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HIGH SCHOOL FACULTY HANDBOOK

BELL SCHEDULE (42 MINUTE CLASSES)

1ST PERIOD 8:25 – 9:07
2ND PERIOD 9:11 – 9:53
3RD PERIOD 9:57 – 10:39
4TH PERIOD 10:43 – 11:25
5TH PERIOD 11:29 – 12:40

1ST WAVE LUNCH 11:29 – 11:54
CLASS 11:58 – 12:40

CLASS 11:29 – 12:11
2ND WAVE LUNCH 12:15 – 12:40

6TH PERIOD 12:44 – 1:26
7TH PERIOD 1:30 – 2:12
8TH PERIOD 2:16 – 2:58
9TH PERIOD: 3:02 – 3:30 (28 MIN)

3:10 DISMISSAL FOR ROCKWELL CITY SHUTTLE
3:30 DISMISSAL FOR ALL OTHER STUDENTS

DETENTION STUDY HALL

3:30 – 4:30 P.M. (MONDAY – THURSDAY) NO DETENTION ON FRIDAY'S

BREAKFAST

BREAKFAST WILL BE SERVED FROM 7:45 – 8:20 A.M. STUDENTS EATING BREAKFAST MUST DO SO IN THE CAFETERIA. NO BOWLS, TRAYS, SILVERWARE, FOOD, OR DRINK WILL BE ALLOWED TO LEAVE THE CAFETERIA.

BEFORE SCHOOL

STUDENTS ARE NOT RECOMMENDED TO BE ON CAMPUS BEFORE 7:45 A.M. UNLESS INVOLVED IN A SCHOOL ACTIVITY OR ASKED TO COME IN EARLY BY A TEACHER.

I. STAFF POLICIES & PROCEDURES

HOURS OF DUTY

TEACHERS ARE EXPECTED TO BE ON DUTY BY 7:45 A.M. AND REMAIN UNTIL 3:45 P.M. IF IT IS NECESSARY TO LEAVE SCHOOL EARLIER THAN 3:45, PLEASE OBTAIN PERMISSION FROM THE PRINCIPAL. TEACHERS SHOULD BE AVAILABLE TO HELP STUDENTS AND TO MEET WITH PARENTS WITHIN THOSE TIME LIMITS.

FACULTY MEETINGS

MEETINGS WILL BE HELD WHEN NECESSARY, MOSTLY BEFORE SCHOOL. FACULTY MEMBERS ARE EXPECTED TO BE PRESENT AND ON TIME UNLESS EXCUSED BY THE PRINCIPAL.

INSTRUCTORS ABSENT FROM SCHOOL

INSTRUCTORS SHOULD NOTIFY THE PRINCIPAL (IN ADVANCE IF POSSIBLE) IF THEY ARE TO BE ABSENT FROM SCHOOL. IF THEY DO NOT KNOW UNTIL THE MORNING, PLEASE CALL THE PRINCIPAL AS SOON AS POSSIBLE. NO LATER THAN 6:30 A.M. IT WILL BE ASSUMED THAT TEACHERS WILL BE PRESENT FOR DUTY EACH DAY UNLESS THE PRINCIPAL IS NOTIFIED. TEACHERS MUST FILL OUT PROPER FORMS IN ORDER TO BE GIVEN SICK LEAVE CREDITS. SUCH FORMS MAY BE PROCURED IN THE OFFICE.

PRINCIPAL'S VISITATION OF CLASSES

THE PRINCIPAL WILL VISIT CLASSES ON A REGULAR BASIS. INSTRUCTORS ARE ASKED TO CONTINUE TEACHING, ALLOWING THE PRINCIPAL TO QUIETLY SLIP IN AND OBSERVE THE CLASS. FOR FORMAL EVALUATIONS, TEACHERS ARE ASKED TO PROVIDE THE EVALUATOR WITH THE FOLLOWING ITEMS WHEN HE VISITS THEIR CLASSES: PRE OBSERVATION LESSON PLAN FORM. THERE WILL BE A FOLLOW-UP CONFERENCE FOR EACH VISIT. EVALUATION PROCEDURES WILL BE IN ACCORDANCE WITH THE MASTER CONTRACT.

TEACHER ASSIGNMENTS FOR EXTRA-CURRICULAR ACTIVITIES

STAFFING FOR EXTRA-CURRICULAR DUTIES WILL BE HANDLED THROUGH THE ACTIVITY DIRECTOR'S OFFICE.

TELEPHONE CALLS – TEACHERS

PERSONAL LONG DISTANCE CALLS BY STAFF MEMBERS MUST BE MADE BY USING YOUR OWN CELL PHONE. IF USING THE FAX MACHINE FOR LONG DISTANCE PERSONAL NOTICES, BECKY GREEN SHOULD BE NOTIFIED TO ARRANGE FOR BILLING (.50 PER PAGE). WHEN TELEPHONE CALLS COME FOR A TEACHER, BECKY WILL EITHER CALL YOU DURING YOUR PREP PERIOD, BETWEEN CLASSES OR PUT THE MESSAGE IN YOUR 2ND FLOOR MAILBOX. EXCEPTIONS WILL BE MADE IN EMERGENCY CASES.

CELL PHONES – TEACHERS

TEACHERS SHOULD REFRAIN FROM USING THEIR CELL PHONES IN THEIR ROOMS WHEN THEY HAVE CONTACT AND TEACHING RESPONSIBILITIES WITH STUDENTS.

PUBLIC ADDRESS SYSTEM

FACULTY MEMBERS WHO HAVE ANNOUNCEMENTS TO BE READ SHOULD PROVIDE THEM TO BECKY GREEN PRIOR TO 10:00 A.M. TEACHERS SHOULD READ ANNOUNCEMENTS DURING THE LAST FEW MINUTES OF 3RD PERIOD. THE P.A. WILL BE USED ON A LIMITED BASIS SO AS TO NOT DISRUPT TEACHERS TEACHING AND STUDENTS LEARNING. "ALL CALLS" WILL NOT BE ALLOWED TO LOCATE INDIVIDUAL STUDENTS.

HALL SUPERVISION

CONTROL OF MOVEMENT THROUGHOUT THE BUILDING DURING THE DAY IS THE COMMON RESPONSIBILITY OF EACH MEMBER OF THE FACULTY. WHILE CLASSES ARE PASSING BETWEEN PERIODS, TEACHERS WILL BE RESPONSIBLE FOR SUPERVISING THE HALLWAY AREA ADJACENT TO THEIR CLASSROOM. MALE STAFF SHOULD ASSUME RESPONSIBILITY FOR THE SUPERVISION OF THE BOY'S RESTROOM WHILE FEMALE STAFF SHOULD ASSUME THE SAME RESPONSIBILITY FOR THE GIRL'S.

LESSON PLANS

A VALUABLE BOOK TO ANY TEACHER IS THE DAILY PLAN BOOK. TO PUT PLANS INTO WRITING BEFORE ATTEMPTING THEM AND KEEPING A DEFINITE WRITTEN RECORD OF WORK ACCOMPLISHED DOUBLES A TEACHER'S EFFICIENCY. ALL LESSON PLANS SHOULD BE COMPLETED BY FRIDAY AFTERNOON FOR THE FOLLOWING WEEK. TEACHERS ARE REQUESTED TO LEAVE LESSON PLANS COMPLETED ON TOP OF THEIR DESKS WHERE THEY ARE READILY AVAILABLE FOR SUBSTITUTE TEACHERS AND WHEN REQUESTED A COPY MAY BE TURN INTO THE PRINCIPAL TO LOOK OVER.

THE DAILY LESSON PLAN CANNOT BE UNIFORM FOR ALL SUBJECTS AND ALL TYPES OF ACTIVITIES, BUT THERE ARE SOME THINGS THAT WILL BE COMMON TO MOST OF THE DAILY LESSON PLANS. THE INTRODUCTORY MATERIAL TO THE DAILY PLAN USUALLY SHOULD INCLUDE A BRIEF STATEMENT OF THE GENERAL TOPIC AND THE SPECIFIC TOPIC TO BE COVERED AS WELL AS ANY ASSIGNMENT STUDIED THE PREVIOUS DAY.

FURTHER, THE PLAN SHOULD GIVE THE AIM FOR THE DAY'S WORK, THE APPROACH THE TEACHER PLANS TO USE IN INTRODUCING THE TOPIC, AND AN OUTLINE OF THE PROCEDURE TO BE FOLLOWED IN TEACHING THE CONTENT MATERIAL SO THE OBJECTIVES AND DAILY AIM MAY BE REALIZED. THIS PROCEDURE SHOULD GIVE THE TEACHER ACTIVITIES THAT ARE PLANNED FOR THE CLASS PERIOD. THE LESSON PLAN SHOULD ALWAYS INCLUDE A BRIEF SUMMARY AND THE ASSIGNMENT FOR THE NEXT DAY.

EVERY INSTRUCTOR WILL FIND A TENTATIVE TIME SCHEDULE OF VALUE IN FOLLOWING THE DAILY PLAN. WHY USE TEN OR TWELVE MINUTES FOR AN APPROACH WHEN THREE OR FOUR MINUTES ARE SUFFICIENT, AND THEN FIND THAT THERE IS NOT TIME FOR A SUMMARY AT THE CLOSE OF THE PERIOD.

WHILE THE DAILY LESSON PLAN IS NECESSARY AND REQUIRED, LET US NOT LOSE SIGHT OF PLANNING IN LARGER UNITS THAN DAY-TO-DAY ASSIGNMENTS. PERHAPS IT IS POSSIBLE TO TEACH ALMOST ANY SUBJECT THROUGH ORGANIZING AND OUTLINING THE SUBJECT MATTER IN SUCH A WAY THAT THE STUDENTS WILL SEE THE WHOLE PICTURE RATHER THAN ISOLATED DETAILS, WHICH MAY NOT HAVE REAL SIGNIFICANCE TO THEM. DETAILS MUST BE TAUGHT, BUT ONLY AS THEY HELP MAKE THE OVERALL PICTURE.

PARKING

AREAS DESIGNATED FOR "STAFF ONLY" PARKING INCLUDE: THE OFF-STREET PARKING ON THE WEST SIDE OF EARL STREET (NEXT TO THE SIDEWALK), THE OFF-STREET PARKING SOUTH OF THE AGRICULTURE BUILDING AND ALL PARKING SOUTH OF THE WELLNESS CENTER. SENIORS AND JUNIORS SHOULD PARK WEST OF THE SCHOOL. SOPHOMORES AND FRESHMEN SHOULD PARK IN THE SOUTH PARKING LOT. STUDENTS WHO PARK INAPPROPRIATELY OR IN AREAS DESIGNATED AS "STAFF ONLY" WILL BE WARNED ONE TIME WITH POSSIBLE DISCIPLINARY ACTION FOR FURTHER VIOLATIONS. STUDENTS WILL START EACH SCHOOL YEAR WITH A CLEAN SLATE.

PROFESSIONAL IMAGE

FACULTY MEMBERS ARE ROLE MODELS FOR STUDENTS AND IT IS IMPORTANT THAT THEY DRESS IN A PROFESSIONAL MANNER. BEING NEAT, WELL GROOMED, AND APPROPRIATELY DRESSED ARE IMPORTANT ASPECTS OF THE PROFESSIONAL IMAGE. SINCE TEACHERS AND PRINCIPALS SET THE STANDARDS FOR THE EDUCATIONAL ENVIRONMENT THAT WILL PREVAIL IN THEIR CLASSROOMS, AND IN FACT - THE ENTIRE SCHOOL, IT IS THEIR RESPONSIBILITY TO DRESS AND ACT IN A PROFESSIONAL MANNER APPROPRIATE FOR THEIR PARTICULAR TEACHING SITUATION OR ACTIVITY. INSTRUCTIONAL STAFF, OFFICE STAFF, AND HOT LUNCH PERSONNEL ARE PROHIBITED FROM WEARING DENIM PANTS OF ANY COLOR, SHORTS, OR T-SHIRTS WHILE PRESENT IN SCHOOL DURING INSTRUCTIONAL HOURS. INSTRUCTIONAL STAFF MAY WEAR SHORTS AND T-SHIRTS WHILE ENGAGED IN TEACHING P.E. CLASSES OR ENGAGED IN ATHLETIC ACTIVITIES SUCH AS COACHING. OTHER EXCEPTIONS MAY BE GRANTED BY THE STAFF'S IMMEDIATE SUPERVISOR ON A CASE BY CASE BASIS IN ORDER TO ACCOMMODATE UNUSUAL CIRCUMSTANCES. CUSTODIAL STAFF AND BUS DRIVERS ARE ALLOWED TO WEAR JEANS AS PART OF THEIR WORK ATTIRE.

SEXUAL HARASSMENT - TEACHER TO STUDENT

SOUTH CENTRAL CALHOUN COMMUNITY SCHOOL DISTRICT STRICTLY PROHIBITS ALL SEXUAL ADVANCES, REQUESTS FOR SEXUAL FAVORS, OR OTHER VERBAL OR PHYSICAL CONDUCT OF A SEXUAL NATURE BETWEEN ANY STAFF MEMBER, CERTIFIED OR NON CERTIFIED, AND ANY STUDENT OR MINOR ON OR OFF SCHOOL PREMISES.

THE BUILDING PRINCIPAL IS THE LEVEL I INVESTIGATOR AND IT WILL BE HIS/HER RESPONSIBILITY TO INVESTIGATE ALL HARASSMENT ACCUSATIONS.

3 WEEK PROGRESS REPORTS

3 WEEK PROGRESS REPORTS WILL BE ISSUED ON THE DATE ESTABLISHED BY THE PRINCIPAL'S OFFICE. FACULTY MEMBERS ARE TO PROVIDE THE OFFICE WITH PROGRESS REPORTS FOR ALL STUDENTS. **ALL PROGRESS REPORTS MUST BE COMPUTER GENERATED THROUGH JMC.**

SEMESTER TESTS & PROJECTS

EACH HIGH SCHOOL INSTRUCTOR WILL DEVELOP AND INCORPORATE INTO HIS/HER GRADING SYSTEM A SEMESTER PROJECT (APPROVED BY THE PRINCIPAL) OR A SEMESTER TEST TO BE COMPLETED AT THE END OF EACH SEMESTER THAT WILL PROVIDE CLOSURE FOR THE COURSE FOR THAT SEMESTER AND WILL ACCOUNT FOR BETWEEN 5% AND 20% OF THE SEMESTER GRADE.

GRADES

- A. ALWAYS BE FAIR IN GRADING STUDENTS. DO NOT SHOW FAVORITISM TOWARD ANY GROUP OR INDIVIDUAL.
- B. BE CONSISTENT IN GRADING. EXPLAIN YOUR METHOD OF GRADING TO YOUR STUDENTS AND FOLLOW THAT METHOD. AS MANY GRADES AS POSSIBLE SHOULD BE RECORDED IN YOUR GRADE BOOK EACH WEEK. MORE GRADES GIVE THE STUDENT A BETTER CHANCE, AND ALSO SUBSTANTIATE THE GRADE THAT YOU GIVE.
- C. GRADING FOR REPORT CARDS AND FOR PERMANENT RECORDS WILL BE FROM HIGH TO FAILURE, AS FOLLOWS: A, B, C, D, WITH PLUSES AND MINUSES, AND F. THEY SHOULD MEAN:
 - 1. EXCEPTIONAL WORK DONE-MUCH APPLICATION (A)
 - 2. ABOVE AVERAGE-PREPARATION SATISFACTORY (B)
 - 3. AVERAGE-PREPARATION SATISFACTORY, BUT SOMETIMES INSUFFICIENT (C)
 - 4. BELOW AVERAGE-LITTLE EFFORT MADE-MINIMUM CREDIT ALLOWED (D)
 - 5. FAILURE-VERY LITTLE EFFORT MADE-NO CREDIT (F)
- D. NEVER TRY TO EXPLAIN SOME OTHER TEACHER'S SYSTEM OF GRADING. IF A STUDENT INQUIRES WHY HE/SHE GOT A CERTAIN GRADE IN A CERTAIN CLASS, PLEASE REFER HIM/HER TO THAT PARTICULAR TEACHER.
- E. GRADES SHOULD BE DETERMINED BY DAILY RECITATION, CLASS QUIZ GRADES, TEST GRADES, ATTITUDE, AND EFFORT.

GRADES ARE DUE TO BECKY GREEN ON THE DATE DETERMINED BY THE OFFICE. STAFF MEMBERS ARE TO RECORD GRADES THROUGH JMC.

ROOM CONDITIONS

ROOMS SHOULD ALWAYS BE KEPT NEAT AND ORGANIZED. STUDENTS SHOULD REFRAIN FROM ROUGH HANDLING OF ANY CLASSROOM PROPERTY, OR FROM MARKING ON DESKS OR WALLS. DAMAGE, IN EXCESS OF NORMAL WEAR, SHOULD BE REPORTED TO THE PRINCIPAL.

TEXTBOOK CHECKOUT AND BOOK FINES

TEXTBOOKS WILL BE CHECKED OUT AND CHECKED IN BY THE TEACHERS IN CHARGE OF THE SUBJECT. MAKE SURE YOU RECORD THE TEXTBOOK NUMBER OF THE BOOK ASSIGNED TO THE STUDENT. YOU ARE ALSO ASKED TO MAKE A TEXTBOOK RECORD OF THE PUPIL AND TEXTBOOK NUMBER TO BE TURNED INTO THE PRINCIPAL'S OFFICE. ALSO, INCLUDE THE NUMBER OF ADDITIONAL COPIES. MAKE SURE THAT THE STUDENTS REALIZE THAT FINES WILL BE ASSESSED FOR ANY ABUSE TO THE BOOK. THE FOLLOWING GUIDELINES SHOULD BE USED IN DETERMINING FINES. QUESTIONS ABOUT DAMAGE COVERED IN THESE

GUIDELINES SHOULD BE DIRECTED TO THE PRINCIPAL.

1. LOST BOOK OR DAMAGED TO THE POINT WHERE IT IS NOT REUSABLE - REPLACEMENT COST (DETERMINED BY THE OFFICE)
2. BROKEN SPINE OR TORN PAGES, MISSING PAGES - \$1.00 TO \$2.50 (DEPENDING ON WHETHER IT IS A PAPERBACK OR HARD COVER BOOK)
3. WRITING OR MARKINGS, WHICH CANNOT BE ERASED BY STUDENT - \$.50/PER DAMAGED PAGE

VISITORS IN THE SCHOOL BUILDING AND ON CAMPUS

ALL VISITORS ARE REQUIRED TO CHECK IN THE PRINCIPAL'S OFFICE BEFORE CONTACTING A TEACHER OR STUDENT.

WE HAVE SIGNS POSTED ON THE ENTRY DOORS.

THE NORMAL PROCEDURE IS WHEN YOU SEE ANY NON-STUDENT IN THE BUILDING ASK THEM IF WE CAN HELP THEM. THEN ASK IF THEY HAVE CHECKED IN AT THE OFFICE. IF THEY HAVE NOT DONE SO, ASK THEM TO DO SO. NEARLY ALL COOPERATE AND DO SO. IF THIS PROCEDURE DOES NOT HANDLE THE SITUATION THE NON-STUDENT SHOULD BE REFERRED TO THE PRINCIPAL. THE PRINCIPAL WILL EXPLAIN THE VISITOR POLICY TO THE PERSON AND REASONS FOR IT. THIS USUALLY TAKES CARE OF MOST POTENTIAL PROBLEMS OR SITUATIONS.

VISITORS WHO CONTINUE TO COME TO SCHOOL WITHOUT FOLLOWING THE PROPER PROCEDURES ARE WARNED THAT THE POLICE MAY BE CALLED AND CHARGES FILED.

OFFICE SUPPLIES

GENERAL SUPPLIES SUCH AS PENCILS, PAPER CLIPS, AND ETC. SHOULD BE OBTAINED THROUGH THE SUPERINTENDENT'S OFFICE FROM BETH McCARTER.

DAILY ASSIGNMENTS AND HOMEWORK

TEACHERS SHOULD FREQUENTLY ASSIGN HOMEWORK THAT IS ACTUALLY CHECKED AND RETURNED TO THE STUDENT. MUCH BETTER WORK WILL BE DONE IF AN INDIVIDUAL INTEREST IS SHOWN IN EACH STUDENT AS IS DEMONSTRATED BY CHECKING AND RETURNING PAPERS. **BE SURE TO TAKE THE TIME AND EFFORT TO ENSURE THAT EACH STUDENT WRITES ASSIGNMENTS IN HIS/HER AGENDA.**

STUDENTS SHOULD NOT HAVE MORE THAN TWO HOURS OF HOMEWORK EACH NIGHT. APPROXIMATELY ONE-THIRD OF EACH CLASS PERIOD SHOULD BE DEVOTED TO SUPERVISED STUDY. AS A GENERAL RULE ASSIGNMENTS SHOULD NOT BE MADE THAT WILL REQUIRE MORE THAN 30 MINUTES BEYOND WHAT CAN BE DONE DURING THE SUPERVISED CLASS PERIOD.

SUBSTITUTE TEACHER'S FOLDER

EACH TEACHER WILL BE GIVEN A SPECIAL FOLDER FOR USE BY THEIR SUBSTITUTE WHEN THEY ARE ABSENT.

II. STUDENT POLICIES & PROCEDURES

GRADING SCALE

THE GRADING SCALE POLICY DESIGNATES VALUES FOR PLUSES AND MINUSES PROVIDING A MORE ACCURATE PICTURE OF A STUDENT'S PERFORMANCE IN THE CLASSROOM AND SHOULD PROVIDE GREATER MOTIVATION TO DO WELL.

GRADING SCALE

A = 4.00	C = 2.00
A- = 3.67	C- = 1.67
B+ = 3.33	D+ = 1.33
B = 3.00	D = 1.00
B- = 2.67	D- = .67
C+ = 2.33	F = 0.00

HONOR ROLL/GRADUATION CREDITS

STUDENTS WILL NEED 50 CREDITS TO GRADUATE WITH A SOUTH CENTRAL CALHOUN DIPLOMA. THESE REQUIREMENTS WERE SET FORTH BY THE SCC BOARD OF EDUCATION.

AA HONOR ROLL	4.00 G.P.A.
A HONOR ROLL	3.67 - 3.99 G.P.A.
B HONOR ROLL	3.00 - 3.66 G.P.A.

DISTRICT WIDE ASSESSMENTS (ITBS/ITED/MAP)

ALL STUDENTS ARE REQUIRED TO TAKE DISTRICT WIDE ASSESSMENTS. STUDENTS ARE EXPECTED TO TRY THEIR BEST TO ANSWER EACH QUESTION AND TO EARN A SCORE THAT IS REPRESENTATIVE OF THEIR ABILITIES. STUDENTS WHO PATTERN MARK, CHEAT, OR DO NOT PROVIDE THEIR BEST EFFORT WILL RETAKE TESTS UNDER THE CLOSE SUPERVISION OF THE COUNSELOR AND/OR PRINCIPAL. STUDENTS WHO REFUSE TO RETAKE TESTS AT THE REQUEST OF THE ADMINISTRATION WILL BE SUBJECT TO ADDITIONAL DISCIPLINARY ACTION.

CHEATING

ANY STUDENT CAUGHT CHEATING MAY RECEIVE A ZERO (0) FOR ALL WORK HE/SHE IS CAUGHT CHEATING ON AND POSSIBLY FOR ALL WORK UP TO THAT POINT IF THAT SHOULD BE APPLICABLE. THE STUDENT WILL ALSO LOSE ALL ELIGIBILITY FOR ANY ACADEMIC HONORS (SUCH AS HONOR ROLL, TOP TEN, ETC.) DURING THE NINE (9) WEEK GRADING PERIOD IN WHICH THE CHEATING TAKES PLACE. NATIONAL HONOR SOCIETY MEMBERS WILL LOSE ALL ELIGIBILITY FOR ACADEMIC HONORS EXCEPT THAT THEIR MEMBERSHIP IN NHS WILL BE DEALT WITH ACCORDING TO THE LOCAL NHS CHAPTER CONSTITUTION AND BY-LAWS. THE STUDENT WILL RECEIVE AN AUTOMATIC TWO (2) HOUR DETENTION.

CELL PHONES - STUDENTS

CELL PHONES HAVE BECOME POPULAR POSSESSIONS FOR MANY STUDENTS. STUDENTS ARE ALLOWED TO BRING CELL PHONES TO SCHOOL. ALL CELL PHONES MUST BE TURNED OFF TO ELIMINATE DISTRACTIONS IN THE SCHOOL BUILDING. IF A CELL PHONE RINGS OR MAKES A SOUND DURING THE SCHOOL DAY, ANY SCHOOL PERSONNEL MAY CONFISCATE THE PHONE AND BRING IT TO THE OFFICE. THE STUDENT MAY RETRIEVE THE PHONE AT THE END OF THE DAY ON THE FIRST OFFENSE. IF THIS HAPPENS A SECOND TIME, THE PRINCIPAL MAY REQUIRE THE PARENT OF THE STUDENT TO PICK UP THE CELL PHONE OR RESTRICT THE STUDENT'S USE OF THEIR CELL PHONE DURING THE SCHOOL DAY. ALL CALLS MADE FROM SCHOOL ON A CELL PHONE NEED TO BE DONE FROM THE OFFICE.

STUDENTS MAY USE CELL PHONES BEFORE SCHOOL, DURING PASS TIME BETWEEN CLASSES, AND AT LUNCH IN THE COMMONS.

IMPROPER USE OF CELL PHONE CONSEQUENCES:

- **1ST OFFENSE**—PHONE CONFISCATED AND BROUGHT INTO THE OFFICE. THE PHONE MAY BE PICKED UP BY THE STUDENT AT THE END OF THE SCHOOL.
- **2ND OFFENSE**—PHONE CONFISCATED AND BROUGHT INTO THE OFFICE. THE PARENTS OF THE STUDENT WILL BE CONTACTED TO DETERMINE HOW THE PHONE WILL BE RETURNED TO THE STUDENT.
- **3RD OFFENSE**—PHONE CONFISCATED AND BROUGHT INTO THE OFFICE. THE STUDENT, FROM THIS TIME FORWARD WILL HAVE TO CHECK HIS/HER PHONE INTO THE OFFICE EACH SCHOOL DAY BEFORE CLASSES BEGIN. THE STUDENT MAY PICK UP THE PHONE AT THE END OF THE SCHOOL DAY.

DISCIPLINE

THE MAINTENANCE OF GOOD DISCIPLINE IS ACCOMPLISHED ONLY THROUGH THE JOINT INTEREST AND COOPERATION OF ADMINISTRATION, FACULTY, AND STUDENT BODY. EACH AND EVERYONE SHOULD ASSUME RESPONSIBILITY FOR GOOD CONDUCT IN THE CORRIDORS, LAVATORIES, AT ATHLETIC CONTESTS, AND OTHER ACTIVITIES.

MAINTAINING GOOD DISCIPLINE - A GOOD DISCIPLINARY SITUATION IS ONE THAT PROVIDES THE BEST LEARNING SITUATION FOR THE STUDENT. WHETHER THE RELATIONSHIP BETWEEN INSTRUCTORS AND STUDENTS IS FORMAL OR INFORMAL MUST BE DETERMINED LARGELY BY THE TEACHER'S PERSONALITY,

THE SIZE OF THE CLASS, THE TYPE OF STUDENTS, AND THE NATURE OF THE CLASSROOM ACTIVITY.

THE BEST DISCIPLINARY SITUATION IS ONE THAT IS AN OUTGROWTH OF:

1. KEEN STUDENT INTEREST
2. CAREFUL TEACHER PREPARATION
3. GOOD ORGANIZATION OF CLASSROOM ROUTINE

THE TEACHER WHO MUST DO THE LEAST DISCIPLINING IS USUALLY THE BEST DISCIPLINARIAN. NO BLANKET METHODS FOR OBTAINING THE BEST CLASSROOM DISCIPLINE CAN BE LAID DOWN BECAUSE THIS IS DETERMINED BOTH BY THE ACTIVITY AND THE PERSONALITY AND ABILITY OF THE TEACHER. HOWEVER, CERTAIN FUNDAMENTAL PRINCIPLES SHOULD BE FOLLOWED IN SOLVING THE DISCIPLINE PROBLEMS AS THEY ARISE. WE MUST APPEAL TO THE HIGHEST MOTIVES TO WHICH A STUDENT IS CAPABLE OF RESPONDING.

WE MUST DISCOVER ALL THE FACTS PERTAINING TO THE STUDENT'S MISCONDUCT BEFORE DECIDING UPON A COURSE OF ACTION. THE STUDENT MUST BE GIVEN A COMPLETE UNDERSTANDING OF THE PROBLEM. WE MUST CONSISTENTLY HOLD ALL STUDENTS TO THE SAME STANDARDS OF BEHAVIOR ALL OF THE TIME.

WE SHOULD AIM TO ENERGIZE, GUIDE AND INSPIRE SO THAT WE WILL CREATE A STRONG URGE WITHIN THE STUDENT TO MAKE THE DESIRED RESPONSE. COMPULSION FROM WITHOUT SHOULD BE USED AS A MEANS OF LAST RESORT. ONLY BY CREATING NEW PURPOSE IN THE STUDENT CAN WE BRING ABOUT A PERMANENT IMPROVEMENT IN THE BEHAVIOR PATTERNS, WHICH WILL CARRY OVER INTO ALL PHASES OF HIS/HER LIFE.

WHEN IT IS NECESSARY TO ADMONISH OR DISCIPLINE STUDENTS, IT SHOULD AFFECT ONLY THE OFFENDERS AND NOT THE INNOCENT MEMBERS OF THE CLASS, AND IT SHOULD BE FORGOTTEN AS SOON AS IT HAS BEEN BROUGHT TO COMPLETION. PUBLIC PUNISHMENT OF INDIVIDUAL OFFENDERS IS NOT ACCEPTABLE. **SARCASM AND FREQUENT THREATS ARE NOT EFFECTIVE IN MAINTAINING GOOD DISCIPLINARY SITUATIONS.**

CLASSROOM DISCIPLINE PROCEDURE:

- FIRST OFFENSE: THIRTY-MINUTE DETENTION
- SECOND OFFENSE: FORTY-FIVE MINUTE DETENTION
- THIRD OFFENSE: SIXTY-MINUTE DETENTION
- FOURTH OFFENSE: ONE DAY OUT OF CLASS
- FIFTH OFFENSE: THREE DAYS OUT OF CLASS
- SIXTH OFFENSE: RECOMMENDED REMOVAL FROM CLASS

STUDENTS SENT OUT OF CLASS

STUDENTS SENT TO THE OFFICE FOR DISCIPLINARY REASONS MAY RECEIVE DISCIPLINARY CONSEQUENCES, WHICH MAY INCLUDE, BUT IS NOT LIMITED TO; DETENTION, SUSPENSION, A HEARING WITH THE BOARD OF EDUCATION. FOR STUDENTS WHO DEMONSTRATE MINOR DISRUPTIONS OF THE CLASSROOM AND ARE SENT TO THE OFFICE THESE STEPS WILL BE FOLLOWED:

- FIRST OFFENSE: THIRTY-MINUTE DETENTION
- SECOND OFFENSE: FORTY-FIVE MINUTE DETENTION
- THIRD OFFENSE: SIXTY-MINUTE DETENTION
- FOURTH OFFENSE: ONE DAY IN-SCHOOL SUSPENSION
- FIFTH OFFENSE: THREE DAY IN-SCHOOL SUSPENSION
- SIXTH OFFENSE: ONE DAY OUT OF SCHOOL SUSPENSION
- SEVENTH OFFENSE: THREE DAY OUT OF SCHOOL SUSPENSION
- EIGHTH OFFENSE UP TO TEN DAY OUT OF SCHOOL SUSPENSION, HEARING WITH THE BOARD OF EDUCATION

SCHOOL DRESS - STUDENTS

THERE IS A STRONG CONNECTION BETWEEN ACADEMIC PERFORMANCE, STUDENTS' APPEARANCE AND STUDENTS' CONDUCT. INAPPROPRIATE STUDENT APPEARANCE MAY CAUSE DISRUPTION TO THE SCHOOL ENVIRONMENT OR PRESENT A THREAT TO THE HEALTH AND SAFETY OF STUDENTS, EMPLOYEES

AND VISITORS ON SCHOOL GROUNDS. STUDENTS ARE EXPECTED TO ADHERE TO REASONABLE LEVELS OF CLEANLINESS AND MODESTY. STUDENTS ARE EXPECTED TO WEAR CLOTHING THAT IS APPROPRIATE TO THEIR AGE LEVEL AND THAT DOES NOT DISRUPT THE SCHOOL OR EDUCATIONAL ENVIRONMENT.

STUDENTS ARE PROHIBITED FROM WEARING CLOTHING ADVERTISING OR PROMOTING ITEMS ILLEGAL FOR USE BY MINORS. EXAMPLES OF CLOTHING NOT APPROPRIATE FOR SCHOOL INCLUDES, BUT ARE NOT LIMITED TO:

1. CLOTHING OR ACCESSORIES THAT DEPICT, REFER TO, ADVERTISE, OR PROMOTE ALCOHOLIC DRINK OR TOBACCO PRODUCTS.
2. CLOTHING OR ACCESSORIES THAT DEPICT, REFER TO, OR SUGGEST VIOLENT OR SEXUAL BEHAVIOR, ILLICIT DRUG USE OR DRUG ABUSE, OR ARE OTHERWISE JUDGED TO BE IN POOR TASTE.
3. CLOTHING OR ACCESSORIES THAT DISPLAY OBSCENITY, PROFANITY, VULGARITY, RACIAL OR SEXUAL REMARKS, OR REFERENCES TO PROHIBITED CONDUCT OR SIMILAR DISPLAYS.
4. CLOTHING THAT IS SKIN-TIGHT, THAT IS RIPPED OR TORN OR THAT IS SEE-THROUGH OR SO LOOSE-FITTING THAT UNDERCLOTHES OR SKIN SURFACE WHICH WOULD NORMALLY BE COVERED IS EXPOSED.

TELEPHONES - STUDENTS

STUDENTS MAY USE THE PHONE IN THE PRINCIPAL'S OFFICE BEFORE SCHOOL, DURING LUNCH, DURING STUDY HALL, AFTER SCHOOL, OR WITH STAFF PERMISSION. STUDENTS WILL NOT BE ALLOWED TO USE THE PHONE DURING A SCHEDULED CLASS TIME, EXCEPT IN EMERGENCY SITUATIONS. IF STUDENTS NEED TO USE THE PHONE DURING THE SCHOOL DAY, THEY SHOULD HAVE PERMISSION AND A PASS FROM THEIR TEACHER. ANY LONG DISTANCE CALLS WILL COST THE STUDENT \$.25. THEY MAY ALSO USE A PHONE CARD OR CELL PHONE. **STUDENTS ARE NOT ALLOWED TO USE CLASSROOM PHONES.**

DISMISSAL OF CLASS

CLASSES ARE DISMISSED BY THE INSTRUCTOR, NOT BY THE BELL.

ADMIT SLIPS

ALL STUDENTS WHO HAVE BEEN ABSENT FROM SCHOOL ARE REQUIRED TO PRESENT ADMIT SLIPS TO THEIR TEACHERS. STUDENTS MUST PICK UP ADMIT SLIPS BEFORE SCHOOL. IF A STUDENT DOES NOT HAVE ONE, HE OR SHE SHOULD BE SENT TO THE OFFICE TO OBTAIN ONE. **THIS POLICY DOES NOT APPLY TO STUDENTS WHO ARE LISTED IN THE ANNOUNCEMENTS TO BE ABSENT FOR SCHOOL RELATED EVENTS.**

VENDING MACHINES

IN ORDER TO PROMOTE GOOD HEALTH, THE POP AND SNACK MACHINES MAY ONLY BE USED BEFORE 8:25 A.M. AND AFTER 3:30 P.M. THE MACHINES WILL BE TURNED OFF DURING SCHOOL HOURS. ANY EXCEPTION SHOULD BE CLEARED WITH THE SUPERINTENDENT AND BUILDING PRINCIPAL. JUICE MACHINES WILL BE ON AND MAY BE USED DURING SCHOOL HOURS.

POP & SNACKS IN THE CLASSROOM

STUDENTS WILL NOT BE ALLOWED TO HAVE ANY FOOD, DRINKS, OR CANDY IN THE CLASSROOMS. HOWEVER, DRINKING WATER AND GUM ARE ALLOWED AT THE TEACHER'S DISCRETION, AND UNDER CERTAIN CIRCUMSTANCES FOOD AND DRINKS MAY BE ALLOWED WITH ADMINISTRATIVE APPROVAL. STUDENTS WHO VIOLATE THIS POLICY MAY BE GIVEN DETENTION. **THIS POLICY DOES NOT APPLY TO STAFF!**

HALL PASSES

HALL PASSES, LOCATED IN THE STUDENT AGENDA, GIVE THE STUDENT PERMISSION TO LEAVE THE ROOM TO GO TO THE OFFICE, TO USE THE TELEPHONE, TO USE THE RESTROOM, GO TO THE MEDIA CENTER, ETC. A HALL PASS SHOULD BE SIGNED OUT ONLY BY THE TEACHER GIVING IT WITH THE TIME, DATE, AND DESTINATION INDICATED BUT ALSO BY THE TEACHER SEEN BY THE STUDENT.

STUDY HALLS

HIGH SCHOOL STUDY HALLS WILL BE HELD IN EITHER THE LUNCHROOM OR IN THE STUDY HALL TEACHER'S CLASSROOM. STUDENTS WITH VALID PASSES MAY LEAVE STUDY HALL AFTER SIGNING OUT WITH THE STUDY HALL SUPERVISOR. STUDENTS MUST RETURN TO STUDY HALL WITH A SIGNED PASS BY THE END OF THE PERIOD AND SIGN BACK IN ON THE SIGN OUT SHEET. STUDENTS NOT FOLLOWING THIS PROCEDURE WILL BE GIVEN DETENTION. CONTINUAL REFUSAL TO COOPERATE WILL RESULT IN FURTHER DISCIPLINARY ACTION.

STUDENTS TARDY TO CLASS

TARDINESS TO CLASS OR SCHOOL *MAY* BE HANDLED IN THE FOLLOWING MANNER:

1. FIRST TARDY – WRITTEN WARNING
2. SECOND TARDY – 30 MINUTE DETENTION
3. THIRD TARDY – 45 MINUTE DETENTION
4. FOURTH TARDY – 60 MINUTE DETENTION
5. FIFTH TARDY – SUSPENSION FROM SCHOOL AND A CONFERENCE WITH THE SCHOOL TO DISCUSS THE ATTENDANCE/TARDY ISSUE.

STUDENTS WILL START EACH SEMESTER WITH A CLEAN SLATE. (IF A STUDENT IS MORE THAN TEN (10) MINUTES LATE, THIS *MAY* COUNT AS AN ABSENCE FOR THE CLASS.)

WEDNESDAY NIGHT PRACTICES

HIGH SCHOOL STUDENT EXTRACURRICULAR PRACTICES OR ACTIVITIES SHOULD NOT BE SCHEDULED AFTER 6:00 P.M. ON WEDNESDAY'S. JR. HIGH PRACTICES WILL END AT 5:00 P.M. AND BUSES WILL LEAVE AT 5:15 P.M.

EMERGENCY PROCEDURES - FIRE & TORNADO

EACH ROOM MUST CONTAIN EMERGENCY PROCEDURES FOR TORNADOES AND FIRE. TEACHERS SHOULD INFORM STUDENTS OF THESE PROCEDURES EACH SEMESTER SO THAT THERE IS NO CONFUSION OR PANICKING IN AN ACTUAL EMERGENCY. THE TEACHER IN CHARGE OF EACH ROOM WILL DIRECT STUDENTS WHERE TO GO DURING A DISASTER DRILL. IT IS VERY IMPORTANT THAT STUDENTS MOVE IN A RAPID BUT ORDERLY FASHION. THERE MUST BE NO TALKING SO THAT ANY DIRECTIONS GIVEN BY A STAFF MEMBER CAN EASILY BE HEARD BY ALL.

LOCKERS AND LOCKS

STUDENT LOCKERS AND OTHER SCHOOL FACILITIES ARE UNPROTECTED AREAS. THEY ARE THE PROPERTY OF THE SCHOOL DISTRICT AND STUDENTS NEED TO BE AWARE THAT THESE AREAS ARE SUBJECT TO SEARCH. THESE AREAS CAN BE OPENED AT ANY TIME BY SCHOOL PERSONNEL IF THE STUDENT OR ANOTHER STAFF PERSON IS PRESENT. ALSO, LOCKERS AND CONTENTS MAY BE SEARCHED WITHOUT STUDENT NOTIFICATION IF THERE IS REASONABLE SUSPICION THAT A LAW OR SCHOOL RULE IS BEING VIOLATED.

STUDENT LOCKERS - COMBINATION LOCKS CAN BE OBTAINED IN THE PRINCIPAL'S OFFICE FOR \$5.00. THE \$5.00 WILL BE RETURNED TO THE STUDENT WHEN THE LOCK IS RETURNED AT THE END OF THE YEAR. COMBINATIONS SHOULD NOT BE SHARED WITH OTHER STUDENTS. STUDENTS ARE EXPECTED TO KEEP THEIR LOCKERS NEAT, CLEAN AND NOT ABUSE THEM. IF WRITING OR DAMAGE IS DONE TO THE LOCKERS, STUDENTS WILL BE SUBJECT TO FINES. STUDENTS ARE NOT TO CHANGE TO OTHER LOCKERS UNLESS APPROVAL IS GIVEN BY THE PRINCIPAL'S OFFICE. **THE SCHOOL IS NOT RESPONSIBLE FOR MISSING ARTICLES.**

SMOKING, DRINKING, NARCOTICS

THE USE OF TOBACCO, ALCOHOLIC OR CONTROLLED SUBSTANCES BY STUDENTS ON THE SCHOOL PREMISES IS STRICTLY FORBIDDEN. THE RULE GOVERNS THE ENTIRE SCHOOL CAMPUS AND ALL SCHOOL SPONSORED ACTIVITIES NOT HELD ON SCHOOL CAMPUS (SCHOOL BUS TRIPS, CONTESTS, ETC.) THIS REGULATION IS BASED ON THE SCHOOL LAWS OF IOWA SECTION 279.9 WHICH STATES "SUCH RULES SHALL PROHIBIT THE USE OF TOBACCO AND THE USE AND POSSESSION OF ALCOHOLIC BEVERAGES, BEER, OR CONTROLLED SUBSTANCES AS DEFINED IN SECTION 204.101 SUBSECTION 6, BY ANY STUDENT OF SUCH SCHOOLS AND THE BOARD MAY SUSPEND OR EXPEL ANY STUDENT FOR ANY VIOLATION OF SUCH RULE." (C73.279.9)

ATTENDANCE

ATTENDANCE WILL BE CHECKED AT THE BEGINNING OF EACH PERIOD. PLEASE COMPLETE THIS TASK IN THE FIRST FIVE MINUTES. THE NAMES OF ABSENTEES SHOULD BE LISTED AND BE PLACED ON THE HOOK LOCATED OUTSIDE THE CLASSROOM DOOR. RECORDS OF STUDENT ATTENDANCE WILL BE KEPT IN THE OFFICE. ATTENDANCE AT SCHOOL ON A REGULAR BASIS IS AN EXTREMELY IMPORTANT INGREDIENT FOR SUCCESS IN SCHOOL.

A CONTACT WILL BE MADE WITH THE HOME WHEN A STUDENT MISSES 4 DAYS OF SCHOOL, EXCUSED OR UNEXCUSED. THE PURPOSE OF HOME CONTACTS WILL BE TO INSURE THAT THE PARENT UNDERSTANDS THE ATTENDANCE REQUIREMENTS AND TO WORK WITH PARENTS ON THE ABSENTEE PROBLEM.

NO CREDIT MAY BE GIVEN FOR ANY ASSIGNMENTS, QUIZZES, TESTS, OR PARTICIPATION IN CLASS DUE TO AN UNEXCUSED ABSENCE (BOARD POLICY). CLASS WORK MISSED BECAUSE OF TRUANCY (UNEXCUSED ABSENCE) WILL BE TRANSMITTED TO THE STUDENT SO THE STUDENT MAY COMPLETE THE WORK TO KEEP UP WITH THE COARSE WORK BUT A ZERO MAY BE RECORDED AS THE STUDENT'S GRADE FOR ANY DAY/PERIOD DURING WHICH THE STUDENT WAS TRUANT. THE ONLY EXCEPTION WILL BE IF THE WORK MAKES UP A MAJOR PORTION OF THE STUDENT'S GRADE THE STUDENT WILL BE GIVEN THE OPPORTUNITY TO COMPLETE THE WORK BUT IT WILL BE GRADED DOWN ONE FULL LETTER GRADE AFTER IT HAS BEEN CORRECTED AND SCORED.

WHENEVER A STUDENT HAS MORE THAN FIVE (5) UNEXCUSED ABSENCES IN A CLASS DURING A SINGLE SEMESTER, THE STUDENT MAY RECEIVE A FAILING GRADE IN THAT CLASS.

SEXUAL HARASSMENT - STUDENT TO STUDENT

THE SOUTH CENTRAL CALHOON COMMUNITY BOARD OF EDUCATION HAVE ADOPTED A COMPREHENSIVE POLICY DEALING WITH SEXUAL HARASSMENT. STUDENTS AND PARENTS NEED TO BE AWARE THAT THIS POLICY ALSO COVERS STUDENT HARASSMENT OF FELLOW STUDENTS.

THE POLICY STATES THAT SEXUAL HARASSMENT MAY INCLUDE, BUT IS NOT LIMITED TO:

- VERBAL HARASSMENT OR ABUSE
- GRAFFITI OR OTHER WRITTEN COMMUNICATION OF A SEXUAL NATURE - THIS MAY BE A NOTE WRITTEN WHICH IS SEXUALLY EXPLICIT
- SUBTLE PRESSURE OF SEXUAL ACTIVITY
- INAPPROPRIATE PATTING OR PINCHING
- REPEATED REMARKS TO A PERSON WITH SEXUAL OR DEMEANING IMPLICATIONS
- DEMANDING SEXUAL FAVORS ACCOMPANIED BY IMPLIED OR EXPLICIT THREATS
- ANY SEXUALLY MOTIVATED UNWELCOME TOUCHING

IN ADDITION TO THOSE SITUATIONS MENTIONED ABOVE, THESE INSTANCES MAY ALSO BE REGARDED AS SEXUAL HARASSMENT:

- TELLING EXPLICIT SEXUAL JOKES OR STORIES WHEN UNWELCOME
- STARING OR LEERING AT SOMEONE IN A SUGGESTIVE MANNER
- SEXUALLY SUGGESTIVE HAND SIGNALS OR BODY LANGUAGE

WHAT MAY APPEAR TO BE MERE HORSEPLAY CAN, IN FACT, BE HARASSMENT WHEN THE TARGETED INDIVIDUAL FEELS THREATENED OR INTIMIDATED. A STUDENT SHOULD IMMEDIATELY INFORM THE PERSON(S) RESPONSIBLE FOR THESE ACTIONS TO STOP THE BEHAVIOR IMMEDIATELY. IF PROBLEMS PERSIST, THE STUDENT SHOULD REPORT THE CONCERN TO A TEACHER, THE COUNSELOR OR BUILDING PRINCIPAL. IF WARRANTED, THE BUILDING PRINCIPAL WILL CONDUCT THE INVESTIGATION WHICH MAY RESULT IN SCHOOL DISCIPLINARY ACTION OR POSSIBLE LEGAL ACTION BROUGHT FORWARD BY THE STUDENT WHO WAS THE VICTIM OF THE HARASSMENT.

YOUR COOPERATION IN ADDRESSING THIS ISSUE IS APPRECIATED. WE WANT OUR SCHOOL TO BE A POSITIVE AND SAFE PLACE TO GET AN EDUCATION. SUCH BEHAVIORS, AS EARLIER DESCRIBED, SHOULD BE DISCOURAGED AND WILL NOT BE TOLERATED. ACTION WILL BE TAKEN TO PROTECT THE RIGHTS OF ALL OF OUR STUDENTS.

MAKE-UP WORK

MAKE-UP WORK IS EACH STUDENT'S RESPONSIBILITY. STUDENTS SHOULD BE URGED TO COMPLETE SUCH WORK AS SOON AS POSSIBLE, STAYING AFTER SCHOOL IF NECESSARY TO TAKE TESTS OR TO GET INDIVIDUAL INSTRUCTION. STUDENTS HAVE THE NUMBER OF DAYS MISSED, PLUS ONE, TO MAKE UP SCHOOLWORK MISSED UPON RETURNING FROM THE ABSENCE OR THE STUDENT MAY ARRANGE WITH THE TEACHER WHEN THE WORK IS TO BE COMPLETED. IN EXTREME CASES, A LONGER PERIOD OF TIME MAY HAVE TO BE SET FOR THIS PURPOSE. STUDENTS SHOULD CONSULT WITH THE OFFICE FOR MAKE-UP DEADLINES.

MAKE-UP PROCEDURE FOR SUSPENDED STUDENTS

MAKE UP OF WORK (FOR CREDIT) FOR ANY SUSPENSION MAY BE GRANTED UNDER THE FOLLOWING GUIDELINES:

- A SUSPENDED STUDENT MUST USE HIS OWN INITIATIVE TO SEE THAT HE GETS ASSIGNMENTS AND KEEPS UP WITH THE ASSIGNMENT WORK.
- MAKE UP WORK MUST BE TURNED IN TO THE REGULAR CLASSROOM TEACHER AT THE END OF THE SUSPENSION PERIOD PLUS ONE (1) WEEK IN ORDER TO RECEIVE CREDIT.
- IF GUIDELINES ARE NOT FOLLOWED THE SUSPENDED STUDENT WILL BE GIVEN ZERO (0) CREDIT FOR ANY ASSIGNMENTS, QUIZZES, TESTS, OR PARTICIPATION THAT WAS COMPLETED DURING THE SUSPENSION PERIOD.

NO CREDIT MAY BE GIVEN FOR CLASSES OR ASSIGNMENTS MISSED DURING ANY PERIOD OF EXPULSION FROM SCHOOL.

OPEN CAMPUS PRIVILEGES - SENIORS ONLY

OPEN CAMPUS PRIVILEGES APPLY DURING 9TH HOUR GUIDED STUDY HALL AND ARE FOR SENIORS ONLY. ANY ELIGIBLE SENIOR WHO IS ON THE A/B OR C STUDY HALL LISTS MAY HAVE SENIOR PRIVILEGES IF WRITTEN PARENT PERMISSION HAS BEEN RECEIVED IN THE OFFICE. ANY STUDENT WHO FAILS TO STAY ON TRACK TO GRADUATE WILL NOT BE ALLOWED SENIOR PRIVILEGES UNTIL THEY HAVE EARNED THE MINIMUM NUMBER OF CREDITS NECESSARY TO BE CLASSIFIED AS A SENIOR. STUDENTS WILL BE CLASSIFIED AS SENIORS WHEN THEY HAVE EARNED 75% OF THE MINIMUM CREDITS FOR GRADUATION AND HAVE ATTENDED HIGH SCHOOL FOR THREE FULL YEARS.

RULES AND PROCEDURES

- BEFORE PRIVILEGES WILL BE GRANTED, SENIORS MUST HAVE A PERMISSION FORM SIGNED BY THEIR PARENTS AND TURNED IN TO THE PRINCIPAL'S OFFICE.
- MUST SIGN HIM/HER SELF OUT. DO NOT HAVE SOMEONE ELSE CHECK THEM OUT; THIS MAY RESULT IN BOTH PARTIES LOSING YOUR PRIVILEGES.
- IF SENIORS CHOOSE TO REMAIN IN THE BUILDING DURING GUIDED STUDY HALL, THEY NEED TO REPORT TO A/B OR C STUDY HALL AND REMAIN THERE UNTIL 9TH PERIOD IS OVER. ABSOLUTELY NO HANGING OUT IN THE HALLWAYS OR ELSEWHERE IN THE BUILDING, AS THIS COULD INTERFERE WITH THE STUDY TIME ATMOSPHERE WE ARE TRYING TO CREATE.

LOSS OF PRIVILEGES

- FIRST DETENTION OF THE YEAR FOR ANY REASON, A SENIOR WILL LOSE ONE (1) WEEK OF SENIOR PRIVILEGES.
- SUBSEQUENT DETENTIONS WILL LOSE PRIVILEGES FOR THE REST OF THE SEMESTER.
- IF A SENIOR HAS FIVE (5) UNEXCUSED ABSENCES IN A SEMESTER THEY WILL LOSE PRIVILEGES FOR THE REST OF THE SEMESTER.
- EXCUSED ABSENCES IN EXCESS OF FOUR (4) PER QUARTER WILL RESULT IN A LOSS OF PRIVILEGES FOR THE REMAINDER OF THE QUARTER.
- GOOD CONDUCT POLICY – FIRST VIOLATION DURING THEIR SENIOR YEAR; THE SENIOR WILL LOSE NINE (9) WEEKS OF SENIOR PRIVILEGES.
- GOOD CONDUCT POLICY – SECOND OR MORE VIOLATIONS DURING THEIR SENIOR YEAR; LOSS OF PRIVILEGES FOR THE REMAINDER OF THEIR SENIOR YEAR.
- REPEATEDLY FORGETS TO SIGN OUT – LOSS OF PRIVILEGES FOR THE SEMESTER.

III. OTHER ITEMS

LIBRARY PROCEDURES FOR STAFF

THE LIBRARY IS THE REFERENCE CENTER OF THE SCHOOL. TEACHERS SHOULD MAKE EVERY EFFORT TO KNOW WHAT MATERIALS ARE AVAILABLE TO AID THEIR CLASSROOM INSTRUCTION. THE LIBRARY IS EASILY ASSESSABLE 7:45 A.M. - 4:00 P.M. DAILY. THE STAFF IS ASKED TO MAKE EVERY EFFORT TO ABIDE BY THE FOLLOWING SET OF GUIDELINES.

TEACHERS ARE ASKED TO NOTIFY LIBRARY STAFF AT LEAST ONE DAY IN ADVANCE IF THEY ARE BRINGING A CLASS TO THE LIBRARY TO WORK.

TEACHERS ARE ASKED TO NOTIFY THE LIBRARY STAFF AT LEAST TWO DAYS BEFORE UPCOMING ASSIGNMENTS THAT MAY REQUIRE EXTENSIVE STUDENT REQUESTS FOR MATERIALS ON ONE PARTICULAR AREA, FIELD OR SUBJECT. THE LIBRARY STAFF WILL BE HAPPY TO PUT THIS MATERIAL ON RESERVE FOR STUDENTS' USE AND/OR ATTEMPT TO LOCATE FURTHER MATERIALS FROM OTHER LIBRARIES IN THE SYSTEM OR AREA. PLEASE GIVE US AS MUCH LEAD-TIME AS POSSIBLE AS IT MAY TAKE A FEW DAYS TO GATHER NECESSARY MATERIALS.

THE REQUEST TO USE THE LIBRARY AND LIBRARY MATERIALS FORM MUST BE COMPLETED WHEN AN ASSIGNMENT WILL REQUIRE CLASS USE OF LIBRARY RESOURCES. PLEASE ASK THE LIBRARY STAFF TO HELP YOU FILL OUT THIS FORM BEFORE YOU BRING YOUR CLASS TO THE LIBRARY. THE LIBRARY HAS EXTRA COPIES OF THIS FORM FOR YOU TO USE.

THE LIBRARIAN WOULD BE HAPPY TO COME INTO YOUR CLASS BEFORE A RESEARCH ASSIGNMENT IS GIVEN TO REVIEW WITH THE STUDENTS WHAT MATERIALS ARE AVAILABLE AND PROCEDURES FOR OBTAINING THOSE MATERIALS. THE LIBRARIAN WILL ALSO BE HAPPY TO ASSIST AND/OR TEACH ANY INFORMATION SKILLS THAT YOU FEEL YOUR STUDENTS MAY NEED TO COMPLETE AN ASSIGNMENT. PLEASE VISIT WITH US IF YOU HAVE ANY QUESTIONS AS TO WHAT SKILLS MAY BE NEEDED. DUE TO HEAVY USE OF THE LIBRARY WE RESERVE THE RIGHT TO LIMIT THE NUMBER OF CLASSES WORKING IN THE LIBRARY AT ONE TIME AND ALSO THE NUMBER OF CONSECUTIVE DAYS THAT ONE CLASS MAY USE THE LIBRARY.

TEACHERS ARE EXPECTED TO ACCOMPANY CLASSES TO THE LIBRARY AND REMAIN WITH THE CLASS WHILE THEY ARE THERE. TEACHERS MAY SEND SMALL GROUPS OF STUDENTS TO THE LIBRARY TO WORK BUT IF MORE THAN HALF OF THE CLASS IS SENT TO THE LIBRARY THE TEACHER IS EXPECTED TO ACCOMPANY THEM.

TEACHERS SHOULD BE AWARE THAT ALL STUDENTS ARE EXPECTED TO EITHER BE IN THE COMPANY OF THEIR CLASSROOM TEACHER OR THEY MUST HAVE A PASS TO ENTER THE LIBRARY. STUDENTS ARE ENCOURAGED TO USE THEIR ASSIGNMENT AGENDA AS A PASS. TEACHERS MAY ALSO USE THE PINK PASS OR TRANSFER SLIPS WHICH ARE AVAILABLE AT THE OFFICE. STUDENTS WITHOUT A PASS WILL BE SENT TO THE OFFICE OR BACK TO CLASS.

TEACHERS ARE ENCOURAGED TO SUBMIT REQUESTS FOR MATERIALS TO BE PURCHASED THAT WILL COORDINATE WITH THEIR CURRICULUM. WE WILL MAKE EVERY ATTEMPT TO OBTAIN THEM FOR THE LIBRARY.

ALL AV EQUIPMENT USED BY STAFF THROUGHOUT THE YEAR IS TO BE CHECKED OUT FROM THE LIBRARY AND RETURNED THERE WHEN NOT IN USE. ALL AV EQUIPMENT SHOULD BE RETURNED TO THE LIBRARY AT THE END OF THE SCHOOL YEAR. YOU WILL BE GIVEN BRIEF FORMS TO FILL OUT WHEN YOU RETURN THE EQUIPMENT. ON THESE FORMS PLEASE INDICATE IF THE EQUIPMENT NEEDS REPAIR AND IF YOU WOULD LIKE THE ITEM BACK AGAIN NEXT YEAR. THE LIBRARY WILL MAINTAIN ALL AV EQUIPMENT. PLEASE NOTIFY US AS SOON AS POSSIBLE IF THERE ARE ANY PROBLEMS WITH THE EQUIPMENT. PLEASE KEEP IN MIND THAT THE DISTRICT HAS A POLICY REGARDING COPYRIGHT. DO NOT ASK STUDENTS OR LIBRARY STAFF TO VIOLATE COPYRIGHT LAW. IF YOU ARE UNSURE OF THE LAW WE CAN ATTEMPT TO CLARIFY POINTS FOR YOU.

DISCIPLINARY SUMMARY CHART

	<u>First Violation</u>	<u>Second Violation</u>	<u>Third Violation</u>	<u>Fourth Violation</u>
Possession/Use of Alcohol or Controlled Substance	Parent contact/ Conference. Police notified. 10 day suspension max	Same as first. Possible recommendation for expulsion.		
Selling with intent to deliver any controlled substance	Parent contacted Conference. Police notified. 10 day suspension max. Possible expulsion.			
Theft	Parent contact. Replacement. Possible Police notified. 10 day suspension max.	Parent contact Replacement Possible Police notified 10 day suspension max.	Possible recommendation for expulsion	
Physical abuse, fighting, harassment,	Parent contact. Detention/Suspension. Possible Police notified	Parent contact. 1-3 day suspension. Possible Police notified Possible code of conduct Violation	Parent contact. 10 day suspension max. Possible Police notified Possible code of conduct violation Possible recommendation for expulsion	
Vandalism	Parent contact. Assume cost incurred. 1-3 day suspension max.	Parent contact 3-10 day suspension max. Possible Police notified Possible code of conduct violation	Parent contact. 10 day suspension max. Possible Police notified Possible code of conduct violation Possible recommendation for expulsion.	
Threats, harassment, obscene gestures at school employees	Parent contact. 1 day suspension.	Parent contact. 1-3 day suspension. Possible Police notified Possible code of conduct violation	Parent contact. 10 day suspension max. Possible Police notified Possible code of conduct violation Possible recommendation for expulsion.	
Threats, harassment, obscene gestures at students	Parent contact. Student conference. Detention/suspension.	Parent contact. 1-3 day suspension Possible Police notified Possible code of conduct violation	Parent contact. 3-10 day suspension. Possible Police notified Possible code of conduct violation	
Possession and/or use of tobacco (smoking/chewing)	Parent contact. 1 day suspension. Possible Police notified Possible code of conduct violation	Parent contact. 1-3 day suspension. Possible Police notified Possible code of conduct violation	Parent contact. 10 day suspension Possible Police notified Possible code of conduct	Parent contact. 10 day suspension Possible Police notified violation violation
Disrespect-General	Parent contact. detention.	Parent contact. 1-3 day suspension.	Parent contact. 3-10 day suspension	Parent contact. Possible recommendation for expulsion.
Disrespect-Blatant	Parent contact. 1 day suspension.	Parent contact. 1-3 day suspension.	Parent contact. 10 day suspension max. Possible loss of class.	Parent contact. Possible recommendation for expulsion.
Disruptive Behavior	Parent contact. Student conference. Detention.	Parent contact. Detention/Suspension.	Parent contact. 1-3 day suspension.	Parent contact. Same class-- Possible loss of class.
Truancy (not leaving)	Parent contact. Detention.	Parent contact. 1 day suspension.	Parent contact. 1-3 day suspension.	
Truancy (leaving)	Parent contact. 1 day suspension	Parent contact. 1-3 day suspension	Parent contact. 10 day suspension max.	Parent contact. Possible recommendation for expulsion.
Use of Profanity,	Student conference Detention.	Parent contact.. Longer detention time	Parent conference 1-3 day suspension	Parent conference 1-10 day suspension.
Possession, use of firearm and/or explosive device	Parent contact. 10 day suspension max. Recommendation for 12 month expulsion.			

**SOUTH CENTRAL CALHOUN COMMUNITY SCHOOL DISTRICT
MISSION STATEMENT**

THE MISSION OF THE SOUTH CENTRAL CALHOUN SCHOOL DISTRICT IS TO PARTNER WITH OUR COMMUNITIES TO PROVIDE AN ENVIRONMENT RICH WITH OPPORTUNITIES THAT CHALLENGE EVERY STUDENT TO MASTER SKILLS AND UNDERSTANDINGS WHICH WILL TRANSFER INTO A SUCCESSFUL FUTURE.

**SOUTH CENTRAL CALHOUN HIGH SCHOOL
BUILDING MOTO**

**ACHIEVE
CREATE
TALENT**

**INTELLIGENCE
RESPECT**

**HONOR
ACCOUNTABLE
ACTIVITIES**

It is the policy of the South Central Calhoun Community School Districts not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the districts' Equity Coordinator Wendi Geno, 1000 Tonawanda, Rockwell City, IA 50579, 712-297-7222, wgeno@scc.k12.ia.us.