

FOREWORD

It is the special function of the secondary school to serve the needs of youth during the early adolescent years. It must, therefore, provide an environment in which each individual may find the opportunity for wholesome growth and development. In the process of development there must be an ever-increasing sense of social and civic responsibility. The need of society and the interest of each individual pupil are best served only when the school develops a deep sense of social responsibility and offers opportunities to challenge the purposeful creative effort of all.

This handbook has been published to provide information for both parents and pupils concerning the policies and programs of the high school. The curriculum and extra-classroom activities are described. The required courses for each grade are indicated. These should be of assistance in planning the pupil’s program. Alton Junior and Senior High School has rendered immeasurable service throughout the many years of its existence. From it have gone hundreds of young men and women who have later distinguished themselves in countless fields of service. In accordance with its tradition, rich in achievement, the school continues to hold that it can serve the pupil only to the extent that he or she is willing to be of service in the school, to themselves, and to others.

Dr. Joby Steele, Principal

Mrs. Stephanie Miller, Assistant Principal

OFFICE HOURS
7:30 A.M. – 4 P.M.
(417) 778-7215
EXT. 221
altoncomets.org

ALTON R-IV SCHOOL BOARD

Brad Alexander	President
Ryan Miller.....	Vice President
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Introduction

OUR MISSION

Education, Service, Life

The mission of the Alton R-IV School District is to provide an educational environment for the students that will foster their intellectual, physical, social and career development so that they can become productive citizens in our constantly changing world. We believe that *all students can learn and be successful*.

CHARACTER EDUCATION MISSION STATEMENT

The mission of the Alton R-IV School District, through a partnership with home, business, and community, will strive to develop an educational program for students that encourage the development of positive character traits.

OUR GOALS

1. Improve academic achievement in at least one core area for each student on an annual basis.
2. Provide opportunities and incentives for each student to participate in community service.
3. Ensure a safe environment that promotes excellence for students, faculty, and staff.
4. Communicate effectively at all levels.
5. Attract, retain and continually develop a highly qualified and professional administration, faculty and staff.
6. Operate in fiscally responsible manner by being good stewards of patron resources.

The Alton School District Board of Education is committed to ensuring that the Alton School system considers the best interest of our students as the guiding principle in the decision making process for the Board of Education, administrators, faculty, and staff. Our district will exhibit superior performance in all facets of educational programming, including faculty development, student achievement, and community participation when compared to state and national benchmarks. We will employ both world-class strategies and local values to provide a safe, enriching environment for faculty, staff, and students of all ages. We will provide students with opportunities for a variety of experiences that will assist them in the discovery and development of their strengths for a lifetime of success and service for the community.

DISTRICT PHILOSOPHY

In a democracy the worth and happiness of the individual are of the first importance, but the individual's conduct must be acceptable to other members of the society. We believe it should be the aim of education to develop the type of growth which will promote the welfare and improvement of democracy as a way of life. We recognize that many agencies contribute toward the growth of all individuals. Although the school is perhaps the only agency whose chief concern is the development of each individual to the utmost of his or her social, emotional, physical, and intellectual potential, we believe that education should be a cooperative effort on the part of parent(s), guardian(s), all interested persons, and agencies.

PUBLIC NOTICE

The Alton R-IV School District would like to inform you that:

(A) Public schools in the state of Missouri are required to provide a free and appropriate public education to all students with disabilities, including those attending private/parochial schools, to all eligible children with disabilities between the ages of 3 and 21. The public school assures that, to comply with the full educational opportunity goal, services for students ages 3 to 21 will be fully implemented. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

(B) The public school assures that it will provided information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri's First Steps Program. Early intervention services will be available for all eligible children by July 1, 1995.

(C) The Family 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. Parents or eligible students should submit to the school principal a written request that identifies the records 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 in violation of the student's privacy. Parents or eligible students should write the principal or appropriate official, clearly identify the part of the record they want changed and specify why it is inaccurate, misleading or in violation of the student's privacy. 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 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 has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her responsibility as authorized by the district. Upon request, the Alton R-IV School District may disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. Complaints should be directed to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., Washington DC 20202-4605.

Directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The district will designate the types of information included in directory information and release this information without first obtaining consent from a parent or eligible student unless a parent or eligible student notifies the district in writing as directed. Parents and eligible students will be notified annually of the information the district has designated as directory information and the process for notifying the district if they do not want the information released.

Even if parents or eligible students notify the district in writing that they do not want directory information disclosed, the district may still disclose the information if required or allowed to do so by law. For example, the district may require students to disclose their names, identifiers or district e-mail addresses in classes in which they are enrolled, or students may be required to wear, publicly display or disclose a student identification card or badge that exhibits information that is designated as directory information.

The school district designates the following items as directory information:

1. *General Directory Information* – The following information the district maintains about a personally identifiable student may be disclosed by the district to the school community through, for example, district publications, or to any person without first obtaining written consent from a parent or eligible student:
 Student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.
2. *Limited Directory Information* – In addition to general directory information, the following information the district maintains about a personally identifiable student may be disclosed to school officials with a legitimate educational interest; parent groups or booster clubs that are recognized by the Board and are created solely to work with the district, its staff, students and parents and to raise funds for district activities; parents of other students enrolled in the same school as the student whose information is released; students enrolled in the same school as the student whose information is released; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services:
 The student's address, telephone number and e-mail address and the parents' addresses, telephone numbers and e-mail addresses.

Pursuant to federal law, military recruiters and institutions of higher education may request and receive the names, addresses and telephone numbers of all high school students, unless their parents or guardians notify the school not to release the information. Please notify the district if you do not want this information released.

(D) The public school 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. The Local Compliance Plan is a written narrative which describes the district's plan for compliance with the

requirements for identifying and serving all students with disabilities. Included in this plan are the policies and procedures which the district must follow regarding storage, disclosure to third parties, retention, and destruction of personally identifiable information. The plan also describes the assurances that services are provided in compliance with the requirement of 34 CFR 76.301 of the General Education Provision Act.

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 compiled as of May 1 each year. This information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes: name of each child, parent/legal guardian's name/address; birth date and age of each child; and each child's disability or suspected disability. Should the district fail to submit the 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 your school district.

In the Alton School District contact:
Dr. Eric Allen
Rt. 72 Box 2180, Alton, Mo. 65606
Phone 417-778-7216

Surveying, Analyzing or Evaluating Students

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights pertaining to the district's collection and use of information for marketing purposes as well as how the district conducts surveys and certain physical exams. These include the right to:

1. Give *consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U. S. Department of Education (ED):
 - a) Political affiliations or beliefs of the student or student's parent
 - b) Mental or psychological problems of the student or student's family
 - c) Sex behavior or attitudes
 - d) Illegal, anti-social, self-incriminating, or demeaning behavior
 - e) Critical appraisals of others with whom respondents have close family relationships
 - f) Legally recognized privileged relationships, such as with lawyers, doctors, or ministers
 - g) Religious practices, affiliations, or beliefs of the student or parents
 - h) Income, other than as required by law to determine program eligibility.
2. Receive notice and an opportunity to opt a student out of:
 - a) Any other protected information survey, regardless of funding
 - b) Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, or any physical exam or screening permitted or required under state law except for hearing, vision, or scoliosis screenings
 - c) Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
3. Inspect, upon request and before administration or use,:
 - a) Protected information surveys of students
 - b) Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 - c) Instructional material used as part of the educational curriculum.

Alton R-IV School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. **Alton R-IV School District will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes.** Alton R-IV School District will also directly notify parents and eligible students, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U. S. Department of Education
400 Maryland Avenue, SW
Washington, D. C. 20202-460

ASBESTOS HAZARD EMERGENCY RESPONSE ACT

The Asbestos Hazard Emergency response Act of 1986 (AHERA), was enacted recently by congress, AHERA was enacted to determine the extent of, and develop solutions for, any problems schools may have with asbestos. Our facilities have been inspected by a certified asbestos inspector, as required by AHERA. The inspector has located, sampled, and rated the condition and hazard potential of all materials in our facilities suspected of containing asbestos. An asbestos management plan has been developed for our facilities, which includes: notification procedures, education and training of our employees, plans and procedures designed to minimize the disturbance of the asbestos containing materials, and plans for regular surveillance of the asbestos containing materials. A copy of this management plan will be available for your inspection in our administrative office during regular office hours. We will be implementing the asbestos management plan and taking whatever steps are necessary to insure your students and our employees have a healthy safe environment in which to learn and work.

Missouri Department of Elementary and Secondary Education
Every Student Succeeds Act of 2015 (ESSA)
COMPLAINT PROCEDURES

This guide explains how to file a complaint about any of the programs¹ that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)².

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents	
General Information 1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed?	
Complaints filed with LEA 4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)?	Complaints filed with the Department 6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to nonpublic school children handled differently?
Appeals 9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)?	

1. What is a complaint?

For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

Complaints can be filed with the LEA or with the Department.

4. How will a complaint filed with the LEA be investigated?

Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

5. What happens if a complaint is not resolved at the local level (LEA)?

A complaint not resolved at the local level may be appealed to the Department.

¹ Programs include Title I, A, B, C, D, Title II, Title III, Title IV.A, Title V
² In compliance with ESSA Title VIII- Part C. Sec. 8304(a)(3)(C)

6. How can a complaint be filed with the Department?

A complaint filed with the Department must be a written, signed statement that includes:

1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
2. The facts on which the statement is based and the specific requirement allegedly violated.

7. How will a complaint filed with the Department be investigated?

The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

1. **Record.** A written record of the investigation will be kept.
2. **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
3. **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. **Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
5. **Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
6. **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

8. How are complaints related to equitable services to nonpublic school children handled differently?

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).

9. How will appeals to the Department be investigated?

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

10. What happens if a complaint is not resolved at the state level (the Department)?

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

General

In order to promote a safe learning environment for all students, the Alton R-IV School District prohibits all forms of bullying. The district also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students.

Definitions

Bullying – In accordance with state law, bullying is defined as 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; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

Cyberbullying – A form of bullying committed by 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. The district has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

School Day – A day on the school calendar when students are required to attend school.

Designated Officials

The principal of each building is hereby designated as the individual to receive and investigate reports of bullying. Each building principal shall designate at least two teachers or administrators in the building who are authorized to receive and investigate reports of bullying in the principal's absence or at the principal's discretion.

The district compliance officer appointed in policy AC will serve as the districtwide antibullying coordinator. The antibullying coordinator will receive all completed investigative reports from all buildings and analyze the reports to identify any information that would inform the district's antidiscrimination and antibullying education and training programs. In addition, the antibullying coordinator will assist in making any relevant reports as required by state and federal law.

Reporting Bullying

School employees, substitutes or volunteers are expected to intervene to prevent student bullying, appropriately discipline the perpetrator, assist the victim and report the incident to the building principal or designee for further investigation and action. Any school employee, substitute or volunteer who witnesses or has firsthand knowledge of bullying of a student must report the incident to the building principal or designee as soon as possible, but no later than two school days after the incident.

Students who have been subjected to bullying, or who have witnessed or have knowledge of bullying, are encouraged to promptly report such incidents to a school employee. Any school employee receiving such a report shall promptly transmit the report to the building principal or designee.

If the bullying incident involves students from more than one district building, the report should be made to the principal or designee of the building in which the incident took place or, if more appropriate, to the principal or designee of the building attended by the majority of the participants in the incident.

Investigation

Within two school days of receiving a report of bullying, the principal or designee will initiate an investigation of the incident. Reports that involve students from multiple buildings will be investigated cooperatively by the principals of each building involved, or those principals may request that the district's compliance officer designated in policy AC conduct the investigation. If at any time during the investigation the principal determines that the bullying involves illegal discrimination, harassment or retaliation as described in policy AC, the principal will report the incident to the compliance officer designated in that policy, who will assist in the investigation. If the alleged bullying involves a special education student or a student with disabilities, the principal will also notify the special education director.

The investigation shall be completed within ten school days of the date the report of bullying was received unless good cause exists to extend the investigation. Upon completion of the investigation, the principal will decide whether bullying or harassment occurred and, if so, whether additional discipline is warranted in accordance with the district's student discipline code. The principal will generate a written report of the investigation and findings and send a copy of the completed report to the district's antibullying coordinator. The principal or designee will document the report in the files of the victim and the alleged or actual perpetrator of bullying. All reports will be kept confidential in accordance with state and federal law.

If the incident involved allegations of illegal discrimination or harassment, the principal's decision may be appealed in accordance with policy AC. Student discipline may be appealed when allowed by law in accordance with Board policy.

The principal or other appropriate district staff will work with victims and their families to access resources and services to help them deal with any negative effects that resulted from the incident.

Consequences

Students who participate in bullying or who retaliate against anyone who reports bullying will be disciplined in accordance with the district's discipline code. Such discipline may include detention, in-school suspension, out-of-school suspension, expulsion, removal from participation in activities, exclusion from honors and awards, and other consequences deemed appropriate by the principal or superintendent. The district will also contact law enforcement when required by law or notify social media companies of inappropriate online activity when appropriate.

Even in situations where the district does not have jurisdiction to discipline a student for bullying, such as when the acts take place off campus and there is an insufficient nexus to the district, the principal or designee will take appropriate actions to assist student victims. Such actions may include, but are not limited to, contacting the parents/guardians of the victim and the alleged perpetrators, communicating that this behavior is not allowed on district grounds or at district activities, notifying the appropriate district staff to assist the victim, and taking additional action when appropriate, such as notifying law enforcement or social media companies of inappropriate online activity.

District employees and substitutes who violate this policy will be disciplined or terminated. Discipline may include suspension with or without pay, a negative evaluation, prohibition from being on district property or at district activities, mandated training or other appropriate remedial action. Volunteers who violate this policy will no longer be permitted to volunteer.

Policy Publication

The district shall annually notify students, parents/guardians, district employees, substitutes and volunteers about this policy and the district's prohibition against bullying. A copy of this policy shall be included in student handbooks and posted on the district's website.

Training and Education

The district's antibullying coordinator will provide information and appropriate training designed to assist employees, substitutes and volunteers who have significant contact with students in identifying, preventing and responding to incidents of bullying.

The district will provide education and information about bullying and this policy to students every year. The principal of each school, in consultation with school counselors and other appropriate school employees, will determine the best methods for facilitating the discussion. Methods may include, but are not limited to: assemblies; homeroom presentations; class meetings; team or club meetings; special presentations by counselors, social workers or mental health professionals; and open-house events. When practical, parents/guardians will be invited to attend.

In addition to educating students about the content of this policy, the district will inform students of:

1. The procedure for reporting bullying.
2. The harmful effects of bullying.
3. Any initiatives the school or district has created to address bullying, including student peer-to-peer initiatives.
4. The consequences for those who participate in bullying or engage in reprisal or retaliation against those who report bullying.

School counselors, social workers, mental health professionals, school psychologists or other appropriate district staff will educate students who are victims of bullying about how to overcome the negative effects of bullying including, but not limited to:

1. Cultivating the student's self-worth and self-esteem.
2. Teaching the student to defend him- or herself assertively and effectively without violence.
3. Helping the student develop social skills.
4. Encouraging the student to develop an internal locus of control.

Additional School Programs and Resources

The Board directs the superintendent or designee to implement programs and other initiatives to address bullying, respond to such conduct in a manner that does not stigmatize the victim, and make resources or referrals available to victims of bullying. Such initiatives may include educating parents/guardians and families on bullying prevention and resources.

* * * * *

Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

ALTON R-IV SCHOOLS NON-DISCRIMINATION POLICY

“All students have equal access to all courses, programs and services provided by the district.” Students, their parents, and employees of the Alton R-IV School District are hereby notified that this school district does not discriminate on the basis of gender or handicap and is required by Title IX and Section 504 not to discriminate on the basis of gender or handicap in its educational activities and employment practices.

Nondiscrimination in Educational Programs

Educational programs, services, vocational opportunities and extracurricular activities will be designed to meet the varying needs of all students, and will not discriminate against any individual for reasons of race, creed color, sex, national origin, economic status or disability.

Nondiscrimination in Accessibility of Facilities

Alton R-IV does not discriminate on the basis of disability in admission to its programs, services, or activities, in access to them, in treatment of individuals with disabilities, or any aspect of their operations. The Alton R-IV District also does not discriminate on the basis of disability in its hiring or employment practices. This notice is provided as required by Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.

Grievance Procedures for Students, Faculty and Staff

Actions or decisions of school personnel, except as otherwise provided for under student suspension and expulsion, which students and/or parents/guardians believe to be unjust or in violation of pertinent policies of the Board or individual school rules, may be appealed to the school principal or a designated representative.

The following guidelines are established for the presentation of students' complaints and grievances:

- The principals shall schedule a conference with the student and any staff members involved to attempt to resolve the problem. Parents/Guardians may be involved in the conference, or a later conference for parents/guardians may be scheduled at the discretion of the principal.
- If the problem is not resolved to the satisfaction of the student and/or parents/guardians, a request may be submitted for a conference with the superintendent of schools. The superintendent shall arrange a conference to consider the problem, and to inform participants of the action that will be taken.
- If the student and/or parents/guardians are not satisfied with the action of the superintendent, they may submit a written request to appear before the Board of Education. Unless required by law, a hearing will be at the discretion of the Board. The decision of the Board shall be final.

All persons are assured that they may utilize this procedure without reprisal.

Custodial and non-custodial parents have equal access to student records unless a court order (e.g. divorce decree) specifically limits access.

Trauma Informed Schools Initiative Website: motraumaschools.com

MOCARS - MO Crisis Access Response System 1-800-356-5395/417-257-6762 Bureau of Special Health Care Needs

General Information

ALTON JUNIOR/SENIOR HIGH FACULTY AND STAFF

Joby Steele	School Principal
Stephanie Miller.....	Asst. Principal/Athletic Director/A+ Coordinator
Frank Alford	Vocational Agriculture
Gentry Andrews	Custodian
Greg Bettis	Special Education
Cindy Blackman	Secretary
Darrell Brewer	Junior High Social Studies
Tami Brown	Junior High English
Mike Cockrum	Junior High Science
Steven Crask	Junior High Mathematic/English
Andrea Foerster.....	High School Science
Brian Foerster.....	High School Math
Roger Gastineau.....	PE/Girls Coach
Pam Gilliland	Counselor
Amanda Granger-Bettis.....	FACS
Emily Gray	Art
Karen Alexander.....	High School Science
Laurel Johnson	Choir
Robert Kreutzer	High School Social Studies
Myrtle Little	Librarian
Cuyler Marty	Physical Education
Ronnie Medlin	Custodian
Natalie Myers..	High School Mathematics
Anne Oesch	Speech & Drama
Sherri Orr	Secretary
Shayna Poole	Technology Coordinator
Desley Cunningham	Special Education
Mike Rackley	Custodian
Byron Rikard.....	Vocational Agriculture
Kalan Roberts.....	Head of Maintenance/Custodians
Ramona Roberts	Junior High Mathematics
Lisa Thompson	High School English
Ilene Smith	Foreign Language/Vocational Business
Amy Trantham	Senior High English
Kevin Warnock	High School Social Studies
Wendy Williams	Special Education
Adrian Clary.....	Vocational Business/JH Girls Coach



**ALTON R-IV SCHOOL DISTRICT
2018-2019 SCHOOL CALENDAR**

August 12.....	Teacher Orientation
August 13.....	Open House (6:00-7:30 p.m.)
August 15.....	Classes Begin
September 2.....	Labor Day (No School)
September 16.....	Teacher In-Service- (No School)
October 11.....	End of First Quarter (40 Days)
October 17.....	Parent/Teacher Conferences
	Issue Grade Cards (Early dismissal-12:45 p.m.)
October 18.....	Fall Break (No School)
November 1.....	Teacher In-Service (No School)
November 22.....	Fall Break (No School)
November 25-29.....	Thanksgiving Vacation - (No School)
December 20.....	End of Second Quarter (42 Days)
Dec. 23 - Jan. 3.....	Christmas Vacation (No School)
January 6.....	School Resumes
January 10.....	Issue Grade Cards
January 20.....	Dr. Martin Luther King Holiday (No School)
February 17.....	President's Day (No School)
March 6.....	End of Third Quarter (43 Days)
March 13.....	Issue Grade Cards
March 20.....	Teacher In-Service (No School)
Mar. 23-27.....	Spring Break (No School)
April 10.....	Spring Break (No School)
May 14.....	End of Fourth Quarter (42 days)
May 14.....	Last Day of Classes (Dismiss 12:45 p.m.)
May 15.....	Teacher Workday (No School)

First Semester Days Per Month

Second Semester Days Per Month

August	12	January	19
September	19	February	19
October	22	March	16
November	14	April	21
December	15	May	10
Total 1 st Semester Days	82	Total 2 nd Semester Days	85

The junior high/high school hours are from 8:10 a.m. to 3:26 p.m.

DAILY SCHEDULE

The junior high and high school buildings are available for student entry beginning at 7:50 a.m. each school day. Students are expected to be in class when the 8:10 a.m. bell rings. The school day has seven periods with four minutes passing time. Students are expected to be in class on time.

BELL SCHEDULE

Junior High

8:05 – 8:55	First Period
8:59 – 9:50	Second Period
9:54 – 10:43	Third Period
10:43 – 11:03	Lunch
11:07 – 11:57	Fourth Period
12:01 – 12:51	Fifth Period
12:55 – 1:45	Sixth Period
1:49 – 2:39	Seventh Period
2:43 – 3:10	Eighth Period
3:10	Dismissal

Senior High

8:05 – 8:55	First Period
8:59 – 9:50	Second Period
9:54 – 10:43	Third Period
10:47 – 11:37	Fourth Period
11:37 – 11:57	Lunch
12:01 – 12:51	Fifth Period
12:55 – 1:45	Sixth Period
1:49 – 2:39	Seventh Period
2:43 – 3:10	Eighth Period
3:10	Dismissal

BUILDING HOURS

Building Hours are from 7:50 a.m. to 4:00 p.m. Students are not permitted to be in the buildings outside of these hours unless under the supervision of Alton R-IV faculty or staff.

PARENT/TEACHER CONFERENCES

Parent/Teacher Conferences will be held periodically on dates to be announced. Parents who wish to visit with a teacher before or after designated time should contact that teacher to set up a conference.

CHANGE OF ADDRESS

Students must advise the main office located in the high school building of any change in address during the school year.

EMERGENCY CONTACT NUMBERS

Students, parents or guardians are asked to list at least two local emergency contact telephone numbers on each student’s enrollment form. Contacts should be people who can act in their place in the event of an emergency. If students, parents, or guardians fail to list emergency numbers, the school reserves the right to act in the child’s behalf.

VISITORS

ALTON R-IV SCHOOL IS CLOSED TO UNAUTHORIZED VISITORS. Students having out-of-school visitors should instruct these individuals to stay off campus during the school day. Any visitors having legitimate business should report immediately to the assistant principal’s office in order to secure permission to be on campus. **UNAUTHORIZED VISITORS MAY BE SUBJECT TO ALTON’S ORDINANCE “TRESPASSING.”**

DISTRICT ELECTRONIC COMMUNICATIONS GUIDELINES

Purpose and Scope

The purpose of these regulations is to ensure the proper use of Alton R-IV School District’s (the "District") computer and telecommunication resources and services (the "System") by its students, employees, and other computer users. All computer users have the responsibility to use computer resources in an efficient, effective, ethical and lawful manner.

The following regulations, rules, and conditions apply to all users of computer and telecommunication resources and services, wherever the users are located. Violations of this policy may result in disciplinary action, including possible termination, and/or legal action.

The District has the right, but not the duty, to monitor any and all aspects of the computer system, including employee e-mail, to ensure compliance with this policy.

The computers and computer accounts given to students and employees are for educational purposes only. Users should not have an expectation of privacy in anything they create, send, or receive on the computer. The computer and telecommunication system belong to the District and may be used for educational purposes only. Commercial and/or personal use of the District's system is strictly prohibited.

Computer users are governed by the following provisions, which apply to all use of computer and telecommunication resources and services. Computer and telecommunication services include, but are not limited to, the following: host computers, file servers, workstations, stand-alone computers, laptops, software, and internal or external communications networks (internet, commercial online services, bulletin board systems, and e-mail systems) that are accessed directly or indirectly from the District's computer facilities.

These regulations may be amended or revised periodically as the need arises and are implemented pursuant to District policy (CQ Local).

The term "users" as used in this policy refers to all students, employees, independent contractors, and other persons or entities accessing or using the District's computer and telecommunication resources and services.

SYSTEM ACCESS

The following guidelines will determine access to the District's system:

1. District employees will be granted access to the District's system with the approval of the immediate supervisor.
2. The District may require that all passwords be changed frequently.
3. Teachers will be required to maintain password confidentiality by not sharing their password with students.
4. Student completing required course work on the system will have first priority for use of District equipment after school hours.
5. Teachers may require students to restrict access to course program files, as appropriate.
6. Any system user identified as a security risk or having a history of violations of District and/or campus computer use guidelines may be denied access to the District's system.

Individual User's Responsibility

The following rules will apply to all users of the District's system:

1. Users must comply with all software licenses, copyrights, and all other state and federal laws governing intellectual property.
2. Fraudulent, harassing, embarrassing, indecent, profane, obscene, intimidating, inaccurate, sexually threatening, offensive, or other unlawful material may not be sent by e-mail or other form of electronic communication or displayed on or stored in the District's computers. Users encountering or receiving such material should immediately report the incident to a superior.
3. Users should use the same care in drafting e-mail and other electronic documents as they would for any other written communication. Others may review anything created on the computer.
4. Users may not install software onto any computer or the network.
5. Users should not alter or copy a file belonging to another user without first obtaining permission from the owner of the file. The ability to read, alter, or copy a file belonging to another user does not imply permission to read, alter, or copy that file.
6. Without prior written permission, the computer and telecommunication resources and services of the District may not be used for the transmission or storage of commercial or personal advertisements, solicitations, promotions, destructive programs (viruses and/or self-replicating code), political material, or any other unauthorized or personal use.
7. The individual in whose name a system account is issued will be responsible at all times for its proper use. Users are responsible for safeguarding their passwords for the system. Individual passwords should not be printed, stored online, or given to others.
8. Users are responsible for all transactions made using their passwords.
9. A user's ability to connect to other computer systems through the network does not imply a right to connect to those systems or to make use of those systems unless specifically authorized by the operators of those systems.
10. System users must not encourage the use of tobacco, alcohol, or controlled substances or otherwise promote any other activity prohibited by District policy or state or federal law.

11. Transmission of material, information, or software in violation of any District policy or local, state, or federal law is prohibited.
12. System users identifying a security problem in the District's system must notify the appropriate teacher, campus administrator, or District coordinator.
13. System users may not use another person's account without written permission from the campus administrator or District coordinator, as appropriate. Attempts by a user to log on to the District's system as another user will result in cancellation of user privileges and may result in other disciplinary action.
14. System users must not write to directories other than their own, as identified by the District.
15. Students may not use real-time conference features, such as talk/chat/Internet relay chat, nor will students be allowed to use e-mail.
16. System users must remove electronic mail in accordance with established retention guidelines. Such messages will be removed if time lines are not respected by the system user.
17. System users will not evade, change, or exceed resource quotas or disk usage quotas set by the District, except with the specific approval of the District. The District may remove the file of a user who continues to exceed disk space after seven calendar days of notification.

Vandalism Prohibited

Any malicious attempt to harm or destroy District equipment or materials, data of another user of the District's system, or any of the agencies or other networks that are connected to Internet is prohibited. Deliberate attempts to degrade or disrupt system performance will be viewed as violations of District policy and administrative regulations and may be viewed as criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creating of computer viruses. The use of any software having the purpose of damaging the District's system or other user's system is prohibited.

Forgery Prohibited

Forgery or attempted forgery of electronic mail messages is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users or deliberate interference with the ability of other system users to send/receive electronic mail is prohibited.

Updating Member Account Information

The District may periodically require new registration and account information from system users to continue service. System users must notify the District of any changes of account information, such as address and phone number.

Information Content/Third Party Supplied Information

System users and parents of students with access to the District's system should be aware that use of the system may provide access to other electronic communications systems in the global electronic network that may contain inaccurate and/or objectionable material.

A student or employee knowingly bringing prohibited materials into the System may be subject to a suspension and/or a revocation of privileges on the District's system and will be subject to disciplinary action in accordance with District policy.

Termination/Revocation of System User Account

The District may suspend or revoke a system user's access to the District's system upon any violation of District policy and/or administrative regulation.

Prior to a suspension or revocation of system service, or as soon as practicable, the principal or District coordinator will inform the system user of the suspected violation and give him or her opportunity to present an explanation, as follows:

1. A system user may appeal the suspension or revocation within seven calendar days.
2. The District coordinator or designee will conduct a hearing, but the principal or District coordinator who imposed the suspension or revocation will not be the person designated to hear the appeal.

Termination of an employee's account or of a student's access will be effective on the date the principal or District coordinator receives notice of student withdrawal or of revocation of system privileges, or on a future date if so specified in the notice.

Disclaimer

The District's system is provided on an "as is, as available" basis. The District does not make any warranties, whether express or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information of software contained therein. The District does not warrant that the functions or services performed by, or that the information of software contained on, the system will be the system user's requirements, or that the system will be uninterrupted or error-free, or that defects will be corrected.

Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third party individuals in the system are those of the providers and not of the District.

The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communications system.

In order to protect the technology assets of Alton R-IV, to minimize unnecessary system downtime, and to supplement the District's Electronic Communications Use Guidelines, the following policies are to be followed by all system users:

1. Computer Access

- A. User passwords are to be kept secure and not shared between users.
- B. Staff members are not to allow student access to any portion of the district network through a staff user's account.
- C. Student use of an administrative or office workstation is not allowed.
- D. Students are not to perform administrator level activities on any computer system.

2. Software

- A. Software can be loaded or removed only by Office of Technology Staff.
- B. Students and staff are not to bring diskettes or CD-Roms from home or other sources and load them onto any computer.
- C. Strict compliance with software copyright laws will be maintained. There must be a license to support each and every installation of a program.
- D. Downloading of programs for storage on a hard drive or diskette is not allowed without authorization.
- E. Use of computer games for any purpose is not allowed.

3. Hardware

- A. Setup and connection of new computers is to be done only by Office of Technology Staff.
- B. Computer hardware must not be moved without prior approval from the Office of Technology.
- C. Repairs to technology equipment are to be performed only by Office of Technology Staff.

CELL PHONES

For the junior high, acceptable times for cell phone use are before school and lunch. For the high school, acceptable times for cell phone use are before school and during lunch. Cell phones and other electronic devices are prohibited at all other times during the school day including passing times and classroom time unless approved by the instructor. Teachers may allow cell phone use in their classrooms for educational purposes. First offense of the policy will mean the phone will be confiscated and the student may pick up the phone at the end of the school day. Repeated violation of this policy will result in confiscation, possible after school detention, in school suspension or out of school suspension. In repeat cases the phone will be held in the office until a parent of the student can pick it up. The use of cell phones in locker rooms, restrooms, and private areas within the school is prohibited. This includes, but is not limited to: talking, texting, taking photos and/or videoing. This policy includes all devices capable of texting, photographing, and video recording.

FILMING OF STUDENTS

Parental approval is not required when students are photographed, videotaped, or recorded by a representative(s) of the school district for purposes of safety, maintenance of discipline in school or on school buses, any purpose related to a co-curricular or extra-curricular activity, or any purpose related to regular classroom instruction. (Examples: include but are not limited to newspaper releases, the school paper, etc.).

Throughout the year, media representatives (newspapers, television and periodical publishers) may be on campuses to videotape and/or photograph students in school-related activities or events. Parents may deny permission for their children to be photographed or videotaped by notifying the principal in writing.

OFFICE RULES

The high school office is open on all regular school days from 7:30 a.m. to 4 p.m. Pupils who have business in the office should possess a hall pass, be courteous, quiet and businesslike, and should leave quickly when the business is completed. They should remain outside the window unless asked by one of the secretaries to step inside.

TELEPHONE USE

Phones in school offices are for school business only. STUDENT USE OF SCHOOL PHONE SHOULD BE FOR EMERGENCY USE ONLY. Students who are in the office to use the telephone should have a HALL PASS in their possession.

DRESS CODE

All students are expected to come to school clean and neat in appearance. Administrators will make the final decision if questions arise. The following items will be considered unacceptable for all students.

1. Headgear (hats, caps, Bandannas, do-rags, sweatbands, hoods of any kind, etc.) are not to be worn on campus during school hours (from the time the student arrives at school until the end of the school day). Headbands worn to keep hair out of eyes is acceptable. In addition, students will not be permitted to carry headgear with them during the school day. Failure to comply may result in confiscation and will be considered a direct violation of the dress code policy.
2. All shirts must have a sleeve. Halter tops, tank tops, or any top which exposes the midriff do not meet these specifications. Spaghetti strap tops are not permissible. Shirts with large arm holes are not permitted without an undershirt. *Low-cut shirts are not permitted and appropriateness of any shirt is left to the discretion of the administration.*
3. No patches or suggestive writing on clothing or hats having vulgar, sexual, drug or alcohol connotations.
4. Students must wear shoes.
5. Short shorts, cutoffs, biker shorts, etc. All shorts and skirts must be long enough so that the tip of the middle finger does not touch bare skin when the student is standing upright or mid-thigh. Mid-thigh is defined as half way between top of thigh and knee.
6. Jeans or pants with holes or tears which go completely through the cloth above the knee are not allowed (when standing upright). Skirts and shorts with holes are not permitted since the holes would be above the knee.
7. Chains/ropes hanging from clothing.
8. Clothes must fit properly and not be a distraction to the educational environment.
9. Leggings, tights and spandex type athletic pants must have some type of top which extends from the torso to fingertip length at the thigh or mid-thigh.
10. Any clothing, makeup or accessories which may cause a distraction to the educational environment.

BODY PIERCING

Any or all body piercing jewelry may be required to be removed in order to participate in athletics, physical education activities, and/or any other school competition.

FOOD AND OPEN CONTAINERS

All food and open containers are subject to search and are to be confined to the designated eating areas (Cafeteria). Only bottles of water or clear containers with secure lidding containing water are allowed in hallways and classrooms. Food and drinks are not to be consumed in the hallways. Delivery of fast food during the school day is prohibited by anyone other than a parent or guardian. Failure to comply will result in disciplinary action.

SCHOOL MEDICATION POLICY

Student medications should be given at home if at all possible. This decreases the chance of errors such as missed or forgotten doses. **MEDICATIONS WILL ONLY BE GIVEN DURING SCHOOL HOURS BY COMPLYING WITH THESE GUIDELINES:**

1. Medication consent form completed and signed.
2. Prescription medications must be in the original container with the label intact and legible. Ask your pharmacist for a bottle for school use. Medications given on a regular basis (Inhaler, Ritalin, etc.) must have the newest refill and send no more than a month's supply at a time. **Medications will only be given during school time if prescription states: at noon, every four hours or every six hours. Three times a day medication will not be given during school hours.**
3. Over-the-counter medication such as Energy Enhancers/Dietary Supplements and Nicotine Patches (other than those listed on the Medication Consent Form) must come in the original container and must have a signed Medication Consent Form on file to be given at school. Over-the-counter medication (other than those listed on the Medication Consent Form) must come in the original container and student must have a signed Medication Consent Form on file to be given at school.
4. **All medications must be turned in at the Nurse's Office along with a dated note giving permission to administer the medication.** Medication such as Ritalin, Dexedrine, Codeine Products including cough medicine **MAY NOT BE SENT ON BUS.**

5. Medication bottles will be sent home when medication course is completed or expires. Questions concerning this policy may be directed to:

Leslie Weyland
Alton R-IV School District
778-7215 (work)

SCHOOL CANCELLATIONS

In the event of a school cancellation or early dismissal, announcements will be made through local radio and Springfield's television stations. Phone calls will also be placed to each family via Apptegy.

FIRE DRILLS

It is necessary that we have a plan for getting students out of the building in case of an emergency. Each year we have "fire drills" to acquaint students with how to leave the building in an orderly manner.

Fire drills will be signaled according to the protocol currently in place. The students are to leave the rooms immediately and proceed in a brisk walk to the exits designated in each room. The instructions to follow during these fire drills will be posted in each room. Teachers should acquaint all students with which exit to use if the drill occurs while they are in your room.

All students should be instructed to walk briskly but not to run. They should proceed to the outer walks and remain outside the building until an "all clear" bell (one long ring) is heard. They should then return to their classes quietly and immediately.

ALL PERSONNEL ARE TO LEAVE THE BUILDING DURING ANY FIRE DRILL.

TORNADO DRILLS

To prepare for tornados, the school will conduct "tornado drills" to familiarize students with the proper tornado procedures. Tornado drills will be signaled according to the protocol currently in place. Each room will have a designated area for students and staff to congregate during the drill. This information will be posted in every room. Everyone should go immediately to their area and get in proper position against the walls away from windows and doors.

EARTHQUAKE DRILLS

In the event of an earthquake, students and staff are to gain cover under a desk or other heavy object during the actual earthquake. Once the shaking ceases, faculty and staff are to follow the protocol set forth in the case of a fire.

EMERGENCY ALERT PLAN (LOCKDOWN PROCEDURE)

It is necessary that we have a plan for keeping students safe in the case of an emergency. Each year we will conduct lockdown drills with students to familiarize them with the procedures.

Failure to comply with this policy will result in 10-90 days of out-of-school suspension.

Non-Emergency Lockdown - This code will be announced when a lock down is needed and there is no threat to the safety of students or staff. Students are to immediately return to the assigned classroom if they are in the halls or restroom. While no threat to student safety would seem to be involved with this announcement, all lockdown procedures must be followed until the announcement is made to return to normal procedure.

Lockdown – This code will be announced when imminent physical danger is possible (or has already occurred). This could be someone with a gun (or other weapon) or a hostage situation perhaps. Students are to report immediately to the NEAREST classroom that has an adult supervisor. If a room is not available they are to exit the building at the safest exit possible.

PROFESSIONAL QUALIFICATIONS OF STAFF

Parents can request information of the professional qualifications of their child's teacher and if the child is receiving services from a paraprofessional, the paraprofessional's qualifications as well.

BOARD OF EDUCATION POLICIES

Board of Education policies are available in the Superintendent's office and in the Alton Junior and High School Principal's office. District and building accountability report cards are published in the local newspaper and are available for viewing at the Superintendent's office. Core and elective curriculums may be viewed at the Superintendent's office or at each individual building in the principal's office.

OUTSIDE COMMUNITY RESOURCES AND SERVICES

Numerous community resources and services are available to eligible students and families. These services include recreational opportunities, counseling and medical services, food pantries, rentals, and support services. Please contact the School/Family Coordinator or building counselor for more information.

HOTLINE & RESOURCE NUMBERS

Samaritan Outreach Center 1-417-257-7792

Tel-Link 1-800-835-5465

National Crisis Hotline 1-800-273-8255

Local Crisis Hotline 911

Public Health, West Plains 1-417-778-7450

Birthright 1-417-256-1313

Parental Stress Hotline 1-800-367-2543

MOCARS – MO Crisis Access Response System 1-800-356-5395/417-257-6762

Bureau of Special Health Care Needs 1-417-895-6900/1-573-840-9720

Attendance

ATTENDANCE POLICY

The philosophy and goal at AJHS/AHS is for each student to attend every day. The persistence to graduation standard requires all students to be in attendance a minimum of 90% of the school year. Based on the 167-day school year, a student should be in attendance at least 151 days. **Total unexcused absences can be no more than 4 per semester in any one class for the entire school year. Unexcused absences exceeding that number in any one class for the year will result in a grade reduction in that class.** Regular attendance is necessary for a student to reach his/her maximum potential. A student who attends school on a regular basis makes better grades, has higher levels of achievement, and is better prepared to pursue a career after graduation.

Students are allowed four absences per class each semester to conduct any activities that are not defined as an EXCUSED absence. No limit or grade reduction will occur for any EXCUSED absence.

Absences

An absence is defined as more than 15 minutes missed from any class. Parents are encouraged to notify the school on the day of the absence to report the student's nonattendance. If the parent/guardian does not notify the school of the absence, the student must provide a note from a parent, guardian, or medical authority indicating the reason for the absence and obtain an admit slip from the attendance office when returning to school.

An absence will be classified as:

Prearranged: An absence that is arranged prior to the absence with the principal or assistant principal. This absence may or may not be excused at the administration's discretion. Prearranged absences will be unexcused when in the administration's judgment the reason for the absence does not transcend educational needs. While absences due to school activities fall under this classification, students are responsible for all content and assignments as if they were present in class that day. No extension of due dates should be expected.

Excused: An absence due to one of the following:

- Illness or injury of a student with written confirmation by the medical provider,
- Medical appointments with written confirmation from the medical provider,
- Illness or injury to a member of the student's family when the student's presence is necessary with written confirmation by the medical provider,
- Funerals with written confirmation by the parent,
- Religious observances with written confirmation by the parent, with a parent or guardian who is an active duty member of the military being called to duty, if on leave from active duty, or immediately returned from duty in a combat zone or combat support zone with permission of the Superintendent or designee.

If a student in foster care is absent from school due to a decision by a court or child-placing agency to change the student's placement or due to a verified court appearance or related court-ordered activity, the grades and credit of the student will be calculated as of the date the student left school, and no lowering of the student's grades shall occur as a result of the absence under these circumstances.

Unexcused: Any absence that does not qualify as either an excused absence or a school related absence.

THERE ARE NO SCHOOL-SANCTIONED CLASS "SKIP" DAYS. STUDENTS WHO PARTICIPATE IN ORGANIZED SKIP DAY ACTIVITIES WILL BE CONSIDERED TRUANT.

Grade Reduction

In the event a student surpasses the allotted four UNEXCUSED absences for a class, the following table will be applied in calculating grade reductions:

Unexcused Absences	Grade Reduction
5	4%
6	8%
7	16%
8	32%
9+	50%

*Grades and credits may be restored if the student meets attendance policy guidelines the following semester.

**Students will be allowed (but not required) to make-up unexcused absences (up to five) by scheduling an appointment outside of the normal instructional day with the office. Any make-up sessions should be completed during the semester the absences occur and the grade reduction will only be applied at the completion of a semester. A maximum of five periods of make-up will be allowed per class. Students will be allowed to complete any and all of the work from any class that they miss for any reason with-in the time frame allotted by the district.

Make-Up Work

The time allowed for make-up work to be completed will be two days per day missed. Students are encouraged to begin their make-up work as soon as possible and before they return to school.

Students are responsible for initiating and completing all class work to be made up when they have an absence. For each absence, the student will be granted two days to complete and submit make-up work. Test, term papers, notebooks, etc., which have been announced prior to the absence, are due on the day the student returns to school.

A parent may request homework through the main office by phone (778-7215) if multiple days of absence are predicted or may use the individual teacher email to leave a message to request assignment information.

A student who wishes to practice or participate in extracurricular activities must be in attendance the entire day, unless excused by administration in advance. In order to participate in a Saturday activity, a student must have prior approval by an administrator when absent on Friday.

Out-of-School Suspensions

Those students assigned out of school suspension will have the opportunity to complete work missed due to their suspension. All work missed as a result of absences related to a suspension must be turned in upon the first day the student returns to school. Students failing to comply with this requirement will be treated the same as any other student who turns in late work. Final approval for make-up work will be at the discretion of the administration. These provisions do not include those students under long-term suspension and/or expulsion.

Suspended students are **NOT** allowed at school, on school grounds or at school-sponsored activities during the term of their suspension. Violation of this provision will be considered a separate offense (see Student Conduct Code beginning on page 29).

Truancy

Truancy is when a student; a) leaves the campus without permission from the office at any time after arriving on campus; b) comes to school but does not attend any or all classes; c) is somewhere other than at school when the parents think the student is at school; d) obtains permission from a teacher or the office to go to a certain place on campus, but does not go there; e) has accumulated 15 or more unjustifiable absences, even with the consent of parent/guardians; or f) brings a parent signed note that is forged or sets forth an invalid reason for the absence. **Truancies are considered unexcused absences. Excessive unexcused absences may be referred to juvenile authorities or Child Abuse Hotline and Neglect. Disciplinary action will be taken per the Student Conduct Code when students are truant from school or class.**

THERE ARE NO SCHOOL-SANCTIONED CLASS "SKIP" DAYS. STUDENTS WHO PARTICIPATE IN ORGANIZED SKIP DAY ACTIVITIES WILL BE CONSIDERED TRUANT.

School Activities

School sponsored or sanctioned activities (i.e., field trips, interscholastic competition, etc.) are exempt from and shall not count toward the total of four absences. *Students who will be absent from class are responsible and accountable for assignments as if present in class those days.*

Students not in attendance at school will not be permitted to attend or participate in any school-sponsored activity that night unless permission is obtained from the principal or assistant principal.

Taking Students Out of Class

Teachers should not cause a student to be absent from another teacher's class unless absolutely necessary. Prior approval must be obtained from the teacher whose class will be missed in order for the absence to be exempted from the total of eight days. Otherwise, the absence shall count toward the total of eight days and be treated as a truancy.

Absence Verification Procedure

1. Parent/guardian notifies the school on the day of the absence, verifying the reason for the absence. If your parent/guardian has notified the school, it is not necessary to bring a written excuse.
2. Students must obtain an admission slip in the attendance office when they return to school, if the parent/guardian does not notify the school on the day of an absence.
3. Admission slips are to be obtained before class on the first day upon returning to school. Returning to the office to obtain an admission slip will not be an acceptable reason to be tardy to class.
4. **Forgery of an excuse or parent signature will result in disciplinary action.**

Leaving School Grounds (Check-out Procedure)

Students should not ask to be excused during the day, except in cases of extreme need or emergency. Students will not be permitted to leave school for errands, doctors, dentists, haircuts, etc. **without a note or confirming phone call from a parent or guardian made the day before. Parents wishing to check out their students must do so in person.**

Students are not allowed to have visitors on school grounds at any time during the school day. During lunch students must remain in the cafeteria, gym, or library. A student may report to a classroom with permission from that teacher.

NO STUDENT WILL BE ALLOWED TO LEAVE SCHOOL TO EAT LUNCH.

Students should sign out when departing campus and sign back in immediately upon return to campus if during the school day.

STUDENTS WHO LEAVE CAMPUS WITHOUT PROPERLY SIGNING OUT WILL BE CONSIDERED TRUANT.

Late Arrivals

Students who arrive at school any time after first period begins, including between periods, **MUST** report to the office. Failure to do so will result in an unexcused absence or truancy.

Attendance Activity Requirement:

Before a student is allowed to represent the school in a MSHSAA interscholastic activity they are required to have all attendance make up hours from prior semesters completed.

TARDINESS

A Tardy is defined as a student not being within the classroom when the tardy bell begins. All teachers will close their doors when the bell rings for class to begin. Any student not in the room will be considered tardy. The only exception to this is if he/she has a written note from a staff member. A student must check in through the office if arriving more than five minutes after the first hour tardy bell. He/ she must enter his first hour class with a note from the office. A student will be called to the office on their fourth accumulated tardy.

COLLEGE DAYS

Seniors (only) at AHS may be released for up to two (2) school days during their senior year to visit a college/technical school campus, undergo military testing and/or physicals, etc. A College Day Form must be filled out and approved in advance. Interested seniors should check with the staff in the office for more information. Requests for more than two college days must be submitted in writing to the assistant principal (in advance) with documentation of the appointment. Final approval will be made by the Principal. **The following conditions must be met by the student applying for a college day: 1) student compliance with the attendance policy that begins on page 17, 2) the student is not in danger of failing a class.** Juniors are eligible for one college day and must follow the procedures listed for seniors in order to use the day.

WITHDRAWAL FROM SCHOOL

1. Report to the Counseling Office with a parent or guardian.
2. Complete the **WITHDRAWAL FORM** given to the student by the Counseling Office.
3. Turn in completed **WITHDRAWAL FORM** to the Counseling Office for final clearance.

Academic Services

REGISTRATION AND ENROLLMENT

1. AJHS/AHS STUDENTS will be pre-enrolled in the spring prior to summer vacation.
2. COURSE CHANGES must be completed no later than the second (2nd) Friday of the semester.
3. TRANSFER STUDENTS may enroll during registration or at any time during the year providing they meet the following criteria:
 - a. In good standing at sending school.
 - b. Not suspended/expelled at sending school.
4. Transfer a maximum of 8 credits per school year.
5. Transfer grades will reflect the **letter** grades which appear on the official transcript of the sending school.
6. SUSPENDED STUDENTS from other districts will not be enrolled until the term of the suspension has expired. Consideration for enrollment is on an individual basis.
7. EXPELLED STUDENTS from other districts are not eligible for enrollment.
8. APPEALS to this policy should be directed to the high school principal's office. LATE ENROLLMENT (after school starts) will be considered during the first ten (10) days of school. After that date, only transfer students from other districts, who have been in school, will be permitted to enroll. All others must wait until the beginning of the following semester.
9. DROPOUT-RE-ENTRY students who dropout during a semester are encouraged to return to school. However, they may not re-enroll after 10 days has elapsed from the drop date. They may return at the start of the next semester.

PLEASE NOTE:

The Missouri Safe Schools Act of 1996 requires new pupils to register in a school district accompanied by a parent or court-appointed legal guardian. The Alton R-IV District is obligated to provide an education to children who are homeless. The parent or guardian must provide a form of proof that the pupil is eligible to register in the district or has requested a hardship or good cause waiver within the last 45 days. The registration process may require a parent, guardian or caretaker of the child to provide, upon enrollment, a sworn statement indicating whether the pupil has been expelled from school attendance in this state or any other state for weapons, alcohol, drugs or the willful infliction of injury to another person. A false statement or affirmation in this area is a class B misdemeanor. A hardship or good cause is basis for a waiver to be granted by the district board and an adverse decision is appealable. Any person submitting false information in satisfying residency registration requirements is guilty of a Class A misdemeanor. The school board may institute a civil action to recover costs of education for any pupil whose registration was based on false information.

MID-YEAR TRANSFER STUDENTS

We are pleased to welcome student(s) who transfer(s) to AJHS/AHS from other districts. Please complete registration procedures at the COUNSELOR'S OFFICE located in the high school building. You are encouraged to address questions or concerns to the counseling office or either of the two principal's offices. Non-resident students who begin the school year at another district may transfer only at the beginning of the next school year.

CLASSIFICATION AND PROMOTION OF STUDENTS

Classification and promotion of students in Alton High School is on an annual basis. Those who have successfully completed the eighth grade in an accredited school will be classified as 9th graders. Classification of 10th – 12th Graders will be determined by credits earned as followed:

Six or more credits	10th grade
Twelve or more credits	11th grade
Seventeen or more credits	12th grade

GRADUATION

At the commencement ceremony, the valedictorian, the salutatorian and the seniors in the top ten percent of their classes, based on highest cumulative grade point averages, will be recognized. Students who have met all the requirements for "Honors Distinction and/or College Preparatory Accreditation" will also be recognized. This will be based upon 8 semesters of course work.

Graduation Requirements

Students graduating from Alton High School must successfully complete a minimum of 24 units. The following is a list of subjects which are required for a student to graduate:

English or Language Arts	4 Units
(English I, II, III or Applied Communication I and English elective)	
Social Studies	3 Units
(American History, World History, American Government)	

Mathematics	3 Units
Science	3 Units
Personal Finance	1/2 Unit
Physical Education	1 Unit
Practical Arts	1 Unit
Fine Arts	1 Unit
Health	1/2 Unit
*Electives	7 Units
	24 Units

In addition, students must successfully pass the United States and Missouri Constitution test.

Participation in Graduation Exercises

The Board of Education believes the completion of graduation requirements is an achievement to be publicly celebrated. Participation in graduation exercises is a privilege, not a right. Students who have successfully completed graduation requirements will be allowed to participate:

1. Students must earn the minimum of 24 credits.
2. Students must have fulfilled all requirements for discipline code violations.
3. **Students must be in compliance with the attendance policy.** (Adopted 6/09/2016)
4. Students must meet monetary obligations.
5. Students must attend eight semesters as a full-time student/ or have been approved for early graduation.

* Full-time student is identified as being enrolled in a minimum of 3.0 credits per semester (6 periods).

Early Graduation

Students wishing to complete their high school career after the 7th semester must obtain permission from the high school principal, superintendent, and the Board of Education. The request must be in writing and received by the principal prior to the October board of education meeting. All attendance hours must be completed before an application can be approved. Acceptable reasons for early graduation include: entering the armed forces, pursuing a college education, apprenticeship, or training program, or other circumstances approved by the Board of Education.

Students considering early graduation should consult their counselor in the spring of their junior year to make proper preparation. Early graduating students are not eligible for MSHSAA activities. Students considering early graduation should also consult with A+ coordinator for eligibility considerations.

Early graduates wishing to participate in commencement exercises must initiate communication with the high school principal prior to the end of their last semester in order to receive information regarding graduation. The student will also be required to attend graduation practice and must make arrangements to pick up their cap and gown.

A+ SCHOOLS

A student who qualifies according to the following criteria and continues an education at a Missouri public community college or vocational-technical school may be eligible for state reimbursed tuition and general fees, subject to legislative appropriation. Each student should enter into a written agreement with the school to be eligible and must meet the following requirements:

1. Attended a designated A+ school for three consecutive years prior to high school graduation*;
2. Graduated from high school with an un-weighted GPA of 2.5 or higher on a 4.0 point scale;
3. Maintained at least a 95% attendance record for the four-year period;
4. Performed 50 hours of unpaid tutoring or mentoring for other students;
5. Maintain a record of good citizenship and avoidance of the unlawful use of drugs or alcohol;
6. Made a documented, good faith effort to secure all available federal post-secondary student financial assistance funds that do not require repayment; and
7. Provided proof, if applicable, of registering under the United States Military Selective Service Act.
8. **Beginning with the high school senior class of 2015, have achieved a score of proficient or advanced on the Algebra I end of course exam. (Revised, October 2011)**

*If one parent is a member of the military on active duty or has retired from the military and relocated to Missouri within one year of their retirement, you are exempt from this requirement. However, you must attend an A+ designated high school and meet all the other high school eligibility requirements in the school year immediately preceding graduation.

The student financial incentive may be available for a period of 48 months after high school graduation and may only be made available to reimburse the unpaid balance of the cost of tuition and general fees, subject to legislative appropriation, after the postsecondary student financial assistance funds have been applied to these costs.

If you have already received an associate degree or baccalaureate degree, you are not eligible for the A+ Scholarship.

A+ Citizenship Policy

1. Students who sign an agreement for the A+ Program are to maintain good citizenship during the agreement period. Special cases outside the agreement time involving serious violations will be subject to review.
2. Students who violate the district's drug/alcohol/substance abuse policy will automatically forfeit A+ tuition assistance status. 3. Other violations of the district's discipline policy will be reviewed each semester using the following guidelines:
 - Any violation committed by a student under agreement which involves an out-of-school suspension will be reviewed
 - Any student under agreement who receives three discipline referrals a semester will be reviewed
 - Any student who accumulates a total of six (6) days ISS (in-school suspension) during the school year will be reviewed
 - Any student who is considered truant for a class period, a school day, or leaves campus without permission, will be reviewed and the student will be placed on immediate probation. A second referral during the school year for truancy or leaving campus without permission will result in dismissal from the A+ program
4. Students who transfer from other designated school districts who have been denied A+ status based on a citizenship violation will also be denied A+ status at Alton High School.
5. The A+ Coordinator, along with the Principal, will update each student's citizenship status on a yearly basis or as violations are noted. The updated information will be used to fulfill the citizenship requirement of the A+ Program.

Upon review of each individual case reviewed by the A+ coordinator, principal and designated committee, the A+ coordinator will respond in one of two ways:

- **A+ Warning:** A warning will be issued to the student and student's parent/guardian. Students on probation are required to attend a conference with the A+ coordinator.
- **A+ Probation:** A conference between the student and A+ coordinator will occur and a probation letter will be issued to the student and student's parent/guardian placing that student on probation. Any further violation of the citizenship policy during the probationary period will result in the student being terminated from the A+ Program.
- **A+ Termination:** A+ coordinator will have a conference with student and a letter will be sent to the student's parent/guardian which removes the student from the A+ Program.

Appeals

Steps of an A+ appeals process:

1. An A+ student's parent/guardian may appeal a student's termination from the A+ Program. An appeals form is attached with each termination letter when mailed to the parent/guardian. This appeals is made to the A+ Coordinator who presents it to a committee of the high school principal, counselor, and three teachers. A letter will be sent to the parent/guardian of the committee's decision.
2. If the parent/guardian does not approve of the committee decision, they may next appeal to the Alton R-IV School Superintendent. A letter will be sent to the parent/guardian of the superintendent's decision.
3. They may appeal the superintendent's decision to the Alton R-IV Board of Education. The Board will hear the appeal in closed session and will notify the parent/guardian of the decision in writing.

A+ tuition program is contingent upon state funding and is not the funding responsibility of the Alton R-IV School District. The amount of assistance is also determined by the state. The post-secondary portion of the A+ Program has been placed with Missouri Department of Higher Education beginning August 2012.

COMET ATTENDANCE AWARDS PROGRAM

Semester Test Exemption Policy

To encourage regular school attendance of students, AJHS/AHS students that meet identified criteria may have the option of not taking semester test exams. The exception to this program is in dual credit courses.

Criteria for Test Exemption Eligibility:

Attendance and Academics:

- a. Zero absences and a minimum grade of 60% in the course, or
- b. 1-2 absences and a minimum grade of 70% in the course.

Discipline: No Out-of-School-Suspension or excessive discipline referrals during the semester.

Encumbrances: All fines must be paid and library books returned. Fines may include lost or damaged textbooks or library books.

Test Exemption Form

1. Students who meet the criteria for test exemption must complete the Test Exemption Form. (Test exemption is a decision to be made by the individual student and his/her parent/guardian).
2. Students who turn in their Test Exemption Form may choose to take selected finals in attempt to raise their grade. In such cases the student's grade cannot be lowered as a result of taking the semester exam(s).

3. All unexcused and excused absences will count against test exemption.
4. To be eligible for test exemption, students must be enrolled throughout the duration of the semester.
5. Semester exams will only be administered during the scheduled time. Students will not be allowed to take semester exams early. Makeup semester exams for excused absences will be made up at the teacher's discretion.
6. Semester exams will not be averaged in to a student's overall grade if that student is test exempt.

ALL TEST EXEMPTION FORMS MUST BE COMPLETED INCLUDING ALL REQUIRED SIGNATURES.

Perfect Attendance – In order to achieve perfect attendance, a student must be present in each class each day. The only exceptions are absences due to school-sponsored activities, approved college visitations, or approval by the teacher for the student to be in some other location on campus. All other absences, including ISS, will be counted when determining “perfect attendance.”

COLLEGE PREPARATORY CREDENTIAL

The following outlines the revised criteria. These guidelines will be used in awarding credentials to qualified school students, beginning in 1996.

Awarding the College Preparatory Studies Credential is voluntary on the part of the school districts, and meeting the requirements is voluntary on the part of the students. While the certificate is primarily intended as an incentive for college-bound students, those who are not planning to enter college also may wish to work toward earning the award. School officials are encouraged to use the program to encourage ALL students to pursue excellence in their high school studies.

To be eligible for the certificate, a student must meet these requirements:

1. Complete a rigorous high school program cooperatively planned by the school, the student and the student's parents. The program must include at least these units of credit:

Subject	Units
English/Language Arts	4
Mathematics	4
Science	3
Social Studies	3
Fine Arts	1
Practical Arts	1
Physical Education	1
Personal Finance	.5
Health	.5
General Electives	7
Total	25

2. Earn at least a 3.0 grade point average (GPA), on a 4.0 scale, in the combined subject areas of English/language arts, mathematics, science and social studies. The school may calculate GPAs for its students at the end of the seventh or eighth semester of high school.
3. Score at least a 21 on the American College Test (ACT) or score above prior year's national composite average on the Scholastic Aptitude Test (SAT) that is given on one of the six nationally recognized test dates. This criterion is revised annually to reflect the largest national averages from the SAT.
4. Maintain at least 95% attendance during the high school years (9-12).

Available College Preparatory Courses

No substitutions are authorized.

- ❖ **English/Language Arts** - Students are required to earn at least four units in this area, one unit of which may be speech or debate, and two units of which must be in courses emphasizing composition or writing skills. Examples of courses generally acceptable toward the four units include English or Language Arts I, II, III, and IV, literature courses, journalism courses (if writing intensive), speech and debate courses. “Applied Communications” developed by the Agency for Instructional Technology (AIT), may be counted. Examples of unacceptable courses include those pertaining primarily to yearbook, school publication, acting, theater, business English, mass media, and photography.
- ❖ **Mathematics** – Students are required to earn at least four units in this area including high school level algebra and beyond. Examples of courses generally acceptable toward the three units include Algebra I, plane geometry, Algebra II, precalculus, trigonometry, analytic geometry, calculus and math analysis. “Applied Mathematics” courses, developed by the Center for Occupational Research and Development (CORD), may be counted only if the student successfully completes a standard Algebra II course. Standard algebra courses that have been subdivided, e.g., Algebra I is divided into Algebra IA and IB, may be counted only as one course unit. Algebra I taken in the seventh or eighth grade may be counted toward meeting the requirement. Examples of unacceptable courses include those primarily pertaining to computer math, computer programming, consumer math, computer science, pre-algebra, basic math, general math, terminal math, business math and accounting.

- ❖ **Science** - Students are required to earn at least three units in this area to be selected from biology, chemistry, or physics, one of which is a laboratory course. Examples of courses generally acceptable toward the two units include botany, zoology, anatomy and physiology, biology, chemistry, and physics. “Applications in Biology/Chemistry”, developed by the Center for Occupational Research and Development (CORD), and “Principles of Technology”, developed by the Agency for Instructional Technology (AIT), may be counted. Examples of unacceptable courses include general science, consumer science, outdoor education and environmental studies as well as life science, physical science, and earth science if not taught at the high school level in a rigor comparable to biology, chemistry, or physics.
- ❖ **Social Studies** - Students are required to earn at least three units in this area, including American history and at least one semester of government. Examples of courses generally acceptable toward the three units include those pertaining primarily to world history, American history, American government, civics, principles of democracy, economics, psychology, sociology, political science and geography. Examples of unacceptable courses include those pertaining primarily to regional history, family living, family relations, marriage and family, consumer education, and courses generally listed under “practical arts” or “human environmental science.”
- ❖ **Fine Arts** – Students are required to earn at least one unit of a fine arts course in the visual arts, music, dance and/or theatre. Examples of courses generally acceptable toward the one unit include Art I, II, III, and IV, and courses primarily pertaining to sculpture, design, drawing, painting, theater, oral interpretation, dance, dramatics, band and any other instrumental music, chorus, and any other vocal music courses, and art, music, or theatre appreciation courses. Examples of unacceptable courses include those pertaining primarily to speech, debate, radio and television, mass media, stagecraft, arts and crafts.
- ❖ **General Electives** – Students are required to earn at least seven units sufficient to meet state and local graduation requirements. The courses should be selected and planned by the school, the student, and the student’s parents to develop the student’s aptitude and skills. Advanced vocational-technical courses which have been selected to support and strengthen the student’s college preparatory program or career choice may be used.

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

**Middle/junior high school courses taken by middle/junior school students in mathematics and foreign language may be counted as satisfying the high school core curriculum requirement if the content is equivalent to high school courses (e.g., French I and Algebra I) and if subsequent courses in the subject are shown on the high school transcript (e.g. French II and Algebra II).

Honors Certificate

In addition to minimum requirements students must meet the following:

1. Score 23 or above on ACT
2. Earn at least one science credit in Chemistry II, Physics, or Advanced Biology
3. Earn ½ credit in Speech/Oral Communications or 1 credit in foreign language.

RECOGNITION OF ACADEMIC ACHIEVEMENT

At the end of the semester, recognition of academic achievement is published based on the following scale:

Principal’s List	No grade below A
Scholastic	No grade below A-
Honor Roll	No grade below B-

VALEDICTORIAN/SALUTATORIAN CRITERIA

1. The valedictorian will be the student with the highest grade point average as computed at the end of eight full semesters of high school work.
2. The salutatorian will be the student with the second highest grade point average as computed at the end of eight full semesters of high school work.
3. In case of a tie for valedictorian, co-valedictorians will be honored.
4. In case of a tie for salutatorian, co-salutatorians will be honored.
5. In calculating grade point average to determine valedictorian and salutatorian, dual credit college courses will only be considered if official records are received by the same date all on-campus senior grades must be submitted from teachers, as determined by the district’s administration.
6. To be eligible for valedictorian or salutatorian honors, a student must be enrolled within the school district for four consecutive semesters immediately preceding graduation.

CUM LAUDE RECOGNITION SYSTEM

Students will be recognized according to the cum laude system:

- 4.03 GPA and above – Summa cum laude
- 3.75 to 4.02 GPA – Magna cum laude
- 3.74 to 3.50 GPA – Cum laude

GRADING

Progress Reports

Progress reports will be sent home with students at mid-term. This is an excellent opportunity for students and parents/guardians to evaluate the academic progress being made. If there are any questions or concerns, parents are encouraged schedule a conference with the teacher(s) so that these may be addressed.

Report Cards and Grading Scale

Student report cards will be sent to parents at the end of each quarter. The grading scale is as follows:

Eleven Point Scale		
A	95-100	11 points
A-	90-94	10 points
B+	86-89	9 points
B	83-85	8 points
B-	80-82	7 points
C+	76-79	6 points
C	73-75	5 points
C-	70-72	4 points
D+	66-69	3 points
D	63-65	2 points
D-	60-62	1 points
F	59 and below	0 points

Reminder: Parents may view their child's grades, discipline issues, attendance, etc. via the Parent Portal. To gain access to this portal, a form must be completed and returned to the main office located in the high school. This form may be accessed through our website or in the main office of the high school.

WEIGHTED GRADES

When calculating Grade Point Average (GPA), the weighted classes shall receive 0.730 bonus points each on a 4 point scale. Grades earned in these classes must be at least a 70 (C-) to receive the bonus points.

The actual grade earned in the class (not the weighted grade) shall be recorded consistently in the grade book, on the grade card, and on the student's permanent record.

When a student transcript is sent to another educational institution, scholarship agency, etc., a copy of the school's policy shall be attached explaining the weighted grading system when it applies to the student's grades. Students who transfer from Alton R-IV High School should be aware that the school can not guarantee the weighted grade will be honored in another system.

The Alton R-IV School District will honor only weighted courses taken at Alton High School.

The weighted grade is not utilized for Honor Roll qualifications. It is used in calculating grade point average and class rank only.

The following is a list of courses that will receive a weighted grade:

Communication Arts: College Preparatory English

Dual Enrollment/Credit Courses: Any courses (including those taken for high school credit only)

Foreign Languages: Rosetta Stone Courses

Math: Geometry, Algebra II, Pre-Calculus

Science: Advanced Biology, Chemistry II, Physics

Social Sciences: Psychology, Sociology, Law, Economics, 20th Century Conflicts, 20th Century Contemporary History

CREDIT RECOVERY

Credit Recovery provides an opportunity for high school students who would otherwise fail a course taken during the regular school year, to complete the requirements of the class and receive credit by attending summer school. **In order to qualify for credit recovery a student must have scored a minimum of 45% or higher in the class failed.** Grades for course will be as earned up to a maximum of 80%.

SEMESTER FINALS

All students will be required to take semester exams in every course on dates to be announced at the end of each semester. Failure of a student to take semester exams will result in the lowering of that student's semester grades by 10%. For any exceptions, please refer to the "Semester Test Exemption Policy" section discussed earlier. Semester examinations are comprehensive in nature and will cover a semester of work. The final examination will serve as 10% of the student's semester grade. The semester grade is computed based on total points.

Student Services

PUPIL PARTICIPATION IN CONTESTS

The eligibility rules of the Missouri State High School Activities Association (MSHSAA), those of the contests in which the school participates and those of the Alton R-IV School District, shall determine the eligibility of individuals or groups representing the school. Currently a student must earn 3.0 credits (pass 6 of 7 classes per semester) during the preceding semester in order to be eligible to participate. Any questions regarding eligibility should be directed to the coach, athletic director, or principal.

NOTE: This requirement includes **ALL** participation in extra-curricular activities. Participation in extra-curricular activities is a privilege, not a right. (Athletics, Band, Choir, Speech/Debate, Drama, etc.)

NCAA CLEARING HOUSE

Student athletes are advised that they will have to apply to the NCAA Clearing House to be eligible for college athletics at a Division I or Division II college. It is strongly suggested that they begin planning early in high school (9th grade) to make sure that they follow a College Preparatory course of study that will insure their eligibility.

EDUCATIONAL SURVEYS

Students may be required to participate in various educational surveys. Parents have the right to inspect surveys prior to participation. Surveys funded in whole or part by a program of the U. S. Department of Education will not be administered without affirmative consent of parent.

STUDENT INSURANCE

Student insurance will be available for all students. All vocational students will be required to have school insurance or furnish evidence of coverage through another insurer.

TRANSPORTATION TO SCHOOL EVENTS

Alton Junior and Senior High School provides transportation to extra-curricular events (ex: sports, choir, band, etc.) As such, students are required to ride to and from said events on school provided transportation. The only exception is when a student is released to the physical care and custody of their parent or legal guardian by the EVENT SPONSOR. A student may ride home with their parents provided the parents notify the activity sponsor face-to-face prior to the student leaving the activity. Students may not ride home with other students or anyone other than their parents/guardians from traveling activities. Any student violating this policy may face suspension from extracurricular activities. If a severe discipline issue arises, a parent or guardian will be responsible for retrieving and resuming custody of the student.

STUDENT DRIVING AND PARKING

Driving to school is a privilege, not a right. Privileges can be revoked. Upon arriving at school, student drivers should park, leave their vehicle and proceed into the building(s). It is highly recommended students lock their vehicles. **THE SPEED LIMIT ON CAMPUS IS 10 MPH.**

All Alton High School students who park their vehicle on high school property during school hours are required to register with the main office. The student parking lot is **OFF-LIMITS** during the school day. Vehicles exiting the parking lot after school should not interfere with the flow of departing school buses. Students who “cut into line” with departing school buses will be subject to disciplinary measures. Student drivers **may not start** their vehicles **until all buses have departed**.

SCCC DRIVING REGULATIONS

Students must ride in district provided transportation unless special permission is issued. Vocational students are not permitted to ride with any student to off-campus locations. Students are not to be picked up at off-campus locations without prior approval. Students must report to a designated area upon returning to the high school campus.

Emergency situations or home school activities may require a student driving to school. Special permission may be granted with the approval of the high school principal and career center director. The initial request must go through the high school before the actual permit will be granted by the director. All permits must be requested in advance. Disciplinary action may be taken if the above procedure is not followed.

RULES AND SAFETY REGULATIONS FOR PUPILS RIDING ON BUSES

1. Students and drivers are to observe the following bus rules:
 - A. Driver is in charge of the pupils and the bus. There will be no horseplay, such as pushing, shoving, tickling, poking, pestering, etc.
 - B. Pupils must be on time; the bus cannot wait beyond its regular schedule for those who are tardy. The driver will sound the horn and students must be waiting to board the bus.
 - C. Pupils should never stand in roadway while waiting for the bus.
 - D. Unnecessary conversation with the driver is prohibited.
 - E. Classroom conduct is to be observed by pupils while riding in the bus, except for ordinary conversation.
 - F. Pupils must not at any time extend arms or head out of bus windows. Students will remain in a seated position which

- G. will best allow them to protect themselves in case of an accident. (no lying down, standing on knees, etc.).
 - G. Pupils must not try to get on or off the bus or move about within the bus while it is in motion. Students will remain seated until the bus has come to a complete stop before rising to exit or move.
 - H. Pupils must observe directions of the driver when leaving bus. Pupils should never cross the road in front of the bus without looking both ways first.
 - I. Any damage to the bus should be reported at once to the driver.
 - J. Younger passengers should sit near the front of the bus; however, this rule will only be enforced as it becomes necessary.
2. Each driver should attempt to solve their own problems first by using one or all of the following:
 - A. Talk privately with students whose behavior is unsatisfactory.
 - B. Assign seats to students who constantly create problems.
 - C. Contact in person or call parents of problem students.
 3. Any behavior problem that the driver has attempted to solve and has been unsuccessful in solving should be reported to the principal.

School buses are considered extensions of the school environment. Any pupil whose conduct on a school bus is improper or jeopardizes the safety of other pupils may have his/her school bus transportation suspended.

FOOD SERVICE PROGRAM

Alton School provides a breakfast and lunch program for students. Payments may be made in advance by the day, week, or quarter. Meal charges are not to exceed \$20.00. Parents/guardians are responsible for paying for their child’s meals and extra milk, or applying for free/reduced meals. Prices are as follows:

	Breakfast	Lunch
Adults	\$1.55	\$2.20
Junior High/ High School Students	\$1.40	\$1.80
Reduced	\$0.30	\$0.40

All students are required to eat in the lunch room. This includes students who bring lunches from home. All students are expected to observe good manners and obey lunch room rules. Throwing of food or other inappropriate behavior will not be tolerated.

Public Law 95-166 required the USDA to restrict the sale of non-nutritious foods in participating schools. Therefore, students and staff are discouraged from taking deliveries for lunch.

Notifications to Parents/Guardians

The district will provide the following notifications to parents/guardians:

1. The district will provide timely notification to parents/guardians when account balances run low (when applicable) and each time their student charges a meal.
2. The district will invoice parents/guardians for unpaid meal charges during the district’s monthly billing cycle, in addition to providing notification of outstanding balances by other means.
3. The district will turn over unpaid meal charge balances to a collection agency when the superintendent or designee determines such action is in the best interest of the district.
4. District employees are mandated by the state of Missouri to report any instances of suspected abuse or neglect to the Children’s Division (CD) of the Department of Social Services. District personnel will report to the CD any instance where a student’s arrival at school with no provision for food leads to a reasonable cause to suspect neglect.

GUIDANCE AND COUNSELING

Guidance and counseling services are available to all students. The services include vocational counseling, assistance with educational planning, interpretation of test scores and assistance with school or social concerns. Students may schedule a conference with the counselor at any time. Parents/Guardians are also encouraged to visit with the counselor to review their child’s educational plan and progress. Pursuant to Missouri Senate Bill 638, Section 161.1050, Alton R-IV is providing the following website to parents: <http://traumaschools.com>.

HEALTH SERVICES

The nurse will be located in the elementary. Students going to the nurse must report to the principal’s office.

Physical Examinations and Screenings:

Screening tests for vision, hearing, and growth will be done at the nurse’s discretion. Scoliosis screenings are done in grades 7 and 8. Nurse will periodically check students for head lice and nits. Students found to have head lice will be excluded

from school. Readmission will depend on successful treatment with pediculide (prescription medicine or non-prescription- RID, etc.) and **complete removal of all lice and nits**. Children will be rechecked for readmission to school. If not clear, the child will be sent home for continued treatment. Parents/guardians will receive a written notice of any screening result that indicates a condition that might interfere or tend to interfere with a student's progress. No invasive exams will be done.

QUALIFICATIONS FOR LEADERSHIP POSITIONS IN STUDENT ORGANIZATIONS

Student leaders are elected by members of their class and/or student body. Student leadership candidates must meet the minimum MSHSAA standards for participation (pass 6 of 7 classes attempted the prior semester), and have maintained a "C" cumulative grade point average. Student leadership candidates shall not have excessive absenteeism during the past two semesters...unless said absenteeism is waived by the administration due to extenuating circumstances. Student leadership candidates shall be of good character, both in and out of school, and have no major infractions of the law and/or AJHS/AHS Student Conduct Code within the previous twelve months.

STUDENT LOCKERS

All students will be provided with a locker upon request, completely free of charge. These lockers are for the storage of books and school supplies. They should be maintained in a neat and orderly condition. Please note:

1. LOCKERS ARE OWNED BY THE SCHOOL. THEREFORE, THE SCHOOL MAY LEGALLY SEARCH THEM SHOULD THE NEED ARISE.
2. UNASSIGNED LOCKERS ARE NOT FOR STUDENT USE.
3. "JAMMING" LOCKING MECHANISMS WILL RESULT IN DISCIPLINARY ACTION.
4. YOU ARE RESPONSIBLE FOR YOUR LOCKER. IF IT IS ABUSED, YOU MUST PAY FOR THE DAMAGES.
5. A KEY OR COMBINATION MUST BE LEFT IN THE MAIN OFFICE. IN THE EVENT A LOCK HAS TO BE CUT, ALTON R-IV IS NOT RESPONSIBLE FOR THE COST OF A REPLACEMENT LOCK.
6. DO NOT SHARE YOUR LOCKER WITHOUT PERMISSION
7. LOCKERS MUST BE CLEANED OUT BEFORE SCHOOL ENDS. THE SCHOOL IS NOT RESPONSIBLE FOR ANY ITEMS LEFT IN LOCKERS AFTER SCHOOL IS DISMISSED.

Student Conduct/Discipline

STUDENT CONDUCT

The Student Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to insure the orderly operations of district schools. No code can be expected to list each and every offense which may result in the use of disciplinary action. However, it is the purpose of this Code to list certain offenses, which if committed by a student, will result in the imposition of a specific penalty.

The circumstances surrounding an incident and the student's previous disciplinary record should be taken into account in determining the appropriate punishment. Therefore, it is sometimes necessary to take more firm disciplinary action than the guidelines might call for because of repeated misconduct. It is assumed that the classroom teacher will handle many of the minor violations of rules which do not warrant referral to an administrator.

Penalties for Violations of AJHS/AHS Student Conduct Code

1. **STUDENT CONFERENCE/WARNING BY A PRINCIPAL.**
2. **PARENT/STUDENT CONFERENCE WITH PRINCIPAL.**
3. **AFTER SCHOOL DETENTION (ASD):** A student may be assigned a 45-minute detention before or after school. Failure to bring assignments to complete will result in additional time being assigned.
4. **IN-SCHOOL SUSPENSION (ISS):** This is to be served during the school day in the ISS Room under the supervision of a school employee. Students are to report to ISS with all books and a completed daily assignment sheet.

In-School Suspension Rules

- A. Student will be reading or studying the entire time.
- B. Lunch will be at the regular time. Lunch can either be brought from home or from the cafeteria. Lunch must be eaten in the room.
- C. There will be NO SLEEPING, reclining or putting head on desk.
- D. Students should get assignments from teachers before the day they are assigned to in-school suspension. Students will be assigned one extra day of ISS if they fail to get assignments.
- E. Students should bring schoolwork and/or appropriate materials to read during suspension.
- F. Students must complete daily assignments as a condition for release from in-school suspension.

7. **OUT OF SCHOOL SUSPENSION (OSS):** Suspended students may not be on campus or at school activities while suspended. Failure

to comply will result in additional suspension. Building principal(s) may suspend for up to 10 days. The superintendent may suspend for up to 90 days.

8. EXPULSION: This penalty may only be administered by the Alton R-IV Board of Education. Student may not return to school.

9. CORPORAL PUNISHMENT: Corporal punishment, as a measure of correction or of maintaining discipline and order in schools, is a part of the behavior continuum at Alton Junior/Senior High School. Corporal punishment shall be used when alternative means of discipline have failed, and then only in reasonable form and administered by the principal in the presence of a teacher.

10. OTHER: Reasonable penalties worked out between student, parents and administrators. Example include restitution for damages; working after school.

VIOLATIONS AGAINST PERSONS

ASSAULT – The Missouri Safe Schools Act of 1996 establishes the crime of “assault while on school property”. A person commits the crime of assault while on school property if the person

- 1) Knowingly causes physical injury to another person; or
- 2) With criminal negligence, causes physical injury to another person by means of a deadly weapon; or
- 3) Recklessly engages in conduct which creates a grave risk of death or serious physical injury to another person; and the act occurred on school or school district property, or in a vehicle that at the time of the act was in the service of a school or school district, or arose as a result of a school or school district-sponsored activity.

Assault while on school property is a class D felony.

(Safe School Act—House Bills 1301 & 1298; 1996)

Assaults may be referred to local law enforcement.

Hitting, striking and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person.

Step One:	5-10 days OSS and parent conference with principal.
Step Two:	10-180 days OSS; possible expulsion.

Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another.

Step One:	Expulsion.
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BULLYING/CYBERBULLYING – Intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; threats of retaliation for reporting such acts; sending or posting harmful or cruel text or images using the Internet or other digital communication devices; sending or posting materials that threaten or raise concerns about violence against others, suicide or self-harm. Students will not be disciplined for speech in situations where the speech is protected by law.

Step One:	Up to 5 days ISS and/or parent conference with assistant principal
Step Two:	5 days OSS; parent conference with principal.
Step Three:	10 days OSS; parent conference with superintendent.
Step Four:	10-180 days OSS; possible expulsion.

Harassing, intimidating or threatening computer usage: Inappropriate computer usage intended to harass, intimidate, or threaten student(s) and staff. This includes language or written material that is disparaging or demeaning. Written or symbolic words or gestures meant to harass or injure another person; i.e., threats of violence or defamation of a person’s race, religion, gender, or ethnic origin. Constitutionally protected speech will not be punished.

Reporting Bullying

School employees, substitutes or volunteers are expected to intervene to prevent student bullying, appropriately discipline the perpetrator, assist the victim and report the incident to the building principal or designee for further investigation and action. Any school employee, substitute or volunteer who witnesses or has firsthand knowledge of bullying of a student must report the incident to the building principal or designee as soon as possible, but no later than two school days after the incident.

Students who have been subjected to bullying, or who have witnessed or have knowledge of bullying, are encouraged to promptly report such incidents to a school employee. Any school employee receiving such a report shall promptly transmit the report to the building principal or designee.

If the bullying incident involves students from more than one district building, the report should be made to the principal or designee of the building in which the incident took place or, if more appropriate, to the principal or designee of the building attended by the majority of the participants in the incident.

Step One:	10-180 days OSS; possible expulsion.
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FIGHTING (see also, “Assault”) – Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

Step One:	3-5 days OSS; parent conference with assistant principal.
Step Two:	10 days OSS; parent conference with principal.
Step Three:	10-180 days OSS; parent conference with superintendent; possible expulsion.

HAZING – Any activity	5 days OSS; parent conference with assistant principal.
Step Two:	10 days OSS; parent conference with principal.
Step Three:	10-180 OSS; parent conference with superintendent; possible expulsion.

HARASSMENT, including Sexual Harassment

Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic.

Step One:	Principal/Student conference; ASD; ISS; 1-180 days OSS; or expulsion.
Step Two:	ISS; 1-180 days OSS; or expulsion.

Sexual Misconduct - Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.

Step One:	ISS; 1-180 days OSS; or expulsion.
Step Two:	1-180 days OSS or expulsion.

Sexual Activity – Acts of sex or simulated acts of sex.

Step One:	3-5 days ISS or OSS; parent conference with assistant principal.
Step Two:	5-10 days OSS; parent conference with principal.
Step Three:	10-180 days OSS; referral to superintendent before readmission.

INCENDIARY DEVICES/FIREWORKS– Possessing, displaying or using matches, lighters, fireworks or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks.

Step One:	2-10 days ISS; or OSS.
Step Two:	5-10 days OSS; referral to superintendent.

INSTIGATING A FIGHT – Students shall not instigate fights by actively encouraging others to fight, carrying messages which result in fights or take part in any other activity which results in a fight or take part in any behavior that encourages violence.

Step One:	1-3 days ISS or OSS; parent conference.
Step Two:	3-5 days OSS; conference required for readmission.
Step Three:	10 days OSS; referral to assistant principal before readmission.

VERBAL ABUSE TO STAFF – Verbal, written or symbolic language or gesture, that is rude, vulgar, disrespectful and defiant or considered inappropriate in public settings, directed at a staff member.

Step One:	1-3 ASD; 2-5 days ISS; or OSS.
Step Two:	5-10 days OSS.
Step Three:	Expulsion.

VERBAL ABUSE TO STAFF OF A THREATENING NATURE – Verbal, written or symbolic language or gesture that is threatening in nature; directed at a staff member.

Step One:	5-10 days OSS.
Step Two:	10 days OSS.
Step Three:	Expulsion.

FALSE ACCUSATIONS TOWARD A STAFF MEMBER - Any intentional slander or libelous statements by a student towards any school employee, which is malicious, untrue and meant to harm that staff member's reputation or employment, will result in immediate suspension.

Step One:	10-180 days OSS.
Step Two:	90-180 days OSS.

WEAPONS (see Board policy JFCJ) – The possession or use of a weapon, concealed or otherwise, by any student is prohibited upon or in the vicinity of school grounds, while going to or from school, or at any school sponsored event. Examples include, but are not limited to: knives, guns, chains, metal knuckles, fireworks or explosives. (This would include any item representing a weapon.)

Possession of a firearm, as defined in 18 U.S.C. § 921 or any instrument or device defined in 571.010 RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2).

Step One:	One (1) calendar year OSS or expulsion.
Step Two:	Expulsion.

Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo.

Step One:	10-180 days OSS; possible expulsion.
Step Two:	180 days OSS; possible expulsion.

Possession or use of ammunition or a component of a weapon.

Step One:	1-10 days ISS or OSS; or expulsion.
Step Two:	1-180 days OSS; or expulsion.

VIOLATIONS AGAINST PUBLIC HEALTH AND SAFETY

DRUGS/ALCOHOL – The possession, sale, purchase, distribution and/or receiving (**or the attempt of such**) of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation is prohibited upon or in the vicinity of school grounds, while going to or from school, or at any school sponsored event.

Step One:	ISS; or 1-180 days OSS.
Step Two:	1-180 days OSS; or expulsion.

Possession of or in attendance while under the influence of or soon after consuming unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act. This includes energy enhancers, dietary supplements and nicotine patches. This would include attempting the use of a controlled substance or one to be purported as a controlled substance.

Step One;	10 day OSS. If a student agrees to a chemical dependency evaluation at an approved facility, suspension will be reduced to 5 days.
Step Two:	10-180 day OSS; pending expulsion, unless the student agrees to a chemical dependency evaluation and complies with the recommended treatment plan.
Step Three:	Expulsion.

The sale, purchase, distribution and/or receiving (or the attempt of such) of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

Step One:	10 OSS; Referral to superintendent for possible expulsion
Step Two:	Expulsion.

SECRET ORGANIZATIONS – The Board of Education does not recognize secret organizations. Sororities, fraternities, gangs or secret societies of the community are not school organizations. Conduct by students while in school such as hazing of initiates, special attire (including pins and insignia or other identifying symbols), improper activity on campus or any other influence of sorority, fraternity, gang or

secret society that interferes with the normal conduct of the educational program shall not be permitted.

Step One:	10-180 OSS.
Step Two:	90-180 OSS.

TOBACCO USE AND/OR THE POSSESSION OF – Students found to be in possession or using any tobacco product on district premises, or areas adjacent to school, district transportation or at any district related activities is prohibited. Tobacco products will be confiscated and destroyed. It is against the law of Missouri for minors to buy, use or possess tobacco products. This includes electronic cigarettes and e-cigarettes.

Step One:	2-5 ASD or ISS.
Step Two:	5-10 ASD or ISS.
Step Three:	5-10 days OSS.

VIOLATIONS AGAINST PROPERTY

ARSON – This will be defined as starting or attempting to start a fire or causing or attempting to cause an explosion.

Step One:	10-90 days OSS with possible expulsion.
Step Two:	10-180 days OSS with possible expulsion.
Step Three:	Expulsion.

BOMB THREAT – The Safe Schools Act 1996 increases the penalty for making a false bomb report from a Class A misdemeanor to a Class D felony.

Step One:	10-90 days OSS with possible expulsion.
Step Two:	Expulsion.

EXTORTION – Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.

Step One:	5-10 days OSS.
Step Two:	Expulsion.

FALSE ALARM – Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of district property.

Step One:	10 days OSS; parent conference.
Subsequent Step:	Expulsion.

TECHNOLOGY MISCONDUCT

Students are forbidden to access any website that would be offensive to any students, teachers or parents. Students are not to use any forms of obscene, harassing or abusive language online. Students are to adhere to the same standards online that are expected in the classroom.

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

Step One:	Restitution. Assistant principal/Student conference; loss of user privileges; ASD; or; ISS.
Subsequent Step:	Restitution. Loss of user privileges; 1-180 days OSS; or expulsion.

THEFT – Theft, attempted theft or knowing possession of stolen student, staff or school property.

Step One:	1-3 days ISS or OSS and restitution; parent conference.
Step Two:	5-10 days ISS or OSS and restitution; parent conference.
Step Three:	10-180 days OSS and restitution; referral to superintendent before readmission.

VANDALISM (see Board policy ECA) – The willful damage or the attempt to cause damage to any property, real or personal, belonging to the district, staff or students.

Step One:	1-3 days ISS or OSS and restitution; parent conference.
Step Two:	5-10 days ISS or OSS and restitution; parent conference.
Step Three:	10-180 days OSS and restitution; referral to superintendent before readmission.

VIOLATIONS OF PUBLIC DECENCY AND GOOD ORDER

ACADEMIC DISHONESTY – Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics is prohibited.

Step One:	“0” Grade for Assignment; ASD; and/or Parent Conference.
Step Two:	“0” Grade for Assignment; 1-3 ASD; 1-3 days ISS; and/or Parent Conference.
Step Three:	“0” Grade for Assignment; 3-5 days ISS; Conference with assistant principal.
Subsequent Step:	“0” Grade for Assignment; 5-10 days OSS; Referral to superintendent.

CARELESS DRIVING VIOLATIONS – This covers students who drive carelessly or without due caution on Alton R-IV High School campus, so as to endanger persons on the property.

Step One:	1-3 ASD; or 1 day ISS.
Step Two:	2-5 days ASD; ISS; driving privileges revoked for 2 weeks; parent conference.
Step Three:	5 days OSS; conference with assistant principal.

DISHONESTY - Any act of lying, whether verbal or written, including forgery. Including: failure to properly identify self when asked and/or withholding information from teachers and/or administrators when asked.

Step One:	1-3 ASD; or ISS.
Step Two:	2-5 ASD; or ISS.
Step Three:	10 days OSS; parent conference with superintendent for readmission.

DISMISSAL FROM DETENTION OR ISS – Any student who is disruptive in Lunch Detention, After- School Detention, Friday School, or In-School Suspension will be referred to the principal’s office.

Step One:	Assigned punishment doubled; parent notification.
Step Two:	Assigned punishment doubled or 2-3 days ISS whichever is greater; parent notification.
Step Three:	5 days ISS; parent notification; conference with assistant principal for readmission.
Step Four:	10 days OSS; parent notification; conference with principal for readmission.
Step Five:	90 days OSS.

DISRUPTIVE CLASSROOM BEHAVIOR AND/OR DISMISSAL FROM CLASS – In the event a student has disrupted class and the classroom teacher has attempted to remedy the problem using other methods, the student shall be dismissed from class and referred to the assistant principal’s/director’s office. The classroom teacher will submit a written report on the nature of the problem to the assistant principal/director. A copy of this report will be mailed to the parent/guardian. Dismissals are tabulated throughout the school year and may be from any class.

Step One:	Conference; warning; or 1-3 ASD.
Step Two:	1-3 ASD; or ISS; parent conference.
Step Three:	2-3 days ISS; OSS; conference with assistant principal required for readmission.
Step Four:	5 days OSS; conference with principal required for readmission.
Step Five:	10 days OSS conference with superintendent required for readmission.
Step Six:	90 days OSS.

DISRUPTION AND INTERFERENCE WITH SCHOOL – No student shall block the doorway or corridor; prevent others from attending a class or district activity; block normal pedestrian or vehicular traffic; threaten (verbally or in writing) the safety and security of the school, use violence, force/noise coercion, threats, intimidation, racial or ethnic intimidation, harassment, fear, passive resistance or any other conduct intentionally to cause a disruption of the educational environment. Nor shall they refuse to identify themselves on request or encourage other students to violate any rule or school Board policy.

Step One:	1-5 days ISS; parent conference.
Step Two:	5-10 days OSS; referral to superintendent for reinstatement.

DRESS CODE VIOLATIONS (see policy JFCA and procedure JFCA-AP) (SEE ALSO DRESS CODE)

Step One:	1-3 ASD; student required to change clothes.
Step Two:	2-5 ASD; or ISS; student required to change clothes.
Step Three:	10 days OSS; parent conference with principal for readmission

ELECTRONIC DEVICES – Students are prohibited from the use of cell phones, to include text messaging, during classes. Acceptable times for cell phone use are before school, during lunch, and during passing times. **At the teacher's discretion, teachers may allow cell phone use in their classrooms for educational purposes.** Other electronic devices such as CD player, I pods, etc., may be used during privilege time and lunch but not in classes unless the student has the teacher's consent. Camera phones may not be used on school property unless permission is granted from all parties photographed. **Taking picture in areas where privacy is expected, such as locker rooms, restrooms, etc., is a criminal offense and will be turned over to law enforcement and dealt with as a disciplinary issue by the school.** Laser pointers should never be brought to school and will be confiscated immediately. Students are also reminded that such property brought to school is the responsibility of the student and AJHS/AHS is not responsible for theft of such property. **Refusal to give a staff member a phone due to a violation will result in an additional charge of insubordination.**

Step 1:	Confiscated and only returned to a parent or guardian; 1 day ISS; and loss of privilege for one grade cycles; Administration discretion
Step 2:	Confiscated and only returned to a parent or guardian; 3 days ISS; and loss of privilege for two grade cycles; Administration discretion.
Subsequent Step:	Confiscated and only returned to a parent or guardian; 3 days ISS; and loss of privilege for remaining year; Administration discretion.

PHOTOGRAPHY OR FILMING OF STUDENTS INVOLVED WITH ACTIVITIES VIOLATING THE DISCIPLINE CODE – Students taking pictures or filming other students who are violating the discipline code or breaking the law on school property (example: filming a fight/ assault) will be subject to the discipline listed below. Posting of the images on social media sites will result in additional discipline.

Step One:	2-3 days ISS; OSS; conference with assistant principal required for readmission.
Step Two:	5-10 days OSS; conference with principal required for readmission.
Subsequent Step:	10-180 days OSS conference with superintendent required for readmission.

FAILURE TO ATTEND DETENTION/ISS– Students assigned DETENTION or ISS are expected to report on time and on the day assigned.

Step One:	Assigned punishment doubled; parent notification.
Step Two:	Assigned punishment doubled, 2-3 days ISS or; OSS.
Step Three:	3-5 days ISS or OSS
Step Four:	10-90 days OSS.

FAILURE TO BE PREPARED FOR CLASS OR COMPLETE OR TURN IN ASSIGNMENTS - In the event a student fails to complete and/or turn in assignments, the classroom teacher should attempt to remedy the problem using the following steps.

Step One:	Teacher/Student conference; warning
Step Two:	Parent contact by phone, e-mail, or written note; and teacher/student conference with assistant principal
Step Three:	1-3 days ASD
Step Four:	1-3 days ASD; ISS
Subsequent Step:	3-5 ISS; Conference with assistant principal

FAILURE TO MEET CONDITIONS OF SUSPENSION, EXPULSION, OR OTHER DISCIPLINARY

CONSEQUENCES – This includes violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled, "Conditions of Suspension, Expulsion and Other Disciplinary Consequences."

As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence is disruptive to the educational process or undermines the effectiveness of the district's discipline policy.

Step One:	Verbal warning; ASD; ISS; 1-180 days OSS; or expulsion. Report to law enforcement for trespassing if expelled.
Subsequent Step:	Verbal warning, ASD; ISS; 1-180 days OSS; or expulsion. Report to law enforcement for trespassing if expelled.

FOOD AND OPEN CONTAINERS - All food and open containers are subject to search and are to be confined to the designated eating areas (cafeteria). Food and drinks are not to be consumed in the hallways or stored in lockers (with the exception of sack lunches and after school snacks). Delivery of fast food during the school day is prohibited with the exception of parent/guardian deliveries. Reminder: Students are not to be checked out for lunch. Failure to comply will result in disciplinary action.

Step One:	Warning.
Step Two:	1-3 days ASD; or ISS.
Step Three:	3-5 days ISS; and parent notification.

HALL PASSES – Any student out of a regularly scheduled class, during a scheduled class period, is required to have in his or her possession a hall pass that has been authorized by the assigned teacher. Failure to meet this requirement will automatically result in.

Each Offense:	1-3 ASD
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INSUBORDINATION AND REFUSAL TO DO WORK – Defiance, willful refusal to perform requested action and disrespectfulness in word and action. This includes refusing to comply with a teacher's request in a timely or appropriate manner.

Step One:	1-3 ASD; or ISS; parent conference.
Step Two:	3-10 days ISS; or OSS.
Step Three:	Placement in ALC; or OSS

NUISANCE ITEMS – Possession/use of these items is considered a disruption or possible disruption of the educational process.

Laser Lights – Laser pointers/lights may cause eye damage and therefore are prohibited at school and all school activities.

Step One:	1-3 days ASD; or ISS; parent conference.
Step Two:	3-5 days ISS; referral to assistant principal.
Step Three:	5-10 days OSS; referral to principal for readmission.

Skateboards – Skateboards are not allowed on campus.

Step One:	Held by assistant principal until day’s end.
Step Two:	Held by assistant principal until parent picks up.

Other – Includes any disruptive or potentially disruptive item not listed.

Step One:	Administrator’s discretion.
Step Two:	Administrator’s discretion.

PARKING VIOLATIONS – This includes student drivers who park so as to impede normal traffic flow. Students should only park in designated areas. Refer also to **STUDENT DRIVING AND PARKING**.

Step One:	1 day ASD; or ISS.
Step Two:	2-5 days ASD; or ISS; parking/driving privileges revoked for 2 weeks; parent conference.
Step Three:	3-5 days OSS.

POSSESSION OF OR TRYING TO ACCESS SEXUALLY EXPLICIT, VULGAR, OR VIOLENT MATERIAL, USE OF LEWD OR

OBSCENE LITERATURE – The writing or drawing of lewd or obscene literature, gang/satanic writing and drug related items. These are offensive to school standards and do not have a serious literary, artistic, political or scientific value. Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

Step One:	3-5 days of ISS or OSS.
Step Two:	3-5 days OSS w/conference.
Step Three:	5 days OSS - expulsion.

PUBLIC DISPLAY OF AFFECTION (PDA) – The public display of affection is not appropriate behavior at school. Failure to comply with the reasonable expectations of the school staff will result in disciplinary action.

Step One:	Conference and/or warning and/or ASD.
Step Two:	1-3 days ASD; or ISS; parent conference.
Step Three:	2-5 days ASD; or ISS; parent conference.

TARDINESS – Students who are not in the proper classroom prepared for work when the tardy bell rings are considered tardy. (**SEE TARDINESS**) Teachers may hold students to a stricter standard. Tardies are totaled cumulatively for each class by SEMESTER.

Third Tardy	Teacher warning
Fourth Tardy	1 day ASD
Fifth Tardy	2 days ASD
Sixth Tardy	3-4 days ASD
Seventh Tardy	2 days ISS
Each Additional Tardy:	2 days OSS;

TRUANCY (see Board policy JED) – Absence from school, assigned class, and/or location without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians. (**SEE ALSO TRUANCY**)

On Campus – This includes failure to report to assigned location when on campus. Permission must be obtained and granted by supervisory staff member(s) or administrator when a student is going to be in a class or area where they are not assigned.

Step One:	1-3 days ASD; or ISS; parent conference.
Step Two:	3-5 days ASD; or ISS; parent conference.
Step Three:	5 days OSS; referral to principal.
Step Four:	10 days OSS; referral to superintendent.
Step Five:	Recommended OSS of 90 days.

Off Campus – Leaving campus after arrival (before or during the school day) or at lunchtime, without permission from the principal is prohibited.

Step One:	3-5 days ISS.
Step Two:	5 days OSS; referral to principal.
Step Three:	10 days OSS; referral to superintendent.
Step Four:	Recommended OSS of 90 days.

USE OF DISRUPTIVE SPEECH AND CONDUCT – Conduct or speech, be it verbal, written, pictorial or symbolic that materially and substantially disrupts classroom work, school activities, school functions such as not keeping hands and feet to yourself, talking in class when told not to do so, insubordination and refusal to do work, is prohibited.

Step One:	Conference with student and notification of parents.
Step Two:	1-3 days ASD; or ISS; and parent conference.
Step Three:	3-10 days ISS.
Step Four:	Semester OSS.

DISRUPTIVE BEHAVIOR WITH INJURY

Step One:	1-3 days ISS and parent conference
Step Two:	3-5 days ISS and parent conference
Step Three:	3-10 days OSS
Step Four:	Semester suspension

USE OF LANGUAGE OR BEHAVIOR THAT IS DISPARAGING, DEMEANING, OR THREATENING – Words or actions, verbal, written, pictorial or symbolic meant to harass or injure other people, such as threats of violence, name-calling, putdowns, intentionally hurting others’ feelings, spitting, de-panting, defamation of a person’s race, religion, gender or ethnic origin are prohibited. All threats of violence will be reported to law enforcement.

Step One:	1-3 days ASD; or ISS; and parent conference.
Step Two:	3-10 days OSS; parent conference.
Step Three:	10-90 days OSS; possible expulsion.

BUS OR TRANSPORTATION MISCONDUCT (see Board policy JFCC and procedure JFCC-AP) (SEE ALSO RULES AND SAFETY REGULATIONS FOR PUPILS RIDING ON BUSES)– Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense has been committed at the student’s assigned school. Transportation misconduct will be punished pursuant to policy and may include suspension of bus riding privileges.

BEHAVIOR NOT COVERED - The school district reserves the right to pursue disciplinary or legal action for behavior that is subversive to good order and discipline in the schools even though such behavior is not specified in the preceding written rules.

EXTRA-CURRICULAR and CO-CURRICULAR ACTIVITIES CODE OF CONDUCT

The Alton School District desires to provide activities for students in a wholesome, healthy, drug-free environment. Participation in extra-curricular and co-curricular activities provides students with opportunities that cannot be duplicated in the classroom experience. Educational research has demonstrated repeatedly that a high correlation exists between participation in activities and academic achievement. Extra-curricular and co-curricular programs seek to develop leadership abilities, as well as the mental, physical, social, emotional and moral well-being of student participants. An excellent extra- curricular and co-curricular activities program promotes school spirit and loyalty in addition to preparing students to make a positive contribution to their society.

Students must understand to represent their school and fellow students, as a participant in the activities program is a privilege, not an inherent right. Being a part of an extra-curricular activity places additional responsibilities upon students. Student participants are ambassadors for their school and community. They are in the public eye and thus, their personal conduct must always be above reproach. They have an obligation to create a favorable image and gain the respect of fellow students, teammates, and members of the Alton community.

Program sponsors and coaches are expected to be of high character, modeling positive attitudes and characteristics to their students. Winning should always be stressed but never at the expense of lowering any moral or legal standard as outlined by the Alton School District, Board of Education, the Missouri State High School Activities Association, or rules of the contest.

Although participation in extra-curricular and co-curricular activities is viewed to be of great value for the total development of the student, participation must necessarily be of secondary importance to the student’s academic development. The successful completion of the regular program of studies leading to graduation from high school must be primary.

This policy is in effect 365 days per year.

Missouri State High School Activity Association (MSHSAA) Standards

For those activities governed by the Missouri State High School Activities Association (MSHSAA), students must abide by the rules and regulation set by MSHSAA in addition to requirements of their school district and team expectations. The following rules are included in the MSHSAA official handbook and are listed here to help students and parents understand state requirements. Also, this information is shared to help avoid a misunderstanding that could lead to a violation of eligibility standards.

- 1. A student shall not be permitted to practice or compete until the school has verification that he/she has basic athletic insurance coverage.*
- 2. The school shall require of each student before the student is allowed to practice or participate, a physician's certificate stating that he/she is physically able to participate in athletic contests of his/her school.*
- 3. Non-school competition: Before competing in any non-school competition check with your coach or athletic director. Refer to MSHSAA handbook, by-law 235.0.*
- 4. A middle school or high school student may be eligible in a public school only in the district in which his/her parents, legally established guardian, or a person with whom he/she has been living for one (1) calendar year resides, and which is designated as the school for him/her to attend by the Board of Education.*
- 5. A student in grades 9-12 must be currently enrolled in courses that offer a total three (3) units of credit, and must have earned three (3) units of credit in courses that met the preceding semester in which he/she was in attendance in high school. This basically means he/she must pass 6 out of 7 classes the preceding semester in order to be eligible for participation during the current semester.*
- 6. A student in grades 7-8 must be enrolled in a normal course load for their grade at the member school and must have been promoted to a higher grade prior to the first day of classes for the new school year. However, even though you have been promoted, you will be ineligible if you failed more than two (2) courses the previous semester.*
- 7. Any student who withdraws from school because of disciplinary measures shall not be eligible for any interscholastic activity for one (1) full year from the date of withdrawal.*
- 8. A student who misses class(es) on the date of a contest without being excused by a principal shall not be considered eligible to represent his/her school on that date or any subsequent date until such student attends a full day of class.*
- 9. It is the responsibility of the coaches and the administration to inform both players and parents of MSHSAA regulations and to enforce these guidelines.*
- 10. MSHSAA Citizenship Requirements, By-Law 212 – Eligibility reinstated upon conclusion of all proceedings with legal system and all penalties satisfied. If the student does not notify the school of the situation prior to the school's discovery, then the student shall be ineligible for up to 365 days from discovery, pending review by the Board of Directors.*

I have received and read the Alton High School handbook for 2018-2019.

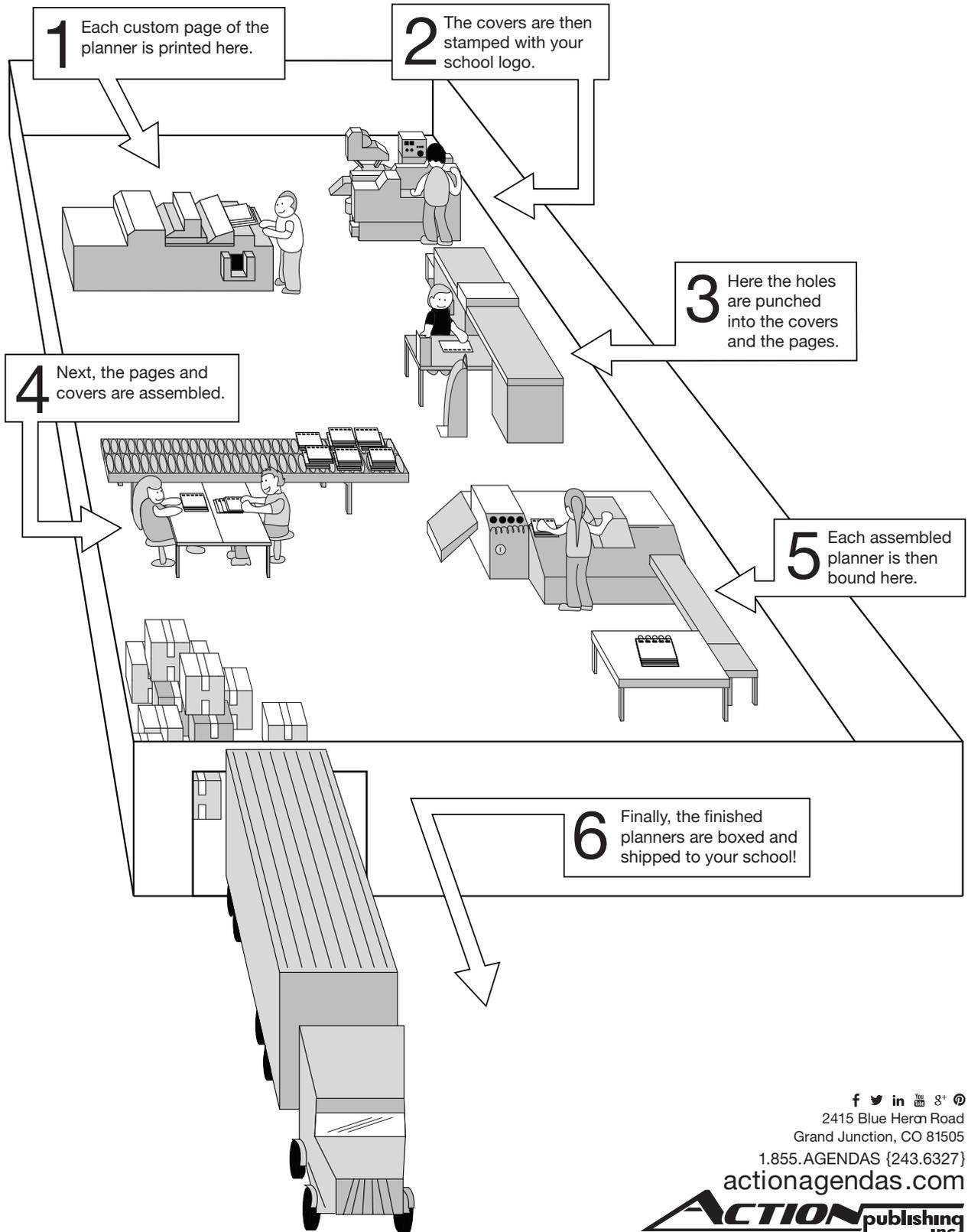
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Parent/Guardian's name: _____

Parent/Guardian's signature: _____

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