

**Hollister High School
Student Handbook
2011-12**



Hollister High School Mission

Hollister High School will work collaboratively to ensure that all students master the Show-Me Standards. Using a variety of meaningful assessments and a series of interventions, we accept collective responsibility for the success of all students.

ACCIDENTS AND INJURIES

Any accident that occurs on school property, or during a school-sponsored activity, should be reported immediately to the individual in charge of the group. The individual should then report the accident to the principal, and fill out an accident report form.

ATTENDANCE

It is the belief of the Hollister R-V Board of Education that consistent attendance at school is vitally important for the success of our students. Something of value is presented during every class period. Attendance has an independent academic value that cannot be measured by exams or other evaluations. Any time a student misses a class, valuable learning opportunities are lost that cannot be completely regained through make-up work. Consistent attendance by all students has a profound positive effect on district resources, which in turn affects the quality of instruction and student achievement throughout the district. These beliefs provide the rationale for the following attendance policy:

General Attendance Rules:

1. Consistent attendance is necessary in order to be successful at the high school level.
2. The high school office will contact parents by email or phone when a student is absent.
4. Students who miss more than **twenty minutes** of a class will be considered absent.
5. Students must be in attendance at least 4 hours to be eligible for participation in an event that day, unless prior administrative approval is given.
6. Students absent from school all day are not allowed to participate in or attend after school activities or events that same day without prior administrative approval.
7. Days missed due to suspension will count as absences.
8. Students who arrive at school after the beginning of class will be required to sign in at the office. No student is to leave school prior to the end of the school day without checking out through the office. Parent contact in the form of a phone call or in person will be required before any student will be allowed to check out. Notes are not accepted as parent contact for checking out.

Attendance Policy

Attendance at school is a proven key factor in the success of high school students. Attendance below 90% is in violation of the school attendance policy. If you have any questions, please contact the high school office at (417) 243-4045.

Student's attendance falling below 80% will be reported to the Taney County prosecuting attorney's office for educational neglect.

When a student's attendance falls below 90 %, the parent or guardian will receive a letter at the three week grading period informing them of their child's attendance. Students may make up attendance through before and after school detention and Saturday School.

Tardy Policy for First hour:

1. After a student is tardy for the eighth time and any subsequent tardies in a semester to first hour, the student could receive the following disciplinary actions:
 - a. Loss of Parking Privileges
 - b. Detentions
 - c. In School Suspensions

General Tardy Policy

In order to protect educational time, Hollister High School will carry out tardy sweeps at the beginning of every class period. Teachers with a conference period will escort all students who are still in the hallway after the tardy bell to a designated area. The student will then be required to fill out a tardy form. After a student is tardy for the sixth time in a semester to any class, the student could receive the following disciplinary actions:

- a. Detentions
- b. In School Suspensions

c. Tardy Card

Homework policy:

- Students are required to complete work according to the make-up work policy.

Positive attendance incentives:

- All students with perfect attendance may participate in an outing/award.
- After ten consecutive days absent without contacting the office students will be dropped from school rolls.

Perfect Attendance:

Perfect attendance is defined as: a student must not have been absent from school even one class period. Attending school functions such as Beta, FCCLA, FFA, Quiz Bowl, History Day, athletic events, or band and choir events are not considered to be absences from school. College or tech school visits are not considered absences if they have been given prior approval by the principal.

- Students who are eligible to take the Missouri Drivers Examination will be given two ½ days without being considered absent.
- Juniors will be allowed one documented college visit without being considered absent.
- Seniors will be allowed two documented college visit without being considered absent.

BUS CONDUCT

Bus transportation is a privilege. Misconduct on the bus endangers everyone! Bus drivers are school employees and school buses are school property. Bus drivers have the responsibility for the safety of their passengers, and have the authority to make and enforce rules of conduct for ensuring that safety. With that in mind, the consequences for student misbehavior on the school bus will be strictly enforced.

Bus Regulations

1. Students must wait at the bus stop. The driver cannot wait for tardy students. Drivers will pick up and return students only to designated bus stops.
2. Students must stand at the side of the road rather than on the road while waiting.
3. The driver is in charge on the bus. Students must obey the driver promptly.
4. Students must not tamper with bus controls or equipment.
5. Students must be seated promptly and not move while the bus is in motion.
6. Students must keep arms, legs/head inside of bus windows. Keep aisles free of objects and do not litter.
7. When crossing in front of the bus, students should be at least 10 feet from the bus in order to be seen by the driver.
8. No objects should be thrown, flipped, tossed or shot out of the bus.
9. Students causing any damage to the bus or passing motorists will be responsible for damages.
10. No alcohol, drugs, smoking, vulgar/profane language, glass containers or animals may be brought on the bus.
11. Students cannot save seats for others.
12. Students may be assigned specific seats on the bus.
13. No food or drink on the bus. For safety reasons, gum, suckers, and/or candy are not allowed on the buses.

Ordinary Range of Consequences:

- 1st Offense: Student/transportation director conference; notice sent to parent, signed and returned; recess detention.
- 2nd Offense: Notice sent to parent, signed and returned; detention.
- 3rd Offense: 3-day suspension from the bus; notice sent to parent, signed and returned.
- 4th Offense: 5-day suspension from the bus; notice sent to parent, signed and returned.
- 5th Offense: 10-day suspension from the bus; parental conference required.
- 6th Offense: Suspension from the bus for remainder of the school year.

Note: A serious offense may result in immediate bus suspension and parent, student, principal, transportation director conference required.

* A Report of Misconduct Warning form may be used by the Bus Driver as an alternative to a disciplinary referral when the disciplinary infraction is considered less severe.

Please remember that bus transportation is a privilege, not a right. Students who do not respect this privilege will lose it. It will then be the parent's responsibility to transport his/her child to and from school.

Change in Transportation

To ride a different bus, the student must bring a note signed by the parent stating the date, destination, and reason for the change. Any change in bus or bus stop must be approved with a note from the parent. Requests for a change of transportation MUST be received BEFORE 2:30 p.m. Students without notes will be sent home on their usual bus route. We cannot call home for students who did not bring a note.

* If an address change requires a permanent bus change, the parent should contact the bus barn AND the school office.

CLOSED LUNCH

Hollister High School operates under a closed lunch concept. Students are to remain in the cafeteria or supervised area during lunch. They are permitted to use the respective rest rooms but are not allowed in any other part of the building or school grounds that are unsupervised. Students are responsible for their own trash.

CLUBS AND ORGANIZATIONS

Hollister High School offers a variety of clubs and organizations for the benefit and enjoyment of our students. Students are encouraged to join and actively participate in one or more of these. Anyone wishing to start a new club must meet the minimal requirements of having a faculty sponsor, a written constitution, and receiving administrative and/or board approval.

COMPUTER USE

Internet access is available to students and teachers in the Hollister School District. The district believes the INTERNET offers vast, diverse, and unique resources to both students and teachers. However, with access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. We, the Hollister School District, firmly believe that the valuable information available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the District.

INTERNET access is coordinated through a complex association of government agencies, and regional and state networks. In general this requires efficient, ethical, and legal utilization of the network resources. Any use of Hollister R-5 School's Internet Access Program for illegal, inappropriate or obscene purposes, or in support of such activities, is prohibited. Illegal activities shall be defined as a violation of local, state, and/or federal laws. Inappropriate use shall be defined as a violation of the intended use of the network, and/or purposes and goals. Obscene activities shall be defined as a violation of generally accepted social standards for use of a publicly owned and operated communication vehicle. Use or display of sexually profane, obscene, or offensive material is prohibited. Racially offensive or threatening materials are also prohibited. If a Hollister School District user violates any of these provisions his or her account will be terminated and future access could possibly be denied. Deliberate attempts to bypass filtering systems will be considered a violation of the computer use agreement. Students and parents will be expected to sign a computer use agreement before being allowed access to computers.

CORRESPONDENCE COURSES

Students are encouraged to take all units of credit in a residence classroom situation in grades 9-12. However, if in the judgment of the counselor, a course is needed to meet graduation requirements, a correspondence course may be taken and accepted for non-weighted credit, provided the course meets with the approval of the correspondence committee and the course is completed within the semester in which the student enrolled in the course. If a student wishes to take additional courses by correspondence, which are not deemed necessary for graduation, such courses will not be figured into a student's grade point average nor will they be counted toward the student's graduation requirements.

DANCES

Each year several dances are held at school for the enjoyment of our students. The same general rules of conduct that students go by during school time are applicable at dances. Guidelines for student dress do not change at dances. Public displays of affection are not permissible and students engaged in "dirty dancing", obscene or vulgar behavior will be asked to leave. Students who leave the dance will not be allowed to return. Complete cooperation with school chaperones is expected. Non-student guests at on campus dances must be at least a freshman in high school and no older than 20. Guests must be approved by an administrator at least 24 hours prior to the dance.

STUDENT DISCIPLINE

Reporting to Law Enforcement

It is the policy of the Hollister R-V School District to report all crimes occurring on district property school grounds to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law. A list of crimes the district is required to report is included in policy JGF.

The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten (10) days or expulsion of any student who the district is aware is under the jurisdiction of the court.

The following acts, regardless of whether they are committed by juveniles, are subject to this reporting requirement:

1. First or second degree murder under §§ 565.020, .021, RSMo.
2. Voluntary or involuntary manslaughter under § 565.024, RSMo.
3. Kidnapping under § 565.110, RSMo.
4. First, second or third degree assault under §§ 565.050, .060, .070, RSMo.
5. Sexual assault or deviate sexual assault under §§ 566.040, .070, RSMo.
6. Forcible rape or sodomy under §§ 566.030, .060, RSMo.
7. Burglary in the first or second degree under §§ 569.160, .170, RSMo.
8. Robbery in the first degree under § 569.020, RSMo.
9. Possession of a weapon under chapter 571, RSMo.
10. Distribution of drugs under §§ 195.211, .212, RSMo.
11. Arson in the first degree under § 569.040, RSMo.
12. Felonious restraint under § 565.120, RSMo.
13. Property damage in the first degree under § 569.100, RSMo.
14. Child molestation in the first degree pursuant to § 566.067, RSMo.
15. Sexual misconduct involving a child pursuant to § 566.083, RSMo.
16. Sexual abuse pursuant to § 566.100, RSMo.

The principal shall also notify the appropriate law enforcement agency and superintendent if a student is

discovered to possess a controlled substance or weapon in violation of the district's policy.

In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten (10) days or expulsion of any student who the district is aware is under the jurisdiction of the court.

Prohibition against Being on or near School Property during Suspension

All students who are suspended or expelled are prohibited from being on school property for any reason unless permission is granted by the superintendent or designee.

Any student who is suspended for any offenses listed in § 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline shall not be allowed to be within 1,000 feet of any public school in the district unless one (1) of the following conditions exist:

1. The student is under the direct supervision of the student's parent, legal guardian, custodian or another adult designated in advance, in writing, to the student's principal by the student's parent, legal guardian or custodian, and the superintendent or designee has authorized the student to be on district property.
2. The student resides within 1,000 feet of a public school in the district and is on the property of his or her residence

If a student violates this prohibition he or she may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension," listed below.

Documentation in Student's Discipline Record

The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools and in accordance with law and policy JGF.

Participation in Activities

Students who are suspended or expelled for any reason are prohibited from attending or taking part in any district-sponsored activity, regardless of location, or any activity that occurs on district property. Students who violate this provision will be required to leave the activity and may face further discipline, including an additional period of suspension or expulsion.

Prohibition against Being on or near School Property during Suspension Conditions of Suspension, Expulsion and Other Disciplinary Consequences

All students who are suspended or expelled, regardless of the reason, are prohibited from participating in or attending any district-sponsored activity, or being on school or near district property or the location of any district activity for any reason, unless permission is granted by the superintendent or designee. In addition, the district may prohibit students from participating in activities or restrict a student's access to district property as a disciplinary consequence even if a student is not suspended or expelled from school, if appropriate.

In accordance with law, any student who is suspended for any offenses listed in § 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline shall not be allowed to be within 1,000 feet of any public school in the district property or any activity of the district, regardless of whether the activity takes place on district property, unless one (1) of the following conditions exist:

1. The student is under the direct supervision of the student's parent, legal guardian, or custodian or another adult designated in advance, in writing, to the student's principal by the student's parent, legal guardian or custodian, and the superintendent or designee has authorized the student to be on district property.
2. The student is under the direct supervision of another adult designated by the student's parent, legal guardian or custodian. The designation must be made in advance and in writing to the principal of the school that suspended the student.
3. The student is enrolled in and attending an alternative school that is located within 1,000 feet of a public school in the district.
4. The student resides within 1,000 feet of a public school in the district and is on the property of his or her residence.

If a student violates the prohibitions in this section, he or she may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences," listed below.

Prohibited Conduct

The following are descriptions of prohibited conduct as well as potential consequences for violations. Building-level administrators are authorized to more narrowly tailor potential consequences as appropriate for the age level of students in the building. All consequences must be within the ranges established in this regulation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

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.

First Offense:

No credit for the work, grade reduction, or replacement assignment.

Subsequent Offense:

No credit for the work, grade reduction, course failure, or removal from extracurricular activities.

Arson – Starting or attempting to start a fire or causing or attempting to cause an explosion.

First Offense:

Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Restitution if appropriate.

Subsequent Offense:

1-180 days out-of-school suspension or expulsion. Restitution if appropriate.

Assault

1. 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.

First Offense:

Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense:

In-school suspension, 1-180 days out-of-school suspension, or expulsion.

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

First Offense: Expulsion.

Automobile/Vehicle Misuse – Uncourteous or unsafe driving on or around schooldistrict property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on schooldistrict property.

First Offense:

Suspension or revocation of parking privileges, detention, or in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: Revocation of parking privileges, detention, in-school suspension, or 1-1080 days out-of-school suspension.

Bullying and Cyberbullying (see Board policy JFCF) – Repeated and systematic intimidation, harassment and attacks on a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical violence, verbal taunts, name-calling and putdowns, threats, extortion, theft, damaging property, and exclusion from a peer group. 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.

First Offense:

Detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

Bus or Transportation Misconduct (see Board policy JFCC) – 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 had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

Dishonesty – Any act of lying, whether verbal or written, including forgery.

First Offense:

Nullification of forged document. Principal/Student conference, detention, or in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense:

Nullification of forged document. Detention, in-school suspension, or 1-180 days out-of-school suspension, or expulsion.

Disrespectful or Disruptive Conduct or Speech (see Board policy AC if illegal harassment or discrimination is involved) – Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

First Offense:

Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense:

Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Drugs/Alcohol (see Board policies JFCH and JHCD)

1. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.

First Offense:

In-school suspension or 1-180 days out-of-school suspension.

Subsequent Offense:

11-180 days out-of-school suspension or expulsion.

2. Possession of or attendance while under the influence of or soon after consuming any 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.

First Offense:

In-school suspension or 1-180 days out-of-school suspension.

Subsequent Offense:

11-180 days out-of-school suspension or expulsion.

3. Sale, purchase or distribution 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.

First Offense:

1-180 days out-of-school suspension or expulsion.

Subsequent Offense:

11-180 days out-of-school suspension or expulsion.

Extortion – Threatening or intimidating any person for the purpose of obtaining money or anything of value.

First Offense:

Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense:

In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences –

Coming within 1,000 feet of any public school in the district while on suspension for an offense that requires reporting to law enforcement or for an act of school violence or drug-related activity defined by district policy as a serious violation of the district's discipline policy. 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, "Prohibition against Being on or near School Property Conditions of during Suspension, Expulsion and Other Disciplinary Consequences."

In determining whether to suspend or expel a student 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 within 1,000 feet of the school is disruptive to the educational process or undermines the effectiveness of the district school's discipline policy.

First Offense:

Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

Subsequent Offense:

Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

False Alarms (see also "Threats or Verbal Assault") – 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 schooldistrict property.

First Offense:

Restitution. Principal/Student conference, detention, in school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense:

Restitution. In-school suspension, 1-180 days out-of school suspension, or expulsion.

Fighting (see also, "Assault") – Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

First Offense:

Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense:

In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Gambling – Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games.

First Offense:

Principal/Student conference, loss of privileges, detention, or in-school suspension.

Subsequent Offense:

Principal/Student conference, loss of privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

Harassment, including Sexual Harassment (see Board policy AC)

1. 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.

First Offense:

Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense:

In-school suspension, 1-180 days out-of-school suspension, or expulsion.

2. 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.

First Offense:

In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense:

1-180 days out-of-school suspension or expulsion.

Hazing (see Board policy JFCF) – Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district school-sponsored activity. Hazing may occur even when all students involved are willing participants.

First Offense:

In-school suspension or 1-180 days out-of-school suspension.

Subsequent Offense:

1-180 days out-of-school suspension or expulsion.

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

First Offense:

Confiscation. Warning, principal/student conference, detention, or in-school suspension.

Subsequent Offense:

Confiscation. Principal/Student conference, detention, in school suspension, or 1-10 days out-of-school suspension.

Nuisance Items – Possession or use of toys, games, MP3 players and other electronic devices (other than mobile phones) that are not authorized for educational purposes.

First Offense:

Confiscation. Warning, principal/student conference, detention, or in-school suspension.

Subsequent Offense:

Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Public Display of Affection – Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

First Offense:

Principal/Student conference, detention, or in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense:

Detention, in-school suspension, or 1-180 days out-of school suspension, or expulsion.

Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material – 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.

First Offense:

Confiscation. Principal/Student conference, detention, or in-school suspension.

Subsequent Offense:

Confiscation. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Sexual Activity – Acts of sex or simulated acts of sex including, but not limited to, intercourse or oral or manual stimulation.

First Offense:

Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense:

Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Sexual Harassment (see Board policy AC)

1. Use of unwelcome verbal, written or symbolic language based on gender or of a sexual nature. Examples of sexual harassment include, but are not limited to, sexual jokes or comments, requests for sexual favors and other unwelcome sexual advances.

First Offense:

Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense:

In-school suspension, 1-180 days out-of-school suspension, or expulsion.

2. Unwelcome physical contact based on gender or of a sexual nature. 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.

First Offense:

In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense:

1-180 days out-of-school suspension or expulsion.

Sexually Explicit, Vulgar or Violent Material – 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.

First Offense:

Confiscation. Principal/Student conference, detention, in school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense:

Confiscation. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Technology Misconduct (see Board policies EHB and KKB and procedure EHB-AP)

1. 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.

First Offense:

Restitution. Principal/Student conference, loss of user privileges, detention, or in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense:

Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

2. Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other electronic communication devices during the regular school day, including instructional class time, class change time, breakfast or lunch.

First Offense:

Confiscation, principal/student conference, detention, or in-school suspension.

Subsequent Offense:

Confiscation, principal/student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

3. Violations of Board policy EHB and procedure EHB-AP other than those listed in(1), or (2) Above or of Board policy EHB and procedure EHB-AP.

First Offense:

Restitution. Principal/Student conference, detention, or in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense:

Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

4. Use of audio or visual recording equipment in violation of Board policy KKB.

First Offense:

Confiscation. Principal/Student conference, detention, or in-school suspension.

Subsequent Offense:

Confiscation. Principal/student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Theft – Theft, attempted theft or knowing possession of stolen property.

First Offense:

Return of or restitution for property. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense:

Return of or restitution for property. 1-180 days out-of-school suspension or expulsion.

Threats or Verbal Assault – Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

First Offense:

Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense:

In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Tobacco

1. Possession of any tobacco products on school grounds\district property, school\district transportation or at any school\district activity.

First Offense:

Confiscation of tobacco product. Principal/Student conference, detention, or in-school suspension.

Subsequent Offense:

Confiscation of tobacco product. Detention, in school suspension, or 1-10 days out-of-school suspension.

2. Use of any tobacco products on school grounds district property, school\district transportation or at any school\district activity.

First Offense:

Confiscation of tobacco product. Principal/Student conference, detention, in-school suspension, or 1-3 days out-of-school suspension.

Subsequent Offense:

Confiscation of tobacco product. In-school suspension or 1-10 days out-of-school suspension.

Truancy or Tardiness (see Board policy JED) – Absence from school without the knowledge and consent of parents/guardians and/or the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district.

First Offense:

Principal/Student conference, detention, or 1-3 days in school suspension.

Subsequent Offense:

Detention or 3-10 days in-school suspension, and removal from extracurricular activities.

Unauthorized Entry – Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.

First Offense:

Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense:

1-180 days out-of-school suspension or expulsion.

Vandalism (see Board policy ECA) – Willful damage or the attempt to cause damage to real or personal property belonging to the district\school, staff or students.

First Offense:

Restitution. Principal/Student conference, detention, in school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense:

Restitution. In-school suspension, 1-180 days out-of school suspension, or expulsion.

Weapons (see Board policy JFCJ)

1. 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.

First Offense:

In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense:

1-180 days out-of-school suspension or expulsion.

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

First Offense:

One (1) calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.

Subsequent Offense:

Expulsion.

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

First Offense:

In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense:

1-180 days out-of-school suspension or expulsion.

Disciplinary Consequences

Hollister High School has established the limiting of school days lost to suspension, both in-school and out of school, as a high priority. Alternative solutions to disciplinary issues will be sought at administrative discretion whenever possible.

Saturday School Dention: May be assigned as an alternative to ISD or OSS for any disciplinary infraction at administrator discretion. Saturday School will be scheduled as needed. Students will not be required to attend Saturday School without prior notice to parents. ISD rules will apply to Saturday School. Failure to attend an assigned Saturday School, or to follow the rules, will be treated as a separate disciplinary infraction.

Conference: Discussion of a disciplinary problem involving an administrator and the student. If deemed necessary parents and/or teacher involvement may occur.

Lunch Room Detention: Lunch Detention will be assigned at least one day before being required to attend. Students are provided a school lunch or they can bring their own. Students are assigned to a specific seat in the lunchroom. No talking is allowed.

School Detention (SD): School Detention (SD) will be scheduled before or after school. Students will receive at least one day notice before being required to attend SD. Reasonable efforts will be made to contact parents when SD is assigned to a student. If contact is not made, a copy of the discipline notice will be sent home with the student. Students who fail to appear for an assigned SD will receive ISS. SD will be located in the teacher's room that is scheduled to supervise detention.

After School Detention General Rules:

- A. Be on time.
- B. Bring something to work on.
- C. Stay in your seat.
- D. No talking.
- E. No sleeping.
- F. No gum, food or drinks.
- G. Give full cooperation to the SD teacher.

Failure to comply with SD rules will result in the same consequences as failing to appear for SD.

In-School Suspension (ISD) In School Detention is an intermediate disciplinary action that is used as a consequence for more serious violations of the discipline code, or for repeated minor violations. While in ISD the ISD supervisor may make assignments as deemed necessary. Students will also be expected to complete ISS packets related to the offense that resulted in his/her being placed in ISD. ***Failure to satisfactorily complete any assignments or packets may result in additional time spent in ISD or in suspension from school.***

ISD Rules

1. Report directly to the office by 8:00 a.m.
 - a. Tardiness might result in an additional day of ISD.
2. Complete all assignments to the satisfaction of the ISD supervisor.
3. Sit in the seat assigned to you by the ISS supervisor. Do not leave your seat without permission.
 - a. Restroom breaks will be provided
4. Absolutely no talking with other students.
5. Lunch will be eaten silently in the detention room.
6. No headphones or other electronic devices.
7. No sleeping or laying head on the desk.
 - a. Students who can't stay awake will be asked to do their work in a standing position.
8. Give complete cooperation to the ISD supervisor.
 - a. ISD is one step away from Out-of-School Suspension, any level of uncooperative behavior may result in immediate suspension.
 - b. Students suspended while serving ISD will still be required to finish their time in ISS when they return from the suspension.

Out of School Suspension (OSS) Removal of a student from school for a specified period of time. During a suspension students are not allowed to attend any school functions or be on school property. In Missouri a principal may suspend a student up to 10 days and a superintendent can suspend up to 180 days. **Students being suspended for the fourth time in a school year will be suspended for a minimum of 10 days with a possible recommendation to the superintendent for long-term suspension.** Students who miss school due to suspension are required to make up missed work for half credit. Assignments due or tests given during the time a student is suspended must be turned in or taken the first day back from the suspension. Assignments made while a student is suspended will be due when everyone else's is due unless the suspended student is not aware of the assignment until he or she returns to school. In which case, the student will have the same amount of time to do the assignment that other students were given.

The following steps must take place when a student is suspended.

1. Prior to the suspension the school official must tell the student either orally or in writing what misconduct he/she is accused of. If the student denies the conduct the school official must explain the facts that form the basis of the proposed suspension, and give the student an opportunity to present his or her version of the incident.

2. When a suspension is imposed, the student's parents/guardians must be promptly notified of the suspension and the reasons for the action by phone or written correspondence.
3. Any suspension for ten school days by a principal must be reported, immediately and in writing, to the superintendent, who may revoke the suspension, either in part or in full, at any time.
4. If a student is suspended more than 10 days the following rules also apply:
 - A. The student, his/her parents, guardians, or others having custodial care have a right to appeal the superintendent's decision to the Board or a committee appointed by the Board president.
 - B. If the student gives notice that he/she wishes to appeal the suspension to the Board, the suspension shall be stayed until the Board renders its decision, unless in the superintendent's judgment, the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, or in the judgment of the principal, superintendent, or Board of Education a student poses a threat of harm to himself/herself or others, as evidenced by the prior conduct of the student. Prior disciplinary actions shall not be used as the sole basis for removal. Removal of any disabled student is subject to state and federal procedural rights.

Expulsion: Expulsion from school requires action by the Board of Education. In instances of very serious misbehavior, the superintendent will recommend this action to the Board. When a student is expelled, he/she is dropped from the rolls and may never return.

DRESS CODE

It is important at school to maintain an environment conducive to learning that is safe for all students. With that in mind, it becomes necessary to provide some guidelines to students with regards to general appearance and what is appropriate to wear to school. In general, no individual's appearance at school should ever cause a distraction to others or pose a potential danger of harming others or themselves. The building principals will have the final say in determining the appropriateness of a student's appearance. Students whose appearance is determined to be inappropriate for school may be asked to contact parents and go home to change. Repeat offenses will result in disciplinary consequences

- No halter tops, tube tops, tank tops, midriffs, shirts with bare sides, or see through blouses/shirts may be worn. No clothing with spaghetti straps or such straps that may display any parts of undergarments may be worn.
- Muscle shirts and mesh jerseys may only be worn over shirts.
- Pants will not be worn excessively below the waistline. Shorts and skirts are to be appropriate length. No pants may be worn with holes or tears above fingertip length.
- Appropriate footwear must be worn at all times.
- Students may not wear caps, bandanas, scarves, headbands, gloves, or sunglasses between the hours of 7:30 am – 3:01.
- No gang related colors, tags, symbols, or apparel will be permitted.
- Students may not wear clothing advertising alcoholic beverages, tobacco, and drugs or using vulgarity
- This policy is also applicable to piercings and body art that detract from the purpose of school

STUDENT DRUG TESTING

Definitions

All covered activities, groups and organizations meeting or occurring during noninstructional time will be referred to as extracurricular. However, extracurricular activities and groups will be further categorized as follows for legal purposes:

Co curricular Activity or Group: A covered activity or group primarily involving students and occurring outside of academic class time, where

- ▶ The subject matter of the activity or group is or will be taught in a regularly offered class;
- ▶ The subject matter of the activity or group concerns the body of courses as a whole;
- ▶ Participation in the group is a requirement for a course; or

- ▶ Academic credit is granted for participation.

Noncurricular Activity or Group: A covered activity or groups primarily involving students and meeting outside of academic class time, which are not cocurricular.

Covered Activities Activities regulated by the Hollister School District and/or the Missouri State High School Activities Association (MSHSAA).

Drug Testing Testing for alcohol and illegal or performance-enhancing drugs.

Participation Days Each day that the extracurricular group meets, regardless of whether that meeting is a practice, a group meeting or an event.

I. General Procedures for All Student Drug Testing

Sample Collection

Urine samples will be collected using a method intended to minimize the intrusiveness of the procedure. The superintendent or designee will appoint a same-sex employee or contracted test administrator (the monitor) to accompany the student to a bathroom or locker room. The student will provide the sample behind a closed stall door. The monitor shall supervise the collection from outside the closed stall door, listening for normal sounds of urination. The monitor shall also verify the warmth and appearance of the specimen. If at any time the monitor suspects the sample is being tampered with, the monitor may end the collection process and notify the superintendent or designee, who will determine whether a new sample should be obtained.

Protection of Information (Privacy)

Each randomly selected student will be assigned a specimen number that shall serve as the identifier for all materials sent to the lab. The student and his or her parent/guardian shall have access to the specimen number.

The laboratory will report positive test results directly to the superintendent or designee. The superintendent or designee will only notify the student, the appropriate extracurricular sponsor, the parent/guardian of the student and other persons the superintendent or designee determines need to know the information to implement district policies or procedures. All files pertaining to drug testing will be kept confidential and separate from the student's other education records, and only school personnel with a need to know the information will have access to the information.

Positive Test Results

If a positive test result occurs, the result will be verified on the same specimen. Following a confirmed positive result, the student and his or her parent/guardian shall be given the opportunity to submit additional information to the district administration or the laboratory. The district may consult with the laboratory in determining whether the positive result was caused by something other than the consumption of prohibited substances.

II. Random Drug Testing

Notification and Consent

An orientation session shall be held before the commencement of random drug testing to inform students and parents/guardians of the sample collection process, privacy arrangements and the drug testing procedures that will be used. Students wishing to participate in covered activities shall receive a copy of the drug testing policy and related administrative procedures. Additionally, each student shall be required to return a signed drug testing consent form to the coach or activity sponsor by the beginning date for practice, activity or interscholastic contest established by MSHSAA. If there is no established beginning

date for practice for the activity, the signed consent form must be returned within five (5) calendar days of the first participation day. A signed consent form shall be valid for all covered activities and will remain effective until revoked in writing by the parent/guardian. Students who do not return the signed consent form shall not be allowed to participate in covered activities.

Random Selection

The district will randomly select ten (10) percent of participating students for drug testing throughout the regular school year. The random selection process will result in an equal probability that any participating student could be chosen. District employees shall not have the authority to waive the testing of any student selected using the random selection process.

Testing

Samples shall be tested for THC/marijuana, cocaine/benzoylcegonine, amphetamines, opiates/morphine. Samples will not be screened for the existence of any physical conditions other than prohibited drug and alcohol use.

Consequences

Following a confirmed positive test result, the superintendent or designee will immediately suspend the student from all covered activities and will schedule a conference with the student, the parent/guardian and the extracurricular sponsor. Offenses accumulate throughout grades nine through twelve. Depending on the timing of the drug test, the student may be excluded from participation in activities at the end of the school year, over the summer and/or into the beginning of the next school year.

First Offense The first time a student tests positive under the random drug testing program, the student shall be suspended from participation in all covered activities for a minimum of twenty (20) participation days and must pass a drug test administered by the district prior to participating in covered activities again. Students who are enrolled in a class that involves co curricular activities will remain in the class during the suspension period and may participate in classroom activities, but may not participate in any activities outside of the regularly scheduled class time. If because of the suspension, the student is unable to participate in an activity, which constitutes a portion of the student's grade, the student will be given the opportunity to complete alternative assignments so that the student can earn the same grade, as he or she would have had if allowed to participate in the activity.

Alternative First Offense With the consent of the student and his or her parents/guardians, the superintendent or designee may reduce the suspension so that the student is only prohibited from participating in covered activities for a total of ten (10) participation days as long as the student meets the following requirements:

- < Within one (1) week of the conference, the student must receive or be enrolled in substance abuse counseling from an alcohol and drug abuse agency that is certified by the Missouri Department of Mental Health, Division of Alcohol and Drug Abuse. The parents/guardians are responsible for all costs associated with the counseling. The parent/guardian must provide written verification that the student has been seen by the alcohol and drug abuse agency at least once before the student is allowed to begin participation again. If the student does not attend counseling as promised, the district will immediately implement the original consequences.
- < The student will be required to submit to drug tests every time the district conducts random drug testing on other students for the rest of the school year.

Second Offense Students with two (2) positive test results for drugs or alcohol will be prohibited from participating in all covered activities for a minimum of ninety (90) participation days and must pass a district-administered drug test district prior to participating in covered activities again. Students who are enrolled in a class that involves co curricular activities will remain in the class during the suspension period and may participate in classroom activities, but may not participate in any activities outside of the regularly

scheduled class time. If because of the suspension, the student is unable to participate in an activity, which constitutes a portion of the student's grade, the student will be given the opportunity to complete alternative assignments so that the student can earn the same grade, as he or she would have had if allowed to participate in the activity.

Alternative Second Offense With the consent of the student and his or her parents/guardians, the superintendent or designee may reduce the suspension so that the student is only prohibited from participating in district-sponsored activities for a total of sixty (60) participation days as long as the student meets the following requirements:

- < Within one (1) week of the conference, the student must receive or be enrolled in substance abuse counseling from an alcohol and drug abuse agency that is certified by the Missouri Department of Mental Health, Division of Alcohol and Drug Abuse. The parents/guardians are responsible for all costs associated with the counseling. The parent/guardian must provide written verification that the student has been seen by the alcohol and drug abuse agency at least once before the student is allowed to begin participation again. If the student does not attend counseling as promised, the district will immediately implement the original consequences.
- < The student will be required to submit to drug tests every time the district conducts random drug testing on other students for the rest of the school year.
- <

Third Offense Students with three (3) positive test results will be prohibited from participating in all covered activities for the rest of their enrollment with the district. If because of the suspension, the student is unable to participate in an activity, which constitutes a portion of the student's grade, the student will be given the opportunity to complete alternative assignments so that the student can earn the same grade, as he or she would have had if allowed to participate in the activity.

Refusal to Submit or Falsifying Results

A student refuses to submit for drug testing when he or she fails to provide adequate urine for testing when notified of the need to do so or engages in conduct that clearly obstructs the testing process. A participating student who refuses to submit to drug testing or who takes deliberate action to falsify results will be suspended from all covered activities for one (1) calendar year and will forfeit eligibility for all awards and honors given for covered activities from which the student was suspended.

Self-Reporting

When a student, of his or her own volition, self-reports consuming drugs or alcohol in violation of district policy to an administrator, coach or extracurricular sponsor before receiving notification that he or she will be tested, that student shall be allowed to continue to participate in covered activities under the same restrictions imposed on a student who had an initial positive test even if the student had tested positive previously. A self-report is considered the same as testing positive for the purpose of future positive tests. A student may only take advantage of self-reporting once between ninth and twelfth grade.

III. Suspicion-Based Drug Testing

A student may be required to submit to a drug test when there is reasonable suspicion that the student is under the influence of or has recently consumed alcohol or any drug prohibited by district policy. Staff members will report such suspicions to the building administrator or designee as soon as possible. The

building administrator or designee will determine if reasonable suspicion exists. The district's attorney may be consulted as necessary.

Consequences

Students who test positive under this section will be disciplined in accordance with the district's discipline code and may also be temporarily or permanently excluded from all covered activities in accordance with other district policies or practices.

Refusal to Submit or Falsifying Results

A student refuses to submit for drug testing when he or she fails to provide adequate urine for testing when notified of the need to do so or engages in conduct that clearly obstructs the testing process. A student who refuses to submit to testing or takes deliberate action to falsify results may still be disciplined under the district's discipline code for being under the influence of alcohol or drugs. A student who takes deliberate action to falsify results may also receive additional disciplinary consequences.

DUAL CREDIT/ADVANCED PLACEMENT COURSES

Some classes at Hollister High School can be taken for either Dual Credit or Advanced Placement. In either case, college credit can be earned by meeting program guidelines. Classes currently qualifying for Dual Credit are approved dual credit distance learning institutions, Advanced Computer Business Applications*, College Algebra, Western Civilization, Accounting*, Personal Finance*, and Advanced Composition, AP American Government, AP Calculus, and AP American History. See the school counselor for more information on taking these classes.

*The student must enroll in the class for college credit to be counted as dual credit.

DUAL ENROLLMENT

Senior students in Hollister High School who have the possibility of completing their graduation requirements with less than full utilization of the senior year may, with the consent of parents and the advice of the school counselor and the administration, seek dual enrollment in one of the area colleges or universities. The following guidelines will be followed:

- 1) A student must be at Hollister High School in class, or at an area college in class.
- 2) A schedule will be provided to the counselor before school starts in September, and a grade card will be provided to the school at the end of each semester.
- 3) Students' progress will be monitored by the Hollister High School Counselor. Students interested in pursuing this option are advised to work closely with the counselor prior to their senior year to reduce possible scheduling conflicts.
- 4) Hollister High School offers dual enrollment classes on the high school campus. Check with the high school counselor for information.

END OF COURSE EXAMS

The Missouri Department of Elementary and Secondary Education has identified the following purposes for end-of-course testing:

- Measuring student achievement and progress toward postsecondary readiness
- Identifying students' strengths and weaknesses
- Communicating expectations for all students
- Meeting state and national accountability requirements
- Evaluating programs

End-of-course exams will provide a valid and reliable method for assessing students' knowledge of Missouri's Course-Level Expectations (CLEs). They will also allow classroom teachers to incorporate statewide assessment results into students' course grades.

End-of-course assessments will be given for the following subjects: Algebra I, English II, Biology, Geometry, Algebra II, English I, Government, and American History.

The Algebra I, English II and Biology assessments will include one section consisting of multiple-choice items and one section with a performance event (Algebra I and Biology) or a writing prompt (English II). Tests in these content areas will be designed to be administered in two 55-minute class periods; however, they will not be timed.

The Algebra II, English I, Geometry, American Government, and American History assessments will include one section consisting of multiple-choice items. Tests in these content areas will be designed to be administered in one 55-minute class periods; however, they will not be timed.

We will send completed end-of-course exams to Riverside Publishing Company for scoring or submit exams electronically if they are completed online. We will receive raw score results from selected-response items within 24 hours for online exams or within five business days after Riverside Publishing receives paper answer sheets.

While the EOC tests are similar to MAP in some respects, one significant change is that these exams **will count for 10% of your student's grade for 2nd semester** in the corresponding course. These exams are designed to directly assess the content learned for the specific course. For each EOC, students will have one session of multiple choice items and one session of performance events. Upon completion of the exam, the multiple choice items will be sent for scoring while the performance events will be scored locally by HHS teachers. Students will be notified of their raw score results by the end of the semester. Parents will receive the official state results in the fall.

There are only two reasons that a student would not take the EOC exam. In such case, the high school would make a District Delayed Decision (DDD) on that student.

- 1) If a student does not have a **65 % or higher for their second semester grade for one of these EOC classes by the end of April**, the district may opt to administer the EOC exam to the student after he/she completes extended instruction in the content being assessed.
- 2) The student does not take the exam due to an absence. If they miss this test window, they will be required to take the test during the summer test session.

If a student is **not** taking the end of course exam due to academic reasons, he or she will have one option:

- 1) If the student does not take the exam due to unsatisfactory progress in the class that is being assessed, the **student will retake the course the following school year**. If the student has received credit for the class (60-64 %), the student will take the class as an elective.

EXTRA-CURRICULAR ACTIVITIES (This includes all MSHSAA Activities)

Extra-curricular activities shall be managed in such a manner as to bring out their maximum benefits with a minimum of interference with the regular program. The Hollister R-V School District requires, in addition to MSHSAA academic and citizenship standards, the following:

A student will be ineligible for participation in extracurricular activities if he/she receives two failing grades at the end of a quarter or semester grading period and will remain ineligible for the next three weeks. The student may regain his/her eligibility if, after three weeks, the building administrator certifies that the student's academic record reflects no failing grades.

If a student is ineligible and cannot participate in a function of a class taking place outside of regular school hours, and the instructor bases a portion of the grade on that function, the instructor is to permit the student to do alternative assignments in order for him/her to have an opportunity to earn a good grade.

A student may practice, but may not participate in any contest or school function held outside of the normal school day while on the ineligibility list. Ineligible students will not be transported to an event/contest via school transportation. If a student is ineligible at the time of tryouts for an event in the following school year, that student may try out.

Students must be in attendance at least ½ day to be eligible for participation in an event that day, unless prior administrative approval is given.

Transportation will be provided to all extra-curricular events. Participating students are required to ride the bus to all events unless prior administrative approval is given. Students may be signed out to ride home with their parents following an event. No one other than a parent/guardian will be allowed to sign for a student without prior administrative approval.

MSHSAA REQUIREMENTS

1. Bona Fide Student

- In order to represent your school, you must be a bona fide student and meet all eligibility requirements. You must be enrolled in and regularly attending classes at the member school and meet the academic requirements in MSHSAA By-Law 213 and those of your local school.

2. Citizenship

- You must be a creditable citizen. Creditable citizens are those students whose conduct - both in school and out of school - will not reflect discredit upon themselves or their school.
- NOTE: Conduct by the student involving law enforcement should be reported to your principal immediately as your conduct may affect eligibility or contest outcomes.

3. Academics

Grades 9-12

- You must have earned, the preceding semester of attendance, a minimum of 2.50 units of credit or have earned credit in 70% of the maximum allowable classes in which any student can be enrolled in the semester, whichever is greater, at your school.
- For your current semester, you must be enrolled in and regularly attending courses that offer 2.5 units of credit or 70% of the maximum allowable credits which may be earned, whichever is greater, for your school.
- Credits earned or completed after the close of the semester will not fulfill this requirement. Summer high school courses for academic eligibility may count provided the course is necessary for graduation or promotion (no electives), and it is placed on the school transcript. No more than one credit in summer school shall be counted toward eligibility. Correspondence courses do not count.
- If you are beginning the 9th grade, you must have been promoted prior to the beginning of the school year.
- You must be making satisfactory progress toward graduation as determined by your local school's policies.
- Do not drop courses *without first consulting with your school principal, athletic administrator or counselor* to determine whether it will affect your eligibility.

4. Residence Requirements

- A junior or senior high school student may be eligible at the public or nonpublic school located in the district in which the student's parents (as defined in By-Law 238.1-c) reside. In case of a public multiple-school district, a student may be eligible at the school designated for the student to attend by the board of education (open enrollment does not count toward meeting the "designated school to attend.")

5. Transferring Schools

- If you transfer schools and your parents do not have a complete move out of the current district and into the district of your new school, you will be ineligible for 365 days - unless you meet one of the

exceptions listed in the MSHSAA Residence and Transfer Rules. Make an appointment with the school's athletic administration to review these exceptions.

- If you move with your parents to your new school district, you will be eligible at your new school provided you were eligible in all other respects at your former school. A student shall not be eligible to represent two different schools in the MSHSAA state tournament series in the same sport during the same season.
- You and your parents must move to the new residence at the same time.
- *Always* check with your school principal **before** you transfer to determine whether it will affect your eligibility.
- Discipline follows the student to the new school. Transferring while under suspension will cause you to be ineligible for 365 days.
- A student may be eligible immediately at the school of his or her choice upon first entering when the student is promoted from the eighth grade (or the highest grade of a junior high school administered as a separate unit within a school system), provided the student is eligible in all other respects.

6. Participation Limits

Grades 9-12

- You are eligible to participate in any sport for a maximum of four seasons. Any part of a contest played during a season counts as a season of participation.
- Your eligibility to participate in high school activities begins when you first enter the ninth grade and lasts for the next *eight consecutive semesters (four consecutive years)*.

7. Entering School

- You must enter school within the first 11 days of the semester in order to be eligible.

8. Amateur and Awards Standards

- After entering a member school, you will become ineligible in the sport concerned if you receive cash or services for participating in an athletic contest or being an athlete. This restriction applies to all sports in which MSHSAA member schools conduct interscholastic programs. (Merchandise received shall not exceed \$25 manufacturer's suggested retail price.)
- You may accept awards which are symbolic in nature, such as medals, ribbons, trophies, plaques, etc. for participating in a school athletic program.
- You may accept awards which are merchandise and the value of such award shall not exceed a \$25 manufacturer's suggested retail price.
- Awards as described above presented by a person or group other than your school, must be approved in advance by your school principal and the suggested manufacturer's retail price of a merchandise award shall not exceed \$25.
- You may accept awards for participating in nonschool sponsored athletic competition *only* if the awards are symbolic in nature or the merchandise item does not exceed \$25 in suggested retail value. (*See above*)
- Commemorative jewelry may be presented by the school (i.e. championship ring or necklace).

9. Age Limits

Grades 9-12

- If you reach 19 years of age prior to July 1, you will be ineligible the next school year.
- Over-aged eighth graders should be moved up to the senior high team to have eight semesters of eligibility.

10. Playing Under A False Name

- If you compete under an assumed or false name, you immediately become ineligible for up to 365 days.

11. Graduated Students

- You will be ineligible to participate after graduation from a senior high school. Students who are granted an early release after their junior year are ineligible for further participation. (*NOTE: You are eligible to participate in state-level events which extend beyond the date of your school's graduation at the end of the spring semester of your senior year.*)

12. Nonschool Competition

- You may not practice for or participate with a nonschool team or in any organized nonschool athletic competition and for your school team *in the same sport* during the same season of the school team. Swimming and diving has a special exception. Contact your school's athletic director for specific details.
- You may participate on a school team and a nonschool team in *different* sports during the same season; *however*, you may not practice for the nonschool team or participate in organized nonschool athletic competition *on the same day* that you practice with or participate for the school team *without prior approval of your school administrator*.
- You must receive approval in advance from your school principal in order to miss school time to practice for, travel to or compete in organized nonschool athletic competition.
- You will become ineligible in any sport in which you play as a member of a junior college, college or university team.
- You may participate in international competition during the school year, however, the competition must meet the established criteria published in the MSHSAA Official Handbook and must be approved in advance by the MSHSAA Board of Directors.
- Before you join a nonschool team or enter any nonschool competitive athletic event, your school principal or athletic administrator should be consulted to make certain these standards are met.

13. College Auditions and Tryouts

- You may participate in a college tryout, audition or evaluation event for a specific sport *outside* the school season of the sport concerned (MSHSAA By-Law 242).
- You may not miss school time to travel or participate in the event unless your absence is approved *in advance* by the school administrator.
- You may not miss an MSHSAA-sponsored postseason athletic event to participate in or travel to and from the event.
- You may only attend one evaluation event **by invitation** per sport per year. You may attend any number of "open" evaluations (anyone may register) with no limit on college-sponsored tryouts.
- ***NOTE: See your administrator before signing up and agreeing to attend any such events.***

14. All-Star Games

- An all-star event is one in which an individual is invited to participate due to his or her high school achievements.
- You may not compete in an all-star game or contest before you complete your eligibility in each high school sport. Participation in an all-star game or contest before ending your high school eligibility will result in you becoming ineligible to participate in any high school sport.
- A senior with no high school eligibility remaining for a specific sport may participate in one All-Star game for that sport during the school year. *See your administrator before agreeing to play.*

15. Recruiting of Athletes

- You will be ineligible for your career at a school if you are influenced by a person or persons to attend upon promotion or transfer schools for athletic or activities purposes. You may, however, return to your original school and be ineligible for no more than 365 days.

16. Transfer For Athletic Reasons

- You shall become ineligible for 365 days if you transfer to another school for athletic reasons, as defined in MSHSAA By-Law 238.

17. Sports Camps and Clinics

- You may attend a specialized summer athletic camp(s)/clinic(s) *where you receive instruction or coaching from a member of your school's coaching staff* for a maximum of two calendar weeks in any one sport. A calendar week for any sports camp is defined as any seven consecutive days and any consecutive grouping of days shall be counted as one calendar week.
- You may attend a nonschool sponsored summer specialized sports camp(s) or group instruction for as long as you wish where you *do not* receive instruction or coaching from a member of your school's coaching staff.
- Fall Sports: No summer specialized sports camp involving a fall season sport shall be attended after July 31.
- During the school year outside of the school sport season, you may attend a nonschool-sponsored specialized sports camp(s) or group instruction, provided: it does not result in any loss of school time, attendance does not occur within 14 days of the start of the school sport season for the sport concerned, it is not a team camp, no competition occurs other than limited scrimmaging, and no member of the coaching staff of the school you attend (or will attend) is involved in any way.
- During the school sport season, you may attend a nonschool-sponsored specialized sports camp(s) or group instruction provided a school coach attends with you, camp attendance does not result in any loss of school time, it is not a team camp, there is no competition other than limited scrimmaging, and a school administrator approves your participation.
- If an individual sport skills camp is sponsored by a school, a) you may attend any camp of your choice up to and including the summer preceding your entry into the 8th grade or b) after you enter the 8th grade, you may only attend a school-sponsored sports camp at the school you are enrolled to attend (for graduation) in grades 9-12 (unless a transfer in grades 9-12 occurs).
- You or your parents must pay all camp/clinic fees, tuition and other related expenses. A scholarship, waiver of fees or a payment of travel expenses shall result in the loss of your eligibility.
- You may attend one sport camp per sport per year by special invitation. You may attend any number of "open" sport camps where anyone may register.

- No school-owned uniforms or player equipment shall be used in any camp, clinic or group sport lesson other than team camps where the school coach is present as one of the two weeks of school camp. Member schools may not rent, sell, lease or loan their uniforms or player equipment for use in non-school sponsored camps, clinics or contests.
- ***NOTE: Before attending any specialized athletic camp(s)/clinic(s) or group sport instruction, you should consult with your school principal or athletic administrator to make sure it meets the criteria published in the MSHSAA Official Handbook.***

18. Sportsmanship

- If you should commit an unsportsmanlike act while participating in an event, you could become ineligible.
- If your conduct as a spectator is found to be unsportsmanlike, you could be barred from attending any further high school athletic contests.
- The unsportsmanlike conduct of any spectator — regardless of age — could cause that spectator to be barred from attending school athletic contests.

19. Foreign Student Eligibility

- You are eligible for varsity competition for one year only, provided you are participating in an exchange program listed by CSIET.
- No person associated with the school may be involved in your selection.
- No member of the school's coaching staff shall serve as a host family.
- You must meet the age requirement of not reaching age 19 prior to July 1.
- You must possess a current and valid visa.
- You must have enrolled within the first 11 days of the semester.
- You must meet all other general student-eligibility requirements.
- If you meet all standards of eligibility except a CSIET program, you are eligible only for sub-varsity competition.

GENERAL RULES

1. Students are expected to follow the direction of their teachers and school employees.
2. Common courtesy and respect for the rights of others should be observed at all times.
3. Students are expected to be prepared for classes with books and supplies necessary to carry out class activities successfully.
4. No food or drinks in classrooms unless a teacher chooses to allow it in their classroom.
5. Students who are out of classes must have their own **written teacher pass**.
6. Students are not allowed visitors to school.
7. Students must remain at school unless checked out by a parent or guardian. No student will be allowed to check out without parental permission.
8. Students are not to use, electronic games; ipods, or any other electronic device that may cause distractions during class time. There are some occasions that a teacher may allow the use of electronics during class time.
9. Students may use electronic games, ipods, or any other electronic device (other than cell phones) at lunch and between class periods.
10. Cell phones are not allowed to be used at school.
11. Students need to clear any locker changes through the office.
12. Chains more than 12 inches long or of too heavy a gauge are not allowed at school.
13. Laser pointers are not allowed at school or school functions.
14. Students are not to be in the gym or the weight room without supervision. This includes before and after school and during lunch.

15. A variety of soft drinks, juices and sports drinks are available at school. No open containers from outside the school building should be brought into the building. Any drinks should either be purchased at school or still have a factory seal in place when they enter the building.
16. All flyers, posters, banners, etc., must be approved by administration prior to being put up in the school building or on school grounds.
17. Students will only be allowed to schedule one class in the PE department per semester unless permission is given by the building administrator.
18. Students are not allowed to retake a class that they have already taken and for which they have received credit.
19. Book bags/backpacks may be allowed inside classrooms per teacher permission.
20. The gym should not be used as a hallway between classes.
21. No outside food (McDonald's, Pizza Hut, etc.) may be brought in to students during the lunch period.

GRADING SYSTEM

Each quarter students will be assigned a grade for each of their classes based on their performance during the quarter. Grading may vary from teacher to teacher with regards to emphasis on tests, written work, participation, etc. A minimum of one tenth of each quarter grade is required to be based on a quarter final exam given in every class. Semester grades are figured by averaging first and second quarter grades and third and fourth quarter grades. The Hollister High School will use a 4.0 grading scale system to figure the students grade point average. Dual Credit and AP classes will use a 5.0 grading scale system to figure into the student's grade point average.

- A.....Excellent
- B.....Superior
- C.....Average
- D.....Below Average
- F.....Failing
- I.....Incomplete

GRADING SCALE

Grading Scale	Grade
100-95	A
94.9-90	A-
89.9-87	B+
86.9-83	B
82.9-80	B-
79.9-77	C+
76.9-73	C
72.9-70	C-
69.9-67	D+
66.9-63	D
62.9-60	D-
59.9 and below	F

High School Course Weighting

The emphasis on educational excellence dictates to high school students that courses taught at the college level must have an advanced level of academic preparation at the high school level. The Hollister R-V School District, therefore, offers to its students an opportunity to take courses that should be more challenging in content and more attuned to the college curriculum.

Weighted courses at Hollister High School will carry a value of five (5) points for an “A” grade, whereas non-weighted courses will carry a four (4) point value for an “A” grade.

The courses selected for weighting shall be determined by a committee composed of the principal, assistant principal, assistant superintendent, one counselor and one faculty member. Students will be provided a listing of weighted classes at the time of enrollment. The following criteria will be used to select those courses that carry weight:

1. The course must be a dual credit class approved through a post secondary institution or an approved course through the College Board of Education (Advanced Placement).
2. Each course must show an appropriate level of rigor.
3. Each course chosen to be weighted must be clearly stated as such in a “Course Description Handbook” and will have one (1) or more courses in the general curriculum that must be taken as prerequisites for the weighted course.
4. A syllabus with learner outcomes will remain consistent for all instructors of a given course.
5. Each year students and parents will be advised of the courses weighted and the course weighting policy that will be effective through the next school year.
6. No independent study course will be weighted.

4.0 Scale

Grade	Credit Points
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0.0
DF	0.0

5.0 Scale

Grade	Credit Points
A	5.0
A-	4.7
B+	4.3
B	4.0
B-	3.7
C+	3.3
C	3.0
C-	2.7
D+	2.3
D	2.0
D-	1.7
F	0.0
DF	0.0

Student Eligibility Requirements for the A+ Schools Program:

Students who plan to participate in the A+ Schools Program student financial incentives understand that:

- A. Student financial incentives will be available for a period of four (4) years after high school graduation;
- B. To be eligible, each student must enter into a written agreement with the school prior to high school graduation and:
 - (I) Have attended a designated A+ School for three (3) consecutive years prior to high school graduation;
 - (II) Graduated from high school with an overall grade point average of two and five-tenths (2.5) points or higher on a four (4)-point scale, or graduated from a high school with documented mastery of institutionally identified skills that would equate to a two and five-tenths (2.5) grade point average or higher;
 - (III) Have at least a ninety-five percent (95%) attendance record overall for grades nine through twelve (9-12);
 - (IV) Performed fifty (50) hours of unpaid tutoring or mentoring for younger students; and
 - (V) Maintained a record of good citizenship and avoidance of the unlawful use of drugs and/or alcohol;
- C. To maintain eligibility, each participating student must during the four (4)-year period of incentive availability:
 - (I) Have enrolled and attend on a full-time basis a Missouri public community college or vocational or technical school; and
 - (II) Maintain a grade point average of two and five-tenths (2.5) points or higher on a four (4)-point scale;
- D. The tuition incentives will be made available, subject to legislative appropriation, only after the student has made a documented good faith effort to first secure all available federal postsecondary student financial assistance funds that do not require repayment; and
- E. The tuition incentives will only be made available to reimburse the unpaid balance of the cost of tuition, general fees and up to fifty percent (50%) of the book cost subject to legislative appropriation after the federal postsecondary student financial assistance funds have been applied to these costs;
 - (I) If changes must be made to the above incentives due to legislative appropriation, DESE will endeavor to reimburse;
 - (a) First, the full amount of tuition;
 - (b) Second, the general fees; and
 - (c) Third, up to fifty percent (50%) of the book cost;

All individuals required to register under the United States Military Selective Service Act must show proof of registration to be eligible for state-supported scholarships, programs for financial assistance for postsecondary education or loans insured by any state agency. This student eligibility requirement is authorized pursuant to Mo. Rev. Stat. §§ 105.1210, 105.1213 and 105.1216 (2000).

General Graduation Requirements

4 units	Language Arts
3 units	Social Studies
4 units	Math
3 units	Science
1 units	Fine Arts
1 unit	Practical Arts
1 unit	P.E.
.5 unit	Health
.5 unit	Keyboarding Applications
.5 unit	Personal Finance
<u>8.5 units</u>	<u>Electives</u>
26 units	

Vo-Tech Requirements

4 units	Language Arts
3 units	Social Studies
3 units	Math
3 units	Science
1 unit	Fine Arts
1 unit	Practical Arts
1 unit	P.E.
.5 unit	Health
.5 unit	Keyboarding Applications
.5unit	Personal Finance
6 units	Vo-Tech
<u>1.5 units</u>	<u>Electives</u>
25 units	

College Prep Requirements

The State of Missouri awards a College Preparatory Certificate to students who complete the following requirements:

- A.
- | | |
|------------------|---|
| 4 units | Language Arts |
| 4 units | Math (2 above Alg. I) |
| 3 units | Science (Must include Biology and Chemistry) |
| 3 units | Social Studies |
| 1 unit | Fine Arts |
| 1 unit | Practical Arts |
| 1 unit | P.E. |
| .5 unit | Health |
| .5 unit | Keyboarding Applications |
| .5 unit | Personal Finance |
| <u>7.5 units</u> | <u>General Electives (3 units must be advanced electives)</u> |
| 26 units | |
- B. Grade point average in math, science, social studies and English is 3.0 on a 4.0 scale.
C. Scores above the national average of: SAT (Combined) 1,014 and ACT (Composite) 21

All graduates will be required to have ½ credit of Personal Finance.

Academic Achievement

At the end of semester, the class rank and the weighted class rank will be computed for students in the 11th and 12th grades. Students should be aware of the following information related to class rank.

1. The GPA is figured at the beginning of the junior year and refigured each semester here after.
2. Rank is not computed for 9th and 10th grades.
3. Seniors and juniors must contact the guidance office for their GPA.
4. Only fall and spring semesters are included in computing a students' GPA and class rank. If a student repeats a class both grades are included.

Class rank will be reported on final individual students' transcripts.

Foreign exchange students are not eligible for class rank or graduation ceremonies.

ACADEMIC ACHIEVEMENT

The evaluation of the academic achievement of students in the school district is based on the premise that students have diverse capabilities, interests and individual patterns of growth and learning. It is essential that the professional staff have adequate information to assess a student's educational needs, growth patterns and other factors necessary to design instructional plans for the student. Sharing of information among parents/guardians, teachers and students is an integral part of the evaluative process.

Through the district's methods of student evaluation and parent/guardian-student-teacher

communications, the district strives to meet the following objectives:

- Parents/Guardians are to be informed regularly, at least four times a year, as to the progress their children are making in school.
- Parents/Guardians will be alerted and conferred with as soon as possible when a student's performance or attitude becomes unsatisfactory or shows marked or sudden deterioration.
- Insofar as is possible, distinctions will be made between a student's attitude and academic performance.
- At comparable levels, the school district will strive for consistency in grading and reporting, except when inappropriate for certain classes or students.
- When grades are given, the school staff will take particular care to explain the meaning of the marks and symbols to students and parents/guardians.

In the interest of encouraging and recognizing outstanding academic achievement, summa cum laude, magna cum laude and cum laude graduates will be selected for each high school graduating class. The summa cum laude, magna cum laude and cum laude graduates will be selected according to the following guidelines:

1. Summa Cum Laude Highest Honors 4.2 GPA or higher.
2. Magna Cum Laude High Honors 4.0 - 4.19 GPA.
3. Cum Laude Honors 3.8 - 3.99 GPA.

A student their junior year must have completed a minimum of one (1) weighted class per semester. A student their senior year must have completed a minimum of two (2) weighted classes per semester.

A student transferring from another school district must complete the last two (2) semesters in this school as a full-time student and must complete six (6) semesters weighted classes to qualify for cum laude, valedictorian or salutatorian.

All academic achievement granted by the Hollister R-V School District and earned by the student shall be determined by the non-weighted (4.0) and weighted (5.0) grade scale for grades 9-12. Non-weighted (4.0) GPA reflects actual performance while weighted (5.0) reflects the rigor of the course. Only fall and spring semesters are included in computing a students' GPA. Examples of such achievement are the honor roll, class rank, Cum Laude recognition, valedictorian and salutatorian.

The issuance of grades on a regular basis serves to promote a process of continuous evaluation of student performance in the school district.

Grading shall not be influenced by pressure from parents/guardians. In addition, grades are not to be used as a disciplinary measure.

Definitions for recording courses on a transcript for purposes of class rank:

Graded credits = course taken by a students in grades 9-12 whereby a letter grade of A, B, C, D, of F is awarded. Only classes taken in grades 9-12 will count towards both graduation honors and class rank.

Note: All Pass/Fail courses, courses taken outside the regular school day/school year, correspondence courses, non-graded independent study courses, etc... will not count as graded credits.

Full -Time Equivalent Student = Any student who is enrolled and participating in a full schedule of classes offered during a regular school day.

Grade Point Average (GPA) = The Grade Point Average is an accumulative numerical average of all grades earned during high school.

College Transcripts = College applications ask for GPA's using the 4.0 scale. There are exceptions to this, but the 4.0 is the standard. Some examples of differences include exempting non academic classes, using the specific college scale and looking at specific courses. Even with the exceptions college still ask for the 4.0 GPA. Unweighted (4.0) GPA reflects actual performance while weighted (5.0) reflects the rigor of the course.

Tigers Need Time (TNT)/Academic Lab

In an effort to provide struggling students the time and help needed for success, Hollister High School has implemented TNT/Academic Lab time during our school day. Students will be required to attend a weekly study hall. Students will be expected to focus on work related to classes in which their grades are low during study hall time.

STAR

(Supporting Tigers at Risk) is the alternative educational setting in the Hollister School District created to better serve students in a non-traditional program of academic instruction.

Purpose

The STAR program instills in students the value of education and its rewards by promoting success through individualized alternative instruction. This will be accomplished through a caring partnership with educators, the home environment and the community. STAR makes education available and accessible to individuals regardless of their learning needs or life circumstances.

Mission Statement

The STAR program will establish and maintain an environment that ensures every member of the school community reaches a high level of academic achievement as determined by state and national standards. We are committed to a comprehensive system of student engagement for learning and support to do whatever it takes to accomplish this outcome.

Application Process

- Student may apply for admission at the beginning of each Semester.
- Student will fill out a written application.
- Student will interview with the STAR staff.
- Student and parents will be notified of enrollment status.
- Student and parents sign an agreement contract.

STAR Credit Recovery

Credit Recovery is a program that gives certain students the opportunity to make up lost credits. This would be due to unforeseen or extenuating circumstances. Credits will be made up using the A+ Learning System. Students may only make up two credits towards high school graduation.

Power of I

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

One of the biggest changes that may affect your student is that many teachers at Hollister High School have initiated an Instant Credit Recovery program. These teachers will no longer accept work that is below standards. I am referring to this initiative as "Success is The Only Option" which includes empowering teachers to get more students to complete rigorous assignments and discontinuing the current practice of **giving zeroes** and **allowing failure**. We must find ways to hold all students to high expectations and stop "letting

them off the hook” for learning, completing assignments, revising their work and retaking most tests until they have shown that they meet the standards.

To fix this problem, students will have to **revise or redo work** that does not meet the standards or is not complete. **Zeroes will not be allowed.** We will provide extra help during our TNT (**Tigers Need Time** study hall), PASS program (after school tutoring) and time for those students who need it so that they can be successful. We know that in the past, many students have not completed work on time, and they have received zeroes. Instant Credit Recovery (ICR) is being implemented in hopes of helping students understand the consequences of not doing acceptable work.

Early Graduation

A student who wishes to graduate after their seventh semester from high school must meet all graduation requirements prior to being allowed early graduation. The student must present a written request to the high school principal. Request for early graduation must be received at least six weeks prior to the end of their sixth semester. Upon receiving administrative approval, the student who chooses early graduation will be allowed to participate in the graduation ceremonies. In all other school activities, other than prom, the early-out graduate will be treated as a graduated student. Students who graduate early will not be recognized for their academic achievement at the Honors Recognition or during graduation ceremonies.

HEALTH

A school nurse is available to assist your child with most health needs. The health office will make every effort to contact you when your child is ill or seriously injured. Most minor illnesses and injuries that occur at school can be treated in our health office, enabling your child to return to class. The following items are available for minor injuries: alcohol, saline eye wash, Hibiclens, ice and heat packs, Caladryl, petroleum jelly, hydrogen peroxide, antibiotic ointment, burn gel, antiseptic wipes, and sting wipes.

WE DO NOT GIVE OVER THE COUNTER MEDICATIONS. These must be given before or after school by the parent/guardian. If a physician prescribes an over the counter medication to be given at school, the medication will be treated as a prescription medication following prescription guidelines. The only exception being Tylenol or its generic equivalent, which will be administered following specific guidelines. All medications must be sent in the original container. The bottle must contain the student's name, name of the medication, dosage instructions, date filled, pharmacy name and name of physician. The parent/guardian must fill out the health office permission form or bring a note stating the student's name, time medication is to be given, reason for medication, the last time medication was given (we are prohibited by law from administering the initial dose of any medication), and a parent/guardian signature. Any medication self-administered (including inhalers) **MUST BE CLEARED THROUGH THE HEALTH OFFICE. APPROPRIATE RELEASE FORMS MUST BE SIGNED BY PARENT/GUARDIAN AND THE PHYSICIAN. STUDENTS ARE NOT ALLOWED TO TRANSPORT MEDICATION OF ANY KIND ON THE BUS.**

Immunizations

All Students must meet Missouri law requirements.

Head Lice

Students will be screened at the discretion of building administration and health office. Those with live lice will be excluded from school until cleared by the nurse or office.

Communicable Disease Policy

A student shall not attend school while afflicted with any contagious or infectious disease or while liable to transmit such a disease after having been exposed. Any situation involving a contagious or infectious disease must be reported to the health office.

Screenings

Vision, vision intervention, hearing, speech, scoliosis, lice, height and weight screenings are provided according to protocol. Parents are notified if their child needs follow-up care in these areas. Parents will be notified of any other screenings provided by the district. Parents will receive notification of screenings when an opt-out option is available. Screenings are on a monthly or as needed basis.

HONORS RECOGNITION

The Hollister R-V School District is proud of its commitment to academic excellence. Students who have high academic standing and possess those characteristics that represent dedication to our school system are eligible

for academic recognition. The following criteria must be met for such recognition:

- 1) **ACADEMIC/HONOR LETTER:** The student must have an average grade point of 4.0 (A) – 3.7 (A-) for the first three quarters of the current academic year.
- 2) **ACADEMIC CERTIFICATE:** The student must have an average grade point of 3.69 (B+) - 3.0 (B) for the first three quarters of the current academic year.
- 3) **CLASSES:** A student must be enrolled in a minimum of six classes per semester. Students who have met the requirements for graduation at Hollister High School and would like to take college credit hours at an institution of higher learning, will be allotted the equivalent of 1/2 class hour per college credit hour. Example: 6 college credit hours = 3 class hours at Hollister High School.
- 4) **ABSENCES:** Students must have a 92 % to be eligible for Honors **Recognition**.
- 5) **SUSPENSION:** A student that is suspended at any time during the school year is ineligible for academic or scholarship recognition. Suspension determinations are at the discretion of the administration. Suspension is the most serious disciplinary action that can be taken by the building principal.

INSURANCE

A health insurance policy is made available to all students enrolled in school. The rate is adjusted annually. Any students who are not covered by an existing policy are strongly encouraged to participate in the school insurance. The group rate is low in cost for the amount of coverage. **ALL ATHLETIC STUDENTS MUST BE COVERED BY AN APPROVED INSURANCE POLICY.**

LATE WORK

Students are expected to turn homework, projects, etc. in on time. We believe that there is educational value in every assignment made and therefore want every student to complete every assignment.

LOCKERS

Each student is assigned to a specific locker. Students are responsible for the condition of their lockers. There is to be absolutely no writing or stickers anywhere on the lockers. The school is not responsible for lost or stolen articles.

MESSAGES

The office will not get students out of class or deliver messages unless an emergency exists. Parents or guardians may request that messages be sent to their child. This will be handled through the principal's office only and delivered the last period of the day.

PARKING LOT

Parking on the Hollister High School campus is a privilege. Student parking is limited to the parking lot on the northeast side of the building. All other parking areas are reserved for faculty, staff and guests. Failure to comply with this may result in a towed vehicle or a boot being placed on the car. Failure to abide by parking lot rules may result in the loss of driving privileges. Once a student arrives at school, he/she should leave the car and proceed to the building immediately. **Students may not return to their cars during the day without permission from the principal. THE MAXIMUM SPEED LIMIT ON SCHOOL PROPERTY IS 10 MPH.**

PART TIME ATTENDANCE

Students wishing to attend Hollister High School on a part time basis must submit a written request to the high school principal at least one month prior to the start of the next semester. The request should explain why part time attendance is desired and must include an endorsement from the high school counselor. Parents must sign off on requests for part time attendance. Approval of requests will be made at administrator discretion.

QUARTER EXAMINATIONS

Quarter examinations will be given in all classes. The tests will be designed to simulate the End of Course (EOC) assessment and account for at least 10% of the quarter grade. As Hollister High School works to become more data driven, it is imperative to receive data from all of our students on a regular basis. This valuable assessment data will enable us to make better, more informed instructional and curricular decisions.

SCHEDULE CHANGES

All schedule changes must be made within the first week of each semester. Any schedule changes made after the first week of a semester must be approved by the building principal. **If a class is dropped more than 3**

weeks into a semester, the student may receive an “F” for the class being dropped, unless an exception is made by the principal based on extenuating circumstances. The “F” will be reflected on the student’s transcript and figured into his/her grade point average. The student is responsible for making up any work missed when entering a class at any point after the beginning of the semester due to a schedule change

SCHOOL CLOSINGS

Any time school will not be in session due to inclement weather or mechanical failure of furnace, water systems, etc., the announcement will be made over radio stations KRZK-KLCO Branson and KWTO Springfield and television station KYTV (3) Springfield. Snow routes have been established and may be used.

SEARCHES

In order to protect the safety and security of all students the standard that allows administrators to conduct searches is more lenient than the standards that have to be met by law enforcement officials. Rather than “probable cause”, school officials only have to have “reasonable suspicion” that evidence of wrongdoing or a violation of school rules will be found, in order to conduct a search.

1. Lockers, as school property, may be searched any time without warning to students.
2. Duffle bags, purses, etc., as student property, require a more stringent standard before a search will be conducted. As stated above, school officials must have reasonable suspicion that evidence of wrongdoing or a violation of school rules will be found.
3. Cars on school grounds may be searched with the same “reasonable suspicion” standard applying.
4. Dogs may be used to conduct random searches at school any time.
5. Factors such as degree of potential danger, reliability of information used to establish reasonable suspicion, and level of expectation of privacy are all considered whenever searching a student.

STUDENT PLANNERS

Student planners have been provided free to all students to assist them in keeping their school year organized. The planners are also good tools for parents to use in keeping track of what is going on at school. Things like assignments, due dates, and test dates should be recorded to help students stay prepared for classes if a planner has to be replaced, there will be a \$5.00 charge.

TESTING

All students must pass a test on the Federal and Missouri Constitutions-

TEXTBOOKS

Textbooks are furnished for student use without charge. If a textbook is damaged a fine will be assessed. If textbooks are lost or damaged beyond reasonable use full replacement cost must be paid. The average cost of textbooks is \$70.00 each. **Students are responsible for all books, equipment and supplies issued to them.**

Equipment is provided in some classes for student use. Misuse or failure to properly care for instructional equipment or supplies may require compensation for damage up to replacement cost.

VISITORS TO SCHOOL

Visitors to school are asked to sign in at the office and be given a Visitor’s Pass. Classes will not be allowed to be interrupted by anyone who has not made prior arrangements to visit a particular class. Students are not allowed to bring visitors to school.

VO-TECH

All Vo-Tech students will meet at the designated location before boarding the Vo-Tech bus in the morning for announcements and attendance. **Students must ride the bus to and from Vo-Tech unless they have received prior approval from administration to drive.** Violations of this policy may result in disciplinary consequences or dismissal from Vo-Tech.

WITHDRAWING FROM SCHOOL

Students withdrawing or transferring should visit the counselor. Those desiring to transfer to another system or to withdraw should secure a drop slip and check out through the principal's office. This will clear school records so that student records may be sent to other schools. Records will not be released until the office has cleared any outstanding encumbrances owed by the student.

DISTRICT POLICIES / PUBLIC NOTICE

COMPLAINT RESOLUTION PROCEDURE FOR NO CHILD LEFT BEHIND PROGRAM

This complaint resolution procedure applies to all programs administered by the Missouri Department of Elementary and Secondary Education under the No Child Left Behind Act (NCLB). A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplies, or misinterpreted by school district personnel or by Department of Education personnel.

Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

The written, signed complaint must be filed and the resolution pursued in accordance with local district policy: Submit to:

Dr. Tim Taylor, Superintendent
Hollister R-V School District
1798 State Hwy BB
Hollister, MO 65672

If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is not evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.

EQUAL EDUCATIONAL OPPORTUNITY

It is the policy of the Hollister Schools not to discriminate on the basis of sex in its educational programs, activities, or employment policies as required by Title IX of the 1972 Educational Amendments. Inquiries regarding compliance with Title IX may be directed to:

1) Chris Ford, Principal
1798 State Highway BB
Hollister, MO 65672

If no response within 10 days, contact:

2) Dr. Tim Taylor, Superintendent
1798 State Highway BB
Hollister, MO 65672

FERPA

Please be advised that the school district will release "Directory Information" concerning your child upon request, including print and electronic publications of the school district. (Examples include: the annual yearbook; school newsletter; honor roll or other recognition lists; local media; and sports activity sheets.) This includes the following information: the student's name, address, participation in officially recognized extracurricular activities, height and weight of members of athletic teams, dates of attendance, diplomas and awards received photographs and other similar information. (See School Board Policy JO-R) **If you do not want this type of information about your child released, please send a note to this effect to the principal.**

GRIEVANCE PROCEDURE

TITLE VI, TITLE IX, SECTION 504

Students, parents of students or employees have the right to file a formal complaint alleging noncompliance with regulations outlined in Title VI of the Civil Rights Act, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.

LEVEL ONE – Principal or immediate supervisor (informal and optional – may be bypassed by the grievant). Employees with a grievance or discrimination on the basis of sex, race, national origin or disability may first discuss it with their principal or immediate supervisor, with the objective of resolving the matter informally. A student or parent with a complaint of discrimination on the basis of sex, race, national origin or disability may discuss it with the teacher, counselor or building administrator involved.

LEVEL TWO – Title IX and Section 504 Coordinator(s) – If the grievance is not resolved at level one and the grievant(s) wish to pursue the grievance, they may formalize it by filing a written complaint on a Compliance Violation Form, which may be obtained from the Title IX and Section 504 Coordinator(s). The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at level two must be within fifteen (15) working days from the date of the event given rise to the grievance or from the date the grievant(s) could reasonably become aware of such occurrence. The grievant(s) may request that a meeting concerning the complaint be held with the Title IX and Section 504 Coordinator who shall investigate the complaint and attempt to solve it. A written report from the Compliance Officer regarding action taken will be sent within fifteen (15) working days after receipt of the complaint.

LEVEL THREE – Superintendent – If the complaint is not resolved at level two, the grievant(s) may proceed to level three by presenting a written appeal to the Superintendent within ten (10) working days after the grievant(s) receive the report from the Title IX and Section 504 Coordinator. The grievant(s) may request a meeting with the Superintendent or his/her designee. The Superintendent or his/her designee has the option of meeting with the grievant to discuss the appeal. A decision will be rendered by the Superintendent or his/her designee within ten (10) working days after receiving the written appeal.

LEVEL FOUR – Board of Education – If the complaint is not resolved at level three, the grievant(s) may proceed to level four by presenting a written appeal to the President of the Board of Education within ten (10) working days after the grievant(s) receive the report from the Superintendent. The Board may request a meeting with the grievant(s) to discuss the appeal. A decision will be rendered by the Board of Education at their next regularly scheduled meeting. The grievant will be notified in writing of their decision within ten (10) working days after the Board of Education action.

This procedure in no way denies the right of the grievant(s) to file formal complaints with the Missouri Civil Rights Commission, the office for Civil Rights or other agencies available for mediation or rectification.

NOTIFICATION OF TEACHER QUALIFICATIONS

Our district is required to inform you of certain information that you, according to No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know.

Upon your request, our district is required to provide you, in a timely manner, the following information:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

In addition to the information that you may request, the District will provide to you individually:

- Information on the achievement level of your child in each of the state academic assessments as required under this part; and
- Timely notice that your child has been assigned, or has been taught for four more consecutive weeks by, a teacher who is not highly qualified.

PUBLIC NOTICE

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, highly mobile children, such as migrant and homeless children, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The public school district assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. 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.

The local school district will provide information and referral services necessary to assist the State in the implementation of early intervention for infants and toddlers eligible for the Missouri First Steps Program.

The local school district assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with

disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act.

The local school district has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed during regular school hours (8 a.m. – 4 p.m.) on days school is in session, in the Office of the Superintendent of Schools.

Local school districts in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age twenty-one (21) that reside in the district. This census must be compiled by December 1 of each year. This information is treated as confidential and must include; name of the child; parent/legal guardian's name/address; birth date and age of the child; the child's disability; and the services provided to the child. If you have a child with a disability or know of a child with a disability that is not attending the public school, please contact the Director of Special Services at 417-779-4166.

This notice will be provided in native languages as appropriate.

PUBLIC NOTICE OF ADA REQUIREMENTS

The Hollister R-V School District does not discriminate on the basis of disability in admission to, access to, or operation of its programs, services or activities. The Hollister School district 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.

Questions, concerns, complaints, or requests for additional information regarding the ADA may be forwarded to the Hollister School District's designated ADA Compliance Coordinator:

Dr. Tim Taylor, Superintendent
Hollister R-V School District
1798 State Hwy. BB
Hollister, Missouri 65672
Phone: Voice (417) 243-4000
TDD 1-800-735-2966 (Relay Missouri)
Days Available Monday through Friday
Hours Available 8:00 AM to 4:30 PM

Individuals who need auxiliary aids for effective communication in programs and services of the Hollister R-V School District are invited to make their needs and preferences known to the ADA Compliance Coordinator.

This notice is available in large print, on audio tape and in Braille, from the ADA Compliance Coordinator.

PUBLIC PARTICIPATION AT BOARD MEETINGS

(Districts Not Allowing a Public Comment Period)

To provide for full and open communication between the public and the Board of Education, the Board authorizes the following avenues for the exchange of information, ideas and opinions.

Grievance through Established Policy and Procedure

Students, employees and members of the public are encouraged to utilize established policies and procedures for offering suggestions or addressing concerns and complaints prior to bringing the issue before the Board. The Board believes that many issues can be resolved by communication with teachers, administrators and other staff and may refuse to address an issue if the individual presenting it has not first attempted to resolve the matter through established procedures and policies.

Written Correspondence

Written correspondence may be directed to the Board, through the superintendent, for consideration at a meeting. Copies of all correspondence directed to the Board will be made available to all Board members. Statements of two (2) pages or less are encouraged.

Agenda Items

Any member of the public who wishes to have an item placed on the agenda will present the request in writing to the superintendent or designee. The request must be submitted pursuant to Board policy and received five (5) business days prior to the scheduled meeting. The item will be appropriately placed on the agenda. The Board reserves the right to impose reasonable restrictions on the number of items to be considered, the number of spokespersons and the speaking time of spokespersons appearing before the Board. If the meeting agenda is full, the Board reserves the right to reschedule an item to the next regular meeting. The Board may refuse to address an issue that has not gone through the appropriate grievance procedure. The Board reserves the right to waive formalities in emergency situations, within the limitations of the law.

Public Hearings

From time to time, the Board will schedule a public hearing to receive input on matters of concern to the community, such as setting the district's tax rate. The public will be provided notice of such hearings as required by law.

SURROGATE PARENT PROGRAM

Pursuant to the requirements of state law, the State Board of Education is required to appoint a surrogate parent at such time as it becomes evident that a child with a disability does not have a parent or a person acting as a parent to participate in matters dealing with the provision of special education. For purposes of surrogate parent appointment, "parent" is defined as a biological parent, a guardian, or a person acting as a parent of a child including, but not limited to, a grandparent, a step parent, or a foster parent with whom the child lives. The term does not include the State if the child is a ward of the State. The term does not include a person whose parental rights have been terminated.

The local school district is given the responsibility to determine when a child with a disability who requires special education and who resides in the district is without a parent. The district must notify the Missouri Department of Elementary and Secondary Education of the need to appoint a surrogate parent. Training for persons serving as surrogate parents will be provided by the Missouri Department of Elementary and Secondary Education and the district.

WELLNESS PROGRAM

The Child Nutrition and WIC Reauthorization Act of 2004 requires each school district that participates in a program under the National School Lunch Act to establish a local wellness policy for each school in the district by the beginning of the 2006-2007 school year. The primary goals of the Hollister R-V School District's wellness program are to promote student health, reduce student overweight/obesity, facilitate student learning of lifelong healthy habits and increase student achievement. We request parents and/or students to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet healthy nutritional guidelines.

