

2019-20
Student Handbook
John F. Hodge High

“Home of the Tigers”



Table of Contents

A+ School Program.....	6
Accident Reports.....	11
Administrative Structure.....	5
Announcements.....	8
Assemblies.....	9
Athletic Season Passes.....	12
Attendance Policy.....	25
Attendant/Queen/King/Elections.....	13
Awards/Scholarships.....	30
Behavior at School Activities.....	10
Bell Schedule.....	6
Beverages.....	15
Building Use.....	8
Bullying.....	14
Bus Conduct.....	13
Bus Letter to Parents.....	37
Cafeteria.....	7
Cameras/Photographs/Digital Images.....	15
Career Exploration Program.....	6
Children’s Internet Protection Act.....	15
Citizenship Guidelines for Extracurricular Participation.....	32
Classroom Survey Policy.....	7
Classroom Video Policy.....	7
College Days.....	13
Communicable Diseases.....	13
Credit Recovery.....	26
Crisis Management Plan.....	12
Dance Release Form.....	19
Definition of Harassment & Bullying.....	14
Discipline Policy.....	20
Discretionary Measures.....	20
Display of Affection.....	10
Dyslexia.....	18
Embedded Credits through RTI/RTC.....	30
Emergency Procedures.....	12
Equal Opportunity.....	4
Excessive Absence.....	25
Extracurricular Activities Participation.....	31
Field Trips.....	10
Free/Reduced Lunch Program.....	8
Grades & Credits.....	27
Grading Scale.....	27
Graduation Exercises.....	31
Graduation Requirements.....	29
Grievance Procedure.....	10
Home Schooled Students.....	30
Homebound Students.....	26
Honor Graduates.....	30
Honor Roll.....	27
Illness or Injury.....	11
Immunizations.....	12
Interrogations & Searches.....	11
Late Work Policy.....	26
Lettering Requirements.....	33
Lockers.....	11
Loitering on School Property.....	8
Media Center Policy.....	35

Medication Policy..... 10

Mission & Vision Statement..... 4

National Honor Society..... 27

Notice & Make Up Work..... 26

Nuisance Items..... 20

Opt Out..... 27

Outside Food..... 16

Parent Conferences..... 7

Part Time Attendance/Early Graduation..... 28

Part Time Students..... 28

Personal Appearance..... 8

Physical Education No-Dress..... 12

Procedure for Leaving School Grounds..... 27

Publishing Student’s Picture..... 38

Registration of New Students..... 14

Reports of Student Progress..... 28

Required Use Policy..... 36

Rights & Responsibilities..... 10

Rules Pertaining to All School Dances..... 18

Safe Schools Act..... 13

Schedule Changes..... 28

School Calendar Information..... 36

School Cancellation & Emergency Dismissal..... 13

Semester Grades & Credits..... 25

St. James Confidential Reporting Hotline..... 11

Student Cell Phone Usage..... 14

Student Code of Conduct..... 20

Student Insurance..... 11

Student Parking Regulations..... 9

Students Riding to & from School Sponsored Activities..... 13

Technology..... 14

Technology & the Internet..... 16

Telephone Calls..... 9

Textbooks..... 9

Transfer of School Records..... 13

Valedictorian/Salutatorian..... 30

Violations Against Persons..... 21

Violations Against Property..... 23

Violations Against Public Decency & Good Order..... 24

Violations Against Public Health & Safety..... 22

Violations Against School Administration..... 23

Visitors..... 9

Vocational School Students..... 9

Welcome..... 4

Withdrawal/Transcripts..... 28

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

Dr. Merlyn Johnson, Superintendent
Dr. Cathy Wells, Assistant Superintendent
Mr. Joe Stammers, Principal
Mr. Phil West, Assistant Principal/A+ Coordinator
Mr. Greg Harlan, Activities Director

WELCOME

As the principal of John F. Hodge High School it is my pleasure to welcome you to the 2019-20 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 and Assistant Principal have 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. Joe Stammers.

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).

MISSION STATEMENT & VISION STATEMENT

- District Mission Statement: The St. James R-1 School District exists to create a passion for teaching and learning through relationship-building and a commitment to excellence – **WHATEVER IT TAKES!**
- District Vision Statement: The St. James R-1 School District will be a top-ten district in Missouri by 2020.

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 student is assigned to one of the counselors, as follows:

Ms. Nikki BirkmannJuniors and Seniors
Mrs. Barb Wilson.....Freshmen and Sophomores

The services and facilities 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.

ADMINISTRATIVE STAFF

Principal-----Joe Stammers
Secretary-----Lori Garver
Assistant Principal/A+ Coordinator----Phil West
Secretary-----Jil Behr
Activities Director-----Greg Harlan
Secretary-----Julie Kearbey

STUDENT SERVICES

Guidance

Counselor-----Nikki Birkmann
Counselor-----Barb Wilson
Process Coordinator-----Jamie Englebrecht
Secretary-----Shea McFarland

Media Center

Media Specialist-----Michele Auxier

Support Services

School Nurse-----Stephanie Jackson

Bell Schedule

7:30 Morning Detention Bell
 8:00 Warning Bell
 8:05-8:53 1st Period
 8:57-9:45 2nd Period
 9:49-10:37 3rd Period
 10:41-11:06 4th (Tiger Time)
 11:06-12:18 5th Period (Lunches)
 11:10-11:30 1st Lunch
 11:34-11:54 2nd Lunch
 11:58-12:18 3rd Lunch
 12:22-1:10 6th Period
 1:14-2:02 7th Period
 2:06-2:54 8th Period

Friday Early Out Schedule

8:00	Warning Bell
8:05-8:48	1st hr
8:52-9:35	2nd hr
9:39-10:22	3rd hr
10-26-11:38	5th hr
10:26-10:46	1st shift
10:50-11:10	2nd shift
11:14-11:34	3rd shift
11:38-12:21	6th hr
12:25-1:08	7th hr
1:12-1:55	8th hr

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 re-designated 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. Beginning with the graduating class of 2015, students must score "Proficient" or "Advanced" on the official Algebra I, II or Geometry EOC exam. Scoring "Proficient" or "Advanced" on a higher level math EOC (Algebra II/Geometry) will also meet that qualification. Scoring 17 on the Math portion of the ACT, 43 on the Compass Pre-Algebra test, or 1 on the Compass Algebra test will also fulfill this qualification.
8. 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/her job site.
3. The student must work the minimum number of hours (20) per week required by the program.
4. The student should remain at the same job site for the duration of the semester.

5. 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.
6. Students may be scheduled for CEP more than 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 students involved in this program. Students in CEP placed in Alternative Classroom Study will remain there the entire day (8:05 – 2:54) (At the discretion of administration)

Liability of 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.

CLASSROOM SURVEY POLICY

During the school year, various groups or classes may ask students to respond to a survey. Individuals or groups from outside the St. James R-I School District who request surveys 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.

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.

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 11:06 a.m. until 12:18 p.m. A student must have his/her thumbprint 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 free and lunch is \$2.05. 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. Lunch charges can be monitored on Parent/Student Portal. Students are asked to follow common rules of etiquette when eating in the cafeteria:

- Running, roughhousing, horseplay, 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 is available for those individuals who request it. More information on income guidelines can be obtained by calling 265-2300 ext. 40612. Reduced priced meals are \$.45 for lunch. Breakfast is free.

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. Hats or headwear will be allowed this school year. Must not advertise anything distracting to the school environment.
5. Shorts of a suitable length may be worn so as to not be distracting to the educational process.
6. Length of skirts must meet criteria in #5 above.
7. Students are not permitted to wear gang-related apparel or insignia at school or school functions.
8. 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.
9. Chains on wallets or other items that could quickly convert to a weapon are not permitted (decorative items)
10. Piercing accessories that could cause injury to the student or fellow students are not acceptable in certain classes (P.E. etc.) where an injury can occur.
11. 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

All building doors will remain locked until one hour prior to the beginning of the educational day. Reduction of public access time to district buildings is a precaution intended to improve safety procedures and the overall well-being of all staff and students.

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. School is over at 3:00 p.m. Students will leave the building by 3:20 p.m. unless they are participating in an organized activity.

LOITERING

It shall be unlawful for any person not having an interest in the business of the operation of the St. James R-1 School District to loiter on the grounds of or within the buildings of the District, or to be within 500 feet of such grounds or buildings when the District's elementary and secondary schools are in session beginning one hour before and ending one hour after. Any person so loitering shall immediately leave the grounds or buildings of the District upon the request of the school's principal or his authorized representative and anyone who shall fail or refuse to do so shall be in violation of this ordinance. Any person found guilty hereunder shall be subject to a fine not exceeding \$500 or by imprisonment in the county jail for ninety (90) days or by both such fine and imprisonment.

There shall be no parking South of the alley on the East side of Parker Street between the hours of 7:00 a.m. and 4:00 p.m. when school is in session. Any person failing, neglecting, or refusing to comply with the provisions of this Section shall be deemed guilty of an ordinance violation with a fine of not more than \$500 and/or up to 30 days in jail. Ordinance 563 - An ordinance prohibiting loitering on or near 18-89 4/1/96 St. James R-1 School District property by unauthorized persons.

ANNOUNCEMENTS

School organizations wishing to make announcements should write the announcement and email to lgarver@stjschools.org. A copy of the announcements will be posted each day on the student bulletin board. Parents and students can access the announcements on the STJ homepage and SIS.

ASSEMBLIES

Assemblies are considered a part of the curricular program and are designed for student participation, disseminating information to the student 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.

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 (full day)

Second Offense – 2 days Alternative Classroom Study (full days)

Third Offense – 3 days Alternative Classroom Study (full days)

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 rearview mirror. Parking permits must be visible at all times while parked on school property. Students must have 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. The parking lot is to be cleared by 3:20, with the exception of students participating in school-sponsored activities. 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.

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

Second offense: 3-5 days ACS

Third offense: Vehicle towed at owner's expense.

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 up to possible loss of parking privileges

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

Third offense: Warning up to 10 days OSS 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 ask permission to use the teacher's classroom phone or use the phone in the Guidance Office. 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 may be furnished 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 ensure 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 the 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 AC)

DISPLAY OF AFFECTION

Students are expected to conduct themselves in a respectful manner at all times. Students engaging in public displays of affection in a manner deemed excessive by school officials will be counseled; repeated instances of such behavior may result in a 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 (265-2300 x30900) 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. 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. 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 subsequent extracurricular activities.

ST. JAMES CONFIDENTIAL REPORTING HOTLINE

Missouri School Violence Hotline – Three Ways to Report It! Tips can be anonymous.

Call 1-866-748-7047 toll free

TEXT to 847411 using keyword “Reportit” include school name and city.

ONLINE: Fill out a form – 24/7 www.schoolviolencehotline.com

ILLNESS OR INJURY

In 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 Health Clerk office. The Principal or school 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 without parent permission.

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 are expected to use 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.

STUDENT INSURANCE

Mo Healthnet is available to students whose families qualify. Applications may be obtained at the Middle School office/Nurse’s office.

Markel Health and Accident Insurance is available to students whose families qualify. Applications may apply at <https://markel.sevencorners.com/>. 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 it’s 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 for 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 the 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 announcement

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/office 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.

In the event of an emergency (natural or intruder), we ask that our parents follow these simple procedures:

1. **Do not telephone the school!** While we certainly understand why you want to do so, your restraint will allow telephone lines to remain clear for emergency communication. This includes cell phone lines.
2. Turn your radio to KTTR 1490 AM/99.7 FM or KZNN 105.3 FM for emergency announcements. If students are to be kept at school or are being taken to a designated location, the media will be advised.
3. **Do not come to the school building.** To allow for the access of emergency vehicles, it will be necessary to keep the streets and parking lots clear. In addition, your child may not even be at the school but already taken to the predetermined alternate location.
4. Impress upon your children the importance of following the directions of any school personnel, especially in times of an emergency.

WE CAN NOT EMPHASIZE ENOUGH HOW IMPORTANT YOUR COOPERATION IS IN AN EMERGENCY. BEING PREPARED IS IN THE BEST INTEREST OF YOUR CHILDREN!

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. Students wanting to enroll in a physical education class need to realize the classes require students to physically participate. If a student accumulates absences beyond the maximum number allowed to pass the course (8) according to the St James School District Attendance Policy, each subsequent absence will be counted a No Dress for the class. If a student is going to have a known medical procedure performed the semester he/she would be enrolled, which causes the student to miss class or not be able to participate, the student

should not enroll for the semester.

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. Juniors may apply for one college day.

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 Channel 2 (Fox) St. Louis

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 birth certificate, transcript, discipline record 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 immunization record are in our possession. Immunizations must be perpetuated by individuals or groups.

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.

The offices have a form that should be filled out whenever a student feels as though he or she is being bullied.

DEFINITION OF HARASSMENT AND BULLYING

Bullying includes, but is not limited to: physical violence, verbal taunts, name-calling and put-downs, threats, 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.

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).

STUDENT CELL PHONE USAGE

A student is prohibited from using or having his/her personal cell phone turned on during class time or in classrooms, except at the specific request of the teacher for educational purposes. Cell phones may be used in the hallways during passing time and in the cafeteria during lunch. The intent of this policy is to allow the use of cell phones during non-instructional times and in non-instructional areas. Any unauthorized use of a cell phone in a classroom on school grounds constitutes a violation of this policy. St. James school will not be responsible for lost or stolen devices.

First offense: Confiscation of cell phone to be picked up at the end of the day and/or up to a 5 day out-of-school suspension; however, if the use of a cell phone is related to involvement in controlled substances or gang type activity, the student may be suspended up to ten (10) school days with a recommendation for a suspension of up to 180 days

Subsequent offense: Confiscation of cell phone to be picked up by a parent/guardian plus additional consequences of detention up to a 10 day out-of-school suspension; however, if the use of the cell phone is related to involvement in controlled substances or gang type activity, a recommendation for expulsion will be made.

TECHNOLOGY

Students have the opportunity to use various computer networks in the St. James R-I Schools, but the 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. St. James R-1 school district is not responsible for lost or stolen devices.

Privately owned technology devices are not allowed during the school day (7:30-3:00). Devices intended to be used to play games, watch videos or navigate the Internet are not allowed. No privately owned student devices may be attached

to the school's network.

1. Students must obtain teacher permission before using their school issued technology device in class. Students must turn off and put away the device when requested by a teacher. Students may use the device before school, and after school in adult supervised areas only.
2. The school reserves the right to confiscate any electronic device and turn it over to the proper authorities if there is a reason to believe that school policies, regulations, guidelines, and/or state or federal laws have been violated.

Inappropriate use or violation of Acceptable Use Policy on personal equipment may also result in disciplinary action in coordination with school/district policies.

CAMERAS/PHOTOGRAPHS/DIGITAL IMAGES

St. James High School desires to protect student's personal privacy in accordance with the law. Thus, students are prohibited from using camera phones or other technology devices to take photographs or to record photographic images, whether in digital or other form, during any class or instructional period during the school day, unless the student receives advance permission to do so from the classroom teacher. Students are prohibited from using cameras or other technology devices to take photographs or to record photographic images, whether in digital or other form, of inappropriate school behavior.

In addition, students are prohibited from using cameras or other technology devices in a facility or location at which students or others have a reasonable expectation of privacy. Examples include, but are not limited to, restrooms, locker rooms and changing areas. This prohibition also includes the taking of a photograph or video of an individual, regardless of location on district property or at a district-sponsored event, when such photography or video either invades or could be perceived as invading the privacy of an individual.

Students may not use cameras or other technology devices to take unauthorized photographs of individuals, staff offices, staff areas or records storage areas.

Students who use such cameras or other technology devices to record photographic images in violation of this policy are subject to up to 180 days of OSS for the first offense. In addition, the actions of such students may be reported to law enforcement.

Students may also be subject to additional disciplinary action in the event that a violation of this policy also violates another policy or code of conduct, including, but not limited to, cheating, legally-prohibited harassment, and/or other harassment.

Students are also warned that the transfer, distribution or posting of images taken in violation of this policy may subject them to school disciplinary action and possible referral to law enforcement, even if such transfer, distribution or posting occurs off-campus.

BEVERAGES

1. Students are **not** allowed to bring beverages purchased outside the school into the high school buildings between 7:30 a.m - 3:00 p.m with the exception of water in clear bottles with screw tops. Other medical exceptions must be approved by the school administration. Beverages purchased outside the school will be confiscated and disposed of by staff members.
2. Beverages purchased from the school may be allowed in the classroom if the teacher permits. Beverages purchased from school that have a screw-on lid may be carried in the hallway, but students must wait until arrival in class or the lunchroom to open the container. The container will be confiscated by staff members if a student is in violation of this rule.

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 devices 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.

OUTSIDE FOODS

Outside foods (such as McDonald's, Pizza Hut, Subway, etc) may not be delivered to students at school unless prior approval has been given by the building principal. Food delivered without prior principal approval may be dropped off at the front office, but there are no guarantees the student will receive the food. Students will not be allowed to consume outside foods in the cafeteria serving area but must consume the food at the couches outside the main office. Due to issues involving safety and the well-being of all students (food allergies, etc) outside foods may NOT be shared with other students unless prior principal approval and consent of the other student's parents is received. Parents will not be allowed to enter the school building to personally give dropped-off foods to their student(s) and the lunch period will now be closed to outside visitors and parents.

TECHNOLOGY & THE INTERNET

Students should use technology and the Internet in an appropriate manner. Technology is an integral part of a student's educational experience and must be used in support of education and research consistent with the educational objectives of the district. Technology includes, but is not limited to, computers, other hardware, electronic devices, software, Internet, e-mail, all other networks, etc. Student use of technology is a privilege. Students are responsible for appropriate use of all computers to which they have access. Obscene, pornographic, threatening, or other inappropriate use of technology, including, but not limited to, e-mail, instant messaging, cyberbullying, web pages, and use of hardware and or software which disrupts or interferes with the safety and welfare of the school community, is prohibited, even if such uses take place off school property (i.e., home, business, private property, etc.). Altering the preset STJ School District image is prohibited. St. James School district adheres to the provisions of the Children's Internet Protection Act (CIPA).

A. General Terms and Conditions of Technology Use

1. Transmission of any material in violation of Federal, State, or local law, ordinance, School Board policy, regulation or the Code of Student Conduct is prohibited. This includes, but is not limited to, the following: copyrighted material, cyberbullying, threatening, violent, obscene, or pornographic material, material protected by trade secret, and uploaded or created computer viruses.
2. Use of technology for commercial activities is prohibited unless explicitly permitted by the School Board. Commercial activity includes, but is not limited to, the following:
 - a. any activity that requires an exchange of money and/or credit card numbers;
 - b. any activity that requires entry into an area of service for which the school will be charged a fee;
 - c. any purchase or sale of any kind; and
 - d. any use for product advertisement or political lobbying.
3. Altering/modifying the original STJ School District preset software image and/or taking apart the computer for access to internal parts is prohibited.

B. Responsible/Acceptable/Safe Use of Technology

The following rules are in effect for all computers unless otherwise directed by a teacher or administrator.

1. It is the responsibility of each student to ensure that student-loaded files and programs do not consume hard drive space needed for instructional or educational requirements.
2. Teachers may authorize students to use the Internet and other communication mediums that include but are not limited to e-mail and discussion boards, for instructional purposes.
3. Pornographic, obscene, or vulgar images, sounds, music, video, language, or materials, including screensavers, backdrops, and/or pictures, are prohibited.
4. Downloading, uploading, or importing games, screen animations, as well as programs or files that can be run or launched as a stand-alone program is prohibited at all times.
5. Downloading, uploading, importing music and videos are allowed outside of school hours, so long as it does not violate copyright law or contain words or images that are pornographic, obscene, graphically violent or vulgar.
6. Illegal use or transfer of copyrighted materials to a school owned computer, including laptops, is prohibited. Students should only download/import music or materials (files) that they are authorized or legally permitted to reproduce, or for which they have the copyright.
7. Students are prohibited from playing games during the instructional day unless otherwise directed by a teacher or administrator.
8. File sharing must be approved and directed by the teacher.
9. Headphones are not to be worn or used in the hallways, commons or gymnasiums during the academic day (7:30-3:00). They may be used during the instructional day with teacher permission as long as the use does not interfere with the instructional program.
10. Laptops are to be used in study halls / ACS for instructional purposes only.
11. Students shall not deface or vandalize computers in any way. This includes, but is not limited to, marking on, painting on, drawing on, marring, placing stickers on, use of non-school issued covers or damaging a computer.

12. Additions, modifications or deletion of files, except in the student's 'directory' or 'home directory,' are prohibited.
13. Passwords are the sole responsibility of the individual student. The student is responsible for any password dependent activity that takes place. Students are prohibited from sharing passwords with one another for any reason and should make every effort to keep all passwords secure and private.
14. Students should not introduce or allow the introduction of any computer virus to any computer.
15. Putting non-school related material (files) on a school file server is prohibited.
16. When transporting laptops, the laptops need to be in the school issued book bag. Students are not to have the laptops open in the hallways when changing classes. Wherever and whenever possible, laptops need to be stored in the school issued book bags.
17. Laptops are temperature sensitive and should not be stored in vehicles.
18. Students need to let the laptop battery discharge down to 10% before recharging. Constant charging diminishes battery life expectancy profusely.

C. Personal Responsibility and Integrity

All who use STJ School District technology resources must recognize that the work of all users is valuable; therefore, every user must respect the privacy of others. Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent or assume the identity of other users.

To protect students while at school and home, and to meet the Children's Internet Protection Act (CIPA) requirements, access to the Internet is filtered through a commercial filtering system. All students are expected to behave responsibly and with integrity when using technology. These responsibilities include, but are not limited to, the following:

1. Use technology for school-related purposes only during the instructional day (7:30 - 3:00).
2. Revealing unauthorized personal information about yourself or others is prohibited;
3. Do not copy, change, read, or use files in another user's storage area (such as hard disk space, diskettes, mail, server space, personal folders, flash drives, etc.) without the user's permission;
4. Refrain at all times from cyberbullying.

D. Security

Security on any computer system is a high priority. Attempting to log on to the STJ School District network using another person's identity is prohibited. Bypassing or attempting to bypass STJ School District filtering software is prohibited. All security problems must be reported to an administrator.

E. Privacy/Copyright

The illegal use, distribution or transfer of copyrighted material on STJ School District device is prohibited.

All files, emails, data, etc. that are created, stored, or accessed with a STJ School District device are public record.

F. Alteration of Preset Software Image

Altering/modifying the original STJ School District preset software image is prohibited. Examples may include, but are not limited to the following:

1. Loading/installing any software applications unless done by STJ School District.
2. Changing the computer name
3. Changing or removing operating system extensions
4. Altering security software
5. Altering the pre-loaded operating system or applications
6. Taking apart the computer for access to internal parts.

Violations of these regulations will result in serious disciplinary action, restitutional fines and may also result in criminal charges if the action is also a violation of Federal, State, or local law or ordinance. Examples of such dual violations are (i) computer hacking or trespassing, (ii) harassment, threats, or cyberbullying via computer, and (iii) computer fraud.

Ignorance of these regulations will not excuse an infraction. Any student found to reconfigure the preloaded software image will receive disciplinary action up to 180 out-of-school suspension. Other actions may include long-term suspension, expulsion, or any action deemed appropriate by the principal. Where Missouri law is violated, law enforcement may be contacted and legal action taken.

G. Day Use Device Policy

Day Use participants are to check out/back in their device every day at the media center. Failure to do so will result in:

1st offense - Warning up to 2 ASDs

2nd offense - 1 ASD up to multiple days ACS

3rd offense - 1 day ACS up to 5 days OSS

*Device privileges may also be suspended for each offense as needed.

Long term participants will be assigned the same device throughout their high school career. If damage occurs to the day use laptop due to the participant's unconventional use or care, the damage will result in serious disciplinary action, restitution fines and may also result in criminal charges if the action is also a violation of Federal, State, or local law or ordinance. In addition, the student will be issued a day use computer out of the district's older stock. Students with day use issued computers are to be held responsible for all district device usage rules and guidelines.

H. Excessively Absent Student

If a student who has signed out a device is absent from school for more than 5 days without contacting the high school attendance office, a police report for theft will be made with local police departments.

Dyslexia

The St. James R1 School District shall conduct dyslexia screenings for students in the appropriate year consistent with the findings and recommendations of the task force (K-3 annually, 4-12 per teacher/parent request).

"Dyslexia screening" is a short test conducted by a teacher or school personnel to determine whether a student likely has dyslexia or a related disorder in which a positive result does not represent a medical diagnosis but indicates that the student could benefit from approved support.

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 3:00 p.m. on the Wednesday 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):
 - The person signing up a guest will be held responsible for the guest's actions
 - The guest must be enrolled in the 9th grade or above.
 - The guest must be 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.

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.

Please check all that apply and provide the necessary information:

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

As the Principal/Administrator of the school that this potential visitor to St. James High School attends, I verify he/she is a student in good standing.

Name of Administrator Title Phone

Signature of Administrator Title

____ I am employed. My employer's name and phone number is

_____ (employer's name and phone number)

_____ I do not attend school nor am I employed.

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

Parent Signature (if guest is under 17)

Address

Any false representation of information provided on this sheet will result in the guest being prohibited from attendance.

Form must be returned by: _____ (3:00 pm, Wednesday before dance on Saturday.)

Return to: Mrs. Garver's office, email to lgarver@stjschools.org, or by fax to 573-265-1053.

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, unregistered electronic readers, CD players, radios, iPods, iPads, 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 banned 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 quarterly basis.

ALL DISCIPLINE REFERRAL FORMS Teachers are directed to communicate with parents when warnings or potential problems exist. All discipline referrals will be completed within the SIS system.

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 an effective safe and secure learning environment for the students and employees of St. James High School and visitors. **Concerns regarding discipline should be addressed to the teacher first and then to the 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. If a student is dismissed from ACS for any disciplinary actions, student will automatically be suspended for the remainder of that day and for the following school day.
4. Saturday School Detention – Students may be 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, and 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 ACS 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 ACS
 - 2nd Offense - 4 days ACS up to 5 days OSS
 - 3rd Offense – 5 to 10 days OSS
- B. **Bullying occurs when a student:** has repeated and systematic intimidation, harassment, or 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 or damaging property, or exclusion from a peer group. Physical contact does not require physical touching, although touching may be included. 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.
 - 1st Offense - up to 10 days OSS
 - 2nd Offense – up to 30 days OSS
 - 3rd Offense – up to Expulsion
- C. **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).
 - 1st Offense - up to 3 days OSS
 - 2nd Offense - 3-10 days OSS
 - 3rd Offense - Request for Expulsion
- D. **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 and a psychological evaluation at the expense of the student.

- E. **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
- F. **Verbal Abuse to Staff**
1st Offense – Detention up to 2 days ACS
2nd Offense – 3 days ACS up to 3 days OSS
3rd Offense – 3-10 days OSS
- G. **Profanity or Vulgarity toward Staff**
1st Offense – 4 days ACS up to 5 days OSS
2nd Offense – 5-10 days OSS
3rd Offense – 10 days OSS
- H. **Disrespectful language that is threatening in nature toward staff**
1st Offense – 5 days ACS up to 20 days OSS
2nd Offense – Up to Request for Expulsion
- I. **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 – Up to Request for Expulsion

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 Possession - 10-180 days OSS (with provisions for reduction by one-half), notification of parents and legal authorities
2nd Offense Possession – 90-180 days OSS with possible request for expulsion, notification of parents and legal authorities
1st Offense Use - 10 Days of ISS up to 10 Days OSS
2nd Offense Use - 10 Days of OSS up to 110 Days of OSS
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 – Up to Request for Expulsion
- C. **Tobacco Use While Under School Supervision**
1st Offense – 2 days ACS
2nd Offense - 3 days ACS
3rd Offense – 2 days OSS
- D. **Possession of Tobacco While Under School Supervision**
1st Offense - 1 day ACS
2nd Offense - 3 days ACS
3rd Offense - 2 days OSS
- E. **Electronic/Vapor devices** (to include next generation inhaling devices) are considered paraphernalia and are banned from school property. If the device contains Nicotine, it will fall under the guidelines for Tobacco. If the device contains any controlled or non-controlled (glue, inhalants, solvents, etc.) substances, it will fall under the guidelines for drug possession or use.
- F. **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, etc.)
1st Offense – 5 days ACS up to Request for Expulsion
2nd Offense – Indefinite OSS up to Request for Expulsion
- A bomb threat is a Class D Felony and considered a terrorist threat; Indefinite OSS up to Request for Expulsion; Criminal 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. **Theft or Stealing (restitution must be made in all cases)**
Stealing or attempting to steal private or school property of a value of less than fifty dollars (\$50).
1st Offense – 2 days ACS up to 3 days OSS
2nd Offense – up to 5 days OSS
3rd Offense – up to Expulsion
Stealing or attempting to steal private or school property of a value of more than fifty dollars (\$50).
1st Offense – 5 days ACS up to 5 days OSS
2nd Offense - up to 10 days OSS
3rd Offense - up to Expulsion
- D. **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 ACS 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, teepeeing, egging, breaking of glass, damage or destruction of equipment including computers, computer programs and networks, spray painting, graffiti, etc.)
1st Offense – up to 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.

VIOLATIONS AGAINST SCHOOL ADMINISTRATION

- A. **Cheating and Forgery** – cheating, attempting to cheat, plagiarism, and forgery of school documents and parental notes.
Student receives a “0” on work.
1st Offense – 2 Detentions
2nd Offense – up to 4 days ACS
3rd Offense – 10 days of ACS up to 3 days OSS
- B. **Insubordination** – Refusal to follow a staff member’s reasonable request.
1st Offense – up to 4 days ACS
2nd Offense – 4 days ACS up to 3 days OSS
3rd Offense – 5-10 days OSS
- C. **Misbehavior** – Disruptions associated with classrooms, halls and other areas.
1st Offense – Warning to 4 days ACS
2nd Offense – Multiple days ACS to 3 days OSS
3rd Offense – 3-5 days OSS
- D. **Skipping Class** – Leaving school without permission, violating closed lunch, absenteeism from one or more classes.

- 1st Offense – Detention up to 3 days ACS
 2nd Offense –1-3 days ACS
 3rd Offense – Up to 5 days OSS
- E. **Truancy** - Absent from school without permission from either the school or parents/guardians
 1st Offense – 2 to 5 days ACS
 2nd Offense –4 days ACS up to 5 days OSS
 3rd Offense –5 days OSS
- F. **Tardiness** – This policy is based upon tardies per each individual class period. Tardies will be erased at the end of each quarter. Tardy Definition: the student must be inside the door before the tardy bell starts to ring. Tardy is being 10 minutes or less late to a class.
 6-9 tardies (total) = 1 day of ISS per tardy
 10+ tardies (total) = 2 days of ISS per tardy
- Vo-Tech students will serve their time when they return from Vo-Tech.
- G. **Electronic Items** –
Unauthorized recordings, photographs, and digital images
 1st Offense - up to 180 days OSS
 2nd Offense - up to Expulsion
- H. **Nuisance Items** – Students are not allowed to possess such items as radios, CD players, toys, any type of trading cards, rubber bands, water guns, cigarette lighters, matches, skate boards, or other disruptive items.
 1st Offense – Item will be confiscated and may be returned to parent/guardian, up to 2 ACS's depending on nature of the offense
 2nd Offense – Item will be confiscated and the student will be assigned multiple days of ACS
- I. **Inappropriate – Use of Communications Network**
 1st Offense – Warning to multiple days of OSS and loss of device network privileges
 2nd Offense – Up to multiple days of OSS and permanent loss of device network privileges
- J. **Falsifying Permanent Records** – Tampering with permanent academic records by device or written form
 1st Offense – 10 days OSS with Superintendent review and police contact

VIOLATIONS AGAINST PUBLIC DECENCY AND GOOD ORDER

- A. **Profanity or Vulgarity** – May be written, oral or gesture
 1st Offense – Detention
 2nd Offense – up to 5 days ACS
 3rd Offense – up to 3 days OSS
- B. **Use of Language that is Disparaging or Demeaning** – words
 Which are spoken or written solely to harass or injure other people, such as threats of violence, defamation of a person's race, religion, sexual orientation or ethnic origin.
 1st Offense – Parent Conference and up to 5 days ACS
 2nd Offense – up to 5 days OSS
 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 – up 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 9)
 1st Offense – Conference/change clothing to be appropriate
 2nd Offense – Detention up to 2 days ACS
 3rd Offense –3 days ACS up to 3 days OSS

- G. **Bus Discipline Plan** – Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student’s assigned school. In addition, transportation privileges may be suspended or revoked.
- 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.

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. The doctor’s excuse must be presented to the attendance office within one week of the absence. If a student is sent home by the school nurse, only that day will not count against the student’s attendance for our building purposes.. 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 portion of the grade. Progress report grades, term grades, and semester grades are determined by a running average for the duration of a semester. Credits are awarded upon successful completion of a semester. However, teachers have the option to give a grade other than the average, under special circumstances.

- Failed first semester credits must be recovered by the end of second semester. Second semester credits must be recovered during the Summer School session immediately following the school year in which the credits were lost. Second semester seniors must be actively enrolled and participating in Credit Recovery classes fourth quarter, to be eligible to graduate on schedule.

3. **Excessive Absence:**

Students will be permitted a maximum of eight (8) full day absences. 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. If a student who has signed out a laptop is absent from school for more than 5 days without contacting the high school attendance office, a police report for theft will be made with local police departments.

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 extension 30601)**. 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. **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.

6. **Procedures**

Students will be given an electronic version of the 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. 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 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.

7. **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).

- **Homebound Procedure:** Work is collected in the A+ office from the teachers, recorded and given to the appropriate homebound teacher. The homebound teacher will return completed work to the A+ office where it will be marked as completed and returned to teachers. Students placed on homebound are responsible for completing assigned work in a timely manner. Homework is to be returned within one week of the date that it is given. The homebound teacher will make all decisions of when the work is to be completed when multiple assignments are given from one teacher. Full credit will not be given on any assignment that is not returned by the assigned due date. In the event that a student is on homebound at the end of a semester, that student is to have all work completed and submitted to the teacher one week prior to the end of the semester. Teachers need to have all end of the semester work turned into the A+ office two weeks prior to the last day of the semester.

8. **Late Work Policy**

All late work will receive an automatic deduction of 30%. Late work will not be accepted after the 3-week progress period in which that assignment was due.

This policy excludes dual-credit courses.

CREDIT RECOVERY

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. First semester time must be made up by the end of third quarter. Second semester time must be made up by the end of the summer school session.
- Failed first semester credits must be recovered by the end of second semester. Failed second semester credits must be recovered during the Summer School session immediately following the school year in which the credits were lost. Second semester seniors behind in credits must be actively enrolled and participating in credit recovery or night school classes fourth quarter, to have the potential to graduate on schedule. In order to receive an Alternative School Diploma and participate in the graduation ceremony, the student needs to complete and fulfill an Alternative School Contract.

- 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.

8. Steps to Follow When Absent From School

- 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. 30601)**
- Known doctor, dental, and family appointments should be phoned in prior to the day the student is to meet the appointment.
- If it is impossible to call, have parent write an excuse giving name, dates, and reason for absence.
- When students are absent ten (10) consecutive school days with no school contact, they will be dropped from school.

9. 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 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 portion of the grade.

2. **Opt Out** - Students having 95% attendance, in accordance with A+ rules, 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. Test scores from TSA and IRC can be used as a percentage of the student’s grade.

3. **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.

<u>Percentage</u>	<u>Letter Grade</u>	<u>Grade Points</u>	<u>Weighted Grade Points</u>	
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	

4. **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+

5. **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 experience, 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 members use the activities form and teacher evaluations to select members.
- e. All NHS members need to log 10 hours of community service each year they are a member of the organization. If they do not, they cannot wear the NHS chord at graduation.

Any student not selected may apply again the following year.

6. 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.

7. 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.

8. 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.

9. 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.

10. 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. In order to be considered for early graduation, the following must be in place:

- a. Have 29 units of credit, including 24 required units of credit and 10 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 a 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. Project Grad is sponsored by the senior parents and is not school affiliated. Thus all communications, participation requirements and permission slips must be obtained from the leader of the organization.
- i. The senior composite will reflect the graduating seniors of the current year.
- j. 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.
- k. Early graduates are no longer eligible for local scholarships.
- l. 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.

- m. 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.
- n. Students who plan to leave at the end of the seventh semester should contact the A+ Coordinator to determine their A+ status.
- o. 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.
- p. None of the above guidelines shall be construed as denying a student his/her diploma once the required units are obtained.

11. Graduation Requirements –

To meet high school requirements, students shall complete a minimum 29 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.

Student tests which are considered part of the district's reporting responsibility to the state or federal government are required to be taken before a student is allowed to graduate. These tests include but are not limited to TSA, IRC, ~~ACT~~, and ASVAB.

All students need to complete Algebra I in order to graduate.

A transfer student that has taken Government for a semester, the EOC, the U.S. and Missouri Constitution tests all at a previous high school, can have the year of Government requirement waived by the principal.

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:

<u>Courses</u>	<u># of Credits</u>
Language Arts	4
Social Studies	3
Math	3
Science	3
Practical Art	1.5
(includes personal finance)	
Fine Arts	1.5
Physical Education	1.5
Health	.50
Foreign Language	
Electives	<u>8</u>
Total Credits	26

+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).

Embedded Credits through RTI/RTC:

Students that pass with a C or better grade in embedded credit applicable programs from RTI/RTC can receive .5 credits per year if enrolled in a year long program, in Applied Communication Arts or Applied Math or Applied Science or Applied Life Science. A student can only earn credit in two different content areas per year / per program. Students must sign an embedded credit agreement with RTI/RTC.

12. 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.

13. Valedictorian/Salutatorian –

The valedictorian will be the student with the highest GPA and the salutatorian will be the student with the second highest GPA in that graduating class. All other students with a 4.0 or higher GPA will be designated Magna Cum Laude. All GPA's are calculated using semester grades and carried out to three decimal points. In case of ties, co-valedictorians or co-salutatorians may be honored.

In the event of a tie involving two students for Valedictorian honors as determined by semester GPA's, both will be awarded co-Valedictorians and no Salutatorian will be honored in that graduating class. If three or more students tie by semester GPA's, quarter grades will be used to break the tie for that honor. In the event of a tie involving two students for Salutatorian, both will be awarded co-Salutatorians. If three or more students tie by semester GPA's, quarter grades will be used to break the tie for that honor. Transfer students must have completed the last four semesters of full time attendance at JFHHS to be considered for either the Valedictorian or Salutatorian honor.

Beginning with the class of 2022, we will honor the Top 10 Students with the title of Magna Cum Laude. This will take the place of Valedictorian/Salutatorian. The top 10 GPA's will be will follow the same criteria listed above and will be announced at the Senior Awards and Graduation Ceremonies.

14. 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, cooperation, 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.

15. 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 – 32 credits, 2nd semester freshman – 29 credits, 1st semester sophomore – 26 credits, 2nd semester sophomore – 26 credits.
- d. Three language credits need to be completed – at least one of which must be junior level or above.
- e. Three social studies credits need to be completed, including government – student must pass the U. S. and Missouri Constitution tests.
- 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 Statutes)

- a. Plan book, diary, daily log to provide a 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.
- b. A portfolio containing samples of the students' academic work. Students meeting the State requirements for a high school diploma will receive that diploma following graduation exercises.
- c. A record evaluation of the student's academic progress.

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

High school students 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. 11th and 12th graders must have a minimum overall GPA of 3.0 (on a 4.0 scale) or equivalent and a recommendation from a high school official. 9th and 10th graders must have a minimum overall GPA of 3.0 (on a 4.0 scale) or equivalent, recommendation from a high school official, and must score in the 90th percentile or above on the ACT or SAT.

17. **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.

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. Semester prior to Participation: The student shall have earned credit in 80% of the maximum allowable classes in which a student can be enrolled in the semester.
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 interscholastic activities.
3. The coach/sponsor will monitor 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 School: - student received two failing grades for a semester, No more than 1 credit earned in summer school shall count towards maintaining academic eligibility. Credit earned for the summer school course must be placed on the student's school transcript and count towards graduation.
-This summer clause deals only with students ineligible for 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 8th grade to 9th grade are eligible pending 1st semester grades.
6. 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	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 Beta Art Club Drama International Club STEM

CITIZENSHIP GUIDELINES FOR EXTRACURRICULAR PARTICIPATION

To be eligible to participate in extracurricular activities is a privilege, not an inherent right, granted if the student meets 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 credible 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 credible 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 students. 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 the 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 the 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 ¼ 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 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 ¼ 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 ¼ of the varsity matches for the season.

O. **Dance**

3 out of 4 years on the dance team. Maintain a 2.5 and above GPA.

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.

MEDIA CENTER POLICY

General Procedures:

1. The media center 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 media center. They must, however, show proof they have permission to be gone from class or the lunchroom. They will remain in the media center until they return to class.
3. We have an open-stack media center 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 new materials if they have overdue books or fines.
6. Material may be renewed if there is not another request for it.
7. Students and teachers may request a hold on materials through a reserve process.
8. Magazines may be checked out for two weeks. Newspapers must stay in the media center for the current day, but older dates may be taken out of the media center.
9. If material is lost, the replacement value will be charged.
10. Students may drop off media center materials between classes. No tardy passes will be issued by the librarian to the next period class unless there are special circumstances.
11. The media center is not a lounge. Students must have something to work on and must sign in and out of the media center.

HOW TO IMPROVE AND EXPAND OUR MEDIA CENTER FACILITIES

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

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 conducts an asbestos inspection every three years. The results of these inspections are included in district management plans. The management plans are available in the administrative offices of this District, 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. A re-inspection of our facilities is required every three (3) years with the most recent inspection occurring in May of 2017. 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,

Required Use Policy Summation

A full description of the required use policy is available at request or click [This is the updated Required Use Policy](#)

Notification of Parent and Student Rights

Under the Family Educational Rights and Privacy Act

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

1. The right to inspect and review the student's education records within 45 days after the day the St. James R-1 School District receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal a written request that identifies the records they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the district to amend their child's or their education record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a

disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. NOTE: FERPA requires a school or school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request or the disclosure is initiated by the parent or eligible student.

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

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

Process for Parents and Students to Opt Out of the Disclosure of Directory Information under FERPA

The Family Educational Rights and Privacy Act (FERPA) requires that the St. James R-1 School District obtain your written consent prior to the disclosure of personally identifiable information from your child's education records, with some exceptions. However, the district may disclose appropriately designated "directory information" without written consent, unless you have notified the district in writing of your objection. "Directory information: is information that the district has determined is generally not considered harmful or an invasion of privacy if it is released.

The primary purpose of directory information is to allow the district to include information from your child's education records in district publications, including but not limited to, a student's name, jersey number, height and/or weight printed in a school athletic program; or a student's name and photo included on district social media pages or in the school yearbook.

Directory information may also be disclosed to outside organizations without a parent's prior written consent. Some examples include the district providing a list of honor roll students to the local newspaper or the district providing student information to companies that manufacture class rings or publish yearbooks.

In addition, two additional federal laws require the school district to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the district that they do not want their student's information disclosed without their prior written consent.

If you do not want the district to disclose contact information to military recruiters or Directory Information from your child's education records without your prior written consent, you must complete a written statement notifying the district that you do not want the information released and submit it to the building principal. The statement must be dated and signed. Please provide this notice in writing with three (3) days after enrollment. Please note that if you opt your student out of Directory

Information, your student's picture will not be included in the district's yearbook or other publications and your student's name will not appear in district programs or the honor roll.

General Directory Information: The following information about a personally identifiable student may be disclosed to the school community or to any person without first obtaining written consent from a parent or eligible student:

Student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; athletic performance data; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

Limited Directory Information: In addition to general directory information, the following information about a personally identifiable student may be disclosed to: parent groups or booster clubs that are recognized by the Board and are created solely to work with the district, its staff, students and parents and to raise funds for district activities; parents of other students enrolled in the same school as the student whose information is released; students enrolled in the same school as the student whose information is released; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services:

The student's address, telephone number and e-mail address and the parents' addresses, telephone numbers and e-mail addresses.

Student Information and Images in District Publications and Social Media

The district maintains a number of publications and social media accounts to better communicate with students, parents and the community. Unless the parent or eligible student notifies the district in writing as directed under the section "Process for Parents and Students to Opt Out of the Disclosure of Directory Information under FERPA," the district may include pictures and information about a student in district publications and posts on social media. Even if a parent objects to the disclosure of Directory Information, if a student's image is included in a photograph or video as part of a crowd shot, where the focus of the image is not on that particular student, the student's image may still be included in a district publication or social media post.

APPENDIX

2019-20 School Calendar

<https://www.stjschools.org/domain/92>

Copeland Bus Letter and Forms

<https://drive.google.com/a/stjschools.org/file/d/0B20Lteh0xUhpS1lrZUNGV1FibHIYVHdJTTF5VEVQOE5OcTRB/view?usp=sharing>

