

# St. Elizabeth JH/HS Handbook



**2019-2020**

Mission Statement



“A vision for the future with respect from the past.”





Table of Contents

Admission/Tuition... 14
Alma Mater... 61
A+ Program... 9-10
Attendance Policy... 17
Awards... 46
Baccalaureate Procedures... 41
Bullying/Hazing Policy... 29-31
Bus Rules and Regulations... 26
Care of School Property by Students... 35
Carnival/Homecoming/Prom... 23-24
Commencement Regulations... 39-40
Concerns... 5-6
Conduct... 20-21
Correspondence and Programmed Courses... 14-15
Course Descriptions... 49-58
Detention... 18-19
Disciplinary Code... 31-35
Dress Code... 27-28
Drug/Alcohol Abuse... 27-29
Early Graduation... 8
Electronics... 23-24
Eligibility in Extra Curricular Activities-MSHSAA... 41
Emergency Drills... 45
Enrollment Guidelines... 12-13
Extended Trip Stops... 41
Family Education Rights... 58-60
Flex Program... 24
Grading System / Unexcused absence effect on grades... 15-17
Graduation Requirement... 6-8
Homebound Instruction... 45
Honor Roll Policy... 15
ITV Regulations... 25
In/Out of School-Suspension... 18
Library Regulations... 42
Philosophy/Mission Statement/Goals and Objectives... 5





Retention /Promotion Policy.....36  
 School Rules..... 19-20  
 Senior Trip.....40-41  
 Sexual Harassment..... 29  
 Special Education..... 42-43  
 Staff..... 2-3  
 Student Council.....25-26  
 Valedictorian/Salutatorian.....9  
 Weapons/Firearms..... 21-23  
 Weighted Courses..... 12  
 Welcome..... 4

**Handbook Revised – July 2019**

**Administration**

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Principal	Alicia Burrows	alicia@ste.k12.mo.us
Director of Special Services	Brenda Clayton	brenda@ste.k12.mo.us
Athletic/Activities Director	Sheila Heckemeyer	sheila@ste.k12.mo.us

**Faculty**

Administrative Assistant	Liz Heckemeyer
District Bookkeeper	Mary Oligschlaeger
Counselor	Sarah Wankum
6th Grade SS Teacher/Aide	Linda Volmert
JH/HS Math Teacher	Amber Atwill
JH English, JH/HS Spanish	Michelle Heckemeyer
Business Teacher/A+ Coordinator/ FBLA/Yearbook	Kristen Holtmeyer
6th Grade English/HS English Teacher	Kristen Holtmeyer
JH/HS Social Studies Teacher	Kari Fabula
HS Math Teacher	Nicole McDonnell
HS Science Teacher/S.A.D.D.	Becky Otto
Librarian	Mandy Gibson
Physical Education Teacher	Pat Struempfl
Music Teacher	Caleb Heckemeyer
Art Teacher/Art Club/NHS	Eric Veile
JH Science/STEAM	Dana Voss
Learning Resource Teacher	Amber Ford
Learning Resource Teacher	Margie Chipman
Speech Clinician	Amber Ridenour
School Nurse	Lerilee Huhman
	Patty Doerhoff





**COACHES**

Tim Oligschlaeger -- Softball  
 Marcia Clayton -- Assistant Softball  
 Caleb Heckemeyer -- Baseball/Asst Boys Basketball  
 Tim Oligschlaeger -- Assistant Baseball  
 Dillon Tenholder -- HS Boys Basketball  
 Sean Lucas -- JH Boys Basketball  
 Stan Struempf -- HS Girls Basketball  
 Quinten Voss -- JH Girls Basketball  
 Michelle Heckemeyer -- JH Academic Bowl  
 Nicole McDonnell -- HS Academic Bowl  
 Eric Veile -- JH/HS Band, JH/HS Track  
 Kari Fabula -- Assistant Track

**Staff**

Maintenance	Warren Buechter
Custodian	Bernard Holtmeyer
Custodian	Blaine Kemna
Custodian	Jacqueline Wankum
Custodian	Carl Wieberg
Cook	Karla Buechter
Cook	Kathy Finch
Transportation Director	Diane Juergensmeyer
Bus Driver	Frank Bax
Bus Driver	Greg Hoecker
Bus Driver	Frank Holtmeyer
Bus Driver	Brent Irwin
Bus Driver	Charlene Trusley





*Welcome to St. Elizabeth Schools!!*



Dear Parents,

I would like to welcome everyone to St. Elizabeth Schools for the 2019–2020 school year. I am very excited and proud to be a part of the St. Elizabeth family. St. Elizabeth is known for our strong traditions, community support and respect. At all times hold yourself to high standards and push yourself to make the right choices. Be proud to be a Hornet!

This handbook is designed to provide you with some basic information about our elementary school and the policies that have been put in place to help children be successful. Please read and keep it close at hand for future reference. It is important that both parents and students understand what is outlined in this handbook. In addition, you will be receiving information throughout the year from your child’s classroom teacher.

St. Elizabeth High School offers an excellent educational program. The curriculum and co-curricular activities offered will help prepare students for a bright, well-rounded future. We challenge students to become active participants in education and help us promote life-long learning. I encourage students to take educational risks, try new things, be cooperative, be fair in interactions with fellow students and faculty members, and support school activities and projects.

Our staff is looking forward to an outstanding year at St. Elizabeth Elementary School! It is my goal to support and encourage my staff and students to believe in themselves and be who they want to be. It will be a great year, and I look forward to getting to know our students better.

If you have any questions or concerns at any time, please do not hesitate to contact me.

Sincerely,

Alicia Burrows  
PreK-12 Principal  
(573) 493-2246  
alicia@ste.k12.mo.us



**“A vision for the future with respect for the past.”**





**School District Philosophy**

In carrying out its responsibilities, the Board of Education is guided by the desire to use the resources of its community, staff and students to provide the highest quality education permitted by its financial resources. In reaching decisions, the Board of Education will attempt in every case to act in the best interests of our students.

**School District Mission Statement**

It is the mission of the St. Elizabeth School District R-4 to have a vision for the future with respect for the past.

**School District Vision Statement**

It is the vision of the St. Elizabeth School District R-4 to create a safe learning community that maximizes each individual’s performance for future success through a challenging education system characterized by pride.

**School District Goals and Objectives**

1. Develop and enhance quality educational/instructional programs to improve performance and enable students to meet their personal, academic, and career goals.
2. Recruit, attract, develop, and retain highly qualified staff to carry out the district mission, goals, and objectives.
3. Provide and maintain appropriate instructional resources, support services, and functional and safe facilities.
4. Promote, facilitate, and enhance parent, student, and community involvement in district educational programs.
5. Govern the district in an efficient and effective manner providing leadership and representation to benefit the students, staff, and patrons of the district.

**Concerns**

Sometimes when trying to find the best solution to a question, concern or problem, it seems easiest to just go straight to the top. However, with so many children and families in our school, it is very important for everyone to follow the natural chain of command.

**WHAT WE EXPECT FROM PARENTS:**

FIRST: Talk with your child and get as many details as possible.

SECOND: If you feel you need more information, contact the teacher. If the teacher has asked for time to resolve the problem, please respect that time frame, if reasonable, and then follow up with him/her.

THIRD: After a reasonable amount of time has been allowed to resolve the issue and you feel the problem still persists, contact the principal.

**WHAT YOU CAN EXPECT FROM THE SCHOOL:**

**FROM THE TEACHER:**





- The teacher will ask you and your child questions regarding the problem.
- The teacher will listen respectfully to you and your child.
- The teacher will ask the child and the parent what they have done to resolve the problem, if appropriate.
- The teacher will seek out other school resources to help the child and parent to solve the problem (counselor, principal).
- The teacher will need a reasonable amount of time to address the problem and work to resolve it.
- The teacher will immediately turn the problem over to the principal if the problem solving process turns into a negative, accusatory conversation.

FROM THE PRINCIPAL:

- The principal will ask you and your child questions about the problem.
- The principal will listen respectfully to you and your child.
- The principal will ask the teacher, the child, and the parent what they have done to solve the problem, if appropriate.
- The principal may ask other students questions in a confidential manner to help resolve the problem, if appropriate.
- The principal will not be able to share the specific consequences given to other students or personnel, if such consequences are deemed appropriate, because of confidentiality.
- The principal will work until the problem is solved, utilizing participation with the student(s), teacher(s) and parents.

**GRADUATION REQUIREMENTS**

Graduation requirements for the St. Elizabeth School District R-4 shall be a minimum of 24 units of credit completed during grades nine and above.

<u>Course</u>	<u>Graduation Requirements</u>
English	4 credits
Social Studies	3 credits
Mathematics	3 credits
Science	3 credits
Fine Arts	1 credit
Computer Applications	1 credit
Personal Finance	0.5 credit
Physical Education and Health	1.5 credits
Electives	7 credits
<b>Totals</b>	<b>24 credits</b>

In addition to the program of study for graduation, a student must pass proficiency exams concerning American History, American Institutions, and the Missouri and United States Constitutions to qualify for graduation from the district. (The Class of 2020 will have a





Citizenship Test that they must complete and pass.) In addition the students will have to complete the CPR requirement set forth by the state.

No student shall graduate without having successfully completed a course of instruction of at least one semester in length on the institutions, branches and functions of the government of the state of Missouri, including local governments; the United States government; and the electoral process.

Students are required by the state of Missouri to take End-of-Course Exams in English II, Algebra I, Biology and American Government to be eligible for graduation.

**ST. ELIZABETH HIGH SCHOOL R-4 GRADUATION REQUIREMENTS**

- ❖ 4 credits-English I, English II, Advanced Communications and one other credit from this group: English III, Applied Communications or Dual Credit English 110/111 (1/2 credit each)
- ❖ 3 credits-Any three credits of math from this group: Algebra IA, Algebra IB, Algebra I, Algebra II, Geometry, Integrated Math (1), Special Topics in Math (1/2), Dual Credit Algebra I (1/2), Dual Credit Statistics (1/2) or an embedded credit that has been approved by the Missouri Department of Elementary and Secondary Education
- ❖ 3 credits-Physical Science and two other credits of science from this group: General Biology, Biology I, Biology II (1/2), Environmental Science, Chemistry I, Chemistry II (1/2), Physics or Human Anatomy & Physiology
- ❖ 3 credits-American Government, American History and one other credit from this group: World History, Dual Credit Psychology, Dual Credit Sociology, or Global Issues
- ❖ 1/2 credit-Health (1/2)
- ❖ 1/2 credit-Personal Finance (1/2)
- ❖ 1 credit-Physical Education, Lifetime Fitness
- ❖ 1 credit-Art or Music from this group: Art, Band, Applied Design A (1/2), Applied Design B (1/2), Pottery (1/2) or Fibers (1/2); General Music
- ❖ 1 credit-Computer Applications
- ❖ 7 credits-Vocational Courses and/or additional courses from the above listings including: Accounting, Advanced Computers (Dual Credit option), Business Tech, Spanish II

\* Any ITV/ Correspondence course will be put into appropriate area with approval of principal/counselor. Please see ITV prerequisites in the course syllabus.

\*No single course may fill more than one requirement.

\*For students whose grades have been altered due to their IEP's, their transcripts will reflect any such alterations.







*Welcome to St. Elizabeth Schools!!*



\*The College Prep Certificate will be available this year to students that qualify.

To receive a diploma from the St. Elizabeth School District R-4, a student must attend 1 semester immediately prior to the date of graduation or receive approval from the school board.

### **EARLY GRADUATION**

A student who wishes to graduate from high school in less time than the ordinary eight (8) semesters, grades 9-12 sequence, may request permission to complete graduation requirements on an alternate schedule. The student and parents/guardians will consult with high school guidance personnel to develop a graduation plan. The student's intention to accomplish this shall be stated in writing to the principal.

A student who graduates early must complete all graduation requirements established by the board, and must have appropriately planned educational experience in college, vocational school, or on-the-job training for the remainder of their eight-semester attendance period. The student in good-standing who chooses early graduation will be allowed to participate in the spring graduation ceremony. In all other school activities such as Prom and Senior Trip, the early-out graduate will be treated as a graduated student after completion of the diploma course work and will be unable to attend.

St. Elizabeth High School will have a graduation ceremony only once per year at the time scheduled by the Board of Education.

Any student who wishes to graduate prior to completing 8 semesters must meet with the counselor so that he/she can verify that all graduation requirements have been met. If they have not, the counselor will then notify the student and parent of the reason for denial of early graduation.

If the student has successfully met all graduation requirements, the student must submit a letter of application to the Board of Education prior to the November board meeting. Special circumstances will be reviewed by the principal. If the student has not yet reached the age of 18, the parents/guardians will also need to submit a letter giving the student consent for early graduation.

The counselor will then forward the letter of application to the principal. He/She will review the application and provide a recommendation for the board. The student and/or parent will be notified of this recommendation in writing.



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The principal will then submit the letter of application to the School Board at the next meeting. They will review the application and the board will vote to either approve or deny the early graduation. The board will communicate their decision, in writing, within 30 days to the student and/or parent.

**VALEDICTORIAN AND SALUTATORIAN**

The class valedictorian and salutatorian will be based on the student's grade point average earned in all courses and utilizing weighted grades in their eight semesters of high school.

In case of a tie, the following criteria will be used in rank order until the tie is broken:

- A. Best ACT composite score received by the school on or before April 15.
- B. Number of weighted courses completed

**A+ Program**

Rules and availability for the A+ Scholarship Program are subject to change under the rule making authority of the Missouri Department of Higher Education (MDHE). For a complete and updated list of High School and Post Graduate eligibility rules and regulations you can visit <https://dhe.mo.gov/ppc/grants/aplusscholarship.php>.

**A+ Program Requirements-**A+ qualifying graduate earns scholarships which may be used to attend participating public community colleges, vocational/technical schools, or certain private 2-year vocational/technical schools. Graduates who meet all state- mandated A+ participation requirements may be eligible for financial incentives provided state funds are appropriated by the legislature annually.

A+ qualifiers may use their A+ Scholarship the summer semester immediately following high school graduation. Eligibility expires when the earliest of the following occurs:

- 48 months after the graduation date documented on your high school transcripts
- Receipt of an associate’s degree
- Completion of 105% of the hours required for the program in which you are currently enrolled.

**Student Requirements-**To be certified as an A+ Student, a student must complete the following criteria before graduation.

- Be a U.S. citizen or permanent resident
- Sign an A+ Agreement
- Attend a designated A+ School for three years prior to high school graduation
- Graduate from high school with a GPA of 2.5 or higher on a 4.0 scale
- Maintain at least a 95% attendance record during grades 9-12





- Perform at least 50 hours of unpaid tutoring or mentoring for other students
- Made a good faith effort to secure all available federal financial aid by completing the Free Application for Federal Student Aid (FAFSA)
- Maintain a record of good citizenship and avoid the unlawful use of drugs and/or alcohol
- Meet one of the following college readiness indicators:
  - o Have achieved a score or proficient or advanced on the Algebra I end of course exam or a higher level DESE approved end-of-course exam in the field of mathematics **OR**
  - o Meet other criteria as established annually by the MDHE

**A+ Citizenship Requirement**-Students who sign an agreement for A+ tuition reimbursement status are to maintain good citizenship during all four years of high school. A student’s citizenship status will be updated as needed. Participation in the A+ Schools Program is an honor and a unique privilege for St. Elizabeth High School R-4 students. The state, which funds the A+ Schools Program, and the district view the A+ Schools’ benefits as an incentive program and therefore holds the student to a higher standard. This standard requires the student to be their best academically and be a good citizen. Good citizenship is required during all four years of high school, regardless of when a contract is signed. Prior to his/her graduation, each student will be required to sign a document that states he/she has not violated any of the above requirements before A+ eligibility is granted.

**A+ Schools Agreement St. Elizabeth R-4 School** -A student will lose his/her A+ Schools incentive eligibility for any of the following

1. Unlawful use of Alcohol or Controlled Substances, or Other Drugs/Drug Paraphernalia—Possession of, or use on or outside school grounds, which results in a conviction (assessed fine(s) or ticket, time served, community service, drug/alcohol treatment/counseling, OSS or expulsion).
2. Any incident of violence as defined by the “Safe Schools Act” and/or included in the Student Handbook, which results in a conviction (assessed fine, time serviced, community service, OSS or expulsion). Other violations of the District’s Discipline Policy will be reviewed by the A+ Review/Appeal Committee using the following guidelines:
3. Any violation committed by a student, which involves an out-of-school suspension, will be reviewed.
4. Any student who receives three (3) discipline referrals a semester will be reviewed.

Students may appeal a decision when they have lost eligibility by the A+ Appeals Process. Students should bear in mind that Item 1, Section 1 above has been required by the state since the beginning of the A+ Schools legislation.





**A+ Attendance Policy**-In reviewing a student’s final attendance average, the entire attendance history (grades 9-12) is considered when school is in regular session. Summer school attendance is NOT included.

The A+ program makes no distinction between Excused and Unexcused absences. All unexcused and excused absences, including those which a parent or school official is aware of in advance, count against the student’s attendance average. A doctor’s note for an excused absence for regular doctor/dentist appointments, colds, flu, strep, or other short- term illness does not automatically qualify a student to have that absences waived. The 95% vs. 100% requirement is meant to cover those routine visits and incidents.

The following absences DO NOT count against the student’s attendance average for A+ purposes: school-sponsored activities; pre-approved, documented college visits; and St. Elizabeth district-approved disability accommodations plans (504 plan.)

The following is an example of absences that could qualify a student for an attendance appeal: catastrophic illness/injury/event with students.

**A+ Tutoring Policy**-A+ tutoring hours can be earned through any academic tutoring on school grounds under teacher supervision during the student’s grades 9-12. This may take place before or after school, or be enrolled in the Cadet Teaching course to help earn their tutoring hours. Only the time spent tutoring is allowed to be recorded. Students will be required to submit an A+ Tutoring Log signed by the supervising teacher at the end of each quarter to the A+ Coordinator. The hours will be verified by the A+ Coordinator.

Disclaimer: Tuition reimbursement is dependent upon state funding and is not the responsibility of St. Elizabeth R-IV School.

**Good Faith Effort to Secure Funding**

Parents must make a good faith effort to secure all available post-secondary student financial assistance funds that do not require repayment. The procedures for this requirement are:

Parents must complete the Free Application for Federal Student Aid (FAFSA) form by mail or online. The FAFSA application form is available in the St. Elizabeth High School Guidance Office as of the end of the first semester prior to graduation.

Parents are encouraged to apply as early as possible, not before January 1<sup>st</sup> or after April 1<sup>st</sup> of the year of the student’s graduation.

**The A+ tutoring manual is available in the A+ Coordinator’s office.**





## **WEIGHTED COURSES**

The following classes will be weighted for the purpose of determining GPA, rank, honor roll, etc.

### Math

Algebra II  
Special Topics

### Science

Biology II  
Human Physiology/Anatomy  
Chemistry I  
Chemistry II

### Social Studies

World History

### Business

Advanced Computers  
Accounting

ITV/Correspondence classes as designated by principal/counselor.

Weighted courses encourage students to challenge themselves academically. These courses will have higher levels of academic rigor, and the weighted system promotes a more fair and balanced system of grading. Weighted courses must be specialized, advanced courses designed for 10<sup>th</sup>, 11<sup>th</sup> or 12<sup>th</sup> graders who have already completed foundation work (prerequisites) in the subject area, and have a comprehensive final or substantive, culminating final project. Teacher and counselor recommendations are required for enrollment.

## **ENROLLMENT GUIDELINES**

### PROCEDURE

The class advisor, guidance counselor, and principal will assist students in planning their course schedules. The advisor will help with preliminary scheduling; the counselor will check this schedule against graduation requirements, against the student's chosen educational goals, and will determine if the student has chosen a proper course load. The principal will make the final decision in case of disagreement.

Before registering for a course, the student should check the course catalog to make sure he has met all the requirements necessary for enrollment in that course.





A student may change his course schedule any time DURING THE FIRST THREE DAYS of a semester without penalty. If a student drops a course after the first three days, a grade of "F" shall be entered on the permanent record for that course. No student may enroll in a course listed on the current schedule after the third day of the semester although correspondence work may begin thereafter with proper approval. Any exceptions must be approved by the principal.

#### CREDIT

All classes will be figured on the following scale:

- 1 meeting per week = .2 units per year
- 2 meetings per week = .4 units per year
- 3 meetings per week = .6 units per year
- 4 meetings per week = .8 units per year
- 5 meetings per week = 1.0 units per year

#### MAXIMUM ENROLLMENT

Except for music and P.E. the state limits enrollment to 40 students. Enrollment in excess of this limit will compel rescheduling by those students who are involved, which is left to the discretion of the administration. Because of differences in class requirements, permission to enroll will be determined by the teacher and administration.

#### EXCEPTIONS TO ORDINARY ENROLLMENT

Except for Global Issues and band, a student may not receive credit in the same course more than once. Other courses may be considered pending staff approval and available scheduling options.

#### ADDITIONAL ENROLLMENT GUIDELINES

1. Students and parents should carefully plan their schedules to avoid too many schedule changes. There must be a valid reason for change.
2. Advisors should encourage students to read course descriptions before signing up for the class.
3. Anyone who has received an "F" in a required course should plan to take that course again as soon as possible.
4. Freshmen and sophomore students must be enrolled in seven units of credit each year. Juniors must be enrolled in at least 6 units.
5. Students planning to take a correspondence course should see the counselor first.
6. Study halls are not provided for students in grades 9-12. If no course is available which the student has not taken, alternative plans will be made. The principal will assign duties according to the qualifications of the student.





Students who plan to enroll in Lifetime Fitness must first furnish the instructor proof that they are covered by some type of accident insurance that covers accidents at school. These proofs of insurance will be kept on file.

Students in vocational courses shall be made responsible for part of the management activity for that class. Instructors will assign these activities that will be considered in determining the grade for the course.

### **Admission and Tuition – Nonresident Students**

Nonresident students may be permitted to attend the District schools upon payment of tuition provided the student is not barred from enrollment by provisions of the Safe Schools Act. Tuition rates will be determined annually by the Board of Education on the basis of the per-pupil cost for the preceding year including operation, maintenance, and debt service of the schools.

Within two (2) business days of enrollment in the district by state officials of a nonresident student pursuant to state statute, the superintendent/designee will request the student's transfer and discipline records from all schools or facilities previously attended and from other state agencies and entities involved in the placement of the student within the twenty-four (24) month period preceding enrollment. The superintendent/designee is authorized to share relevant portions of such student's transfer and discipline records with district employees who, based upon their duties, have a need to know such information. Such records will be maintained in confidence for purposes of maintaining discipline and for assistance to the student. The student's transfer and discipline records will not be a part of the student's permanent record nor used as the sole basis for denying educational services to a pupil.

### **Admission of Residents from Unaccredited School Districts**

In accordance with Missouri law and Board Regulation, the district will accept transfer students from school districts in its same or adjoining counties that are declared unaccredited by the state of Missouri as long as tuition is paid at the current board approved rate.

### **CORRESPONDENCE AND PROGRAMMED COURSES**

No student may take a correspondence course unless:

1. The course is not offered in our district's curriculum.
2. He/She can show the need of such a course to complete graduation requirements.
3. It is approved by the counselor and principal.





**GRADING SYSTEM**

The grading system is a measure of student achievement in each class. A grade will be assigned at the end of each 4.5 weeks using the following scale. These letter grades will indicate the following types of achievement:

	<u>Letter Grade</u>	<u>G.P.A.</u>	<u>Percentage</u>
A-Far above average achievement	A	4.000	95-100
B-Above average achievement	A-	3.667	90-94
C-Average achievement	B+	3.333	87-89
D-Below average achievement	B	3.000	83-86
F-Far below average achievement	B-	2.666	80-82
	C+	2.333	77-79
	C	2.000	73-76
	C-	1.671	70-72
	D+	1.338	67-69
	D	1.000	63-66
	D-	0.662	60-62
	F	0.000	Below 60

Reports to parents are to be sent home with the students at the end of each 4.5 week period. These are to be sent home on the day scheduled by the principal with the student. Final semester grades will be picked up at the school.

**HONOR ROLL POLICY 6-12**

The grade at the end of each quarter in a subject will be counted in determining eligibility for the honor roll. In order to assure that all students have the same opportunity to compete for honor roll, the weighted system will not be used to calculate the student’s GPA for honor roll.

- Honor Roll for grades 6-12:
  - **“A” Honor Roll-** A student must have all A’s in all of their classes.
  - **“B” Honor Roll-** A student must have a grade point average of 3.0 or better with no C’s, D’s or F’s.

**ATTENDANCE EFFECTS ON GRADES:**

Excused Absences:

Assignment: Must be made up within the time frame of the same number of days the student is absent to receive full credit. Example: If a student is absent for 3 days, they must make up their assignments within 3 school days of their returning to school. If the student chooses not to make up any of the assignments, he/she will receive a zero score.







If the teacher is unable to offer equal make-up work, such as class participation, labs or performance activities, the student would receive his/her average grade prior to absence. It is the responsibility of the student to obtain assignments from all classes from which he/she was absent on or before the first day they are back at school.

Testing: Students must take the test before the absence or they must take it within two days of returning to school to receive full credit. If the student chooses not to take the make-up test, he/she will receive a zero score.

If there are extenuating circumstances, and if the parent requests another day for the student to prepare for the test, the principal may grant this at his/her discretion.

It is at the instructor's discretion as to what time of day the student will take the make-up test. Example: before, during, or after the regular school hours.

This policy also applies to absences due to school sponsored events.

### **UNEXCUSED ABSENCES:**

Assignments: Students **must** make up all missed assignments and will receive 80% of their scores. If the student chooses not to take the make-up of any of the assignments, he/she will receive a zero for his/her score.

The assignments must be completed on or before the day the student returns to school. If the teacher is unable to offer equal make-up work, such as class participation, labs or performance activities, the student would receive 80% of his/her average grade prior to his/her absence. It is the responsibility of the student to obtain assignments from all classes from which he/she was absent.

Testing: Students must make up all missed tests and will receive 80% of the score. If the student chooses not to take the make-up test, he/she will receive a zero score. Tests missed for unexcused absences must be taken on the day the student returns to school. These may be taken before, during or after school. The time of day is at the discretion of the teacher.

### **STUDENT ATTENDANCE POLICY**

Regular and prompt attendance is a requirement for success in any occupation. To instill good attendance habits in all students grades 6-12, the following regulations will apply:





1. An excused absence is one that has been approved IN ADVANCE by the principal or superintendent, or is due to a student leaving school because of illness or injury, or to take a driver's license examination. Excused time from school for driver's exam will be limited to 4 class periods per occurrence. To get excused for illness or driver's examination, a parent must CALL THE SCHOOL BEFORE 8:00 A.M. on the day of the illness and absence. If the absence is due to a dental or doctor appointment, verification from the 3rd party is encouraged and may be required in some instances. To get excused for other reasons, such as educational trips, approval must be requested at least 24 hours in advance. (Any absence that has not been excused in advance will also result in a check-up phone call to the parent under the present rules and regulations of the Board of Education).

2. For an unexcused absence (without prior administrator approval), the student must make up all missed homework and tests and receive 80% of the score. If a student does not make up his/her work, he/she will receive a zero.

3. If a student is truant, he/she will serve a 2 hour detention or 1 to 3 days of ISS (unless prior administrator approval is granted). (see School Discipline Code)

During the senior year, additional excused absences may be permitted for college visits or for a job interview. Written verification of the date and time that the student visited must be obtained from the employer or representative of the college. The student must obtain this verification and submit it to the office on the next school day that they are in attendance. Any senior using this option must notify the principal/counselor/teachers at least 2 days prior to using one of these excused days.

Any unexcused absence (without administrator approval), (except for suspension from school), plus possible additional days during the senior year, will result in the following:

1. Ineligibility to participate in any extracurricular activities such as parties, trips, sports, banquets, etc. for that day.

2. If a student in grades 9-12 has missed 10 or more days of school per semester they may forfeit all credit for that term towards any graduation document. An attendance committee will be available for appeals.

3. If a student is absent for 10 consecutive school days without being excused by either the principal or superintendent they will be automatically dropped from the school enrollment. They will also forfeit all credit for that term towards any graduation document.





**IN-SCHOOL SUSPENSION (ISS) OR OUT OF SCHOOL SUSPENSION (OSS)  
MAKE-UP WORK POLICY**

**Assignments:** Students **must** make up all missed assignments and will receive 80% of the score. If the student chooses not to make up any of the assignments, he/she will receive a zero for his/her score. The assignments must be completed on the day the student returns to school.

If the teacher is unable to offer equal make-up work, such as class participation, labs or performance activities, then the students would receive 80% of their average grade prior to their suspension. It is the responsibility of the student to obtain assignments from all classes.

**Testing:** Students must make up all missed tests at 80% credit. If the student chooses not to take the make-up test, he/she will receive a zero for his/her score. If the student is in ISS, he/she must take the test during their time of suspension. This will be taken during the same hour as their class. If the student is in OSS, he/she must take the test on the day he/she returns to school. If the student returned to ISS after serving five or more days of OSS, the testing schedule of an ISS student may be modified by the building administrator.

**Rules:**

- \*All students are to bring their assignments from their teachers along with their materials.
- \*Students are to work independently. (no talking, questions, discussions)
- \*Students will face away from each other during their ISS.
- \*Students will eat lunch in the ISS room.
- \*Students will be escorted to the restroom/fountain and should not receive a break during regular class breaks.
- \*Students are not allowed to sleep during the ISS.

If the students are having difficulty with a subject, the teacher will be notified to give some assistance.

**BEFORE SCHOOL DETENTION (BSD – 1 HOUR)**

The Before School Detention program is designed to deter specific behavior problems. The detention will be supervised by a classroom teacher and will be held from 7:00 to 8:00 AM. If a student fails to serve his/her BSD, he/she will be assigned In School Suspension.

**Rules:**

1. Transportation is the responsibility of his/her parent/guardian.
2. Students will work on school assignments or enrichment. Sleeping, talking or refusal to work on schoolwork will void detention.
3. Food, beverages, radios, games, any electronics, etc. will not be allowed.
4. Each student must work independently.
5. Students who do not comply with rules will be suspended.





**SCHOOL RULES THAT APPLY TO ALL GRADES (Unless Otherwise Noted)**

1. Students are not admitted in the buildings until 8:00 a.m., unless supervised.
2. Movement to class, lunch, etc. will be in a quiet and orderly manner.
3. Students are not to consume soda, Gatorade, other drinks or candy during school. (unless they have been permitted by a teacher and or the administration).  
Water will be permitted in a clear container.
4. Once on school property, students will not be allowed to leave without permission from the administration, once the school obtains parent permission.
5. A student absence in grades 6-12 that has not been excused by the parent will result in a phone call to the parents.
6. Students who ride to a school activity on a school bus must also return to school on that bus unless excused by the parents. Students must have the principal or sponsor's approval of the parent's permission. Students must ride with another adult.
7. The cafeteria shall be quiet enough that one could converse normally.
8. No food shall be taken from the cafeteria. To provide an accurate count for the kitchen, we do not permit part time eating.
9. Students may be in the school buildings before or after school only under the supervision of a teacher. Gymnasium use will be governed by school facility policy.
10. Only bus riders will be excused at the 3:00 bell. For safety reasons, everyone else will stay in their rooms until the 3:03 bell. No one will leave the building until the buses are gone.

**RULES THAT APPLY INSIDE THE CLASSROOM**

1. Students shall enter and leave the room and be seated in a quiet and orderly manner.
2. Students shall raise their hands before speaking.
3. Students shall not engage in any behavior that interferes with classroom learning for themselves or other students.
4. Students must follow additional reasonable classroom rules that are deemed necessary by the individual teacher/administration.
5. Students shall be prepared to begin class when the tardy bell rings. Students who are not prepared to begin class when the bell rings will receive a tardy.
6. Students shall come to class prepared - homework finished and have needed materials.
7. Students shall remain in their seats until dismissed by the teacher at the end of the class.





## **STUDENT CONDUCT CODE**

St. Elizabeth School District R-4 believes that the behavior of students should reflect standards of good citizenship. Students are expected to respect authority, school policies, and the law.

### **Addressing School Personnel**

Students will address or refer to teachers as "Dr," "Mr.," "Mrs.," "Miss", or "Coach". A student may be disciplined for disrespectful conduct or actions.

### **Public Displays of Affection (PDA)**

In order to maintain a high standard of personal conduct, displays of affection should not be allowed in school building or on the school grounds. Students are not to hold hands, kiss, engage in petting, or show other signs of affection on the school premises. Students who engage in such displays of affection shall be disciplined.

### **Insubordination**

Insubordination is the refusal to listen to authority. All school personnel have the authority and the duty to enforce school rules anywhere on campus, in the building, sites related to school work, or on trips. This includes all activities at home and away.

### **Hall Conduct**

Every student is expected to be in class on time every hour. Teachers will give students a pass if a student is going to be late for a good reason. There shall be no running, shoving, fighting, yelling, shouting, or disruptive behavior of any kind in the halls. Students are not to be out of the classroom except in a real emergency or with a pass by the teacher.

### **Gum Chewing**

Chewing gum will be left to the discretion of the instructor of each class. Your complete cooperation in placing wrappers and chewed gum in the proper places will be greatly appreciated. If gum is continuously found under desks or on the floor, this privilege will be discontinued.

### **General Expectations**

- 1.All students are to be in class on time with all materials needed for the lesson. Materials include: Textbooks, notebooks, writing utensils, etc... If a student is not prepared for class, this wasted time disrupts the class.
- 2.Students shall not bring food or drink inside the school building at any time unless otherwise granted permission from a teacher for special occasions. Bringing lunch to school is allowed. Water is permitted in a clear bottle.
3. Good sportsmanship is to be displayed by all students whether they participate in sports or are fans. Students and fans who fail to display good sportsmanship will be asked to leave. Any further discipline will be at the discretion of the principal.





4. Students are expected to follow classroom rules established by each teacher. Failure to comply will not be tolerated.
5. Students are expected to respect the rights of others at all times. Bullying, making fun of students, or other discourteous behavior will not be tolerated.
6. Students are not admitted in the buildings until 8:00 a.m., unless supervised.
7. Students shall not run in classrooms or hallways.
8. Movement to class, lunch, etc. will be in a quiet and orderly manner.
9. Students are not to possess such items as a radio, water guns, fireworks, cigarette lighters, knives, or other nuisance items.
10. Student lockers shall be kept clean and neat. No unacceptable slogans, advertisements for alcohol or any drug or tobacco related pictures or slogans shall be taped to the inside or outside of their lockers. Drinks/Food cannot be stored inside the locker for an extended period of time. Students will be asked to keep locker doors shut.

Firearms and Weapons in School

The term *firearm* includes, but is not limited to, such items as:

1. Any item which is loaded or unloaded weapon, weapon frame, or weapon barrel and which is designed to, or may be readily converted to, expel a projectile by the action of an explosive.
2. Any item which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has a barrel with a bore of at least one-half inch in diameter, or
3. Any explosive, incendiary, or poison gas, such as: bombs; grenades; rockets with a propellant charge of greater than four ounces; and other similar devices as recognized under federal law, or
4. Any combination of parts either designed or intended for use in converting any device into a device as described in paragraphs above.

**Definition of Weapons**

The term *weapon* shall mean a “firearm” as defined above, and shall also include the terms listed below, which are defined as “weapons” in section 571.010 RSMo.

- ❖ Blackjack, Concealable firearm, Explosive weapon, Firearm, Firearm silencer, Gas gun, Knife that the blade exceeds 4 or more inches, Machine gun, Knuckles, Projectile weapon, Rifle, Shotgun, Spring gun, Switchblade knife, etc.
- ❖ Blackjack, Concealable firearm, Explosive weapon, Firearm, Firearm silencer, Gas gun, any knife (regardless of length), Machine gun, Knuckles, Projectile weapon, Rifle, Shotgun, Spring gun, Switchblade knife, etc.





Other weapons

1. Mace spray
2. Items customarily used, or which can be used, to inflict injury upon another person or property.

**Students who bring Firearms or Weapons to School**

The district will take the following action upon determining that a student has brought a firearm or weapon to school:

1. The district will refer the student to the appropriate criminal justice or juvenile delinquency system, and
2. The district will suspend the student from school for a period of not less than one year (365 days) from the date of the infraction, and may, at its discretion, expel the student from school permanently. This suspension provision may be modified on a case-by-case basis upon recommendation of the district superintendent if the superintendent determines that circumstances justify such a modification.
3. The district may, at its discretion, provide a student suspended under this regulation with educational services in an alternative setting.

Dress Code and Grooming

Clothing worn to school should be comfortable and appropriate for school activities. In general, any type of dress that is a distraction or would cause embarrassment to faculty or students will not be allowed. While we encourage self-expression, clothing should not distract from the learning process.

The school has a responsibility to help students learn what is expected of them by society in areas of hygiene and dress. The general appearance of the student body reflects the attitudes and behavior of the school. With this in mind, all students are expected to be clean and free of odor while in school. One should bathe and shampoo regularly as well as use deodorant on a daily basis. Hair should be combed and hands and nails must be clean, i.e., wash after leaving physical education, vocational classes, etc.

1. Hats will not be worn on campus except in the following cases: Being transported with a school uniform, for a specific use in a class that has been approved by the instructor (drama, etc.), during spirit week if it applies to the activity scheduled for that day, with prior approval of the principal. Hoods may not be worn inside the school building.
2. Sunglasses worn indoors, bandannas, arm bands, leg bands will not be permitted.
3. Attire must be appropriate for the school setting to be determined by faculty/principal. Examples of inappropriate dress or attire will include shirts or blouses that do not cover the midriff, see through clothing, deep V-neck designed blouses, muscle shirts, excessively short





shorts (length-no shorter than bottom of thumbs when standing), boxer shorts, pajama pants, jeans with excessive holes or jeans with holes above fingertips.

4. Any clothing with unacceptable slogans, advertisements for alcohol or any drug or tobacco related pictures or slogans will not be permitted.

5. Any clothing with obscene, vulgar, profane, rude, suggestive or otherwise inappropriate writing.

6. Any accessory or pin of vulgar, rude, profane or suggestive nature will not be permitted.

7. All students must wear shoes, boots or other types of footwear that deems appropriate for the occasion and meets with the principal's approval.

8. Clothing must be tailored. (This means finished seams, hems, and appropriate fit.)

9. Shirts and blouses must be long enough to tuck in the pants or skirts. When the arms are stretched above the head, the shirt MUST touch the top of the pants covering the midriff.

10. Sleeveless shirts must not be revealing and must have at least a 2 inch strap across the shoulder will not be permitted.

11. Clothing that is considered underclothing, including boxer shorts and sports bras, must be COMPLETELY covered.

12. All pants will be worn at the waist. IF NEEDED, a buckled belt must be worn. Do not wear oversized clothing. Clothing should be properly sized: NO SAGGING PANTS!

13. No shirts with the sides cut out or cut low under the arms will be allowed. (Shirts that do not meet this standard may be worn in P.E. classes or at athletic practices with the teacher/coach approval.)

14. Hoods on hooded sweatshirts may not be worn in school building.

In the case of certain activities, the students might need to adjust their hair and/or clothing during the class activity in the interest of maintaining safety standards.

### **Electronic Devices Policy**

Students who bring electronic devices to school do so at their own risk. This includes but is not limited to cell phones, iPods, iPads, laptops, MP3 players, eReaders, etc. Students may bring these devices to class only if they have specific permission to do so by a staff member. Students must get permission from each teacher in whose class they wish to use the electronic device.

These devices may not be on the student's desk or visible at all while in class even if it is before the bell has rung. These devices are only allowed to be used before and after school, during lunch and in the hallways.

Misuse of these devices will be handled through the school discipline code. Devices brought to and/or used at school should only contain school appropriate content, pictures, lyrics and other







materials. All electronic devices are subject to the school discipline policy and should only contain school appropriate content, pictures, lyrics and other materials. All electronic devices are subject to the school discipline policy and should be used in strict compliance. If a student possesses electronic pictures or texts, the district will consider it the same as hard-copy possession.

As a privilege for students, the use of electronic devices is permitted before and after school, during passing periods, and at lunch. Electronic devices are permitted for use during class ONLY with teacher permission. Electronic devices should not be seen or heard during class. If a student possesses inappropriate electronic pictures or texts on a device, the district will consider it the same as a hard-copy possession. The school district will not be responsible for lost or stolen electronic devices.

\*Laser pointers are not allowed at any time. Possession of a laser pointer will result in confiscation and a disciplinary consequence.

Disciplinary Consequences:

\*Electronic Devices used for taking pictures (i.e. tests, locker rooms, bathrooms) or used in any other inappropriate means will result in OSS (Out of School Suspension).

\*Use of electronic devices that disrupts the school environment (including but not limited to cell phones, which interrupt class by ringing, text messaging, or placing a call, use of MP3/music players will result in:

1. First offense - confiscation and student may pick up device at the end of the day.
2. Second offense – 1 detention, confiscation, and parent will pick up the device.
3. Third offense – 2 days of ISS, confiscation, and parent will pick up the device.

**Flex Program**

The School Flex Program provides an opportunity for students in grade 12 to work a portion of the school day for elective credit hours. Students in this program must attend school for at least two instructional hours per day and be earning credit in classes needed for graduation, maintain a 95% attendance rate, and avoid suspension or expulsion. In addition, there must be evidence that participants are enrolled and attending a college or career technical programs and/or proof of employment that must align to the student’s Individual Career Academic Plan (formerly known as a Personal Plan of Study), which has been developed by the school district with the student. In addition, students will complete and turn in weekly time sheets, as well as have periodic evaluations completed by their employer.

**I-TV Participatory Regulations**

- ITV courses are dual credit classes reserved for seniors only. Students who pass these classes will receive high school and college credit. The following guidelines are provided





to outline acceptable behavior and expectations of students taking ITV courses. All policies in the high school student handbook regarding attendance, tardies, and truancy apply to students taking ITV classes.

- Students must sit at the desk where they can be seen by the instructor.
- Students cannot use the computer in the ITV room unless approved by the principal or counselor.
- Students are responsible for informing the ITV instructors of any activities that will affect student attendance.
- Only materials related to ITV instruction are allowed in the ITV room unless otherwise approved.
- Food, drinks, pillows, cell phones, etc. are not allowed in the ITV room.
- Only students enrolled in ITV courses are allowed in the ITV room.
- Students are to keep the ITV room clean and presentable at all times.
- Students must have a 2.5 GPA to participate in ITV unless approval is given through the college/instructor of the ITV course.
- Further prerequisites involving ACT test scores may determine ITV eligibility.
- If you do not have a “C” or higher during the first semester of ITV you will not be allowed to take ITV courses 2<sup>nd</sup> semester.
- Students are not allowed to leave the ITV room during class time unless approved by the Principal or Counselor.
- Students are not allowed to be in the ITV room unsupervised during times class is not in session.
- If you have more than 3 tardies to ITV class and have not received teacher permission or have not informed the Principal or Counselor during 1<sup>st</sup> semester; you will not be allowed to take ITV 2<sup>nd</sup> semester.
- On days class is not in session, students will be assigned to and supervised by a classroom teacher. All classroom policies and expectations set forth by the classroom teacher will apply to ITV students.
- During multiple day breaks, assignments may be implemented to keep students on track and prepared for post-secondary success.

### **STUDENT COUNCIL GUIDELINES**

#### **A. Becoming a member**

No student may be considered for membership if he/she:

1. Failed a class the previous quarter.
2. Was sent to the office for misconduct more than three times during the previous year.





B. Elected members

1. No member may fail any classes during the school year.
2. Any Student Council member who is sent to the office for discipline more than three times during the school year may be removed from the council.
3. An office referral resulting in an out-of-school suspension will be grounds for that member to be automatically removed from the council.
4. Student Council will elect a Student Body President from junior or senior class. A Student Body President may serve two years if elected in his/her junior and senior years.

**BUS RULES AND REGULATIONS**

1. The safety of students during their transportation to and from school is a responsibility which they and their parents share with bus drivers and school officials. The board wants each student to know what is expected of him/her when he waits for and rides on a school bus.
2. Students who fail to observe these rules will be subject to immediate disciplinary action since their failure to do so may affect the safety of others. A student who misbehaves will be reported by the driver to the principal on the same day if the incident occurs in the morning or the next morning if it occurs in the evening.
3. The driver is in charge of the pupils and the bus. Pupils must obey the driver promptly.
4. Pupils must be on time for the bus both morning and evening.
5. Students should stand at a safe distance (6 feet) from the curb or roadway while waiting for the bus.
6. Load and unload in prompt orderly fashion. Do not crowd or push and take seats promptly.
7. Classroom conduct is to be observed by pupils at all times. Ordinary conversation is permissible.
8. Remain seated while the bus is in motion until it comes to a complete stop.
9. Students must not at anytime extend objects out the windows. This includes: hands, arms, head, or any other object.
10. Students should have a note/phone call from the parents if the student is to get off the bus any place other than the designated location.
11. Damage to the bus should be reported to the driver immediately. Students who damage the bus will be required to pay for the damage.
12. The bus driver has the authority to assign seats to students.





**STUDENT USE OF TOBACCO, ALCOHOL, and DRUGS**

**Smoking**

The Board of Education believes that smoking and the use of any tobacco product is detrimental to the health and well-being of staff and students. Therefore the board prohibits the use, sale, transfer, and possession of tobacco products at school and at school activities.

**Alcohol and Drug Use**

The improper use of controlled substances, alcohol, and substances represented to be such is detrimental to the health and welfare of students and is detrimental to discipline in school. Such conduct as well as the possession of drug paraphernalia is prohibited and is subject to disciplinary action as set forth in Regulation 2610.

Pursuant to 29 U.S.C. 705(20)(c)(iv), a students with a 504/ADA disability who is currently engaging in the illegal use of alcohol or drugs is not considered a student with a disability under those laws and the district may take disciplinary action – to the same extent that disciplinary action is taken against nondisabled students – in relation to that use of alcohol or drugs. In such cases, the due process procedures contained in the Section 504 regulations will not apply to protect those students. This provision does not apply to students who are identified as disabled under the Individuals with Disabilities Act. However, school personnel may remove an IDEA disabled student to an interim alternative educational setting for not more than 45 school days without regard to whether that student’s behavior is a manifestation of his/her disability where that student knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance while at school, on school premises, or at a school function under the district’s jurisdiction. “Illegal drug,” as it pertains to the discipline of IDEA students, means a controlled substance but does not include a controlled substance that is legally possessed or used under the supervision of a licensed health-care professional or under any other authority.

**Condemnation of Drug Abuse in our Community's Youth**

Students should be aware that use/abuse of alcohol, tobacco (in any form), illicit drugs, or improper use of prescription drugs is harmful and may have long term or possible permanent damaging effects to an individual's mind and body. Consequently, they are forbidden on school premises. Their use any time is discouraged.

The St. Elizabeth R-4 Board of Education recognizes that student drug abuse is a significant health and safety problem for schools. Among the problems, substance abuse negatively affects students' health, behavior, learning, reflexes, and the overall development of individual students. Chemical abuse includes, but is not limited to, the use of illegal controlled substances, substances represented to be controlled, and misuse of legal drugs and medications. The purposes of St. Elizabeth School District's Random Drug Testing





Policy include:

1. To establish standards of conduct for district students.
2. To identify students who are misusing drugs so that intervention plans can be implemented by home and school.
3. To establish a safe environment for student athletes during competition and generally for all students.
4. To provide a vehicle for parents to become aware of chemical abuse problems involving their children so that corrective action may be taken.
5. To provide referrals for students who need evaluation and counseling.
6. To deter chemical abuse or misuse by all students.
7. To send a clear message that the district is committed to eliminating student chemical abuse and to helping students experiencing chemical abuse problems.
8. To work cooperatively with the parents by assisting them in keeping their children free from chemical abuse.

It is not the purpose or intent of the district's Drug Testing Policy to identify students for punishment under the district discipline code. The St. Elizabeth School District R-4 Student Drug Testing Policy will have two components. The first component deals with students who participate in extracurricular activities recognized by MSHSAA and students who participate in school clubs and organizations. The second component involves the general school population, grades 9-12, who along with their parents, have voluntarily committed to participate in the district's Drug Testing Policy. This program does not affect other policies and practices of the district, which deal with drug possession or use where reasonable suspicion is obtained by means other than random sampling provided in this policy.

The program is mandatory to all students participating in extracurricular activities recognized by MSHSAA as well as clubs and organizations of the school. The activities included are: baseball, softball, boys and girls track, boys and girls basketball, cheerleading, Academic Bowl, Future Business Leaders of America (FBLA), Students Against Destructive Decisions (SADD), National Honor Society (NHS), Student Council, students enrolled in the A+ program, Art Club, Yearbook, and Band. This is not an all-inclusive list and organizations and clubs will be added as they are created. Students who produce a non-negative sample during random drug testing procedures will be put on mandatory probation. Subsequent positive tests while on probation will result in removal from the A + program. Parents of students who enroll after the school term begins are encouraged to speak with the principal and/or activities director should they have questions about the drug testing policy. Parents/guardians of students that are not participating in MSHSAA recognized activities or school clubs and organizations may enroll their students in the random drug testing pool, but must do so on a volunteer basis at their own





expense. The parents/guardians will need to enroll their own student with the principal and/or activities director in the high school office. Specific details regarding student selection, processing of samples, consequences and other program details may be found in Appendix A.

### **Suspicion-Based Drug Testing**

Suspicion-based drug testing, unlike random drug testing, may only be used when there is reasonable suspicion that the student is under the influence of or has recently consumed alcohol or any drug prohibited by district policy. Students testing positive will be disciplined in accordance with the district's disciplinary policy and may also be excluded from extracurricular and co-curricular activities as determined by the district.

### **SEXUAL HARASSMENT**

The School District is committed to providing an environment free from intimidating, hostile, or offensive behavior; unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication constituting sexual harassment. Sexual harassment by an employee, student or other person in the district against any person is prohibited. If you believe there has been a violation of this policy, you should report it to a teacher, counselor, or the principal. All allegations of sexual harassment will be taken seriously and investigated. If substantiated, corrective or disciplinary action will be taken.

### **HAZING AND BULLYING**

Updated Definition: "Bullying" means intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting of such acts. Bullying of students is prohibited on school property, at any school function, or on a school bus. "Cyberbullying" means bullying as defined in this subsection through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager.

St. Elizabeth School District R-4 prohibits any reprisal or retaliation against any person who reports an act of bullying. Consequences for any student engaging in retaliatory acts will be handled in accordance with school policy. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities.





In order to promote a safe learning environment for all students, the St. Elizabeth School District R-4 prohibits all forms of hazing, bullying and student intimidation. District employees are required to report any instance of bullying of which the employee has firsthand knowledge within two days of the incident to the principal. The principal shall promptly investigate all complaints of hazing and bullying, completing the investigation within ten school days, and shall administer appropriate discipline to all individuals who violate this policy. Students participating in or encouraging inappropriate conduct will be disciplined in accordance with school policy. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. Students who have been subjected to hazing or bullying are instructed to promptly report such incidents to a school official.

In addition, district staff, coaches, sponsors and volunteers shall not permit, condone or tolerate any form of hazing or bullying or plan, direct, encourage, assist, engage or participate in any activity that involves hazing or bullying. District staff members that violate this policy may be disciplined or terminated.

The principal will provide for appropriate training designed to assist staff, coaches, sponsors and volunteers in identifying, preventing and responding to incidents of hazing and bullying. The school district shall give annual notice of this policy to students, parents or guardians, and staff. Additionally, the school district shall provide education and information to students regarding bullying, including information regarding the district policy, the harmful effects of bullying, and other applicable initiatives to address bullying, including student peer to peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, reprisal, or retaliation against any person who reports an act of bullying. Education shall be provided to students who are victims of bullying and shall include techniques for a student overcoming bullying's negative effects, cultivation of students' self-worth, self-defense strategies, social skills and encouragement to help students develop an internal locus of control. Administration shall implement programs to respond to bullying conduct in a manner that does not stigmatize the victims, and shall make resources available to victims of bullying.

Hazing – For purposes of this policy, hazing is defined as 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.





Hazing may include those actions that subject 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 may also include, but is not limited to: acts of physical brutality, whipping; beating; branding; exposing to inhalation or ingestion of tobacco or other harmful products; or any other forced physical activity that could adversely affect the physical health or safety of an individual.

Hazing may occur even when all students involved are willing participants. Hazing does not occur when a student is required to audition or try out for an organization when the criteria are reasonable, approved by the district and legitimately related to the purpose of the organization.

**Discipline Code**

**Act of School Violence/Violent Behavior**

<b>Nature of Offenses</b>	<b><u>1<sup>st</sup> Violation</u></b>	<b><u>2<sup>nd</sup> Violation</u></b>	<b><u>3<sup>rd</sup> Violation</u></b>
<b>Assault</b> – Attempting to cause injury to another; intentionally placing in reasonable apprehension of imminent physical injury.	1-180 Days OSS Expulsion Notice to Law Enforcement	11-180 Days OSS Expulsion Notice to Law Enforcement	Expulsion
<b>Fighting</b> – Mutual combat in which both parties have contributed to the conflict, either verbally or by physical action. The aggressor may be more severely disciplined.	1-180 Days OSS Expulsion Notice to Law Enforcement	11-180 Days OSS Expulsion Notice to Law Enforcement	Expulsion
<b>Horseplay</b> – actions that are frivolous and rough which could endanger self or others.	Conference with Principal, Notification to Parents	1-3 hours of Detention or 1-10 days ISS or OSS	1-180 days OSS
<b>Weapons</b> – students are forbidden to bring into school or onto school grounds or property any item that is ordinarily considered to be a weapon. Knives, guns, chains, metal knuckles, blackjack, concealed firearm, explosive weapons, firearm silencer, gas gun, machine gun, rifle, spring gun, projectile weapons and shotguns are considered weapons. Weapons may include weapons in addition to those listed above. Exception for unloaded civil war weapon authorized by	Expulsion 365 Days OSS Notice to Law Enforcement		







school board for presentation on school property. Must have prior approval from administration.			
<b>Possession of Other Weapons</b> - items customarily used, or which can be used, to inflict injury upon another person or property.	1-180 Days OSS or ISS	11-180 Days OSS or ISS	Expulsion
<b>Verbal Abuse of Staff</b> –Disrespectful language to a staff member.	1-3 Days OSS	5 Days OSS	30 Days OSS
<b>Verbal Threat</b> – Verbal threat to cause severe harm or death.	1-180 Days OSS or ISS/Notice to Law Enforcement/ Notice to Parents/ Must seek school or professional counseling	Expulsion or OSS/Notice to Law Enforcement/Notice to Parents	

**Violations Against Public Health and Safety**

<b>Possession of Tobacco</b> – student found using or possessing tobacco on school grounds or at a school related activity.	1-3 Days OSS or ISS	1-10 Days OSS or ISS	10 Days OSS
<b>Possession of Alcohol/Drugs</b> Use or attendance under the influence of controlled substances, alcoholic beverages or substances represented to be such, on school grounds or related activities	1-180 Days of OSS Notice to Law Enforcement	Expulsion Notice to Law Enforcement	
<b>Possession of Drugs</b> – Students found using or possessing drugs on school grounds or at a school related activity.	1-180 Days OSS Notice to Law Enforcement	Expulsion Notice to Law Enforcement	
<b>Sale or Distribution of Substances</b> – Alcoholic beverages or drugs	Expulsion Notice to Law Enforcement		
<b>Extortion</b> – Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from the student.	1-10 Days OSS or ISS	1-180 Days OSS or Expulsion	Expulsion





<b>False Alarm</b> (tampering with emergency equipment, setting off false alarms, making false reports)	1-10 Days OSS or ISS or Expulsion	11-180 Days of OSS or ISS or Expulsion	Expulsion
<b>Theft</b> – Stealing or attempting to steal private or school property of a value less than \$50.	Restitution and 1-10 Days ISS Notice to Law Enforcement	Restitution and 11-180 Days OSS Notice to Law Enforcement	Expulsion and Restitution
<b>Theft</b> – Stealing or attempting to steal private or school property of a value more than \$50.	Restitution and 10-180 Days OSS Notice to Law Enforcement	Expulsion and Restitution	
<b>Willful Damage to Property of School, Staff, or Student</b> – Any student who willfully causes substantial damage to any property, real or personal damage to any property, real or personal belongings to the school or staff.	Restitution and 1-180 Days OSS Notice to Law Enforcement	Restitution and 1-180 Days OSS Notice to Law Enforcement	Expulsion and Restitution
<b>Breaking and Entering</b> - the criminal act of entering a residence or other enclosed property through the slightest amount of force (even pushing open a door), without authorization. If there is intent to commit a crime, this is burglary.	1-180 Days OSS Notice to Law Enforcement	1-180 Days OSS Notice to Law Enforcement	Expulsion

**Miscellaneous Violations of School Policy**

<b>Truancy</b> – is any intentional, unjustified, unauthorized, or illegal absence from education. Homework and test must be made up with 20% taken off of grade.	1 to 3 Days ISS or 2 hours of Detention	1-10 Days OSS or 1-5 Days ISS	
<b>Careless Driving</b> - Driving on school or in the student or faculty parking area carelessly or without due caution so as to endanger a person/property.	Principal talks to student and notice is sent to parents	Loss of Driving privileges for 2 weeks	Permanent loss of driving privileges
<b>Failure to Meet Before School Detention</b>	3 Days ISS or 2 Hours of detention if prior arrangements have not been made	6 Days OSS or 3-5 Days ISS	Expulsion or 6-10 Days OSS





<b>Use of Disruptive Speech or Conduct</b> - Conduct or speech, be it verbal, written or symbolic, which materially and substantially disrupts classroom work, school activities, or school functions, or talking in class when told not to do so.	1 -3 hours of Detention or 1 to 10 Days ISS or OSS	1-180 Days OSS or 1-10 Days ISS	Expulsion or 1-180 Days OSS
<b>Use of Language that is Disparaging or Demeaning:</b> Words which are spoken solely to harass other people, such as threats of violence, defamation of a person’s race, religion or ethnic origins.	1 to 3 Hours of Detention or 1 to 10 Days ISS or OSS	1-180 Days OSS or 1-10 Days ISS	Expulsion or 1-180 Days OSS
<b>Disrespectful Conduct or Speech:</b> Any offense showing a lack of respect or courtesy that interferes with the daily operation of school sponsored activities.	1 to 3 Hours of Detention/ ISS	3-5 Days ISS or 1-180 Days OSS	1-180 Days OSS
<b>Dress Code - Please see Dress Code Policy on page 19</b>	Change of Clothes	Change of clothes and 1 Hour of Detention	Parent comes and picks you up
<b>Bus Conduct:</b> Any offense committed by a student on a district owned or contracted bus. Serious offenses will be treated in accordance with discipline code.	Student Conference	Parent Contacted	Loss of Bus Privileges 1-5 Days
<b>Cheating</b> – Students shall not use the academic work of another as their own work. Students shall not knowingly provide academic work and answers to another student.	Parent Notification; Loss of Credit; 1 to 3 Hours of Detention	Parent Notification; Loss of Credit; 1-3 Days ISS/OSS	Parent/ Student/ Administrator Conference, 5 Days OSS
<b>Public Display of Affection (PDA):</b> Students shall not participate in inappropriate displays of affection during school or on school grounds.	Student Conference	1-3 Hours of Detention or ISS	1-180 Days ISS/OSS
<b>Sexual Harassment</b> – Sexual advancement, requests for sexual favors, or verbal/physical conduct of sexual nature made by a member of the school staff to a student to a student, student to a member of school staff or student to another student.	1-10 Days ISS/OSS or Possible Expulsion Notice to Law Enforcement	11-180 Days OSS or Possible Expulsion Notice to Law Enforcement	Expulsion Notice to Law Enforcement





<b>Out-of School Suspension/School Grounds</b> – Student who has received out-of-school suspension may not be on any part of campus during their suspension period without administrator permission. This includes the school day or school-sponsored activities.	Additional 10 Days OSS	Expulsion	
<b>Use of Food in School</b> – Student shall not eat food items or drink beverages in the classroom or hallways without teacher permission. Food/juice must be kept in cafeteria.	Student Conference	1-3 Hours Detention	1 Days OSS or Detention or ISS
<b>Tardies (High School)</b> – Students will be considered tardy if they are not in their classroom when the tardy bell rings. Students who are tardy to school should come to the high school office for admit slip before entering class.	3rd Tardy; Student Conference and Parent Letter	4th Tardy; 1 Hour of Detention	5th Tardy; 2 Hours of Detention
<b>Hall Conduct (including in hall without a pass)</b>	Student Conference	1 Hour of Detention or 1 Day of ISS	2 Hours of Detention or 2 Days ISS
<b>Classroom Violations</b> – Behavior related to disrespect, insubordination, failure to work, classroom disruptions and sleeping in class and dress code violations.	Student Conference 3 Hours of Detention 1-3 Days ISS	1-5 Days ISS/OSS or 3-6 Hours of Detention	10 Days OSS or 1-5 Days ISS

\* A student who is suspended from school will not be allowed to attend any school activities while a suspension is in force.

If a student is suspended for possession, sale or distribution of a controlled substance, his/her suspension may be reduced by half if the student undergoes evaluation by a qualified medical health professional and follows recommended rehab program, if any. Evaluation rehab cost will be at the personal expense of the student and/or family. Any drugs found in the student’s possession will be given to the appropriate law enforcement agency.

**CARE OF SCHOOL PROPERTY BY STUDENTS**

Students are expected to take reasonable care of school property. Students shall pay for books, school supplies, school equipment or other school property lost or damaged beyond ordinary wear and tear. Payment shall be assessed by the principal of the school concerned, or a designated person, in accordance with the replacement cost of the book or other article lost or damaged.





Any student who carelessly or intentionally defaces or damages school property shall be required to pay for all damages, and may be subject to additional disciplinary action.

According to state law, parents or guardians of juveniles under the age of 18 are responsible for vandalism, loss or damages caused by their children, up to an amount of \$2,000. Proceedings against the unemancipated minor may be initiated for any balance not paid by the parent or guardian. In default of payment, the case shall be reported to the proper legal authorities or filed in small claims court.

### **STUDENT RETENTION POLICY**

Students in grades 6-8 will be retained at the same grade level (unless the administration/teachers believes this retention would not be in the best interest of the student) if the student receives four or more semester grades of F for the entire year in the following subjects: English, Math, Science and Social Studies. Students in grades 6-8 may be retained as necessary. Students who have an IEP may have the possibility of being retained.

If a student in grades 6-12 earns an "F" on quarterly report card, or if any student in grades 6-12 earns an "F" in a course on a quarterly report card, the parents will be contacted in writing by the principal's office with a request to schedule a meeting with the teacher assigning the failing grade during the parent/teacher conference, or at another time if necessary.

### **PROMOTION AND RETENTION**

The purpose of promotions and retention is to provide maximum consideration for the long range welfare of the student and to provide an opportunity for each student to progress through school according to his/her own needs and abilities.

It is expected that most students in the schools will be promoted annually from one grade level to another upon completion of satisfactory work, however, a student may be retained when his/her standards of achievement or social, emotional, mental, or physical development would not allow satisfactory progression in the next higher grade. Retention normally occurs before the student leaves the primary grades.

Parents/guardians who wish to appeal the division for retention must first contact the building principal. If parents/guardians do not accept the decision at the building level, an appeal may be made in writing to the superintendent. All appeals must be requested within two (2) weeks after the close of school.





### **CARNIVAL REGULATIONS**

The singular purpose of Carnival is to raise funds. The net proceeds will go to the yearbook staff to help pay the cost of the yearbook.

About three weeks before Carnival, each class 9-12 shall select a king and queen candidate from its eligible members during a class meeting period and immediately call their nominees to the office secretary. As soon as all classes have nominated their candidates, the secretary shall call the names of the nominee to all class meetings. Students will immediately vote for a king and a queen. A first place vote will receive 3 points; a second place vote 2 points; and third place vote 1 point. The office staff will count the ballots and votes will not be made known until the time of the coronation on the night of Carnival. In the case of a tie, first place votes will be counted to determine the winner.

Each family (7-12) is asked to donate one cake.

Each family (K-6) is asked to donate one pie.

The king and queen candidates will act as a committee to prepare for the coronation ceremony under the direction of the sponsor.

The student council and sponsor will plan Carnival. They will decide which stands to have, which class will operate them, and where the stands will be located. After the carnival, the student council will write a short summary of stand operations to be used as a guide for future student councils.

The student council will decide which class or classes will be assigned to the kitchen and will also help in the dining room. The class presidents and sponsors will work with the head cook in regard to planning, ordering, and work assignments. The head cook is in charge of the kitchen and will decide when work is finished.

Each class is to make their own signs and assign students to the various stands so they will be in operation the entire scheduled time. The class sponsors will assign one student per stand to be responsible to bring the ticket box to the principal. The coronation will take place in the gym, following the raffle.

The student selling the most raffle tickets will receive 33% of the total amount they sold.

Student selling the second most will receive 25% of their total. The students who sold the most





tickets will be announced when the raffle winners are announced. The class which has the highest sales will receive 10% of the amount they sold for their class treasury.

**ELIGIBILITY FOR CARNIVAL/HOMECOMING CANDIDATES**

- ❖ Once a student wins king or queen of either Homecoming or Carnival he/she are not eligible to be a candidate again.
- ❖ A student may only be a candidate for an event once.
- ❖ A student may only be a candidate once a year.
- ❖ Students are responsible for letting the class sponsors know at the beginning of the year, if they do not want to be nominated.
- ❖ Students should dress appropriate for all school activities

**HOMECOMING**

The high school basketball players will nominate the Homecoming candidates. The boys nominate the queen candidates and the girls nominate the king candidates. The principal’s secretary will give an eligible list of students in the Junior and Senior class to the coaches for their teams to vote on. The teams will list four names on their ballots. The secretary then counts the votes and the top four girls names and the top four boys names are the candidates. These names are placed on a ballot on which grades 9-12 vote. A first place vote will receive 3 points; a second place vote 2 points; and third place vote 1 point. The office staff will count the ballots and votes will not be made known until the time of the coronation on the night of Homecoming between ball games. In the case of a tie, first place votes will be counted to determine the winner.

**BANQUET REGULATIONS (Prom)**

A banquet is to be planned each spring by the Junior class for members of the Junior and Senior classes and their guests, Junior and Senior class advisors and their guests, superintendent and guest, and principal and guest.

The Junior Class may contract with an outside organization for the banquet meal and other necessary refreshments. This contract will be arranged by the Junior class but must be approved in advance by the principal.

A maximum of \$500 will be given to the Junior class for the use of the Prom.

The cost of the sponsors meal will be included in this \$500. Students and their guests are responsible for the cost of their meal. The sponsors include: class sponsors, administrators and their spouses. Any other expenses above \$500 will be at a cost to the Junior class. The budget





*Welcome to St. Elizabeth Schools!!*



must be pre-approved by the class sponsor and the principal. The Junior class shall approve all decorating plans and faculty members shall supervise the students working on the decorations.

If paid entertainers are scheduled following the banquet, the cost of this shall be paid for in advance by the members of the Junior class. This must have prior approval of the class advisor and the principal.

All students participating in the banquet must be at least 9<sup>th</sup> graders and must participate in the entire school event. Parental permission slips must be signed and returned to the office. They must be present for the banquet meal and remain until the entire program sponsored by the school is completed. Guests must be pre-approved by the principal. Out of school guest must fill out Prom Guest Form. Students who leave early without the principal's permission will be deprived of some of their future school activities.

Any of the above regulations may be suspended or changed by the superintendent of schools if the Junior class can present a good reason for doing so.

The school will work closely with the project prom persons to help keep the activities better coordinated.

### **COMMENCEMENT REGULATIONS**

Commencement program will be scheduled on a Sunday afternoon at 2 p.m. as set by the administration.

Seniors may plan their total commencement program but all the details of the program, including all speakers and participants, must be approved in advance by their class advisors and principal. This should try to be arranged as far in advance as possible.

The school does not pay fees or travel expenses for any commencement speakers and seniors must inform selected approved speakers of this at the time of initial contact with the speakers.

All student speakers must have the text of their speech approved by the class advisor or principal.

Seniors participating in commencement must be dressed in accordance with all school rules.



**“A vision for the future with respect for the past.”**







Ushers and program dispensers will be chosen from the National Honor Society in a method determined by the NHS advisor. These people must be dressed in accordance with all school rules.

School will purchase carnation corsages and boutonnieres, or similarly priced flowers of the color chosen by the class for all members of the graduating class. Other flowers may be purchased with approval of the administration at the expense of the student.

The senior class will pay for reasonably priced decorations but these must first be approved by the class advisors and art teacher.

Any commencement music must first be approved by the class advisors and music teacher and participants must practice under the direction of the music teacher and receive final approval from administration.

School will pay for commencement programs that have been approved by class advisors/principal.

The senior class will decorate the gym according to what they want, within spending guidelines.

### **SENIOR TRIP**

Seniors may take a two day trip for which the school would furnish bus transportation and pay for trip supervisors. Only one day of school may be missed due to the senior trip. Hotel arrangements will be made by the class advisors after consulting with the principal. All other reservations and/or trip related financial obligations, must have prior approval of the class advisors. The class advisors and principal shall accompany and supervise the group. Other supervisors may be asked at the principal's discretion. The bus driver for the trip will be appointed by the administration.

### **SENIOR TRIP RULES TO FOLLOW**

The following regulations will apply during the senior trip:

1. All regular rules for school students, such as the ones pertaining to alcohol and tobacco, etc. will be in effect.
2. All rules of the hotel management must be followed.
3. No scuffling or rough play permitted in the rooms or adjacent to the rooms so as to result in running in and out of doors. Any property damage must be paid for by the person causing it.





- 4.No property of the hotel management shall be removed from the rooms for any reason, such as blankets, waste cans, etc.
- 5.All safety precautions should be followed around swimming pools, lakes, waterways, etc.
- 6.All students must be under the supervision of an adult sponsor at all times.
7. All students must be in their assigned cabins/rooms by midnight and remain there for the rest of the night and be quiet.
8. No water fights permitted in the rooms or on the bus.
9. Use of shaving cream and other such material for purposes other than the product was intended for is strictly prohibited.
10. There will be no school related fund-raisers for the senior trip. All expenses, other than transportation, are the responsibility of the individual student.
11. Students who break rules and regulations will immediately be suspended from the group. Students will call their parents to make their own plans for returning home immediately.
12. A copy of these rules shall be sent to all parents in advance and have both the student and parent sign giving their consent to abide by these rules during the trip.
13. Must have a 95% attendance rate and 2 or less unexcused absences during their senior year.
14. Students that have 3 or more discipline referrals during their senior year will not be allowed to attend.

**BACCALAUREATE PROCEDURE**

The school does not plan a baccalaureate program but recommends that seniors plan such programs with their individual churches in connection with one of their regular services.

If seniors decide that they wish to have a joint service of some type, then this may be discussed and planned during regular meeting times.

**ELIGIBILITY IN EXTRACURRICULAR ACTIVITIES**

St. Elizabeth School is a member of the Missouri State High School Activities Association (MSHSAA). Students that participate in any MSHSAA activities will need to follow the guidelines and By-Laws set forth by MSHSAA. This information can be located in the Activities and Athletic Handbook. You can request a copy of the handbook from the office or on the school website.

**EXTENDED TRIP STOPS**

- Students must be returned to St. Elizabeth School as soon as possible at the conclusion of the activity.
- Any stop will be at the discretion of the sponsor responsible for the trip.
- The sponsor will announce any other guidelines prior to stopping.





- Students are to be monitored while in the store.
- Students are to clean up their trash before leaving the bus.

### **LIBRARY REGULATIONS**

1. The purpose of the library is to serve the students and faculty by providing selective materials of educational and recreational value.
2. Books may be checked out of the library for a period of two weeks. At the end of this period of time they may be checked out for an additional two weeks.
3. Students or teachers may place books on reserve at any time.
4. Any books taken from the shelves must be returned to the librarian's table by the librarian's desk rather than replacing them on the shelves. The librarian will return all materials to the proper shelves.
5. Classroom teachers may send small groups of five or less to the library by giving the librarian or person in charge prior notification. Where a small group is involved, the librarian or person in charge must be consulted to determine if the library and/or librarian is available.
6. The library is to remain quiet at all times and visiting among students will not be permitted without prior teacher permission. If help is desired, consult the librarian on duty.
7. Tech. equipment must be reserved by the teacher by notifying the librarian prior to the time it is to be used.
8. It is the librarian's responsibility to see that the room is in order (Newspapers and magazines neatly in the rack, paper off the floor, etc.) Last hour students must place their chairs on top of the tables before leaving.
9. At the end of the school year, all books not returned to the library must be paid for by the student before a grade card is issued to the individual.
10. Any additional rules governing the use of the library may be set by the librarian as necessary.

### **SPECIAL EDUCATION SERVICES**

All public schools are required by law to provide a free and appropriate public education to all students with disabilities, including those attending private/parochial schools, beginning on the child's third birthday through age twenty (20), regardless of the child's disability. Disabilities include: learning disabilities, intellectual disability, behavior disorders/emotional disturbance, speech disorders (voice, fluency, or articulation), language disorders, visually impaired, hearing impaired, physically/other health impaired, multi-handicapped, deaf, blind, autism, early childhood special education, and traumatic brain injury.





All public schools are required to provide: Parents the right to inspect and review personally identifiable information collected and used or maintained by the district relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children. Parents have the right to file complaints with the U.S. Department of Education or the State Department of Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The St. Elizabeth School District has developed a Local Compliance Plan for implementation of Special Education and this plan is available for public review during regular school hours on days school is in session in the office of the superintendent of schools.

Public schools in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty (20) who reside in the District or whose parent/legal guardian resides in the District. This census is confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes: name of each child; and each child's disability or suspected disability. Should the district fail to submit an annual census, the State Board of Education may withhold state aid until the census is submitted. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact the St. Elizabeth R-4 Superintendent of Schools.

- ❖ Keep a record of the medication administered.
- ❖ Keep medication in a locked cabinet.
- ❖ Return unused medication to the parent or dispose of it if the parent request disposal.

The school district retains the right to reject requests for administering medication. The parent/guardian of the student must assume responsibility for informing school personnel of any change in the student's health or change of medication.

### **Illness Policy**

If your child is ill or experiences any communicable disease symptoms listed below ***within 24 hours of attendance***, it is important that you DO NOT bring your child to school. Should your child become ill while attending school, a parent or designated adult will be contacted and will be asked to make arrangements for the child to be picked up in a timely manner.

The guidelines are as follows:

- ❖ Fever of 100 degrees or higher





- ❖ Vomiting or diarrhea
- ❖ Unidentified skin rashes
- ❖ Head lice
- ❖ Communicable disease

### **LUNCHROOM – MEAL CHARGE POLICY 5550**

This policy will be reviewed by the BOE each year and distributed prior to the first day of school.

Students may bring their own lunch from home or may purchase a school lunch. To provide an accurate count for the kitchen, we do not permit part-time lunch purchases except for special dietary reasons.

The school uses a computerized system for the lunch program. Parents may monitor their student's account by accessing the parent portal in SIS. With this system each student deposits money into an account set up in his/her name. Using the computer gives the school accurate daily lunch account information. Deductions are made from the student's account. Extra food may be purchased in grades 4-12. If your student has a negative balance, he/she will not be permitted to purchase extra food.

Families are encouraged to participate in the free and reduced lunch program. Families may apply at any time during the year. Applications will be made available to each family prior to the first day of school. The application must be completed by the parent/guardian and returned to the office for a determination to be made. The identity of those participating in the free/reduced lunch program will remain confidential. Regardless of the lunch price for your family, students enter a pin number at the lunch line.

The computerized system is a prepayment program. It is recommended that parents deposit at least enough money into the account to allow each student 10 meals before another deposit is needed. When a student's account falls below a \$0 balance:

- He/she is notified that an additional deposit must be made.
- Students will be allowed to charge a maximum of \$25.
- No extra food may be purchased if balance is below \$0.

When the student's account reaches -\$25 he/she will be offered an alternative meal of milk, peanut butter, and a serving of fruit or vegetable.

At the end of the year a letter with your student's ending balance will be sent home. Positive balances will be forwarded to the next year. If your student was a senior and left a positive





balance, it will be deposited in a younger sibling's account. If there are no siblings in school, a refund check will be enclosed in the report card envelope.

On the last day of school student's balance should be in the positive or at \$0.

If a student ends the year with a negative balance:

- All charges not paid will be carried forward into the next school year.
- Grade cards may be held until balance is paid in full.
- Graduating seniors must pay all charges in full. Failure to do so may result in withholding of student diploma.

### **HOMEBOUND INSTRUCTIONS**

The Board of Education shall make provisions for homebound instruction to students who are ill for an extended period of time, and who, in the judgment of the principal or his or her designee, could profit by such instruction. Application for homebound teaching must be made through the office of the principal, approved by the child's physician, and the Missouri Department of Elementary and Secondary Education before homebound teaching can start. Upon approval of the application, homebound instruction will be provided to:

Any child with a health or physical condition which in the opinion of a licensed medical examiner will cause him or her to be absent from school for an extended period of time (at least four weeks) plus determination by school personnel that the child can educationally benefit from such a program;

OR

Any child whose educational needs, as determined and reviewed in a multi-disciplinary staff conference, are most appropriately and effectively met by such a program.

The amount of instruction or supportive services provided through the home and homebound program shall be determined in relation to each child's educational needs, and his or her physical and mental health.

### **FIRE AND STORM DRILLS**

Each student should familiarize him/herself with procedures for fire, storm and earthquake drills, and with proper routes of exit from each classroom. See routes posted in each individual classroom. Fire and storm drills will be held at least twice a year.





## **AWARDS**

Class achievement awards will be given to one student from each class currently being offered for credit. The instructor in the class will determine the basis for the award, and will also select the award winner. The instructor shall inform the class in advance of the criteria to be used in the selection process. Scores, such as those on standardized test, might be worthy of consideration in addition to regular class work and tests.

Perfect attendance award will be given to students who have not missed any part of a day for the school year.

## **Student Technology Usage**

We in the St. Elizabeth R-IV School District are pleased to be able to offer our students and staff access to computer technology including access to the internet, certain online services and the St. Elizabeth R-IV information technology network. We believe that the tremendous value of technology and the information technology network as an educational resource far outweighs the potential risks. We will leverage existing and emerging technology as a means to learn and thrive in the 21<sup>st</sup> century and prepare our students for success toward their goals in the competitive global, electronic age. We feel that access to the tools and resources of a world-wide network and understanding when and how these tools are appropriately and effectively used are imperative in each student's education. We envision a learning environment where technology is a part of us, not apart from us.

The School's information technology resources and internet access are provided for educational purposes. If you have any doubt whether a contemplated activity is acceptable, consult with your immediate teacher, supervisor, or director to help decide if a use is appropriate. Adherence to the following policy is necessary for continued access to the school's technological resources:

**Students are responsible** for replacement or repair due to negligence of any technology equipment.

**Students may NOT** have access to email unless given special permission by a teacher or staff. This includes sending, receiving or signing in to any non school email account.

**Students may NOT** have access to the school's WiFi for phones. Only laptops and Ipads which have a preset password are allowed to connect. However students at lunch can use their phones but must use their own data for internet.

**Users Must** respect and protect the privacy of others by:

1. Using only assigned accounts
2. Only viewing, using or copying passwords, data or networks to which they are authorized
3. Refraining from distributing private information about others or themselves





**Users Must** respect and protect the integrity, availability and security of all electronic resources by:

1. Observing all district internet filters and posted network security practices.
2. Reporting security risks or violations to a teacher or network administrator.
3. Not destroying or damaging data, networks or other resources that do not belong to them, without clear permission of the owner.
4. Notifying a staff member or administrator of computer or network malfunctions.
5. Not downloading software without a teacher, or network administrator's permission.

**User Must** respect and practice to protect the intellectual property of others by:

1. Following copyright laws
2. Citing sources when using others work

**User Must** respect and practice the principles of the community by:

1. Communication only in ways that are kind and respectful
2. Reporting threatening or discomfoting materials to a teacher or administrator
3. Not intentionally accessing, transmitting, copying or creating material that violates the schools code of conduct or that is illegal. These include messages or content that are pornographic, threatening, rude, discriminatory or meant to harass, obscenity, stolen material or illegal copies of copyrighted material.
4. Not using the resources to further other acts that are criminal or violate the school's code of conduct.
5. Avoiding spam, chain letters or other mass unsolicited mailings
6. Refraining from buying, selling, advertising or otherwise conducting business unless approved as a school project.

**Users may**, if in accordance with the policy above:

1. Design and post web pages and other material from school resources
2. Communicate electronically via tools such as email, chat, text or video conferencing  
WITH TEACHERS OR ADMINISTRATORS CONSENT.
3. Use the resources for educational purposes

### **Consequences for violation**

Violations of these rules may result in disciplinary actions. See discipline policy in handbook.

### **Supervision and monitoring**

The use of district owned information technology resources is not private. School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserves the right to examine, use and disclose any data found on school property in order to further the health, safety, discipline or security of any student or other person or to protect property. They may also use this information in disciplinary actions and will furnish evidence of







crime to law enforcement. The district reserves the right to determine which uses constitute acceptable use and to limit access to such uses.

### **Disclaimer of Liability**

The district shall not be responsible for any material encountered on a computer network including the internet which may be deemed objectionable to a user or his/her parents, if a minor; for any inaccurate information disseminated over the network; for any hostile or injurious actions of third parties encountered through a computer network; for any charges incurred by the user of a computer or computer network without prior permission; or for any damage or loss incurred by a user or any subsequent party by the use of files or software obtained over a computer network. Due to the nature of electronics it is also impossible for the district to guarantee confidentiality of emails sent and received over any computer network.

The district shall not warrant the functions of the system to meet any specific requirements the user may have, or that it would be error free or uninterrupted; nor shall the district be liable for any direct or indirect, incidental, or consequential damages including damage to personal devices, lost data, information or time sustained in connection with the use, operation or inability to use the system.

### **STUDENT AWARD BASED ON FACULTY VOTE**

An American Legion award is based on faculty vote. The following procedure will be followed:

1. The principal will notify the faculty of the criteria upon which the award is based.
2. Each faculty member then must vote for three boys and three girls from the senior class who they feel are most eligible for the award. (Nominating less than three voids the ballot)
3. The principal or his designated representative will total the ballots with a 1st place counting 3 points, 2nd place 2 points, 3rd place 1 point. The boy and the girl with the highest total points will each receive an award.

### **AMERICAN LEGION AWARDS ARE BASED ON:**

1. Constructive Leadership
2. Courage
3. Honor
4. Patriotism
5. Scholarship
6. Service





## **ST. ELIZABETH R-IV CLASS COURSE DESCRIPTIONS**

### **ACT**

#### **ACT Preparation**

The student will learn various methods, strategies, and speed techniques in order to help them be more successful on the ACT Test. The student will do the majority of their work in class through practice tests, strategy practice, and basic content refresher activities.

### **ART**

#### **Art I**

The student will be able to use art with an emphasis on the principles and elements of design. The areas will cover color, drawing, paper mache, clay as a three-dimensional form, printmaking and design. The student will be expected to complete a variety of projects. Students will be expected to complete weekly sketches out of class. The student will also gain knowledge in the area of multicultural projects and a study of the masters of art.

#### **Applied Design A**

The student will be introduced to the basics of photography, learning how to take photos, using a camera, using a black and white darkroom with all the procedures. This course will cover all the principles and elements of design. Students will also have a few units on digital photography. The student will also be expected to take photos, develop and make proofs and prints. In digital photography, the student will need to use Photoshop for the production of the prints. The student will also learn photography terms and photographers. Priority will be given to seniors and juniors.

#### **Applied Design B**

The student will be able to create work in the areas of old world crafts. The elements and principles of design will be used in all projects. The course will cover basket weaving, stained glass, scherenschnitte, game boards, mosaics, refinishing old furniture. Emphasis will be on the cultural aspects of the projects.

#### **Fibers**

Students will complete textile projects by using several mediums of cloth, paper, wire, wood, and concrete. Several of the projects will have historical and cultural meaning. All the elements of art, and principles of design will be applied within their projects.





## **Pottery**

The student will be able to create clay projects using handbuilding techniques, such as pinch pot, coil, and slab. The student will also use the potter's wheel to create several projects. The elements and principles of design will be used on all projects. The learner will be able to continue to develop reflective and analytical skills in imaginative thinking.

## **BUSINESS**

### **Business Technology**

This course is designed to help students develop the qualities, knowledge, and skills necessary for working in a business. Students enhance computer application skills as they develop competencies needed by administrative support professionals. The content includes the use of technology to develop communication skills, the performance of office procedures tasks, the production of quality work using advanced features of business software applications, and the production of high quality employment portfolios and job-seeking documents. In addition, this course provides training or skills many employers find deficient: dealing with other people, using the telephone, organizing work, and handling other crucial tasks.

### **Computer Applications**

This course is designed to acquaint the student with computer applications for business and personal use. Focus will be on word processing, spreadsheet, presentation, desktop publishing and database applications, using the most recent Microsoft Office (Word, Excel, Access, Publisher, & PowerPoint). Students will search for information on the internet using credible websites. Students will also gain skill in the operation of the computer and learn to apply keying skills in the preparation of memos, personal and business letters, tables, research papers, etc.

### **Advanced Computers**

Advanced Computer Applications is designed to give students an opportunity to expand their software knowledge with more advanced computer applications, encouraging the development of skills to be used in both the workplace and/or a higher institution of learning. The course focuses on the teaching of application concepts rather than specific software packages. Students will be eligible to apply for 3 hours of dual credit through State Fair Community College.

### **Personal Finance**

Understanding and managing personal finances is the key to one's future financial success. This required, one-semester course is full of information and skills that the student will utilize for the rest of their lives! Students will be improving their capability to make informed financial decisions. This course will focus on personal and family budgeting, cash management, taxes,





credit management, major expenditures, insurance, banking services, investments and more. Students will have access to computers almost daily—a course text, interactive computer learning, simulations, etc. will be utilized.

### **Accounting I**

Accounting provides an understanding of basic accounting theory and procedures. Topics include the accounting equation, the accounting cycle, general and special journals, posting to the ledger, financial statements, payroll systems, and banking activities. Students will utilize automated accounting preparation and analyze financial statements. The study of accounting will contribute to a person's ability to earn a living, to his/her understanding of the economic activities of the business world, and to increase his/her competence in managing his/her personal business affairs.

### **Desktop Publishing**

This is a semester class designed to introduce students to desktop publishing concepts and methods. Students will create professional-looking publications using Microsoft Office and photo editing software. Possible projects are flyers, advertisements, brochures, business cards, notepads, calendars, water bottle labels, publications for school events, etc.

### **Multimedia**

The top priority for this course is meeting deadlines and pleasing customers. Students will create the *Crystal* yearbook using an online editing program designated by the yearbook company. This course will require students to take pictures at various school events. This will include after school hours during the week and on weekends. Students may have to return after school is out to complete the yearbook.

### **CADET TEACHING**

This course is only offered to Seniors to help fulfill their A+ tutoring hours. Students must have a 2.5 GPA on a 4.0 scale in order to tutor. Students are required to complete journal writings and keep an updated Tutor Time Log. The A+ Coordinator will place students in the classroom for their Cadet Teaching time.

### **ENGLISH LANGUAGE ARTS**

#### **English 9**

Students will learn to become better readers and writers. They will become stronger readers by reading a variety of genres: current issue articles, short stories, novels, poetry, and drama. They will become more skillful writers by writing essays, a short research paper, and opinion and





analytical papers. By the end of the course, students will be able to express themselves more clearly in their writing and to read more challenging materials than they were at the beginning of the course.

### **English 10**

Students will learn to become better readers and writers. They will become stronger readers by reading a variety of genres: current issue articles, short stories, novels, poetry, and drama. They will become more skillful writers by writing essays, a short research paper, and opinion and analytical papers. By the end of the course, students will be able to express themselves more clearly in their writing and to read more challenging materials than they were at the beginning of the course.

### **English 11**

Students will learn about major writers in American literature. As a class, they will read nonfiction, short stories, novels, and plays by major writers in American literature as well as individually selected novels on their own. They will write analytical papers based on those readings. At the end of the course, students will be able to connect historical and contemporary writers with their lives. Students will also increase their vocabulary not only by learning new words but also by learning word-attack strategies when encountering new words in their reading.

### **Applied Communications**

Students will learn a variety of life skills including career exploration, the process of acquiring a job, and business communication. More life skills are added throughout the year in accordance to the interest of the students. Acquiring these life skills during the class will also improve the reading, writing, researching, oral communication, and vocabulary of students while preparing them for life after high school.

### **Advanced Communications**

Students are asked to speak publicly both formally and informally. Different types of speech presentations, oral interpretations, and a play are all included in the curriculum.

## **HISTORY**

### **American Government**

High School American Government covers the historical development and philosophy of American government. Students will cover basic government concepts at the national, state, and local levels. The course also compares various political and economic systems throughout the world. Students will also develop citizenship skills through study of the United States





Constitution. Students are required to pass the Missouri Constitution test, Citizenship Test, and take an End-of-Course exam.

### **American History**

In High School American History, students will develop an understanding of history and culture through the study of American history. Concentration is placed on history after Reconstruction (1877) to the present time. Instruction will include interpretation of primary source documents, map analysis, and writing historical essays. Students will concentrate on the causes and effects of wars, reform movements, development of American government, racial conflicts, economics, and political party development. Students will be required to pass the U.S. Constitution test and take an End-of-Course exam.

### **Global Issues**

In Global Issues students will discuss contemporary and global issues from varying viewpoints. The study will include keeping up with current news stories as well as looking at the background behind these news stories. The course will also discuss solutions to the world's current problems (i.e., poverty, terrorism, population growth, nuclear threats, etc.). Upon completion of this course students will have a greater understanding of historical and current issues facing the United States and the world.

### **World History**

In World History students will study the development of civilization from around 1500 until the present. Attention is given to geographic, economic, social, political, and cultural perspectives. Students will examine primary source documents, write essays, practice map skills, and use critical thinking and problem solving skills. Students will examine significant events and issues around the world through the study of world conflicts, political movements, and social movements.

### **Special Topics in Social Studies**

In Special Topics students will develop social studies critical thinking and problem solving skills to address various social studies topics. Students will address a multitude of topics to determine their relevance to the world today, use project-based learning, and develop their writing skills.

### **ITV**

- ITV Prerequisites-(This will start with the Class of 2021.)
  - ITV English
    - LAI





- LA II
- LA III
- ITV Math
  - Algebra I
  - Geometry
  - Algebra II
- ITV History
  - American History
  - World History
  - Government
- ITV Science
  - Physical Science
  - Biology
  - Chemistry

## **MATH**

### **Algebra IA**

Algebra 1A is freshman level course that will start with algebra basics and cover the first half of the Algebra 1 course standards by the end of the year. It will offer strategies to learn mathematical ideas, to develop thinking and problem solving skills, and to maintain and apply basic computational skills. Students will learn to use technology as a tool in problem solving, computational enhancement, and presentation. Linear equations, functions and patterns, analyzing linear equations, solving systems of linear equations, solving linear inequalities, polynomials mathematical concepts will be integrated into this course. Upon a successful completion of this course each student will be prepared to enroll in Algebra 1B.

### **Algebra IB**

Algebra IB is a sophomore level course that is a continuation of Algebra I concepts learned in Algebra IA that will result in the student fully completing all Algebra I concepts by the end of the year. The student will take the Algebra I EOC at the end of this course. Upon completion of this course, each student will be prepared to enroll in Integrated Mathematics and/or Geometry.

### **Algebra I**

Algebra I is designed for the four-year college bound student. In order to enroll in Algebra I, the student must have earned an 80% or above for BOTH semesters of PreAlgebra. Exceptions may be made for a student who earned a C by teacher approval and/or passing a placement exam. Semester grades below a 70% will not be accepted. Throughout the course, Algebra techniques





will be developed up to the real number system. These concepts will be applied to geometry, statistics, probability and discrete mathematics. The student will take the Algebra I EOC at the end of this course. Upon completion of this course, each student will be prepared to enroll in Algebra II and/or Geometry.

### **Geometry**

Geometry is a sophomore-level course that integrates basic geometry skills with algebraic and trigonometric content. Problem solving strategies, geometric construction, and graph theory are included throughout the year to enhance the students' skills and concept development. Students enrolled in this course will take the Geometry EOC at the end of the year. To enroll in Geometry, a student must have completed Algebra I or both Algebra IA and Algebra IB. Upon successful completion of this course each student will be prepared to enroll in Algebra II or Integrated Mathematics.

### **Integrated Math**

Integrated Math is a full year course for students who have completed both Algebra IA and Algebra IB or Algebra I and Geometry. This course is designed to fulfill the third math credit for the non-four year college bound student and cover a variety of basic math concepts. The ideas and concepts presented are real world, and the format and pace of the course are geared to the needs of the applied math student. The course will cover topics including reasoning, triangles, polygons, circles, transformations, tessellations, area, volume, similarity, Pythagorean Theorem, trigonometry, and proofs. Upon completion of this course, the student will be prepared to complete real-world math practices and/or take College Algebra or similar basic math course in college.

### **PreCalculus**

PreCalculus is a course designed for upper level, college bound seniors as a transition between Algebra II and college math courses. Topics will include College Algebra, Trigonometry, & PreCalculus. In order to enroll in PreCalculus, the student must have earned an 80% or above for BOTH semesters of Algebra II. Exceptions may be made for a student who earned a C by teacher approval and/or passing a placement exam. Semester grades below a 70% in Algebra II will not be accepted. Upon completion of this course, the student will be prepared to enroll in Trigonometry, College Algebra, Calculus, or similar upper level math courses in college.

### **Algebra II**

Algebra II is a continuation of Algebra I. Operations with real numbers will be reviewed before being introduced to more advanced topics such as logarithms, conic sections, radical and rational







functions and equations, complex numbers, along with a trigonometry unit. If time permits, units on sequences and series and probability and statistics will also be addressed. In order to enroll in Algebra II, the student must have earned an 80% or above for BOTH semesters of Geometry and/or Integrated Mathematics. Exceptions may be made for a student who earned a C by teacher approval and/or passing a placement exam. Semester grades below a 70% will not be accepted. The students will complete the Algebra II EOC and the end of this course. Upon successful completion of this course, each student will have met the math requirements to be admitted into many major universities and be prepared to enroll in College Algebra, Trigonometry, or a similar math course in college.

## **MUSIC**

### **Band**

Band is a performance class focusing on both the study and public performance of instrumental music. Class activities emphasize the development of music performance including instrument technique, tone production, sight-reading, music theory, and listening skills. Participation in junior high band or prior instrument experience is required unless arrangements have been made with the instructor. This class may be repeated each year.

### **General Music**

General Music (Guitar) is a one-year course designed for students with little to no previous guitar experience. Students will focus on basic guitar technique and music reading skills, including note reading, chord study, rhythmic patterns, and listening skills. If a student wishes to repeat the class, prior arrangements must be made with the counselor and instructor.

## **PHYSICAL EDUCATION**

### **High School PE**

This course focuses on instructional strategies through a planned, sequential Physical Education curriculum which provides students with opportunities to actively participate in at least four of the following: team sports, dual sport activities, individual physical activities, and outdoor pursuits, all of which are within the framework of lifetime physical activities and fitness. Ongoing assessment includes both written and performance-based skill evaluation. Individual assessments may be modified for individuals with disabilities, in addition to those with IEP's.

### **Health**

This course is a semester long course designed to enable the student to understand basic information about health and wellness. The student will gain the knowledge to allow them to lead healthy lives. Topics include mental health, emotional health, relationships, nutrition,





physical activity, personal care, body systems, growth, development, drugs, diseases, disorders, safety and environmental health.

### **Lifetime Fitness**

Lifetime Fitness is a course that will focus on the Five Elements of Fitness (Muscular Endurance, Muscular Strength, Cardiovascular Endurance, Flexibility, and Body Composition). Students will perform daily activities that will improve on one or more of the elements. These activities can be applied to improve one's lifetime fitness.

## **SCIENCE**

### **Physical Science**

Physical Science is a study of matter and energy. Students will explore how physical processes affect their own lives, society and the environment. Students will engage in classroom discussion, use calculators to perform algebraic equations, graph and explore topics through laboratory experiments. Topics include force, work, heat, sound, nuclear energy, atomic structure, and periodic table.

### **Biology I**

Biology I is a college preparatory class that studies living organisms and the cellular components of organisms. Students will participate in classroom discussions, projects, write lab reports and conduct laboratory experiments. This class will help the student understand and appreciate his/her surroundings and is important for any career centered on plants, animals and/or human health.

### **Biology II**

Biology II is a class that studies biology at a more in-depth level than Biology I. Topics include genetics, microorganisms, immune system and disease, and animal systems. This is a one semester, weighted course and may be taken by Juniors or Seniors.

### **Chemistry I**

Chemistry I is the study of the composition, structure and properties of matter and the changes of matter. This is a weighted, college preparatory course. Prerequisites for this class are "C" or higher in both Physical Science and Algebra I. Students will engage in problem solving, algebraic calculations requiring the use of scientific calculators and laboratory experiences using chemical substances.





## **Chemistry II**

Chemistry II is a continuation of Chemistry I. Topics including electrochemistry, thermochemistry, acids and bases, and organic chemistry. This is a one semester, weighted class and students must have a “C” or better in both Biology I and Chemistry I before enrolling in this class.

## **Environmental Science**

Environmental Science is the study of the interactions between humans and the world around them, living and nonliving. This course provides students with the scientific principles, concepts, and methodologies required to understand the interrelationships of the natural world, to identify and analyze environmental problems, to evaluate the risks associated with those problems, and to examine alternative solutions for resolving and/or preventing them.

## **SPANISH**

### **Spanish I**

The main goal of a foreign language class is to develop an understanding and ability to communicate in that language and to gain an appreciation for the foreign culture. This class will study and practice every day conversation along with reading, writing, and listening skills. This course concentrates on the basic vocabulary and grammar subjects necessary to carry on a brief conversation in Spanish, asking questions about a person, a place, directions, descriptions, etc. Students will learn vocabulary, present and past tense verb forms, and they will study the culture of different Spanish-speaking countries.

### **Spanish II**

This course builds on knowledge from Spanish I. In this class, students will continue to study and practice every day conversation along with reading, writing, and listening skills. Students will concentrate on more extensive vocabulary and grammar subjects necessary to carry on more in-depth conversations in Spanish. Students will learn additional vocabulary, past and future tense verb forms, and they will study the culture of different Spanish-speaking countries.

## **Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that St. Elizabeth R-4, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, St. Elizabeth R-4 may disclose appropriately designated “directory information” without written content, unless you have advised the district of the contrary in accordance with district procedures. The primary purpose of directory information is to allow the St. Elizabeth R-4 to include this type of





information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition list;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local education agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.<sup>1</sup>

If you do not want St. Elizabeth R-4 to disclose directory information from your child’s education records without your prior written consent, you must notify the district in writing by September 1. St. Elizabeth R-4 has designated the following information as directory information: (Note: any LEA may, but does not have to include all the information listed below.)

student’s name - address – telephone listing – electronic mail address – photograph – date and place of birth – major field of study – dates of attendance – grade level – participation in officially recognized activities and sports – weight and height of members of athletic teams – degrees, honors, and awards received – the most recent educational agency or institution attended

<sup>1</sup> These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation’s armed forces.

**Notification of Rights under FERPA For Elementary and Secondary Schools**





The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records.

These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

(Optional) Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to forward records on request.)

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





**Welcome to St. Elizabeth Schools!!**



Family Policy Compliance Office-U.S. Department of Education-400 Maryland Avenue SW  
Washington, DC 20202-5920

***ALMA MATER***

*There is a high school in the state  
A ship securely planned  
Her standards more than passing great  
With crew that's nobly manned  
For years will serve but to increase  
The ones that love her name  
And time but adds more laurals to  
The glory of her fame  
Refrain:  
Her praise will e'er be sung  
By students from afar  
The cities and the towns among  
Where'er her children are  
Our alma mater ever fond  
Her name will draw a sigh  
How proud we are  
To call her our "Dear St. Elizabeth High"*





**Parent Sign Off Page**

Sign below and return the form to the school within one week of school starting.

**Handbook**

- I have read and reviewed the Handbook for the St. Elizabeth School District. I have read the information carefully. I have taken the opportunity to ask questions to the Principal and/or Lead Teacher for any part that I did not understand.
- I do hereby agree to follow the policies and procedures set up by the St. Elizabeth School District, and I will work with the staff to make my child’s experiences positive.

**Authorization to Photograph, Videotape, Audio Tape or Interview**

- I, \_\_\_\_\_, \_\_\_\_\_ do/ \_\_\_\_\_ do not authorize the St. Elizabeth School District to take photographs, films, videotapes, or sound recordings, including interviews, of my child(ren) .
- I consent that the photographs, films, videotapes, sound recordings, and interviews with St. Elizabeth School District may be copied, published, telecast, or broadcast for educational, research, or promotional purposes together with description and editorial statements.

**Walking Field Trips in St. Elizabeth**

- I give my child permission to attend walking field trips while they are in the care of St. Elizabeth School District Employee during the 2019-2020 school year.

**School District Computer Usage Agreement**

- I have read the “St. Elizabeth R-IV School District Computer Usage Agreement” and understand it. I agree to adhere to the principal’s and procedures listed within. I also understand that additional rules and regulations may be added from time to time and that they become part of this agreement. Should I break this agreement, I understand that I may lose all network privileges. I also understand that inappropriate or illegal facilities and/or the internet may result in civil or criminal lawsuits.

I have read the above statement and agree to the terms listed above.





*Welcome to St. Elizabeth Schools!!*



Child/Children's Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



**"A vision for the future with respect for the past."**

