

## **2023-2024 SCHOOL CALENDAR**

Aug 15	New Staff Work Day
Aug 16/17/18	Teacher Work Days
Aug 22	First Day of School
Sept 04	No School – Labor Day
Sept 22	Early Out – Apple Jubilee
Oct 02	No School
Oct 11	PT Conferences 4-8 pm
Oct 12	Early Out – PT Conferences 1-5 pm
Oct 13	No School
Oct 18	End 1st Quarter
Nov 06	No School – Staff PDC
Nov 22,23,24	No School – Thanksgiving
Dec 15	End 2nd Qtr/semester
Dec 20	Early Out
Dec 21-Jan 03	No School – Christmas Break
Jan 03	Teacher Work Day/Staff PD Day
Jan 04	Classes Resume
Jan 15	No School – Martin Luther King, Jr. Day
Feb 12	No School – Staff PDC
Feb 19	No School – President's Day
March 08	End 3rd Quarter
March 11-15	No School – Spring Break
March 29-April 01	No School, Easter Break
April 06	Prom
April 08	No School – Staff PDC
April 29 & May 03	No School
May 10	Graduation – 7:00 PM
May 16	Last Day (12:30 Dismissal)
May 17	Teacher Work Day/Staff PD

### **INTRODUCTION**

The policies and procedures contained in this handbook are the result of a concerted effort on the part of the faculty and the administration. This information has been carefully prepared and presented so that it will be of great value in helping you to adjust to our school and to become an integral part of it.

The ultimate purpose of education is to help each student become an effective citizen in a democracy. To develop and accept the responsibilities and obligations of good citizenship will help us to participate successfully in the world of tomorrow. We hope that you will participate in our varied activities and thus find those things within our school which will prepare you to live a better life and finally take your place in this complex society. Remember that your success in this school will be directly proportional to your efforts.

### **EQUAL OPPORTUNITY**

Applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all professional organizations are hereby notified that the Santa Fe R-X School District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities and provides equal access to designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Mrs. Kristen Thompson, Process Coordinator, (660) 674-2236, and Mr. Derek Lark, Superintendent, (660) 674-2238. Any person may also contact the Assistant Secretary of Civil Rights, U.S. Department of Education, regarding the institution's compliance with the regulations implementing Title VI, Title IX, Title II or Section 504.

The District's equal opportunity policy extends to prohibitions against harassment of students or employees because of the individual's race, color, religion, disability, age, gender, or national origin. This prohibition against harassment includes, but is not limited to, disparaging comments, written material, physical assaults, verbal threats, and offensive pranks. Individuals who believe that they have been harassed in violation of this policy, should report the alleged harassment to their building principal or immediate supervisor unless this person is the alleged harasser. In this case, the report should be made directly to the Superintendent. All complaints of violation of this policy will be promptly investigated and appropriate action will be taken.

### **Nondiscrimination and Student Rights (2100, PR 2110)**

It is the policy of the Board of Education that every student regardless of race, color, sex, national origin, age, ethnicity, religion, disability, sexual orientation or perceived sexual orientation be given equal opportunity for educational development. It is the policy of the Board of Education to provide a free and appropriate education for students with disabilities. Students with disabilities are those who, because of certain atypical characteristics, have been identified by professionally qualified personnel as requiring special educational planning and services. Students with disabilities will be identified on the basis of physical, health, sensory, and/or emotional handicaps, behavioral problems or observable exceptionalities in mental ability. It is possible that a student may have more than one type of disability.

The Board recognizes the importance of providing each student with a school environment conducive to intellectual, emotional and social growth through participation in a full range of educational programs and activities. Board and staff commitments insure equal educational opportunities in course offerings, guidance and counseling, test procedures, extracurricular activities, discipline procedures and student support services.

### **Family Education Rights and Privacy Act (FERPA) Notice**

The Santa Fe R-X School District provides the parents and students over the age of 18 the right to inspect and review personally identifiable information collected and used or maintained by the District relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading or violates the privacy or other rights of their children. Parents have the right to file complaints with the U.S. Department of Education or Missouri Department of Elementary and Secondary Education concerning alleged failures by the District to meet the requirements of FERPA.

Annual public notice should be presented to parents or eligible students that "Directory Information" will be released as deemed necessary by school officials. The school district designates the following items as Directory Information: student's name, parent's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended and photograph. Parents or eligible students will have ten (10) school days after the annual public notice to view the student's directory information and to provide notice in writing to the school district that they choose to not have this information released. Unless notified to the contrary in writing within the ten (10) school day period, the school district may disclose any of those items designated as directory information without prior written consent.

### **Protection of Pupil Rights Amendment (PPRA)**

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98) applies to programs that receive funding from the U.S. Department of Education (ED). PPRA is intended to protect the rights of parents and students in two ways:

It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with an ED funded survey, analysis, or evaluation in which their children participate; and

It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning:

1. Political affiliations;
2. Mental and psychological problems potentially embarrassing to the student and his/her family;
3. Sex behavior and attitudes;
4. Illegal, anti-social, self-incriminating and demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents or students who believe their rights under PPRA may have been violated may file a complaint with ED by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Or you may contact us at the following address: **Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-5920**

### **Harassment (P 2130)**

It is the policy of the District to maintain a learning environment that is free from harassment because of an individual's race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation. The School District prohibits any and all forms of unlawful harassment and discrimination because of race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation.

It shall be a violation of District policy for any student, teacher, administrator, or other school personnel of this District to harass or unlawfully discriminate against a student through conduct of a sexual nature, or regarding race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation as defined by this Policy.

It shall also be a violation of District policy for any teacher, administrator, or other school personnel of this District to tolerate sexual harassment or harassment because of a student's race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation, as defined by this Policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the School District.

For purposes of this Policy, the term "school personnel" includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the District.

The school system and District officials, including administrators, teachers, and other staff members will act to promptly investigate all complaints, either formal or informal, verbal or written, of unlawful harassment or unlawful discrimination because of race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation; to promptly take appropriate action to protect individuals from further harassment or discrimination; and, if it determines that unlawful harassment or discrimination occurred, to promptly and appropriately discipline any student, teacher, administrator, or other school personnel who is found to have violated this Policy, and/or to take other appropriate action reasonably calculated to end the harassment/discrimination.

The District prohibits retaliation against a person who files a complaint of discrimination or harassment, and further prohibits retaliation against persons who participate in related proceedings or investigations.

### **Bullying (P 2655)**

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation. Bullying is strictly prohibited on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting acts of bullying.

Cyberbullying means bullying as defined above through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. The District may prohibit and discipline for cyberbullying that originates on any District campus or at a District activity if the electronic communication was made using the school's technological resources, if there is a sufficient nexus to the educational environment, or if the electronic communication was made on the District's campus or at a District activity using the student's own personal technological resources. Further, students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline.

Bullying, as defined in this policy, is strictly prohibited. Students are encouraged to report any incident of bullying which they have witnessed or incurred, by contacting their building principal. District employees are required to report any instance of bullying of which the employee has witnessed within two (2) school days of the occurrence. Employees shall report the occurrence to the building principal, who is the person the District designates to receive reports of incidents of bullying. A principal who receives a report of an incident of bullying shall initiate an investigation into the allegations within two (2) school days of receipt of the report. The principal may assign other employees to assist in the investigation, or request that the superintendent assign an outside investigator. The investigation shall be completed within ten school days from the date of the written report of bullying unless good cause exists to extend the investigation. No employee or student who reports an act of bullying shall be subject to reprisal or retaliation for making such a report. Any person who engages in reprisal or retaliation against an employee or student who reports an act of bullying shall be subject to disciplinary actions.

Students who are found to have violated this policy will be subject to consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc. Possible consequences to a student for a violation of this policy include: loss of privileges, classroom detention, conference with teacher, parents contacted, conference with principal, in-school suspension, out-of-school suspension, expulsion and law enforcement contacted.

The District shall give annual notice of the policy to students, parents or guardians, and staff. This policy shall be included in all student handbooks. This policy shall also be posted on the District's web page (as a Board policy) and a copy shall be placed in the District Administrative Office. The District shall provide information and appropriate training to District staff who have significant contact with students regarding the policy. All staff with significant student contact shall be trained on the requirements of this policy on an annual basis.

The District shall provide education and information to students regarding bullying, including information regarding this policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, reprisal, or retaliation against any person who reports an act of bullying. The District shall instruct its school counselors, school social workers, licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for students to overcome bullying's negative effects. Such techniques include but are not limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend himself or herself assertively and effectively; helping the student develop social skills or encouraging the student to develop an internal locus of control. District administrators will implement programs and other initiatives to address bullying, to respond to such conduct in a manner that does not stigmatize the victim, and to make resources or referrals available to victims of bullying.

## GENERAL SCHOOL INFORMATION

- i. The school building will not be open before 7:00 a.m. in the morning to students except for those here for special circumstances.
- ii. Students who have been absent are to get an admit slip from the office before going to class. This is done before classes begin in the morning
- iii. Students will not be called from the office to answer the telephone except for emergency calls.
- iv. Students shall be quiet and orderly at all times while in the building. Do not run between classes. Rowdyism, horseplay, profanity and loud boisterous behavior will not be allowed.
- v. Students are not to leave the school grounds without signing out in the office. If a student knows ahead of time that he/she will be leaving before 3:30 p.m., he/she is to bring a written request from home or have parent phone the school office.
- vi. Students will not be allowed to bring chewing tobacco, cigarettes, alcohol or illegal drugs into the school building.
- vii. Students will not be permitted to bring fireworks, ammunition or any lethal weapon onto school property.
- viii. Water guns, etc. are not allowed in the building.
- ix. If not involved with a school-sponsored activity, you will be required to leave by 3:45 p.m

## VISITORS

**No visitors will be allowed without prior approval from HS office.**

## SCHOOL WEB PAGE

Our school web page is can be found at: <http://www.santafechiefs.k12.mo.us>

**Download our app: Santa Fe R-X School District; connect to Facebook: Santa Fe R-X School District; Instagram: Santa\_fe\_rx\_school; Twitter: @SFChiefs1**



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## DAILY CLASS SCHEDULE

1st hour - 8:15 - 9:07  
2nd Hour - 9:10 - 10:02  
3rd hour - 10:05 - 10:57  
4th hour - 11:00 - 12:12

5th hour - 12:15 - 1:07  
6th hour - 1:10 - 2:02  
7th hour - 2:05 - 2:57  
Study Period - 3:00 - 3:30

## **REGISTRATION/ENROLLMENT**

District registration is held each August and aids in the process of scheduling, enrollment and various projections for district staff and administration. An enrollment period is established for each school and will end two weeks after the beginning of each term. Enrolling in classes, changing courses/schedules after this time period typically prove not to be in the best academic interest of the student.

## **ATTENDANCE**

Regular school attendance is a must for high academic success. Students are expected to be in school except in cases of emergency or for reasons listed below.

1. Personal illness -- students are requested to bring a doctor's note for school records when they have been absent and visited a doctor.
2. For absences due to regularly scheduled dentist, doctor, optometrist or other professional appointment, students are requested to bring a written verification from the professional for school records. This verification must be submitted to the office no later than one week following the absence.
3. Death of a relative -- the absence arising from this condition is limited to two days, unless reasonable cause may be shown by parent or guardian for a longer absence.
4. Observance of a religious holiday -- any student of any religion shall be excused if his absence is for the purpose of observing a religious holiday consistent with his creed or belief.
5. ANY OTHER REASON MUST BE EXCUSED BY THE SCHOOL **PRIOR** TO THE ABSENCE.

### **Steps to follow when absent:**

1. Have a parent or guardian phone the school and inform the office of the absence before 8:45 a.m. of the day of the absence, or have parent/guardian write an excuse giving your name, date, days of absence, reason for absence and his/her signature.
2. Present the excuse to the office.
3. Ask teachers for make-up assignments. Students are responsible for seeing that make-up work is completed.

Students with 95% or greater attendance in a semester will be allowed to skip a final exam of their choice.

Once students arrive at school, they are not to leave the premises without permission of the principal.

Students must be enrolled in person, full-time to participate in extracurricular activities at Santa Fe High School.

## **TARDINESS**

Students are to be in their seats and ready to work when the bell sounds. The teacher will confer with the student after class or after school concerning tardiness. After the third tardy to any class, the administration will counsel the student and notify the parent.

## **STUDENT APPEARANCE**

No hats, hoods, or sunglasses worn in the building. No tank tops/tube tops. No sleeveless shirts or blouses. **No pajamas/onesies.** No bare midriff shirts. No shirts with offensive language or offensive pictures. No t-shirts with the sleeves cut-out. All shorts, split-skirts and skirts will be judged by teachers or administration as to whether the length is appropriate. If this part of the dress code is abused, no shorts or split-skirts will be allowed. Any student's dress that interferes with the educational atmosphere or the safety of the student will not be permitted.

## **HALLS**

Students should be in the halls only at the beginning and close of school and while moving from one class to another. Students are asked to be courteous at all times and to keep to the right when moving in the halls. Running and shouting in the halls is never permitted.

## **CAFETERIA AND LUNCH HOUR**

Student behavior in the dining area should be based on courtesy and cleanliness. This means leaving the area in the condition found. Students will go through the cafeteria line and pay for their choice of food. Students are to remain in the cafeteria until they have finished eating. At no time are pupils allowed to take food outside of the cafeteria. Students are not to go into areas where classes are being held during their lunch hour.

### **ASSEMBLIES**

At all times the student's behavior should be refined and courteous. An indication of the cultural level of the school is the conduct of its student body at an assembly. Each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, uncalled-for-clapping, boisterousness and talking during a program.

### **DEPOSITS/FEES/BOOKS**

An activity fee of \$5.00 will be paid by all students. Students will be required to pay for books that are lost or damaged. Workbooks and other supplies are paid for by the student. Textbooks are to be kept clean and handled carefully. Please write name, grade, and school on the book label in case the book is misplaced.

### **LOCKERS**

Lockers are issued to students at the beginning of the year by the office. **Junior & Senior High students:** Lockers should be kept shut at all times. Lockers will not have locks. Locks may be placed on a student's locker by request. Each student is responsible for keeping their assigned locker clean both inside and outside. Damages caused by misuse of tape, etc. will be charged to the student responsible. Any locker malfunction should be reported to the office. Students are cautioned not to keep money or other valuables in their lockers. Turn in such items to the office for safe keeping.

### **SCHOOL INSURANCE**

School insurance is available to all students. A packet will be available for each student at registration. Purchase of this program is optional.

### **LOST AND FOUND**

Articles found in and around the school should be turned in to the principal's office where the owners may claim their property by identifying it.

### **STUDENT DELIVERIES**

Flowers, balloons, etc. will be delivered to students at the end the day. Students will be notified during End-of-the-Day announcements to pick up these items in the principal's office.

### **MEDICATION**

If it becomes necessary for a student to take any form of medication at school, a signed note from a parent must be presented to the office. All medication will be kept in and dispensed through the main office.

### **TELEPHONE**

In the event a student receives a call he/she will be called out of class only in the case of an emergency. Normally phone calls for students will be handled between classes, during lunch time, or after school.

## **CELL PHONES**

Cell phone use and personal technology may be used in classrooms for educational purposes with **prior** teacher approval. Students are not to photograph, film or record others without expressed consent. Cell phone use **will be allowed** during the lunch period. **Cell phones are NOT to be used in bathrooms and locker rooms.** 1<sup>st</sup> violation will result in a minimum of confiscation and parent notification, and maximum of 1 – 10 days OSS.

Any cell phone or other electrical device confiscated from a student by a teacher or administrator for any reason will result in notification to the parents. The second offense will result in student turning phone in to the office for 5 consecutive days (given back at the each of each day). The third offense will result in **an ISS** day.

## **LIBRARY SERVICES**

The library will be opened at 8:15 a.m. and remain open throughout the day until 3:30. You are encouraged to use the library as much as possible. **Books will need to be checked in/out with a teacher.** From time to time it may be desirable for a student to visit the library during class time to do research. In such cases, the student should first get permission from the teacher.

## **GUIDANCE**

The purpose of the guidance program is to help each individual student achieve his highest growth mentally, emotionally and socially. We try to do this in several ways:

1. Helping the new student feel at home in our school with new teachers and friends in a different setting.
2. Individual conferences whenever a student, a teacher or the counselor deems it necessary.
3. A testing program designed to help the student learn as much as possible about his capabilities.
4. The counselor welcomes the opportunity to talk things over with any student, parent or teacher.

## **COLLEGE DAY**

Seniors and Juniors who desire to visit college for the purpose of attending there, need to make arrangements for these through the counselor and then approved by the principal before being gone. Absences done in this manner will not be counted against the 8 day limit. Seniors will be allowed two college visits; juniors will be allowed one college visit. No college visits will be approved after April 15.

## **TRANSCRIPTS**

Official transcripts are confidential documents. Therefore, they must be sent directly from the office to the receiving office. Requests for transcripts should be made to the principal's office.

## **TEACHER ASSISTANTS**

We offer Seniors and then Juniors the option of being a teacher assistant in place of taking a class provided they are making satisfactory progress towards graduation. For a student to be enrolled in the teacher assistant program, permission will have to be obtained from the teacher, principal, counselor and parents of the student requesting.

## **GRADUATION REQUIREMENTS**

A student shall successfully complete the minimum number of credits required for their graduation year. Each student's program is cooperatively planned by the student, parents and the school to meet the needs of the student. Accumulation of credits will begin with the ninth grade year. The chart below indicates the number of credits required and the adjustments during our transition from a block schedule to a seven period day.

<b>LANGUAGE ARTS</b>	4
<b>SOCIAL STUDIES</b>	3
<b>MATH</b>	3
<b>SCIENCE</b>	3
<b>HEALTH</b>	0.5
<b>PERSONAL FINANCE</b>	1
<b>P.E.</b>	1.5 *.5 Health/.5 PE split for Grade 9
<b>FINE ARTS</b>	2
<b>PRACTICAL ARTS</b>	2
<b>GENERAL ELECTIVES</b>	6
<b>TOTAL REQUIRED</b>	26
<b>TOTAL POSSIBLE</b>	28

## **PROMOTION AND RETENTION**

Students in grades nine through twelve in this school district must repeat any required course in which a failing mark is received. Students must have satisfactorily completed the following number of units of credit for high school standing:

Freshmen - Promotion from eighth grade

Sophomore - 4 credits

Junior - 13 credits

Senior - 21 credits

Seventh and eighth graders must pass five (5) of eight (8) semesters in the four basic subjects of English, math, science and social studies.

## **GRADING SYSTEM AND REPORT CARDS**

The evaluation of student achievement is one of the important functions of the teacher. The accepted marking system is as follows:

<b><i>Grade Percentage Grade</i></b>			
95 – 100 A	90 – 94 A-	87 – 89 B+	83 – 86 B
80 – 82 B-	77 – 79 C+	73 – 76 C	70 – 72 C-
67 – 69 D+	63 – 66 D	60 – 62 D-	0 – 59 F

An incomplete is given only in those cases where illness, emergency, or by prearrangement, the student has not been able to complete his assignments. An incomplete on the report card becomes an F two weeks from the date it is issued. Make-up work is the complete responsibility of the student.

All report cards are given out as soon as grades are completed. If a student is failing a subject midway through a given nine week period, **teachers will notify parents via phone call/email.**

Beginning with the Freshmen Class of 2020-2021 we will no longer have a Valedictorian or Salutatorian. We will be moving to the Latin system of Summa Cum Laude, Magna Cum Laude, and Cum Laude.



## **WEIGHTED CLASSES**

Weighted classes receive more honor points because they are a higher level class in terms of material covered, homework assignments, and/or projects that need to be completed.

\*English IV

\*Physics

\*Chemistry II

\*Psychology

\*Adv. Functions & Math

\*Any dual credit class

\*Any class taken through UCM/MO Valley

The list of weighted classes are approved each year at the May Board of Education Meeting. Teachers can petition to have a class become weighted by contacting the high school principal prior to the May meeting.

## **HONOR ROLL**

Three honor rolls will be published at the end of each nine (9) week grading period. The Counselor's Honor Roll will consist of no grades lower than a C- with at least one A- or A for each C grade. The Principal's Honor Roll will consist of no grades lower than a B- while the Superintendent's Honor Roll will be all A's and above.

## **A+ PROGRAM**

Santa Fe is proud to offer the A + program to our students. The three primary goals of this program are that 1) all students graduate from school; 2) all students complete a selection of high school studies that is challenging and for which there are identified learning expectations; and 3) all students proceed from high school graduation to a college or postsecondary vocational or technical school or high wage job with work place skill development opportunities.

This program offers 2 years of college tuition at any public Missouri Community College or Vocational/Technical School to eligible students. To qualify for these benefits, the student must complete a Student Participation Form, maintain at least a 95% attendance rate, earn a 2.5 or higher GPA, attend a designated A+ school for 3 consecutive years, perform 50 hours of unpaid tutoring, maintain a record of good citizenship, avoid the unlawful use of drugs or alcohol, and complete and return the FAFSA form. Students must also achieve a score of proficient or advanced on the Algebra I end of course exam or high level end of course exam , or other DESE approved examination. Students have four years after high school graduation to use their two years of college tuition. Please contact the A+ office at the High School for more information on this outstanding program for our students.

## **STATEWIDE ASSESSMENTS**

All students will participate in statewide assessments. The administration will annually develop an assessment schedule for the current school year. The testing schedule will list the assessment instrument to be administered and the students who will be administered each test or assessment instrument. Jr. High will take MAP tests. Senior High will take End of Course tests as appropriate.

## **DETENTIONS**

A student who fails to report to class during class period or any part of the day will be considered as truant. Said student will be expected to make up this time **before or after school**. Faculty should notify the office immediately if he/she receives any information that a student is truant and failing to report to class.

Teachers may require students to stay after school for disciplinary measures. Notify the parent via phone that a detention has been assigned and keep the student under your supervision UNTIL his/her ride arrives to take him/her home. Keep the student in your room under personal supervision and provide necessary work to keep

the student busy. Detentions will be arranged for those students who continually interrupt a class or who persistently refuse to do the assigned class work either in or out of class.

Policy on student failing to show for detentions is as follows: First miss is double detention; Second miss is double detention; Third miss, refer student to office with a list of assigned times that the student did not show up.

### **CHEATING**

If a student is guilty of cheating, the teacher shall collect the student's paper, mark a zero for the work and notify the parent and office immediately as to the action taken.

### **ACADEMIC STANDARDS OF ELIGIBILITY**

For those student organizations that hold officer elections in the spring for the following school year, students that are ineligible at the time of officer election will be allowed to run for said offices. If elected, that student will not be able to participate in the organization's activities or perform the duties of the elected office until such time that student meets the requirements to become eligible.

### **SUSPENSION**

When a student is suspended from school, he/she will not be permitted on school grounds during the school day. While under suspension (in-school or out-of-school), a student may not participate in (or attend) extra-curricular activities. When a student has completed the assigned suspension, he/she can return to their regular classes after a conference between the student, parents or guardian, and principal has taken place. Students serving OSS will be allowed to make up all work assigned for 50% of allowed points for those particular assignments. Students are encouraged to do all work while suspended as it will be accepted for credit until the end of the unit for reduced credit.

### **IN-SCHOOL SUSPENSION**

A student that is suspended from a class will be meeting with the principal. Work will be brought to the student. This assigned work is for credit in the course of study. This procedure will continue as long as the student is under in-school suspension.

### **VANDALISM AND PROPERTY DAMAGE**

Our school buildings and equipment cost the taxpayers to construct, purchase and maintain. Students who destroy or vandalize school property will be required to pay for losses or damages. If students willfully destroy school property, suspension and subsequent expulsion may be necessary. If you should happen to damage something by accident, report it to a teacher or the office immediately.

### **STUDENT COUNCIL**

The Student Council provides for student activities, serves as a training experience for both leaders and followers, promotes the common good, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a clearing house for student activities, seeks to interest students in school affairs and helps solve problems that may arise. Members of the Council are your representatives and have direct access to the school administration.

Student Council members must have a GPA of 3.0 to run for an elected office. Election of student body officers and class officers will be elected prior to year of service. Candidates for Homecoming and Courtwarming must be eligible at time of nomination and event to participate.

## **EXTRA-CURRICULAR ACTIVITIES**

The Santa Fe R-X District has an approved extra-curricular activity handbook which contains rules/regulations specific to extra-curricular activities. All participants in extra-curricular activities are given a handbook by their sponsors/coaches.

### **CLASS AND ORGANIZATIONAL DUES**

7 <sup>th</sup> Grade	\$ 5.00	8 <sup>th</sup> Grade	\$ 5.00	9 <sup>th</sup> Grade	\$10.00
10 <sup>th</sup> Grade	\$10.00	11 <sup>th</sup> Grade	\$10.00	12 <sup>th</sup> Grade	\$10.00
Art Club	\$10.00	Chiefs Club	\$ 5.00	FBLA	\$15.00
FCCLA	\$15.00	FFA	\$15.00	Math Club	\$ 5.00
NHS	\$20.00	Science Club	\$10.00	Drama	\$10.00
Band	\$10.00	Literature Club	\$ 5.00		

\*\*\*\*Deadline for dues will be determined by the administration each year.

## **NATIONAL HONOR SOCIETY**

### **Article III - Election of Members**

Section 1: To be eligible for membership the candidate must be a member of the Junior or Senior Class. Candidates must have been in attendance at least one semester.

Section 2: Candidates must have a cumulative scholastic average of 3.5 (B+) or higher. Candidates will then be evaluated on the basis of service, leadership and character. Faculty members shall make written recommendations for each student scholastically eligible. These recommendations will then be evaluated by the chapter council.

## **EMERGENCY DRILLS**

**Signal - DISASTER** – Warning will be activated by the intercom system. **Instructions:** When the intercom is activated you will be advised how to proceed.

### **TORNADO-FIRE**

**Signal for a Tornado:** – Warning will be activated by the intercom system. **Instructions:** When the intercom is activated you will be advised how to proceed.

- 1) Students wait for specifics from the instructor when the intercom sounds
- 2) Leave the room in an orderly manner and walk
- 3) Upon entering the library hall, form two lines (one on each side) and proceed down the stairs
- 4) Take your gradebook with you so that you may account for all students

**Signal for Fire:** Warning will be activated by the intercom system.

- 1) Students wait for specifics from the instructor when the intercom sounds
- 2) Leave the room in an orderly manner and walk
- 3) Refer to the building floor plans (posted in each room) for the nearest exit
- 4) If exit is blocked by fire, the teacher is to give instructions on next exit
- 5) Take gradebook and close all doors and windows
- 6) When outside at football stadium, take roll and send report to principal's designated location.

## A.L.I.C.E.

We utilize the acronym A.L.I.C.E., to remind ourselves what we should do in the event of an intruder.



## BUS TRANSPORTATION

To help insure student safety on the buses, the following regulations will be enforced.

1. The driver is in charge of students and the bus at all times
2. The driver may assign students to individual seats.
3. Students must stay in their seats while the bus is moving. Students will not extend head or arms out bus windows.
4. Students will be liable for damage inflicted to the bus.

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## **SANTA FE R-X STUDENT TECHNOLOGY USAGE**

### Grades K-12 User Agreement

Every student receives a computer use agreement at the beginning of school. It **MUST** be signed and returned before any student can use a computer.

I have read the Santa Fe R-X School District Technology Acceptable Use Policy as outlined in Santa Fe R-X School District Regulation 6320 and agree to abide by its provisions. I understand that violation of these provisions may result in disciplinary action taken against me, including but not limited to suspension, or revocation of my access to district technology, and suspension or expulsion from school.

I understand that my use of the district's technology is not private and that the school district may monitor my use of district technology, including but not limited to accessing browser logs, e-mail logs, and any other history of use. I consent to district interception of or access to all communications I send, receive, or store using the district's technology resources, pursuant to state and federal law, even if the district's technology resources are accessed remotely.

Student Signature\_\_\_\_\_

Date\_\_\_\_\_

Printed Name\_\_\_\_\_

Graduation Year\_\_\_\_\_

## **Parent/Guardian Technology Agreement**

I understand that violation of the Santa Fe R-X School District Technology Acceptable Use Policy may result in disciplinary action taken against my child, ward, or child within my care, including but not limited to suspension or revocation of my child's or ward's access to district technology, and suspension or expulsion from school.

I understand that my child's or ward's technology usage is not private and that the school district will monitor my child's or ward's use of district technology, including but not limited to accessing browser logs, e-mail logs, and any other history of use. I consent to district interception of or access to all communications sent, received or stored by my child or ward using the district's technology resources, pursuant to state and federal law, even if the district's technology resources are accessed remotely.

I agree to be responsible for any unauthorized costs arising from my child's or ward's use of the district's technology resources. I agree to be responsible for any damages incurred by my child or ward.

I give permission for my child or ward to utilize the school district's technology resources.

Circle one:        YES            NO

The district maintains a website. Students' pictures, likeness, and/or student's work could occasionally appear on the website as they participate in school activities.

**I grant permission for a picture or likeness of my child/ward and/or work to appear on the district website, [www.santafechiefs.k12.mo.us](http://www.santafechiefs.k12.mo.us), and district social media accounts (Facebook, Twitter, Instagram, etc.).**

Circle one:        YES            NO

Signature of Parent \_\_\_\_\_ Date \_\_\_\_\_

## **Google Workspace for Education Permission Form**

I give permission for Santa Fe R-X School District to create/maintain a Google Workspace for Education account for my child. I realize that my child may be able to selectively share educational documents he/she chooses from his/her account.

Circle one:        YES            NO

Student Name (Print) \_\_\_\_\_ Parent/Guardian's Name (Print) \_\_\_\_\_

Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*Additional technology information will be available at registration.**

### **SANTA FE HIGH SCHOOL CODE OF CONDUCT**

The Santa Fe Code of Conduct is designed to foster student responsibility, respect for the rights of others and to ensure the orderly operations of district schools. As no document can encompass all situations, this code of conduct serves as a guideline to help administration make decisions. Compounding and mitigating factors will be considered; administration has the authority to make final discipline decisions based upon the facts in each individual case.

Repeated violations of Code of Conduct may result in extended suspensions.

### **VIOLATIONS AGAINST PUBLIC DECENCY AND GOOD ORDER**

**1) Use of Language That is Disparaging or Demeaning**---words or actions, verbal, written or symbolic meant to harass or injure another person; i.e., threats of violence or defamation of a person's race, religion, gender or ethnic origin

**Minimum Consequences:** Principal /Student Conference, after school detention,

**Maximum Consequences:** 1-5 days ISS; 3-10 days OSS

**2) Use of Disruptive Speech or Conduct** -- Conduct or speech, verbal, written or symbolic, which materially and substantially disrupts classroom work, school activities or school functions.

**Minimum Consequences:** P/S conference; 1-5 days ISS, After school detention **Maximum Consequences:** 1-10 days OSS

**3) Profanity and Obscene Language or Gesture**--Conduct or speech, verbal, written or symbolic, describing sexual conduct which is offensive or obscene.

**Minimum Consequences:** P/S Conference, 1-5 days ISS, after school detention, **Maximum Consequences:** 1-10 days OSS

**4) Public Displays of Affection--**Physical contact which is inappropriate for the school setting  
**Minimum Consequences:** P/S Conference **Maximum Consequences:** 1-3 days ISS; 1-3 days OSS

**5) Bus Conduct:** Behaviors which endanger students riding the bus  
**Minimum Consequences:** Verbal Warning, assigned seat **Maximum Consequences:** 1-3 days off the bus, permanent removal

**6) Dress Code:** Clothing or accessory items which may disrupt the educational environment; i.e., items which depict alcohol, tobacco, illegal substances, offensive and/or obscene pictures and/or words  
**Minimum Consequences:** P/S conference; change of clothing **Maximum Consequences:** 1-3 days ISS

## **VIOLATIONS AGAINST PUBLIC HEALTH AND SAFETY**

**1) Tobacco Possession--**Possession of any tobacco products (including electronic cigarettes) on school property, bus or at any school activity.  
**Minimum Consequences:** P/S conference; confiscation  
**Maximum Consequences:** 1-3 days ISS, 1-3 days OSS

**2) Tobacco Use--**Use of any tobacco products on school property, bus or at any school activity  
**Minimum Consequences:** P/S conference; confiscation, 1-10 days ISS  
**Maximum Consequences:** 1-10 days OSS

**3) Possession or Use of Drugs--**Possession of or attendance under the influence of any unauthorized prescription drug, alcohol, narcotic substance, counterfeit drugs and drug related paraphernalia, electronic type cigarettes, juul or vaping device will, and can be used as paraphernalia.  
**Minimum Consequences:** 5-10 days OSS, referral to appropriate authorities **Maximum Consequences:** 10-180 OSS; expulsion

**4) Sale or Distribution of Drugs--**Sale or distribution or intent of distribution of any prescription drug, alcohol, narcotic substance counterfeit drugs and drug related paraphernalia  
**Minimum Consequences:** 10 days immediate OSS with recommendation for expulsion; referral to appropriate authorities  
**Maximum Consequences:** Expulsion

## **VIOLATIONS AGAINST PERSONS**

**1) Assault-against another student--**Attempting to cause injury to another; intentionally placing another in reasonable apprehension of imminent physical injury.  
**Minimum Consequences:** 1-5 days ISS; 1-5 days OSS  
**Maximum Consequences:** 5-180 days OSS

**2) Assault against Staff--**Attempting to cause injury to a staff member; intentionally placing a staff member in reasonable apprehension of imminent physical injury  
**Minimum Consequences:** 10-180 days OSS  
**Maximum Consequences:** Expulsion

**3) Weapons-Possession or Use--**as defined in Section 921 of Title 18 of the United States Code and Section 571.010 of Missouri Revised Statutes (including, but not limited to blackjacks, concealable firearms, explosive weapons, firearms, firearm silencers, gas guns, knives, switchblades, knuckles, machine guns, rifles, shotguns, spring guns and projectile weapons)  
**Minimum Consequences:** 1 year suspension, referral to legal authorities  
**Maximum Consequences:** Expulsion, referral to legal

**4) Disrespectful Conduct or Speech--**disrespectful verbal, written or symbolic language or gesture which is inappropriate to public settings directed at a staff member **Minimum Consequences:** P/S Conference, after school detention,  
**Maximum Consequences:** 1-5 days ISS; 1-5 days OSS

**\*5) Fighting--**mutual combat in which both parties have contributed to the conflict either verbally or by physical action  
**Minimum Consequences:** P/S Conference; 1-10 days ISS; 1-10 days OSS  
**Maximum Consequences:** 10-180 days OSS

**6) Extortion--**threatening or intimidating any student for the purpose of obtaining money or anything of value  
**Minimum Consequences:** P/S Conference; 1-5 days ISS  
**Maximum Consequences:** 1-180 days OSS

**\*7) Theft--**theft, attempted theft or willful possession of stolen property  
**Minimum Consequences:** Reimbursement, P/S Conference 1-5 days ISS  
**Maximum Consequences:** 1-180 days OSS

**8) False Alarms--**tampering with emergency equipment, setting off false alarms, making false reports  
**Minimum Consequences:** P/S Conference; 1-5 days ISS  
**Maximum Consequences:** 1-180 days OSS, Expulsion

**9) Vandalism--**willful damage or the attempt to cause damage to real or personal property belonging to the school, staff or students  
**Minimum Consequences:** Restitution, P/S Conference,  
**Maximum Consequences:** 1-10 ISS; 1-180 days OSS

\*= under the new Safe Schools Law, school officials are required to report these activities to the appropriate law enforcement authorities

**10) Bullying--** is an intentional act designed to make a person less a person because of physical appearance, socioeconomic status, academic ability, sexual identity or other characteristics. Those acts include but are not limited to name calling, teasing, pranks, and gestures, physical attacks, demeaning comments, rumors and ridicule. Consequences will result in suspension either in-school or out-of-school suspension and documentation in the student's discipline record.

**Min. Consequences:** 10 days OSS **Max.** 180 days OSS or expulsion

### **VIOLATIONS AGAINST SCHOOL STANDARDS**

**1) Gangs--**gang activities, whether verbal, written or symbolic which substantially disrupt the educational environment.

**Minimum Consequences:** P/S Conference; 1-5 days ISS

**Maximum Consequences:** 1-180 days OSS, Expulsion

**2) Careless Driving--**driving on school property in such a way as to endanger persons or property,

**Minimum Consequences:** P/S Conference, Driving Privileges revoked for 1-30 days **Maximum Consequences:** Driving privileges revoked 1 year

**3) Truancy--**absence from school without the knowledge and consent of parents/guardian and/or the school administration

**Minimum Consequences:** P/S conference, 1-3 days ISS

**Maximum Consequences:** 3-10 days ISS; 1-5 days OSS

### **STUDENT DISCIPLINE HEARINGS**

The Board of Education may originate student discipline hearings upon recommendation of the superintendent. In such cases, the Board of Education will review the superintendent's report and determine whether to conduct a discipline hearing. In addition, student discipline hearings also will be held upon written request of the student or the student's parents, to consider appeals from student suspensions in excess of ten (10) school days. In all hearings, whether initiated by the Board of Education or by appeal, the following procedures will be adhered to:

1. The student and the parents/guardians will be advised of the charges against the student; their right to a Board hearing; the date, time and place of the hearing; their right to counsel; and their procedural rights to call witnesses, enter exhibits and cross-examine adverse witnesses. All such notifications will be made by certified mail, addressed to the student's parents or guardians.
2. Prior to the Board hearing, the student and the student's parents/guardians will be advised of the identity of the witnesses to be called by the Administration and advised of the nature of their testimony. In addition, the student and the student's parents/guardians will be provided with copies of the documents to be introduced at hearing by the Administration.
3. The hearing will be closed unless the student's parents/guardians request an open hearing. At hearing, the Administration or their counsel will present the charges and such testimony and evidence to support such charges. The student, his or her parents/guardians or their counsel shall have the right to present witnesses, introduce exhibits, and to cross-examine witnesses called in support of the charges. A licensed court reporter will record the hearing and prepare a written transcript.
4. At the conclusion of the hearing, the Board of Education shall deliberate in executive session and shall render a decision to dismiss the charges; to suspend the student for a specified period of time; or to expel the student from the schools of the District. The Administration or its counsel, by direction of the Board of Education, shall promptly prepare and transmit to the parents/guardians written Findings of Fact, Conclusions of Law and Decision.

Adopted: November 14, 1991 Revised: September 12, 1996

Cross Refs: J.D./JGE, Student Suspension & Expulsion

### **SANTA FE R-X MISSION STATEMENT**

**Collaborate. Educate. Grow. Lead. Santa Fe R-X is BETTER TOGETHER!**

### **VISION**

**The community of Santa Fe will collaborate to grow young leaders who are successful in all aspects of life and contribute to the community in which they live.**

### **BELIEFS**

**The Santa Fe R-X School District Believes:**

- That teachers who feel valued are intrinsically motivated to do their best for students
- Staff should engage in ongoing professional development that is purposeful, intentional, and shared with others.
- That partnership amongst students, staff and caregivers promotes the best outcomes for students and these outcomes are best nurtured in an environment where all feel respected and dignified.
- Collaboratively, the board, administration and staff make fiscally responsible decisions that best enhance positive outcomes for our students.
- That trust is essential for effective leadership.
- In equitable access for all students.

## **MOTTO**

**Santa Fe P.R.I.D.E.: Personal Responsibility In Developing Excellence.**

## **EDUCATIONAL PHILOSOPHY**

A philosophy of education is the foundation on which a school district is built and upon which the product of the school program is evaluated. The philosophy herein subscribed to by the Santa Fe R-X School District Board of Education shall be a guide in determining the policies, rules and regulations of the school district.

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

We believe that in a democratic society, education must help the student realize his/her worth as an individual and should lead him/her toward becoming a productive member of society. Strong emphasis must be placed upon democratic values which are important for an effective and satisfying personal and social life.

We believe that the role of the teacher in the educational process is to provide opportunities for the individual to achieve at the maximum level of his/her capacity, to create a learning situation in which individual motivation for learning is the stimulus for achievement, and to promote through teaching and example the principles of the democratic way of life.

We believe that parents/guardians have definite responsibilities in education. They need to have a basic confidence in this school, and they need to impart this confidence to the students. The parents/guardians may do this by cooperation to the fullest with the schools, by encouraging the student to give his/her best efforts to his/her daily school responsibilities and by participating in school activities.

We believe that the student must have responsibilities in the educational program of his/her community. Most important of these is attitude. The student is obliged to come with an open mind, equipped with all the necessary materials, ready to fulfill the responsibilities in the learning process. The basic attitude should be that the school is an institution of opportunity, staffed with trained personnel to help the student become a contributing member of society.

We believe that the foundation of the district's educational program is based on the development of competencies in the basic fundamentals of reading, oral and written communication and mathematics.

It is, therefore, the responsibility of the Santa Fe R-X School District to provide an educational environment for the children of the district which will foster and accelerate their intellectual, physical, social and career development.

## **NOTICE**

This handbook is approved annually by the Board of Education. Once approved, it becomes a part of the policies and regulations. These Policies and Regulations are on file in the Superintendent's Office, or on our website for public perusal.

