ANY OR ALL NON-SCHOOL GUESTS.**

I, _____, (print full legal name) would like to attend the _____ on _____ (name of dance) date _____ as the guest of _____ (name of St. James student). I understand I must follow the same rules and abide by the same policies as a STJ student. I also understand that by completing this form I am agreeing to allow a criminal history check to be conducted by contacting my school, employer, police, and/or juvenile officer.

THIS FORM MUST BE NOTARIZED. A Notary Public is available in the Guidance Office at St. James High School. A photo identification is required.

Please check all that apply and provide the necessary information:

____ I am a student in good standing currently enrolled at a school. I attend _____
(school)
and the principal's/advisor's name is _____.

____ I do not attend school. My employer's name and phone number is _____
(employer's name)
_____(phone number).

____ I do not attend school nor am I employed.

Please indicate below by circling any or all that apply.

I **(have been) / (have not been)** charged or arrested for any of the following offenses:

- Possession, distribution, or use of alcohol, drugs, or any other illegal substances.
- Unlawful, use of, or possession of a weapon.
- Assault or rape

I hereby certify I have provided true, complete and accurate information. I understand that providing false information will prohibit me (and the STJ student who invited me) from attending any St. James High School social function.

_____ Date	_____ Signature
_____ Date of Birth	_____ Social Security Number
_____ Parent Signature (if guest is under 17)	_____ Address

Notary Section:

State of _____

County of _____

Subscribed and sworn/affirmed to before me this _____ day of _____,

20_____, by _____

Notary Public

My Commission Expires: _____

Form must be returned by: _____

NUISANCE ITEMS AND/OR PERSONAL OBJECTS

Due to the disruptive nature and the financial responsibility of electronic devices and recreational objects including, but not limited to, unregistered laptop computers, CD/tape players, radios, iPods, iPads, electronic readers, MP3 players, electronic games, laser pointers, skateboards, roller-blades or roller-skates, yo-yos, or other items deemed to be a nuisance, such items are not allowed at school. Personal items are not to be seen in view or used during regular school hours from **7:30 a.m. to 3:00 p.m.**

The following guidelines apply:

1. Providing that the nature of the situation was not disruptive and the student was cooperative, the object will be sent to the office and kept until the end of the day, at which time the student is to take it home and leave it at home.
2. Subsequent Offenses: the recreational object will be kept in the office for a parent/guardian to claim at their convenience. Disruptive and/or uncooperative behavior in relation to the possession of the recreational object may result in the following:
 - a. The object will be kept in the office for parents to claim at the end of a conference with the principal.
 - b. The student may be subject to disciplinary action.

STUDENT CODE OF CONDUCT

This section describes a broad range of acts of misconduct which are unacceptable in school. It is meant as a guide and **not as an exhaustive list of all unacceptable acts**. The student who commits an act of misconduct not listed in the disciplinary code of conduct shall be subject to the discretionary authority of the classroom teacher or building principal. The seriousness of the offense, the academic placement, the attitude and past behavior of the student, the pattern of misconduct, the age and strength of the student, the degree of cooperation, the nature and severity of punishment and the availability of less severe but equally effective means of discipline should be considered in determining which action should be taken. The process is intended to be instructional and corrective, not just punitive. Enforcement of the below list of offenses will be judged on a yearly time frame except for tardies which will be enforced on a semester basis.

ALL DISCIPLINE REFERRAL FORMS are created in triplicate copies. The yellow copy should be given to the student who has the responsibility to give to parent/guardian. Teachers are directed to communicate with parents when warnings or potential problems exist.

DISCIPLINE OF DISABLED STUDENTS – Discipline of disabled students shall be conducted in accordance with PL105.17, the reauthorization of the Individuals with Disabilities Education Act. (IDEA)

DISCRETIONARY MEASURES

Any items of specific negative or unruly behavior not listed in the Student Code of Conduct will be dealt with at the discretion of the principal or assistant principal. **In addition, the principal or assistant principal has the discretion to modify consequences for all listed disciplinary offenses.**

The following pages contain the Student Code of Conduct which shall be adhered to for the benefit of all students. It has been developed with the intent of providing a safe and secure learning environment for the students and employees of St. James High School and visitors. **Concerns regarding discipline should be addressed directly to the building principal.**

****At all levels, the nature, intent and severity of specific inappropriate acts may result in additional disciplinary action. In areas of physical contact or involvement with drugs, referral to appropriate outside authorities/agencies will be made and additional suspension days may be given by the Principal, with possible recommendation to the Superintendent for additional days and/or to the School Board for expulsion, may occur depending upon nature, intent and severity of specific acts.**

The St. James High School Code of Conduct is in compliance with the Missouri Safe Schools Act, as adopted by the St. James Board of Education. Following the Student Code of Conduct are additional requirements of notification of the Safe Schools Act to students and parents regarding the comprehensive district discipline policy and other requirements.

DISCIPLINE POLICY - STUDENT CODE OF CONDUCT

The Discipline Policy involves the use of one or more of the following consequences:

1. Administrator Conference – a conference between an administrator and the student, which may result in a warning or more serious consequences. In some instances parents or a counselor may be asked to attend the conference.
2. Detention – Multiple detentions may be assigned. Detentions will be assigned and served within two days of the disciplinary infraction. Failure to attend Detention will result in assignment to additional Detention(s) or Alternative Classroom Study. Morning Detention will be served from 7:20 to 8:00 a.m. After School Detention will be served from 3:05 to 4:05.
3. Alternative Classroom Study – students assigned to Alternative Classroom Study must report directly to the alternative classroom study by 8:00 a.m. on the day(s) assigned. A student assigned to alternative classroom study must have all materials, including textbooks, pencils, paper, etc., when reporting to the classroom and will not be allowed to go to his or her locker at any time on days assigned. A day of alternative classroom study does not count as an absence, and a student will earn credit for all work completed and turned in on time as required by the individual classroom teacher.
4. Saturday School Detention – assigned to Saturday School Detention for two to four hours (8-12:00). Students must be in the Saturday School Detention classroom by 8:00 a.m. WITHOUT EXCEPTION. Failure to serve a Saturday School assigned for disciplinary reasons will result in a three (3) day alternative classroom study to be served the following three (3) school days. In most cases Saturday School will be used to make up absences for those students who violate the attendance policy.
5. Out-of-School Suspension – assignment to an Out-of-School Suspension removes the student from school for a given period of time. An OSS will not count towards the district attendance policy, students will receive a grade of "0" for any work missed during a period of suspension. Students are not allowed on any school district property during an out-of-school suspension.
6. Safe Schools Act – any disciplinary infraction violating the Missouri Safe Schools Act will involve any combination of the consequences listed above, and will be referred to legal authorities for disposition.

7. Expulsion – students involved in acts serious enough to warrant Expulsion will be removed permanently from the St. James R-I School District, and under the Missouri Safe Schools Act, may not be allowed to enroll in any other school district.

VIOLATIONS AGAINST PERSONS

- A. **Assault** – because there are legal definitions of assault that vary according to the severity of the offense, the penalty for a first or subsequent offense will vary from three (3) days Alternative Classroom Study up to Request for Expulsion.
Threats to other students may result in detention, suspension, or expulsion from classes or school functions.
Fighting
- a. **Major Fight – Blows Struck**
1st Offense – 5 days Alternative Classroom Study up to 5 days OSS
2nd Offense – 5-10 days OSS
3rd Offense – 90 days OSS up to Expulsion
- b. **Minor Fight-No blows struck-Pushing and/or Shoving**
1st Offense – 1 Detention up to 4 days Alternative Classroom Study
2nd Offense - 4 days Alternative Classroom Study up to 5 days OSS
3rd Offense – 5 to 10 days OSS
- Verbal Abuse to Staff**
- a. **Talking Back**
1st Offense – Reprimand and Detention or 2 days Alternative Classroom Study
2nd Offense – 3 days Alternative Classroom Study up to 3 days OSS
3rd Offense – 3-10 days OSS
- B. **Profanity or Vulgarity**
1st Offense – 4 days Alternative Classroom Study up to 5 days OSS
2nd Offense – 5-10 days OSS
3rd Offense – 10 days OSS
- C. **Disrespectful language that is threatening in nature**
1st Offense – 20 days OSS
2nd Offense – Request for Expulsion
- D. **Bullying occurs when a student:** Communicates with another by any means including telephone, writing or via electronic communications, intention to intimidate, or inflict physical, emotional, or mental harm without legitimate purpose, or physically contacts another person with the intent to intimidate or to inflict physical, emotional, or mental harm without legitimate purpose. Physical contact does not require physical touching, although touching may be included.
1st Offense - 10-30 day out of school suspension.
2nd Offense – 180 day out of school suspension.
3rd Offense – Expulsion
- E. **Assault to Staff** – physically causing injury; threatening to cause injury to a staff member, by physical acts or with the use of a device that can cause bodily harm.
1st Offense – Request for Expulsion
- F. **Possession of a weapon or an object perceived to be a weapon** (examples include: all knives, guns, chains, metal knuckles, clubs, or explosives)
1st Offense – Up to one year OSS or Expulsion
- G. **Possession/Use of Fireworks**
Fireworks are considered a safety hazard during school time or on school property and are forbidden. In addition to being a safety hazard, they are considered a deliberate attempt to upset the decorum of the school setting. Therefore, students involved with bringing to school, selling, possessing, or setting off any type of fireworks may be suspended for TEN (10) SCHOOL DAYS (out of school). A second offense during the same school year will warrant an additional TEN (10) TO FORTY-FIVE (45) SCHOOL DAYS SUSPENSION.

VIOLATIONS AGAINST PUBLIC HEALTH AND SAFETY

- A. **Possession of, use of, or attendance while under the influence of or soon after consuming alcoholic beverages or any controlled or non-controlled (glue, inhalants, solvents, etc.) substances represented to be such, or possession of drug paraphernalia. A student who comes to school or a school function with the smell or under the influence of alcohol or drugs on his/her person will have his/her parents /guardians and legal authorities notified.**
1st Offense - 10-180 days OSS (with provisions for reduction by one-half), notification of parents and legal authorities
2nd Offense – 90-180 days OSS with possible request for expulsion, notification of parents and legal authorities

Provisions for Reduction – It is strongly recommended that a student have a professional evaluation from a trained chemical dependency counselor or a licensed physician trained in chemical dependency and a urine and blood test for any controlled substance. For students having the evaluations, the suspension will be reduced one-half (1/2) pending written proof of the evaluation and that the urine or blood test for any drugs are negative. Also, the student must complete the recommendation of the chemical dependency evaluation. The evaluation and tests will be at the family or student expense.

- B. **Sale or Distribution** – Sale or distribution of alcoholic beverages or controlled substances, or substances represented to be such, or drug paraphernalia.
1st Offense – Request for Expulsion
- C. **Tobacco Use or Possession While Under School Supervision**
1st Offense – 4 days Alternative Classroom Study
2nd Offense – 5 – 10 days Alternative Classroom Study
3rd Offense – 10 days OSS
- D. **Gang-Related Behavior** – A gang is a group of two or more people seeking to establish or perpetuate its own identity through a common dress and mannerisms such as signs, speech, graffiti, and exist for the purpose of committing disruption and/or criminal acts, including extortion, fighting, intimidation and possession, sale or use of weapons and/or drugs. Individuals will not be permitted to intentionally cause the disruption of any lawful purpose, process, or function of the St. James R-I School District. Students who engage in or urge others to engage in disrupting school through the use of gang-related behavior or clothing will be subject to disciplinary action.
1st Offense – 3 days Detention to Request for Expulsion

VIOLATIONS AGAINST PROPERTY

- A. **Acts dangerous to other students, staff members or the building** (e.g. setting fires, possession of, or setting off fireworks including smoke and stink bombs, false alarm bomb threats, etc.)
1st Offense – 10 days OSS up to Request for Expulsion
2nd Offense – Indefinite OSS up to Request for Expulsion
A bomb threat is a Class D Felony and charges will be filed.
- B. **Extortion** – Threatening or intimidating any student for the purpose of, or the intent of obtaining money or anything of value from the student.
1st Offense – 5 days OSS
2nd Offense – Request for Expulsion
- C. **Intimidation of a student with a weapon or an item perceived to be a weapon.**
1st Offense – 10 days OSS up to Request for Expulsion
Theft or Stealing (restitution must be made in all cases)
1. Stealing or attempting to steal private or school property of a value of less than fifty dollars (\$50).
1st Offense – 4 days Alternative Classroom Study and 3 days OSS
2nd Offense – 5 days OSS
3rd Offense – 10 days OSS and Request for Expulsion
2. Stealing or attempting to steal private or school property of a value of more than fifty dollars (\$50).
1st Offense – 5 days OSS and notification of legal authorities
Vandalism (restitution must be made in all cases)
1. **Minor Infractions** ()
1st Offense – Student will correct the problem and be assigned Detention(s)
2nd Offense – Student will correct the problem and be assigned multiple days Alternative Classroom Study up to 3 days OSS
3rd Offense – Student will correct the problem and be assigned 5-10 days OSS
2. **Major Infractions** – (trashing school property, tepeeing, egging, breaking of glass, damage or destruction of equipment including computers, computer programs and networks, spray painting, graffiti, etc.)
1st Offense – 5-10 days OSS
2nd Offense – 10 days OSS up to Request for Expulsion
3. **Willful damage or vandalism to staff or student property**
1st Offense – Restitution, referral of charges to legal authorities and treatment of the incident as a major infraction
4. **Arson**
1st Offense – 180 days OSS or expulsion, and notification of law enforcement officials.

- 3rd Offense – up to 10 days OSS
- C. **Use of Disruptive Speech or Conduct** – conduct or speech, be it verbal, written or symbolic, which materially and substantially disrupts classroom work, school activities, or school functions.
 1st Offense – Parent Conference up to 3 days OSS
 2nd Offense – 1 to 5 days OSS
 3rd Offense – up to 10 days OSS
- D. **Sexual Harassment** – All students have the right to an educational environment free from intimidating, hostile, or offensive behavior. Behaviors that are prohibited include sexual advances, requests for sexual favors and other verbal or non-verbal physical conduct, or communication, which would constitute sexual harassment.
 1st Offense – Warning up to 3 days OSS and parent conference
 2nd Offense – 3-10 days OSS and parent conference
 3rd Offense – 10 or more days OSS
- E. **Hazing of Students** – No club, organization, or activity of the John F. Hodge High School will require, as a condition of participation/membership, a student to be harassed, punished, intimidated, embarrassed, demeaned or otherwise degraded in the presence of his/her teachers and peers. Incidents of this nature will be treated as extortion.
- F. **Dress Code** – Violation of dress code policy (see page 8)
 1st Offense – Conference/change clothing to be appropriate
 2nd Offense – 2 days Detention and 2 days Alternative Classroom Study
 3rd Offense – 4 days Alternative Classroom Study up to 3 days OSS
- G. **Bus Discipline Plan** – All students are expected to behave appropriately and safely while riding on a school bus. Behaviors resulting in a Bus Disciplinary Referral will result in the following consequences:
 1st Offense – (3rd Incident) – Notice sent to parent, principal/student conference, and disciplinary action by principal. Disciplinary action will range from a warning to a 3 day bus suspension.
 2nd Offense – (4th incident) – Notice sent to parent. Conference with parents, principal, student and bus driver at the request of any party. Disciplinary action will be a 3-5 day bus suspension, depending on the severity of the behavior.
 3rd Offense (5th incident) – Notice sent to parent and 5 day suspension of bus privileges. Conference with the parent, principal, student, and bus driver at discretion of principal. Further incidents will involve a written report to parent, suspension of bus privileges, and possible Detention or OSS.
SEVERE CLAUSE: Severe behavior problems (fighting, use of tobacco, damage to the bus, etc.) will be treated the same as the 4th incident.
- H. **Other violations of good order which may result in detention, suspension, or expulsion from classes or school functions.**
1. Participation in unauthorized or unscheduled activities;
 2. Habitual absences;
 3. Dishonesty, such as lying to staff or knowingly furnishing false information to the school district;
 4. Unauthorized entry into or use of school;
 5. Obstruction or disruption of teaching, administration, disciplinary procedures or other activities on school district premises;
 6. Off-campus misconduct of a serious nature which may adversely affect or disrupt school discipline and good order (i.e., sale of controlled substances, assault);
 7. Any other conduct which is prejudicial to good order and discipline in the schools or which tends to impair the morale or good conduct of the pupils, including the following: those students who have shown their actions and achievements not to be interested in school and who are causing disturbances during class, or at other times during the school day, and who, after repeated counseling and warning by the teachers and administrators and notification of parents, are showing no progress, may be suspended.
 8. Harassment of students or staff;
 9. Spectators, instigators, or bystanders to a fight between two students, are considered an accessory to the fight and may be disciplined along with the perpetrators of the fight.

PART III ACADEMICS AND ATTENDANCE

1. **Attendance Policy:**

Regular school attendance is required by Missouri Law and is essential to the academic performance of each student. Although students who have been absent can make up written exercises and some tests, no effective method exists to compensate for missed lectures, classroom discussions, teacher assistance, or teacher explanation. The St. James Schools have an attendance policy, which requires that students are in attendance for a minimum of ninety percent (90%) of the time. Students who do not meet the ninety percent requirement will be required to make up the excessive absences in Detention, Saturday School or Summer School. Failure to meet the ninety percent requirement will result in loss of credit. Excuses written by a doctor will exempt a student for only one day unless otherwise stated on the doctor's

note and for a maximum of five (5) days per semester. Any doctor's notes after the fifth must be excused by the principal on a case-by-case basis. The doctor's excuse must be presented to the attendance office within one week of the absence. Bereavement in the immediate family will not count as an absence. **All absences count against A+ attendance percentage (95%).**

2. **Semester Grades and Credit:**

All grades have two components; the academic portion which requires a minimum of sixty percent (60%) and an attendance portion, which requires a minimum of ninety per cent (90%). Absences up to the ten percent (10%) allowed are not marked as excused or unexcused, but students and parents must understand that credit may not be granted for the semester unless passing percentages are received in both the academic and the attendance portions of the grade.

3. **Excessive Absence:**

Students will be permitted a maximum of eight (8) full day absences, **but not more than four (4) red days and four (4) white days.** Violating this requirement will automatically result in loss of credit in the class or classes. **A student will be considered absent if he or she misses more than ten (10) consecutive minutes of class.** Days of suspension are not counted as absences and will not accrue toward the eight (8) days absence limit. If a student is absent from school due to illness for more than five (5) consecutive school days, the parent or guardian is requested to provide a written verification from a physician regarding the reason for the absence. Exemplary attendance does not ensure credit in a class. Each student is responsible for fulfilling the academic requirements of earning credit.

4. **Notice and Make Up Work:**

If a student will be absent from school the parent or guardian is encouraged to call the **Attendance Office (265-2300 extention3227)**. Credit for make-up work is permitted for absences except suspensions. When absences are anticipated, such as family trips, the student is to contact his/her teacher(s) so that the student may make arrangements to complete work that will be missed. It is the student's responsibility to inform the teacher that he/she will be absent and to request any and all make-up work.

5. **Procedures**

Students will be given a student handbook upon enrollment in John F. Hodge High School. The handbook shall contain the written attendance policy.

The attendance office will record each student's absence. When a student has accrued five (5) absences in a class during the semester, the student will be called to the attendance office and assigned make-up time using the Detention or Saturday School programs. The school will send a referral letter to the parent or guardian informing the parent or guardian that, in accordance with the published policies of the St. James School District, the student has been assigned make-up time. **A student will be allowed to make up time only once during a semester "remove"** Subsequent violations during the same semester **may** result in loss of credits in the class or classes in which the student has violated the policy. A student may then regain the lost credit for any class or classes where a passing grade was earned by attending a 2-week summer school session. Once a student is absent 12 full days during a semester or is absent from a class or classes on a red day or a white day 8 times during a semester, credit is automatically denied in that class or classes and can not be regained by attending summer school. The school will notify the parent or guardian that the student has violated the attendance policy and has failed to earn credit for the class. If the principal becomes concerned for the student's welfare because of excessive absences, he may contact the Juvenile Office.

6. **Homebound**

A student who by necessity requires instruction to be provided at home may be counted for full attendance if the student has received a minimum of 5 hours of instruction per week by a certificated teacher. If the instruction is below 5 hours, then the student's attendance is only based on actual hours of instruction (such as 4 hours of instruction is only counted as 4 hours of attendance, and the remaining hours are reported as hours of absence.

NIGHT SCHOOL

Night school can be utilized for attendance recovery or to repeat certain failed classes.

- The attendance office will determine the number of absences by each student on a monthly basis. Students who are in jeopardy of losing credit due to missing too many days have **one opportunity** to make up time in Detention or Saturday School, as assigned by the principal. If that opportunity fails, the student will be expected to attend night school to make up seat time.
- Failed first semester credits must be recovered by the end of the third quarter. Second semester credits must be recovered during the Summer School session immediately following the school year in which the credits were lost.
- The courses that are completed receive a pass/fail grade.
- Students in night school are expected to follow all school rules and directions of the instructor.

Students who are in night school to make up time for absences will be given academic work to complete while in attendance.

6. **Exceptions**

Approved, school sponsored, out-of-school activities (field trips, sporting events, etc.) will not be counted as absences for purposes of the excessive absence policy.

Absences that the parents or guardian have arranged ahead of time with the principal may be excused, make-up time may or may not be required (discretion of the principal).

In all situations the principal has the authority to make exceptions for certain extenuating circumstances.

7. Steps to Follow When Absent From School

- a. Have a parent call to report absences between 7:30 am. and 10:00 a.m. on the morning of the absence. **(265-2300 ext. 3237)**
- b. Known doctor, dental, and family appointments should be phoned in prior to the day the student is to meet the appointment.
- c. If it is impossible to call, have parent write an excuse giving name, dates, and reason for absence.
- d. When students are absent ten (10) consecutive school days with no school contact, they will be dropped from school.

8. Procedure for Leaving School Grounds

Students are not to leave the school grounds without permission from the principal or his delegated representative. Students who become ill or in need of first aid should report to the Nurse’s Office. Ill or injured students will receive appropriate medical attention. Parents will be notified in circumstances where needed. **UNDER NO CIRCUMSTANCE SHOULD STUDENTS LEAVE SCHOOL WITHOUT PROPERLY CHECKING OUT. THOSE NOT FOLLOWING THIS POLICY WILL BE CONSIDERED TRUANT.** When returning to school after having been properly checked out, students should report to the Attendance Office to sign in before going to their class.

Academic Information

1. Grades & Credits –

All grades have two components. The academic portion, which requires a minimum of sixty percent (60%) and an attendance portion, which requires a minimum of ninety percent (90%). Absences up to ten percent (10%) allowed are not marked as excused or unexcused, however are identified as verified or not verified. Students and parents must understand that credit may not be granted for the semester unless passing percentages are received in both the academic and the attendance portions of the grade. Students having 96% attendance at the end of the second three week grading period of second and fourth quarter are eligible to opt out of taking two final exams. You may not opt out of tests or exams in classes that are dual credit, Advanced Placement, pre-post tests or a state required test for graduation. State required End of Course exams will account for 15% of a student’s fourth quarter grade in the respective class.

2. Grading Scale –

The following grading scale is in use at John F. Hodge High School. Class rank of high school students is determined by figuring Grade Point Averages (GPA) for grades 9-12. Only local classes listed as such in the course description book will be weighted on the grading scale. **Students taking Advanced Level College courses not offered at JFHHS will be weighted. *remove***

<i>Percentage</i>	<i>Letter Grade</i>	<i>Grade Points</i>	<i>Weighted Grade Points</i>	
100-95	A	4.0	4.4	Weighted classes are: World Lit (Eng 203), Comp & Rhetoric I & II (English 113 and 123), Trigonometry (Math 143), Adv Math (Math 133), Calculus (Math 123), Anatomy & Physiology, Adv. Anatomy & Physiology, Adv. Biology, Chemistry II, Chemistry III, Physics, Physics Lab, College Pre History I & II (His 205 & 206), Intro to Sociology, Psychology, Economics, Accounting II, Accounting III, Drafting II, Adv Computer Science, Adv Design I & II, French III, Spanish III, Adv Spanish
94-90	A-	3.7	4.0	
89-87	B+	3.3	3.7	
86-84	B	3.0	3.3	
83-80	B-	2.7	3.0	
79-77	C+	2.3	2.7	
76-74	C	2.0	2.3	
73-70	C-	1.7	2.0	
69-67	D+	1.3	1.7	
66-64	D	1.0	1.3	
63-60	D-	0.7	1.0	
59-0	F	0	0	

3. Honor Roll –

Students who excel academically are honored each quarter by being named to either the Honor Roll or Principal’s Honor Roll. Criteria for the honors rolls are:

Honor Roll – GPA 2.91– 3.63 with no grade below a C-

Principal’s Honor Roll – GPA 3.64 – 4.00 with no grade below a C+

4. National Honor Society –

NHS is a national leadership and service organization. Local chapters are required to do at least one service activity each year. The service activity for the St. James Chapter is the blood drive that is organized and run by the students in conjunction with the Red Cross of America. Besides service, NHS is a prestigious organization for academic awards. Each year two students are selected to compete for the NHS Leadership Scholarship, a 4-year renewable scholarship

worth \$1000 per year. Students in NHS also have an advantage in competing for other awards and scholarships because of the respect around the country for the organization.

The criteria for NHS is:

- a. All students must be a sophomore or above and have a 3.0 GPA.
- b. All academically eligible students are asked to fill out an activities sheet for the selection committee. On this sheet they list all their extracurricular activities, leadership positions, community activities, work experiences, and awards.
- c. Those students that complete the form are evaluated by the St. James High School faculty based on leadership, character, and service.
- d. The selection committee use the activities form and teacher evaluations to select members.

Any student not selected may apply again the following year.

5. Reports of Student Progress –

Reports of student progress (grade cards) are issued every quarter (9 weeks). This report includes a grade from the teacher for each class that the student is enrolled. Progress reports are sent home every three (3) weeks on the student's progress in class.

6. Schedule Changes –

A schedule change will not be made after the first two weeks of either the first or second semester. Permission to change classes involves the student, parent, teacher, advisor, and counselor. Changes will only be made when absolutely necessary. Any exception to the above stated rules will only be considered in an extreme emergency and with the approval of the principal.

7. Withdrawal/Transcripts –

When a student finds it necessary to withdraw from school, he should first contact his counselor. Students transferring to another school must pay all fines and lunchroom debts prior to transcripts being mailed to the new school. A clearance form will be sent around to all teachers indicating the student has turned in all school property and textbooks. Final clearance will be done with the counselor's office.

8. Part-Time Students –

Part-time students will be required to enroll in consecutive classes, i.e. periods 1,2,3, or 7, 8, 9. Students not having a 1st/6th period class are not to arrive more than 10 minutes prior to the start of class. Part-time students are required to leave campus immediately after the last scheduled class. Graduating seniors are encouraged to request an early-out, being enrolled full-time for the fall semester, in lieu of part-time scheduled for the whole year.

9. Part-Time Attendance/Early Graduation –

Students who qualify may attend school part-time and/or graduate early. While this is not the norm, special cases may warrant such actions. A meeting between the student, parents, and counselor is required to begin the process of part-time attendance or early graduation. Early graduations must be approved by the Board of Education. Early graduation may only be taken at the end of a semester, not during the semester. In order to be considered for early graduation, the following must be in place:

- a. Have 38 units of credit, including 24 required units of credit and 14 elective units.
- b. Have achieved a cumulative 94% attendance level and a GPA greater than 3.0.
- c. Seniors meeting graduation requirements and leaving at the end of the seventh semester shall be considered graduates.
- d. A definite procedure for early release intent has been developed by the counselors and the administration. In accordance with a request from the guidance office, September 1st is the deadline for completion of the early graduation declaration form.
- e. A joint conference of counselor, student, and parent shall be held to review the student's achievement potential, career goals, etc., before submitting the Declaration of Intent form.
- f. Seniors not completing early release declaration by the deadline and not attending the entire eighth semester will receive a failing grade for all courses in which they are enrolled. Unusual circumstances will be considered individually.
- g. Those students exercising the early release option at the semester may participate in graduation ceremonies as approved by the principal.
- h. Students who opt for early release are not allowed to attend the Prom unless he/she is a guest of a student who is currently enrolled. This means as a guest, that the Dance Release Form must be submitted and approval given before being allowed to attend. Other informal dances are only open to students who are currently enrolled.
- i. The effect of the early release on the eligibility for scholarships and awards should be determined by the appropriate faculty committee or organization responsible for those awards.
- j. Students leaving at the end of the seventh semester will retain their grade point average and class rank as of that time. Students opting for early graduation are not eligible for honors as Valedictorian or Salutatorian. This grade point will not be classified with that of eighth semester graduates for the purpose of class rank.
- k. Clubs and organizations should consider what effect officers opting for an early release will have on their programs and regulate their own organization in this regard.

- l. Students who plan to leave at the end of the seventh semester should contact the A+ Coordinator to determine their A+ status.
- m. Students graduating at the end of the semester and planning to be involved in those activities which directly involve the success or failure of other students have an obligation to inform teachers and students involved about their intentions.
- n. None of the above guidelines shall be construed as denying a student his/her diploma once the required units are obtained.

10. Graduation Requirements –

To meet high school requirements, students shall complete a minimum 38 units of credit during grades 9-12 in a program cooperatively planned by the student, parents and school that meets the individual needs of the student. In addition, to qualify for graduation, a student must pass proficiency exams in American History, American Institutions, and the Missouri and United States Constitutions, and must successfully complete a course of at least one semester in length on the institutions, branches and functions of the government of the state of Missouri, including local governments; the United States government; and the electoral process. Students will meet the minimum Missouri High School General Education Program, while students planning on entering post-secondary schooling should meet the requirements for the college preparatory student certificate. Specific requirements are:

Courses	# of Credits	Missouri College Prep*	St. James College Prep+
Language Arts	5	5	5.5
Social Studies	4	4	4
Math	4	4	5
Science	4	4	5
Practical Art (includes personal finance)	1.5	1.5	1.5
Fine Arts	1.5	1.5	1.5
Physical Education/ Health	1.5 .50	2 .	2
Foreign Language			2
Electives	16	16	13.5
Total Credits	38	38	40

*Total credits include three weighted classes, be in the upper 20% of class and achieve a 22 on the ACT.

+Total credits include three weighted classes and a GPA of 3.25.

A transfer student must enroll for a minimum of one semester in the John F. Hodge High School to be eligible for the granting of a diploma. Students who transfer to St. James from non-ten block schools will have their credit prorated to meet the graduation requirements in accordance with guidelines established by the State Department of Education and student's Individual Education Program (IEP).

Missouri Career Prep Certificate Through East Central Missouri Career Prep Consortium

The Career Prep Certificate program is a voluntary program on the part of the school district and on the part of the individual student. It is not a high school diploma but a certificate, in addition to the high school diploma, to recognize outstanding achievement by a high school graduate in work preparedness skills. While the certificate is designed as an incentive for all students who are entering a technical career, many students who are planning on continuing into an educational post-secondary setting may wish to pursue the rigorous program that includes academic achievement, attendance, community involvement, and job readiness skills. The program encourages all students to plan and pursue excellence in their academic and technical programs.

To be eligible for the Missouri Career Prep Certificate, a student shall:

1. Complete a rigorous high school program cooperatively planned by the school, the student, and the student's parents which includes at least the following

<u>SUBJECTS</u>	<u>UNITS OF CREDIT</u>
Language Art	5
Mathematics	4
Science	4
Social Studies	4
Fine Arts	1.5
Practical Arts	1.5
P.E./Health	2
Electives	16
Total...	38

2. Cumulative grade point average (GPA) of 2.50, on a 4.0 GPA scale.
3. Have at least 30 hours of community service documented through the A+ coordinators office.
4. Maintain an overall 95% average attendance rate throughout the four years of high school.
5. Have completed 3 credit hours of technical/practical arts classes with a minimum 3.00 grade point average.
6. Meet citizenship requirements as designated with the A+ program.
7. Receive a score of 3 or better on the following WorkKeys Assessments: Reading for Information, Applied Math, and Locating Information.
8. Complete an acceptable Work Readiness Assessment on the Missouri Connections-Super's Work Values Inventory.

REQUIREMENTS AND GUIDELINES FOR THE ECC CAREER PREP CERTIFICATE

The Missouri Career Prep Certificate will be awarded to John F. Hodge High School students who successfully complete the above requirements. The certificate is awarded in addition to the regular high school diploma granted by the local school district. The Missouri Career Prep Certificate will be recognized by employers throughout Missouri.

11. Honor Graduates -

Students who achieve a GPA of 3.6 or better over the four years of high school shall be designated an Honor Graduate. To be considered an Honor Graduate, a student must be enrolled full-time through eight semesters of study. No student who fails CEP, a pass/fail class, can be designated as an honor graduate.

12. Valedictorian/Salutatorian –

The valedictorian will be the student with the highest GPA. All other students with a 4.0 or higher will be designated Magna Cum Laude. The Salutatorian will be the student with the second highest GPA. In case of ties when GPA's are carried out to three decimal points, co-valedictorians and co-salutatorians will be honored. In the event of a tie for Valedictorian honors by two or more students, no Salutatorian will be honored in that graduating class. To be considered for either the Valedictorian or Salutatorian honor, an otherwise qualified student must have completed the Missouri College Preparatory Studies Certificate requirements. Transfer students must have completed the last four semesters of full time attendance at JFHHS.

13. Awards/Scholarships –

During the course of the school year there are many awards and/or scholarships to be earned by the students. Each organization that sponsors an award and/or scholarship has its own specific standards on which the eligible students are to be evaluated. In most cases, to earn an award, the student must demonstrate high qualities of leadership ability, character, citizenship, cooperativeness, courage, and good scholastic abilities. Scholarships, which in most cases are applied for and awarded during the student's senior year, are awarded on high scholastic achievement, plans for the future, financial need and other criteria. During the school year students should see their counselor concerning scholarships and awards.

14. Home Schooled Students –

Students entering high school from a **Nationally Accredited** home schooled situation will be evaluated and assigned a class year-group as appropriate. The following criteria will determine graduation status of a home-schooled student.

- a. Students must be age appropriate for placement.
- b. A total of four semesters of attendance are required for any student designated as an 11th or 12th grade student.
- c. Students age appropriate, as 9th or 10th graders must meet all regular graduation requirements except total credits. Total credits needed are modified as shown: 1st semester freshman – 38 credits, 2nd semester freshman – 36 credits, 1st semester sophomore – 34 credits, 2nd semester sophomore – 32 credits.
- d. Three language credits need to be completed – at least one of which must be junior level or above plus speech.
- e. Three social studies credits need to be completed including government – student must pass the U. S. and Missouri Constitution.
- f. Two credits of math – math placement would be determined by a designated test.
- g. Two credits of science.
- h. One credit of fine art.
- i. One credit of PE – health standards can be met by a test and or completion of a biology class.
- j. One credit of practical arts – the keyboard standard can be met with a competency test.
- k. Additional elective courses as required to meet the total criteria shown in "c" above, or totaling 20 credits for juniors and seniors.

HOME SCHOOLED STUDENTS WITH AN UNOFFICIAL OR NO TRANSCRIPT ENROLLMENT PROCEDURES:

Meet with Principal to evaluate log book, grades, and portfolio. Each student will take a Placement exam. This includes; writing, reading and math assessments and where appropriate, end of course exams.

Students must take an end of course exam in each area that they received credit from home school and must pass the test with a D or higher. If the student passes this test, he/she will receive a P for that course. If they do not pass this exam, they will not receive credit and must retake this course. There will be a meeting with the parent to go over details of credits.

Home schooled students must maintain the following records: (As stated in Missouri Statues)

1. Plan book, diary, daily log to provide record of the 1000 hours of

instruction. 600 of the hours must be spent in the basics, such as reading, language arts, mathematics, social studies, and science. At least 400 of the 600 must be taught in the home location.

2. A portfolio containing samples of the students' academic work.
3. A record evaluation of the student's academic progress.

15. **Dual Credit/Advanced Placement Courses –**

High school juniors and seniors may qualify for dual credit courses through area colleges and advanced placement classes through the American College Board. Both of these programs offer the opportunity for students to earn college credit while meeting their high school graduation requirements. Enrollment is limited in both programs and students must pay appropriate per-credit tuition as required. Tuition costs are non-refundable if the student fails or drops the course. Students enrolled in advanced placement classes may earn 3-5 college credits by scoring a 3 or above on the final exit test.

16. **Graduation Exercises -**

Students meeting the State requirements for a high school diploma will receive that diploma following graduation exercises. Earning a diploma is a student's right; participation in graduation exercises is a privilege and one that can be lost through inappropriate behavior, poor attendance, or failure to complete course work by the end of the last semester preceding graduation. **STUDENTS WHO FAIL TO COMPLETE ALL REQUIRED CREDITS PRIOR TO GRADUATION EXERCISES WILL NOT BE ALLOWED TO PARTICIPATE IN GRADUATION EXERCISES.** A diploma will be awarded following completion of the required credits through summer school, correspondence courses, or attendance during the next school year. A senior who owes fines and does not pay them by a designated date will not be allowed to participate in the graduation ceremony.

PART IV

EXTRACURRICULAR ACTIVITIES PARTICIPATION

Students participating in Extracurricular Activities are expected to be full-time enrolled model students academically, as well as behaviorally. Students must meet the John F. Hodge High School Academic Eligibility Policy as well as the Missouri State High School Activities Association eligibility requirements. Additionally, students must meet the Citizenship Guidelines for Extracurricular Activities, and any additional requirements placed on participation by the faculty sponsor, coach, principal, superintendent, or Board of Education.

A. **Requirements of the Academic Eligibility Policy are:**

1. Academic eligibility is determined on a quarterly basis. Students must have a C- average (1.7 on a 4.0 point scale) with no more than one failing grade. Students with more than one failing quarter grade are not eligible, regardless of GPA. The student's GPA will not be an issue if the student is passing all courses. Fourth quarter grades will determine eligibility for the first quarter of the next school year.
2. At the discretion of the coach/sponsor, students have the option to continue practicing during a quarter in which they are ineligible to participate in inter-scholastic activities.
3. The coach/sponsor will monitor mid-quarter progress reports, and may convene a meeting with parents, teachers, and the student in order to improve failing grades. Coaches/sponsors may require students to attend Saturday School in order to improve failing grades.
4. Summer Clause: A student who is ineligible first quarter due to fourth quarter grades for one of the following reasons:

-student received two failing grades, or

-student has one failing grade and less than a C- GPA

may gain eligibility through enrollment in the specific subject area (if offered), or a Core subject (math, science social studies, language arts) in summer school. Following completion of summer school, the cumulative GPA will be computed. If the cumulative GPA is a C- (1.7 on a 4.0 point scale), the student gains eligibility for the first quarter.

This summer clause deals only with students ineligible for one of the reasons noted above. The student with three or more failing grades remains ineligible regardless of GPA.

5. The Academic Eligibility Policy will apply to students transferring into the St. James R-1 School District. Students academically promoted from the 8th grade to the 9th grade are eligible pending 1st quarter grades.

6. While student eligibility is determined on a quarterly basis, this policy does not supersede MSHSAA policy, which when applied to the 10 Block Schedule, requires students to pass **eight** classes the previous semester, to be eligible for the entire semester.

A student must be under nineteen (19) years of age on or before July 1 preceding the opening of school to participate in interscholastic athletics, **and must have proof of valid insurance coverage before he/she can practice or play in the games.** Ninth grade students must not be older than sixteen (16) years of age prior to July 1.

To participate in school sponsored activities, a student must be in attendance on the day of the activity for at least ½ day. A student who is absent from school on the day of an interscholastic contest or on Friday before an interscholastic contest on Saturday will not be permitted to participate in said contest without a written release from the school principal.

7. Students that are assigned Detention, Alternative Classroom Study or Saturday School are not allowed to practice or compete on the day the disciplinary action is served.

Extracurricular Activities are:

Cross Country	Student Council	FFA (District & State)	Cheerleading	National Honor Society
Volleyball	Football	Track	Golf	Baseball Softball
Girls Soccer	Basketball	Weightlifting	Speech (District & State)	
Vocal Music (District & State)	Instrumental Music (District & State)		Scholar Bowl (District & State)	

Club Activities Include:

Environmental Club	FTA	FBLA	Medieval	Art Club	Drama	French Club
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CITIZENSHIP GUIDELINES FOR EXTRACURRICULAR PARTICIPATION

To be eligible to participate in extracurricular activities is a privilege, not an inherent right, granted if you meet the eligibility standards as set forth by the St. James R-1 Board of Education. According to the Board of Education's eligibility standards, students must be good citizens in their school and community. More specifically, any student who represents his/her school in extracurricular activities must be a creditable citizen and be judged by the proper school authority certifying the list of students for participation. A student whose character or conduct is such as to reflect discredit upon himself/herself or his/her school is not considered a creditable citizen. His/her conduct shall be satisfactory in accordance with the standards of good discipline.

It is understood that citizenship eligibility cases are handled at the school level by the sponsor/coach, principal, parents and student. However, it is also felt that system-wide guidelines will assist in the uniform handling of such cases.

1. Violation of public law (other than minor traffic violations):

Students shall not violate public law. If regulations have been violated, a student will be required to receive counseling and the following minimum provisions will be followed:

- Student eligibility shall be suspended immediately upon school personnel knowledge of such a violation. This suspension will be subject to review (at the end of each grading period) by a team consisting of the coach or sponsor, a counselor, and an administrator.
- Students officially charged with a violation of public law (other than minor traffic violations) shall be suspended from eligibility for a minimum of fifteen (15) days. The review team will monitor and evaluate the student's progress toward restoration of creditable citizenship and will recommend suitable action.
- Students officially charged and convicted of committing a felony (or related juvenile offense) shall be suspended from eligibility for no less than 365 days from the point of knowledge by school district personnel.
- Students charged and convicted of a second offense of breaking any public law (other than minor traffic violations) shall be suspended from all further participation for remaining high school years. Breaking of court appointed probation as a part of sentencing will be considered a second offense.

2. Possession or Use of Alcohol, Tobacco, or (substitute product), or non-prescribed drugs: Students shall not use alcoholic beverages, tobacco, or non-prescribed drugs. If a student is accused of violating this regulation, his/her reported violation will be reviewed by the sponsor/coach, activities director and the principal. Following the review, the students and his/her parents will be notified of the decision. If regulations have been violated, the following minimum provisions will be followed:

- First Offense: 1-week restriction from participation (practice and contests). The minimum number of contests the student will be withheld from participation will be two. The coach/sponsor may impose additional restrictions or punishment. The student must receive counseling during the week of restriction from participation. Penalties for violations can carry over into the next season or activity in which the student participates, or even into the next school year. Example: Consequences for an infraction during a spring activity may be carried over to that student's fall activities if there is not enough time during the spring season for the consequences to be completed. If the violation occurs between sport seasons, the penalty will begin the first day of practice of the next season that the student participates in.
- Second Offense: restriction from participation (practice and contests) for the remainder of the season/activity and probation for a period of 365 days from the date of the second offense. A student in violation of probation will be removed from participation in any extracurricular activity for a period of 365 days from the date of the violation of the probation.
- Students dealing in drugs will be restricted from participation for a period of 365 days from the date of the offense. A second felony conviction would deny the student participation for the remainder of their attendance in the school district. Use of tobacco will result in a one-week restriction per occurrence.
- Restriction from participation will commence following knowledge of a violation of these guidelines by the sponsor/coach and/or reported offense by a city, county or state law enforcement agency.

3. Student involved in misconduct while at school: This includes truancy, disrespect to teachers, fighting, use of abusive language, etc. After a review by the sponsor/coach, principal, the student and parents will be notified of the results. Penalties will range from a reprimand and placing the student on probationary status, to temporary or permanent

restriction from representing the school in extracurricular activities. The seriousness of the case and attitude of the student will determine the penalty. Reoccurrences will require that permanent restriction be considered.

4. Unsportsmanlike acts: Such acts during a contest resulting in ejections will cause the student to be restricted from representing the school for at least the next contest. A student who commits such an act but is not ejected may also be subject to at least a one-game restriction from representing the school. Each case of this type is to be reviewed by the sponsor/coach, athletic director and principal before a final decision is reached.

5. Attendance: to participate in extracurricular activities, practice and contests, the student must be in attendance for one-half of the school day of the scheduled activity. Exception: unless excused by the principal.

6. Counseling: Students who have been restricted from participation must receive counseling in order to regain eligibility status. The counseling will involve the student and parent/guardian (at their request), coach/sponsor, school counselor and principal.

7. These guidelines will be in effect the first day a student participates in an activity or the first day of school, whichever occurs first. These guidelines will cease to be in effect the day following the official close of the school year or the last scheduled performance of students in an activity. Examples: 1) If a student attended a summer activity as a representative of St. James R-1 School District, then this policy would be in effect the first day of the activity. 2) This policy would be in effect the first day of a summer camp, such as volleyball, basketball, football, band, etc.)

8. Due Process: Students will have the opportunity to state their side of any incident in which they may be involved. Parents or other appropriate representatives may be involved with students during the due process hearings. If the student is dis-satisfied with any decisions, he/she has the right to appeal through the following channels:

- a. School Administration (Principal)
- b. Superintendent of Schools
- c. Board of Education

Students wishing to appeal a decision at any level should refer to the district-wide Procedure of Implementation of the Grievance Policy. Copies are available in all principal offices.

Any incidents, which occur that are not covered by these guidelines, will be reviewed on an individual basis and decisions related to penalties will be made jointly by the school administration and sponsor/coach.

LETTERING REQUIREMENTS

I. General Provisions

a. Requirements for all sports

1. A varsity letter will be awarded to those athletes who meet the requirements of the individual sport and attend the Awards Program at the end of the season to receive the letter.
2. A student manager may letter by the recommendation of the head coach.
3. An athlete must meet the academic eligibility requirements set by school and the Missouri State High School Activities Association.
4. The athlete may receive a letter at the discretion of the coach in unusual situations beyond the athlete's control, such as injury.
5. An athlete must attend all practice sessions and contests unless excused by a doctor or the coach.
6. An athlete must show sportsmanship and good conduct in the classroom, and during games and practices.
7. An athlete must have returned all equipment loaned to them to the satisfaction of the coach.
8. Students who earn a varsity letter will be provided that letter free of charge for the first time. Subsequent letters earned will require purchasing of pins and chevrons.
9. A student suspended from participation during any part of a season due to violating the citizenship guidelines, will not be eligible to receive a letter.

Additional requirements for individual sports:

A. Football

An athlete must participate in $\frac{1}{4}$ of the quarters that the varsity team plays.

B. Volleyball

An athlete must play in $\frac{1}{4}$ of the varsity matches for the season.

C. Cross Country

An athlete must run in $\frac{1}{2}$ the varsity meets and compete in the district meet.

D. Basketball

An athlete must participate in $\frac{1}{4}$ of the quarters played by the varsity team.

E. Baseball and Softball

An athlete must participate in $\frac{1}{4}$ of the games played by the varsity team.

F. Track

An athlete must earn at least twelve points in varsity track meets for the current season. Explanation: In each track meet a team score is kept with points earned for finishes. In many meets first place earns 10 points, second

place 8 points, and third place 6 points. The scoring in the meet is based on a system developed by the governing body for secondary school athletics. If an athlete averages 1 point for each of the 12 meets in a full schedule they will letter for the year. If the athlete earns 1-11 points for the year then they will earn a provisional letter. A provisional letter shows that if they letter the next year then they will get credit for lettering the previous year. This system allows for athletes to earn the right to letter by performance.

G. **Golf**

1. An athlete, while practicing for and competing in golf meets, must display the mastery of golf course etiquette, conduct himself in a manner that displays good sportsmanship, and adhere to the Rules of Golf.
2. An athlete must meet one or more of the following criteria:
 - a. Compete as a member of the varsity team for a minimum of five meets (based upon scores).
 - b. Compete in the district or state golf tournament.
 - c. The coach feels that the participant displayed a quality of leadership, sportsmanship, competitiveness, a mastery of the rules, and desire for improvement unique to that of his peers.

H. **Weight Lifting**

1. An athlete must follow all workouts and schedules as directed by the coaching staff.
2. An athlete must compete in at least one power meet.
3. An athlete must follow all rules and regulations of the weight room.

I. **Soccer**

Must participate in $\frac{1}{4}$ of the varsity games for the season or play in district competition.

J. **Drama**

Must earn 10 points by working 100 hours in theater.

K. **Vocal Music**

1. Freshmen: 1 at state contest in Solo or Ensemble
2. Sophomore: 1 at district contest in Solo or Ensemble or participate in Solo or Ensemble plus District and/or Conference Honors.
3. Junior: Participate in Solo or Ensemble at District
4. Senior: 4 years' participation Chorus, Choir or Band

L. **Varsity Cheerleading**

1. Attend all practice sessions unless excused by a doctor or the sponsor.
2. Cheer at all required contests unless excused by the sponsor.

M. **Band**

1. An accumulation of 900 points is required and may be obtained in the following manner:
 - a. Attend each performance (50 points each)
 - b. Attend each extra rehearsal/extra sectional (20 points)
 - c. All-Conference (25 points)
 - d. All-District Audition (50 points)
 - e. All-District Chair (75 points)
 - f. District Contest Participation (ensemble – 25 points)

Participation:

Ensemble I Rating – 50 points

Ensemble II rating – 40 points

Solo I rating – 75 points

Solo II rating – 50 points

Small Ensemble I rating – 75 points

Small Ensemble II rating – 50 points

g. State Contest

Solo I rating – 100 points

Solo II rating – 75 points

Small Ensemble I rating – 100 points

Small Ensemble II rating – 75 points

h. Private Lesson (half hour or more) – 10 points each

i. 4 year member – 100 points

N. **Wrestling**

1. Must compete in at least $\frac{1}{4}$ of the varsity matches for the season.

II. Provisional Letter

A varsity athlete who has not met all requirements for receiving a varsity letter may, based upon the judgment of the head coach, receive a provisional letter. The purpose of the provisional letter is to reward the effort of varsity players who do not fulfill all the requirements for a varsity letter. If a varsity athlete receives a provisional letter and returns and receives a varsity letter the next season, that athlete will receive a varsity letter for both years.

PART V

LIBRARY POLICY

General Procedures:

1. The library is open Monday through Friday 7:55 a.m. until 3:20 p.m. If special hours are needed, contact the librarian to make arrangements.
2. Students are welcome in the library. They must, however, show proof they have permission to be gone from class or the lunchroom. They will remain in the library until they return to class.
3. We have an open-stack library so students and teachers may browse in the collection. We are fully-automated so patrons can find resources on the computer. Ask for assistance at the desk if you have difficulty finding material.
4. The loan period for all material is two weeks or ten school days.
5. Students may not be able to check out or renew materials if they have overdue books or fines dues.
6. Fines are .02 per item per day. Fines may be removed by the librarian if books are returned in a timely fashion.
7. Material may be renewed if there is not another request for it.
8. Students and teachers may request a booking for materials through a reserve process.
9. Magazines may be checked out for two weeks. Newspapers must stay in the library for the current day, but older dates may be taken out of the library.
10. Reference books are arranged by Dewey Decimal number and are shelved in the reference area of the library. This material is primarily for reference and research in the library. Pamphlets, pictures, and clippings are arranged alphabetically by subject in the vertical file. See the librarian if you need a reference book for an extended amount of time. Some older encyclopedias may be checked out during the class hour or overnight.
11. If material is lost, the replacement value will be charged.
12. No food, chewing gum, or beverages are allowed in the library.
13. Students may drop off library materials between classes. No tardy passes will be issued by the librarian to the next period class unless there are special circumstances.
14. The library is not a lounge. Students must have something to work on and must sign in and out of the library.

AUTHORIZED USE OF LIBRARY COMPUTERS

Library computers are provided for individual use by students. These computers are difficult and expensive to maintain and are used extensively.

1. As much as possible, we want all computers to look and function exactly the same. They are set up to be user friendly. Do not "fix" problems without the librarian. Students will be held liable for technician fees to return computers to their original state.
2. Access to the Internet is on an honor basis. Students must have a valid TigerNet contract to use the computers in the library and classrooms. Students may not access questionable material, join discussion groups of any kind, make any purchases, advertise, or send any offensive messages.
3. The librarian will restrict the computer use of students who access questionable material. Questionable material might include nudity, death and destruction, hate groups, inappropriate language and anything that is degrading to race, sex, age, religious or economic groups.
4. Playing games and surfing the web are not considered acceptable use of library/computer time.

HOW TO FIND A BOOK

Non-fiction books are shelved according to the Dewey Decimal System. This system groups together books within the same subject. Each book has a spine label with a Dewey Decimal Number. Biographical books are numbered 921 and 920 for group biographies. Fiction books are shelved by genre first, and then author's last name. There is a separate section for graphic novels, career books, and short story collections.

If you are unsure of the correct Dewey number or forget an author's name, consult the online catalog on the school web page under the student tab, online resources. Searches for a book can be done by author, subject, or keyword.

HOW TO FIND OTHER MATERIAL

Computers provide enormous amounts of information. This material might be on the Internet, on the CD-ROM disks, on the file server hard drive, or on an individual hard drive. Please ask for assistance.

HOW TO IMPROVE AND EXPAND OUR LIBRARY FACILITIES

Students and teachers may make suggestions for material they would like to have available in the library. Contact the librarian when you have an idea or request. New material will be ordered during the school year if funds are available.

FACULTY E-MAIL ADDRESSES

Abel, Victoria	vabel@stjschools.org
Adams, Josh	jadams@stjschools.org
Auxier, Michele	mauxier@stjschools.org
Bahr, Traci	tbahr@stjschools.org
Barnett, Brandon	bbarnett@stjschools.org
Birkmann, Nikki	nbirkmann@stjschools.org
Bond, David	dbond@stjschools.org
Cahill, Terra	tcahill@stjschools.org
Cameron, Martha	mcameron@stjschools.org
Campbell, Joe	jcampbell@stjschools.org
Conway, Brad	bconway@stjschools.org
Erickson, Melissa	merickson@stjschools.org
Felan, Dustin	dfelan@stjschools.org
Forstrom, Christy	cforstrom@stjschools.org
Harlan, Greg	gharlan@stjschools.org
Harris, Mike	mharris@stjschools.org
Henry, Katie	khenry@stjschools.org
Klein, Linda	lklein@stjschools.org
Kramme, Stephanie	skramme@stjschools.org
Limback, Derek	dlimback@stjschools.org
McCarthy, Keith	kmccarthy@stjschools.org
McDonald, Nichole	nmcdonald@stjschools.org
Menendez, Michael	mmenendez@stjschools.org
Metcalf, Tim	timmetcalf@stjschools.org
Meurer, J	jmeurer@stjschools.org
Nelson, Marilyn	mnelson@stjschools.org
Paradis, Pam	pparadis@stjschools.org
Parker, Sandy	sparker@stjschools.org
Pleimann, Michael	mpleimann@stjschools.org
Prawitz, Ashley	aprawitz@stjschools.org
Rinehart, Kevin	krinehart@stjschools.org
Roberts, Mag	mroberts@stjschools.org
Ross, Sarah	sross@stjschools.org
Sawyer, Tami	tsawyer@stjschools.org
Shaver, Pamela	pshaver@stjschools.org
Smith, Ben	bensmith@stjschools.org
Snitker, Shannon	ssnitker@stjschools.org
Snitker, Tori	tsnitker@stjschools.org
Tynes, Angela	atynes@stjschools.org
Wells, Cathy	cwells@stjschools.org
West, Phil	pwest@stjschools.org

Dear Parents:

On October 22, 1986, President Reagan signed into law the Asbestos Hazard Emergency Response Act (AHERA, Public Law 99-519). The law required EPA to develop regulations, which provide a comprehensive framework for addressing asbestos problems in public and private elementary and secondary schools. On October 30, 1987, EPA published the Asbestos-Containing Materials in Schools Rule (40 CFR Part 763 Subpart E). This new Rule requires all public and private elementary and secondary schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings, and implement response actions in a timely fashion. This rule became effective December 14, 1987.

The St. James R-1 School District conducted a complete inspection of its facilities in 1997 and a reinspection in June 2000 and June 2003 utilizing the services of Mead Environmental Associates, Inc. The results of this inspection have been included in a management plan. This management plan is available in the administrative offices of this District and in the offices of each school during normal business hours, without cost or restriction, for inspection by representatives of the EPA and the State, the public including teachers, other school personnel and their representatives, and parents. The District may charge a reasonable cost to make copies of management plans.

Periodic surveillance is required every six (6) months and was conducted on January 3, 2003. A re-inspection of our facilities is required every three (3) years and was conducted on June 24, 2003. Any fiber release episodes and any activities involving the disturbance of the ACM are also recorded in the management plan.

You, as a parent, are encouraged to examine the management plan that affects your child(ren).

The purpose of the Federal and State regulations is to protect the health and well-being of all persons entering the buildings of the District for any reason. This District takes very seriously the recommendations made in the management plan.

The person in the District trained to oversee asbestos activities and ensure compliance is the Building & Grounds Coordinator. As required in the Rule, the Building & Grounds Coordinator is the single contact for the public to obtain information about asbestos-related activities in the District. You may reach the Building & Grounds Coordinator at 101 E. Scioto, St. James, Mo: phone (573)265-3261.

Thank you for your cooperation and understanding.

Sincerely,

Joy Tucker
Superintendent

St. James R-1 School District
Release and Waiver of Liability Form

WAIVER AND RELEASE: Parent and/or guardian does hereby release and forever discharge and hold harmless the St. James R-1 School District and its employees from any and all liability and claims, demands, rights of action, or actions, of whatever kind of nature, either in law or equity, which arise from a student having their personal computer at school. They understand that any hardware or software harm that occurs while in any district building is the student's responsibility.

Guardian Signature

Date

Student Signature

Date

MAC Address (for office use only)

**St. James R-1 School District
Acceptable Use Policy**

_____ I am a student _____ anticipated graduation year

1. The use of the system is a privilege which may be revoked by the St. James District at any time for abusive conduct. Such conduct would include, but not be limited to, the placing of unlawful information on the system, the use of obscene, abusive, or otherwise, objectionable language in either public or private messages, unauthorized use of another's account, or violation of this Agreement. The school reserves the right to withdraw student's privileges for any misuse of technology deemed by the district.
2. The St. James School District reserves the right to review any material stored in files or programs to which all students have access and will edit or remove any material which the St. James School District, in its sole discretion believe may be unlawful, obscene, abusive, or otherwise objectionable.
3. The undersigned will abide by all rules and regulations of this district as may be updated from time to time by the district.
4. The undersigned agrees to indemnify the school district, or its board, for any loss suffered to them by reason of improper use by the user; and the user further agrees to compensate anyone harmed by the user's abusive use of the internet.
5. Any use of the internet for commercial purposes is prohibited. The network is for research and education only.
6. The undersigned will not allow another person to use her/his Login and password.
7. Spamming by any entity, staff user or otherwise, to any list or any portion thereof is strictly prohibited. This includes, but is not limited to chain letters.

8. ILLEGAL DOWNLOADING AND SHARING MUSIC AND FILES IS UNACCEPTABLE AND WILL RESULT IN AUTOMATIC REMOVAL FROM THE INTERNET.

I agree to the above conditions, and I understand that for any reason, and with proper notification, I may lose my technology privileges if the St. James School District deems it necessary.

You must sign this document to become a Registered User.

Signature of Registered User _____ Date

Please Print Student Name Clearly

Signature of Parent or Guardian _____ Date

Please fill out your username and password (passwords: something you will not forget) all lower case. Print clearly!

Primary User Login: _____
(Students: Graduation year last two digits, 3 initials of users name, ex:90cls) (must be at least 6 characters)

Password: _____
(must be at least 6 characters)

For Tech Office Only Account Disabled: Reason:

GENERAL INFORMATION & SCHOOL REGULATIONS

SCHOOL CALENDAR

Opening & Closing Dates:

August 11, 2011	First day of classes
November 28, 2011	School resumes after Thanksgiving break
January 3, 2012	School resumes after Christmas break
April 2, 2012	School resumes after Spring break
May 17, 2012	Last day of classes (adjusted to snow)

Days not in session:

September 5, 2011	Labor Day Recess
September 30, 2011	Teacher Workday
October 21, 2011	Parent Teacher Conference
November 23-25	Thanksgiving break
December 19-	
January 2, 2012	Christmas break
January 16, 2012	Martin Luther King Birthday
February 17, 2012	Teacher Workday
February 20, 2012	Presidents Day
March 26-March 30	Spring break
April 27, 2012	Teacher Workday

Early Release Days- (Release at 12:30 p.m.)

September 9, 2011	Fall Festival
October 20, 2011	Parent/Teacher Conferences
May 17, 2012	Last day of school

Added Information

October 14 – 1st quarter ends December 16 – 1st semester ends
March 2 – 3rd quarter ends May 17 – 2nd semester ends

Snow Days

December 19 will be used for a Professional Development Day if one or more days are missed before Winter Break.

January 2 (if one or more days missed before 12/16)	Make Up	
Martin Luther King Day (if one or more days missed before 1/17)	Make Up	
February 17th PDC Day (if one or more days missed before 2/10).....	Make Up	
(President's Day will be used for the PDC day in this instance)		
President's Day (if one or more days missed before 2/13)	Make Up	
April 27	Planned PDC Day	Make Up
May 17.....	Last Day of School	Make Up
May 18, 21, 22, 23, 24		Make Up

STUDENT HANDBOOK REVIEW FORM

I have received and reviewed the John F. Hodge High School Handbook for the 2011-2012 school year. I will abide by the policies stated in the student handbook. I understand if I violate the policies, disciplinary action will be taken. This form is to be turned into your first hour teacher on Monday, August 15, 2011.

Student Name: _____

Student Signature: _____

Grade: _____

Date: _____

Parent Signature: _____

