

# Festus High School Student Handbook

*2018-2019*



Home of the Tigers

*"Where Tigers Earn Their Stripes"*

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## Receipt of Student Handbook

Date: \_\_\_\_\_

This is to acknowledge that I have received the 2018-2019 student handbook for Festus R-VI School District. I understand that I am responsible for knowing and adhering to the rules and procedures contained in the handbook as well as any other rules and procedures established by the school district.

Student Signature:

Student (print name):

Parent Signature:

**This form will be placed in the student's file.**

\*\*\*\*\*

**NOTE: Form needs to be turned in at Registration before a course schedule is released.**

# **“Where Tigers Earn Their Stripes”**

## **DISTRICT MISSION STATEMENT**

“Educating all children to meet tomorrow’s challenges.”

## **FHS MISSION STATEMENT**

We exist to partner with parents and community to support students in becoming contributing citizens by expanding knowledge and scholarship and creating learning environments that promote academic excellence.

## **FHS VISION STATEMENT**

Our school community will:

- Utilize varied strategies to acknowledge each student’s progress toward achieving academic success;
- Work together in collaborative teams on curriculum, instruction, individual students, and school improvement initiatives;
- Seek and implement promising instructional strategies for improving student achievement on a continuing basis;
- Model lifelong learning through a commitment to ongoing professional development;
- Facilitate positive relationships between community members, parents, staff, students, and faculty;
- Create productive citizens by promoting a culture of kindness, fairness, responsibility, and respect;
- Integrate technology and promote its use as a means to achieve specific curricular outcomes;
- Promote the district’s vision on a daily basis.
- Prepare students for all types of post-secondary opportunities.

### **ADMINISTRATION**

Mr. Karl Shining – Principal  
(937-5410)

Mr. Joel Roth– Assistant Principal  
(937-3896)

Mr. Eric Allen –Assistant Principal, Activities/Athletic Director  
(937-5946)

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

Press 1 –Attendance

Press 2 –Discipline 9-12

Press 3-Activities/Athletic

Press 4-Counseling/Current Registrar of Records

Press 5-Nurse

Press 6-Library

Press 7-Cafeteria

Press 8-Mr. Shining/Past Records



Follow us on  at @FestusHS or  
Festus Athletics at FESTUSAthletics



Like us on

### **ALMA MATER**

Festus High, Our Alma Mater

Pleasant Memories Ne'er Forgot,

Heaven And Earth Thy Sons And Daughters

Will Thy Blessing Be.

And Ere The Setting Sun Shall Vanish

All Thy Glory Is Thy Lot,

Love And Loyalty Forever

Is Our Pledge To Thee.

### **MASCOT**

TIGER

### **SCHOOL COLORS**

BLACK AND GOLD

## ACADEMIC POLICIES

### Festus High School

#### GENERAL EDUCATION DIPLOMA

Communication Arts	4 Units
Social Studies	3 Units
Mathematics	3 Units
Science	3 Units
Fine Arts	1 Unit
Practical Arts	0.5 Unit
Personal Finance	0.5 Unit
Physical Education	1.5 Units
Health	0.5 Unit
Elective Courses	<u>7 Units</u>
<b>TOTAL</b>	<b>24 Units</b>

#### HONORS DIPLOMA

Communication Arts.....	4 Units
Social Studies.....	3 Units
Mathematics.....	4 Units
Science.....	4 Units
Foreign Language.....	2 Units
Fine Arts.....	1 Units
Practical Arts.....	0.5 Units
Personal Finance.....	0.5 Units
Physical Education .....	1.5 Units
Health.....	0.5 Units
Elective Courses.....	6 Units
<b>TOTAL.....</b>	<b>27 Units</b>

Students following the college preparatory honors curriculum must earn twenty-seven (27) units of credit in specific courses.

\*Advanced ELA III *required* during the Junior year and AP English Literature & Composition *required* during the Senior year.

\*\*AP US History *required*. All students must pass the Missouri and U.S. Constitution tests at the high school level.

\*\*\*Algebra I, Geometry, and Algebra II are required. The fourth unit must be College Algebra, Precalculus, or AP Statistics.

\*\*\*\*Physical Science and Biology are required. The third and fourth units must be from the following: Chemistry, Pre-AP Chemistry, AP Chemistry, AP Physics 1, AP Physics 2, Zoology, Anatomy & Physiology, and Advanced Biology.

\*\*\*\*\*Two years required of the *same* language.

#### GRADE CLASSIFICATION

The following school units of credit will be established at the beginning of each year to determine grade classifications.

Freshman	0-5.5 units of credit
Sophomore	6-10.5 units of credit
Junior	11-16.5 units of credit
Senior	17 units of credit

#### SCHEDULING AND GRADES

Students meet with their advisor and parents in the spring to develop a carefully planned schedule. While there are always favorite teachers and specific lunch schedules that students want, we cannot accommodate those kind of requests. A request for a change in teacher will only be honored after other solutions have been tried first (homework plan, tutoring, meeting, etc.) **No classes will be changed after August 22, 2018.** In very rare instances, an appeal to the counselor/principal may be made.

If a student receives an “incomplete” grade in a course, he/she will be required to remove the deficiency within a two-week period of time from the date the grade is given. In the case of illness, the principal may extend the time. The teacher is responsible for reporting any change to the counseling office.

Progress reports are issued every 4.5 weeks of each quarter and are sent home with the student. This report includes the student's grade at the time of the report, the reason for any lack of satisfactory progress, and steps the student can take to improve. Other information regarding conference times with teachers or counselors is also included. Grades will continue from the point of progress until the end of the semester (referred to as a running total). Only semester grades become a part of a student's permanent record.

All teachers use the scale listed below for computing grades:

## PERCENTAGE AND LETTER GRADES

### ALL NUMBERS ARE INCLUSIVE

A	96-100
A-	90-95
B+	87-89
B	84-86
B-	80-83
C+	77-79
C	74-76
C-	70-73
D+	67-69
D	64-66
D-	60-63
F	59 and below is failing

### BELL SCHEDULE

#### (MONDAY, TUESDAY, THURSDAY, & FRIDAY)

7:40	—	8:27	1 <sup>st</sup> hour
8:32	—	9:19	2 <sup>nd</sup> hour
9:24	—	10:11	3 <sup>rd</sup> hour
10:16	—	11:03	4 <sup>th</sup> hour
11:08	—	11:33	5 <sup>th</sup> Tiger Time/Advisory
11:38	—	12:53	6 <sup>th</sup> hour
12:58	—	1:45	7 <sup>th</sup> hour
1:50	—	2:37	8 <sup>th</sup> hour

### WEDNESDAY BELL SCHEDULE

8:40	—	9:22	1 <sup>st</sup> hour
9:27	—	10:08	2 <sup>nd</sup> hour
10:13	—	10:54	3 <sup>rd</sup> hour
10:59	—	11:40	4 <sup>th</sup> hour
11:40	—	1:05	6th hour
1:10	—	1:51	7 <sup>th</sup> hour
1:56	—	2:37	8 <sup>th</sup> hour

### ASSEMBLY BELL SCHEDULE

7:40	—	8:22	1 <sup>st</sup> hour
8:27	—	9:09	2 <sup>nd</sup> hour
9:14	—	9:56	3 <sup>rd</sup> hour
10:01	—	10:43	4 <sup>th</sup> hour
10:48	—	11:30	7th hour
11:30	—	12:50	6 <sup>th</sup> hour
12:55	—	1:37	8 <sup>th</sup> hour
1:37	--	2:37	ASSEMBLY

### HONOR ROLL

**Honor Roll:** Students must have a B average and no grade below a C-. Honor roll is calculated using weighted grades.



## **ACADEMIC LETTER**

Students who make the Honor Roll all four (4) quarters also qualify for an academic letter by achieving a B+ or higher grade average 3.33 for the school year, with no grade below a C. Academic awards are also calculated using weighted grades.

## **Festus R-VI School District**

### **Policy of Non-Discrimination**

It is the policy of the Festus R-VI School District not to discriminate on the basis of race, color, national origin, sex, disability, or age in its programs or employment practices as required by Title VI and VII of the Civil Rights Act of 1965, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990.

Inquiries, related to R-VI programs and to the location of District services, activities, and facilities that are accessible to and usable by persons with disabilities may be directed to the Assistant Superintendent, Dr. Nicki Ruess— Civil Rights Compliance (Title VI/Title IX/Section 504/ADA/Age Act): 1500 Mid-Meadow Lane, Festus, MO 63028; Telephone: 636.937.4920:

E-mail: [ruessnicki@festusedu.com](mailto:ruessnicki@festusedu.com)

Inquiries related to the R-VI employment practices may be directed to the Roy Burnside Administrative Building; Festus R-VI School District; 1515 Mid-Meadow Lane, Festus, MO 63028; Telephone: 636.937.4920; E-mail: [holdernathan@festusedu.com](mailto:holdernathan@festusedu.com). Attention: Assistant Superintendent, Mr. Nathan Holder.

Anyone attending meetings of the Festus R-VI Board of Education who requires auxiliary aids or services should request such services no later than 48 hours prior to the meeting by contacting:

Dr. Link Luttrell, Festus R-VI Superintendent

1515 Mid-Meadow Lane, Festus, MO 63028

Phone: 636.937.4920 Fax: 636.937.8925

Inquiries or concerns regarding civil rights compliance may also be directed to the Office of Civil Rights, Kansas City Office, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; Telephone: 816.268.0550; Fax: 816.823.1404; TDD: 877.521.2172.

Additional information can be viewed at: <http://policy.msbanet.org/festus/showpolicy.php?file=AC-C.FES>

## **STUDENT CODE OF CONDUCT**

The Student Code of Conduct is designed to foster student responsibility and respect for the rights of others and to ensure the orderly operation of the senior high school. 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 minimum and maximum consequences for various offenses.

## **A+ SCHOOLS PROGRAM**

Festus High School has achieved state recognition as an A+ school. This means that students may qualify for free tuition at any Missouri Public Community College or approved post-secondary Vocational/Technical School by meeting certain eligibility requirements. For more information, contact the A+ Coordinator Mr. Steve Shemwell.

## **SCHOOL GROUNDS AND OFF-LIMIT AREAS**

Students are required to remain on school grounds during the entire school day. Leaving school grounds without the permission of the principal is not allowed. This includes car, bus and walkers. The former Attendance Office and the waiting room area just outside the former Attendance Office is off limits to students.

## **STUDENT CONDUCT ON PROPERTY CONTIGUOUS TO SCHOOL PREMISES**

Under Missouri Law, the school district has the authority to enact rules and regulations governing the conduct of students, both on and off school property, so long as the rules and regulations are reasonably related to maintaining the “good order and discipline” of the district schools.

The school district will exercise its responsibility to impose discipline for any conduct that has a detrimental effect on school operation.

## **STUDENT PARKING**

Seniors, juniors and sophomores are allowed the privilege of parking in student-designated parking areas. Parking permits will be determined by units of credit earned at the start of the school year. To determine proper grade classification, a senior must have earned 17 units of credit, a junior 11 units of credit and a sophomore 6.0 units of credit. Seniors will be allowed to park on lot B & C, juniors and Sophomores will be allowed to park on lot D only.

Students driving to school are required to purchase and display a parking permit. Students with school-issued parking permits will be allowed to park in the designated parking area behind the school.

Due to a city ordinance, the area in front of school on Westwind Dr.(school side) is available to the public and students on a first come, first serve basis. Students with parking permits are asked to park in their designated spots. You must be parked in a marked parking spot. **Tickets will be issued to students for parking across the street from school on Westwind Dr.** in designated no parking areas, by fire hydrants, on both

sides of North Fifth St. from Westwind Dr. to Billy Porter Park. Students are not allowed to sit in vehicles. The City of Festus Police Department have and will issue parking tickets for parking in no parking zones.

Students are NOT allowed to park on the maintenance building parking lot, Central Office, Intermediate, Elementary and Middle School parking lots, high school faculty lots, visitor parking, high school lot A, student bus lot, visitor parking and designated non-parking areas by Westwind or on hill to Elementary. Students, please do not park in the secretary or substitute assigned parking spots.

To acquire a parking permit, students must provide make, model and color of car, license plate number, proof of insurance and a valid driver's license. When acquiring a parking permit, students will be given a copy of the parking lot rules and procedures. Any violation of rules or procedures will result in disciplinary consequences.

Parking permits will be issued during registration week. Students will not be issued a parking permit before their class registration date. After registration week, permits will be issued on a first come, first serve basis until all parking spots are filled on student lot.

The cost of a driving permit is \$25.00 in 2018-19. Students are not allowed to sit or stand outside the cars while at school. Students are to enter the building immediately when arriving at school.

**If someone is parked in your spot** when you arrive at school **do not park in another assigned spot**. If this happens to you drive to the upper lot and park in one of the designated Visitor parking spots and **report the issue to the Attendance Office immediately**. Parking in another assigned spot simply creates a chain reaction and multiple issues rather than one.

## TOBACCO REGULATIONS

The use of tobacco products on or near school property is strictly forbidden. Use or possession of tobacco on school property will result in the confiscation of the material.

### Use of tobacco or tobacco products:

**First Offense:** Three-day suspension. Telephone call to parents, and notification of infraction sent to parents by mail.

**Second Offense:** Five-day suspension with a parent conference before returning to school. Conference may be by phone or in person and notification of infraction will be sent to the parent by mail. Explanation to be made about subsequent offenses during conference.

**Third Offense:** Ten-day suspension with a parent conference before returning to school.

### Possession of tobacco or tobacco products:

**First Offense:** 3 days ISS

**Second Offense:** 4 days ISS

**Third Offense:** 5 days ISS

**\*\* Electronic Cigarette is considered a tobacco product.**

## SATURDAY SCHOOL

If assigned Saturday School, students are required to attend unless they provide a doctor excuse, funeral notice or court document. All students will attend Saturday School starting promptly at 8:00 a.m. Saturday School will run from 8:00-10:00 a.m. and 10:00-12:00 a.m. based on the number of offenses. If a student does not attend or complete Saturday School, out-of-school suspension will automatically be assigned on Monday.

## SUSPENSIONS

In the event that a student must be suspended from school as a result of misconduct or an offense against Board of Education policies, the principal will explain to the student exactly why he/she is being suspended and give the student an opportunity to explain his/her acts. The student and parents or guardian of the student shall have the opportunity to appeal the principal's decision of suspension.

Students suspended from school are not permitted to be on school grounds at any time during the term of the suspension, nor may they attend school-sponsored student activities. Students suspended may, of course, come to school for prearranged conferences with teachers, counselors, or administrators.

No credit will be allowed for work completed while students are suspended out of school for under 10 days. Any student who is suspended for longer than ten days may begin making up work on the 11th day. Any suspension is not complete until 7:00 a.m. the day of return to school. Students suspended for misconduct from an extra-curricular activity may attend events open to the public if the misconduct was not at or related to the school or a school activity.

**\*\*IN-SCHOOL SUSPENSIONS AND OUT OF SCHOOL OF 10 DAYS OR LESS ARE NOT APPEALABLE.**

**Long-term Suspensions and Make-up Work:** Students who are suspended for longer than 10 consecutive days at any one time may make up their work for **up to** 70% credit on individual assignments beginning on the 11th day of the suspension IF:

- They agree to attend the after-school credit recovery program from 2:35-4:35 in Room 120.
- They maintain 95% attendance in the program during the term of their suspension.

This is a voluntary program available to long-term suspended students and transportation is the responsibility of the student.

## OUTWARD SHOW OF AFFECTION BETWEEN STUDENTS

Students who engage in any show of affection, beyond a simple hug while on the school premises, at a school function, or on school transportation will be assigned detention or other disciplinary actions. Enforcement of these regulations shall be the responsibility of the

administrative personnel with the help of the faculty and parents. Suspension from school may be a recommendation when administrators deem it necessary for the good of the student body.

Consequences are as follows:

**1st offense** - lunch detention and a phone call home

**2nd offense** - 45 minute after school detention

**3rd offense** - ISS

## **DRESS, GROOMING, AND PERSONAL ITEMS**

Dress and grooming are normally the responsibility of students and parents. However, students are expected to dress appropriately and to be reasonably neat and clean while at school.

1. Appropriate and acceptable clothing shall be defined as that which is not revealing, suggestive, gang-related, or disruptive to the educational process.
2. Anything that promotes, directly or indirectly, vulgar slogans or symbols, racial slurs, nudity, violence, gang symbolism, offensive language or pictures, and/or advertisements for drugs, tobacco, or alcohol will not be permitted.
3. Bandanas, sagging pants, holes in pants/shorts within five (5) inches of the inseam, belt chains, cut-off shorts, and muscle shirts are specifically inappropriate for wearing in the school building and/or class. Back, midriff, bottom, and cleavage need to be covered during regular school hours. No low cut tops, racerback tanks, short skirts, short shorts, full-length coats, headgear, spiked chains, or spaghetti straps are allowed. As a general rule, tank top straps should be 3 fingers wide. Short length and skirt length should cover all body parts and as a general rule, should have a 4" inseam. See-through leggings should be covered with appropriate shirt or dress.
4. All undergarments should be covered at all times and should not be worn outside your clothing, this includes bandeaus.
5. Cap, hats and hoods over heads are not to be worn in the building at any time. Repeated violations will result in confiscation of hats/caps.
6. In the day-by-day operation of the school, the administration, along with the staff, will be responsible for making the final decisions concerning dress or grooming styles which violate health or safety standards or disrupt or interfere with the educational process.
7. Dress Code rules apply to all school activities.
8. No pajamas, house slippers, or blankets are to be worn except on pajama day when approved by administration.

## **CELL PHONE POLICY**

It is our goal at Festus Senior High School to teach students responsible use of technology. Cell phones, particularly smart phones, have great educational potential; however, they can also become a nuisance. Having your cell phone during your "free" time is a privilege, not a right. Using cell phones to photograph or post problems on social media, record other students or faculty, or causing drama between individuals is an abuse of the cell phone. Using cell phones to incite a fight will be disciplined as a third party to a fight. Excessive abuse of cell phones as a school will result in a re-examination of the cell phone policy.

All cell phones, earphones and other electronic devices are not to be displayed, turned on, heard, or utilized in the classroom unless given permission by your teacher. These devices should only be used for educational purposes at teacher discretion. Students will be allowed to use personal stereos, headphones, video games and cell phones before/after school, during passing, and during their lunch period. Students are expected to use their cell phone during their free time responsibly. Using social media to make fun of, intimidate, harass other students and staff is not a responsible use of technology and may result in a re-evaluation of the cell phone policy. Students who are using their cell phone during their free time should not be communicating with students in a class. No cell phones should be used during Tiger Time, Advisory, ISS, lunch detention, after school detention, or Saturday detention except for educational purposes as deemed necessary by the teacher. The cell phone policy is a year-long policy. If a student fails to follow teacher direction about the cell phones, it will be considered insubordination and the following will occur:

**FIRST OFFENSE:** The student will receive **after school detention**

**SECOND OFFENSE:** The student will receive **ISS**

**THIRD OFFENSE:** The student will receive **(2) days ISS**

## **CELL PHONES AND CAMERAS**

Cell phones and cameras may **not** be used inside a locker room for **any purpose**. This means no texting, no calling and **obviously no pictures**. The use of cell phones, regardless if it has a built-in camera or not, is **NOT PERMITTED IN THE LOCKER ROOM AT ANY TIME. No exceptions to the rule.**

A violation of this rule will result in disciplinary action. If a photograph is taken, the matter may be turned over to legal authorities for possible prosecution. Should an athlete receive a call or text while he/she is in the locker room, he/she should take the phone (still in backpack, book bag, gym bag, etc.) out to the hall or outside the building before using.

**Cameras and Phones may NOT be in use or OUT IN VIEW in the locker room for any reason.**

## **SEXTING**

Taking nude photos of oneself and sending them to another is considered distribution of pornography, and could include charges for production of pornography as well. Having nude photos of another is considered possession of pornography. In either case, a School Resource Officer will be notified. Aside from the legal issues that this can cause, students must consider that sending photos via their cell phones, internet, etc. is a digital footprint that is in cyberspace forever. Students should consider that these pictures may get into the wrong hands and used inappropriately. In addition, when nude photos are sent to students under the age of 17, it is considered distribution of pornography of a minor. Any photos of this sort brought to our

attention will be turned over to the local police. School discipline can include up to 10 days OSS with recommendation to the Superintendent's office.

## **SOCIAL NETWORKING SITES**

Students are responsible for information contained in written or electronic transmissions (e.g. e-mail) and any information posted on a public domain (e.g. internet, chat room, blogs, Facebook, You Tube, Snapchat, Instagram, Twitter).

Inappropriate or embarrassing information or pictures should not be posted in any public domain. Students are not precluded from participation in such online social networks; however, students should be reminded that they serve as representatives of the Festus R-VI School District.

Texting, tweeting and uses of other social networks to disparage or criticize other students, or other school personnel is inappropriate behavior and unbecoming of a Festus student. Any individual identified on a social networking site which depicts illegal, inappropriate behavior or interrupts the educational process will be considered in violation and subject to disciplinary action by administration.

## **FOOD AND BEVERAGES**

Food and beverages in the classroom are at the teacher's discretion. **Delivery of fast food is prohibited. It is disruptive to the classroom and causes an undue stress to office resources to get students their food.**

## **THE CAFETERIA**

The school cafeteria is maintained as a vital part of the health program of the school. Breakfast is offered in the cafeteria from 7-7:37. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. The lunchroom management and your fellow students will appreciate your cooperation in:

1. Depositing all lunch litter in wastebaskets;
2. Returning all trays and utensils to the dish-washing area
3. Leaving the table and floor around your place in a clean condition for others.
4. No hats, book bags, or coats are allowed in the lunch line.
5. All student deposits **MUST** be made before 9:00 a.m. Students be sure to put your full name, grade, and the amount of your deposit on your envelope
6. The Festus School district now offers an online payment option as another means of depositing funds into your child's lunch account. Parents may access their child's food service account and other pertinent school information via the internet at [www.festus.k12.mo](http://www.festus.k12.mo). Click on your child's center, then the Parent link Tiger Paw link on the left side of the page. The information is password protected.
7. A breakfast tray will cost \$1.25 and a lunch tray will cost \$2.40.
8. Students may charge up to \$4.80, which is 2 lunches. Ala Carte charging is not allowed. If students are over the charge limit, an alternative meal will be provided. It is the student's responsibility to deposit money and to know their balance. Students can check the student portal any time for lunch balances.
9. Free and Reduced Lunch forms are available at the main office and on the district website. Applications may be made anytime during the year.
10. If you are not purchasing food, do not go through the lunch line.
11. Students may only use their assigned pin number.
12. Stealing will result in contacting the police.
13. Change is not available at the cafeteria or at the offices.

Our custodial staff work extremely hard to be sure that you have a nice, clean place to eat. Leaving trash at the table, throwing food, deliberately leaving messes for others to clean up will be disciplined accordingly. Students who purposely throw trays and utensils away will be asked to pay restitution for the lost items. Students who purposely make a mess for others to clean up will be asked to return to the cafeteria to clean their mess up.

The cafeteria may be used before school as a place of leisure and to purchase breakfast items.

### **Second-Chance Breakfast**

Second chance breakfast is available to students between first and second hour. There is a cart with grab-n-go breakfast items that students can take with them. Students should use their five-minute passing to purchase these items. They should not be late to class as a result of purchasing second-chance breakfast items. The tardy policy applies. Students may use their lunch pin to purchase items.

## **LUNCH PERIOD AREAS**

The following areas are open to students during their lunch period: the cafeteria, gym foyer, and the area outside by the picnic tables if adult supervision is present. **Students are not to go to lockers during lunch period. Students are not to be in hallways during lunch periods.** Picnic tables are now available on the southwest patio and are available for use as long as trash is picked up, weather permitting. Continual littering outside will result in this area being closed to students. Students caught in undesignated areas will be disciplined accordingly.

## **ATTENDANCE POLICY**

Each student is expected to attend school regularly and be on time for classes. This is necessary for a student to receive maximum benefits from the instructional program and to develop habits of punctuality, self-discipline and responsibility. It is not possible to educate someone who is not present. There is a close relationship between poor attendance and class failure and employers hesitate to hire a student with poor attendance records. It is a legal duty of the parent/guardian to see to it that their child attends school regularly. It is a misdemeanor punishable by

up to 15 days in jail and a fine of up to \$300 for knowingly failing to see that a child attends school. Suspected problems of this nature will be referred to juvenile authorities, the Department of Children's Services, and/or the prosecuting attorney.

An absence for any reason will be counted as an absence whether the absence was excused or unexcused. Parents are expected to make the office aware of why students are missing school as soon as possible, as this would be considered pertinent information if needed during the appeals process. The first seven (7) absences in a semester will be entered as verified excused or unexcused. To verify an excused absence, a parent/guardian must have called or sent a note on the day that the student returns to school. If contact is not made, a student may be deemed truant. Students and parents should be aware that any absence deemed as truancy will also count toward the total absences. In addition, students are not allowed to make up work for any unexcused absences.

Students will be allowed a maximum of seven (7) absences from school (or from an individual class) during the semester. The student is responsible to complete all missed assigned work for all absences.

The Attendance Office will notify parents by letter when a student has missed four (4), six (6), and eight (8) days. **These letters are computer generated. They do not determine if doctor's notes, funeral notices, or court orders have waived these absences. Please see Mr. Roth on your eighth day to determine your status.** The letter will note the absences to date and provide notification regarding the potential for loss of credit. Failure to acknowledge and/or receive the warning letter does not negate the "no credit" status for the class. An absence is defined as missing more than fifteen (15) minutes from a class.

Following the 7th absence (on the 8th absence) no credit or "NC" will be recorded for any class in which the student currently has a passing grade. The NC will be calculated as an "F" grade when calculating grade point average. Following the 7th absence (on the 8th absence) a grade of "F" will be recorded for any class in which the student currently has a failing grade.

On the 8th absence, a letter will be sent to the parents explaining that the child has exceeded the absence limit. In order to comply with state law, the school will notify the County Juvenile Office and/or the Division of Children's Services, whichever applies, after the student's 8th absence for students under the age of sixteen.

A record of calls from parents will be held in the office, with reasons listed for absences as they are given by the parents. These should prove informative if an appeal process is started.

Excused absences are defined as absences due to extenuating circumstances beyond the student's control that can be verified with written documentation. Extenuating circumstances may be considered to extend the eighth (8th) or more class period absence provision if pre-arrangements have been made with and have been agreed upon by the building principal, a serious accident, extended serious illness, other emergency health situations, official verification of a death in a family may also extend the eighth (8th) period absence limit upon receipt of a physician's written letter and if an alternative instructional program has been completed as directed by the building principal. A request for an exception does not mean that an exception will be granted. Vacations during the regular school year are strongly discouraged.

**A suspension will count toward a student's total days missed: however, a single act of suspension will not take the student over the seven day limit, so long as his/her days of suspension added to the days already missed does not exceed twelve days per semester. The student will be held at seven absences. Any further absences, after the days of suspension, would total eight or more, and may be cause for credit to be withheld. In addition, students are not allowed to make up any work missed during a suspension of ten days or less.**

**Appeals:** Students absent in excess of the seven (7) day absence limit may appeal to the principal in writing, including any necessary documentation, on or before the 15th calendar day prior to the end of the semester. Both the student and the parent must attend the appeal and bring all necessary documentation to the committee. The committee, which will be comprised of the assistant principal and two full-time members of the faculty as selected by the principal, who will determine conditions if the student has enough documentation needed to prove reasons for the absences. A ruling of credit, no credit, or probation will be assessed at the close of each hearing. Students who exceed the seven (7) day absence limit during the last fifteen days of the semester must make a written appeal to the building principal by the last day of the semester.

All students will be afforded due process as guaranteed by constitutional provisions. The process will be in accordance with state law and with the provisions outlined in the district's policies and regulations regarding student attendance. The results of the appeal will be one of the following:

**Credit:** The committee found that sufficient evidence to prove the student has missed due to circumstances beyond his/her control. Credit will be awarded immediately for any course with a passing grade.

**No Credit:** The committee found no substantiating evidence to validate the excessive number of absences. Credit is denied.

**Probation:** The committee found that there was some evidence of circumstances beyond the control of the student, such that the student would not have missed excessively if those circumstances had not presented themselves. The student must now meet attendance criteria for the following semester. When the probationary period is completed successfully, the grade percentages which have been assessed for the previous semester will be restored to the student's transcript. However, if the student fails to meet attendance criteria while on probation, the student will lose the credit from the previous semester, and may put themselves in a position to lose credit for the current semester as well.

If a student loses credit already earned in any class because of excessive unexcused absenteeism (meaning that the student is withdrawn from the class or loses credit that has already accrued to date), the student is permitted to appeal the decision of the Attendance Committee to the Board of Education. The appeal shall be a "contested case" hearing and shall be subject to the same procedural protections that are set forth in Board of Education policies relating to long-term suspensions/expulsions. Any subsequent decisions of the Board of Education will be final.

**Transfer Students:** If a student transfers to Festus High School, he/she will be expected to follow all aspects of the attendance policy. Probation from former schools will be accepted as our own. If a student transfers in with excessive absences, he/she will be made aware that they will be placed on the non-credit list and may file an appeal if an appeal is deemed appropriate.

## **PRE-ARRANGED VACATION/TRIPS**

At the high school level, students receive a credit for each class. In order to earn that credit, there is an expectation of students being present at school. Taking vacations during the school year is **strongly discouraged**; however, we realize that some circumstances are unavoidable. If a student chooses to attend a vacation/trip during the school year, it must be pre-arranged with the principal two weeks prior to the trip. **All days missed will be counted toward the total number of allowed absences per semester.** Students who go over their 7 days because of vacation, will have to go through the appeals process to recover credit. Typically, vacations are not included as approved reasons for missing school. Vacation verification forms can be found online at [www.festus.k12.mo.us](http://www.festus.k12.mo.us).

## ABSENCES DUE TO CLUB/YOUTH/SELECT SPORTS

While we recognize the importance of sports, we cannot excuse absences due to a non school-sponsored event. All absences as a result of attending club, youth, or other non-school related sports/tournaments are counted toward a student's 7 absences (see attendance policy above).

## END OF SEMESTER FINALS

All students are required to take comprehensive final exams at Festus High School and be in attendance on the days of final exams. Final exams will be the last two official days of each semester as determined by the school calendar. The dates are subject to change due to inclement weather. It is recommended that vacations are planned around the final schedule. Finals will only be taken on the final days and follow designated scheduled times. Finals can be worth up to 20% of a semester grade and should be included as part of the semester grade. Finals cannot be made up except for a family or medical emergency, court date, funeral, or with approval from the principal prior to the absence **for emergencies only.**

## END OF COURSE COUPONS

End of Course coupons will not be replaced. You must be in attendance on the day of the test/finals to use your End of Course coupons. End of Course coupon can only be used for subject tested. Students scoring proficient or advanced may opt out of the cumulative final.

## COLLEGE VISIT DAYS

College Days must be pre-approved with Mr. Shemwell BEFORE the visit takes place. Seniors are allotted two college visits per year.

## TARDY POLICY

It is important for students to arrive for class on time each period. The following consequences will be in effect by SEMESTERS, **not by individual class hours**. The number of tardies will be calculated based on the total number of accumulated tardies per semester, **not by individual class hours**.

1st tardy - Verbal warning from the attendance office

2nd tardy - Lunch detention

3<sup>rd</sup> tardy - Lunch detention

4th - Lunch detention.

5<sup>th</sup> Tardy - Lunch detention

6th tardy - Tuesday or Thursday 45 minute detention after school

7<sup>th</sup> tardy - Tuesday or Thursday 45 minute detention after school

8<sup>th</sup> tardy - Saturday School and all other additional offenses-Administration call

Attendance will run an attendance report at the conclusion of each day. Ms. Besore will process the tardy and send a pass to the student to assign consequences.

\*Failure to report for an assigned detention will result in further disciplinary action. Students who arrive late in the morning will report to the Attendance Office.

## HOMEWORK GUIDELINES

Most students that miss at least three days of school consecutively have a medical reason for being absent. If a student is not healthy enough to attend school, more than likely the student will not be healthy enough to do school work at home. With this in mind, it is important to remember that each student that has missed school for an excusable reason will be allowed time to make up missed work. In general, the number of days missed will equal the number of days allowed to complete work. For example, if a student misses three excused school days, the student will have three school days to complete the make-up work.

Homework requests received by 8:00 a.m. will be processed that same day. Pick-up time is between 2:30 and 3:00 p.m. in the guidance office. If textbooks are needed, the family member picking up the work will be allowed to retrieve books from the student's locker.

Homework requests received after 8:00 a.m. will not be processed until the next day (if still needed).

Homework requests will be emailed to appropriate teachers.

**Homework requests will only be honored if the student has been or is going to be absent for at least three days.**

**If a student is going to have a planned absence for at least three days (family trip, etc.), it is the student's responsibility to get the assignments in advance of the planned absence.**

In the case of an extended excused absence, all assignments from the first homework request must be returned completed before a second homework request can be fulfilled.

**If homework is requested for a student but not picked up by a family member, a second homework request will be denied.**

If you are on a school field trip or activity, your assigned homework or projects are due on the designated due date and must be turned in before leaving for your event.

## SIGNING IN AND OUT OF SCHOOL

Students will sign in at the attendance office whenever they arrive at school after the scheduled time to begin their first class. Any student who needs to leave school prior to his/her last scheduled class must have had a parent call the office and report to the attendance office to receive permission to sign out and leave. **All requests to leave the building without proper documentation must be approved by the Principal.** Leaving school without approval will be considered truancy. Students who miss more than fifteen (15) minutes of a class will be counted as absent from that class.

## **VISITORS**

All exterior doors will be locked during class time.. All visitors **MUST** sign in at the main office or attendance office. There will be no social visiting of classrooms during school hours. An administrator must approve all visitors. Students are not permitted to bring visitors to school. Exceptions can be made by the principal in rare circumstances. Requests to bring friends or relatives cannot be granted. All visitors must have an approved background check on file with Central Office.

## **EXTRACURRICULAR/CO-CURRICULAR ACTIVITIES**

A student must be in attendance **all day** on the day of a contest or activity unless excused by a principal for circumstances beyond the student's control. In the case that a student is absent or tardy to school the day an activity is scheduled (practice or performance), the student shall not be eligible to participate that day without approval **in advance from the principal**. Students must be in school a full day to practice or participate in a game or activity, this applies to all extracurricular activities. Students with one (1) or more failing grade(s) and/or excessive absences may be kept from attending non-academic field trips outside the regular school day.

Student Activities are a privilege and an extension of the classroom. Discipline for behavioral issues at a school-sponsored club or activity may result in team and/or school consequences. Please refer to the Athletic Handbook for a complete list of student athletic expectations.

### **School-Sanctioned or Sponsored Activities:**

School-related activities are exempt from and will not count as school absences. Teachers must submit a list of students to be excused from class to the principal's office at least three (3) days prior to the scheduled event or activity which will be posted on the SIS bulletin.

## **STUDENT ACTIVITIES AND SERVICES**

### **GUIDANCE AND COUNSELING**

The counselors help students with academic problems; school-related problems; selection of courses of study for each year; selection of college, technical school, or other post-high school plans; and testing and interpretation of test results. Students needing assistance in these areas are invited to make appointments before or after school or during student preparation periods with approval of the instructor.

The Guidance Office is open from 7:15 AM until 3:15 PM. Students are welcome to check out guidance materials or browse through materials in the office..

Jennifer Kline--klinejennifer@festusedu.com

9th grade counselor

10th grade counselor for students with last names A-L

Amanda Esparza--esparzaamsnda@festusedu.com

10th grade counselor for students with last names M-Z

11th grade counselor

Steve Shemwell--shemwellsteve@festusedu.com

12th grade counselor

A+ Coordinator

Counseling office phone number is (636) 937-5944. Counseling fax number is (636) 937-2066.

## **USE OF THE LIBRARY**

The goal of the Festus High School library media center is to prepare the student of today for the world of tomorrow. To accomplish this goal, the library media center is open from 7:00 a.m. until 4:00 p.m. each day that school is in session. Students are encouraged to visit the library and use its many resources as often as possible. Students coming to the library from a class will need a pass from the teacher; students coming to the library for Tiger Time can sign up using the Tiger Time form on the library website (guarantees a spot) or they can come before the start of Tiger Time. Please note that computer space is limited, so it is recommended that students sign up in advance to guarantee a spot.

Currently, the library media center has over 13,000 print items, 2,300+ebooks, and 20 online research databases with more resources added regularly. All ebooks and online research materials can be accessed from the FHS library media center webpage. Students are responsible for materials that they check out. Library materials need to be returned in a timely fashion; those not returned in a timely fashion, those returned damaged, or those not returned at all are subject to fines and/or replacement.

## Acceptable Use Policy (AUP)

Technology enhances students' educational experiences. The Festus R-VI School District's Acceptable Use Policy (AUP) outlines the use of a technological device in the school setting. In order to meet the educational needs, both parents and students need to read and sign the Acceptable Use Policy (AUP) and return the signed form at summer registration.

### Technology

Festus High School strives to foster physical, intellectual, and social growth in all students. Recognizing the importance of technology in our world, we believe it necessary to:

- Incorporate technology into the instructional process to encourage problem solving, critical thinking, and global learning
- Promote student-centered learning
- Use technology to increase the effective use of time for both students and faculty
- Provide appropriate technology resources for students, faculty, and staff, so that they are able to communicate with all stakeholders and maximize learning opportunities
- Empower students and staff with technical literacy skills
- promote the ethical and responsible use of technology

Therefore, all students are given access to technology and to the Internet which implies that the students must accept the responsibility to use technology in an appropriate manner.

**Each student will be issued a chromebook and will be responsible for its care and maintenance as well as for having it with them on a daily basis as a part of being prepared for class. Please refer to the 1:1 Technology Handbook for specific expectations and requirements of students with regard to the devices they will be issued.**

It is up to individual teachers to decide whether or not to allow mobile devices in the classroom. Students using personal devices while at school are still bound by the AUP (Acceptable Use Policy).

## STUDENT ACTIVITY PROGRAM

A program of public-supported education designed to meet the needs of a democratic society must provide for a series of learning activities for all individuals in harmony with maturity, needs, abilities, and aptitudes. The school makes available a broad program of co-curricular activities so that all students have a wide selection in choosing activities.

Co-curricular activities have commendable educational values, and if wisely chosen and effectively administered, the moral and educational tone of the school environment will be improved. The Board of Education requires all teachers to assist with the co-curricular program when directed.

You, the student, your parents, and school personnel should work together in planning your program.

The superintendent and principal must approve all co-curricular activities before allowing them a place in the school program. Both the curricular and the co-curricular programs are evaluated annually.

Any student may participate in the activity program providing he/she meets the required standards as stated by the Missouri State High School Activities Association. To be eligible, a student must have passed 3.0 credits for the previous semester. Citizenship Standards are the first to be set by the association. The student must be a good school citizen as judged by the principal and faculty members. A student is not eligible when under suspension from school or any classes by his/her administrator. Any student whose character or conduct is such as to reflect discredit upon his/her school is not considered a good citizen. To be a good citizen, the student must meet the following qualifications:

**2.2.1 Citizenship:** 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 "creditible citizens." Conduct shall be satisfactory in accord with the standards of good discipline.

**2.2.2 Law Enforcement:**

- a. 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 conducted 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.
- b. 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.
- c. Moving traffic offenses shall not affect eligibility, unless they involve drugs, alcohol, or injuries to others.



### 2.2.3 Local School:

- a. A student who violates a local school policy is ineligible until completion of the prescribed school penalties.
- b. The eligibility of a student who is serving detention or in-school suspension shall be determined by local school authorities.
- c. A student shall not be considered eligible while serving an out-of-school suspension.
- d. If a student misses class(es) without being excused by the principal, the student shall not be considered eligible on that date. Further, the student cannot be certified eligible to participate on any subsequent date until the student attends a full day of classes.
- e. Each individual school has the authority to set more restrictive citizenship standards and shall have the authority and responsibility to judge its students under those standards.
- f. Each school shall diligently and completely investigate any issue that could affect student eligibility.

**2.2.5 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 situations prior to the school's discovery, then the student shall be ineligible for up to 365 days from discovery, pending review by the Board of Directors. **Editor's Note:** See all By-Law 3.10..5, *Eligible at Time of Transfer*.

Below are listed many of the activities and honors at FHS:

### ACADEMIC AWARDS

Summa Cum Laude (accumulated G.P.A. 4.0 or higher)

Magna Cum Laude (accumulated G.P.A. 3.667-3.999)

Cum Laude (accumulated G.P.A. 3.5-3.666)

Academic Letter

Honor Roll

President's Award for Academic Excellence

JCAA All Conference Academic Award

Ralph B. Tynes Scholarship

Byrd Scholarship

Vinyard Scholarship

B. Clark Berry Memorial Scholarship

Canepa Family Scholarship

Murrell Godwin Memorial Scholarship

Morris and Rosalind Golman Scholarship

Ronald Charles and Rodger Neal Herrington Memorial Scholarship

Wint Johnson Scholarship

Maurice O. Lucas Family Scholarship

Karen Tesreau Trust Scholarship

Lieutenant Kent M. Kiepe Scholarship, Gladys and Howard Litton Scholarship, Matthew M. Lucas Memorial Scholarship, Adam and Willa McCullogh Scholarship, Rose Mary and Paul Tom Poole Scholarship, Seyvee Sirintrapun Memorial Scholarship, Weier Family Foundation Scholarship, Maurice O. Lucas Family Scholarship, Other Scholarships as Announced

### HONORS

Tommy Alexander Award

Renaissance Gold, Silver, and Bronze Recipients

Fine Art Academy

Scholars Academy

Scholars 100

Military Enlistment

Student of the Month

Students of the Week

Girls' and Boys' State

Sophomore Pilgrimage

HOBYS

Other Academic Honors/Awards as Announced

Mr. FHS/Miss FHS

Scholar-Athlete Award

Mr. Athlete, Miss Athlete, Mr. Football, Mr. Basketball, Mr. Track

Mr. Baseball Miss Volleyball Miss Basketball Miss Track Mr./Miss Tennis

Miss Softball Mr./Miss Golf Mr./Miss Soccer

Miss Cheerleader

Miss Pom

### VARSITY SPORTS

Football

Basketball

Baseball

Track

Cross Country

Soccer

Tennis

Golf

Volleyball

Softball

Wrestling

### INTERSCHOLASTIC COMPETITION

Cheerleading

Pom Pon

Color Guard

Band

Choir

Speech/Debate

Scholar Bowl

## **SOCIAL EVENTS**

All social events are for our senior high students and include grades 9, 10, 11, 12 and their invited guests. Students who graduate early are not eligible. Fines must be paid before students will be allowed to attend dances. Tickets for outside guests must be purchased by the Festus High School student they are going with. No guest 21 or over will be permitted. **Guests must abide by all school rules.**

### **Back to School Dance**

(Senior Class sponsored) Grades 9 and up,  
Festus students only.

### **Homecoming**

(Student Council sponsored)

### **Homecoming Dance**

(Sophomore Class sponsored) Grades 9 and up, Festus students and outside guests. Outside guests (out of school or from another school) must present a copy of a photo ID when turning in outside guest form and present the ID at the event. No guest 21 or over is allowed.

### **Glow Dance or Student Council Choice**

(Freshman Class sponsored) Grades 9 and up, Festus students and outside guests. Outside guests (out of school or from another school) must present a copy of a photo ID when turning in outside guest form and present the ID at the event. No guest 21 or over is allowed.

### **Junior-Senior Prom**

(Junior Class sponsored) Grades 11 and 12 Eleventh and twelfth graders may invite a ninth or tenth grader as their guest/outside guest. Outside guests (out of school or from another school) must present a copy of a photo ID when turning in outside guest form and present the ID at the event. No guest 21 or over is allowed.

## **INSPIRATIONAL EVENTS**

Baccalaureate Service

(Senior Class sponsored)

Commencement Exercises

(Board of Education sponsored)

## **CLUBS AND ORGANIZATIONS**

Varsity Club

Family, Career, and Community Leaders of America (FCCLA)

Spanish Club

National Honor Society

Renaissance

Future Teachers of America (FTA)

Speech/Drama Club

French Club

TREND

Key Club

Student Council

Art Club

MODEL U.N.

Academic Competition Team

Future Business Leaders of America (FBLA)

FHS Chat and Chew Book Club

Black and Gold Pack

Fellowship of Christian Athletes

Chess Club

Quill and Scroll

History Club

Diversity Club

Rocket Club

## **NATIONAL HONOR SOCIETY**

Student council oversees school-wide activities in Recreation (Battle of the Classes), Education (Antibullying, CyberAwareness), Attitude (Homecoming Spirit Week), Leadership (National Leadership Week), Money (School Dances), and Service (Special Olympics/Polar Plunge). Student Council also participates in Missouri Association of Student Council district and state convention, as well as Summer Leadership Workshop.

Membership in the National Honor Society is determined through selection by a faculty council based upon outstanding scholarship, character, leadership, and service. Each semester a list of students eligible for membership is submitted to the National Honor Society adviser by the Principal's office. Seniors and juniors who have an A- (3.66700) accumulative weighted grade point average and sophomores 2nd semester who have an A- (3.66700) accumulative weighted grade point average are eligible. These students then meet with the NHS adviser, who informs them of their scholastic eligibility, discusses the character, leadership, and service criteria, and explains the procedure to be followed for possible membership.

Students who feel they meet the other criteria for membership may obtain a Student Activity Form from one of the advisers, complete the form, and return it to an adviser, who schedules an interview of each candidate with the faculty council. Selection of new members is based upon 1) a summary of ratings from other faculty members, 2) information listed on the Student Activity Form (school and community activities during high school years), 3) a written essay by the candidate, and 4) information given during the interview with the faculty council. The selection of members is determined by a vote of the faculty council, with a majority vote in favor (three or more out of five) needed for selection as a member. Since all candidates are scholastically eligible, selection is based on the quality of character, leadership, and service shown during a candidate's high school years. New members are inducted into the National Honor Society in a formal ceremony to which parents are invited.

## RENAISSANCE

Renaissance is a program of events and activities, the purpose of which is to promote, recognize, and improve academic achievement and school spirit. Renaissance involves all students, teachers, and staff members at Festus High School.

The following guidelines are used each quarter for Renaissance Rewards.

**Gold**-must earn a G.P.A. 3.667-4.0 with no D's or F's, have 95% attendance with no ISS, OSS or Saturday School.

**Silver**-must earn a G.P.A. of 3.0-3.666 with no D's or F's, have 95% attendance with no ISS, OSS or Saturday School.

**Bronze**-must earn a G.P.A. of 2.50-2.99 with no D's or F's, have 95 % attendance with no ISS, OSS or Saturday School.

**\*\*Attendance** that has been verified with a doctor's note, funeral notice, and/or court documents will not be counted against a student's attendance for purposes of Renaissance eligibility. A student qualifies for the end-of-the-year Renaissance celebration if he/she meets the above criteria 2 of the 3 quarters.

## TIGER KING/QUEEN & OTHER CANDIDATES

The Tiger King and Queen are crowned at the Junior-Senior Prom by the members of the Junior-Senior class. The candidates for the Tiger King and Queen are members of the senior class. Seniors and Juniors only vote for the Prom King and Queen. The other nominees serve as attendants.

All candidates must meet the following criteria for the year:

1. Must meet the attendance policy.
2. Pass ALL CLASSES THE PREVIOUS SEMESTER
3. No OSS for the current school year.
4. No citizenship violations

(This criteria will be used for all candidate selection.)

## GENERAL INFORMATION

### STUDENT VALUABLES

Students are cautioned not to bring large amounts of money, jewelry, or electronics to school. Valuables should be guarded at all times. The school district is not responsible for lost or stolen items.

### STUDENT LOCKERS AND TEXTBOOKS

All students are assigned a locker at the time of registration. Students are responsible for the locker to which they are assigned and all contents within. Marking or writing anywhere on lockers is not allowed. **Any items taped to the locker must be pre-approved through the principal's office.** Students may not use a locker other than the one to which they were assigned without permission of the principal or assistant principal. Sharing of lockers is not allowed. Students are responsible for books and lockers issued to them and will be required to pay for damaged, lost, or stolen books.

### BULLETIN BOARDS AND ANNOUNCEMENTS

Bulletin boards are assigned to student organizations by the principal. Before posting any notices or other information, principal approval is required. Announcements are read at the start of fifth period. They are also made available via student and parent e-mail, on the district website, and on Festus High School's Facebook page.

### LOST AND FOUND

Students may check for lost items in the high school theater.

### JEFFERSON COLLEGE AREA TECHNICAL SCHOOL TRANSPORTATION

Students enrolled in vocational/technical and prevocational classes at Jefferson College are required to ride the school bus to and from Jefferson College. The bus leaves promptly at 8:32 a.m. from in front of the office and leaves Jefferson College at about 11:15 or 11:20 a.m., returning to FHS. As attendance is taken on the bus, students who do not ride are considered absent. When students return from the college they are to remain in the cafeteria until the end of 5th period, except on Tuesdays when they are to report to their Advisory class.

On Wednesday late start students, with approval of parents, may drive to Jefferson College by way of their own transportation. A written note from the parent will be on file in Mr. Roth's Office.

Students that sign up for Jefferson College will be expected to attend every day except for special events pre-approved with Mr. Shemwell and the Jefferson College official. A student who misses the bus will report to Mr. Roth and will not be allowed to drive to Jefferson College.

On days that Jefferson College is not in session, students will be allowed to leave campus ONLY with parent permission. Driving to Jefferson College without Administrator permission will result in disciplinary action.

## **P.E. LOCKER ROOM**

All students are offered a PE locker the first week of classes. It is the students' responsibility to keep all valuables locked up or secured with the P.E. teacher. **DO NOT LEAVE ANY VALUABLES IN YOUR LOCKER.**

## **PHYSICAL EDUCATION**

Every student is expected to change clothes for P.E. class EVERYDAY. Students may wear athletic modest mid-thigh length shorts (no short, see-through, or spandex shorts). T-shirts must have sleeves and a crew neck. No scoop neckline or illicit material on t-shirt will be allowed. Shirts must reach below the waistband of the shorts. Athletic shoes must be laced (no slip-on shoes, work boots, or flip flops). Unsafe jewelry, such as spike earrings, hoops, navel or face piercings, large hoop necklaces, and bracelets must be removed. Students should also keep a pair of sweat pants and a sweat shirt available in their gym locker for use when weather makes them necessary.

## **ILLNESS OR INJURY DURING SCHOOL**

A student who is too ill to remain in class is to report to the nurse's office. No student will be seen in the nurse's office without a pass. The nurse will assess the situation. They do not need one before or after school. The nurse will see the student, ask a series of questions to find out what is ailing the student, treat the student as dictated by board policy, and make a determination about whether a student should be sent back to class, needs to rest in the nurse's office for awhile, or needs to be sent home.

If the student is sent back to class, the nurse will write a pass for that student with the date and time notated. If an injury is involved, the nurse will fill out an Accident report and inform the parents of what happened. If the nurse is sending the student home, she will call the parent to have the student picked up. She will explain any incidents and/or symptoms that informed her decision to send the student home. She will remain with the student until the parent picks the student up. Some parents will actually come in and sign the student out while other parents will ask that they be at certain locations when they arrive (circle drive, top of the stairs, etc.). If the nurse feels like the parent needs to come in to escort the student out due to some illness or injury that makes it unsafe for them to walk themselves, the nurse will explain that to the parent and ask that they come in to get the student. The parent should either call the nurse when he/she arrives or give the nurse a time when they would like the student in those particular locations.

## **MEDICATION AT SCHOOL**

Students taking medication are to inform the nurse's office. Medication should be brought in the original package, labeled with the student name and kept in the nurse's office. Medications should not be in lockers or the student's possession. Arrangements can be made if medication is to be refrigerated. School nurses are not allowed to dispense any medication without a signed parental permission form. All medicine must be picked up by the end of school or it will be disposed of. Prescription medication must be in the original bottle from the pharmacy. In order to receive Tylenol or Ibuprofen If it is absolutely necessary that a student take a non-prescription drug at school, an original labeled bottle must be brought to the office. School personnel are not responsible for any ill effects, which might occur from this medication. All prescription and non-prescription medications brought to the office must be accompanied by a SIGNED permission slip stating: 1. Student Name, 2. Medication Name, 3. Directions (amount and time to be given), 4. Number of days to be given and 5. Parent's signature and date.

## **IMMUNIZATIONS**

All students must be fully immunized BEFORE attending classes. The school nurse should have contacted your parents/guardians last spring if your shot record was incomplete. If you have questions contact the school nurse at 636-937-5375.

## **EMERGENCY DRILLS**

Under State Law, the high school is required to practice all emergency drills each quarter.

Building evacuation, lockdowns, and legally-required fire, earthquake, and tornado drills are important safety precautions. It is essential that when the first signal or instructions are given, everyone obeys promptly. Evacuation should follow prescribed routes as quickly as possible. Students are not to talk during the drills and are to remain at the designated area until the signal is given to return to the classroom.

## **EMERGENCY CLOSING OF SCHOOLS**

When it becomes necessary to close schools or alter the bus schedule for such emergencies as snow, ice, storms, dense fog, or failure of sewage or water systems, the school will announce the dismissal over television, radio stations, and School Reach System.

## **TUTORS/CADET TEACHERS**

Tutors/Cadet Teachers should be at the sign out areas by the tardy bell and immediately report to your assigned classrooms. Students should not enter the halls until the bell has rung. Students are not to take food or drink into other buildings. Students are to follow high school dress code. Tutors/Cadets should be prepared for inclement weather by bringing umbrellas, raincoats, and appropriate dress as needed.

## **REMOVAL OF STUDENTS**

Districts are authorized to immediately remove a pupil posing a threat to themselves or others. Prior disciplinary action may not be the sole basis for such removal. Removal of a pupil with a disability is subject to state and federal procedural rights.

## **STUDENT SEARCHES**

The School District will search student lockers, and other school property used by students. Such searches may include the use of drug dogs to search lockers, back packs, purses, and cars parked on the school lot(s). Searches are necessary to maintain the welfare of our student body or to prevent discipline problems and interference with the educational process.

## **TIGER TIME**

All students will participate in Tiger Time. Tiger Time is a 25 minute period (fifth period) that will allow students time during the day to work on assignments and get help from an instructor. Tiger time is not a free time. No phones except for academic purposes. Seniors with A, B, C's and not on attendance probation will be rewarded with "privilege time." Underclassmen with no grades below a A- will be rewarded with privilege time in the cafeteria. The library is open during Tiger Time.

Students may come to the library during Tiger Time to use the computers, check out a book, etc. Because computer space is limited, students wishing to use a computer are encouraged to sign up for a spot using the Tiger Time form found on the FHS library webpage. Students coming to the library for Tiger Time will stay in the library for the duration of Tiger Time.

## **PATRON VOLUNTEERS**

Patrons wishing to volunteer must have a background check. Questions regarding background checks can be addressed at Central Office.

## **MISSOURI OPTIONS PROGRAM**

The Missouri Options Program is designated to target students who have the capabilities to complete Missouri High School Graduation Requirements, but for a variety of reasons lack the credits needed to graduate with their class and are at risk of leaving school without a high school diploma. Enrollment in the Missouri Options program is approved through an interview process and is NOT an automatic approval. Admittance into the program is determined based on, in part, attendance and behavior.

Students must be 17 years old and have a job, working at least 15 hours a week, at any approved licensed place of business in the immediate area BEFORE applying for the program. The student must take a pre-test to determine reading level. The Hi-Set requires an 11th grade reading level in order to be successful. For more information, see Mr. Shemwell or the high school website about the application and contract.

## **SUMMER SCHOOL GRADE REPORT**

Summer grade reports are accessible on Parent Website Access or will be mailed upon request.

## **WITHDRAWAL PROCEDURE**

All students transferring to another school district must check out through the Counseling Office by calling 937-5944 or by a visit from the student's parent or legal guardian, preferably 24 hours in advance of the withdrawal where withdrawal papers will be completed and all textbooks returned and fines paid. Students who are considering dropping out must first meet with the principal.

## **ADVISEMENT**

All students will meet with their advisement class each Tuesday. Students have been randomly scheduled according to grade level. Advisement will show up on student schedules and teacher rosters as "advisory" in place of Tiger Time on Tuesdays. Students will receive academic advisement on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of the month. Advisors will teach a lesson the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of the month. Lessons will cover career planning, test-taking strategies, goal setting, cyber-bullying etc.

## **TRUANCY COURT**

Festus High School will conduct Truancy Court in conjunction with the Jefferson County Juvenile Office and Children's Division to promote student attendance at school. Jefferson County Circuit Court judges will serve as judges for the Festus School District Truancy Court.

Truancy Court will take place the first and third Friday of the month from 1:00-2:30 p.m. at the High School and on the second and fourth Friday of the month at the Middle School.

Students will be recommended for Truancy Court based on our current attendance policy. Any student that receives "No Credit" or "Probation" through attendance appeals, will automatically be referred for Truancy Court. The school counselor or administrator can also recommend a student that does not fit this criteria, but could benefit from this program.

Students will remain in the program for one full semester unless progress is not being made at which time, juvenile office may make a referral sooner. A student can be successfully discharged if they meet all attendance requirements set forth by current school policy at the end of the semester. A student can be added in the middle of the semester if they have already violated the attendance policy during the first quarter of that semester.

Teachers will be expected to fill out a progress report for each child before each bi-monthly court hearing. Grades, missing assignments, attendance, and behavior will be included in the progress report.

Students and parents will meet with the judge to discuss their progress during each court hearing. There will also be a Children's Division case worker, a DJO, a school counselor, and a school administrator present. The judge will review the progress report, attendance, and discipline report.

If a student chooses not to participate in the program, or unsuccessfully completes the program after one full semester, they will be referred to the Jefferson County Juvenile Office.

### **TRANSPORTATION**

A student involved in any school event/activity/contest **MUST** ride in authorized school transportation if made available unless prior alternative arrangements are made in advance and approved by the Athletic Director.

Prior arrangements will only be considered by completing the ACTIVITY/ATHLETIC TRAVEL RELEASE FORM that may be picked up in the Activities/Athletic Office.

### **DELIVERIES**

Due to the new buzz in system and the amount of traffic in and out of our building, flower deliveries, food deliveries or personal deliveries for students will not be accepted.