

CENTRAL HIGH SCHOOL

Ranked as one of America's Best High Schools in U.S. News and World Report

A High School That Works Gold Star Award Winner

2011 High Schools That Work Outstanding School Award Winner

CONTACT US AT www.centralr3.org

573-431-2616 EXT 4000

The Central R-III School District does not discriminate on the basis of race, color, and national origin, sex, disability, or age in its programs and activities. Inquiries or concerns may be directed to the Title IX Coordinator, 200 High Street, Park Hills, MO 63601; telephone number 573-431-2616 extension 5111.

STUDENT HANDBOOK AND AGENDA

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63601

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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**CENTRAL SCHOOL DISTRICT
CALENDAR**

TEACHERS/ROOM#/EXT.

2011			
AUG.	11-12.....New Teacher Orientation	Aholt	A211/4166
	15.....General Staff Orientation	B. Asher	M236/4131
	16.....General Staff Orientation/Open House 6-8pm	C. Asher	M237/4141
	18.....First Day of Attendance	Bates	ISS/4130
SEPT.	5.....Labor Day – No School	Boren	A103/4170
	16.....½ day-Homecoming	M. Bradley	A101/4132
	30.....Teacher Inservice—No School	Chapman	M156/4133
OCT.	19.....End of First Quarter	Christopher	M159/4134
NOV.	3.....½ day Parent/Teacher Conference 5-7pm	Fletcher	A212/4137
	4..... Staff Development—No School	Glore	F.H./4129
		Hayman	M231/4138
		Henson	M229/4139
	23.....½ Day – Early Dismissal	Huff	A105/4140
	24-25.....Thanksgiving Break – No School	Jenkerson	F.H./4128
DEC.	22.....End of Second Quarter	Johnson	A102/4142
	22.....½ day: Christmas Break Begins at 11:30 a.m.	A. Jones	FACS/4149
2012			
JAN.	5.....School Resumes	P.J. Jones	A211/4143
	16.....M.L. King Day – Staff Development - No School	Martin	M131/4146
FEB.	10.....½ Day - Teacher In-service	Mills	Gym/4125
	20.....President’s Day – No School	Noble	M234/4154
MAR.	8.....End of Third Quarter	Pasternak	M130/4156
	16.....½ Day—Teacher In-service	Patterson	M225/4158
APR.	5.....½ Day—Early Dismissal	B. Petty	M232/4159
	6.....Easter Break (Good Friday)	J. Petty	A117/4161
	9.....Easter Break	Ragland	A106/4164
MAY	11Last Day of School	Redecker	M224/4144
	14.....1 st Make-up Day	Ross	A115/4152
	15.....2 nd Make-up Day	Schweiss	A116/4148
	16.....3 rd Make-up Day	Sechrest	M161/4165
	17.....4 th Make-up Day	Sitton	M203/4150
	18.....5 th Make-up Day	Toney	M223/4155
	21.....6 th Make-up Day	Upchurch	A104/4157
	Wallen	A114/4160
		Wehner	A118/4145
		J. Weiss	M235/4162
		S. Weiss	Lib/4111

BELL SCHEDULE 2011-2012

Central High School has a normal bell schedule, a RAP Wednesday/Assemblies bell schedule and an early release bell schedule for ½ days of school. Scheduled assemblies and other activities could be planned on different days which would change our regular schedule to a RAP/Assembly schedule.

Bell Schedule

7:40-8:30 a.m. 1st period
8:34-9:24 a.m. 2nd period
9:28-10:18 a.m. 3rd period
10:22-11:28 a.m. 4th period and
16 min. SSR /Announcements

Lunch Shifts:

11:28-11:59 a.m. 1st Lunch
12:03-12:53 p.m. 5th period (1st)
11:32-12:22 p.m. 5th period (2nd)
12:22-12:53 p.m. 2nd Lunch
12:57-1:47 p.m. 6th period
1:51-2:41 p.m. 7th period

Final Exam Bell Schedule Day 1

7:40-8:15 a.m. 1st period
8:19-9:19 a.m. 2nd period final
9:23-9:53 a.m. 3rd period
9:57-11:02 a.m. 4th period final
11:02-11:59 a.m. Lunch
12:03-1:03 p.m. 5th period final
1:07-1:37 p.m. 6th period
1:41-2:41 p.m. 7th period final

Early Release Bell Schedule

7:40-8:05 a.m. 1st period
8:09-8:34 a.m. 2nd period
8:38-9:03 a.m. 3rd period
9:07-9:32 a.m. 4th period

RAP Schedule Wednesday/Assemblies

7:40-8:25 a.m. 1st period
8:29-9:14 a.m. 2nd period
9:18-10:03 a.m. 3rd period
10:07-10:54 a.m. 4th period
10:58-11:43 a.m. RAP period

Lunch Shifts:

11:43-12:14 p.m. 1st Lunch
12:18-1:03 p.m. 5th period (1st)
11:47-12:32 p.m. 5th period (2nd)
12:32-1:03 p.m. 2nd Lunch
1:07-1:52 p.m. 6th period
1:56-2:41 p.m. 7th period

Final Exam Bell Schedule Day 2

7:40-8:40 a.m. 1st period final
8:44-9:14 a.m. 2nd period
9:18-10:18 a.m. 3rd period final
10:22-11:02 a.m. 4th period
11:02-11:59 a.m. Lunch
12:03-12:29 p.m. RAP
12:33-1:03 p.m. 5th period
1:07-2:07 p.m. 6th period final
2:11-2:41 p.m. 7th period

9:36-10:01 5th period
10:05-10:30 6th period
10:34-11:00 7th per/Announcements
11:00-11:30 Lunch

SSR will not take place. Buses will arrive at 11:25 a.m. A.M. UniTec students will attend UniTec and arrive back on campus by 11:15 a.m. P.M. UniTec students will not attend UniTec and will be dismissed from school after 4th period. Cadet teachers should report to Mr. Halter. MAC Pilot students will attend MAC classes and should check with the regular classroom teacher if conflicts in schedule arise.

CENTRAL R-III SCHOOL DISTRICT MISSION STATEMENT

The Central R-III School District strives to involve students, parents, staff and the community as partners in the educational process to develop life-long learners and responsible citizens in an ever-changing society. The district will provide varied opportunities to increase skills, broaden knowledge, enhance application skills and develop work habits necessary to successfully:

- 1) attend an academic college or university
- 2) further education through a trade or technical school
- 3) and/or seek and maintain employment

CENTRAL HIGH SCHOOL VISION STATEMENT

The administration and staff of Central High School is committed to promoting excellence in academics, attendance, and citizenship. We believe that the improvement and survival of our democratic society, the strength of our community, our nation, and our international stability are all dependent upon our informed citizenry. We are committed to creating a safe environment where all students will be provided with the skills, abilities, and knowledge to become life-long learners and responsible citizens. It is our vision to help motivate, challenge and energize our community and students to make Central High School an exceptional high school that will become a proud trademark of the community and a model for other schools to emulate.

2011-2012 GOALS

1. **TO IMPROVE STUDENT PERFORMANCE:** To meet state expectation levels on the end of course exams and to meet or exceed both the national and state averages on the ACT test through continued offerings for ACT preparation and planning.
2. **TO PROVIDE EXTRA HELP:** To continue to develop strategies and ideas to provide extra help to students before and after school to meet high expectations and the failure is not an option initiative.
3. **IMPROVE ATTENDANCE PERCENTAGE AND TARDY RATE:** Increase the attendance rate to 95% or better by maintaining a strict attendance policy. Reduce the number of tardies during the school day with the focus on 1st period by increasing the severity of the consequences.
4. **INCREASE THE GRADUATION RATE AND REDUCE THE DROPOUT RATE:** Increase the persistence to graduation rate to 95% or better and continue to insure that all students continue on a four-year path to graduate from high school. Continue to reduce the drop out rate to less than 2% by offering programs and support systems.
5. **BUILDING LEVEL IMPROVEMENTS/SAFE DRUG FREE SCHOOLS:** To continue to develop strategies that address and improve building safety, security and environment as well as promoting a drug-free environment.
6. **IMPROVE PARENT/COMMUNITY INVOLVEMENT:** Increase parent/community involvement 5% yearly over the next 5 years and continue the Advisor/Advisee program.
7. **TECHNOLOGY IMPLEMENTATION:** To continue to provide access to computers for all students and to make instructional technology an integral part of the teaching/learning environment.
8. **IMPROVING CHARACTER:** To continue to develop strategies to address and improve students' attitudes, respect for authority and each other, and to develop personal responsibility and good character.
9. **IMPROVE READING, LITERACY AND NUMERACY:** To continue to develop strategies and ideas to address literacy and numeracy issues, improving the reading level of students, and increase the number of required books that students must read in the core level classes.
10. **PATHWAYS:** Provide for all students a clear pathway to student success beyond high school through a career/technical field, college preparation plan, both, or vocational rehabilitation.

High Schools That Work Goals

- Increase the percentages of high school students who meet the college- and career-readiness goals in reading, mathematics and science to 85 percent.
- Increase the percentages of all high school students who perform at the Proficient level in reading, mathematics and science to at least 50 percent, as measured by the NAEP-referenced *HSTW* Assessment.
- Increase the percentage of high school graduates completing the *HSTW*-recommended curriculum to 85 percent.
- Increase the percentage of high school students who complete high school four years after entering grade nine to 90 percent.
- Advance state and local policies and leadership initiatives that sustain a continuous school improvement effort.

- Help all students leave high school with an employer certification, postsecondary credit or the knowledge and skills needed to avoid remedial postsecondary courses.

HIGH SCHOOLS THAT WORK KEY PRACTICES

- **High expectations** – Motivate more students to meet higher standards by integrating high expectations into classroom practices and giving students frequent feedback.
- **Program of study** – Require each student to complete an upgraded academic core and a concentration.
- **Academic studies** – Teach more students the essential concepts from the college-preparatory curriculum by encouraging them to apply academic content and skills to real-world problems and projects.
- **Career/technical studies** – Provide more students with access to intellectually challenging career/technical studies in high-demand fields that emphasize the higher-level literacy, mathematics, science and problem-solving skills needed in the workplace and further education.
- **Work-based learning** – Enable students and their parents to choose from programs that integrate challenging high school studies and work-based learning and are planned by educators, employers and students.
- **Teachers working together** – Provide cross-disciplinary teams of teachers with time and support to work together to help students succeed in challenging academic and career/technical studies. Integrate reading and writing strategies into all parts of the curriculum and integrate mathematics into science and career/technical classrooms.
- **Students actively engaged** – Engage students in academic and career/technical classrooms in rigorous and challenging proficient-level assignments using research-based instructional strategies and technology.
- **Guidance** – Involve students and their parents in a guidance and advisement system that develops positive relationships and ensures completion of an accelerated program of study with an academic or career/technical concentration. Provide each student with the same mentor throughout high school to assist with setting goals, selecting courses, reviewing the student's progress and suggesting appropriate interventions as necessary.
- **Extra help** – Provide a structured system of extra help to assist students in completing accelerated programs of study with high-level academic and technical content.
- **Culture of continuous improvement** – Use student assessment and program evaluation data continually to improve school culture, organization, management, curriculum and instruction to advance student learning.

STUDENT DISCIPLINE

The Student Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operation of district schools. No code can be expected to list each and every offense, which may result in the use of disciplinary action. However, it is the purpose of this code to list certain offenses, which if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, or an aggravated circumstance of any offense or an action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. All Board policies can be found on the district website.

FILE: BOARD POLICY 2600 DISCIPLINE

The district has the authority to control student conduct which is prejudicial to good order discipline in the schools as provided by state law. School officials are authorized to hold students accountable for misconduct in school, on school property, during school- sponsored activities and for conduct away from school or in nonschool activities which affect school discipline.

Students forfeit their right to a public school education by engaging in conduct prohibited in Regulation 2610 and related provisions. Disciplinary consequences include, but are not limited to, withdrawal of school privileges (athletics, intramurals, student clubs and activities and school social events); the reassignment of the student to another school; removal of up to ten (10) school days by school principals; extension of suspensions for a total of 180 days by the Superintendent; and longer term suspension from school by the Board of Education.

The District will provide annual in-service training to all employees concerning the District's discipline regulations and their implementation. Annual training will also include, but will not be limited to, approved methods of dealing with school violence, discipline of students with disabilities, and the requirements of student confidentiality.

Arson-- Starting a fire or causing an explosion with the intention to damage property or buildings.

Consequences: 11-180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record.

Assault--a. Attempting to cause injury to another person; intentionally placing a person in reasonable apprehension of imminent physical injury.

Consequences: In-school suspension, 1-180 days out-of-school suspension, or expulsion, possible notification to law enforcement officials, and documentation in the student's discipline record.

b. Attempting to kill or cause serious physical injury to another.

Consequences: Expulsion, notification to law enforcement officials, and documentation in student's discipline record.

Bullying/Cyber Threats/Harassment (see Board Policy 2655)—Bullying is defined as intimidation or harassment of a student or multiple students perpetuated by individuals or groups. It includes but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; or threats of retaliation for reporting such acts. Bullying may also include cyber bullying or cyber threats. Cyber bullying is sending or posting harmful, sexual or cruel text or images using the Internet or other digital communication devices. Cyber threats are online materials that threaten or raise concerns about violence against others, suicide or self-harm.

Consequences: Principal conference, In-school suspension, 1-180 days out-of-school suspension, or expulsion, possible notification to law enforcement officials, and documentation in the student's discipline record. Students will be required to file a harassment order to cease and desist.

Bus Misconduct (see Board Policy 2652)--Any offense committed by a student on a district-owned or contracted bus shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, bus-riding privileges may be suspended or revoked. **Students must board and exit the bus only at their regular stop unless prior permission has been received from the principal or assistant principal. Failure to do so is a violation of bus rules and could result in loss of bus privileges.**

Careless Driving/Parking Violations--Driving on school property in such a way as to endanger persons or property, parking in unauthorized areas or failure to stop at a school bus crossing and/or stop sign.

Consequences: Principal/student conference, driving on school property revoked for one month or semester, notification to law enforcement officials, and documentation in student's discipline record.

Cell phones and other electronic devices (see Board Policy 2656)—NO electronic devices, including radios, iPods, MP3's, CD players, pagers, beepers and cell phones are allowed to create any type of distraction in the classroom. Any use of text messaging, picture taking, etc. on a cell phone or other device is strictly prohibited in the classroom, hallways or during class. Images or pictures taken on school

property are not to be posted to computers or other electronic devices without the express written consent of the administration. These electronic devices are not to be seen or heard in the classroom or hallways. The only acceptable use of cell phones would be before school, during lunch (not in the hallways) or after school.

Consequences: 1st offense--Confiscation of phone and/or other electronic devices until detention is served. 2nd offense—Confiscation of phone and/or other electronic device. Parent/guardian must retrieve phone and/or other electronic device from main office. Saturday PASS is assigned. 3rd offense-- Confiscation of phone and/or other electronic device. Parent/guardian must retrieve phone and/or other electronic device from main office. Three days of ISS is assigned and loss of cell phone/electronic device privileges at school. Subsequent offenses—Out of School Suspension, confiscation of phone and/or other electronic device.

Cheating--Cheating in class on a test, on homework or any type of assignment.

Academic Fraud—Being dishonest and irresponsible in presentation of student work in an educational environment. **Plagiarism:** Presenting words and/or ideas of someone else's as your own, without giving credit, regardless of type of source, i.e. electronic, internet (cutting and pasting), print, other student's work etc. Cheating also includes copying and/or printing information from another source including tests, homework or any other type of assignment, as your own.

Consequences: Principal/student conference, student required to redo work in PASS, parent notified, Saturday PASS, in-school suspension and possible failure for the semester.

Disparaging/Disruptive/Demeaning/Disrespectful Conduct, Language or Speech--

Use of words or actions, verbal, written or symbolic meant to harass or injure another person; i.e., threats of violence or defamation of a person's race, religion, gender or ethnic origin. Constitutionally protected speech will not be punished.

Consequences: Principal/student conference, Saturday PASS, private dining, in-school suspension, or 1-180 days out-of-school suspension or expulsion, and documentation in student's discipline record.

Distribution of Literature: No pamphlets, posters or literature of any kind may be distributed on school grounds without prior approval from the principal.

Consequences: Principal/student conference, Saturday PASS, in-school suspension, or 1-180 days out-of-school suspension or expulsion

Dress Code (see Board Policy 2651)--Clothing or accessory items which may disrupt the educational environment; i.e., items which depict gang affiliation or promote alcohol, tobacco, illegal substances, offensive and/or obscene pictures or words; Chains over six inches in length and/or 1/4 inch in diameter are not permitted and will be confiscated. Piercings that are a danger to the individual or other students are prohibited. Hats, including scarves and bandanas are not to be worn in the building. Hats will be confiscated and can be retrieved following the completion of an after school detention. Students are prohibited from dressing in a manner deemed to be inappropriate for the school setting and, thereby, disruptive to the learning environment. Bare midriffs, bare backs, bare shoulders, low neck-lines, short shorts, sagging pants below the waistline and clothing that expose undergarments are prohibited. Pajama pants and house shoes are not allowed. Teachers have the right and responsibility to enforce the rules in the teacher's class, at school activities, elsewhere on campus or on trips.

Consequences: Principal/student conference, change of clothing, Saturday PASS, in-school suspension.

Drugs/Alcohol (see Board policies 2640 and 2641)

a. Possession of or attendance under the influence of any unauthorized prescription drug, alcohol, narcotic substance, counterfeit drugs or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202 of the Controlled Substance Act.

Consequences: 1-180 days out-of-school suspension, expulsion, possible notification to law enforcement officials, and documentation in student's discipline record.

b. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, counterfeit drugs and/or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedule I, II, III, IV or V of section 202 of the Controlled Substances Act

Consequences: 1-180 days out-of-school suspension, expulsion, possible notification to law enforcement officials, and documentation in student's discipline record.

c. Violation of Board Policy 2870 "Administering Medicines To Students." Students may not possess or self-administer prescription or non-prescription medicines at school. When medicine is to be administered at school it must be done by the school nurse or other authorized school employee and only with a doctor's written permission or when a permission form has been received for over-the-counter medication. Students must bring all medicines to the nurse's office and may not keep them in their possession while at school. In addition, students may not distribute prescription or non-prescription medicines to others (See "b" above for consequences related to distribution of prescription drugs).

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

Consequences: Principal/student conference, in-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.

Failure to Participate--Refusing to participate in classroom activities: failure to bring appropriate materials to class, refusing to do assigned or in-class written work, failure to pay attention to lecture/discussion, failure to take notes when appropriate, sleeping in class.

Consequences: Principal/student conference with notification of offense to parent/guardian, detention, Saturday PASS or in-school suspension.

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

Consequences: Principal/student conference, in-school suspension, 1-180 days out-of-school suspension, or expulsion, and notification to law enforcement.

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

Consequences: Principal/student conference, in school suspension, or 1-180 days out-of-school-suspension, and possible documentation in student's discipline record.

Flowers and Balloons--Students are discouraged from having flowers and balloons delivered to school. These cannot be accepted at school and will be returned to the florist. DO NOT EXPECT VALENTINE'S DAY FLOWERS TO BE ACCEPTED OR DELIVERED FROM THE HIGH SCHOOL.

Food/Drinks--Each teacher will establish classroom rules regarding food or drinks in the classroom.

Consequences: Failure to abide by these regulations could result in after school detention, Saturday PASS or ISS.

Forgery--Falsifying, altering or illegally possessing school forms, or using forged excuses.

Consequences: In-school-suspension or out of school suspension.

Gambling: No playing cards or gambling of any kind is permitted at school. This includes before and after school.

Consequences: In-school suspension, out of school suspension.

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

Consequences: Principal/student conference, in-school suspension, 1-180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record.

Hazing—Board Policy 2655 Any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity. It may include subjecting a student to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity, or other stress-inducing activities. Hazing can include acts of physical brutality, whipping, beating, branding, exposing to elements, forcing consumption of food, liquor, drug or other substances, forcing inhalation or ingestion of tobacco products, or any other forced physical activity that could adversely affect the physical health or safety of an individual.

Consequences: Principal conference, In-school suspension, 1-180 days out-of-school suspension, or expulsion, possible notification to law enforcement officials, and documentation in the student's discipline record.

Laser Pointers--Park Hills City Ordinance prohibits the possession/use of laser pointers within the city limits. These are also prohibited at all school functions.

Consequences: Violators will be reported to the local police. In-school suspension or out of school suspension.

Leaving campus after arriving--Once a student arrives on campus in the morning or at any time during the day, he/she must remain on campus. This policy also applies to end of the day dismissal. Students who are waiting on a bus are not allowed to leave campus and return to board the bus. Failure to comply will be considered as truancy.

Consequences: Truancy is punishable with Saturday PASS and/or I.S.S. or O.S.S.

Leaving Class Without Permission—Any student who leaves class without teacher permission or without the student planner is subject to the following consequences:

Consequences: Principal/student conference and Saturday PASS, 1-10 days in school suspension.

Lunch Debt Violation—Any student who takes a tray lunch or other a la carte items after being warned to only get a peanut butter/cheese sandwich due to excessive debt of \$16.50 or greater will be in violation of the lunch debt policy. Students will not be allowed to charge to the account until the account is paid in full.

Consequences: Principal/student conference and detention.

Missing Assignments: Failure to turn in class work, projects or assignments on the due date. Failure to dress out for P.E./Weightlifting.

Consequences: All staff will follow the procedures of the "Failure is Not an Option" initiative. Saturday PASS, In-school suspension or out of school suspension could result after all other options for completing work have been exhausted.

P.A.S.S.--Failure to attend required P.A.S.S.-- Students who are required to attend P.A.S.S. and fail to attend will be required to reschedule their PASS class with the assigned teacher. Failure to make up the assigned PASS class within the same week of assignment will result in Saturday PASS.

Consequences: Students who habitually miss assigned PASS classes will be assigned to Saturday PASS, In School Suspension or Out of School Suspension.

Planner/Hall Pass Violation-- No student will be allowed to leave a class without filling out the hall pass log in the Student Planner and carrying the Student Planner. Students will not be allowed to leave classrooms except in emergency situations. Bathroom visits must be done during class changes.

Consequences: Students found outside of class without their Student Planners will receive an after school detention or Saturday PASS. Student Planners lost can be replaced for \$10 while supplies last.

Public Display of Affection--Physical contact that is inappropriate for the school setting. This includes handholding, kissing, groping, hugging etc.

Consequences: Principal/student conference and detention for first offense, Saturday PASS, in-school suspension, or 1-180 days out-of-school suspension, expulsion & possible documentation in student's discipline record for additional offenses.

Sexual Harassment (see Board policy 2130) a. Use of verbal, written or symbolic language that is sexually harassing.

Consequences: Principal/student conference, in-school suspension, 1-180 days out-of-school suspension, or expulsion, & possible documentation in student's discipline record.

b. Physical contact that is sexually harassing.

Consequences: In-school-suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.

Substitute problems—Any student who creates a disruption in a class with a substitute teacher that requires the student to be removed from the class or with a written disciplinary referral will be subject to an automatic three days of ISS or Saturday PASS.

Tardy Policy: Tardies are disruptive to the learning process. Students will be recorded tardy IF THEY ARE NOT IN THEIR ASSIGNED SEAT WITH ALL MATERIALS NEEDED FOR CLASS WHEN THE TARDY BELL RINGS. A.M. tardies are included in this policy and **will not** be treated as separate from a classroom tardy. An A.M. Tardy is defined as "late arrival to school." TARDIES ARE KEPT ON A SEMESTER BASIS.

CONSEQUENCES FOR TARDIES

1st, 2nd and 3rd Tardies: Free

4th Tardy: Verbal Warning

5th Tardy: 1 detention

6th Tardy: 3 detentions

7th Tardy: loss of open campus privileges

8th Tardy: Saturday PASS, mandatory parent meeting

9th Tardy: 3 days of In School Suspension

Over 9 Tardies: Will result in ISS, OSS or alternative school placement

******Saturday PASS assignment may be re-scheduled only once. Should the rescheduled Saturday PASS be missed, the consequence will be 3 days of ISS.**

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

Consequences: In-school-suspension or 1-180 days out-of-school suspension, possible notification to law enforcement officials, and documentation in student's discipline record.

Tobacco (see Board Policy 2640)--a. Possession/use of any tobacco products on school grounds, bus or at any school activity. **Off campus possession or use of controlled substances (including tobacco):** Missouri law has established a drug free/tobacco free zone within 2000 feet of school property. Students can no longer use tobacco across the street or in the immediate vicinity of school property.

Consequences: Principal/student conference, in school suspension, Saturday PASS or 1-10 days out-of-school suspension

Truancy (see Board Policy 2340)--Absence from school without the knowledge and consent of parents/guardian and/or the school administration. Students will be considered truant if the student leaves campus at anytime including UniTec, without officially signing out in the attendance office. Failing to attend UniTec when in session or leaving UniTec campus without permission is truancy. An absence from class without permission is considered truancy. Students who leave for lunch and do not return must have a parent sign him/her out and/or call the attendance secretary by 3 p.m. on the day of the absence. Notes or phone calls on the following day will not be accepted as excuses.

Consequences: Principal/student conference, Saturday PASS, 1-10 days in school suspension.

Vandalism (see Board policy 2654)--Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff or students. This includes taking teacher nameplates.

Consequences: In-school-suspension, 1-180 days out-of-school suspension, or expulsion, possible notification to law enforcement officials, and possible documentation in student's discipline record. Restitution must be made as part of any disciplinary measure.

Water Guns/Balloons/Fireworks--Unacceptable conduct that is dangerous and/or disruptive to the educational process.

Consequences: Principal/student conference, in-school suspension, 1-180 days out-of-school suspension, expulsion, notification to law enforcement officials, and documentation in student's discipline record.

Weapons (see Board policy 2620)--a. Possession or use of any instrument or device, other than those defined in 18 U.S.C. 921 or 571.010, RSMo, which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person.

Consequences: In-school-suspension, 1-180 days out-of-school suspension, or expulsion, possible notification documentation in student's discipline record.

b. Possession or use of a firearm as defined in 18 U.S.C. 921 or any instrument or device defined in 571.010, RSMo. Or any instrument or device defined as a dangerous weapon in 18 U.S.C. 930.

Consequences: One calendar year suspension or expulsion, notification to law enforcement officials, and documentation in student discipline record.

Assignment to ISS: Students assigned to ISS will not have the option of substituting OSS for ISS. Students will not be permitted to return to regular classes until they satisfactorily complete the ISS assignments. **Students who are assigned to ISS are suspended from participating in or attending extra-curricular activities.** The suspension from activities will begin immediately and for consecutive days equal to the length of the ISS assignment.

Saturday PASS: No one will be excused from required Saturday PASS except in the case of an emergency situation. Any request to be absent must be made in advance and in writing. In cases where students have committed an offense normally punishable by assignment to Saturday PASS but when there are no more Saturday PASS dates scheduled for the school year, the student will be assigned to a maximum of three days ISS in lieu of the Saturday PASS. Saturday PASS begins at 8:30 a.m. and ends at 11:30 a.m. If you are late to a required Saturday PASS, you will be sent home and receive an additional Saturday PASS with three days of ISS. Students assigned to Saturday PASS are required to fill out the assignment sheet of all work completed in Saturday PASS. Students assigned to Saturday PASS are required to bring all books and materials to Saturday PASS. The principal reserves the right to assign students to Saturday PASS in lieu of ISS on the first offense. **Saturday PASS may be re-scheduled only once. Should the rescheduled and required Saturday PASS be missed, the consequence will be 3 days of ISS.**

After/Before School Detention: After/Before school detention will be held at the high school from 7:00 a.m. to 7:35 a.m. or 2:45 p.m. to 3:30 p.m. daily in a designated high school classroom or office. Students who are tardy will not be allowed in detention and will be assigned an additional day. Students will not be allowed to accumulate more than 3 detentions or the student will be assigned to Saturday PASS and/or ISS until their after/before school detention is served. Students must have appropriate materials to work on and remain busy. Students cannot leave their seats or talk without permission. Any student who is kicked out of detention for failure to follow the rules and regulations will be assigned to Saturday PASS or 3 days of ISS and must serve the remainder of his/her assigned detentions. No sleeping, chewing gum, candy, soda, etc.

Assignment to OSS: Any days missed as a result of OSS will count toward the six-day limit on absences per semester as per the attendance policy. **Students who are suspended from school are not allowed on any district property and are not allowed to attend any district activities or events.**

Behavior not covered: The administration has the right to establish consequences and actions for any disciplinary measures that arise but are not covered in this handbook. Punishment for each offense listed may vary according to the severity of the offense. Should misbehavior be extreme and/or the offender's attitude very negative, the maximum consequences may be implemented, even on the first offense. Subsequent offenses to the discipline policy will be punished more severely.

Limit on discipline referrals: After three (3) suspensions in one (1) semester (ISS or OSS) or four (4) for the year should a student's behavior warrant an additional suspension the student will be suspended for a minimum of ten days and may be recommended for suspension for the remainder of the semester with no credit awarded for the duration of the suspension.

NOTE: Missouri Law (Safe Schools Act) requires that school officials and authorities share information regarding felonious acts committed by students at or away from school. Students may be refused enrollment or may be expelled from school if they have committed a felony. Examples are felonious assault (physical or verbal), use or possession of weapons, rape, murder, theft and other crimes.

NOTE: Saturday PASS, Private Dining or After School Detention may be substituted for in-school suspension in some instances at the principal's discretion.

NOTE: Alternative School may be substituted for out-of-school-suspension in some instances at the principal's discretion.

UniTec procedures: UniTec establishes rules and procedures that all UniTec students must follow. If a student is suspended from UniTec, the student will be suspended from Central for the same amount of days. **Students are not allowed to drive or ride (with another student or adult) to UniTec without a signed driving pass issued by UniTec and/or Central. Failure to follow this procedure could result in Out of School suspension.** If a student misses the UniTec bus, the student must report immediately to the attendance office. A second occurrence will result in disciplinary action. Any student who is suspended from the UniTec bus will lose their UniTec credit and be returned to regular classes. All students should be signed out at Central, including students who are attending UniTec. If a student attends class at Central but does not attend UniTec, the student will be considered truant. The Central attendance policy will be enforced for all UniTec credits.

Checkout procedures: Any student who leaves campus must sign out through the attendance office. Failure to sign out in the attendance office will result in Saturday PASS and/or ISS. If a student leaves campus at lunch and does not return, a parent/guardian must notify the office by 3:00 p.m. or the student is considered truant with appropriate disciplinary measures taken. Students who leave campus during lunch must have a parent permission slip on file in the attendance office. Students who are waiting on a bus after school are not allowed to leave campus and return to board the bus. Once a student arrives on campus, the student is not allowed to leave campus without properly checking out. Failure to follow this policy can result in truancy with the appropriate consequences.

Students off campus: Students who leave campus for lunch may not congregate on private property or in alleys. Failure to follow this policy could result in loss of off campus lunch privilege and a ticket from the Park Hills Police for loitering. Students who leave campus at lunch and do not return without properly checking out through the attendance office will be considered truant.

Participation in extra-curricular activities: Students who are absent from school for any part the day of an activity may not participate in any extra-curricular activities (practice or performance) during that day or evening unless granted prior permission by the principal. **The principal will permit a student to participate only when circumstances beyond the student's control prevent the student from being present for the entire day and only when the absence has been cleared in advance. In addition, in order for students to be eligible to participate in weekend school-related activities, students must be in attendance at school on the prior Friday. THE STUDENT, NOT THE SPONSOR, IS RESPONSIBLE FOR MAKING SURE THAT THIS REQUIREMENT IS MET. FAILURE TO FOLLOW THIS ATTENDANCE REQUIREMENT COULD RESULT IN LOSS OF PRIVILEGE TO PARTICIPATE IN FUTURE SCHOOL ACTIVITIES.**

SEARCH AND SEIZURE (See Board Policy 2150): School authorities may seize any contraband substance or object of which the possession is illegal, or any material or object, which violates a school rule or poses a hazard to the safety and good order of the school. Students are not to bring these items to school or to any school-sponsored function.

1. **Authority to Conduct a Search:** The law allows school authorities to search students, their lockers, their motor vehicles and personal property when they have reasonable suspicion that a particular student is in possession of something prohibited by school rules or by law. A search is also allowed to promote the general safety and welfare of students and staff, e.g. metal detector searches.
2. **General Inspection:** School authorities will be making general inspections of lockers or desks for purposes including but not limited to safety, cleanliness, retrieval of school material, and maintenance.
3. **Locker/Desk/Storage Area Inspections:** All lockers and other storage areas provided for student use on school premises remain the property of the school district and are subject to inspection, access for maintenance, and search. Non-school locks may be removed and destroyed.
4. **Personal Searches:** A student's person and/or personal effects (e.g. purse, book bag etc.) may be searched when a school authority has reasonable suspicion to believe that the student is in possession of illegal, unauthorized or contraband items.
5. **Motor Vehicle Searches:** Motor vehicles which are driven by students and parked on or near school property during regular school hours or during school activities are subject to being searched when school officials have reason.

Any student who refuses to submit to a reasonable search by school authorities will be subject to disciplinary action. School authorities may detain the student pending the notification and arrival of the student's parent/guardian and/or law officials as appropriate.

STUDENT FREEDOM OF EXPRESSION (see Board Policy 2100)

The free expression of student opinion is an important part of education in a democratic society. Students' verbal and written expression of their own private opinion on school premises is to be encouraged so long as it does not substantially disrupt the educational process or interfere with the rights of others in the unique circumstances of the educational environment. Such speech activity by students is solely their own expression of views and the District does not intend to promote, endorse, or sponsor any expressive activity that may occur. However, distribution of written material, oral expression, or any other expressive activity (including the wearing of symbols, clothing, hairstyle, or other personal effects) may be restricted where a substantial disruption of the educational process is likely to result, or does result from such activity. Substantial disruption includes:

1. Inability to conduct classes or school activities, or inability to move students to/from class or other activities.
2. A breakdown of student order, including riots or destruction of property.
3. Widespread shouting or boisterous conduct.
4. Substantial student participation in a school boycott, sit-in, stand-in, walk-out, or similar activity.
5. Physical violence, fighting, or significant harassment among students.
6. Intimidation, harassment, or other verbal conduct (including swearing, disrespectful insulting speech to students, teachers or administrators), creating a hostile educational environment.
7. Defamation or untrue statements.
8. Statements that attack ethnic, religious, gender or racial groups, or that tend to provoke a physical response (including gang symbols or apparel, racial symbols or apparel, insults, or other fighting words that could reasonably be anticipated to provoke a physical or otherwise disruptive response).
9. Speech likely to result in disobedience of school rules or health and safety standards (such as apparel, advertising alcohol, drugs, tobacco, etc.).

Official student publications (such as the newspaper and yearbook), and student expression that occurs under circumstances where it is sponsored, endorsed, or advised by the school (such as speech at student assemblies or dramatic productions), are not private speech of students. Rather they are public

communicative activities of the school district, which the district retains control over to the extent permitted by the First Amendment.

Students who violate these standards for verbal and written expression shall be subject to corrective action or discipline, up to and including suspension or expulsion.

Student Vehicles: Upon arrival at school, all vehicles must be parked and students must immediately exit the vehicles (This also includes students who park along adjacent streets). Students are not permitted in the parking lot without permission. Also, students are not permitted to return to vehicles between classes. Students are not allowed to drive to or ride with anyone to UniTec without a signed driving pass issued by UniTec and/or Central. Failure to follow this procedure could result in Out of School suspension. **Students are not permitted to park in the faculty parking lot. See discipline code for consequences.**

Visitors: Students are not permitted to bring visitors to school. Any visitors must report to the main office upon entering the school and identify themselves. All visitors must sign in and wear a visitor badge. Persons who fail to do so will be prosecuted for trespassing.

Fines: Students will be assessed a fine for lost or damaged school property including books. The fine will be for the replacement cost of the item (textbooks are \$70). All fines are due at the time the fine is assessed. **Students who owe an overdue fine will not be allowed to practice, participate or attend any extracurricular activities or events until all fines are paid. This includes participation in graduation ceremonies. Fines assessed during a semester will be considered overdue at the end of each semester.**

Entrances/Exits: For security purposes, all doorways will be locked (from the outside) between the hours of 8:00 a.m. and 4:00 p.m. except for the main, upstairs entrance. Exception: During the lunch periods, students may also use the entrance by the cafeteria and cellar doors.

Security: Numerous cameras are located throughout the school building and outside entrances and parking lots for security reasons. Any acts of vandalism, theft, loitering etc can and will be recorded into the security system. All visitors to the school must enter the building through the main entrance and report to the main office. All visitors, including substitute teachers, will be required to sign in at the main office and wear a visitor or substitute badge. Students are asked to report any strange or unusual behavior in and around the school to the main office. Strangers in the building are to be immediately reported to the main office. Students are not allowed to open any doors for other students/people that remained locked from the outside during the school day.

Telephone: Students should not use office phones except in case of emergency. Students will only be allowed to use phones in the offices before school, during lunch, or after school except in cases of an emergency.

School Insurance: Central High School does not carry accident insurance on students. It is the parents/guardian's responsibility to assume costs for injuries sustained by students while attending and/or participating in school activities. Insurance forms are provided to all students on the first day of school.

Immunization: In accordance with Missouri law, students must receive immunization for Diphtheria, Pertussis, Tetanus, Oral Polio, Measles, Rubella, and Mumps.

Prescription Medication: (See board policy 2870) 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 the drug, dosage, frequency of administration, route of administration and the prescriber's name. The diagnosis/indication for use of the medicine shall be provided. When possible, the prescriber should state adverse effects and applicable emergency instructions. The district shall require that a prescription label be properly affixed to the medication in question. Said label must

contain the name of the student, name of the drug, dosage, frequency of administration, route of administration, diagnosis and prescriber's name. A parent/guardian must request in writing that the school district comply with the authorized prescriber's request to give medication. The district will not administer the initial dose of any new prescription except in an emergency.

Over-the-Counter Medication: (See board policy 2870) In some circumstances, students may require over-the-counter medication during the school day to enable them to remain in school and participate in their education. Over-the-counter medications are drugs that do not require a prescription. No oral over-the-counter medication will be given at school until all required forms are completed by the parent/guardian and returned to the school nurse. The selected medication must be provided by the parent/guardian in its original container. Permission forms must be renewed at the beginning of each school year. Students who distribute medications such as aspirin or Tylenol to other students are in violation of the school rules related to distribution of drugs and will be punished in accordance with that policy. See discipline code regarding "Drugs/Alcohol".

Lockers: All students are issued a locker at the beginning of school. P.E./Weightlifting students may also be issued a locker with a school lock. Students are to use only the locker assigned to them and may not change or share lockers without administrative permission. It is each student's responsibility to keep the locker orderly and clean. Students are encouraged to buy a lock and/or use the P.E. lock assigned. It will be the student's responsibility to secure all valuables, including books. **The school will not be responsible for lost or stolen property or valuables. DO NOT LEAVE VALUABLE ITEMS IN UNLOCKED LOCKERS! Lockers are the property of the school and may be searched at any time.**

Lost and Found: Students may check on lost or stolen items in the principal's office or the attendance office during lunch, between classes, or before and after school.

Automated School Breakfast/Lunch Program:

Our lunch accounting system is set up on a deposit basis much like a checking account. With the meal program, money is deposited in the account and a student can eat until the account is at a zero balance. Each paying student is to have money in his or her account before eating lunch. Lunch balances are available to view through the Parent Portal. Account balance updates are sent home with each progress report and report card.

Each student is assigned a pin number. This pin number will remain the same as long as the student attends school at Central. Each day when he or she goes through the breakfast or lunch line the number will be entered. This pin number is linked to your student's account. The money for the cost of the meal will be deducted from the student's account each time he or she eats. This process will allow students or parents to pay a week, month, or even a year in advance.

Central High School will only allow a student to charge up to a total of 10 lunches or \$16.50. After the 10th charge or \$16.50 negative balance, the student will be given a peanut butter or cheese sandwich and milk. This will be done until the student's account is paid in full with a zero balance. If at any time you would like to have your income re-evaluated in order to see if your young adult qualifies for free or reduced lunch, please contact the high school office so that a lunch form can be sent home to you.

Cafeteria charges are as follows: **Breakfast Meal**—Free—includes breakfast entrée(see monthly menu), 1 juice, 1 milk. Extras that cost \$.50 include yogurt, pop tart, bagel, granola bar or fresh fruit (any one of these items can be substituted for the main entrée. An extra milk or juice is \$.25. **Lunch—\$1.65**—includes lunch entrée(see monthly menu), 1 vegetable, 1 dessert, 1 milk or juice. Extras that cost \$1.50 include cheeseburger, chicken sandwich, nachos, burrito, and peanut butter sandwich. Extras that cost \$.75 include dessert, fruit, vegetables, \$.50 for extra cheese. An extra milk or juice is \$.25. An **A La Carte meal** includes one entrée item, one dessert and one milk or juice. An entrée item can be substituted with a Chef Salad.

HOMEWORK

Homework is an integral part of the learning/educational program for two specific reasons: Students need to practice the skills they learn at school often and continually. Students need to learn the discipline of accomplishing assigned work and be responsible for its completion.

There are basically five (5) types of Homework

- Reinforcement/revision/review of work done in class.
- Extension/enrichment of work done in class.
- Encouragement of independent learning.
- Creative (students developing their own ideas related to a class topic)
- Preparation for future classes.

Homework is defined as assignments that require time outside the classroom to reinforce and/or enhance classroom instruction. Homework may be, but is not limited to, individual or group projects, research papers or projects, or other daily assignments requiring time outside of class to complete.

FAILURE IS NOT AN OPTION

Central High School's mission is to prepare all students for success in rigorous courses in high school that meet state and local standards, and teaching in such a way as to engage more students in interesting work. This work will take effort on the part of teachers and our students. Learning is the result of effort, and even more effort is required if students are behind. This high school will provide varied opportunities to our students to increase skills, broaden knowledge, enhance application skills and develop work habits necessary to successfully (1) attend an academic college or university, (2) further education through a trade or technical school, (3) seek or maintain employment. In order to make this vision possible, we need to find ways to assist all of our students in meeting the high standards of work necessary to meet this challenge.

Central High School will no longer accept work that is below standards. We are referring to this initiative as "**Failure is Not an Option.**" "**Failure is Not an Option**" includes empowering teachers to get more students to complete rigorous assignments and discontinuing the current practice of **giving zeroes** and **allowing failure**. We must find ways to hold all students to high expectations and stop "letting them off the hook" for learning, completing assignments, revising their work and retaking most tests until they have shown that they meet the standards. We must stop allowing students the "option" of not completing work and not passing courses.

How do we fix the problem? Students will have to **revise or redo work** that does not meet the standards or is not complete. **Zeroes will not be allowed.** We will provide extra help (the PASS program) and time for those students who need it so that they can be successful. We know that in the past many students have not completed work on time or not completed it at all, and they have received zeros. This practice was used in hopes of helping students understand the consequences of not doing acceptable work. This practice has not been successful in getting all students to complete acceptable work, and many students leave having completed few if any challenging assignments and are completely unprepared for the new level.

Strategies for Success

ALL assignments should be completed by all students.

If student work is not completed at the BASIC achievement level, students will be required to revise work.

Revision of all BELOW BASIC work will have a new due date as listed on the Assignment Log. The result must be above the BASIC level.

If a student makes below BASIC on any test/quiz, they will be required to complete a new assessment in PASS. The number of retakes for tests and projects is limited to two. All quarter final retakes must take place within two weeks of the end of the quarter.

The following are actions that will be taken if students do not complete the strategies listed above:

Level One: Teacher/Student Conversation: New due date established for missing assignments on classroom Assignment Log

Level Two: Teacher/Parent Conversation: New due date established, documented on ICU list and contact with parents/guardian

Level Three: Administrative/Teacher/Student Conference: Follow up phone call to parent/guardian. Student will be assigned to Saturday PASS

Level Four: Parent/Teacher/Student Conference

Administrator will be present to discuss student achievement to develop an action plan for success

Level Five: Crisis Intervention: All involved (Student, Teachers, Administrators, Counselors, Parents/Guardians) will decide upon further actions to ensure student success

It is important for everyone to understand that the bar has been raised here at CHS, but that we are going to assist students in reaching those high expectations.

*The number of retakes for tests and projects is limited to two. All quarter final retakes must take place within two weeks of the end of a quarter. Any student with three or more missing/late assignments per quarter will be referred to the office for disciplinary action including Saturday PASS and/or ISS.

Make-up Work: Students absent from school are given the same number of days to make up the work missed as the number of days absent. When possible, students should ask for assignments in advance if they know that they are going to be absent for more than 1 or 2 days. **Long-term assignments will be due on the designated due date.** Parents may call the office (431-2616 ext. 4104) to request homework for students who are absent for two or more days. Parents may also access our website at www.centralr3.org to link up with teachers on the Google Sites page for all homework assignments. Students absent for only one day will receive the homework assignments upon their return to school.

Quarter Final Exams: Central High School will require quarter final exams in all classes. All teachers will give a comprehensive, quarter final exam for all classes that covers the objectives listed in the course syllabus for each quarter. Quarter final exams count 20% of the quarter grade. **Fourth quarter final exams will now be end of course exams in all classes. There will be no exemptions for quarter final or end of course exams.** All quarter final exams will be 60 minutes in length. End of Course exams may last from 50-80 minutes. All quarter finals and end of course exams must be given on the assigned day. Requests to take the finals earlier or later will be permitted only with a doctor's note or other extenuating circumstance involving a family emergency, which is verifiable in writing. These requests must be made in writing to the principal and at least one week prior to finals unless extenuating circumstances prevent such a request.

ACT Incentive: All CHS students will be required to take the ACT test before graduation. CHS will reimburse students for the cost of the test for any student who scores a 22 or better, each time the student takes the test. As an incentive, any student who makes a composite score of 24 or higher will be given a \$100 scholarship at graduation. Students who improve their composite score by 3 points or greater will be given a \$50 scholarship at graduation. Each student will be limited to only one of the two scholarships.

Report Cards: First Quarter report cards will be disseminated to parents/ guardians at a parent/teacher conference set for November 3. Third Quarter report cards will be disseminated to parents/guardians at the advisement conference set after the end of the third quarter. Students will not be permitted to receive their report cards for these two grading periods. Our purpose for this requirement is to encourage and promote direct communication among teachers and parents.

Library Media Center: The Maude Wood Library Media Center is open each day at 7:30 a.m. The LMC is open after school on all pass days until 3:30 p.m. The goal of the LMC is to support the school's curriculum, assist members of the learning community in becoming effective users of information, and to foster a love of reading. The LMC has a school store with reasonably-priced school supplies. New students need to have a computer-user agreement form on file before using school technology. Check-outs of books are for two weeks; magazines are for three days, and reference material is overnight. Fines are assessed on overdue materials. The LMC subscribes to several online academic databases to assist students with research. The LMC staff will be happy to assist you in becoming information literate.

Course Syllabus: Teachers will provide all students with a course syllabus. The course syllabus will include a course description, instructional philosophy, course goals, course objectives by quarter, course projects and instructional activities, course assessment plan, classroom expectations, supplies and materials needed, homework policy, grading scale, extra help sessions, time and place to be reached by parent and literacy goals.

ATTENDANCE POLICY

Compulsory Attendance Law: The city of Park Hills has passed an ordinance, section 210.040 that states that any parent, guardian or other person having charge, control or custody of a child who violates the provisions of Section 167.031, RSMO. is guilty of a misdemeanor offense. Section 167.031 states that any child under the age of 17 must attend school. Excessive absences, as defined by the following policy, will be reported to the Park Hills Police Department for violation of state and local ordinances.

Students who are absent from school for a period of four (4) days in a semester shall receive written notification from the Attendance Officer following their fourth (4th) day of absence. School officials shall make themselves available for conference with the student's parents. Following the sixth (6th) absence during a semester, students and parents will again receive written notification and school officials shall make themselves available for a conference with the student's parents. Students who are absent for more than SIX DAYS IN A CLASS MAY NOT RECEIVE CREDIT FOR THAT CLASS. **All students who miss more than six days and/or six hours of a class, even with excuses, will be required to make up the days/hours in an after school credit recovery program, Saturday PASS or summer school. Students will receive an "I" or incomplete on the report card until the days/hours are made up. Failure to make up the days/hours before the end of summer school will result in a grade change from "I" to "F".**

Excuses toward the attendance policy are accepted for funerals, student's under a doctor's care and an absence to comply with legal orders. Students will be excused for 2 hours for a one-time driver's examination. Local doctor/dentist visits will be excused for 1/2 day only unless otherwise stated on the doctor's/dentist's excuse. Students who miss school due to a pre-planned vacation will have those days count toward the six-day limit on absences per semester. Requests for pre-planned family vacations must be made in advance and in writing to the building principal. Students will be required to make up any and all work and/or tests.

Absences resulting from the above type of circumstances MAY or MAY NOT receive consideration for a modified application of this policy.

Students who are absent from school for a period of more than six (6) days per semester are considered to be in violation of the attendance policy and may be reported to local law enforcement. Students and their parents will be requested to meet with the Attendance Officer and Faculty Attendance Committee. "The student will be afforded a contested case due process hearing in accordance with the Administrative Procedures Act." This hearing will take place upon a student's request for a waiver and/or the Attendance Officers request. Any decision made by the Faculty Attendance Committee may be appealed to the Superintendent of Schools. In cases where it has been determined that the student remains in violation of the attendance policy, the student will not receive credit. Students who express their intention to appeal the decision of the Faculty Attendance Committee may continue to attend school until the appeals process has been completed. **All students who miss more than six days and/or six hours of a class, even with excuses, will be required to make up the days/hours in an after school credit recovery program, Saturday PASS or summer school. Students will receive an "I" or incomplete on the report card until the days/hours are made up. Failure to make up the days/hours before the end of summer school will result in a grade change from "I" to "F".**

***NOTE:** The above stipulations and procedures are applicable to individual course periods as well as full-day absences. Students who are absent from an individual class period for more than six days during a semester are in violation of the attendance policy in that individual class and risk losing academic credit for that course. Students who miss more than 15 days of a class will not be allowed to make up the class in a credit recovery program.

OSS: Students who miss school due to out-of-school suspension (OSS) will have those days count toward the six-day limit on absences per semester.

College Days: College days must be prearranged through the counseling office. A form must be completed with proper documentation and approval from the administration. Students who do not follow the proper procedures including pre-arrangement of the college day visit will be considered truant.

Rebel Pride

“Rebel Pride” is a student organization involving exclusive membership based upon good citizenship and attendance. The administration will choose those students who qualify for the group according to the below recommended list of criteria. Students must earn membership into the organization on a monthly basis. The benefit to the student in earning membership to “Rebel Pride” is receiving an extended lunch during the 5th period block on a scheduled day each month. P.M. UniTec students who qualify would have an extended lunch during the 4th period block.

Criteria for Selection:

- Not be absent more than 1 day during the month. No excuses accepted.
- Not be absent from any particular class more than 1 time during the month. No excuses accepted. School related trips or meetings during school time do not count against the student's attendance record.
- Not accumulate more than 1 tardy during the month.
- Have no discipline referrals for disruptive or insubordinate behavior during the month.
- Not have any missing or late assignments in any class during the month.
- The student cannot have skipped, without a legitimate excuse, an assigned P.A.S.S. class.
- Students with outstanding fees (including lunch), fines or other obligations will not be eligible for Rebel Pride.

Credit Recovery Program

The Central High School Credit Recovery Program is a program designed to help students who have failed and/or not received credit for a class that is needed for graduation due to a violation in the attendance policy. The purpose of the Credit Recovery Program is to allow students to earn a credit for that class by making up the deficiency in the Credit Recovery Class. This program will be offered as an option for students who do not wish to repeat the semester class in the conventional classroom setting. The Credit Recovery Program will allow students who have failed a core class needed for graduation to earn a credit for that class and to continue toward their high school diploma with their class. These students must commit themselves to a set of rules, work expectations, and a standard of behavior. The student must be cooperative and willing to work. Credit will be granted when the student has successfully completed all work assigned by the coordinating instructor. Credit recovery will be offered primarily in an afternoon or morning class that meets Monday through Thursday from 7:00 a.m. to 7:40 a.m. or 2:45 p.m. until 3:30 p.m. Again, this class is an option for students who do not wish to repeat the semester class and have not missed more than 15 days of a class. The student must maintain a 50 % average in the failed class to be eligible for credit recovery. **Graduating seniors must have all credits made up before the end of April in order to participate in graduation ceremonies. Students will not be allowed to take classes for credit recovery in which they are currently enrolled.**

All students in the Credit Recovery Program must complete 100 % of their assignments and achieve at least an 80 % for each assignment. Once the deficiencies are made up, a “Pass” is earned toward graduation and will be noted on the transcript. The principal has the right to offer or change any class for credit recovery in cases as needed. All rules and regulations as outlined in the student handbook will apply. Students will be required to sign a contract stipulating the rules of the Credit Recovery Program. Failure to complete work (100% of all assignments, 80% credit for each assignment) or breaking the CRP contract will result in dismissal from the program.

Summer School Credit Recovery: The Credit Recovery Program will allow students who have failed a class to make-up the credit during the scheduled Summer School classes. Students who take summer school credit recovery for attendance will receive the grade the student earned in the regular class once

all days are made up in summer school. Assignments, rules, and regulations are outlined in the Summer School Program. The long-term goals for establishing this program are to reduce the dropout rate, improve attendance, and allow more students to graduate on time with their class.

P.A.S.S. Program: The mission of P.A.S.S. is to develop and implement a system to provide “extra help” on an as needed basis, to enable all students to achieve and succeed as we raise academic standards and enhance the educational program at Central High School. A forty-five (45) minute extra help, after school program (referred to as P.A.S.S.) will begin after progress reports are issued for the first quarter and run for the rest of the school year. The P.A.S.S. program will meet on Monday, Tuesday and Thursday on a weekly basis. Times for the P.A.S.S. program are from 2:45-3:30 p.m. All extra-curricular practices will not be allowed to begin until 3:30 p.m. on these days. Students would be required to attend for the following reasons:

- A “D” or “F” in any course at progress report time. If a student fails one course, then that student is required to attend one day; two courses, two days; etc.
- For any make-up tests, labs or projects. Students will not be allowed to make-up tests or labs during the regular school day.
- Teacher request based on poor performance.

Students can attend but are not required to attend for the following reasons:

- To get extra-help from a core or non-core area teacher.
- To use the computer labs or library for projects or research.
- To take an enrichment class such as ACT Prep.
- To get A+ tutoring hours.
- To receive guidance and advisement.
- Regain credits lost to attendance or failure in the Credit Recovery Program.

Any student assigned to P.A.S.S. will receive a schedule of PASS assignment. The student will be required to attend one day a week, per class, until the student has reached a grade of 70% or greater and met the expectations of the classroom teacher. **NEW SCHEDULES FOR STUDENTS WILL ONLY BE MADE WHEN CHANGES ARE MADE TO THE STUDENT’S P.A.S.S. SCHEDULE.** Students should check their student portal for schedules. Failure to attend a required P.A.S.S. class could result in assignment to Saturday P.A.S.S. or In-School Suspension.

BUS TRANSPORTATION: Bus transportation will be provided from the high school during P.A.S.S. Two routes will cover the entire school district and will leave the high school at approximately 3:35 p.m. Students are encouraged to use bus transportation when needed.

Saturday P.A.S.S. is now available for students to receive extra help, work on credit recovery, or make up hours of attendance for violating the attendance policy.

RAP—Rebel Advisory Program: RAP (Rebel Advisory Program) is a system in which each teacher in the school is assigned to mentor a group of 15-20 students through the end of the junior year. Seniors will participate in a senior seminar class. The goal is to help students, with support of parents, set after-high school goals, select courses that allow the students to meet their goals, continually review the students’ progress, including course grades, test scores, and other information; and make adjustments as necessary. This program is an important connection between students, teachers, and parents. Students will be meeting with their advisor on a weekly basis throughout the school year to cover attendance, grades, career goals, conflict resolution, personal finance, etc. Conferences with students and parents will take place in the spring of each year for scheduling purposes. Parents will be involved in helping their son/daughter select the classes for the next school year. The conference can take place before or after school and will last approximately 20 minutes. During this time, you will receive your son/daughter’s third quarter report card, update the 6-year plan that was started prior to high school and select the classes students will be enrolling in for the next school year. **It is very important that students and their parent/guardian attend to fill out enrollment sheets for the next school year. Students will not be scheduled for the next school year until this parent/student conference takes place.**

HONOR ROLL: Central High School recognizes high scholarship by announcing an Honor Roll at the end of each quarter. The Honor Roll is divided into two groups:

The Principal's List—A student must have a weighted G.P.A. of 3.66 or greater (4 class minimum) for that quarter or semester.

Honor Roll—A student must have a weighted G.P.A. of 3.0 to 3.65 (4 class minimum) for that quarter or semester.

AWARDS BANQUET: C.H.S. will sponsor an annual awards banquet to recognize students for outstanding academic achievement and perfect attendance. Top Rebel Awards will be presented by faculty members. Top awards for classes will be honored as well as the Top Ten Percent in each class. Students of the Month will be recognized along with perfect attendance.

ROTARY CLUB STUDENT OF THE MONTH: The St. Francois County Rotary Club will sponsor a teacher selected group of students on a monthly basis who are recognized as Students of the Month based on citizenship, grades and participation in activities.

GUIDANCE AND COUNSELING: Guidance and Counseling in the Central R-III district is an important and integral part of the overall education process. Since students develop emotionally, socially and educationally, the guidance program must address the issue of total growth and development. Growth and learning are developmental; therefore, guidance must be developmental and sequential. The need for guidance begins with pre-school entrance and continues throughout life. At Central High School the counseling program is concerned with all the students while recognizing each individual's needs and giving special attention to those needs. The guidance program is made up of four areas: Guidance Curriculum, Individual Planning, Responsive Services and System Support. The program will be implemented by the use of sequentially organized activities. Certified counselors shall conduct the activities. The program is designed to address the needs, as determined by student surveys, of all students by helping them to acquire competencies in career planning and exploration, knowledge of self and others, and educational and vocational development.

A+ SCHOOLS PROGRAM: For a student to be eligible for the A+ Schools Program, he/she must enroll in Central High School **no later than three weeks** after the beginning of the fall term of the student's sophomore year. Also, a student **must** sign a Student Agreement Form (contract) to be in the A+ Schools Program. No student will be allowed to do tutoring hours until a contract agreement has been signed.

LATE ENROLLMENT: A student who enrolls in school after the second week in a semester will be considered on an individual basis when scheduling classes. Also, late enrollees will have their absences evaluated by the Attendance Officer and a determination will be made as to the number of allowable absences remaining for the semester.

CAREER PATHWAYS: Six Career Pathways have been established for students to follow during high school. Career guidance will begin in the elementary schools and continue throughout high school. Prior to the beginning of the ninth (9th) grade year students will be asked to select a Career Pathway. In conjunction with this, students and parents will be asked to prepare a six-year plan of study. Students may revise their Career Pathway choice as needed. Students will be provided information concerning the recommended course of study to complete their Career Pathway choice. Each Career Pathway is designed to lead students to achieving the ultimate goal of attaining a four-year college degree or other post-secondary training or high wage employment. Information concerning Career Pathways is available in the counselor's office.

GRADUATION REQUIREMENTS AND TYPES OF DIPLOMAS:

Central High School is currently on the Seven Period Schedule. The minimum graduation requirement is 24 units of credit. Central High School offers three types of diplomas: Tech Prep, College Preparatory, and College Preparatory Certificate. Please see the counselors' office for additional information regarding specific course requirements for each of the diplomas. Students who transfer from other schools where alternative scheduling was used will have their academic credits pro-rated and adjusted accordingly.

Graduation Requirements

(Minimum Requirements: 24 Units of Credit)

<u>AREA</u>	<u>POSTSECONDARY PREP</u>	<u>COLLEGE PREP</u>	<u>STATE COLLEGE CERTIFICATE</u>
ENGLISH	4 CREDITS C.P. English I C.P. English II C.P. English III C.P. English IV	5 CREDITS C.P.English I C.P. English II C.P. English III Eng Comp I/Intro to Lit (CC) PublicSpeak/Novels/LitStudies/CSpeech/Lit Film	4 CREDITS English I English II English III Eng Compl/ Intro to Lit (CC)
MATH	4 CREDITS Algebra I A Algebra I B Geometry Math Analysis	4 CREDITS Algebra I Advanced Geometry Algebra II AlgIII/Trig&PreCalc/College Alg	3 CREDITS Algebra I Advanced Geometry Algebra II
SCIENCE	3 CREDITS Physics First Biology/Adv. Biology Chemistry I	4 CREDITS Physics First/Advanced Advanced Biology Advanced Chemistry I Ana&Phy/ChemII/Physics/Genetics	3 CREDITS Physicals First/Advanced Advanced Biology Advanced Chemistry I
SOCIAL STUDIES	3 CREDITS American History World History American Govt.	3 CREDITS American History World History American Govt.	3 CREDITS American History World History American Govt.
OTHER REQUIRED CREDITS	Computer Applications I PE/Weight Lifting 1 Fine Art, 1 Practical Art Health (1/2) ACT Prep Class (1/2) Personal Finance (1/2)	Computer Applications I PE/Weight Lifting 1 Fine Art, 1 Practical Art Health (1/2) ACT Prep Class (1/2) 2 Foreign Languages Personal Finance (1/2) 3.0 GPA or ABOVE	Computer Applications I PE/Weight Lifting 1 Fine Art, 1 Practical Art Health (1/2) ACT Prep Class (1/2) 3 ADVANCED ELECTIVES Personal Finance (1/2) 3.0 GPA or ABOVE ACT SCORE=COMPOSITE 21
TOTAL	19 1/2 REQUIRED 8 1/2 ELECTIVES 28 TOTAL	23 1/2 REQUIRED 4 1/2 ELECTIVES 28 TOTAL	21 1/2 REQUIRED 6 1/2 ELECTIVES 28 TOTAL

WEIGHTED CLASSES/HONOR POINTS

Listed below are the grading scale and point scales that will be used to determine a student's weight G.P.A. Class rank is based on the weighted G.P.A. Each scale is based on a multiplier – Accelerated .25, Honor .50, Advanced Honor .75, which determines course levels. The courses that correspond to each scale are listed below the scales. Those courses that are italicized are dual enrollment classes in which students can receive college credit upon payment of tuition and eligibility. In some instances, the student may receive partial or full reimbursement for tuition (Score of proficient or higher on the MAP or enroll in the MAC Pilot Project). See counselors for details.

Gr. Scale	Accelerated Pts X .25	Honor Pts X .50	Adv. Honor Pts X.75
A = 4.0	A = 1.0	A = 2.0	A = 3.0
A- = 3.66	A- = .915	A- = 1.83	A- = 2.745
B+ = 3.33	B+ = .8325	B+ = 1.665	B+ = 2.4975
B = 3.0	B = .75	B = 1.5	B = 2.25
B- = 2.66	B- = .665	B- = 1.33	B- = 1.995
C+ = 2.33	C+ = .5825	C+ = 1.165	C+ = 1.7475
C = 2.00	C = .50	C = 1.0	C = 1.5
C- = 1.66	C- = .415	C- = .83	C- = 1.245
D+ = 1.33	D+ = .3325	D+ = .665	D+ = .9975
D = 1.0	D = .25	D = .50	D = .75
D- = .66	D- = .165	D- = .33	D- = .495
F = 0	F = 0	F = 0	F = 0

Accelerated Classes: Computer Applications II, Computer Networking and Repair, C.P. English I, C.P. English II, C.P. English III, Spanish I, Creative Writing, Algebra I, Algebra II, Geometry, Adv. Biology, Adv. Chemistry I, Adv. Physics First, ACT Prep, Psychology/Sociology, Contemporary Issues

Honors Classes: Competitive Speech, Debate, Great Books, Literature in Film, Literature Studies, Spanish II, Algebra III, Pre-Calculus, Trigonometry, Anatomy/Physiology, Genetics

Advanced Honors Classes: All MAC transfer and dual credit classes, English Composition, Introduction to Literature, Public Speaking, Introduction to Theatre, Chemistry II, Physics, Criminal Justice

GRADING SCALE:

A	100 - 95	C	76 - 73
A-	94 - 90	C-	72 - 70
B+	89 - 87	D+	69 - 67
B	86 - 83	D	66 - 63
B-	82 - 80	D-	62 - 60
C+	79 - 77	F	59 - 0

CLASS STATUS: Grade level will be determined at the beginning of each school year using the number of years attended. Students who do not have a minimum of 17 credits when the student begins the senior year will not be allowed to participate in senior activities and events.

VALEDICTORIAN/SALUTATORIAN: In order to qualify for valedictorian or salutatorian a student must be enrolled in Central High School for three (3) full semesters. If a student transfers into Central High School, the student must transfer credit from a state accredited high school program to be eligible for valedictorian/salutatorian. The student with the highest cumulative G.P.A. will be valedictorian and the student with the second highest G.P.A. will be the salutatorian.

CENTRAL HIGH SCHOOL/MINERAL AREA COLLEGE PILOT PROGRAM

Central High School students may enroll in a program offered by Central High School in cooperation with Mineral Area College. The Central High School/Mineral Area College Pilot Program is a joint effort by both parties to provide high school seniors the opportunity to enroll in courses at Mineral Area College during the fall and spring semesters of their senior year for dual credit at a cost to the student of only one-third (1/3) of the regular tuition rate. Guidelines and regulations regarding this program include:

1. Students who wish to enroll in the Pilot Program must meet the following pre-requisites and/or conditions:
 - a. Must be a senior. *Juniors with an ACT composite score of 27 or above and principal approval may be eligible.
 - b. Must have an ACT composite score of 22 or above; Compass score of 78 or above.
 - c. Must meet the ACT requirements or Compass score requirements for individual courses before being permitted to enroll in them. English Comp. I is 19 on ACT or 66 on Compass; College Algebra is 22 on ACT or 67 on Compass.
 - d. Must enroll in 9 – 12 hours for fall/spring semester and be attending a total of at least 6 classes between the two campuses.
 - e. Must receive prior permission from the principal in order to enroll.
 - f. Must provide 1/3 of tuition cost (Central High School will provide 1/3 and Mineral Area College will waive 1/3 of the tuition cost).
2. Other requirements:
 - a. Central High School will provide textbooks at no cost to the student for those courses approved by Central. Students who wish to enroll in courses other than those approved may do so but will be responsible for the cost of textbooks and materials.
 - b. Students will be expected to utilize free time while on the MAC campus to study and prepare for class. MAC's library facilities will be available for this purpose.
 - c. Students will be required to take a minimum of 9 semester hours at MAC and be enrolled in three classes at Central. A total of 6 classes a semester are required for extracurricular eligibility.
 - d. Attendance is a **must**. If a student misses three classes in any course he/she is enrolled in at MAC he/she may be required to **drop all MAC classes** and re-enroll in classes at Central. The student will be required to attend PASS to make up **all assignments** missed prior to enrolling in classes at Central. The student will also be required to pay back the total cost of tuition and the cost of all textbooks.
 - e. Students must maintain and receive a grade of C or better in every course he/she is taking at MAC or forfeit the tuition discount and cost of textbook. The student will be required to reimburse Central High School for the tuition and textbook prior to graduation for every course that does not meet the grade requirement of a C or better. A student who receives a D or F in any MAC class will forfeit the right to use MAC pilot funds in future semesters.
 - f. Students must have written permission from the principal in order to drop any course once a student has been enrolled at MAC. Failure to do so will require the student to pay back all tuition, textbook cost and/or other fees to Central High School for each course that is dropped without prior permission. Any student who drops below 6 classes will automatically lose all eligibility for extracurricular activities.
 - g. Students who choose to take a course required for graduation at MAC will be expected to obtain a C or better in that course. Students who do not meet the standard of a C or better in a MAC class that is required for graduation must repeat the course in a credit recovery program or summer school. Students who do not receive a C or better and/or drop a second semester class needed for graduation will be required to make up the credit in summer school and will not be allowed to walk at graduation. A diploma will be issued to the student after the summer school session, if all requirements for graduation are met.

ACTIVITIES

Students are encouraged to supplement academics by becoming involved in activities and athletics.

CURRICULAR AND EXTRACURRICULAR ACTIVITIES:

Marching Band - Performs at home football games, parades, marching contests in the fall.

Concert Band - After marching season, concert band concentrates on music skills for concerts and district contests.

Color Guard -Flag Corps for Marching Band - tryouts in spring, practices during band time.

Jazz Band - Any freshman through senior is eligible, based on band director approval and selection. The Jazz Band performs at contests in the spring.

Concert Choir - Any freshman through senior is eligible, based on choir director approval and selection. The Concert Choir concentrates on music skills for concerts and district contests.

Swing Choir - Any freshman through senior is eligible, based on choir director approval and selection. The Swing Choir also competes in concerts and district contests.

Student Council - Twenty-two members are elected in spring as governing body of CHS - five representatives from each class plus student body co-presidents. Class officers are elected in the fall. Meetings are conducted monthly. The manner of election is as per the Student Council Constitution.

Cheerleaders - At least twelve selected in the spring following a clinic and tryouts.

Drama – Rebel Theatre Troupe – produces a fall play; Readers Theatre and One Act play competitions.

Academic Team – Competes with other teams in a quiz bowl type setting on the local district and state levels.

Speech Team – Competes in MSHSAA sponsored competitions at local, district and state levels.

CLUBS

- **Art Club** – for current or previous Art students **
- **“C” Club** - for athletes that have earned varsity letters*
- **Chess Club** – for students interested in chess
- **Crescendo Club** - for choir and band students **
- **DECA** - for COE/Marketing students **
- **Drama Club (Rebel Theatre Troupe)** - for students interested in participating in theatrical activities
- **FBLA** (Future Business Leaders of America): for business students **
- **FCA (Fellowship of Christian Athletes)** - open to any student or athlete interested in student directed activities focusing on the Christian life
- **FCCLA** - for Family and Consumer Science students (must have taken or be currently enrolled in an FACS class)**
- **Foreign Language Club** – for students previously or currently enrolled in Spanish I or II **
- **FTA (Future Teachers of America)** - for students interested in a possible teaching career. (Cadet Teachers are required to enroll in FTA)
- **NHS (National Honor Society)** - by election only, based on scholarship, leadership, service and character *
- **Publications Club** - for students in yearbook and journalism classes **
- **RSA (Rebel Student Awareness)** - for any student for the purpose of promoting awareness of the dangers of drug/alcohol use
- **Student Council** – elected positions *
- **Science Club** – for students interested in participating in an organization that will enhance their science skills
- **Student Advisory Committee**—for students interested in working with the principal to discuss student concerns, to address student problems and to help develop school policies and assemblies. RAP advisors will be included in the Student Advisory Committee.

*By election only

**Open to students previously or currently enrolled

SCHOOL DANCES:

The number of dances varies each year. Rules adopted by the Student Council must be observed.

These rules are:

- Once a student has left the dance, he/she cannot return.
- Any misbehavior or destruction of property will result in removal from dance and restitution for any damage.
- Absolutely no alcohol, tobacco, or other drugs are permitted. Students will be removed from the dance and appropriate disciplinary measures as per the student discipline code will be administered.

- Invited guests are the responsibility of the student, must be under the age of 21 and a current high school student or high school graduate.
- The principal may suspend students from attendance and participation in extra-curricular activities for an extended period if rules are violated. This action may be taken in addition to the consequences established by the student discipline code.

CORONATIONS:

Students can be Queen or King only once during their four years of high school. Once a student has been given this award they are no longer eligible for future coronations or courts. Foreign exchange students are not eligible to be candidates for coronations. The types of coronations are:

- **Homecoming Queen** - Each club and class selects a member to represent them during Homecoming activities. The student body elects five finalists and the football team chooses the Queen. Only seniors can be elected Queen.
- **Prom Queen and King** - Seniors are candidates, juniors are attendants and escorts. The coronation is part of the prom activities.
- **Athletic Queen and King**- The "C" Club choose eligible varsity lettermen, five boys and five girls, juniors and seniors only, to comprise the court. The "C" Club by secret ballot selects the King and Queen. Crowning takes place at the Annual Athletic Banquet.

HOMECOMING WEEK

1. Each class will elect a homecoming candidate and each club with at least 15 members will elect a homecoming candidate. Club candidates will be limited to senior girls. Club dues are \$5.00 (unless noted) to help with the candidate fee and expenses of Homecoming. There will no longer be a limit set to the number of clubs that students can join. Clubs will also be participating in a fundraising carnival during Fun Day, which will help with other expenses incurred during the school year.
2. The varsity football coach will choose players to serve as escorts to the candidates/attendants. Candidates will draw numbers to choose their escorts first, and then attendants will choose their escorts in the same manner.
3. There will be a day where candidates/attendants/escorts will be treated to a lunch outside of school during Homecoming week.
4. On Friday morning, students will report to first period class for roll to be taken and then be dismissed to the football field. Fun Day events will take place first, followed by a school carnival and lunch. Each club will voluntarily set up a booth or an event as a way to make money for the club, and students will be encouraged to take part in such events. Lunch will be provided for all students during this time.
5. Candidates/attendants will decorate cars and will ride in the parade and around the track at the football game.
6. The Student Body will choose the Homecoming Court by ballot the Wednesday of Homecoming week. Only senior girls will be eligible to be in the court. The varsity football team will choose the homecoming queen from the court. The court will be placed in order, fourth runner-up to the announcement of the queen, from this vote.
7. Class floats will circle the track prior to coronation and the winning class float will be announced. The winning candidate cars will be announced and will be used to escort the candidates to the track during the coronation.
8. The Homecoming Dance will take place after the football game until 11:30 p.m.

Computer Usage Rules and Responsibilities

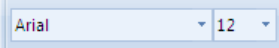





The following rules and responsibilities will be followed by all users of the district technology resources:

- a. Applying for a user ID under false pretenses, using another person's user ID and/or password or sharing one's user ID and/or password with any other person is prohibited unless authorized by the district. A user will be responsible for actions taken by any person using the ID or password assigned to the user.
- b. Deletion, examination, copying or modification of files and/or data belonging to other users without their prior consent is prohibited.
- c. Mass consumption of technology resources that inhibits use by others is prohibited.
- d. Unless authorized by the district or building administrator, non-educational Internet usage is prohibited.

- e.** Use of district technology for soliciting, advertising, fund-raising, commercial purposes or for financial gain is prohibited, unless authorized by the district.
- f.** Accessing fee services without permission from an administrator is prohibited. A user who accesses such services without permission is solely responsible for all charges incurred.
- g.** Users are required to obey all laws, including criminal, copyright, privacy, defamation and obscenity laws. The school district will render all reasonable assistance to local, state or federal officials for the investigation and prosecution of persons using district technology in violation of any law.
- h.** Accessing, viewing or disseminating information using district resources, including e-mail or Internet access, that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, pervasively indecent or vulgar, or advertising any product or service not permitted to minors is prohibited.
- i.** Accessing, viewing or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of district staff for curriculum-related purposes.
- j.** Accessing, viewing or disseminating information using district resources, including e-mail or Internet access, that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g. threats of violence, defamation of character or of a person's race, religion or ethnic origin); presents a clear and present likelihood that, because of their content or their manner of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful school regulations is prohibited.
- k.** Any use which has the purpose or effect of discriminating or harassing any person or persons on the basis of race, color, religion, sex, national origin, ancestry, disability, age, pregnancy, or the violation of any person's rights under applicable laws is prohibited.
- l.** Any unauthorized, deliberate, or negligent action which damages or disrupts technology, alters its normal performance, or causes it to malfunction is prohibited, regardless of the location or the duration of the disruption.
- m.** Users may only install and use properly licensed software, audio or video media purchased by the district or approved for use by the district. All users will adhere to the limitations of the district's technology licenses. Copying for home use is prohibited unless permitted by the district's license, and approved by the district. At no time will district technology or software be removed from the district premises, unless authorized by the district. All users will use the district's property as it was intended. Technology or technology hardware will not be moved or relocated without permission from an administrator. All users will be held accountable for any damage they cause to district technology resources.
- n.** All damages incurred due to the misuse of the district's technology will be charged to the user. The district will hold all users accountable for the damage incurred and will seek both criminal and civil remedies, as necessary.
- o.** Unauthorized use of any computer/media equipment or accounts is prohibited. Students may not access the Internet without a teacher or other district staff member present in the room.
- p.** Computers/media equipment must not be marked on, colored on, handled roughly, hit, or in any way defaced, altered or abused.
- q.** Horseplay of any kind is not allowed around computer/media equipment. Students and community users may not have food or beverages around any computer/media equipment.
- r.** Users may not move or unplug any computer/media equipment nor adjust computer equipment controls without permission from the equipment supervisor.
- s.** Students and community users may only access computer programs that have been placed on their menus by the system administrator or supervisor. After consulting with the district technology coordinator, exceptions may be approved by a district administrator or the administrator of the building in which the computer is located.
- t.** Any attempted violation of district policy, regulations or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation.
- u.** Students are responsible to delete unwanted files from their home directories at the end of each school year.

- v. Students are restricted from “blogging” or utilizing on line diaries, and are prohibited from viewing or posting to any type of “social networking” sites.
- w. Students may not set- up or use type of e-mailing accounts or applications.

CHS Common Paper Format Instructions for Word 2007

1. Create a document
 - a. Open Word
 - b. Select the Home tab
 - c. Select appropriate font and font size
(typically Arial or Times New Roman 12 pt.) 
2. Create Page Numbers
 - a. Click the Insert tab, Page Number, select Plain Number 3
 - b. Type your last name and add a space
 - c. Click Close Header and Footer button
3. Change line spacing
 - a. Click on the Home tab
 - b. Click on the Line Spacing button and
and select 2.0 
 - c. Click on the Line Spacing button again and
select Remove Space After Paragraph 
4. Insert additional Header information
 - a. Type your first and last name ; press the Enter key
 - b. Type the teacher’s name ; press the Enter key
 - c. Type the class name and hour ; press the Enter key
 - d. Type the assignment name; press the Enter key
 - e. Type the date the assignment is due in the following format: day month year (Ex. 26 January 2011);
press the Enter key
5. Save the document before you continue
 - a. Click the Office Button 
 - b. Select Save As, Word Document
 - c. Select your H drive or typically the E drive if using a flash drive
 - d. Type the document name in the File Name box
 - e. If you are going to use a word processing program other than Word 2007 with this document later,
you must choose Rich Text Format in the Save As Type box
 - f. Click Save button
6. Type a title
 - a. Change alignment to Center by clicking the button on the Home tab 
 - b. Type the document title using correct capitalization
 - c. Press the Enter key once
7. Type the paper
 - a. Align left by clicking the button on the Home tab, press the tab key each time you
start a new paragraph, and begin typing the body of the paper 
 - b. Press the Enter key only at the end of each paragraph
 - c. Save frequently

Common Scoring Guide

Key Traits	4 (Advanced)	3 (Proficient)	2 (Basic)	1 (Below Basic)
IDEAS	<ul style="list-style-type: none"> The writing centers around a clear and focused topic. (Thesis Statement) Vivid, well-chosen details support the key ideas. The writing provides convincing elaboration to support key ideas. 	<ul style="list-style-type: none"> The writing centers around a generally clear topic. Relevant details support the key ideas. Elaboration supports most key ideas. 	<ul style="list-style-type: none"> A topic is present, but it needs to be developed more. Some details support the key ideas. Elaboration supports some ideas. 	<ul style="list-style-type: none"> A clear topic is missing. Details are missing or unclear. Little or no elaboration supports ideas.
ORGANIZATION	<ul style="list-style-type: none"> The writing contains an effective beginning, middle, and end. *Specific examples support the thesis. The ideas flow in a logical manner. 	<ul style="list-style-type: none"> The writing contains a beginning, middle, and end. *Specific examples support the thesis. Transitional words and phrases show how ideas connect. 	<ul style="list-style-type: none"> The writing has evidence of a beginning, middle, and end. *Some examples support the thesis. Some transitional words and phrases are used, but more are needed. 	<ul style="list-style-type: none"> The writing has no real beginning, middle, and end. *Few or no examples support the thesis. Transitions are not attempted.
STYLE	<ul style="list-style-type: none"> Sentences vary in lengths and structures and have a pleasing flow. The tone and voice is well suited to the purpose and audience. Word choice is appropriate for audience and purpose. 	<ul style="list-style-type: none"> Sentences vary somewhat in length and structure. The tone and voice are sometimes inappropriate. Words are adequate and mostly correct. 	<ul style="list-style-type: none"> Sentences do not significantly vary in length and structure, and many fragments and run-on sentences are present. The tone and voice are often inappropriate. Words are often inadequate but are mostly correct. 	<ul style="list-style-type: none"> Repetitive sentence structure, fragments, and run-on sentences make the writing difficult to follow. The tone and voice are inappropriate for the purpose and audience. Vague words limit the meaning.
CONVENTIONS	<ul style="list-style-type: none"> Grammar and usage are correct. Problems with mechanics (spelling, capitalization, and punctuation) are minor. Formatting guidelines correct. 	<ul style="list-style-type: none"> Grammar and usage are generally correct. Spelling, capitalization, and punctuation are sometimes uneven. Most formatting guidelines correct 	<ul style="list-style-type: none"> Grammar and usage errors distract from meaning. Spelling, capitalization, and punctuation are uneven. Some formatting guidelines correct. 	<ul style="list-style-type: none"> Grammar and usage mistakes are frequent and distort meaning. Spelling, capitalization, and punctuation are frequently incorrect. Few formatting guidelines correct.

Active Reading Strategies

In order to be effective readers, students must be active readers. Effective readers become involved in reading by having conversation with themselves about the text. Below are strategies that are essential to becoming active and effective readers.

Predicting

- Making educated guesses about what is being read.
- Previewing the topic and the type of text by making inferences about title and by skimming the text.
- Identifying the text features and previewing the work by reading boldface titles and headlines and examining the photographs, artwork, graphics, or other visual elements.
- Making predictions before the text is read and while the text is being read.
 - *What will this work be about?*
 - *What point will the text make next?*
 - *What supporting details might the writer use?*
 - *My first prediction doesn't match what I read. Now I think...*

Connecting

- Making connections with what you already know about a subject.
- Drawing parallels between the text and the reader's life.
 - *What have I heard or read on this subject?*
 - *What connections can I make between this subject and other subjects I know about?*
 - *What people and events in my life are similar to those described?*

Questioning

- Questioning anything that is not understood.
- Asking questions to clarify the text as reading progresses.
- Reading on to answer questions asked.
 - *What is the writer saying here?*
 - *Why is the writer giving me this information?*
 - *How does this concept relate to what I just read?*
 - *Do I understand what I've read so far?*

Visualizing

- Forming pictures of what is read.
- Paying attention to the details the writer gives, and then making them part of the reading experience.
- Try to see the steps in a process or the way something works.
 - *What do these people, places, and objects look like?*
 - *How does this part fit together with the rest?*
 - *Could I draw a picture of this concept?*

Evaluating

- Forming opinions and making judgments about the text while reading and after reading.
 - *What does an action reveal about a person?*
 - *Is this fact or opinion?*
 - *Does this information support the thesis?*
 - *Do I agree with the writer's opinions and interpretations?*
 - *What is particularly effective about this writer's style?*

Reviewing

- Pausing every page or two to think about your reading.
- Summarizing events in a text or rephrasing difficult language to help understanding and retention.
 - *The writer's purpose is...*
 - *The writer supports the thesis with these supporting details...*
 - *The events described, in order, are...*

- *In other words...*
- *So far I understand...*

Responding

- Reacting while reading.
- Taking time to recognize the thoughts and feelings about what the writer is saying.
- Identifying what is liked or disliked about the work.
 - *I'd like to ask the writer why...*
 - *I think this concept is...*
 - *That's interesting. I want to know more about...*
 - *I wish could visit this place because...*
 - *I like this character/person because...*

Resource: Glencoe Literature: The Reader's Choice. Glencoe McGraw-Hill. New York, NY: 2002.

Guidelines for Using Silent Sustained Reading Time

1. Students must read for the entire allotted reading period.
2. Teachers are expected to read along with students.
3. You cannot do homework. SSR is not a study hall.
4. You may read anything as long as the text does not compete with pictures.
5. You must have a book in your possession when SSR time starts; this is the main responsibility of being prepared for SSR.
6. You may not talk or disturb the others around you.
7. Please don't ask to leave the room during SSR time.
8. Disruptions will be kept to a minimum. This means students will not be called out of class; phone calls will not be transferred to classrooms, etc.

Reading Requirements by Subject

English	1400 pages (14 books)
Social Studies	300 pages (3 books)
Science	300 pages (3 books)
Math	300 pages (3 books)
Non-Core Classes*	200 pages (2 books) for each class

* Non-Core Classes include: Business, FACS, Foreign Language, Fine Arts, etc.

Central High School Reading Log 2011-2012 Totals

Student's Name: _____

Semester/Year: _____

Subject/Teacher	# of Pages Read	Running Total
Grand Total		

CENTRAL R-3 SCHOOL DISTRICT EXTRA-CURRICULAR HANDBOOK

Statement of Philosophy: Extra-Curricular activities are an integral part of the Central R-3 School District's overall educational program. Our goal is to provide a wholesome outlet for students who have an interest in athletic/academic competition, music, drama, speech and debate. Extra-curricular activities should enhance and not hinder the academic program. Rather than "win at any cost" philosophy, personal growth, commitment, school spirit, character development, physical training, self-discipline, and positive work ethic are worthwhile outcomes of an extra-curricular program.

The TEAM concept should be the central theme of the athletic program with the personal development of the individual a desired outcome. Within the perimeters of that concept, the team concept should never be sacrificed at the expense of the welfare of individuals. Rather, the development of both should be facilitated in such a way as to benefit all involved.

In addition to complementing the existing academic and activities program, the extra-curricular program should form a bridge between the school and the community it serves. As such, the program should reflect and promote community pride.

All phases of the extra curricular program, grades seven (7) thru twelve (12), should be coordinated by the respective head coach/sponsor of each activity and should embrace the same desirable and basic tenants of the total program set forth in this statement of philosophy.

While room for creativity within individual activity must exist, a central thread of consistency of the basic tenants of the Central R-3 Philosophy of Activities should form a primary foundation of each activity.

Normal sequential development typically results in a narrowing of participants to those with superior abilities. All personnel involved with the program should strive to work within the framework of this philosophical statement and in so doing set the tone of the program and serve as a role model for all participants.

Desired Outcomes of the Central R-3 Athletic Programs:

- Improvement of school spirit.
- Projection of a positive image to and for the community
- Physical growth and development of participants.
- Development of a TEAM concept for participants.
- Development of self-discipline for participants.
- A coordinated program with a unified purpose for grades seven (7) thru twelve (12) in each sport.
- Opportunities for coaches/sponsors to help youth grow and develop in a positive manner.
- An appreciation for the value of hard work and commitment.
- Respect for authority and the rights of others.
- Development of the value of fair-play and ethical standards

Affiliations:

The Central R-3 School District is a member of the Missouri State High School Activities Association (MSHSAA), the Mineral Area Activities Association (MAAA), the Mississippi Area Football Conference (MAFC), and the SEMO Wrestling Conference. As a member of these associations Central School District is committed to adhere to the rules and regulations of the Associations.

Activities Sponsored by the Central R-3 School District:

High School Sports

Fall Season: Football, Volleyball, Softball

Winter Season: Basketball, Wrestling

Spring Season: Baseball, Golf, Track and Field

Middle School Sports

Fall Season: Football, Volleyball

Winter Season: Basketball, Wrestling

Spring Season: Track & Field

Interscholastic Competition: Academic Team, Band, Choir, Cheerleading, Drama, Speech/Debate

STUDENT INFORMATION

The Central R-III School District does not discriminate on the basis of race, color, and national origin, sex, disability, or age in its programs and activities. Inquiries or concerns may be directed to the Title IX Coordinator, 200 High Street, Park Hills, MO 63601; telephone number 573-431-2616 extension 5111

Participation in Extra-curricular activities at the Central School District is a privilege, not a right. This privilege may be revoked at any time by the coach, athletic director, or school administration for behavior deemed detrimental to the good order of the program.

Expected Behavior of Athletes: Coaches will explain to the athletes on their respective teams the importance of their responsibilities as REBELS, members of a team, and a representative of their school and community. As a part of their responsibility, athletes representing Central should at all times:

- Show good sportsmanship and gentlemanly/lady-like conduct on and off the field of endeavor.
- Obey all training rules.
- Show courtesy to officials, coaches, school officials and opponents.
- Give maximum effort in practice and in all competitive situations.
- Dress in a uniform manner and project an athletic appearance.
- Never miss a practice unless ill or injured and be at the designated practice site on time.
- Develop a team-first attitude.
- Meet all eligibility standards as established by the Missouri State High School Activities Association and the Central R-3 Board of Education.

Guidelines for Participation

The Central R-3 School District is a member of the Missouri State High School Activities Association (MSHSAA), which has standards that students must meet in order to participate. In addition, the Central R-3 Board of Education has local guidelines for eligibility (MSHSAA by-law 219). Students who are unsure of eligibility should always check with the athletic director for a rule interpretation.

Physical Exam: Students in athletics & cheerleading must have a **physical examination** by a qualified physician and this form must be kept on file in the office of the athletic director. In order for this physical exam to be valid, it must have been administered on or after February 15 of the previous year, and have been signed by a parent or guardian giving the student permission to participate. **MSHSAA by law 308.0 & 309.0.**

Insurance: All students who participate in athletics & cheerleading must have on file in the office of the athletic director written proof of valid insurance coverage. **MSHSAA by law 309.0**

ACADEMICS: An incoming freshman must have been promoted from the eighth grade and have passed a minimum of six (6) classes the previous semester. Students may earn up to one (1) full credit needed for graduation in summer school. Student athletes who are ineligible may continue to practice and travel with team until eligibility has been determined. Students who do not earn a minimum of 3.0 credits per semester are ineligible for the entire next semester. **MSHSAA by law 213.0**

TRANSFERRING SCHOOLS: For eligibility purposes students *and* parents must move into the district of their new school unless they meet the exceptions listed in MSHSAA rules. **MSHSAA by law 215.0**

PARTICIPATION LIMITS: Students are eligible to participate in any activity for a maximum of four consecutive seasons beginning when he/she enters the ninth grade. **MSHSAA by law 214.0**

AGE LIMIT: If a student reaches nineteen (19) years of age prior to July 1, he/she will be ineligible the next school year. To be eligible for the junior high school competition against teams in a particular grade classification, the student shall not have reached the following ages prior to July 1 preceding the opening

of school: Grade Seven (7) age 14 and Grade Eight (8) age 15. If a student does not meet the age standard for a particular grade classification, that student may compete on a team of a higher-grade classification. **MSHSAA by law 232.0**

ENTERING SCHOOL: Students must enter school within the first eleven (11) days of the semester in order to be eligible. **MSHSAA by law 215.0**

AMATEUR AND AWARDS STANDARDS: Students may not receive cash or merchandise for participating in an athletic contest. Any awards presented must be symbolic in nature such as medals or ribbons and the retail value cannot exceed a dollar amount set by the Missouri State High School Activities Association. **MSHSAA by law 231.0.** *A student may play in a band, sing, etc. and receive remuneration, if they are not representing the school*

NON-SCHOOL COMPETITION: Students may not participate for or participate with a non-school team or in any organized non-school athletic competition in the same sport during the same season. **For example, a student may not play on an AAU basketball team during the school basketball season. A track participant may not enter road races or be on a club team at the same time. A baseball player cannot play or practice on a Summer League team during the same season.** Students may participate on a school team and a non-school team in different sports during the same season. Students may not practice with or participate for a non-school team or organized non-school athletic competition on the same day as they practice or participate for the school team without approval of their school administrator. A Non-School Participation form must be on file with the athletic director. **MSHSAA by law 235.0**

DISCIPLINE CODE: The Central R-3 School District Discipline Code applies to all activities and participants.

SCHOOL PROPERTY: Any student/athlete who owes a fine or has been assessed damages will not be allowed to play, practice, or attend any extra curricular activity or camp until the fine or assessed damages are paid.

TRANSPORTATION: If the school provides transportation, the student must ride that school transportation to and from all school sponsored activities. Exceptions will only be made when the student is released directly to the parent/guardian by the coach or administration following the activity.

SUSPENSION: If a student is suspended from school, the student will not be eligible to participate until he/she has fulfilled the disciplinary requirements established by the administration.

ANY BEHAVIOR NOT LISTED ABOVE BUT LISTED IN THE CENTRAL R-3 STUDENT HANDBOOK: These incidents will be handled on an individual basis and the coach, athletic director/assistant principal, and/or principal will make determinations as to the consequences.

CITIZENSHIP REQUIREMENTS By Law 212.0

Students who represent a school in interscholastic activities must be creditable citizens and judged so by the proper authority. Those students whose character or conduct is such as to reflect discredit upon themselves or their schools are not considered "creditable citizens". Conduct shall be satisfactory in accord with the standards of good discipline.

Law Enforcement: A student who commits an act for which charges may be or have been filed by law enforcement authorities under any municipal ordinance, misdemeanor or felony statute shall not be eligible until all proceedings with the legal system have been concluded and any penalty (i.e. jail time, fine,

court costs, etc.) or special condition of probation (i.e. restitution, community service, counseling, etc.) has been satisfied. If law enforcement authorities determine that charges will not be filed, eligibility will be contingent upon local school policies. Moving traffic offenses shall not affect eligibility, unless they involve drugs, alcohol or injuries to others. After a student has completed all court appearances and penalties, and has satisfied all special conditions of probation and remains under general probation only, local school authorities shall determine eligibility.

Student Responsibility: Each student is responsible to notify the school of any and all situations that would affect his/her eligibility under the above standards. If the student does not notify the school of the situation prior to the school's discovery, then the student shall be ineligible for up to 365 days from discovery, pending review by the MSHSAA Board of Directors.

POSSESSION OF ALCOHOL, TOBACCO, DRUGS, including narcotics or non-prescribed drugs, AND/OR DRUG PARAPHERNALIA: Students shall not use/possess or distribute alcoholic beverages, non-prescribed drugs, drug paraphernalia, or tobacco. The use of these will be dealt with on an individual basis depending on the severity of the incident and consistent with the MSHSAA guidelines with the consequences ranging from suspension to termination of privileges. A student who commits an act for which INITIAL charges may be or have been filed by law enforcement authorities, **including the issuing of a ticket for possession, usage, distribution, or under the influence of alcoholic beverages, non-prescribed drugs, drug paraphernalia or tobacco will face the following guidelines in determining the consequences:**

Use of **TOBACCO**, or possession of **TOBACCO:**

1st Offense: Ten(10) school day suspension from participation in competition of all extracurricular activities.

2nd Offense: Termination from team.

Use of **ALCOHOL** under the influence of **ALCOHOL**, in possession of **ALCOHOL** or distribution of **ALCOHOL:**

1st Offense: Thirty (30) school day suspension from participation in competition of all extra-curricular activities. If the student enrolls in and makes satisfactory progress toward the completion of an approved rehabilitation program and/or counseling program the suspension will be reduced to fifteen (15) school days.

2nd /Subsequent Offense(s): One year (365) school day suspension from participation in competition of all extracurricular activities.

Use of **DRUGS, including narcotics or non-prescribed drugs**, under the influence of **DRUGS, including narcotics or non-prescribed drugs** in possession of **DRUGS, including narcotics or non-prescribed drugs**, distribution of **DRUGS, including narcotics or non-prescribed drugs**, or possession of **DRUG PARAPHERNALIA:**

1st Offense: Thirty (30) school day suspension from participation in competition of all extra-curricular activities. If the student enrolls in and makes satisfactory progress toward the completion of an approved rehabilitation program and/or counseling program the suspension will be reduced to fifteen (15) school days.

2nd /Subsequent Offense(s): One year (365) school day suspension from participation in competition of all extracurricular activities.

*****Any athlete who is under suspension when his/her season is completed is not eligible for post-season recognition or a team letter.**

*****Central R-3 School District reserves the right to randomly drug test student athletes at any time.**

STUDENTS UNDER ARREST: If a student is arrested for a misdemeanor or for a felony the student will be considered ineligible and will not be allowed to represent the school in interscholastic activities until the matter is resolved through the court system. **MSHSAA by-law 212.0**

STUDENTS WHO ENGAGE IN UNSPORTSMANLIKE ACTS: Discipline for such acts resulting in a flagrant foul, technical foul, unsportsmanlike conduct penalty, etc. will be left to the discretion of the coach but could cause the student-athlete to be restricted from representing the school for **at least** the next contest. Please note that if any player is ejected, our school in conjunction with MSHSAA requires that at a minimum the player not play in the next contest.

ATHLETES WHO QUIT A TEAM: Any athlete who quits a team after the first scheduled contest will not be allowed to join another team until the season for the team he/she quit has been completed. Athletes who are cut from a team may join another team prior to the end of the season of the team from which he/she was cut if the coach of the new team approves. *Coaches are discouraged from allowing a player who has quit a team to be reinstated, although such situations should be handled on an individual basis.*

SATURDAY/HOLIDAY/WEDNESDAY/SUNDAY PRACTICE: SUNDAY: Under normal conditions teams will not practice on weekends. However, if a team has a scheduled game on Monday or is preparing for a tournament during the upcoming week, a Sunday practice is permissible under the following conditions:

- The principal/athletic director should be notified in advance.
- Practices shall be held between the hours of 2:00 p.m. and 5:00 p.m.
- Middle School teams will not practice on Sundays except prior to the MAJHAA Conference Tournament or due to school days missed due to inclement weather with the approval of the principal.

SATURDAY: Saturday practices can be held with prior approval from the principal.

HOLIDAYS: Holiday practices are permissible but coaches will use judgment in setting and conducting them. While it is necessary to practice over the holidays, coaches recognize that this is often a time for family trips and other functions.

WEDNESDAY: Wednesday is considered Family Night in the Central R-3 School District. When possible, Wednesdays will be avoided when scheduling competitions. This does not include tournaments or make-up games. Any team practices scheduled for Wednesday will end no later than 6:00 p.m. and gyms, practice fields, weight room, etc. will be closed.

P.A.S.S.: P.A.S.S. is an after-school, tutoring program at the high school designed to give students extra help in their academics. P.A.S.S. is held on Monday, Tuesday, and Thursday. No high school practice or other organized extra-curricular activity may start on those days prior to 3:30 p.m.

ATHLETIC INJURIES: All injuries to an athlete should be reported to the coach. In case of serious injury, the principal should be notified as quickly as possible. If medical care is called for, the choice of physician should be made by the parent(s)/guardian of the athlete.

LETTERING POLICY: Letters will be awarded to deserving athletes at the Middle School, Freshmen, Junior Varsity and Varsity levels in sports where teams are fielded at that level of play. Deserving athletes will only be awarded one Middle School letter, one Freshmen letter, one Junior Varsity letter, and one Varsity letter. Bars and Pins will be awarded for multiple sports played at the same level after the first letter is given. Each coach shall determine his/her own criteria for lettering purposes, subject to the approval of the athletic director. The coach will also make the athletes aware of the lettering criteria prior to the start of the season. In each sport, the coach shall determine if an athlete is eligible for a Middle School, Freshmen, Junior Varsity, or Varsity letter.

SCHEDULING CONFLICT RESOLUTION: Many of our student-athletes compete in multiple extra-curricular activities. Some times the seasons coincide or perhaps the two seasons overlap. When this happens the following hierarchy will be used to determine which event the student athlete will compete/perform: National Event/Competition, State Competition, District/Sub-State Competition, Conference Event, Interscholastic Event, School Performance, Sub-Varsity Event, Required Practice/Dress Rehearsal, Regular Practice

***When two events are of equal weight the student will be allowed to choose which event/performance to participate.

Awards

REBEL OF THE YEAR AWARD: The award is intended to be given to the most outstanding boy and girl athlete from the senior class who best exemplifies the characteristic and criterion used to select the winners. Student/Athletes must participate in two (2) sports to be considered for this award. If no senior is nominated then eligible juniors may be considered.

The three main criteria used to select the Rebel of the Year are:

- Athletic Achievement and Ability (70%)
- School and Community Citizenship (15%)
- Academic Ability (15%)

Overriding all considerations should be the standard that the individual selection should exemplify those characteristics which best define the term "Rebel of the Year" in a positive manner. Individuals selected should typify and serve as a "role model" for those who aspire to excel in athletics and at the same time be well rounded, productive and dependable school and community citizens.

BABE RUTH AWARD: This award is given to the student/athlete who displays the highest degree of sportsmanship throughout his/her career at Central High School. Any senior boy and girl who participate in at least one sport are eligible for the award.

SENIOR NIGHTS: For all sports, Senior Recognition Night will be scheduled the last home contest of the season. Seniors will be recognized prior to the start of the game.

College Bound Student Athletes:

NCAA ELIGIBILITY REGULATIONS: To practice and play as a freshman at an NCAA Division I or II college, the student/athlete must satisfy the requirements of NCAA by law 14.3, commonly known as Proposition 48. A student/athlete must:

- Graduate from high school.
- Attain a G.P.A.(grade point average) of 2.00 in a successfully completed core curriculum of at least eleven academic courses.
- Achieve a minimum S.A.T. (Scholastic Aptitude Test) combined score of 700 or a minimum of 18 composite on the A.C.T. (American College Test).
- File a release form with the NCAA clearing house at the beginning of the senior year.

NAIA ELIGIBILITY REGULATIONS: To be eligible to participate at an NAIA college, a freshman must meet two of the following three entry-level requirements:

- Score 18 on the ACT or 700 on the SAT, or
- Achieve an overall high school G.P.A. of 2.00, or
- Graduate in the top half of his/her school graduating class.

JUNIOR COLLEGE ELIGIBILITY: Junior Colleges vary widely on their requirements. Contact the school's registrar for specific requirements.

Parent/Coach Communication: Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and

provide greater benefit to the student athlete. Parents have a right to understand what expectations will be placed on your young adult. This begins with clear communication from the coach.

COMMUNICATION YOU SHOULD EXPECT FROM THE COACH/SPONSOR:

- Philosophy of the coach.
- Expectations the coach has for your young adult as well as all the players on the squad.
- Locations and times of all practices and contests.
- Team requirements, i.e., practices, special equipment, out-of-season conditioning.
- Procedures followed should your young adult be injured during participation.

COMMUNICATION COACHES/SPONSORS EXPECT FROM PARENTS:

- Concerns expressed directly to the coach.
- Notification of any schedule conflicts well in advance.
- Specific concerns with regard to a coach's philosophy and/or expectations.

***As your young adult becomes involved in the interscholastic programs at Central R-3 Schools, they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way you or your young adult wishes. At these times, discussion with the coach/sponsor is encouraged.

APPROPRIATE CONCERNS TO DISCUSS WITH COACHES/SPONSORS:

- The treatment of your young adult, mentally and physically.
- Ways to help your young adult improve.
- A concern about your young adult's behavior.

It is very important to accept your young adult not playing as much as you may hope. Coaches are professionals. Coaches make judgment decisions based on what they believe to be **best for all student athletes involved**. As you have seen from the list above, certain things can be and should be discussed with your young adult's coach. Other things must be left to the discretion of the coach.

ISSUES **NOT** APPROPRIATE TO DISCUSS WITH COACHES: playing time, team strategy, play calling, other student athletes.

IF YOU HAVE A CONCERN TO DISCUSS WITH A COACH/SPONSOR, THE PROCEDURE YOU SHOULD FOLLOW:

- Call to set up an appointment.
- The Central R-3 High School phone number is 431-2616 Ext. 4102 and Middle School phone number is 431-2616 Ext. 3102.
- If the coach cannot be reached, call the athletic director. A meeting will be set up for you.
- **PLEASE DO NOT ATTEMPT TO CONFRONT A COACH BEFORE OF AFTER A GAME OR PRACTICE.** These can be emotional times for both the parent and the coach. Meeting of this nature do not promote resolution.

WHAT TO DO IF THE MEETING WITH THE COACH DID NOT PROVIDE A SATISFACTORY RESOLUTION: Call to set up an appointment with the athletic director to discuss the situation.

Research indicates a student involved in extra-curricular activities has a greater chance for success during adulthood. Many of the character traits required to be a successful participant are exactly those that will promote a successful life after high school.

CENTRAL R-3 SCHOOL DRUG TESTING POLICY, BOARD POLICY 2645

BACKGROUND & PURPOSE:

Central R-3 School District recognizes that alcohol and drug abuse are serious problems today in America, and schools — including the Central R-3 School District are not immune. Even students involved in school-sponsored activities are increasingly using alcohol and are experimenting with other controlled substances. The administration of the Central R-3 School District has noted and documented, both formally and informally, an increase in the use of drugs and alcohol by its student, including those participating in school-sponsored extra-curricular activities and interscholastic athletics.

It is the District's position that drug usage is inconsistent with school sponsored extra-curricular activities and interscholastic athletics. Students representing the Central R-3 School District are respected and admired by a large segment of the student body. In order to participate in such activities, students are

expected to hold themselves as good examples of conduct, citizenship, sportsmanship and training. This includes avoiding drug and alcohol usage. Drug and alcohol use causes serious physical, mental and emotional problems for students. A student using drugs is a danger to him or herself, as well as, other students. The Central R-3 School District's students are entitled to drug-free participation in school sponsored extra-curricular activities and interscholastic athletics.

Central School District reserves the right to conduct a program of random testing of students participating in extra-curricular activities and interscholastic athletics for the use of controlled substances, as defined by applicable law. Other purposes of the program include prevention of drug and alcohol usage; education of students and their parents or guardians about the serious physical, mental and emotional harm caused by alcohol and drug abuse; and maintaining a school environment where students can be free from alcohol and drug abuse.

The Random Drug Testing Program is mandatory for all students participating in extra-curricular activities and interscholastic athletics under the District's sponsorship. These activities include football, softball, volleyball, basketball, wrestling, track and field, golf, baseball, cheerleading, academic team, speech and debate, band and choir. (All MSHSAA sanctioned activities) Students who do not participate in the Random Drug Testing Program will suffer no adverse consequences, but will not participate in any of these activities. The Random Drug Testing Program does not affect other policies and practices of the School District in dealing with drug or alcohol possession or use where reasonable suspicion is obtained by means other than the mandatory and random sampling discussed here.

PROCEDURES AND GUIDELINES:

Consent: Before any student can participate in extra-curricular activities or interscholastic athletics, both the student and the parents or guardians must consent to the student's participation in the Drug Testing Program. Both the student and the parents/guardians must complete the attached consent form indicating that they understand the policies and procedures involved and agree the student may participate. The form must be signed by both the student and a custodial parent or guardian. Only after providing the coach or sponsor of each school-sponsored activity in which the student wishes to participate with a complete, signed form will the student be allowed to participate in that activity.

Selection: All students participating in a school-sponsored activity may be tested at random during the activity's season. The coaches or sponsors will forward each student's consent form to the Athletic Director. Each student will be assigned a number. One cross-referenced list of names and numbers will be maintained for the high school and one list for the middle school students by the Athletic Director. Only the Athletic Director will have access to the list. Five of the participating student's numbers will be randomly selected each month for testing. Testing will be conducted during the months of August through April. When a selection for testing is done, the numbers of all students currently participating in a particular extra-curricular activity or on an interscholastic athletic team from the high school will be placed in a box, and the first three drawn from the box will be the students to be tested that month. The same process will be used at the middle school and the first two names will be drawn from the box will be the students to be tested that month. The numbers will be drawn by the athletic director or his designee. The Athletic Director will notify the students whose numbers have been drawn. Upon receiving a notice from the administration that the student has been selected for a random drug test, the student will go to the nurse's office where the test will be administered by the school nurse.

Privacy and Confidentiality: Appropriate steps will be taken to respect the privacy of students while, at the same time, preventing the falsification of testing. The students will only be identified by the provided reference number. The test results will remain confidential and will only be released to the student, that student's parents or guardians, and the coach, or sponsor affected. In addition, the test results will not be used for other student discipline purposes or restrictions other than participation in school-sponsored activities, and will not become part of the student's school record or communicated to any other party.

All currently available Drug Tests have the possibility of producing a "false-positive." This means that, if the student is taking any over-the-counter or prescription medications, the test may produce positive

reading. In addition, certain foods have been known to produce false-positive results. Students who test positive will be requested to disclose the identity of any prescription medication they were taking at the time of the test.

All files regarding the drug-testing program will be kept separate from the mandatory school files required for each student. The test results shall not be made known to any other school officials other than the athletic director and/or principal. Any negligent or intentional disclosure of test results by any school official may be grounds for disciplinary action. Test results will not be turned over to the police or other law enforcement authorities without a court order and the administration will not disclose test results, without court order, for purposes of criminal investigation.

Testing and Verification of Sample: Each sample will be tested for any substance which a student may not sell, possess, use, distribute or purchase under either Missouri or Federal law. If the initial test returns a positive result for the substances screened the drug testing facilities lab will conduct a second test for confirmation. The second test collected could be split into multiple specimens. In the event of a conclusive positive result, the student and custodial parents or guardians may choose to have a third test conducted by an independent, certified lab. A third test would be conducted using a strand of the specimen from the sample initially collected. A third, independent test submitted by the student, custodial parents or guardians will not be paid for by the Central R-3 School District, and would be done only at the parents' or guardians' expense.

Consequences: If after testing and verification, a student tests positive, it will be treated as competent and substantial evidence that student has used the substance for which that student tested positive. The student will be penalized as described in these guidelines for incidences of controlled substance and/or alcohol use including... suspension from competition for a period of thirty (30) school days. If the student enrolls in and makes satisfactory progress toward the completion of an approved rehabilitation program and/or counseling program, the suspension will be reduced to fifteen (15) school days. Any official practice days allowed by MSHSAA and used by respective teams will count as days of suspension if applicable. (i.e. Saturday or Sunday practices) In addition, the Athletic Director shall schedule on non-random follow-up test after such interval of time that the substance previously found would be eliminated from the body if no intervening drug use has occurred. A second positive test will result in the student being ineligible for 365 calendar days. Before being allowed to return to competition, the student will again be tested and must test negative.

Drug counseling and assistance programs will be urged by the Central R-3 School District for any student testing positive under this policy. If requested by the parents or guardians, school counselors will provide assistance in obtaining help for the student. The Central R-3 School District will not be responsible for the costs of any counseling or subsequent treatment. The Central R-3 School District shall pay for any testing under this program at its request. Any additional, independent test submitted by the student, custodial parents, or guardians will not be paid for by the Central R-3 School District.

The purpose of this program is not to automatically bar from all participation in extra-curricular activities a student who exhibits a positive drug test. The purpose of this program is to educate, help and direct students away from drug and alcohol abuse and toward a healthy and drug free participation in school sponsored activities. With that in mind, students suspended from competition are required to attend, but not participate in, all games and practices to remain a member of their respective team.

Students who are under suspension from participation at the end of the season and/or who choose not to attend practices and games will not be eligible for a team letter or other post season recognition.

DRUG TESTING PARTICIPATION AND CONSENT FORM

I have read and understand the Central R-3 School District Student Activity/Athletic Handbook. I agree that participation in school-sponsored extra-curricular activities and interscholastic athletics is a privilege and not a right. I am aware of the School District's requirements for participation in school-sponsored activities and agree to abide by the requirements and penalties outlined in the Handbook. I am also aware that individual coaches or sponsors may impose additional requirements and/or penalties upon participation.

I agree to participate in the Random Drug Testing Program at the Central School District in exchange for the opportunity to participate in any school-sponsored extra-curricular activities or interscholastic athletics. I understand that my signature below authorizes the school to conduct a drug test from the student whose signature appears below, if he/she is selected as part of the random selection procedures described in the proceeding handbook in exchange for the opportunity to participate in any school-sponsored extra-curricular activities or interscholastic athletics. I also understand my signatures on this form authorizes the drug testing laboratories to perform a drug test only for the presence of the substances which an individual may not sell, possess, use, distribute or purchase under either Federal or Missouri law. I also understand that the in the event the student is selected for testing, the student and the student's parents or guardians will be asked to conditionally disclose over-the-counter or prescription medications the student has taken. This information will only be revealed if the student has a positive test result I also understand that currently available drug test are not 100% reliable, and that false-positive tests may result.

Student Signature

Printed Name

Parent/Guardian Signature

Grade

Date

ACKNOWLEDGEMENT OF HANDBOOK RECEIPT

I have received a copy of the Central High School Handbook for 2011-2012. I understand that the handbook contains information that my child and I may need during the school year. I also understand that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in this planner. No student will be allowed to leave a class without filling out the hall pass log in the Student Planner and carrying the Student Planner. Students found outside of class without their Student Planners will receive an after school detention. Student Planners lost can be replaced for \$10 while supplies last.

Name of the Student: _____
Signature of Student: _____
Date: _____
Signature of Parent/Guardian _____

SCHOOL-SPONSORED TRIP PERMISSION NOTICE

I give permission for my child to take all school-sponsored academic, athletic and extra-curricular trips during the 2011-2012 school year.

Name of Student: _____
Date: _____
Signature of Parent/Guardian _____

**CENTRAL R-3 SCHOOL DISTRICT CITIZENSHIP GUIDELINES FOR
EXTRA-CURRICULAR
ACTIVITIES 2011-2012**

I acknowledge receipt of, and have studied and understand the Central R-3 School District Interscholastic Handbook. **We agree to abide by these rules** and those established by the MSHSAA, MAAA, MAFC, and SEMO Wrestling Conference.

We understand that all activities involve specific risks.

As a student-athlete/student participant at Central I have not, nor am I currently serving court assigned probation, owe a fine or restitution, or have been assigned community service for violation of the law and have no other sanctions legally imposed. I understand that it is my responsibility to inform the athletic director or my coach if I should receive a ticket or participate in any other illegal activity once the season has begun. I understand that participating on an interscholastic team while my character is not at the highest level jeopardizes not only my eligibility but, that of my teammates.

Signature of Student: _____ Date: _____

Signature of Parent(s)/Guardian: _____ Date: _____

This sheet must be signed by the parties indicated and returned to your 1st period class by August 22, 2011.

