

# HOLLISTER HIGH SCHOOL



## STUDENT HANDBOOK

# 2017-2018

*Home of the Tigers*

*Student handbooks are made available in electronic format on our school website and will also be distributed electronically to students via HHS TIGERS Google Classroom. Printed copies of our handbook can be obtained in the main office at Hollister High School.*

# WELCOME TO HOLLISTER HIGH SCHOOL

*Hollister High School is a place where students will be challenged and supported to achieve excellence in every facet of their high school career. With a faculty dedicated to serving and meeting the needs of students we look forward to engaging and supporting your student in an education that will equip them to be successful in a constantly changing global society. We hope that you will utilize the following handbook to help inform, guide, and equip your students experience at Hollister High School.*

*Dr. Travis Graham, Principal  
Mr. Scott Wenger, Assistant Principal*

## **OUR MISSION**

*The mission of Hollister High School is to prepare all students to be successful citizens in college, career, and life.*

## **OUR VISION**

*By establishing meaningful **relationships**, faculty/staff will engage students in the **learning** process using a variety of instructional means, providing for all students the opportunity to be successful.*

## **OUR CORE VALUES**

*Relationships ~ Relevance ~ Rigor  
Ready ~ Responsible ~ Respectful  
Perseverance*

## **HOLLISTER R-V SCHOOL DISTRICT MISSION STATEMENT**

*We are a school district with an unrelenting focus on learning.  
All students are expected to succeed, as success is our only option.*

# Hollister School District 2017-18 Calendar

AUGUST 12		JANUARY 19	
M T W Th F S		M T W Th F S	
1 2 3 4 5	31 to 2 New Teacher Training <b>10 &amp; 11 Teacher In-Service</b> <b>14 &amp; 15 Teacher In-Service</b> <b>16th First Day of School</b>	1 2 3 4 5 6	<b>1 &amp; 2 No School</b> <b>3 No School - Teacher In-Ser.</b> 4 Back in Session <b>15 No School: Make-Up #1</b> Martin Luther King, Jr. Day
7 8 9 10 11 12		8 9 10 11 12 13	
14 15 16 17 18 19		15 16 17 18 19 20	
21 22 23 24 25 26		22 23 24 25 26 27	
28 29 30 31		29 30 31	

SEPTEMBER 20		FEBRUARY 19	
M T W Th F S		M T W Th F S	
1 2	<b>4 No School-Labor Day</b>	1 2 3	<b>19 No School: Make Up #2</b> Presidents, Day
4 5 6 7 8 9		5 6 7 8 9 10	
11 12 13 14 15 16		12 13 14 15 16 17	
18 19 20 21 22 23		19 20 21 22 23 24	
25 26 27 28 29 30		26 27 28	

OCTOBER 21		MARCH 16	
M T W Th F S		M T W Th F S	
2 3 4 5 6 7	<b>13 End of 1st Quarter (42 days)</b> <b>19 Parent/Teacher Conf (Early Release)</b> <b>20 Parent/Teacher Conf (No School)</b>	1 2 3	<b>9 End of 3rd Quarter (45 days)</b> <b>12-16 Spring Break</b> <b>29 Parent/Teacher Conf (Early Release)</b> <b>30 Good Friday</b>
9 10 11 12 13 14		5 6 7 8 9 10	
16 17 18 19 20 21		12 13 14 15 16 17	
23 24 25 26 27 28		19 20 21 22 23 24	
30 31		26 27 28 29 30 31	

NOVEMBER 19		APRIL 20	
M T W Th F S		M T W Th F S	
1 2 3 4	<b>22-24 Thanksgiving Break (No School)</b>	2 3 4 5 6 7	<b>20 No School</b>
6 7 8 9 10 11		9 10 11 12 13 14	
13 14 15 16 17 18		16 17 18 19 20 21	
20 21 22 23 24 25		23 24 25 26 27 28	
27 28 29 30		30	

DECEMBER 14		MAY 14	
M T W Th F S		M T W Th F S	
1 2	<b>20 End of 2nd Quarter (44 days) 1/2 Day (End of 1st Semester)</b> <b>21-2 No School- Christmas Break</b>	1 2 3 4 5	<b>18 Last Day of School (1/2 Day) End of 4th Quarter (45 days)</b> 21 Teacher Workday <b>20 Graduation</b> 28 Memorial Day
4 5 6 7 8 9		7 8 9 10 11 12	
11 12 13 14 15 16		14 15 16 17 18 19	
18 19 20 21 22 23		21 22 23 24 25 26	
25 26 27 28 29 30		28 29 30 31	

- No School
- Dates of Interest
- Early Release Every Friday

First/Last School Days

Board Approved: March, 2017

86 Days 1st Semester  
88 Days 2nd Semester  
 174 DAYS



**Potential Make-Up Days**

- 1st make up day: Jan. 15
- 2nd make up day: Feb. 19
- 3rd make up day: May 21
- 4th make up day: May 22
- 5th make up day: May 23
- 6th make up day: May 24
- 7th make up day: May 25
- 8th make up day: May 29
- 9th make up day: May 30
- 10th make up day: May 31

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## **FORWARD**

This handbook has been developed by the personnel of Hollister High School and approved by the Hollister R-V School Board as a special service to students and their parents. It includes general information as to the policies and procedures relating to students of the high school. We hope that this handbook will be of considerable value to both students and parents during the student's' educational growth and development at Hollister High School.

# PUBLIC NOTICES

## **COMPLAINT RESOLUTION PROCEDURE FOR NO CHILD LEFT BEHIND (ESSA) 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 (ESSA). 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. Brian Wilson, Superintendent  
Hollister R-V School District  
1914 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 no 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. Dr. Travis Graham, Principal  
2112 State Highway BB  
Hollister, Missouri 65672**

If no response within 10 days, contact:

- 2. Dr. Brian Wilson, Superintendent  
1914 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.**

## **STUDENT RECORDS**

If a parent or eligible student believes an education record related to the student contains information that is inaccurate, misleading or in violation of the student's privacy, the parent or eligible student may request that the district amend the record. All requests must be made in writing and should be presented to the building 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 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.

## **NOTICE OF NONDISCRIMINATION**

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral and applicants for employment, and all professional organizations that have entered into agreements with the Hollister R-V School District ("School District") are hereby notified that the School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. "In addition, the School District provides equal access to the Boy Scouts of America and other designated youth groups."

Any person having inquiries concerning the School District's compliance with the laws and regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination Act, Section 504 of the Rehabilitation Act of 1973 (Section 504), Title II of the Americans with Disabilities Act of 1990 (ADA) or the Boy Scouts of America Equal Access Act, is directed to the respective Compliance Coordinator listed below, who oversees the School District's efforts to comply with the laws and regulations implementing the laws and regulations cited above.

The School District has established grievance procedures for persons unable to resolve problems arising under the statutes above. The School District's Compliance Coordinator will provide information regarding those procedures upon request.

Any person who is unable to resolve a problem or grievance arising under any of the laws and regulations cited above may contact the Office for Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114; telephone (816) 268-0550.

## **COMPLIANCE COORDINATOR**

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. Brian Wilson, Superintendent  
Hollister R-V School District  
1914 State Hwy. BB  
Hollister, Missouri 65672  
Phone: (417) 243-4005**

## **COMMITMENT TO COMPLIANCE UNDER THE AMERICANS WITH DISABILITIES ACT**

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (“ADA”), the Hollister R-V School District (“School District”) does not discriminate on the basis of disability against qualified individuals with a disability with respect to the School District’s services, programs or activities.

**EMPLOYMENT:** The School District does not discriminate on the basis of disability in its hiring or employment practices. The School District complies with the federal regulations under Title I of the ADA (which governs the application of the ADA in the hiring and employment setting).

**EFFECTIVE COMMUNICATION:** The School District will comply with the ADA with respect to providing auxiliary aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in School District programs, services, and activities. These aids and services are designed to make information and communications accessible to people who have impairments, in areas such as speech, hearing, and vision. The School District will not place a surcharge on a qualified individual with a disability, or any group of qualified individuals with disabilities, to cover the cost of providing auxiliary aids/services or reasonable modifications of policy (for example, retrieving items from locations that are open to the public but inaccessible to users of wheelchairs).

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a service, program, or activity of the School District should contact the respective Compliance Coordinator, whose contact information is listed below. Such contact should be made as soon as possible, but not later than 48 hours before the scheduled event (and, preferably, at least five (5) business days before the event).

**MODIFICATIONS TO POLICIES AND PROCEDURES:** The School District will make reasonable modifications to policies and programs to ensure that qualified individuals with disabilities have an equal opportunity to enjoy its services, programs and activities.

The ADA does not require the School District to take any action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative burden.

Complaints that a School District service, program, or activity is not accessible to persons with a disability may be directed to the Compliance Coordinator below. In addition, as stated in the School District’s Notice of Nondiscrimination, a person who is unable to resolve a problem or grievance arising under Title II of the ADA may contact the Office for Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114; telephone (816) 268-0550.

### **COMPLIANCE COORDINATOR**

Dr. Brian Wilson, Superintendent  
Hollister R-V School District  
1914 State Hwy. BB  
Hollister, Missouri 65672  
Phone: (417) 243-4005

# GENERAL SCHOOL INFORMATION

Hollister High School  
2112 State Highway BB  
Hollister, Missouri

**Phone:** 417-243-4045

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

**Facebook:** [www.facebook.com/HollisterHighSchool/](http://www.facebook.com/HollisterHighSchool/)

**Twitter:** @Hollistertiger

## **HOLLISTER HIGH SCHOOL DIRECTORY**

High School Main Office	417-243-4045
High School Fax	417-334-2240

## **PARENT LINK – SCHOOL MESSENGER**

Parent Link is an automated notification system. Throughout the school year, Parent-Link will be utilized to share the weekly HHS Community Newsletter, important attendance information, school closing, and other school announcements.

To make Parent Link as efficient as possible, please make sure you provide current contact information through the SIS-K12 Parent Portal. A student may have one number designated for his/her primary household and a different number for the household of a noncustodial parent. To update your contact information, please contact the high school registrar.

## **DAILY PROCEDURES**

- A. It is preferred that students do not enter the school building before 7:00 am. However, if circumstances require students to be in the building before 7:00 am, they must remain in the commons.
- B. Daily arrival at school – Upon arrival at school, all students must enter the building.
- C. Students are not to loiter in or around vehicles or other areas on or near school property.
- D. Students must leave the school property within 15 minutes of school dismissing unless involved in a school sponsored activity.
- E. Students – Policies and procedures outlined in this handbook and otherwise posted in the high school begin upon arrival at school and applies at all times on school district property. The policies/procedures apply during transportation, activities, events, and at bus stops.

## **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.

## ANNOUNCEMENTS/SIGNS

Announcements are read daily at 8:00 am over the intercom system. Announcements must be submitted the day prior and approved by a HS staff person. Administration reserves the right to disallow any particular announcement. All signs posted around the school must be pre-approved by a building administrator. Signs may only be stapled or tacked to bulletin boards or cork strips. Signs must be removed the day after the event occurred. See board policy [IGDBA](#) regarding distribution of non-curricular student publications.

## 2017-2018 BELL SCHEDULES

<u>MONDAY - WEDNESDAY</u>	<u>THURSDAY</u>	<u>FRIDAY</u>	<u>EIGHT-PERIOD FRIDAY</u>
<p><b>Five Minute Bell</b> – 7:55-8:00  <b>First Hour</b> – 8:00-8:48  <b>Second Hour</b> – 8:52-9:40  <b>Third Hour</b> – 9:44-10:32  <b>Fourth Hour (PT)</b> –            10:36-11:13  <b>Fifth Hour</b> – 11:17 – 12:25  <i>(First Lunch – 11:13-11:37)</i>  <i>(Second Lunch – 11:37-12:01)</i>  <i>(Third Lunch – 12:01-12:25)</i>  <b>Sixth Hour</b> – 12:29-1:17  <b>Seventh Hour</b> – 1:21-2:09  <b>Eighth Hour</b> – 2:13-3:01  <b>Extra Time/Tutoring</b> –            3:01-4:00</p>	<p><b>Five Minute Bell</b> – 7:55-8:00  <b>First Hour</b> – 8:00-9:25  <b>Third Hour</b> – 9:30-10:55  <b>Fourth (PT)</b> – 11:00-11:37  <b>Sixth Hour</b> – 11:42-1:31  <i>(First Lunch – 11:37-12:01)</i>  <i>(Second Lunch – 12:01-12:25)</i>  <i>(Third Lunch – 12:25-12:49)</i>  <b>Eighth Hour</b> – 1:36-3:01  <b>Extra Time/Tutoring</b> –            3:01-4:00</p>	<p><b>Five Minute Bell</b> – 7:55-8:00  <b>Second Hour</b> – 8:00-9:25  <b>Fourth (PT)</b> – 9:30-10:07  <b>Fifth Hour</b> – 10:12-12:10  <i>(First Lunch – 10:55-11:20)</i>  <i>(Second Lunch – 11:20-11:45)</i>  <i>(Third Lunch – 11:45-12:10)</i>  <b>Seventh Hour</b> – 12:15-1:40  <b>Early Release</b> – 1:40</p>	<p><b>Five Minute Bell</b> – 7:55-8:00  <b>First Hour</b> – 8:00-8:35  <b>Second Hour</b> – 8:39-9:14  <b>Third Hour</b> – 9:18-9:53  <b>FOURTH (PT)</b> – 9:57-10:31  <b>FIFTH</b> – 10:36-11:43  <i>(First Lunch – 10:31-10:55)</i>  <i>(Second Lunch – 10:55-11:19)</i>  <i>(Third Lunch – 11:19-11:43)</i>  <b>Sixth Hour</b> – 11:47-12:22  <b>Seventh Hour</b> – 12:26-1:01  <b>Eighth Hour</b> – 1:05-1:40</p>

## AUTOMOBILES/PARKING LOT

Driving a car to school is a privilege, not a right. The school district is not responsible for accidents or lost articles, which occur in the parking lot.

Students driving a car to school must purchase a parking tag, display it appropriately, and park in the designated student parking section. A fee of \$5.00 will be charged for each parking tag (including replacement tags). Students are required to park in the student parking section. Students who fail to park in the student section may be denied parking privileges. Students will be required to provide photo ID, proof of insurance, and all vehicle information when signing up for a parking tag. Students are responsible for updating the office staff if their vehicle information changes.

Following the rules listed below will assure the student the privilege to drive a car to school. Violation of these rules may result in the loss of parking privileges:

1. When the student drives a car to school, he or she will park it and leave it immediately until school is out for the day. Students are not to sit in cars before or after school.
2. The student must obtain permission from the office before going to the parking lot during the school day.
3. The speed limit is 10 MPH on school property. Tickets will be given if students exceed the speed limit.
4. Reckless and imprudent driving will result in immediate suspension from driving privileges and may result in the immediate loss of parking privileges for the duration of the school year.

- *As a condition to receiving a pass to park on school property, high school students and their parents must consent random drug testing of the students as further defined in Board Policy JFCL. A contract will have to be signed/on-file before receiving the parking tag.*

## **ANTI-BULLYING POLICY**

### **DEFINITIONS**

***Bullying*** – In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

***Cyberbullying*** – A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. The district has jurisdiction over cyber-bullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

**SCHOOL DAY** – A day on the school calendar when students are required to attend school.

### **EMPLOYEES MUST REPORT**

- Employees must report any instance of bullying of which the employee has first-hand knowledge.
- Employees will report an incident within 2-school days of the employee witnessing the incident.

### **REPORTING PROCEDURE**

- Employees must fill-out a Bullying Incident Report Form within 2-school days of the employee witnessing the incident.
- Employee must submit the report form to building administration.

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

Students who have been subjected to bullying, or who have witnessed or have knowledge of bullying, are encouraged to promptly report ([Student Report Form](#)) such incidents to a school employee. Any school employee receiving such a report shall promptly transmit the report to the building principal or designee.

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

### **INVESTIGATION PROCEDURE**

- Employees responsible for investigation will be the building principal or assistant principal or an employee(s) designated by building principal.
- Investigation must be initiated within 2 school days of the initial report.
- Investigation will be completed within 10 school days from date of initial report.
- Investigation may go beyond 10 school day if “good cause exists”
  - E.g., absent witnesses, emergencies
- Investigating employee will complete a [Written Investigation Report](#) to be completed within 10 school days from the date of initial report.

### **RETALIATION PROHIBITION**

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

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

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

### **POLICY PUBLICATION**

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

## **TRAINING AND EDUCATION**

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

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

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

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

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

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

## **ADDITIONAL SCHOOL PROGRAMS AND RESOURCES**

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

## **CHANGE OF ADDRESS**

If a student's demographic information changes (name, phone, address, guardian, etc.) it must be reported immediately to the registrar's office or update by logging into the SIS-K12 Parent Portal.

## **CLOSED CAMPUS**

Students are not allowed to leave the school grounds or the school building (for any reason) without authorization from a school official.



## **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 restrooms but are not allowed in any other part of the building or school grounds that are unsupervised. Students are responsible for their own trash. Students may bring their own lunch to school but may not have it brought to them during the school day without administrative approval.

## **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. Students must complete a Guest Request Form and submit to the high school office a minimum of 2 days prior to the scheduled dance.

## **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.**

## **LOCKERS**

Each student will have a locker available for check-out at the beginning of each school year. 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. Lockers should not be shared among students. ATHLETES - you will have access to your athletic locker before and after school.

## **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.

## **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.

## **SCHEDULE CHANGES**

All schedule change requests must be submitted to the counseling/career center within 3 days of the start of the fall semester for fall semester schedule changes and during the designated week at the end of the fall semester for spring semester schedule changes. Any schedule changes made after the designated window for each semester must be approved by the counselor and 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.

## SCHOOL LUNCHES

<b>GRADES: 6-12</b>	<b>BREAKFAST</b>	<b>LUNCH</b>
Full Price	\$1.25	\$2.25
Reduced	\$0.30	\$0.40

## SEARCHES

In order to protect the safety and security of all students the standard that allows administrators school official 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 or criminal act 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.

## SEMESTER EXAMINATIONS

Semester examinations will be given in all classes. The tests will be designed to simulate the End of Course (EOC) assessment. This valuable data will be utilized to inform our Building School Improvement Plan on a yearly basis, as well as inform our instructional and curricular decision as we look to ensure our students are acquiring the necessary skills to be a successful citizen in college, career, and life.

## TESTING

All students must pass a test on the Federal and Missouri Constitutions. All students must also take EOC’s (as set by DESE), ACT and/or ACT-WorkKeys, and ASVAB.

## 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

Hollister High School welcomes visitors to our school and has in place the following expectations: All visitors must check in to the office and obtain a visitor's badge in order to enter our designated areas. Visitors representing an organization, like but not limited to: colleges, military and other organizations must make an appointment with the high school office at least **two weeks** prior to the day of the scheduled visit. In addition, organizational visitors must stay in an assigned area designated for such visits and comply with all board policies related to visitation. Guest speakers must be approved by student's teacher and school administrators prior to speaking. Students are not allowed to bring student visitors at any time. For more information please contact Dawn Allred, Administrative Assistant at 417-243-4045.

## WITHDRAWING FROM SCHOOL

Students withdrawing or transferring should visit the counselor and registrar. 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.

# ACADEMIC ACCOUNTABILITY

## A+ SCHOOLS PROGRAM

This program provides scholarship funds to eligible graduates of A+ designated high schools (Board Policy: JFCL) who attend a participating public community college or vocational/technical school, or certain private two-year vocational/technical schools. The Missouri A+ Scholarship will reimburse, within the limits set by the Missouri legislature, the unpaid balance of a student's tuition and general fees after all available, non-loan federal financial assistance, such as the federal Pell grant, has been applied. Students who plan to participate in the A+ Scholarship Program upon completion of high school must meet the following requirements:

- Be a U.S. citizen, permanent resident, or lawfully present in the U.S.
- Enter into a written agreement with your high school prior to graduation.
- Attend a designated A+ high school for 3 consecutive years immediately prior to graduation.<sup>1</sup>
- Graduate with an overall grade point average of 2.5 or higher on a 4.0 scale.
- Have at least a 95% attendance record overall for grades 9-12.
- Perform at least 50 hours of unpaid tutoring or mentoring, of which up to 25% may include job shadowing.<sup>2</sup>
- Maintain a record of good citizenship and avoid the unlawful use of drugs and/or alcohol.
- Beginning with the high school senior class of 2015, have achieved a score of proficient or advanced on the Algebra I end of course exam.<sup>3</sup>

<sup>1</sup>If one of your parents is a member of the military on active duty or has retired from the military and relocated to Missouri within one year of their retirement, you are exempt from this requirement. However, you must attend an A+ designated high school in the school year immediately preceding graduation and meet all of the other high school eligibility requirements.

<sup>2</sup>Hollister High School Juniors who wish to complete their tutoring or mentoring hours during their Junior year must meet all the A+ requirements including attendance and GPA requirements before they will be assigned an A+ tutoring class in their schedule.

<sup>3</sup>**2018 High School seniors** - If you meet all of the eligibility requirements except the end of course exam requirement, you may establish eligibility by achieving a combined ACT math subscore and high school GPA in accordance with the following scale. You may achieve the qualifying score as a high school or postsecondary student. If you achieve the score as a postsecondary student you may be eligible for an award in the same term that you take the test.

ACT MATH SCORE	HIGH SCHOOL GPA
17 or greater	2.5 or greater
16	2.8 or greater
15	3.0 or greater

## **A+ CITIZENSHIP POLICY**

### **CITIZENSHIP COMPONENT**

Participation in the A+ Schools Program is both an honor and a privilege. Good citizenship is a measure of the quality of conduct in school and away from school. All of the A+ School’s financial assistance eligibility factors are indicators of good citizenship. A+ participants are expected to exhibit standards of behavior which will bring credit to themselves, the A+ Schools Program, the school, and the community.

To qualify for the A+ financial incentive, a student’s behavior shall be in compliance with Board of Education policies, the guidelines in the student handbook, the A+ citizenship guidelines, the Safe Schools Act, and state and local regulations and laws.

### **CITIZENSHIP ELIGIBILITY**

Student discipline records will be reviewed at the end of each semester. The A+ Coordinator will update each A+ student’s citizenship status on a semester basis with the building principal. Updated information will be used to satisfy the citizenship requirement of the A+ Schools Program. Citizenship and/or discipline violations that may jeopardize a student’s A+ status include:

In-School Suspension (ISS) During the Four (4) Years of High School – Discipline referrals for poor behavior, disrespect, profanity, dishonesty, fighting, etc., resulting in an accumulation of:

- |                              |  |
|------------------------------|--|
| Five (5) Days ISS            | The student will receive a written warning.  |
| Five (5) Additional Days ISS | The student will receive a letter of probation.<br>Parents/Guardians will be notified.   |
| Five (5) Additional Days ISS | The student will be immediately notified of removal from the A+ program. Parents/Guardians will be notified via certified mail that the student has been removed from the program and will not be eligible to receive the benefits of the program. |

Out-of-School Suspension (OSS) During the Four (4) Years of High School – Disciplinary action after a student receives a single suspension or multiple suspensions that accumulate to:

- |                          |  |
|--------------------------|--|
| One (1) or more days OSS | The student will receive a written warning.  |
| Five (5) Days OSS        | The student will receive a letter of probation.<br>Parents/Guardians will be notified.   |
| Additional Days OSS      | The student will be immediately notified of removal from the A+ program. Parents/Guardians will be notified via certified mail that the student has been removed from the program and will not be eligible to receive the benefits of the program. |

**PARTICIPATION AGREEMENT, DISCIPLINE AND APPEAL**

All students wishing to participate in the A+ program must submit a completed A+ participation agreement. If the coordinator determines that a student who has submitted a participation agreement has violated the terms of that agreement or district policies or procedures regarding A+ participation, he or she will notify the student in writing. The notice will include a statement of which condition was violated and the facts constituting the violation. The student will be provided copies of documents or other evidence supporting the determination. The student may be put on probation or expelled from the A+ program by the coordinator.

The student may appeal an expulsion from the program to the Board of Education, or a committee created by the Board, by notifying the coordinator within 15 calendar days of receiving the notice. The coordinator will provide notice of the appeal to the Board along with a copy of the reason for the expulsion. The Board or the Board's committee will hear the student's appeal in closed session within 30 calendar days of having received the notice of appeal. The Board will notify the student of its decision in writing within five working days of hearing the appeal.

The Hollister R-V School District will follow the requirements as established by state law and regulation for the implementation and administration of the A+ Schools Program.

## GRADUATION REQUIREMENTS

General Graduation Requirements		Gibson Tech Participant Requirements	
4-credits	Language Arts	4-credits	Language Arts
3-credits	Social Studies	3-credits	Social Studies
4-credits	Math	4-credits	Math
3-credits	Science	3-credits	Science
1-credit	Fine Arts	1-credit	Fine Arts
1-credit	Practical Arts	1-credit	Practical Arts
1-credit	P.E./Weights	1-credit	P.E./Weights
.5-credit	Health	.5-credit	Health
.5-credit	Computer Applications	.5-credit	Computer Applications
.5-credit	Personal Finances	.5-credit	Personal Finances
7.5-credits	Electives	7.5-credits	Electives
<b>26-credits</b>		<b>25-credits</b>	

The state no longer recognizes College Prep Cert.

It is strongly recommended that college-bound students take two years of a foreign language. While foreign language is not required for high school graduation, some colleges and universities may require or strongly recommend two years of the same foreign language. Foreign languages will count towards elective graduation credit.

### TO PARTICIPATE IN GRADUATION CEREMONY:

1. All courses and credits must be finished prior to graduation practice.
2. All fines, fees, technology and uniforms must be paid/turned in prior to graduation practice.

## 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 counselor and principal. Request for early graduation must be received **at least six weeks prior to the end of their sixth semester**. Requests received after the deadline will be reviewed on a case-by-case basis. Students must complete an Early Graduation Application and return to their high school counselor by a determined date. 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 Honors Recognition Night or during graduation ceremonies. Early graduates will not be eligible for valedictorian, salutatorian, Cum Laude graduation honors, or top 10%. Furthermore, if the student holds an office with the Hollister High School cabinet they forfeit their office at time of early graduation and must have successor in place.

## CLASS RANKING PROCEDURES

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 after the first semester of the freshman year.
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 student's' GPA and class rank. If a student repeats a class both grades are included.
5. Summer school classes are not figured into the student's GPA.

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

**Foreign exchange students are not eligible for class rank or graduation ceremonies. They are not required to take EOC's, ACT, ASVAB, or the Missouri and Federal Constitution tests.**

## STANDARDS-BASED GRADING SYSTEM

Hollister High School utilizes a Standards-Based Grading means of tracking and recording students' progress towards mastery of concepts in each subject area. Each semester students will be assigned a letter grade for each of their classes based on their performance during the semester. Semester grades are figured by calculating students' achievement and progress towards mastery of learning goals/targets. Hollister High School will use a standards-based means of grading and at semester will utilize the 4.0 grading scale system to figure the student's grade point average. Dual Credit and AP classes will use a 5.0 (weighted) grading scale system to figure into the student's grade point average.

### STANDARDS-BASED GRADING/CONVERSION SCALE

Standards Based	SBG Range	Conversion %	Reported Letter Grade	Description of Achievement
4	4.0	100%	A+	Advanced
3.5	3.5-3.9	95%	A	Proficient
3	3.0-3.4	90%	A-	
2.5	2.5-2.9	80%	B	Basic
2	2.0-2.4	70%	C	
1.5	1.5-1.9	65%	D	Below Basic
1	1.0-1.4	60%	D-	
I	0	50%	F	



## STANDARDS-BASED PROFICIENCY SCALE

<b>4.0</b>	I have an in-depth understanding of expected knowledge and skills and can show my expertise by using it to problem solve and think critically.
<b>3.5</b>	I know all of the expected knowledge and skills for the topic and have some success applying them.
<b>3.0</b>	I know all of the expected knowledge and skills for the topic.
<b>2.5</b>	I know all of the foundational and some of the expected knowledge and skills.
<b>2.0</b>	I know all of the foundational knowledge and skills on my own.
<b>1.5</b>	I know all of the foundational knowledge and skills, but still need support for some of it.
<b>1.0</b>	I know all of the foundational knowledge and skills, but I need support for all of it.
<b>0.5</b>	Even with support, I don't know all of the foundational knowledge and skills.
<b>0.0</b>	I hardly know any of the foundational knowledge and skills.

### 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.

## GPA POINTS: NON-WEIGHT/WEIGHT

N-Weight	Weight	Letter Grade
4.0	5.0	A+
4.0	5.0	A
3.7	4.7	A-
3	4	B
2	3	C
1	2	D
.7	1.7	D-
0	0	F

## 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:

1. Parents/Guardians are to be informed regularly, at least four times a year, as to the progress their children are making in school.
2. 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.
3. Insofar as is possible, distinctions will be made between a student's attitude and academic performance.
4. At comparable levels, the school district will strive for consistency in grading and reporting, except when inappropriate for certain classes or students.
5. 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 at Hollister High School as a full-time student and must complete six (6) semesters weighted classes to qualify for cum laude graduation honors, 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 student's' 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, or F is awarded. Only classes taken in grades 9-12 will count towards GPA, 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. Un-weighted (4.0) GPA reflects actual performance while weighted (5.0) reflects the rigor of the course.

## **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 released one class period per one college class. Example: one college class, released 8th

hour in high school schedule. Two college classes, released 7th and 8th hour in 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.

## **PRIDE TIME (PT): INTERVENTIONS AND INNOVATIONS**

Creating an environment where both struggling learners and lead-learners can grow proves to be challenging. As a standards-based grading high school, we have developed a data-driven response to struggling learners while providing enrichment opportunities for lead-learners. With focus on the four cores: Math, English, Science, and Social Studies, struggling learners are provided targeted interventions specific to their academic needs. The use of cooperative learning strategies and goal setting help connect struggling learners in a way that is engaging and meaningful. Simultaneously, our lead-learners are provided access to innovation zones where they can connect with things they are passionate about learning.

## **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, Government.

End-of-course assessments may be given in Geometry, Algebra II, English I, Physical Science, 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 writing prompt (English II). Tests in these content areas will be designed to be administered in two 90-minute class periods; however, they will not be timed.

We will send completed end-of-course exams to Questar Assessments for scoring or submit exams electronically if they are completed online. We will receive raw score results from selected-response items no later than 10 business days after the testing window has closed.

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 2<sup>nd</sup> semester** in the corresponding course. These exams are designed to directly assess the content learned for the specific course. 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 fall test session.

## **ACADEMIC EXPECTATIONS**

Part of Hollister High School's vision 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.

Students will have opportunity to **revise or redo work** in accordance with the [ACADEMIC FLOWCHART](#). **Zeros will not be allowed.** We will provide targeted help during PT (**Pride Time**), academic advisory, and before/after school tutoring. The following parameters guide our monitoring efforts to ensure academic success for all students:

- All students will be expected to meet standards, achieving a 2.5 or higher.
- Students not meeting mastery (2.5 or higher) will be placed in a 2-week intervention loop and reassessed.
- Students may redo or retake assessments/quizzes after scheduled purposeful tutoring in a deficient standard and completing the REASSESSMENT APPLICATION.
- Students who refuse to perform academically will be referred to the Academic Intervention Team, a team comprised of the student's teachers, counselor, and administrator.

# PROGRAMS AND SERVICES

## NAVIANCE: COLLEGE AND CAREER READINESS PLATFORM

Naviance is a comprehensive, grades 9-12, college and career readiness platform that enables/facilitates self-discovery, career exploration, academic planning, and college preparation. The career planning and assessment tools will allow students to discover their strengths, goals, skills, knowledge, values, constraints, and interests in future careers, to help them make better academic decisions. Coupled with the support of the Hollister Career and Counseling Center and student's advisory teacher/grade level teams students will be supported to explore college and career pathways that are right for them. Students will create individual learning plans and have access to college test preparation tools (Advanced Placement, ACT, and WorkKeys: Workforce Readiness Assessment).

## DUAL CREDIT/ADVANCED PLACEMENT COURSES

Hollister High School offers a selection of Dual Credit and Advanced Placement (AP) courses. In either case, college credit can be earned by meeting guidelines for each respective program. Classes currently qualifying for Dual Credit through Missouri State University (MSU) include the following: Advanced Computer Business Applications\*, Accounting\*, Personal Finance\*, and Veterinary Science\*. Classes currently offered through Advanced Placement include the following: AP American Government, AP Calculus AB & BC, AP Biology and AP Chemistry. Both MSU Dual Credit\* and Advanced Placement (AP) courses are weighted. It is at the discretion of colleges/universities how AP credit may or may not be awarded. It is strongly recommended that students pursuing Dual Credit and/or AP courses verify requirements and transferability directly with their intended college/university. See the school counselor for more information on taking these classes.

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

## DUAL ENROLLMENT

Hollister High School seniors 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 approval 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 enrolled in classes at Hollister High School, or enrolled in classes at an area college.
2. Prior approval must be obtained from a counselor and administrator.
3. A schedule will be provided to the counselor before school starts in August, and an official college transcript will be provided to the school at the end of each semester. It is the student's responsibility to request an official college transcript and ensure delivery to the high school.
4. Students' progress will be monitored by the Hollister High School counselor. Students interested in pursuing this option are advised to work closely with their counselor prior to their senior year to reduce possible scheduling conflicts and to ensure all graduation requirements will be fulfilled.

Check with the high school counselor for additional information.

## OTC TABLE ROCK CAMPUS - FAST TRACK

Beginning their junior year, students have the opportunity to attend classes for high school and college credit on the Ozarks Technical Community College - Table Rock Campus in Hollister. Students will be able to sign out in the afternoon and attend classes at OTC. In order to attend classes at OTC, students must meet the following criteria:

- Juniors granted counselor/administrative approval will be allowed to enroll in 1-course per semester.
- Seniors granted counselor/administrative approval will be allowed to enroll in a maximum of 2-courses per semester.
- Students must have finished the semester prior to applying to OTC with a minimum of 90% attendance.
- Students must have a cumulative 3.0 GPA on a 4.0 scale.
- Students must maintain 90% attendance and a 3.0 cumulative GPA while enrolled in Fast Track courses.
- Students must not have any discipline or behavior concerns the semester prior to applying to OTC and must maintain respectable behavior and citizenship while attending Fast Track courses. .
- Students are responsible for their own transportation.

Any grade received at OTC will be reflected on the student’s transcript, transcripts (even F's). All approved classes taken through OTC will count as weighted courses at the high school. One semester college class will be equivalent to one high school credit and will be reflected on the student’s HS transcript.

The Hollister Board of Education has graciously agreed to pay for one class per student. **Students must achieve a B or higher for the school to pay tuition.** The cost of books and supplies is the responsibility of the student. Students who do not enroll within OTC’s enrollment window will not get the opportunity to attend OTC. **No late enrollments will be allowed.**

Students will not be allowed to enroll in developmental courses at OTC. The following is a list of approved classes:

<ul style="list-style-type: none"> <li>● Life Science/Lab</li> <li>● Intro to Chemistry/Lab</li> <li>● Computer Applications</li> <li>● Human Communication</li> <li>● Public Speaking</li> <li>● Principles of Macroeconomics</li> <li>● Composition I</li> <li>● Composition II</li> </ul>	<ul style="list-style-type: none"> <li>● First Americans to Civil War</li> <li>● Reconstruction to the Present</li> <li>● Intermediate Algebra</li> <li>● College Algebra</li> <li>● American Government Politics</li> <li>● Introduction to Psychology</li> <li>● Introduction to Sociology</li> </ul>
<p><i>Other courses must be approved by the high school counselor and principal.</i></p>	

In the event a student drops a course, does not complete a course or fails to pass a course taken through OTC with a B or higher, the student accepts responsibility for the full cost of the course. The student will then be required to repay the school district the full cost of the course by a deadline determined by the high school. Encumbrances may be placed on the students OTC account and/or Hollister account, until the balance is paid in full.

Because it is the intent of the Board of Education to provide an “authentic college experience,” it will be the practice of the high school to have any online course taken through OTC, at either Hollister High School or another location, to be paid for by the student.

To find out more information about attending OTC, or to discuss how courses will be reflected in the student's current course schedule, please contact the high school counseling office.

## **HHS/OTC DUAL GRADUATION PROGRAM**

Beginning their junior year, qualifying HHS students have the opportunity to apply for the ~~new~~ HHS/OTC Dual Graduation Program. Students accepted into the program and meeting the below criteria will attend OTC-Table Rock full-time their Junior and Senior year, graduating high school with both an Associate's ~~of Arts~~ Degree and a High School Diploma. In order to be considered for the program, students must meet the following criteria:

1. 3.25 cumulative GPA on a 4.0 scale at the end of the third semester of high school, and
2. 95% attendance rate while in high school, and
3. Age 16 by the first day of OTC classes, and
4. Three core teacher letters of recommendation, and
5. Personal essay
6. The following ACT test requirements:
  - a. READING: Reading ACT\* score of 18 or higher.
  - b. ENGLISH: An English ACT\* score of 19 or higher.
  - c. MATHEMATICS: A Math ACT\* score of 23 or higher.
  - d. ACT scores below the recommended levels will be reviewed on a case-by-case basis.

Students should carefully discuss degree options and availability with their high school counselor and an OTC advisor. Careful attention should be paid to degree requirements to ensure that students are able to complete the entire Associate Degree within their junior and senior years of high school. If students complete all OTC degree requirements, they will be exempt from traditional high school graduation requirements. Students will still be required to complete all required End of Course (EOC) exams, the Missouri and US Constitution tests, as well as any other state and/or federal requirements.

All OTC classes will be weighted on the student's high school transcript. One semester college class will be equivalent to one high school credit and will be reflected on the student's HS transcript. HHS/OTC Dual Grad students will NOT be eligible for valedictorian or salutatorian graduation honors. Dual Grad students will still be considered for the Cum Laude Honors system and top 10%, pending they meet all of the requirements.

Students/Parents will be financially responsible for the full/required enrollment and registration paperwork must be completed by deadlines set forth by the high school and OTC. Late enrollments will not be allowed. Final candidate selection will be at the high school's discretion and determined by a selection committee after reviewing all application materials, supporting documentation, and through an interview process. To find out more information about participating in this program please contact the high school counseling office. cost of tuition, books, and other applicable fees pertaining to participating in the HHS/OTC Dual Graduation Program.



## **GO-CAPS: MEDICINE AND HEALTHCARE TECHNOLOGY SOLUTIONS** *(Greater Ozarks Centers for Advanced Professional Studies)*

GO CAPS is a unique, yearlong learning experience, in collaboration with the Springfield Area Chamber of Commerce and Springfield Public School, that allows high school juniors and seniors to test drive future career options. Students develop real world professional skills as they are embedded in partner businesses. GO-CAPS students attend a morning session (8:00-10:30 a.m.) during their junior OR senior year.

Students accepted into the GO CAPS program demonstrate a desire to work in a project and problem-based authentic environment and are willing to comply with business ethics and have completed the course prerequisites. By accepting this opportunity, students become a member of a unique community of like-minded individuals with the expressed goal of preparing for college and a chosen profession. All GO CAPS students must be self-motivated individuals who have an honest desire for learning and enjoy being actively involved in their education. Students and the faculty of GO CAPS bear mutual responsibility for the development and success of the program.

Although students are enrolled in a high school, GO CAPS is not a high school, but rather a professional career program. It is a program with an expressed mission of providing authentic profession-based educational opportunities. GO CAPS courses are different from high school courses, and thus impose unique demands on the student. GO CAPS students are integrated into the local (and sometimes global) business and research communities. Consequently, factors such as attendance, behavior, and academic standing within GO CAPS and the home high school are important. Student behavior reflects on the GO CAPS program creating and molding the program's reputation and standing in the community. Should a student's professional behavior not meet the expectations of GO CAPS, the student may be removed from the program. Interested students need to apply the spring semester prior to their junior and/or senior year. For more information please contact the Counseling/Career Center at Hollister High School.

## **GIBSON TECHNICAL CENTER**

Gibson Technical Center, located in the Reeds Spring School District, provides eleven high school career and technical programs for juniors and seniors interested in specific fields of study. The following programs are offered through Gibson Tech:

- Automotive Collision Repair
- Automotive Technology
- Computer Maintenance Technology
- Construction
- Culinary Arts
- Early Childhood Careers
- Emergency Medical Technician (Seniors ONLY; select juniors with permission)
- Health Technology (Seniors ONLY)
- Marine Technology
- Printing/Graphic Arts Technology
- Welding Technology

Additional program information can be found on the Gibson Tech website: <http://gt.rs-wolves.com/>

Surrounding school districts, including Hollister, have an opportunity to send a select number of students pending program availability, open spots, and budget allocations. The Hollister School District takes great pride in offering Gibson

Tech as an educational and career opportunity for qualifying students. Since the district bears the financial cost for Gibson Tech tuition, special thought and consideration goes into determining student eligibility and placement. To be considered for Gibson Tech, the following criteria must be met:

- Satisfactory grades in all classes at Hollister High School (2.5 cumulative GPA)
- 90% attendance or higher
- Remain on track with meeting all graduation requirements
- If credit recovery is needed, it must be completed through summer school the summer before your junior year
- Respectable citizenship and behavior, and remain in good standing with the district concerning discipline

Applications are typically accepted during the spring semester of sophomore year. All criteria must be met at the time of application and must be maintained while enrolled at Gibson Tech. If students do not meet the above criteria, or if concerns develop, it is at the discretion of Hollister High School and Gibson Tech to remove students from the program. Removal from a program may put students at risk for graduation and/or behind in meeting requirements.

Gibson Tech students must meet graduation requirements outlined by the Gibson Tech graduation track. Please discuss graduation requirements with your student's counselor to ensure scheduling and graduation requirements are met.

**Students must ride a Hollister School District bus to and from Gibson Tech unless they have received prior approval from administration to drive.** Violations of this policy may result in disciplinary consequences or dismissal from Gibson Tech.

### **LAUNCH: On-Line Learning**

LAUNCH provides students access to high-demand and high-quality virtual courses designed, developed, and delivered by Missouri educators. Launch courses are built using Missouri Learning Standards and are designed with engaging digital content including personalized learning paths. Launch online course options can help meet specific school challenges and student needs, including, but not limited to, providing: alternatives for schedule conflicts, access to hard to find courses and teachers, and increasing variety in elective offerings. For more information about LAUNCH please contact the high school principal. Projected start date for course offerings is Spring, 2018.

### **STAR: ALTERNATIVE SCHOOL**

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. To be considered for admittance students need to have a 90% attendance the semester prior and be passing all courses. Administrative approval is required for applicants not meeting such requirements.

**STAR CREDIT RECOVERY:** Credit Recovery is a program that gives qualifying 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 unless prior approval is granted.

## **CREDIT RECOVERY**

Students who fail a class or classes that are a graduation requirement must make up the credit(s) either the summer session after they fail the class or make arrangements with their counselor to meet for credit recovery either before or after school on a regular basis until the credit has been recovered. If a student does not make up the credit during the school year in which they failed the class, they will be enrolled in that class the following school year.

# BEHAVIORAL ACCOUNTABILITY

## 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. The high school office will contact parents by email or phone when a student is absent.
2. Students who miss more than **twenty minutes** of a class will be considered absent.
3. 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.
4. 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.
5. Days missed due to suspension will count as absences.
6. 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.
7. In order to participate in weekend events (Sat/Sun events) students must be in attendance at least 4 hours on the last day of school prior to the event.
8. After twenty consecutive days absent without contacting the office students will be dropped from school rolls.
9. Once students are on school property they are **required** to be in the school building unless provided prior administrative approval.

### ATTENDANCE POLICY

**Students whose present year cumulative attendance falls below 93% will be registered in the Attendance Monitoring System operated by the high school attendance team.**

When a student's attendance falls below 93%, the parent or guardian will receive an automated email informing them that their student has been placed on the HHS Attendance Monitoring Program.

The following monitoring protocols have been put in place to support and monitor student attendance:

- Students whose attendance is between **85-90%** are referred to the attendance committee and parents/students are contacted.
- Students whose attendance is between **75-85%** are placed on a home visit schedule and may receive a home visit from a school administrator and counselor.
- Students whose attendance is between **70-75%** are placed on a home visit schedule and may receive a home visit from a school administrator and school resource officer.
- Students whose attendance declines below a **70%** will receive a home visit, call from counselor, and

will be hot-lined and/or referred to the district prosecuting attorney.

Students whose attendance falls UNDER 90%: may be subject to one or more of the following examples, but not limited to:

- Not being able to attend Prom.
- Not participating in Extra/Co-Curricular Activities.
- Will not be dismissed from school to attend field trips.
- Cannot participate in work study (Seniors).
- Loss of parking privileges.
- Gibson Technical Institute Students – Withdrawn from Gibson Tech at semester.
- GO-CAPS Students – Withdrawn from GO-CAPS at semester.

Once a student drops below 90% and remains below 90% for a week, the student and parent must meet with an administrator to complete an [ATTENDANCE CONTRACT](#).

Students may make up attendance through before and after school academic tutoring, enrollment in Tiger Academy III, and/or Saturday School.

**Any student having 10 or more absences during the semester will be required to appear before the Attendance Appeals Committee. Attendance appeals will occur quarterly.** Student and Parent/Guardian ~~may be required to~~ appearing before the Attendance Appeals Committee will need to provide adequate documentation substantiating the absences (i.e., doctors notes, family emergencies, etc.).

#### **FIRST HOUR TARDY POLICY:**

After a student is tardy for the third 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 obtain a tardy form. After a student is tardy for the fifth time in a semester to any class, the student could receive the following disciplinary actions:

- a. Lunch Detention
- b. In-School Suspensions

## **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.
- Student who have missed 2 or less school days and have a 2.5 (80%) or above in class will have the option to opt out of taking course finals. If a student accumulates more than 2 absences in any single course they will be required to take that course final.

## **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, but not limited to: FCCLA, FFA, FBLA, 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 Driver's Examination will be given two ½ days without being considered absent.
- Juniors will be allowed two (2) documented college visits without being considered absent.
- Seniors will be allowed three (3) documented college visits without being considered absent.

## **DRESS CODE**

It is important at school to maintain an environment conducive to learning that is safe for all students. Students appearance and apparel should be professional at all times. 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.

The following are specific things that are not appropriate for school:

- 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. No pants may be worn with holes or tears above fingertip length.
- Leggings and/or yoga pants are not considered pants appropriate for school unless accompanied by a blouse or top shirt that covers appropriately.
- Shorts and skirts that are not of moderate length.
- No blankets of any kind are to be worn or carried around the building during the school day.
- Appropriate footwear must be worn at all times.
- Students may not wear caps/hats/beanies, or apparel that is disruptive to the learning environment will be addressed by administration.
- No gang related colors, tags, symbols, or apparel will be permitted.
- Students may not wear clothing advertising alcoholic beverages, tobacco, drugs, nudity (partial/full) or using vulgarity
- This policy is also applicable to piercings and body art that detract from the educational process.

# DRUG TESTING

## DEFINITIONS

All covered activities, groups and organizations meeting or occurring during non-instructional 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.

***Non-curricular Activity or Group:*** A covered activity or groups primarily involving students and meeting outside of academic class time, which are not co-curricular.

***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 extra-curricular 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 students 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, and 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 considered a positive and will be

subject to the sequence of appropriate consequences outlined above.

## **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.

# 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.

## **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.

### **IMPACT ON GRADES**

As with any absence, absences due to an out-of-school suspension may result in the student earning a lower grade in accordance with the district's policy on absences.

### **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. Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third degree.

*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. Knowingly causing or attempting to cause serious bodily injury or death to another person, recklessly causing serious bodily injury to another person, or any other act that constitutes assault in the first or second degree.

*First Offense:* 10-180 days Out of School Suspension

*Subsequent Offense:* Expulsion

**AUTOMOBILE/VEHICLE MISUSE** – Uncourteous or unsafe driving on or around school district 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 school district 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- 180 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 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 CARE FOR OR RETURN DISTRICT PROPERTY** – Loss of, failure to return, or damage to district property including, but not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment.

*First Offense:* Restitution. Principal/Student conference, detention, or in school suspension.

*Subsequent Offense:* Restitution, Detention or in-school suspension.

**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:* 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 school district 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 items such as toys, games, and portable media players 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.

Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other personal electronic devices during instructional class time, unless the use is part of the instructional program, required by a district-sponsored class or activity, or otherwise permitted by the building principal.

*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.

2. Violations, other than those listed in (1) or (2) above of Board policy EHB ~~and~~ procedure EHB-AP or any policy or procedure regulating student use of personal electronic devices.

*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.

3. 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** – Possession of any tobacco products electronic cigarettes, or other nicotine-delivery products, on school grounds\district property, school\district transportation or at any school\district activity. Nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with district policy JHCD.

*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.

Use of any tobacco products electronic cigarettes, or other nicotine-delivery products on school grounds district property, school\district transportation or at any school\district activity. Nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with district policy JHCD.

*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 DETENTION:** May be assigned as an alternative to ISS 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. ISS 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 required to report to the detention room in a timely manner. If students do not attend a scheduled detention time they will be re-assigned and additional days may be added.

**AFTER SCHOOL DETENTION (ASD):** Will be scheduled before or after school. Students will receive at least one day notice before being required to attend ASD. Reasonable efforts will be made to contact parents when ASD 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 ASD will receive ISS. ASD will be located in the teacher's room that is scheduled to supervise detention.

**AFTER SCHOOL DETENTION (ASD) 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 ASD teacher.

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

**IN-SCHOOL SUSPENSION (ISS)** In School Suspension 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 ISS the ISS 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 ISS. *Failure to satisfactorily complete any assignments or packets may result in additional time spent in ISS or in suspension from school.*

**ISS RULES**

- 1. Report directly to the office by 8:00 a.m.
  - a. Tardiness might result in an additional day of ISS.
- 2. Complete all assignments to the satisfaction of the ISS 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 ISS supervisor.
  - a. ISS is one step away from Out-of-School Suspension, any level of uncooperative behavior may result in immediate suspension.
  - b. Students suspended while serving ISS 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.** 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.

## **PUBLIC DISPLAYS OF AFFECTION (PDA)**

HHS strives to maintain an educational atmosphere conducive to responsible and appropriate behavior. Public displays of affection are not appropriate to the learning environment at Hollister High School. Such behavior is not permitted. A student's failure to comply with staff of an administrator's request can be subject to disciplinary action. A public display of affection is physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

## **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:**

- 1<sup>st</sup> Offense: Student/transportation director conference; notice sent to parent, signed and returned; and/or lunch detention.
- 2<sup>nd</sup> Offense: Notice sent to parent, signed and returned; detention.
- 3<sup>rd</sup> Offense: 3-day suspension from the bus; notice sent to parent, signed and returned.
- 4<sup>th</sup> Offense: 5-day suspension from the bus; notice sent to parent, signed and returned.
- 5<sup>th</sup> Offense: 10-day suspension from the bus; parental conference required.
- 6<sup>th</sup> 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.

## **GENERAL RULES**

### **I AM READY, RESPONSIBLE, and RESPECTFUL**

1. Students are expected to follow the direction of their teachers and school employees.
2. Common courtesies 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.
9. Students may use electronic games, iPods, or any other electronic device at lunch and between class periods.
10. Cell phones will not be used during instruction/class time.
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. No outside food and/or drink are to be brought into the building (McDonalds, Starbucks, Pizza Hut, etc.).
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.

# STUDENT ACTIVITIES

## 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

- a. 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.

- b. NOTE: Conduct by the student involving law enforcement should be reported to your principal immediately as your conduct may affect eligibility or contest outcomes.
- c. A student who commits an act for which charges may be or have been filed by law enforcement authorities under any municipal ordinance, misdemeanor or felony statute shall not be eligible until all proceedings with the legal system have been concluded and any penalty (i.e. jail time, fine, court costs, etc.) or special condition of probation (i.e. restitution, community service, counseling, etc.) has been satisfied. If law enforcement authorities determine that charges will not be filed, eligibility will be contingent upon local school policies.
- d. After a student has completed all court appearances and penalties, and has satisfied all special conditions of probation and remains under general probation only, local school authorities shall determine eligibility.
- e. Moving traffic offenses shall not affect eligibility, unless they involve drugs, alcohol, or injuries to others.

### **3. ACADEMICS (GRADES 9-12)**

- a. Semester Prior to Participation: The student shall have earned, the preceding semester of attendance, a minimum of 3.0 units of credit or have earned credit in 80% of the maximum allowable classes in which a student can be enrolled in the semester, whichever is greater, or a student must have made standard progress for his or her level the preceding semester in a special education program for the handicapped approved by the Missouri State Department of Education which, though un-graded, enrolls pupils of equivalent age.
- b. Semester of Participation: The student shall currently be enrolled in and regularly attending courses that offer 3.0 units of credit or 80% of the maximum allowable credits which may be earned, whichever is greater; or a student must be enrolled in a full course at his or her level in a special education program for the handicapped approved by the Missouri State Department of Education which, though un-graded, enrolls pupils of equivalent age.
- c. 80% Credit Requirement: The calculation of the credit requirement described in 3-a and 3-b above for all enrolled students at the school shall be based on the maximum allowable classes in which a student can be enrolled at the member school during the normal school day due to the academic system that the member school has selected (7-hour day, block schedule, etc.) Credits earned in school-sponsored "extra" classes taken beyond the normal school day may be used toward academic eligibility. Internet classes offered by and at the member school and which are completed no later than the close of the semester with credit placed on the student's transcript can be counted toward academic eligibility. (See also By-Law 2.3.4 regarding other courses that may be utilized.)
- d. 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. 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**

- a. 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.
- b. 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.

- c. You and your parents must move to the new residence at the same time.
- d. Always check with your school principal before you transfer to determine whether it will affect your eligibility.
- e. Discipline follows the student to the new school. Transferring while under suspension will cause you to be ineligible for 365 days.
- f. 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)

- a. 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.
- b. 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

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

## 8. AMATEUR AND AWARDS STANDARDS

- a. **Amateur Status:** A student who represents a school in an interscholastic sport shall be an amateur in that sport. An amateur athlete is one who engages in athletic competition solely for the physical, mental, social, and pleasure benefits derived there from. SECTION 3 2016-17 MSHSAA OFFICIAL HANDBOOK Page 57
- a. **An athlete forfeits amateur status in a sport by:**
  - 1. Competing for or accepting money or other monetary compensation (it is permissible for a student to accept necessary meals, lodging, and transportation in connection with playing a contest);
  - 2. Receiving any award or prize of monetary value which exceeds the amount that has been approved. (See By-Law 3.6.2 below.)
  - 3. Capitalizing on athletic fame by receiving money, gifts of monetary value, or merchandise;
  - 4. Signing a professional playing contract in that sport.
- b. Athletes shall not represent the school (appearing in school uniform, school-named clothing, at school facilities, or with mascot/school colors) to endorse or promote a product/service, commercial venture, political venture, etc. without prior written consent by a school administrator. If consent is given, the requirements of By-Law 3.6.2 must be met.
- c. If gifts, benefits, awards or opportunities are provided to all enrolled students at the school rather than to members of a particular sports team only, then amateur status has not been compromised and the awards limits are not applicable.

**AWARDS:** A student may accept an award for participation in an athletic contest, or for athletic honors or recognition of athletic achievements in the interscholastic program. Awards presented to students shall meet the following criteria.

- a. A student may receive the following symbolic awards: unattached school letters or emblems, medals, ribbons, trophies, certificates, etc.
- b. A student shall not have accepted or competed for the following types of awards: services, cash or gift certificates.
- c. A student may receive an award of merchandise items (one or more) which together do not exceed a total value of \$250.00. The total value of all items shall be calculated using the manufacturer's suggested retail price for each item.

## 9. AGE LIMITS (GRADES 9-12)

- a. If you reach 19 years of age prior to July 1, you will be ineligible the next school year.
- b. 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

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

## 11. GRADUATED STUDENTS

- a. 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. NON-SCHOOL COMPETITION

- a. You may not practice for or participate with a non-school team or in any organized non-school 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.
- b. You may participate on a school team and a non-school team in different sports during the same season; however, you may not practice for the non-school team or participate in organized non-school athletic competition on the same day that you practice with or participate for the school team without prior approval of your school administrator.
- c. 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 non-school athletic competition.
- d. You will become ineligible in any sport in which you play as a member of a junior college, college or university team.
- e. 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.
- f. Before you join a non-school team or enter any non-school competitive athletic event, your school principal or athletic administrator should be consulted to make certain these standards are met.

## 13. COLLEGE AUDITIONS AND TRYOUTS

- a. 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).
- b. You may not miss school time to travel or participate in the event unless your absence is approved *in advance* by the school administrator.
- c. You may not miss an MSHSAA-sponsored postseason athletic event to participate in or travel to and from the event.
- d. 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.
- e. *NOTE: See your administrator before signing up and agreeing to attend any such events.*

## 14. ALL-STAR GAMES

- a. An all-star event is one in which an individual is invited to participate due to his or her high school achievements.
- b. 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.
- c. 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

- a. 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

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

## 17. SPORTS CAMPS AND CLINICS

- a. 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.
- b. You may attend a non-school 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.
- c. Fall Sports: No summer specialized sports camp involving a fall season sport shall be attended after July 31.
- d. During the school year outside of the school sport season, you may attend a non-school-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.
- e. During the school sport season, you may attend a non-school-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.
- f. 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).
- g. 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.
- h. 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.
- i. 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.
- j. ***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

- a. If you should commit an unsportsmanlike act while participating in an event, you could become ineligible.
- b. If your conduct as a spectator is found to be unsportsmanlike, you could be barred from attending any further high school athletic contests.
- c. 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

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

# HEALTH AND SAFETY

## HEALTH

### HEALTH OFFICE TREATMENT AND MEDICATION ADMINISTRATION

A school nurse is available to assist your child with most health needs. The health office will make every effort to contact parents/guardians when a student is ill or seriously injured. Most minor illnesses and injuries that occur at school can be treated in our health office, enabling the student to return to class. The following items are available for minor injuries: Tylenol, alcohol, saline eye wash, ice and heat packs, Caladryl, petroleum jelly, hydrogen peroxide, triple antibiotic ointment, burn gel, sting wipes, and antiseptic wipes. The district may administer these over-the-counter medications upon receipt of Health Office Consent for Treatment with the student's enrollment.

### OVER THE COUNTER MEDICATIONS

The district may administer over-the-counter medication to a student upon receipt of permission to do so by the parent/guardian. Please include student's name, medication, how long student will take medication, and reason for taking medication at school. All medication must have label attached and manufacturer's packaging. Dosage of the non-prescription over the counter medication will be administered according to manufacturer's package instructions for age and weight. The health office will not give the first dose of any medication. The Registered Nurse has the right to refuse any medication and contact parent/guardian if inappropriate for school use.

### PRESCRIPTION MEDICATION

Prescription medications will only be administered at school when it is not possible or effective for the student to receive the medication at home. The parent/guardian must complete the health office medication permission form. The health office will not give the first dose of any medication. The prescription label will be considered the equivalent of a prescriber's written order and a separate document is not needed.

### POSSESSION AND SELF-ADMINISTRATION OF MEDICATIONS

The district will permit a student to possess and self-administer medications in accordance with an IEP or Section 504 plan or in accordance with state law allowing students to possess and self-administer medications for a chronic health condition. **Permission to possess and self-administer medications must be authorized by the physician, parent/guardian, and school nurse.**

In the event of a life threatening allergic reaction or asthma attack, the use of stock epinephrine (Epi-Pen) or stock asthma medication (Albuterol) may be administered per policy protocol. All medication policies may be referenced on our school website, [www.hollister.k12.mo.us](http://www.hollister.k12.mo.us), under *Policy Manual*. Students are not allowed to transport medication on the bus unless they are authorized to self-administer their medication. Please contact the school nurse with any questions regarding your student's medication or health concerns.

1. **IMMUNIZATIONS:** All Students must meet Missouri law requirements.

2. **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.
3. **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.
4. **SCREENINGS:** Vision, hearing, height, weight, and BMI screenings are provided according to protocol. Parents are notified if their child needs follow-up care in these areas. Grades K, 1, 3, 5, and 7 are screened for vision and hearing the first quarter of school along with any new students to the district. Please contact your school nurse if you have concerns for your student.