

# HALFWAY R-III SCHOOLS

## Junior/Senior High School



## Cardinal Pride 2009 - 2010

### Student/Parent Handbook Important Enrollment Forms

Board approved June 17, 2009

#### Halfway R-III Schools Mission Statement

Halfway R-III Schools, in partnership with students, parents, and community, will provide opportunities for individuals to become productive, lifelong learners.

Dear Students and Parents:

Dear Students and Parents/Guardians:

Welcome to Halfway Junior/Senior High School! We offer you the opportunity through education to pursue your dreams and ambitions. Our school curriculum is aligned to the Show-Me Standards and Grade Level Expectations set forth by the Missouri Department of Elementary and Secondary Education, and our teachers pride themselves in offering rigorous curricula that prepare students to meet their individual goals and ambitions. As our mission statement indicates, Halfway R-III Schools truly strives to provide opportunities for individuals to become productive, lifelong learners. Through course offerings as well as a broad range of extracurricular activities, students are encouraged to learn and grow academically, mentally, and socially.

In our endeavor to be progressive in the educational community, we participate in quarterly benchmark assessments, as a measure of each student's progress and success. It is our goal for all students to master the Grade Level Expectations as well as the curriculum objectives for each course. This is best done through close monitoring of students' progress and making adjustments in the course work to fit the needs of the students. Our reputation as an outstanding school is a result of our dedication to continued educational improvement.

Another basis for our success is our strong partnership with the school, the students, the parents, and the community. This handbook is designed to maintain and strengthen that partnership by providing all stakeholders with general information about our school's day-to-day operations. Please take the time to read the handbook, complete the form at the back, and return that form to the high school office by the end of the first full week of school. I look forward to working with you as we each pursue our dreams and ambitions.

Thank You,

Tammy Highley  
7-12 Principal

**This handbook will be used as a foundation to promote responsible behavior on the part of each student at Halfway Junior/Senior High School. The purpose of this handbook is to insure the safe and orderly environment for learning in the school. The handbook provides for all affected a clear statement of the expectations this school district has for its students and the consequences that may follow when deviations from the expectations occur. Please take the time to read this handbook.**

**INTRODUCTION**

The Halfway R-III School District is determined to provide a safe and disciplined learning environment so that all students will learn successfully. This handbook provides policies and procedures that have been approved by the Board of Education. It is a vital part of our school's information network. While it contains much of what you need to know, it is not designed to be all-inclusive. If questions or problems arise concerning a particular school-related issue, please adhere to the following chain of command: 1) consult with the involved teacher(s); 2) consult the principal; 3) meet with the superintendent; and, 4) if a satisfactory resolution is not achieved with either the principal or the superintendent, you may officially request a meeting with the Board of Education. It is our expectation that all students and parents will review the policies and procedures contained herein. (See Board Policies JFAA & JFH)

### **THE HALFWAY VISION STATEMENT**

The Halfway R-III Schools will graduate well-rounded students who have the skills and knowledge necessary to develop their own visions and goals for their futures while understanding the opportunities available for success in our global society. We will strive for excellence in this endeavor and encourage all students to do the same. We will continue supporting school and community interaction understanding that our interdependence benefits all.

### **THE HALFWAY PHILOSOPHY OF EDUCATION**

Recognizing each student as a unique individual, we believe that education should provide an opportunity for the maximum development of each individual within the limitations of his or her capacities. Through education, it is possible for the individual to discover and endeavor to achieve to the limits of his or her capacities (AD Basic).

### **THE HALFWAY PHILOSOPHY OF STUDENT DISCIPLINE**

It is the objective and policy of Halfway High School to recognize, preserve, and protect the individual rights of all students and, yet, enforce the protection of those rights within the necessary framework of a safe, orderly, efficient, and nurturing school program. The quality of discipline in the school is a blend of values and attitudes of everyone within the educational community. We believe that discipline and academic achievement are very closely related. We appreciate the fact that discipline, order, safety, and cooperation are essential for people to meet and work together in harmony. All individuals associated with the school must share the responsibility for creating and supporting a positive learning environment

It is the Board's belief that, as part of the educational process, students should be made aware of the legal rights and of the legal authority of the Board to make and delegate authority to its staff and to make rules and regulations regarding the orderly operation of the school district. If the policy guidelines adopted by the Board are to be successful, it must be understood that school officials and teachers have the authority to interpret and apply policy in a given situation. Students must obey any such interpretation, subject to an appeal.

Schools must be a place where students are encouraged to learn. Standards of conduct are established by the Halfway R-III Schools Board of Education to create an environment in which each student's right to learn is protected.

The Board of Education has the legal authority to make all needful policies, rules and regulations for organizing, grading and governing the Halfway R-III Schools. This includes the power to suspend or expel a student for conduct which is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of the students. The Board may also delegate to the Superintendent the responsibility to make reasonable and necessary rules and regulations governing the conduct of students in the district. These rules will apply to all students in attendance in district instructional and support programs as well as school-sponsored activities and events.

Building principals are responsible for the development of rules and regulations regarding student conduct needed to maintain proper behavior in schools under their supervision. Principals may summarily suspend any student for up to ten (10) days for violation of these regulations. **The list of offenses listed in this handbook are not exhaustive. The district can discipline a student for any action that is disruptive to the school environment whether it occurs on or off school property. Consequences for an offense may be increased or decreased depending upon the circumstances.** Flagrant disregard to policies, rules, and regulations or continued truancy may result in suspension by the Superintendent or expulsion. The

Superintendent may suspend a student for one hundred eighty (180) days; however, expulsion of students is a function only of the Board of Education. Although the majority of students in the school district follow the rules of the district, those who fail to comply should expect consequences.

All school personnel have the responsibility to instruct, guide, and supervise students during school and school-sponsored activities with the objectives of promoting positive learning experiences and responding effectively to unacceptable student behavior. Proper instruction and supervision is everyone's responsibility and in large measure will produce good student behavior.

### **HALFWAY R-III GOALS FOR STUDENT SUCCESS**

The Halfway School District will provide students with basic skills that are necessary to be life-long learners and the knowledge necessary to exercise all opportunities that may be available to students upon graduation from high school.

- 1) The Halfway School District will provide current motivational instruction necessary for students to compete in the "real world" by hiring teachers who believe that every child can learn if given appropriate time in conjunction with instructional strategies that fit their mode of learning while maintaining high expectations.
- 2) The Halfway School District will provide a safe and orderly school climate that is conducive to effective instruction and successful learning.
- 3) The Halfway School District will ensure a high quality of education by providing and maintaining efficient management of programs, plant, and facilities (AE Basic).

### **RISING TO THE HALFWAY CHALLENGE**

The central purpose of Halfway High School is to provide students with the best possible learning environment and experiences. We encourage students to do their very best in school, every day. Our success depends on solid habits of learning, self-discipline, dedication, and hard work. We encourage students to take an academically rigorous schedule and actively participate in the school's extensive extra-curricular program. We want these years to be the best of our students' lives!

### **HALFWAY SPIRIT**

The official school mascot is a Cardinal. School colors are cardinal red and white. We encourage you to show school spirit throughout the school year and at all school-sponsored activities. Remember, you are a reflection of our school! Please show your spirit and learn the school's song (alma mater):

*Down in the hills of old Missouri  
At the gateway of the west  
stands the dear old Halfway High School  
loved by all of us the best.  
So gather round this little building  
sweetest memories will cling  
of the days when dear old High School  
sheltered us beneath her wings.  
So may our watchward, duty, honor,  
be to us a beacon light.  
That will guide our wavering footsteps  
through the darkness of the night.  
And when our school days here are over  
and we take our part in life  
we will think of you dear High School  
as you guide us in our strife.*

### **ACCIDENT PREVENTION AND EYE PROTECTION**

Students, teachers, and visitors are required to wear industrial quality eye protective devices when participating in or observing the following activities in any class: exposure to molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping any solid materials; heat treatment, tempering, kiln firing of any materials; gas or other forms of welding; repair or servicing of any motorized vehicle; and or/, exposure to laboratory use of caustic, explosive, or flammable materials, boiling/hot liquids or solids, injurious radiation or other similar hazards. Due to the hazardous effects of laser pointers or any other device emitting a laser-type beam, such objects will be strictly prohibited on school property or at school-sponsored activities.

## **ASSEMBLIES AND PROGRAMS**

Assemblies are provided on a regular basis to support the educational program and provide enjoyment for our students. Any misbehavior during an assembly will result in a student's immediate removal and ineligibility to attend all future assemblies and programs. Any student removed from an awards-type assembly will be suspended from school for a minimum of one entire school day.

## **ATTENDANCE**

### **Philosophy**

Halfway Junior/Senior High School's education program is designed based on research that reveals that there is a direct relationship between daily attendance and student achievement. The student who is frequently absent misses class instruction, discussion, and social interaction that cannot be made up even if the written work that was missed is completed. Research also demonstrates that students who are frequently absent have lower grades than what their academic aptitude indicates they should. Ensuring that a student maintains regular attendance requires a cooperative effort by student, parent(s)/guardian(s), and school personnel. Regular and punctual patterns of attendance are expected of each student enrolled in the school district.

Student attendance affects the student's behavior, attitude, learning, and overall success in school. We hope parents will talk with their students about their attendance and encourage regular attendance. We believe that schools can make a positive difference in a student's secondary school career. Because we believe students' success is of utmost importance, we want students to know that his/her attendance counts. *All transcripts will include a copy of a high school attendance profile showing the number of absences.* We want colleges/trade schools and employers to know they are getting students with the advantage of regular attendance when they admit/hire them.

### **Policy**

**A student will be allowed a maximum of seven (7) days (hours and minutes totaling 49 class periods) during a semester. Students who are absent eight (8) or more days during a semester (hours and minutes totaling 56 hours or more) will be required to attend Friday School to make up excessive absences. If a student does not attend Friday School for excessive absences, they will not receive credits for the semester. No distinction will be made between excused and unexcused absences. All days absent from school will be counted toward the seven days allowed with the exception of days missed due to out-of-school suspension, school-sponsored field trips, and pre-arranged college visits. Providing professional documentation (doctor, dentist, lawyer, etc.-*All documentation is subject to administration verification*) for an absence will not excuse the absence but will be considered when determining exceptions. Exceptions to this policy will only be made due to extenuating circumstances, such as a long-term medical absence, as determined by the administration.**

When a student reaches his/her eighth absence for the semester, the principal will notify the student of the date(s) that Friday School is required to make up the absence(s). If the student does not attend the scheduled Friday School, the student is responsible for scheduling a Friday School with the principal. Students must notify the principal by the end of the day on Wednesday of the week they plan to attend Friday School.

### **Notification of Absence**

It is the parent's/guardian's responsibility to notify the school when their child is absent. The parent/guardian of the absent student is to call the high school office (445-2211) to inform the school that their child will not be in attendance that day. In addition, the parent/guardian must send a note with the student when he/she returns to school to inform the school of the duration and reason for the absence. The attendance secretary will maintain a daily record of all student absences. Notes from parents will be placed in the student's attendance file. Notification does not excuse the absence; however, it verifies that the student is not/was not truant. The seven

(7) days allowed by the policy are not to be considered free “skip days”. Unverified absences will be considered as truancy and appropriate disciplinary action, as defined by the student discipline policy, will be administered. According to Board Policy, File JEDA, truancy is defined as students who are absent from school without the knowledge of and consent of their parents/guardians and the administration, or students who leave school during any session without the consent of the principal. Students may also be considered truant if they have accumulated excessive unjustifiable absences, even with the consent of parents/guardians.

#### **Admit Slips**

Students must obtain an admit slip from the office prior to being admitted to class after an absence. The admit slip should be obtained in the office between 8:10 a.m. and 8:15 a.m. **Students who arrive late to school must report to the high school office to sign-in before going to class.**

#### **Sign-In / Sign-Out Policy**

Students who leave school during the school day or arrive to school after first hour has begun must sign in/out at the office. The principal or secretary must confirm parental permission prior to the student leaving school. Students who leave school without properly signing out or arrive late to school without a note or phone call from the parent will be considered truant and appropriate disciplinary action will be administered. A student is considered absent from a class if the student misses twenty minutes of the class period or more.

#### **Make-up Work**

Make-up work is permitted and granted only for students with valid absences. It is the student's responsibility to meet with his/her teachers to receive the necessary instruction and assignments that were missed when absent. Parents may request make-up work when they call to report that their child will not be in attendance for a certain day. Parents can pick up the requested make-up work after 2:30 p.m. on the day requested. Students should consult their course syllabi to determine the teacher's make-up policy for each class.

#### **BOOK BAGS**

Due to safety concerns, all book bags are to be kept in the student's locker. Book bags may only be carried when coming to and leaving from school.

#### **BUILDING HOURS**

**Students are not permitted on school property before 7:55 a.m. without the direct supervision of a staff member. Students are allowed to “walk and talk” in the main hallway until 8:11 a.m.** Students have four minutes for transition between each class and are expected to use that time wisely in order to avoid tardiness to class. The last period of the day ends at 3:01 p.m. and students are not permitted to be in the building after 3:10 p.m. without the direct supervision of a staff member. **Parents should not drop off or leave students at school during unsupervised periods.**

#### **BUILDING RULES**

The Junior/Senior High School has a set of building rules that will be used by each teacher within the classroom. The following rules have been established to provide the students with consistency from classroom-to-classroom and from teacher-to-teacher.

1. All students should demonstrate respect for one another and tolerance of each other's differences.
2. Students are not allowed to harm other students in any manner – physically or verbally.
3. Students will cooperate with the teacher and other students to make the class a comfortable learning environment.
4. All students should bring their required supplies to class everyday. This includes paper, textbooks and a writing utensil.
5. All students must be in their assigned seats before the tardy bell begins to ring, otherwise they will be counted tardy.
6. The teacher, not the bell, will dismiss students from class at the end of the hour.

#### **BUS CONDUCT**

The bus ride, to or from school, is an extension of the school day. All rules, regulations and policies that pertain to school also pertain to the bus. Only those students who meet eligibility requirements by means of permanent district residence will be permitted to use the school's transportation system. Any student whose conduct, attire, or personal belongings are improper or jeopardizes the safety of other students or the bus driver will have

his/her transportation services suspended for such a time as deemed proper by the superintendent, principal, or administrative designee. Uniform rules of conduct and disciplinary measures will be consistently enforced (EEA Critical). The following rules will apply to students riding buses to and from school and all school-sponsored activities:

- 1) The driver, like the teacher, is in charge of his or her environment, has the authority to assign seats, call parents, and is encouraged to refer students to the building principal for disciplinary action.
- 2) All students must obey all bus rules and be respectful and courteous citizens while on the bus.
- 3) Riders must be on time to their designated bus stop. Students will not load or unload at a stop not authorized by the principal and/or superintendent.
- 4) Riders will not stand in the roadway while waiting for the bus.
- 5) Riders must never walk behind the bus.
- 6) Riders must never distract the bus driver in any way with unnecessary conversation, noise or unacceptable behavior.
- 7) Riders are to remain seated at all times, facing the front, with both feet on the floor in front of them. Riders are prohibited from extending their heads, arms, hands, legs, feet or any other object out of the window. No objects may be thrown from the windows for any reason.
- 8) Food or drink products may not be consumed without the driver's permission.
- 9) Alcohol, illegal drugs, over-the-counter drugs, matches, lighters, and fireworks are strictly prohibited.
- 10) Instruments and book bags must be placed under the student's seat.
- 11) Pets or animals of any size are not allowed onto the bus without the principal's permission.
- 12) Fighting, "rough-housing", and horseplay will not be allowed.
- 13) Boom boxes, radios, tape and CD players, or other electronic devices will not be allowed.
- 14) Laser-beam devices will not be allowed on the school bus.
- 15) Obscene, vulgar, and socially unacceptable language, gestures or other activities either verbal or non-verbal, will not be allowed.
- 16) In the event that a student must ride home on a different bus with another student, a signed parent note must be submitted to the principal for his/her final approval and signature. Exceptions to this rule will not be made.
- 17) Guests on bus will be limited to two unless arrangements have been made in advance with the principal and driver.**
- 18) All other rules within the code of conduct apply to all students riding our buses.

#### **BUS VIOLATION CONSEQUENCES**

1st Offense	Verbal and/or written warning conference with the bus driver and student.
2nd Offense	Principal contacts parent and assigns after school detention or ISS
3rd Offense	Principal contacts parent and assigns automatic bus suspension of 1-3 days
4th Offense	Principal contacts parent and assigns automatic bus suspension of 5 days
5th Offense	Principal contacts parent and superintendent and assigns automatic bus suspension of 10 days. A parent conference with the principal and bus driver is required.
6th Offense	Parent conference with superintendent and automatic bus suspension for remainder of semester and/or school year.
7th Offense	Permanent expulsion from the transportation system.

Please be advised the disciplinary code of conduct may supersede these consequences. The principal and/or superintendent are authorized to modify or even waive these steps depending upon the severity of the offense. The above-mentioned consequences are merely a guideline for imposing reasonable consequences. The rules listed above are not intended to include every violation. Incidents not listed above will be handled on an individual basis.

#### **CAFETERIA**

Each student is expected to practice general rules and proper manners in the cafeteria. Students must get permission from the principal or cafeteria supervisor before leaving the cafeteria for any reason. Students are personally responsible for any mess they have created during lunch. Food and drink products may not leave the cafeteria. Due to the district's use of the free/reduced lunch program, students are not allowed to bring outside food or drinks into the cafeteria, except for those that are prepared at home. Food and drinks wrapped/stored in commercialized containers are not allowed in the school cafeteria.

Students may purchase a lunch (cost \$1.50) from the school or bring their lunch from home. Students may also purchase breakfast (cost \$0.65) at school. Students are not allowed to bring food to the cafeteria or have food

delivered to the cafeteria from places other than home. The State Department of Education has informed the district of liability issues associated with this practice. Each student will be issued a lunch card at the beginning of the school year. These cards must be turned in at the end of the school year or the student will be charged a replacement fee of \$1.00. In the event that a student loses their lunch card during the school year, he/she is expected to buy purchase a new card for \$1.00.

Failure to abide by the above procedures will result in disciplinary action.

### **CARE OF SCHOOL PROPERTY**

Students are expected to take reasonable care of all school property, which includes lockers, books, equipment, furniture, and athletic uniforms. Students shall pay for damaged or lost school property. The principal and/or superintendent in accordance with fair market-place values shall assess payment. Any student who carelessly, intentionally, or maliciously defaces or damages school property shall be required to replace or repair the damaged property and may also be subject to disciplinary and legal action as deemed appropriate by the school's administration (JFCB Critical). See also VANDALISM.

### **CHANGING CLASS SCHEDULES**

In the event that a student needs to change his/her schedule, the following criteria and procedure should be followed.

1. All schedule changes must be completed within the **first two days** of the semester. Specifically, this means by 3:01 on the **second** day of the semester. (A schedule change is complete when the paperwork is signed by the required teachers and the student's parent and turned into the counselor.)
2. Students who desire to change their schedule should go to the counselor's office on the hour they want to change. Students must check in with their teacher, get a yellow "Corridor Pass", and then proceed to the counselor's office.
3. Students must obtain signatures from the teachers of the classes they are dropping, the teacher of the class they are adding, and their parent(s).
5. Students are not allowed to transfer into yearlong classes at the beginning of second semester. Exceptions may be made at the principal's discretion.

Schedules will not be changed after the **second** day of each new semester. Exceptions will not be made without the principal's and/or superintendent's permission.

### **CHARACTER EDUCATION**

Halfway Junior/Senior High School is a character education school. Our school has adopted character traits that will be the focus throughout the school year. The character traits are respect, decision-making, responsibility, positive attitude, kindness, commitment, and integrity. A Student Character Education Team will plan events and activities.

### **CLASS RANKINGS**

In the interest of encouraging and recognizing outstanding academic achievement, students will be recognized in the following manner: (IKC-R Basic) The 11 point grading system that is used regularly will be converted to a 4.0 scale to determine class rankings.

1. All students with a GPA between 3.9 – and above will be recognized with the honor of "Summa Cum Laude".
2. All students with a GPA between 3.75 up to but not including 3.9 will be recognized with the honor of "Magna Cum Laude".
3. All students with a GPA between 3.5 up to but not including 3.75 will be recognized with the honor of "Cum Laude".

### **CLASSIFICATION OF STUDENTS**

The following guidelines will be used in determining a student's classification:

Freshman	01-05	Units of Earned Credit
Sophomore	06-11	Units of Earned Credit
Junior	12-17	Units of Earned Credit
Senior	18-25	Units of Earned Credit

### **CLOSED CAMPUS**

Once a student arrives on school grounds, they are not allowed to leave school grounds without authorization from the administration. When leaving school grounds students must have parent/guardian permission and must sign-out in the high school office. Students who leave school grounds without signing out or without parent/guardian and administrative permission will be subject to disciplinary actions.

### **COLLEGE PREPARATORY STUDIES CERTIFICATE**

College Preparatory Studies Certificate for those graduating 2010 and thereafter:

Communication Arts	4 units
Math	4 units
Science	3 units
Social Studies	3 units
Fine Arts	1 unit
Practical Arts	1 unit
Personal Finance	.5 unit
Health	.5 unit
Physical Education	1 unit
Electives*	7 units

\* At least three core electives from English, math, social studies, science, and fine arts.

In addition, students pursuing the College Preparatory Studies Certificate must

- earn at least a 3.0 GPA in English, math, science, and social studies
- score above the prior year's national composite average mean on ACT or SAT
- maintain a 9-12 attendance rate of at least 95%
- complete a strong academic program, as specifically outlined
- **other guidelines may apply. See counselor for details.**

Dual credit courses taken in high school for both high school and college credit may be counted toward satisfying the core curriculum requirements.

### **COLLEGE VISITS**

Seniors will be allowed to two college visits during the school year. College visits must be pre-arranged through the counselor's office. It is the student's responsibility to inform their teachers that he/she will be absent from school due to a college visit. Make-up work should be completed prior to the absence or at the teacher's discretion.

### **CONDUCT IN GENERAL**

We expect our students to be role models for the younger students in our school. ANY conduct, which distracts or disrupts the educational climate and mission of the school is not acceptable and will not be tolerated. Our students will be expected to have dignity and demonstrate respect and courtesy while attending school or school-sponsored activities. Misconduct will not be tolerated. Students who violate this rule will face disciplinary action as deemed appropriate by the building principal.

### **CURRICULUM**

Students and parents should be actively involved in the process of planning students' courses that will be taken to ensure that the requirements for graduation are being met. In addition, those students who are interested in specialized programs such as the college preparatory studies certificate, vocational-technical programs, work release, and other specialized programs should make sure that the necessary credits are earned during the student's freshman and sophomore years. It is advised that all freshman, sophomores, and juniors take the

proper math, science, English, and social studies classes (American history and American Government must be included). In addition to their requirements, freshman and sophomores are advised to complete their fine arts, practical arts, P.E. and health requirements especially if they plan to participate in specialized programs during their junior and senior year. Information pertaining to curriculum planning can be obtained through the high school counselor.

### **DAILY BULLETIN**

The daily bulletin is available for students and teachers each day. Teachers will read the daily bulletin to their classes at a designated time. Additional copies of the bulletin will be posted in easily accessible areas within the school.

### **DAILY SCHEDULE**

The following schedule will be followed for regular (full) days of school.

7:55 a.m.	– Building Opens	
7:55 a.m. – 8:10 a.m.	– Students report to the cafeteria for breakfast or “walk and talk” in high school halls	
8:10 a.m.	– First Bell	
8:15 a.m. – 9:05 a.m.	– First Hour	
9:09 a.m. – 9:59 a.m.	– Second Hour	
10:03 a.m. – 10:53 a.m.	– Third Hour	
10:57 a.m. – 11:47a.m	– Fourth Hour	
11:51 a.m. – 12:11 p.m.	– First Lunch	11:51 a.m. – 12:49 p.m. – Fifth Hour
12:15 p.m. – 1:13 p.m	– Fifth Hour	12:53 p.m. – 1:13 p.m. – Second Lunch
1:17 p.m. – 2:07 p.m.	– Sixth Hour	
2:11 p.m. – 3:01 p.m.	– Seventh Hour	

### **DISMISSAL PROCEDURES**

The Halfway School district is legally responsible for the safety of its students during the school day. The principal must ensure that students are released from school only for valid reasons and/or only to an authorized person. Students will not be released from school without written parent/guardian permission. Telephone requests will be honored only if the principal or secretary can recognize the parent/guardian. Students will not be released from school for any reason without prior parent approval. The principal is authorized to verify a parent's signature by actually contacting the student's parent or guardian (JEDB Basic). See ATTENDANCE POLICY.

### **DRESS CODE – SCHOOL DAY & ALL SCHOOL-SPONSORED ACTIVITIES**

Students are expected to display personal cleanliness, neatness and appropriateness of attire at all times and at all school-sponsored activities. Decisions regarding appropriate attire will be based upon the following guidelines with the basic premise that clothing must not be disruptive to the educational environment. Clothing cannot, in any form advertise, support, or suggest the usage of tobacco products, alcoholic substances, or illegal drugs. Clothing cannot display or suggest inappropriate language or graphics of a sexual nature, or anything else that conveys an unacceptable or disruptive message, including gang affiliation. Hats, visors, caps and bandannas will not be worn in any school building at any time. Sunglasses or any other non-prescription eye covering is strictly prohibited. Chains hanging from clothing will not be allowed. Straps on shirts and dresses must be no less than one-inch wide. No deep armhole shirt, unless another appropriate shirt is worn underneath, will be allowed. No midriff tops (no skin should show between shirts and pants). Skirts and shorts must be of appropriate length with no inappropriate slits in skirts. Undergarments should not be visible at any time. Students taking physical education are required to wear appropriate and safe attire as determined by the physical education teacher. "Street" shoes will not be worn on the gym floors. Students will not be allowed to wear face paint during the school day.

Students wearing unacceptable attire will be asked to correct the problem or the administration will provide appropriate clothing. Repeated offenders may face additional disciplinary actions for insubordination. Any article of clothing that presents a health or safety risk will not be allowed and will be confiscated immediately. School personnel may confiscate hats and other items that are worn in the school building. Obviously these rules and regulations do not completely cover this subject of good dress and grooming. Questions or problems that arise will be left to the judgment of the principal.

## **DRESS CODE – FORMAL ATTIRE**

It is understood that school-sponsored events that involve formal dress require a different dress code than the regular school day and normal school-sponsored activities. Teachers and/or advisors will inform students when formal dress is required. Only for designated formal events will students be allowed to vary from the regular dress code. The guideline concerning one-inch straps will be suspended for formal events. The guidelines for formal attire include, but are not limited to: no bare midriffs are allowed; undergarments may not show; skirts and dresses must be of an appropriate length; no inappropriate slits in dresses/skirts. In addition dresses must cover the back from the waist down. As with the regular policy, these rules and regulations do not completely cover this subject of dress and grooming. Questions or problems that arise will be left to the judgment of the principal.

## **DRIVING TO SCHOOL**

Driving and parking on school property are privileges, not rights. Only students who are legally licensed and appropriately insured will be authorized to drive their cars to school. Drivers must adhere to all laws applicable to Missouri streets, roads, and highways. Students must submit a completed Student Driving Contract in order to drive to school. The Student Driving Contract should be returned to the high school office by the end of the first full week of school. Driving privileges will be denied to any student not meeting each of the expectations for responsible driving as outlined in the Contract. Students should not arrive to school before 8:00 a.m. without faculty approval. Students are not allowed to congregate in the parking lot before, during, or after school. Students shall not go to their cars for any reason during the school day without administrative approval. Vo-tech students shall not drive to Vo-tech without administrative approval. Students must park in the north student lot in an orderly manner. Parking guidelines include: vehicles must be parked perpendicular to the highway, vehicles must be completely between the sidewalks and not blocking them in any fashion, and vehicles must not park in front of any no parking signs. Vehicles cannot be moved to a different location, including near the gym or baseball field, during or after the school day without prior administrative approval. Students who park in front of "No Parking" signs are subject to being towed at their own expense. The "No Parking" signs are in place to allow for necessary school bus traffic and parking. Students who violate these rules may lose their driving privileges for a designated time.

## **DUAL ENROLLMENT**

Qualified seniors who are regularly enrolled may be authorized to take courses for college credit while completing high school requirements for graduation. Interested seniors should see the counselor before the academic year begins.

## **E-SCHOOL**

Students who choose to participate in the e-school program are held to the same guidelines as students in the regular classroom setting. Each student will be required to pay a nominal deposit up front. If a student fails the course, he/she may be required to forfeit the deposit to Halfway R-III Schools. If a student **completes and** passes the course, he/she will be reimbursed the amount of the deposit.

## **EIGHTH HOURS**

As a consequence for inappropriate behavior students may be assigned an eighth hour. Eighth hours are held from 3:05 p.m. to 3:35 p.m. and are supervised by a teacher. Students must adhere to the rules for detention (See GENERAL RULES FOR ALL DETENTION SITUATIONS). Students who do not attend an assigned eighth hour will be required to attend the missed eighth hour and an additional eighth hour. If a student misses either of these eighth hours, a day of in-school suspension will be assigned. Students are responsible for obtaining transportation home from school following an eighth hour. All students must be given 24 hour notification prior to being assigned an 8<sup>th</sup> hour. The student will have the option to waive the 24 hours notice if they choose to do so.

## **ELECTRONIC OR BATTERY OPERATED DEVICES**

Use of or visibility of cellular telephones, beepers, pagers, radios, stereos, tape/CD players, video games, laser pointers, laser beams of any type, and other audio-visual equipment is strictly prohibited during school hours. Use or visibility of these devices (and others not listed herein) will result in confiscation and will be returned only to a parent/guardian. After the first offense, there may be consequences assigned to the student.

## **EMBEDDED CREDIT**

Students may earn credit for a subject that has been embedded into another subject-area course in accordance with guidelines established by DESE and if approved by Halfway R-III Schools. Students who were enrolled at Vo-tech for the 2008-09 school year and are continuing their enrollment for 2009-2010 are able to obtain math credit and/or English credit if guidelines are followed and course work is completed successfully. New enrollees for the 2009-2010 school year are not eligible for embedded credit.

## **EMERGENCY EVACUATION DRILLS**

Emergency drills will be conducted routinely throughout the school year. Students will be expected to remain orderly and extremely quiet during the drills. Students shall not run, push, shove, yell, or talk loudly during the drills. Students who misbehave during an emergency drill will be referred to the principal for an automatic suspension from school. A FIRE drill will begin with several short rings of the bell. Listen for the teacher to direct you to the nearest designated exit. Once outside the teacher will take roll and will report any absences to the principal and/or administrative designee. Please remain quiet and wait for detailed instructions. A TORNADO drill will begin with one very long ring of the bell. The teacher will then direct you to the designated shelter area where you are to crouch and cover your head against the interior wall. Students shall not talk or create any disruption during the drill. Students are to assume the correct drill position until the "all clear" is given by the administration. In the event of an EARTHQUAKE, BOMB THREAT, OR ANY OTHER CRISIS, students should listen carefully for the teacher's instructions. It is our expectation that students will take each drill seriously and will understand the evacuation procedures and escape routes.

## **EMERGENCY SCHOOL CLOSINGS**

Should it become necessary to close any or all of the district's schools by reason of weather, plumbing, electrical, or transportation problems, the superintendent of schools has the authority to do so in a timely and efficient manner. The superintendent encourages students and parents to listen to local radio and television stations for notification of school closings due to inclement weather or other emergencies.

## **EXCESSIVE DISCIPLINARY REFERRALS –(10 or more disciplinary referrals, excluding tardies)**

Students are expected to follow the rules and procedures set forth by the school board, administrators, and staff. Repeated failure to comply with these will result in serious disciplinary actions.

Once a student has received 10 or more disciplinary referrals (excluding tardies), he/she will automatically be referred to the superintendent for disciplinary action and could be subject to long-term suspension or expulsion.

## **EXTRA-CURRICULAR ACTIVITIES – ELIGIBILITY**

To be eligible to participate in any extra-curricular activity/organization, students must meet the following guidelines:

- 1) The student must be enrolled and attending Halfway R-III Schools before he/she becomes eligible to participate in extra-curricular activities.
- 2) Any student who participates in extra-curricular activities must have passed 6 of 7 classes the preceding semester ( 3.0 units of credit).
- 3) Students cannot have any failing grades during the quarter. If a student has any "F's" during the quarter, he/she will be ineligible to participate in extra-curricular activities until the next grading period (bi-weekly grade checks).
- 4) Students must meet all applicable requirements of the MSHSAA (if the activity is a MSHSAA sponsored activity).
- 5) Students must attend a minimum of four entire class periods on the day of a scheduled school-sponsored activity, contest, practice, or meeting. Students with an unverified absence or who are truant will not be permitted to participate in extracurricular activities for that day.
- 6) Students must adhere to all school rules and policies while participating in extra-curricular activities.
- 7) Students must display a positive attitude and excellent citizenship/sportsmanship at all times while participating in extra-curricular activities.
- 8) Students must attend school on a regular basis. Coaches and activity sponsors will routinely check the academic and citizenship status of their students throughout the school year and especially during the scheduled season of competition. Exceptions to this policy will not be made without the Board's approval.

## **EXTRACURRICULAR ACTIVITIES – STUDENT ATTENDANCE**

Students are encouraged to attend all extracurricular activities in which Halfway Junior/Senior High School is involved. Students are expected to follow the same guidelines for behavior and dress as during the regular school day, with the exception that students may wear hats at extracurricular sporting activities. Any student who leaves an extracurricular activity or event will not be permitted to return unless the student has received prior administrative approval to do so.

## **EXTRA-CURRICULAR ACTIVITIES – TRANSPORTATION**

It is the intent of our school district to provide adequate transportation for all students participating in school-sponsored activities. Students are REQUIRED to utilize the transportation provided by the school district to and from all activities. In the event that a student cannot ride the school bus to a school activity, a parent or guardian must contact the principal prior to the departure time. Students will not be permitted to ride with another student to a school-sponsored activity. In order for students to ride home from a game with another parent, there must be written parental permission followed up with a phone conversation with the coach or sponsor. Students may ride home from an activity with their parents. The parent must personally contact the coach or sponsor and sign out his/her child if the child will not be riding the bus back to school after the event.

In the event that a student misbehaves while attending a school-sponsored activity, parents will be contacted and expected to provide transportation home for their child.

## **FALSE ALARMS**

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

1<sup>st</sup> offense – restitution, principal-student conference, detention, ISS, 1-180 days OSS, expulsion

2<sup>nd</sup> offense – restitution, ISS, 1-180 days OSS, expulsion

## **FIELD TRIPS**

Students who are eligible to attend school-related field trips must have a consent form completed and signed by a parent/guardian. It is the student's responsibility to inform his/her teachers that they will be attending the field trip. All assignments must be completed in advance or at the teacher's discretion. In the event that a child misbehaves while attending a field trip, parents will be contacted and expected to pick-up their child from the field trip location. Teachers and administrators may set additional eligibility requirements for field trips; one example might be that students may become ineligible for a specific field trip if they have received disciplinary office referrals. Students misbehaving on field trips will be ineligible to attend future field trips and may face additional disciplinary action as determined by the teacher and/or principal.

## **FINALS**

Halfway Junior / Senior High School requires all students to take a final in each class at the end of each semester. The finals assess the curriculum objectives covered in the class during that semester and possibly the previous semester. The finals will be comprehensive in nature and will be in a format similar to MAP tests. Teachers are also encouraged to give quarter finals if appropriate.

## **FOOD AND DRINK**

Eating and drinking in class can be a distraction from the learning process and can cause additional cleaning expense, wear, and tear on the facility. No food, drink, or candy is to be sold or consumed during the school day. The only exception to this policy is that students may have bottled water with them during the school day. Soda may be purchased near the cafeteria after school.

## **FREE AND REDUCED LUNCHES**

Eligible students, as determined by appropriate school officials based upon guidelines established under the national school lunch program, will be provided nutritionally acceptable meals at no cost or at a reduced cost. Names of students who participate in these federal programs will be kept confidential. Qualified students interested in these programs should have their parents complete the necessary application forms. These forms should be submitted to the principal as soon as possible (EFB Critical). They can be found at this back of this handbook.

## **FRIDAY SCHOOL**

Students who are attending Friday School must be in attendance from 3:05 p.m. to 8:00 p.m. Students who are not in attendance the entire time will not receive credit for the work that they were to make up and that day will not be counted as a make-up date for excessive absences. The school will provide a sack dinner and milk during Friday School for those students who would like a dinner. Students may bring a sack lunch from home; however, students MAY NOT have food delivered to them. Students must adhere to the rules listed under detention rules. Any student assigned a Friday school will not be permitted to participate in extracurricular activities during the Friday school. Also, students who elect to skip a Friday school will also be ineligible to participate or attend extracurricular activities on that date. Students will be given 48-hours advance notice when assigned a Friday school.

Students may attend Friday School to make-up assignments missed due to excessive absences or may be assigned Friday School as consequences for inappropriate behavior. It is the student's responsibility to inform the principal that he/she will be attending Friday School for excessive absences. If a student is serving Friday School for attendance makeup, it is his/her responsibility to collect the makeup work and bring it to Friday School. The student should inform the principal before the end of the day on Wednesday of the week the student will be attending. If a student does not attend a Friday School for which they have signed up, the student will not receive credit on the work they were to make-up. All Friday Schools must be served by the end of the semester. Attendance makeup days may not carry over to the following semester.

## **FUNDRAISING ACTIVITIES**

All fundraising activities must be pre-approved by the sponsor and principal and must be scheduled on the master calendar. Fundraising activities shall be limited to four school weeks. Monies gained from fundraisers must be used for educational activities and events.

## **GENERAL RULES FOR ALL DETENTION SITUATIONS**

Any student who is assigned to any detention must adhere to the following rules: (1) No talking, (2) No sleeping, (3) All students must come prepared with work to be done during the entire detention period, (4) No food or drink shall be consumed during the detention period (with the exception of the sack dinner for Friday School). Students who fail to adhere to detention rules will receive further disciplinary action.

## **GRADE REPORTING**

Students will receive grade cards upon the conclusion of each quarter (approximately every nine weeks). Mid-term progress reports will be provided approximately four and one-half weeks after the beginning of each new quarter. Bi-weekly reports are sent to those students receiving failing grades at that point. Teachers are encouraged to notify parents whenever a child's grade drops below a "D". Parents are encouraged to maintain routine communication with their child's teachers concerning academic progress and citizenship.

## **GRADING SYSTEM**

The following grading scale will be used in the evaluative procedures appropriate to the instructional level of the students

		A	4.0	A-	3.67
B+	3.33	B	3.0	B-	2.67
C+	2.33	C	2.0	C-	1.67
D+	1.33	D	1.0	D-	.67
		F	0.0		

## **GRADUATION PARTICIPATION POLICY**

Students may participate in graduation ceremonies once they have completed all the Halfway R-III School District graduation requirements as approved by the Halfway R-III School District Board of Education, policy IKF. Graduates and Parents are required to sign an agreement concerning student conduct and dress code prior to participation in graduation events.

## **GRADUATION REQUIREMENTS**

Graduation requirements for the Halfway School District shall be a minimum of 25 units of earned credit completed during grades nine and above. In addition to the program of studies for graduation, students must

pass proficiency exams in the Missouri and United States Constitutions (IKF Critical): All seniors and their parents will be provided a list of graduation requirements and the individual students credits earned during the first quarter of their Senior year. The counselor shall provide this list. It will be the responsibility of the parent/guardian and the student to ensure that all graduation requirements are met.

**REQUIREMENTS FOR Graduates of 2010 and later**

Communication Arts	4 Units Required
Social Studies	3 Units Required (inc. .5 Pers. Fin.)
Mathematics	3 Units Required
Science	3 Units Required
Fine Arts	1 Unit Required
Practical Arts	2 Units Required
P.E.	1 Unit Required
Health	.5 Unit Required
Electives	7.5 Units Required
<hr/>	
	25 Units Required

**Early Graduation**

Students who wish to graduate early will be required to meet with a guidance counselor and submit written notification to the principal. The guidance counselor will notify the student’s parents or guardians of the student’s decision if the student is a dependent. The student and parent will then sign a release form informing them of the Board Policy IKFA. The policy states the student who chooses early graduation will be allowed to participate in the spring graduation ceremonies but will be considered an alumnus for all other activities. The student will receive a diploma if the student has met the Halfway R-III School District’s graduation requirements.

**HALL PASSES**

Students leaving any classroom must have a yellow “Corridor Pass” issued and signed by their teacher. This pass must include the student’s name, date, time leaving, destination, and teacher’s signature. Students in the hallways without a pass will be escorted back to class and will possibly face additional disciplinary action. Students should not ask to use the restroom, get a drink of water, use the telephone, go to their locker, or visit with another teacher during class time. Students will not be allowed to receive telephone calls during class time. Students should remember that the building rules only allow each student one hall pass per quarter per class.

**HALLWAY CONDUCT**

Students shall not run, jump, skip, shout, litter, or create a disturbance in the school's halls. Students misbehaving in the halls or lobby areas will be sent directly to the principal for appropriate disciplinary action. Students are not permitted to stand in groups, congregate, or in any fashion block the flow of traffic.

**HARASSMENT**

Harassment of any form, whether verbal, non-verbal, or physical against another person based on age, color, creed, disability, gender, marital status, national origins, race or religion is strictly prohibited and will be subject to disciplinary action as determined by the principal and/or superintendent. Any act of racial or sexual harassment is strictly prohibited and will not be tolerated. Students involved in such action may be suspended from school up to 10 days or more depending upon the severity of the offense.

**HORSEPLAY**

Horseplay is defined as pushing, shoving, poking, tripping, wrestling, etc. Such behaviors often escalate to more violent situations; therefore, students are required to keep their hands to themselves at all times.

- 1<sup>st</sup> offense - Warning
- 2<sup>nd</sup> offense – 8<sup>th</sup> hour, ISS, Friday School,
- 3<sup>rd</sup> offense – ISS, OSS (1-3 days)

**ILLNESS AT SCHOOL**

Students who become ill during the school day will be referred to the school nurse (located in the elementary school). The school nurse will determine if a student should be sent home. In the event that a student is sent home due to illness or injury, parents will be notified immediately. Students may not leave the school without

parent permission given to the school nurse. Students are not authorized to contact parents for early release without the nurse's permission. No medications, either prescribed or over-the-counter, will be administered without parent approval. ALL medications must be kept in the nurse's office. The nurse will dispense all medications as prescribed by a physician or pharmacist. The nurse is not authorized to dispense aspirin products without parent permission.

### **IMMUNIZATION OF STUDENTS**

Refer to Nurse's Office Policy.

### **IN-SCHOOL SUSPENSION (ISS)**

In-School suspension may be assigned as a consequence for inappropriate behavior. Students must report to the assigned location with their books, paper, and a writing utensil. The students will remain in ISS, following the ISS rules, for the duration of the assigned time. Lunch will be delivered to the student in ISS and regular restroom and water breaks will be given.

In the event that a student is absent from school on a day that they are assigned to ISS, the ISS will be served the day that they return to school. In addition, if school is not held on a day that ISS is assigned, the student will serve ISS the first day that school is back in session. Students will not be allowed to leave for work release on the day that they have been assigned ISS.

### **INSTRUCTION IN HUMAN SEXUALITY**

Several courses in high school touch on issues concerning human sexuality. Abstinence, medically factual information about contraceptives of all forms, seriousness of sexually transmitted diseases, emotional and psychological consequences of preadolescent and adolescent sexual activity, conflict management, personal responsibility, the laws pertaining to financial responsibility to children born in and out of wedlock, and laws on statutory rape are some of the issues that may be covered. Parents may opt to remove their child from any part of the human sexuality instruction.

### **INSUBORDINATION**

Any student refusing to comply with a faculty or staff member's reasonable request or directive will be considered insubordinate. Insubordination includes not following directions, not attending to learning tasks, and not displaying respect. Insubordination occurs when a student is told more than once to do something. Teachers will contact parents when students are insubordinate. Continued insubordination will result in disciplinary action as determined by the principal.

1<sup>st</sup> offense-- 8<sup>th</sup> hour, ISS, Friday School, or 1-10 days  
OSS depending on severity. Parent contact.  
2<sup>nd</sup> offense-- ISS, Friday School, 1-10 days OSS. Parent  
conference.  
3<sup>rd</sup> offense--1-10 Days OSS and long-term suspension  
recommended.

### **INSURANCE**

For a nominal fee, parents/guardians may purchase insurance coverage for their children. Enrollment forms are distributed early in the school year and are available at all times in the principal's office. All students participating in interscholastic athletics as sanctioned by the MSHSAA must have adequate medical and hospitalization insurance. The name of the insurance provider must be on file in the principal's office and with the coach prior to the first day of practice.

Access to the school's computers, the electronic network, the Internet, and all district software, is a privilege and not a right. This privilege may be revoked at anytime for abusive or malicious conduct. Students using the Internet accept the responsibility of keeping all inappropriate files, or files that could damage the reputation or the integrity of the school district from entering the schools via the Internet. According to the Halfway R-3 Acceptable Use Policy, the following are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language

- Harassing, insulting, or attacking others
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using another's password
- Trespassing in another's folders, work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes

Adherence to this policy will be strictly enforced. Students desiring to use the Internet must sign-on with the librarian or technology facilitator. A completed Internet Usage Form must be submitted to the technology facilitator before a student will be assigned a username and password. Students violating the Internet access policy will face disciplinary action as determined by the principal and/or superintendent.

### **LIBRARY MEDIA CENTER**

The library/multimedia center is provided for students' academic and personal enrichment. Care should be given to all books, periodicals, equipment, computers, printers, and furniture. Students will be expected to pay for all lost or damaged materials. Student behavior in the library must be exemplary as others are there to learn. The librarian has the authority to maintain order and discipline students as necessary. The library is open each day from 8:00 a.m. to 3:10 p.m. Please consult the librarian for specific checkout procedures, library rules, and Internet access procedures.

### **LOCKERS**

Lockers are the property of the school district and are provided for students' convenience. Each student will be assigned a locker at the beginning of the school year. Once a locker has been assigned, students may not change without permission from the principal. Students are responsible for the contents of the locker to which they are assigned. Lockers must be kept neat, clean, and well-organized at all times. Lockers with unauthorized locks will be removed. Lockers will be subject to periodic searches without warning. The school district shall not be held responsible for any items that are lost or stolen from lockers (both gym lockers and school lockers).

### **LOST AND FOUND**

Lost items will be taken to the principal's secretary. Please check in the office for lost items. You will be asked to describe the lost item, in detail, before claiming it.

### **MEDICATION POLICY**

Please refer Nurse's Office Policy.

### **MISSOURI SAFE SCHOOLS ACT**

It is very important for every student and parent to know that provisions of the Safe Schools Act require the Halfway School District and other districts in the state of Missouri to share discipline records when a student transfers to another school district and to make that information available to law enforcement agencies when required. It is also important to note that some disciplinary offenses must be reported to local law enforcement.

### **NOTICE OF POLICY PROHIBITING SEXUAL HARASSMENT**

The school district is committed to providing an environment free from intimidating, hostile, or offensive behavior; unwelcome sexual advances, requests for sexual favors, and other verbal/non-verbal, physical conduct or communication constituting sexual harassment. Sexual harassment by an employee, student, or other person in the district against any person is strictly prohibited. Allegations of sexual harassment shall be investigated and, if substantiated, corrective disciplinary action taken, up to and including suspension, and/or expulsion of the student or suspension and/or termination of the employee (AC Critical). Please refer to the school's administration and Board Policy AC-R Critical for resolution of discrimination complaints.

### **NURSE'S OFFICE POLICY**

The following is outlined in the Halfway R-III School's Nurse's Office Policy Manual.

- To attend school, all students must have received the minimum number of immunizations required for polio, measles, mumps, rubella, diphtheria, tetanus, pertussis and Hepatitis B.

- Children will be required to be adequately immunized at the time of entrance to school.
- Students may continue to attend school if the immunization process has begun and is progressing on a schedule recommended by the Department of Health.
- It is unlawful for any child to attend public school while afflicted with any contagious or infectious disease, or while liable to transmit such disease after having been exposed to it.
- School and childcare personnel may require any child to be examined by a physician if they believe the child can infect others. The child may be excluded from school/child care until a physician determines the child cannot infect others, or until a recommended exclusion period has passed.

### **COMMUNICABLE DISEASES**

Children or Staff with communicable diseases should not be allowed to attend or work in a school or childcare setting until they are well. By enforcing the state communicable disease regulations, excluding children who are ill, and promptly reporting all suspected cases or communicable disease, personnel working with children can help ensure the good health of the children in their care.

If your child has an elevated temperature of 100 degrees or more, they should remain home until they are fever free for 24 hours. Tylenol and Advil may reduce the fever but they remain contagious to others. If your child has diarrhea or is vomiting, they need to remain home until they have not had diarrhea or vomiting for 24 hours.

### **SOILED CLOTHES PROCEDURE**

Students are to change out of soiled clothing as soon as possible. Students will not be permitted to sit in soiled clothing all day. This policy is intended to prevent the spread of infectious organisms.

### **MEDICATION POLICY**

With the exception of students in special education programs, or those with Section 504 accommodation plans, the school district is not obligated to supply or administer medication to children.

#### **I. Prescription Medication**

- A. The student's authorized prescriber shall provide a written request that the student be given medication during school hours. The request shall state the name of the student, name of drug, dosage, frequency of administration, route of administration, and the prescriber's name.
- B. A parent/guardian will provide a written request that the school district comply with the authorized prescriber's request to give medication. The district will not administer the first dose of any medication. The school nurse will not, without clarification from the prescriber, administer any medication if the dosage exceeds the recommendations of the manufacturer.
- C. The parent/guardian will supply the medication in a properly labeled container from the pharmacy, with only those doses to be given at school, and with any instructions for any special need for storage, e.g., refrigeration. Medication supplies should not exceed a thirty-day supply.

#### **II. Over-the-Counter (OTC) Medications**

The school will use reasonable and prudent judgment in determining whether or not to administer any medication, including OTC medications.

- A. Parent/Guardian must supply any OTC medications (tylenol, advil, cough drops, antacids, pepto-bismol, cough syrup).
- B. Any OTC medications must be in their original containers.
- C. Medications must be age appropriate, we will follow manufacturers labeling.

#### **III. Handling, Storage and Disposal of Medications**

1. A parent/guardian or other responsible adult shall deliver all medications to be administered at school to the school nurse or other responsible person designated by the school nurse. The medication must be in a pharmacy or manufacturer's labeled container.
2. Expiration dates on any medications must be checked on a routine basis.
3. Parent/Guardian may retrieve their student's medication from the school at any time.
4. All medications shall be returned/destroyed at the end of the school year.

### **STUDENT EMERGENCY MEDICAL INFORMATION FORMS**

A current student emergency medical information form must be kept in the nurse's office to ensure adequate and prompt care.

All information included on the emergency medical information form is strictly confidential and must be kept secure.

### **OUT-OF-SCHOOL SUSPENSION (OSS)**

Out-of-school suspension may be assigned as a consequence for inappropriate behavior. Students who are assigned out-of-school suspension may not participate in or attend any school activities (at home or at another location) and may not be on school grounds at any time during their suspension (including weekends). A student must attend one day of school, following a suspension, in order to be eligible to attend school-sponsored activities. All students who are suspended or expelled are prohibited from being on school property or within 1000 feet of school property for any reason unless permission is granted by the superintendent or designee.

Students serving out of school suspension should ask teachers for the work that they have missed in order to keep up in class, but they do not receive credit/points in any of their classes for the duration of their suspension.

Failing to meet the condition of suspension for an offense that requires reporting to law enforcement or for an act of violence/drug-related activity, etc. is a serious offense.

- 1<sup>st</sup> offense – verbal warning, detention, ISS, 1-180 days OSS, or expulsion
- 2<sup>nd</sup> offense – verbal warning, detention, ISS, 1-180 days OSS, or expulsion

### **PARENT / TEACHER CONFERENCES**

Parent / Teacher Conferences will be held in the fall of each school year. The first conference time will be held near the end of first quarter. Parents of Junior/Senior High School students do not need to schedule an appointment with their child's teachers. The teachers will be available during the conference hours for walk-in visits. Please take note of the school calendar near the end of this handbook for the specific times and dates.

### **PARENTS**

The education of our students is a cooperative understanding between parents and the school. Please have your student in attendance every day possible. Communicate with the school and with your student's teachers for first hand information on your child's progress. Please approach school related activities, conferences and issues in a positive manner.

### **PARENT'S RIGHT TO KNOW**

Our district is required to inform you of certain information that you, according to The No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know.

Upon your request, our district is required to provide you in a timely manner, the following information:

- Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualifications or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

In addition to the information that parents may request, districts must provide to each individual parent—

- Information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and
- Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

### **PLAGIARISM**

Plagiarism is defined as the act of stealing and passing off as one's own the ideas and/or words of another. It is also using another's work or production without crediting the source (Webster's Dictionary.) Plagiarism will be taken extremely seriously and consequences will be dispensed including a zero on the assignment.

### **POCKETKNIVES**

Possession of a knife of any size by a student is strictly prohibited on school property. Possession of a knife with a blade of 3 inches or less is not necessarily a violation of the Safe Schools Act but is still considered a weapon on school property, and could be turned over to law enforcement depending upon its intended/suspected purpose.

1<sup>st</sup> offense -- Confiscation. Parent may claim.

2<sup>nd</sup> offense -- Confiscation. Parent may claim at the end of the school year. ISS, Friday School, OSS

3<sup>rd</sup> offense -- Confiscation. OSS

### **PROM**

Students who wish to attend Prom must meet the eligibility requirements for extracurricular activities. Students of Halfway High School grades 11-12 will be permitted to invite one guest to the prom. Prom guests must be a 9<sup>th</sup> grade student or above with a maximum age of 20. All students who invite out of school guests to the prom must sign their name and the guest's name on a list established in the principal's office or other designated location. The principal approves guests by a set date, which will be published in the bulletin. Students and/or guests who have dropped out of school will not be allowed to attend the Jr./Sr. prom. When students leave the prom they will not be permitted to return. No containers or beverages may be brought into the prom. All in attendance at the prom will be required to adhere to all district policies.

### **PUBLIC DISPLAY OF AFFECTION**

Student displays of affection are not permitted on school property or at school-sponsored activities. Displays of affection include, but are not limited to, kissing, embracing, and inappropriate touching or groping. See SEXUAL HARASSMENT.

### **RELEASE OF STUDENT RECORDS**

(See attached Board Policy JO-R)

### **RETENTION POLICY FOR JUNIOR HIGH**

Students must pass 5 of the 8 semesters in the 4 core courses (English, Math, Science, Social Studies) during the school year in order to be promoted to the next grade.

Students must also pass 4 of the 6 remaining non-core class semesters during the school year in order to be promoted to the next grade.

Students who are under an Individual Education Plan (IEP) may or may not be required to meet the guidelines of this policy. The IEP will set forth the guideline that these students will meet.

Students who are being retained because of not meeting the above criteria will have the option of attending and passing summer school or a pre-approved equivalent tutoring program to make up no more than 2 failing grades. If they do this successfully, they may be promoted to the next grade (IKE Critical).

### **SECRET ORGANIZATIONS**

The Board of Education prohibits the organization of school-sponsored fraternities, sororities, or other secret organizations wherein membership is determined by members themselves rather than on the basis of free choice (JFCE Critical).

### **SENIOR COMPOSITE**

Halfway High School is proud to continue its tradition of hanging a composite of the graduating class in its hallowed hallways. New copyright laws and the loss of previous photographic services have made this process more challenging in recent years. Therefore, the district is establishing the following guidelines for senior composite pictures. Guidelines for Composite Photos:

- The photo and student should be vertical in orientation.
- The photo should look professionally done...no candid snapshots.
- The photo should include the senior only...no objects, hands, or background distractions.
- The pose should be a "head and shoulders only" shot.
- It should be a color photo.
- Senior should be dressed in school-appropriate attire.
- The photo must be submitted in wallet size (2.25" wide by 3.25" tall).
- Composite photos meeting these guidelines must be submitted to the senior class sponsors no later than December 15th of their senior year. The district will pay for the processing and framing of the composite and will proudly display it for future generations to enjoy.

### **SPORTSMANSHIP**

Halfway Junior/Senior High School values good sportsmanship and spirited support for our school. We support the Missouri State High School Activity Association's (MSHSAA) mission, which "promotes the value of participation, sportsmanship, team play, and personal excellence to develop citizens who make positive contributions to their community and support democratic principles of our state and nation." We expect our players, coaches, students, parents, and fans to display high standards of dignity and respect at all activities. Student conduct must be in accordance with the rules and expectations outlined in the Student/Parent Handbook. We hope that everyone will maintain pride in self and school. Offensive and embarrassing behavior will not be tolerated. Those who violate this rule will lose their privilege to attend school-sponsored games and activities.

### **STATE ASSESSMENT**

The Halfway R-III School District participates in the Missouri Assessment Program (MAP). All students who are enrolled in a grade level that takes an assessment are required to participate in the testing program. Any student who has an Individualized Education Plan (IEP) will take the assessment with the necessary modifications that are stated in the IEP.

### **SUMMER SCHOOL**

Summer school may be available for students who need credit recovery in courses they have failed during the regular school year. Two ½ credits (or one full credit) may be granted each summer if credit recovery courses are completed successfully. The regular classroom teacher will decide what work must be completed in order to receive credit in summer school.

Core curriculum classes will not be offered in summer school except for credit recovery. Enrichment courses in core curricular subjects may be offered but will only count as elective credits toward graduation. Courses in other areas such as PE and Health may fulfill the graduation requirements.

### **SURVEILLANCE IN THE SCHOOL**

Students in school are subject to observation at every place in the school at all times and in all reasonable fashions. This includes, but is not limited to video cameras, computer checks, and locker searches.

### **TARDIES TO CLASS**

A student is considered tardy if he or she is not seated in their assigned seat before the tardy bell begins to ring. Teachers may use discretion in special circumstances. Once a student has received his or her third tardy to any class, that student will be sent to the office for disciplinary actions.

3<sup>rd</sup> Tardy – Eighth Hour

4<sup>th</sup> Tardy – Two Eighth Hours

5<sup>th</sup> Tardy – Friday School (Parent/Principal Conference)

6<sup>th</sup> Tardy – Two Friday Schools

7<sup>th</sup> Tardy – One day Out of School Suspension (Parent/Principal Conference)

For each eighth hour missed, the student will have to make-up the original eighth hour plus one more. If a student fails to serve either eighth hour at this point, a Friday School will be imposed. Failure to attend an assigned Friday School for tardies will result in one day of OSS plus the Friday School still must be served. Students are expected to be punctual every period. For disciplinary purposes, tardies will start over at the beginning of each quarter.

Students who arrive to class more than 5 minutes late must have a written excuse from a teacher, or they will be considered "Not at Assigned Location" and will face disciplinary actions.

### **TEACHER/OFFICE AIDES**

The opportunity to be a teacher/office aide will be reserved only for seniors who have enough credits to graduate, have a proven record of leadership, trustworthiness, dependability, responsibility and integrity. The counselor, teacher aide supervisor, and the principal will jointly approve the application. Students will be limited to one aiding experience and must maintain a 2.0 grade point average and **maintain 93% attendance in the previous school year**. One unit of credit may be earned as an elective if all requirements are fulfilled. Students must apply for aid positions directly to the supervising teacher or office staff member and obtain written permission from the staff member. Each high school teacher will be allowed 1 aide unless they also teach elementary. In this case, they will be allowed 2 aides.

### **TECHNOLOGY MISCONDUCT**

A. Attempting, regardless of success, to gain unauthorized access to a technology system or information; to use district technology to connect to other systems in evasion of physical limitations of the remote system, to copy district files without authorization to interfere with the ability of others to utilize district technology, to secure a higher level of privilege without authorization, to introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology, or to evade or disable a filtering/blocking device.

1<sup>st</sup> offense – restitution, principal-student conference, loss of user privileges, detention, ISS, 1-180 days OSS

2<sup>nd</sup> offense – restitution, loss of user privileges, 1-180 days OSS, expulsion

B. Using, displaying, or turning on pagers, phones, personal digital assistants, personal laptops or any other electronic communication devices during the regular school day, including instructional class time, class change time, breakfast or lunch.

1<sup>st</sup> offense – confiscation, principal-student conference, detention, ISS

2<sup>nd</sup> offense – confiscation, principal-student conference, detention, ISS, 1-180 days OSS, expulsion

C. Violation other than those listed in A and B or of Board Policy EHB and procedure EHB-AP

1<sup>st</sup> offense – restitution, principal-student conference, detention, ISS, 1-180 days OSS

2<sup>nd</sup> offense – restitution, loss of user privileges, 1-180 days OSS, expulsion

### **TELEPHONES**

Student use of classroom telephones is prohibited. Students may not use the office telephones during the school day unless there is an emergency. All telephone calls require administrative or secretarial approval and shall be limited to two minutes. If a student receives a telephone message during the day, the message will be delivered during transition between classes, at lunch, or at a convenient time for the messenger. Cellular telephones, pagers, beepers and other telecommunication devices are not to be used or visible during the school day without administrative approval. A pay telephone near the cafeteria is provided for student use between classes. Students are not to use the pay phone during class time.

### **TOBACCO/TOBACCO RELATED SUBSTANCES**

**All "snuff," "dip," "chew," and similar substances will be treated as tobacco regardless of chemical composition.**

### **TRANSFER CREDITS**

Transfer credits will be evaluated and interpreted by the high school counselor.

### **TRUANCY**

Students who are absent from school without the knowledge and consent of their parent/guardian and the administration, or students who leave school during the day without administrative consent, shall be considered truant from school. Student may also be considered truant if they have accumulated excessive unjustifiable absences, even with the consent of parents/guardians. Any work missed during truancy may not be completed for credit (JEDA Critical). If a pattern of truancy develops, the local juvenile authorities will be contacted immediately. See ATTENDANCE POLICY.

## **VANDALISM**

Incidents of willful or malicious abuse, destruction, defacing, damage and/or theft of the school's property are clearly contrary to the best interest of the school district and injurious to the rights and welfare of the entire community. The Board shall seek all legal redress against persons found to have committed such acts. Students found guilty of willfully defacing, damaging, abusing, destroying, or stealing any school property will pay for all damages caused thereby, and may be suspended or expelled as provided by law. Depending upon the seriousness of the vandalism or theft, the action may be reported to the local law enforcement agencies (ECA Critical).

## **VISITORS**

Any person not enrolled as a student in this school or employed as a staff member must report to the office upon entering the building. All classroom visitors must have prior administrative approval. No school age visitors will be allowed during school hours. Parents and patrons of the district are always welcome in our schools. They should check in with the office upon arrival. It is always best to schedule an appointment with the teacher(s) or principal ahead of time.

## **VO-TECH STUDENTS**

All students who plan to attend the Dallas County Vocational-Technical School (now known as the Dallas County Career Center) must sign in and out upon arrival and departure. All Vo-tech students are required to wait in the high school lobby until approximately 8:10 a.m. when the bus is scheduled to leave. The bus will pick up Vo-tech students at the east side of the High School. Students participating in the Vo-tech program can earn a maximum of three credits per school year towards graduation. The Vo-tech is confined to Jr/Sr students only. All students who plan to participate in the Vo-tech program must plan their schedules so that all required courses (see graduation requirements in this handbook) are concluded by the end of their Soph. year (new requirements for graduates of 2010 and thereafter). The only exceptions are English III, World History and math; these courses must be taken during their junior year. Students who enroll in Vo-tech should be aware that they are making a commitment to complete a two-year program.

## **VOICEMAIL**

The following list of voicemail numbers is provided to encourage communication between each student's parent(s) and the teachers and staff. Parents who are unable to contact their child's teacher(s) during regular school hours may leave a voicemail for the teacher with their question and a time the teacher can return their call. An automated answering service answers the school phones from 4:00 p.m. until 7:00 a.m. Once the automated system answers, you may dial the extension and that will transfer you to voicemail.

Agriculture -- Mr. J. Brown -- 230	Music -- Mrs. Harris -- 246
Art -- Mrs. Boyd -- 248	P.E. -- Mr. Gallivan -- 228
Business -- Mrs. Agee -- 241	Principal -- Mrs. Highley -- 224
Counselor -- Mr. D. Brown -- 223	Science -- Mrs. Reese -- 244
English -- Mrs. Williams -- 242	Secretary -- Ms. Bybee -- 225
FACS -- Mrs. Gallivan -- 245	Social Studies -- Mr. Stark -- 250
Special Education -- Ms. Fisher -- 247	Spanish -- Mr. Henry - 247
Library -- Mr. Boardman -- 243	Mathematics -- Mr. Schudy -- 249
7/8 Science/Health -- Mr. Schnackenberg -- 272	ITV -- Mrs. Allie - 276
7/8 Careers/Reading -- Mr. Allie -- 262	

## **WEBSITE INFORMATION**

The Halfway R-III School has a website that provides information about the school, staff, and activities. The website is located at <http://www.halfwayschools.org>.

## **WEIGHTED COURSES**

Weighted courses provide students with an incentive to take advanced classes during high school. The grades are weighted as 1.20 instead of the usual 1.0. For example, a grade of B (3.0 on a regular scale) becomes a 3.6 on the weighted grading scale. Thus, a student's GPA is less likely to be jeopardized because the student has chosen to take an upper-level, advanced course; conversely, a student can greatly improve his/her GPA by taking weighted classes and receiving good grades.

The weighted grading system will be used in the following classes: AP Literature, Novels, College English, College Algebra, AP European History, AP U.S. History, Physics, Anatomy and Physiology, Trigonometry, Art III, Art IV, and Ag Business Management/Economics, **Calculus, Spanish IV, French IV, Chemistry**. These courses were determined to be advanced courses that required intense study and critical thinking skills. In addition, the courses are predominately available to juniors and seniors.

### **WORK RELEASE**

Students may earn a maximum of two credits towards graduation under the work release program. The work release program is open to seniors only. Students must average a minimum of 10 hours of work per week per credit for the entire duration of the school year. All students in the work release program must be taking a vocational agriculture class or vocational business class directly connected to their employment in order to be eligible for the work release program. All work release students will be under the supervision of the work release teacher-supervisor and their employer. All students who plan to participate in the work release program must plan their underclass schedules so that all required courses (see GRADUATION REQUIREMENTS) are concluded by the end of their sophomore year with the exception of English III, one math course, and World History, which must be taken during their junior year. They must also have maintained a 93% attendance rate in the previous school year. All grades will be assigned by the work release teacher-supervisor and will be based upon reports received from employers. Students involved in the work release program will not be permitted to stay on campus during their work release schedules without administrative approval. Work release students must either report to work or report home during their work release schedule. Being on school premises without administrative approval during work release time may result in loss of work release privileges. Should a student become unemployed during work release, he/she will be required to return to school and enroll in regular classes during the second semester and will not be granted work release again. If the unemployment occurs due to no fault of the student, the student may re-apply for work release for the next semester. Work release students are required to be gainfully employed in a career-oriented job that pays state and federal taxes and is covered by Workers' Compensation. If Workers' Compensation is not provided by the employer, the student and/or parents will be required to sign a waiver of liability for the district.

### **Additional Prohibited Conduct**

**Lighters or other Ignition Sources** – Bringing to school and/or using a lighter or other ignition source for any purpose while on school grounds or at school activities.

**1<sup>st</sup> offense** – Confiscation, detention, Friday School, ISS, and/or 1-10 days OSS

**Subsequent offenses** – Confiscation, Friday School, ISS, and/or 1-180 days OSS

**Live Ammunition and/or Explosives** - Possession and/or use of any instrument or device which is deemed live ammunition or other explosive device, including any type of fireworks

**1<sup>st</sup> offense** – Confiscation, Friday School, ISS, 1-180 days OSS, expulsion, and/or notification of law enforcement

**Subsequent offenses** – 10-180 days OSS, expulsion, and/or notification of law enforcement

**Not Being Present at Assigned Location** – Absence from assigned location without teacher permission while still present on school grounds

**1<sup>st</sup> offense** – principal/student conference, detention, 1-3 days ISS, and/or Friday School

**Subsequent offenses** – 1-3 days ISS, Friday School, and/or OSS

**Pocketknife** – Possession and/or use of a pocketknife. A pocketknife as defined by RSMo 571.010 is “any ordinary pocketknife with no blade more than four inches in length.” (For all other knives, see “Weapons” section).

**1<sup>st</sup> offense** – Confiscation, principal/student conference, detention, ISS, 1-180 days OSS, and/or expulsion

**Subsequent offense** – Detention, ISS, 1-180 days OSS, and/or expulsion